

UNITED NATIONS

**BUDGET ESTIMATES**  
**FOR**  
**THE FINANCIAL YEAR 1951**  
*and Information Annexes*



**GENERAL ASSEMBLY**  
**OFFICIAL RECORDS : FIFTH SESSION**  
**SUPPLEMENT No. 5 (A/1267)**

*Lake Success*  
*New York*  
*1950*



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## BUDGET FOREWORD BY THE SECRETARY-GENERAL

1. I submit herewith the budget estimates for 1951, the sixth financial year of the United Nations.

2. Total expenditures are estimated at \$45 450 800, and income at \$6 007 500, which would leave a net expenditure for the year of \$39 443 300. The amount of \$45 450 800 for 1951 compares with an approved budget of \$41 641 773 for the year 1950 (exclusive of \$8 000 000 specifically provided for an international regime for Jerusalem), and a total expenditure of \$42 575 368 for the year 1949.

The major portion of the increase for 1951 over 1950 is accounted for by certain inescapable items of expenditure to which the General Assembly already is committed. These items include:

	\$
First instalment on the \$65 000 000 Headquarters loan	1 000 000
Increase in the payment for League of Nations assets	116 000
Remodelling of the library building at permanent Headquarters .....	500 000
Moving expenses, Lake Success to Manhattan.....	537 000
Increase of Headquarters maintenance in the new location .....	800 000
The refugee programme approved for 1951 by the fourth session of the General Assembly.....	300 000

Naturally, there will be some other increases in various fields of substantive activity, including technical assistance, but I propose that in the main these costs be offset by economies elsewhere.

3. An important new feature in the estimates for 1951 is the presentation of personnel costs on the basis of the salary and allowance system recommended by the Committee of Experts on Salary, Allowance and Leave Systems which I appointed in accordance with the request of the General Assembly in 1948. I have accepted the main recommendations of that Committee on the assumption that the plan in general would be acceptable to the General Assembly. Application of the new scheme in 1951 would effect some savings in net costs.

In presenting the estimates on the new basis, I am recommending that present staff members, upon transfer to the new salary system, should not suffer any loss in existing salary or salary ceiling. The abolition of the expatriation allowance, which a large number have been receiving for more than three years, means in itself a heavy loss to staff who have been serving the Organization during the first difficult years, and I consider the preservation of salary status and ceiling important for morale. In preparing the new salary estimates a detailed review of the entire establishment and

existing staff has been undertaken; a number of individual cases still are under consideration, and final decisions may result in some adjustment to the manning tables presented. Additionally, the question of a non-residents' allowance, as recommended by the Committee of Experts in cases where local posts can only be filled from recruitment outside the immediate area, remains for specific determination. It is my expectation that any additional costs arising from decisions on these matters can be absorbed within the appropriations requested.

A reduction of 4 per cent (rather than 3 per cent as in 1950) has been applied to the salary accounts for turn-over of staff, in anticipation of increased savings on replacements under the proposed lower entry rates for various categories of staff.

4. Certain organizational changes are reflected in the estimates, the chief of these being the establishment of a Technical Assistance Administration. This step is taken in anticipation of an enlargement of United Nations activities with the acceleration of the international programme for enabling the people of under-developed countries to raise their productive capacities and living standards.

At the Technical Assistance Conference held at Lake Success in June 1950, fifty Governments pledged the equivalent of over \$20 000 000 as voluntary contributions to the expanded programme for technical assistance for economic development. While this amount will be distributed between the participating international organizations, it is clear that the United Nations activities in the technical assistance field will be increased to such an extent that creation of a special division of the Secretariat is needed to assure co-ordinated handling of requests from Governments and uniformity in administrative policies and financial controls.

The three types of direct technical services to Governments for which provision is requested in part IX of the estimates have all been placed on a continuing basis by the General Assembly and are now an integral part of the normal activities of the United Nations. I have included in the estimates the same amounts for these services as were appropriated in 1950. It is my hope that these provisions will be continued as reflecting United Nations acceptance of a regularly budgeted responsibility for this most important means of implementing the provisions of Chapter IX of the Charter. The estimates make full allowance for a large measure

of financial participation by the recipient Governments. Good progress is being made toward expansion of these services under the terms of Economic and Social Council resolution 222 (IX).

In order to carry out more effectively the authorization of the General Assembly to establish a United Nations Field Service, I have consolidated the Headquarters establishment authorized for this service, and the mission administration staff formerly in Conference and General Services, to constitute a new unit in the Department of Administrative and Financial Services.

Because of the need to secure complete co-ordination of arrangements for the maintenance of the new Headquarters with the final construction operations, I have also transferred these responsibilities to the Department of Administrative and Financial Services.

5. Establishment of United Nations Headquarters in its permanent home will affect the 1951 budget in several significant ways. As already noted, the first payment on the interest-free construction loan will require an appropriation of \$1 000 000, and alterations of the present Manhattan building to make it suitable for use for library services, as decided by the General Assembly, will cost \$500 000. In the normal course it will be necessary to supplement present furniture and equipment, which I propose to do by purchases throughout the world, over a two-year period. For the first year, the 1951 estimates include provisions totalling \$517 000 to be partly offset by revenue from the sale of old equipment. The costs of operation and maintenance of the new quarters, with twice the floor area of Lake Success, will understandably be higher by about \$800 000. In addition, there will be sizeable moving expenses, which will not recur in later years.

6. The meetings area of the permanent Headquarters will not be ready for use before the summer of 1951. The Security Council and the Interim Committee will be able to meet at the Flushing building during this period if they so desire. For the Economic and Social Council and the Trusteeship Council, I suggest that one session of each body in 1951 meet at Geneva. The early months of 1951 will be a difficult period for the Secretariat. I believe it would be to the interest of the organization as a whole if the number of sessions of commissions and committees is kept at the very minimum, and if sessions which cannot be eliminated entirely for 1951 are deferred to the second half of the year. Such an arrangement would also permit the Secretariat to catch up with backlog which has accumulated in various fields because of the very heavy work programme which the Organization has had to face.

7. There are two major decreases in the estimates as compared with the 1950 appropriations. One concerns the international regime for Jerusalem, for which no provision is requested pending consideration by the General Assembly of the action to be taken. The other is a reduction of around \$880 000 in the interim estimate for investigations and inquiries. Detailed estimates in this respect can be submitted only after necessary decisions are made by the General Assembly and the Security Council on the future work of the commissions.

8. It will be noted that various changes have been made in the form of the budget. The estimates for contractual printing have been consolidated under a new part VIII as the General Assembly has preferred to deal with these expenditures as a group. While estimates for the Secretariat are presented along much the same lines as in the 1950 budget, home leave expenditures and the various communications charges, which in the 1950 budget were spread among the departmental sections, have been consolidated to improve control of these expenditures and to facilitate administration.

9. The main features of the estimates for 1951 are reflected in the following table, which shows a comparison part-by-part with the 1950 appropriations:

	1951 \$	1950 \$
I. Sessions of the General Assembly, the Councils, Commissions and Committees .....	1 142 400	1 173 500
II. Investigations and inquiries....	2 800 000	3 679 700 <sup>1</sup>
III. Headquarters, New York (includes transfer to permanent Headquarters in 1951).....	29 056 300	26 477 970
IV. United Nations Office at Geneva (includes Office of the High Commissioner for Refugees in 1951) .....	4 676 600	4 113 910
V. Information Centres (excluding Information Services, Geneva)...	871 600	794 520
VI. Regional economic commissions (other than Economic Commission for Europe).....	1 338 800	1 182 100
VII. Hospitality .....	40 000	20 000
VIII. Contractual printing .....	2 015 900	1 841 700
IX. Technical programmes .....	1 234 900	1 232 490
X. Special expenses .....	1 649 500	533 768
XI. International Court of Justice..	624 800	592 115
	<b>\$45 450 800</b>	<b>\$41 641 773<sup>1</sup></b>

<sup>1</sup> Excludes \$8 000 000 specifically appropriated for an international regime for Jerusalem.

10. The increase for the Secretariat at Headquarters (part III) is largely due to the move to the permanent site. Otherwise, a certain amount of stabilization has

been achieved. Excluding the Buildings Management Service, the number of established posts will be decreased by eleven.

11. No change is proposed in the number of information centres, and the public information programme generally remains the same. In the case of the Economic Commission for Asia and the Far East, it seems necessary to continue in 1951 the extra posts required by the decision of the tenth session of the Economic and Social Council concerning expansion of activities in the fields of inland transport and technical assistance. Otherwise, the provisions requested for regional commissions do not differ markedly from 1950.

12. The increase in hospitality costs is an offset for the discontinuance of certain representation allowances, as recommended by the Committee of Experts.

13. Contractual printing costs, given in part VIII, are about \$170 000 higher than the 1950 appropriation. Owing to intensified efforts to place contracts in low-cost areas, the contemplated actual increase in volume of printing is greater than the increase in expenditure would indicate. This increase still is relatively small, however, and some increase seems necessary to clear up backlog and present a satisfactory range of printed publications for the general public and specialized groups.

14. The estimates for the International Court of Justice under part XI require special comment in relation to salaries, and I will report separately to the General Assembly on this matter. The cost of living study at The Hague has been completed, and consultations are taking place concerning the salaries of the judges and the appropriate differential to be applied to salaries of the Registry under the new salary scheme.

Meantime, the existing salary structure has been followed in presentation of the estimates of the Court.

15. There is no need this year to comment extensively on most of the other aspects of the budget. As regards our relationship with the specialized agencies, however, I want to mention that the Joint Panel of Auditors, approved by the General Assembly and the conference of four specialized agencies in 1949, is now organized and will hold its first meeting in 1950. Common financial regulations have been prepared in close collaboration with the agencies and will be submitted this year to the General Assembly. Furthermore, negotiations are in progress on common staff regulations and these also will be submitted to the General Assembly.

16. In presenting the expenditure estimates, I have kept constantly in mind the practical problems of financing the 1951 budget. I realize that United Nations expenses are only a small proportion of the total international financial commitments of the Member States. The United Nations itself has asked during 1950 for special voluntary contributions to the United Nations programme for Palestine refugees, the Children's Fund, and the expanded programme for technical assistance. While economic progress has been encouraging in many areas during the past year, I am quite aware that certain countries still face serious difficulties in meeting their international obligations in hard currencies. I will continue to search for ways to alleviate this problem. Meantime, whatever the difficulties, I am sure Member States will recognize that full and prompt payment of obligations to the budget of the United Nations is an absolute necessity for carrying on the work of the Organization which embodies the hopes of so many millions for a world free of war.



Trygve LIE,

Secretary-General

23 June 1950



# A

## DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1951

### *The General Assembly*

*Resolves* that for the financial year 1951 :

1. Appropriations totalling US\$45 450 800 are hereby voted for the following purposes:

### A. UNITED NATIONS

#### PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES

<i>Section</i>	<i>Amount in U.S. dollars</i>
1. The General Assembly, commissions and committees.....	738 200
2. The Security Council, commissions and committees.....	—
3. The Economic and Social Council, commissions and committees.....	228 200
(a) Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	22 900
(b) Regional economic commissions.....	61 300
	<hr/>
4. The Trusteeship Council, commissions and committees.....	312 400 91 800
	<hr/>
TOTAL, PART I	\$ 1 142 400

#### PART II. INVESTIGATIONS AND INQUIRIES

5. Investigations and inquiries.....	2 500 000
(a) United Nations Field Service.....	300 000
	<hr/>
TOTAL, PART II	\$ 2 800 000

#### PART III. HEADQUARTERS, NEW YORK

6. Executive Office of the Secretary-General.....	484 200
(a) Library .....	465 300
	<hr/>
7. Department of Security Council Affairs.....	949 500
8. Military Staff Committee secretariat.....	758 700
9. Technical Assistance Administration.....	129 600
10. Department of Economic Affairs.....	300 000
11. Department of Social Affairs.....	2 129 000
12. Department for Trusteeship and Information from Non-Self-Governing Territories .....	1 594 300
	883 600
13. Department of Public Information.....	2 804 000
14. Department of Legal Affairs.....	431 800
15. Conference and General Services.....	7 156 200
16. Administrative and Financial Services.....	2 976 100
17. Common Staff Costs.....	4 345 100
18. Common Services .....	2 887 500
(a) Transfer to the permanent Headquarters.....	537 300
	<hr/>
19. Permanent equipment .....	3 424 800
	1 173 600
	<hr/>
TOTAL, PART III	\$29 056 300

# PART IV. UNITED NATIONS OFFICE AT GENEVA

Section

Amount in U.S. dollars

20. United Nations Office at Geneva (excluding direct costs, chapter III, secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body).....	4 320 400	
Chapter III, joint secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body.....	56 200	
	<hr/>	
(a) Office of the High Commissioner for Refugees.....	4 376 600	
	300 000	
	<hr/>	
TOTAL, PART IV		\$ 4 676 600

## PART V. INFORMATION CENTRES

21. Information centres (other than information services in Geneva).....	871 600	
	<hr/>	
TOTAL, PART V		\$ 871 600

## PART VI. REGIONAL ECONOMIC COMMISSIONS (Other than the Economic Commission for Europe)

22. Economic Commission for Asia and the Far East.....	830 000	
23. Economic Commission for Latin America.....	508 800	
	<hr/>	
TOTAL, PART VI		\$ 1 338 800

## PART VII. HOSPITALITY

24. Hospitality .....	40 000	
	<hr/>	
TOTAL, PART VII		\$ 40 000

## PART VIII. CONTRACTUAL PRINTING

25. Official Records (excluding chapter VI, Permanent Central Opium Board and Narcotic Drugs Supervisory Body).....	909 600	
Chapter VI, Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	13 200	
	<hr/>	
	922 800	
26. Publications .....	1 093 100	
	<hr/>	
TOTAL, PART VIII		\$ 2 015 900

## PART IX. TECHNICAL PROGRAMMES

27. Advisory Social Welfare functions.....	610 500	
28. Technical assistance for economic development.....	479 400	
29. International centre for training in public administration.....	145 000	
	<hr/>	
TOTAL, PART IX		\$ 1 234 900

## PART X. SPECIAL EXPENSES

30. Transfer of the assets of the League of Nations to the United Nations..	649 500	
31. Amortization of the Headquarters construction loan.....	1 000 000	
	<hr/>	
TOTAL, PART X		\$ 1 649 500

## PART XI. THE INTERNATIONAL COURT OF JUSTICE

32. The International Court of Justice.....	624 800	
		\$ 624 800
TOTAL, PART XI		
GRAND TOTAL		\$45 450 800

2. The appropriations voted by paragraph 1 shall be financed by contributions from Members after adjustment as provided by the Financial Regulations. For this purpose, miscellaneous income for the financial year 1951 is estimated at US\$6 007 500.

3. The Secretary-General is authorized:

(i) To administer as a unit the appropriations provided under Section 3 (a); Section 20, chapter III, and Section 25, chapter VI;

(ii) With the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, to transfer credits between sections of the budget.

4. In addition to the appropriations voted by paragraph 1, an amount of US\$14 000 is hereby appropriated for the purchase of books, periodicals, maps and library equipment, from the income of the Library Endowment Fund, in accordance with the objects and provisions of the endowment.

## B

## DRAFT RESOLUTION RELATING TO UNFORESEEN AND EXTRAORDINARY EXPENSES

*The General Assembly*

*Resolves that, for the financial year 1951,*

The Secretary-General, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, and subject to the financial regulations of the United Nations, is authorized to enter into commitments to meet unforeseen and extraordinary expenses; provided that the concurrence of the Advisory Committee shall not be necessary for:

(a) Such commitments not exceeding a total of \$2 000 000 (U.S.), if the Secretary-General certifies that they relate to the maintenance of peace and security or to urgent economic rehabilitation;

(b) Such commitments as relate to expenses occasioned by an eventual second session of the Economic Commission for Europe, of the Economic Commission for Asia and the Far East and the Economic Commission for Latin America not to exceed \$5 100, \$14 240 and \$25 900 respectively under each of these three headings, on approval of such sessions by the Economic and Social Council;

(c) Such commitments as may be necessary to provide for reasonable expenses for the proposed Eco-

nomie Commission for the Middle East, should the Economic and Social Council decide that this Commission shall be created in 1951;

(d) Such commitments, duly certified by the President of the International Court of Justice, relating to expenses occasioned:

(i) By the designation of *ad hoc* judges (Statute, Article 31),

(ii) By the appointment of assessors (Statute, Article 30) or of witnesses and experts (Statute, Article 50),

(iii) By the holding of sessions of the Court away from The Hague (Statute, Article 22),

and which do not exceed \$24 000, \$25 000 and \$75 000 respectively, under each of these three headings.

The Secretary-General shall report to the Advisory Committee and to the next regular session of the General Assembly all commitments made under the provisions of the present resolution, together with the circumstances relating thereto, and shall submit supplementary estimates to the General Assembly in respect of such commitments.

## C

## DRAFT RESOLUTION RELATING TO THE WORKING CAPITAL FUND

*The General Assembly*

*Resolves that:*

1. The Working Capital Fund shall be maintained to 31 December 1951 at the amount of US\$20 000 000;

2. Members shall make advances to the Working Capital Fund in accordance with the scale adopted by the General Assembly for contributions of Members to the sixth annual budget;

3. There shall be set off against this new allocation of advances the amounts paid by Members to the Working Capital Fund for the financial year 1950; provided that, should the advance paid by any Member to the Working Capital Fund for the financial year 1950 exceed the amount of that Member's advance under the provision of paragraph 2 hereof, the excess shall be set off against the amount of contributions payable by that Member in respect of the sixth annual budget, or any previous budget;

4. The Secretary-General is authorized to advance from the Working Capital Fund:

(a) Such sums as may be necessary to finance budgetary appropriations pending receipt of contributions; sums so advanced shall be reimbursed as soon as receipts from contributions are available for the purpose;

(b) Such sums as may be necessary to finance commitments which may be duly authorized under the provisions of the resolution relating to unforeseen and extraordinary expenses. The Secretary-General shall make provision in the budget estimates for reimbursing the Working Capital Fund;

(c) Such sums as, together with net sums outstanding for the same purposes, do not exceed \$250 000 to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities. Advances in excess of the total of \$250 000 may be made with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions. The Secretary-General shall submit, with the annual accounts, an explanation of the outstanding balance of the revolving fund at the end of each year;

(d) Loans to specialized agencies and preparatory commissions of agencies to be established by inter-

governmental agreement under the auspices of the United Nations to finance their work, pending receipt by the agencies concerned of sufficient contributions under their own budgets. In making such loans, which shall be repayable within two years, the Secretary-General shall have regard to the proposed financial resources of the agency concerned, and shall obtain the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions for any cash issues which would increase the aggregate balance outstanding (including amounts previously advanced and outstanding) at any one time to an amount in excess of \$3 000 000, and for any issue which would increase the balance outstanding (including amounts previously advanced and outstanding) in respect of any one agency to an amount in excess of \$1 000 000;

(e) Such sums as, together with the sums previously advanced and outstanding for the same purpose, do not exceed \$500 000 to continue the Staff Housing Fund in order to finance advance rental payments, guarantee deposits and working capital requirements for housing the staff of the Secretariat. Such advances shall be reimbursed to the Working Capital Fund following the recovery of rental advances, guarantee deposits and working capital advances.

**BUDGET ESTIMATES FOR  
THE FINANCIAL YEAR 1951**

**DETAILED SCHEDULE**



# BUDGET ESTIMATES 1951 — DETAILED SCHEDULE

## A. UNITED NATIONS

### PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES

#### Section 1. The General Assembly, Commissions and Committees

##### Chapter I. The General Assembly Session

	Article \$	Chapter \$	Section \$	1950 approved estimate \$	1949 expense \$
(i) Travel of representatives .....	160 000			154 140	157 999
(ii) Local transportation .....	55 000			83 360	97 995
(iii) Temporary assistance .....	180 000			180 200	230 608
(iv) Travel and subsistence of staff .....	15 000			12 025	11 337
(v) Overtime and night differential .....	50 000			40 000	41 531
(vi) Maintenance of other equipment .....	16 500			9 730	16 388
(vii) Radio services .....	10 600			14 500	—
(viii) Telephone services .....	10 500			11 100	11 820
(ix) Contractual services for maintenance of premises .....	14 400			13 000	14 775
(x) Supplies for maintenance of premises ....	6 950			8 200	5 185
(xi) Utilities .....	30 000			30 000	25 684
(xii) Loss on cafeteria operations .....	10 000			15 000	9 071
(xiii) Miscellaneous supplies and services .....	1 650			10 000	688
(xiv) Consultants .....	—			1 400	330
(xv) Insurance .....	—			—	11 498
(xvi) Simultaneous interpretation equipment ..	—			—	14 571
(xvii) Cornerstone ceremony .....	—			—	32 793
		560 600		582 655	682 273

##### Chapter II. Advisory Committee on Administra- tive and Budgetary Questions

(i) Travel and subsistence of members .....	50 000			53 750	46 655
(ii) Local transportation .....	—			6 480	5 853
		50 000		60 230	52 508

##### Chapter III. Committee on Contributions

(i) Travel and subsistence of members .....	12 600			11 450	5 718
(ii) Local transportation .....	—			1 320	415
		12 600		12 770	6 133

##### Chapter IV. International Law Commission

(i) Travel and subsistence of members .....	63 600			31 280	24 606
(ii) Consultants .....	1 400			4 000	—
(iii) Temporary assistance .....	—			2 600	—
(iv) Travel and subsistence of staff .....	—			10 000	—
(v) Local transportation .....	—			—	1 945
		65 000		47 880	26 551

##### Chapter V. Board of Auditors

(i) External audit costs .....	40 000			42 000	33 896
		40 000		42 000	33 896

##### Chapter VI. Administrative Tribunal

(i) Travel and subsistence of members .....	10 000			18 240	—
(ii) Local transportation .....	—			900	—
		10 000		19 140	—

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter VII. Interim Committee of the General Assembly					
(i) Temporary assistance .....	—	—		—	26 976
		—		—	26 976
Chapter VIII. Special Committee on Information transmitted under Article 73 e of the Charter					
(i) Local transportation .....	—	—		1 280	626
		—		1 280	626
Second part of third session of General Assembly					442 655
Committee on Berlin Currency and Trade			—	—	3 038
TOTAL, section 1			\$ 738 200	\$ 765 955	\$1 274 656
Section 2. <i>The Security Council, Commissions and Committees</i>			—	—	—
TOTAL, section 2			—	—	—
Section 3. <i>The Economic and Social Council, Commissions and Committees</i>					
Chapter I. The Economic and Social Council					
(i) Travel and subsistence of staff .....	75 000			—	58 215
(ii) Cable, telegraph and radiogram services...	—			—	190
(iii) Freight, cartage and express .....	—			—	507
(iv) Local transportation .....	—			8 280	3 420
(v) Consultants .....	—			—	68
		75 000		8 280	62 400
Chapter II. Social Commission					
(i) Travel and subsistence of members .....	10 800			10 530	15 402
(ii) Local transportation .....	—			1 900	1 614
		10 800		12 430	17 016
Chapter III. Commission on Human Rights					
(i) Travel and subsistence of members .....	10 800			10 530	5 406
(ii) Consultants .....	900			—	—
(iii) Local transportation .....	—			3 300	2 089
		11 700		13 830	7 495
Chapter IV. Sub-Commission on Prevention of Discrimination and Protection of Minorities					
(i) Travel and subsistence of members .....	15 000			13 260	11 672
(ii) Consultants .....	900			—	180
(iii) Local transportation .....	—			1 020	531
		15 900		14 280	12 383

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter V. Sub-Commission on Freedom of Information and of the Press					
(i) Travel and subsistence of members .....	15 000			21 350	10 593
(ii) Local transportation .....	—			—	599
(iii) Travel and subsistence of Headquarters staff .....	—			19 830	—
(iv) Rental of telecommunications equipment ..	—			1 560	—
(v) Freight, cartage and express .....	—			500	—
(vi) Communications services .....	—			250	—
		15 000		43 490	11 192
Chapter VI. Commission on the Status of Women					
(i) Travel and subsistence of members .....	9 000			8 770	13 171
(ii) Local transportation .....	—			1 360	1 227
(iii) Temporary assistance .....	—			—	2 743
(iv) Miscellaneous expenses .....	—			—	654
(v) Travel and subsistence of staff .....	—			—	18 670
		9 000		10 130	36 465
Chapter VII. Commission on Narcotic Drugs					
(i) Travel and subsistence of members .....	9 000			8 770	8 167
(ii) Consultants .....	2 600			2 580	—
(iii) Local transportation .....	—			2 640	1 027
		11 600		13 990	9 194
Chapter VIII. Population Commission					
(i) Travel and subsistence of members .....	7 200			7 020	6 700
(ii) Consultants .....	1 950			1 800	1 395
(iii) Local transportation .....	—			1 020	—
(iv) Travel and subsistence of staff .....	—			—	6 072
		9 150		9 840	14 167
Chapter IX. Economic and Employment Commission					
(i) Travel and subsistence of members .....	9 000			8 770	6 521
(ii) Local transportation .....	—			880	1 037
		9 000		9 650	7 558
Chapter X. Sub-Commission on Economic Development					
(i) Travel and subsistence of members .....	7 520			6 470	5 266
(ii) Local transportation .....	—			440	537
		7 520		6 910	5 803
Chapter XI. Sub-Commission on Employment and Economic Stability					
(i) Travel and subsistence of members .....	7 520			6 750	5 738
(ii) Local transportation .....	—			440	309
		7 520		7 190	6 047
Chapter XII. Statistical Commission					
(i) Travel and subsistence of members .....	7 200			7 020	3 809
(ii) Local transportation .....	—			900	—
(iii) Travel and subsistence of staff .....	—			—	5 889
		7 200		7 920	9 698

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter XIII. Sub-Commission on Statistical Sampling					
(i) Travel and subsistence of members .....	5 370			4 820	3 247
(ii) Consultants .....	1 070			1 080	234
(iii) Local transportation .....	—			440	—
(iv) Travel and subsistence of staff .....	—			—	3 655
		6 440		6 340	7 136
Chapter XIV. Fiscal Commission					
(i) Travel and subsistence of members .....	9 000			—	6 584
(ii) Local transportation .....	—			—	468
		9 000		—	7 052
Chapter XV. Transport and Communications Commission					
(i) Travel and subsistence of members .....	9 000			8 770	10 468
(ii) Local transportation .....	—			1 360	480
		9 000		10 130	10 948
Chapter XVI. Interim Co-ordinating Committee for International Commodity Arrangements					
(i) Travel and subsistence of members .....	3 225			3 190	—
(ii) Local transportation .....	—			150	—
(iii) Travel and subsistence of staff .....	1 175			700	1 549
		4 400		4 040	1 549
Chapter XVII. Committee of Experts on Uniform System of Road Signs and Signals					
(i) Travel and subsistence of members .....	9 970			—	—
		9 970		—	—
<i>Ad Hoc</i> Committee on the Draft Convention on the Declaration of the Death of Missing Persons	—			—	4 662
	—			—	4 662
<i>Ad Hoc</i> Committee of Principal Opium Producing Countries .....	—			—	8 779
	—			—	8 779
United Nations Commodity Conference .....	—			6 600	—
<i>Ad Hoc</i> Committee on Slavery .....	—			13 500	—
Meeting of Experts on Tropical Housing and Town Planning .....	—			20 000	—
United Nations Scientific Conference on Conservation and Utilization of Resources .....	—			—	12 354
Conference on World Road Transport .....	—			—	6 007
Meeting of Experts on International Research Laboratories .....	—			—	3 973
TOTAL, section 3			<u>\$228 200</u>	<u>\$218 550</u>	<u>\$261 878</u>

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter ¢	Section \$		
Section 3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body					
Chapter I. Permanent Central Opium Board and Narcotic Drugs Supervisory Body					
(i) Travel and subsistence of members .....	22 900			21 900	13 534
		22 900		21 900	13 534
TOTAL, section 3a			\$22 900	\$21 900	\$13 534
Section 3b. Regional Economic Commissions					
Chapter I. Economic Commission for Europe					
(i) Travel and subsistence of staff .....	—			2 850	1 023
				2 850	1 023
Chapter II. Economic Commission for Asia and the Far East					
(i) Travel and subsistence of staff .....	27 000			3 800	14 462
(ii) Local transportation .....	1 000			1 000	—
(iii) Temporary assistance .....	4 000			—	—
(iv) Freight, cartage and express .....	3 000			—	—
(v) Contractual services for maintenance of premises .....	3 500			—	—
(vi) Communications services .....	300			—	—
(vii) Miscellaneous supplies and services .....	200			—	—
		39 000		4 800	14 462
Chapter III. Economic Commission for Latin America					
(i) Travel and subsistence of staff .....	20 000			22 970	19 662
(ii) Rental of telecommunications equipment..	1 500			1 560	3 177
(iii) Freight, cartage and express .....	500			500	1 122
(iv) Communications services .....	300			300	—
(v) Miscellaneous expenses .....	—			—	903
(vi) Temporary assistance .....	—			—	8 867
(vii) Insurance .....	—			—	246
		22 300		25 330	33 977
TOTAL, section 3b			\$ 61 300	\$ 32 980	\$ 49 462
			approved 64,000		
Section 4. The Trusteeship Council, Commissions and Committees					
Chapter I. The Trusteeship Council					
(i) Travel and subsistence of staff .....	41 800			43 745	—
(ii) Local transportation .....	—			2 400	4 180
(iii) Simultaneous interpretation equipment ..	—			3 770	—
(iv) Communications services .....	—			800	—
(v) Miscellaneous expenses .....	—			1 000	—
	53 150	41 800		51 715	4 180
Chapter II. 1951 Visiting Mission	50 000			—	—

*approved - 64,000*

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
<b>Chapter III. 1950 Visiting Mission to the Pacific</b>					
(i) Travel and subsistence of members .....	—			26 400	—
(ii) Local transportation .....	—			3 000	—
(iii) Hospitality .....	—			1 500	—
(iv) Temporary assistance .....	—			1 200	—
(v) Travel and subsistence of staff .....	—			30 200	—
(vi) Miscellaneous expenses .....	—			7 600	—
		—		<u>69 900</u>	—
<b>Chapter IV. 1949 Visiting Mission to West Africa</b>					
(i) Travel and subsistence of members .....	—			2 500	11 140
(ii) Local transportation .....	—			500	15 433
(iii) Travel and subsistence of staff .....	—			8 000	11 235
(iv) Temporary assistance .....	—			1 000	14
(v) Miscellaneous expenses .....	—			500	2 756
(vi) Miscellaneous equipment .....	—			—	220
(vii) Hospitality .....	—			—	121
		—		<u>12 500</u>	<u>40 919</u>
<b>TOTAL, section 4</b>			<b>\$ 91 800</b>	<b>\$ 134 115</b>	<b>\$ 45 099</b>
<b>TOTAL, PART I</b>			<b><u>\$1 142 400</u></b>	<b><u>\$1 173 500</u></b>	<b><u>\$1 644 629</u></b>

**PART II. INVESTIGATIONS AND INQUIRIES**

**Section 5. Investigations and Inquiries**

**Chapter I. United Nations Special Committee on the Balkans**

(i) Temporary assistance .....	188 700	245 132
(ii) Travel and subsistence of members .....	126 000	76 797
(iii) Travel and subsistence of observers .....	202 500	381 742
(iv) Travel and subsistence of staff .....	131 000	178 839
(v) Communications services .....	8 000	5 471
(vi) Rental of premises .....	28 000	30 507
(vii) Stationery and office supplies .....	3 000	1 366
(viii) Local transportation .....	4 500	4 302
(ix) Freight, cartage and express .....	2 500	2 181
(x) Insurance .....	36 000	35 660
(xi) Miscellaneous expenses .....	7 000	5 358
(xii) Miscellaneous equipment .....	5 000	4 861
(xiii) Operation and maintenance of transportation equipment .....	30 000	—
(xiv) Travel on home leave .....	—	3 916
(xv) Hospitality .....	—	150
	<u>772 200</u>	<u>976 282</u>

**Chapter II. United Nations Commission for India and Pakistan**

(i) Temporary assistance .....	144 000	167 878
(ii) Travel and subsistence of members .....	82 700	38 434
(iii) Travel and subsistence of observers .....	247 000	226 937
(iv) Travel and subsistence of staff .....	97 800	92 245
(v) Communications services .....	6 000	7 556
(vi) Rental of premises .....	2 000	1 529
(vii) Stationery and office supplies .....	2 000	1 164
(viii) Local transportation .....	79 500	117 350
(ix) Freight, cartage and express .....	2 200	1 609

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(x) Insurance .....				24 000	17 116
(xi) Miscellaneous supplies and services .....				5 000	5 308
(xii) Miscellaneous equipment .....				10 000	1 817
(xiii) Hospitality .....				—	569
				<hr/> 702 200	<hr/> 679 512
Chapter III. United Nations Commission for Indonesia					
(i) Temporary assistance .....				53 300	65 079
(ii) Travel and subsistence of members .....				39 000	34 000
(iii) Travel and subsistence of staff .....				68 000	77 441
(iv) Communications services .....				6 000	8 979
(v) Stationery and office supplies .....				2 000	2 022
(vi) Operation and maintenance of transportation equipment .....				9 000	3 764
(vii) Freight, cartage and express .....				2 000	2 707
(viii) Insurance .....				19 000	19 385
(ix) Miscellaneous supplies and services .....				3 000	2 457
(x) Travel and subsistence of observers .....				198 700	50 745
(xi) Office equipment .....				—	1 237
(xii) Transportation equipment .....				—	12 700
(xiii) Miscellaneous equipment .....				—	3 098
(xiv) Hospitality .....				—	200
				<hr/> 400 000	<hr/> 283 814
Chapter IV. Repatriation of Greek Children					
(i) Temporary assistance .....				25 000	6 373
(ii) Travel and subsistence of staff .....				10 000	—
(iii) Local transportation .....				—	2 163
(iv) Communications services .....				2 000	357
(v) Insurance .....				2 000	307
(vi) Miscellaneous supplies and services .....				11 000	840
(vii) Furniture and fixtures .....				—	2 348
(viii) Rental of premises .....				—	1 779
				<hr/> 50 000	<hr/> 14 167
Chapter V. United Nations Conciliation Commission for Palestine					
(i) Temporary assistance .....				119 000	463 830
(ii) Travel and subsistence of members .....				23 000	21 993
(iii) Travel and subsistence of observers and military technical staff .....				215 500	1 154 374
(iv) Travel and subsistence of staff .....				197 500	439 331
(v) Communications services .....				15 000	56 733
(vi) Telephone and postal services .....				4 000	9 531
(vii) Rental of premises .....				12 000	63 423
(viii) Stationery and office supplies .....				2 000	10 225
(ix) Local transportation .....				44 000	251 138
(x) Freight, cartage and express .....				3 000	30 764
(xi) Insurance .....				20 000	146 541
(xii) Travel on home leave .....				—	478
(xiii) Hospitality .....				—	2 026
(xiv) Accommodation for delegates during armistice negotiations .....				—	13 394
(xv) Miscellaneous supplies and services .....				30 000	276 796

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(xvi) Furniture and fixtures .....				2 000	3 165
(xvii) Supplies for maintenance of premises .....				3 000	18 536
(xviii) Field equipment .....				2 000	4 532
(xix) Guard service for Jerusalem Headquarters .....				—	75 513
(xx) Transportation equipment .....				—	46 169
(xxi) Consultants .....				—	52 840
				<hr/> 692 000	<hr/> 3 141 332
<b>Chapter VI. United Nations Commission on Korea</b>					
(i) Temporary assistance .....				55 000	49 630
(ii) Travel and subsistence of members .....				97 000	53 049
(iii) Travel and subsistence of staff .....				93 000	117 097
(iv) Communications services .....				7 000	3 559
(v) Rental of premises .....				10 800	13 545
(vi) Stationery and office supplies .....				1 500	634
(vii) Local transportation .....				10 000	10 438
(viii) Freight, cartage and express .....				6 000	3 520
(ix) Insurance .....				4 000	2 232
(x) Miscellaneous expenses .....				5 000	2 203
(xi) Miscellaneous equipment .....				1 000	1 684
(xii) Hospitality .....				—	603
				<hr/> 290 300	<hr/> 258 194
<b>Chapter VII. United Nations Commissioner in Libya</b>					
(i) Temporary assistance .....				79 700	—
(ii) Travel and subsistence of members .....				66 000	—
(iii) Travel and subsistence of staff .....				63 700	—
(iv) Communications services .....				4 000	—
(v) Stationery and office supplies .....				2 000	—
(vi) Freight, cartage and express .....				4 000	—
(vii) Miscellaneous supplies and services .....				4 500	—
(viii) Local transportation .....				15 000	—
(ix) Rental of premises .....				5 000	—
				<hr/> 243 900	<hr/> —
<b>Chapter VIII. Advisory Council for Italian Somaliland</b>					
(i) Temporary assistance .....				39 800	—
(ii) Travel and subsistence of members .....				24 000	—
(iii) Travel and subsistence of staff .....				6 000	—
(iv) Local transportation .....				2 000	—
(v) Miscellaneous supplies and services .....				8 200	—
				<hr/> 80 000	<hr/> —
<b>Chapter IX. United Nations Commission for Eritrea</b>					
(i) Temporary assistance .....				13 500	—
(ii) Travel and subsistence of members .....				42 200	—
(iii) Travel and subsistence of staff .....				36 700	—
(iv) Communications services .....				2 500	—
(v) Stationery and office supplies .....				750	—
(vi) Freight, cartage and express .....				2 500	—

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(vii) Miscellaneous supplies and services .....				3 000	—
(viii) Local transportation .....				9 700	—
(ix) Rental of premises .....				1 250	—
				<u>112 100</u>	<u>—</u>
United Nations Commission of Inquiry into the Effects of Chewing the Coca Leaf				—	44 400
TOTAL, section 5			\$2 500 000	\$3 342 700	\$5 397 701
<i>Section 5a. United Nations Field Service</i>			300 000	337 000	
TOTAL, section 5a			<u>\$300 000</u>	<u>337 000</u>	
<i>Section 5b. International Regime for the Jerusa- lem Area</i>					
(i) Operating costs .....			—	8 000 000	—
TOTAL, section 5b			—	<u>\$8 000 000</u>	<u>—</u>
TOTAL, PART II			<u>\$2 800 000</u>	<u>\$11 679 700</u>	<u>\$5 397 701</u>

**PART III. HEADQUARTERS, NEW YORK**

*Section 6. Executive Office of the Secretary-  
General*

Chapter I. Salaries and wages					
(i) Established posts .....	409 700			413 640	367 137
(ii) Consultants .....	1 000			3 000	—
(iii) Temporary assistance .....	35 000			24 500	9 926
(iv) Overtime and night differential .....	3 500			3 500	6 291
	<u>449 200</u>			<u>444 640</u>	<u>383 354</u>
Chapter II. Other departmental expenses					
(i) Travel on official business .....	20 000			19 000	16 470
(ii) Housing accommodation for the Secretary- General .....	15 000			15 000	14 248
	<u>35 000</u>			<u>34 000</u>	<u>30 718</u>
TOTAL, section 6			<u>\$ 484 200</u>	<u>\$ 478 640</u>	<u>\$ 414 072</u>

*Section 6a. Library*

Chapter I. Salaries and wages					
(i) Established posts .....	402 050			380 500	341 667
(ii) Consultants .....	900			900	1 560
(iii) Temporary assistance .....	42 750			36 000	92 540
(iv) Overtime and night differential .....	2 000			2 500	435
	<u>447 700</u>			<u>419 900</u>	<u>436 202</u>

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter II. Other departmental expenses					
(i) Travel on official business .....	2 000			2 370	581
(ii) Contractual library services .....	15 600			15 600	19 794
		17 600		17 970	20 375
TOTAL, section 6a			\$ 465 300	\$ 437 870	\$ 456 577
<i>Section 7. Department of Security Council Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	721 700			724 100	657 764
(ii) Consultants .....	4 000			4 000	2 020
(iii) Temporary assistance .....	20 000			35 000	17 871
(iv) Overtime and night differential .....	6 000			6 000	9 239
		751 700		769 100	686 894
Chapter II. Other departmental expenses					
(i) Travel on official business .....	7 000			5 700	2 199
		7 000		5 700	2 199
TOTAL, section 7			\$758 700	\$774 800	\$689 093
<i>Section 8. Military Staff Committee Secretariat</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	128 500			126 290	139 224
(ii) Temporary assistance .....	500			1 120	—
(iii) Overtime and night differential .....	500			1 000	—
		129 500		128 410	139 224
Chapter II. Other departmental expenses					
(i) Travel on official business .....	100			100	—
		100		100	—
TOTAL, section 8			\$ 129 600	\$ 128 510	\$ 139 224
<i>Section 9. Technical Assistance Administration</i>					
(i) Salaries and wages .....	300 000	300 000		—	—
TOTAL, section 9			300 000		
<i>Section 10. Department of Economic Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	2 000 000			2 003 700	1 620 156
(ii) Consultants .....	43 000			43 000	63 516
(iii) Temporary assistance .....	35 000			27 000	135 377
(iv) Overtime and night differential .....	6 000			5 000	9 751
		2 084 000		2 078 700	1 828 800
Chapter II. Other departmental expenses					
(i) Travel on official business .....	45 000			51 500	26 764
		45 000		51 500	26 764
TOTAL, section 10			\$2 129 000	\$2 130 200	\$1 855 564

2 285 000

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
<i>Section 11. Department of Social Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	1 477 600			1 354 300	1 124 519
(ii) Consultants .....	42 300			42 300	49 816
(iii) Temporary assistance .....	40 000			40 000	59 071
(iv) Overtime and night differential .....	4 400			4 400	4 517
		1 564 300		1 441 000	1 237 923
Chapter II. Other departmental expenses					
(i) Travel on official business .....	30 000			23 750	30 148
		30 000		23 750	30 148
TOTAL, section 11			\$1 594 300	\$1 464 750	\$1 268 071
<i>Section 12. Department for Trusteeship and Information from Non-Self-Governing Territories</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	860 100			805 300	750 597
(ii) Consultants .....	2 000			4 000	1 801
(iii) Temporary assistance .....	7 000			9 900	8 018
(iv) Overtime and night differential .....	2 500			2 500	3 854
		871 600		821 700	764 270
Chapter II. Other departmental expenses					
(i) Travel on official business .....	12 000			11 400	5 080
		12 000		11 400	5 080
TOTAL, section 12			\$ 883 600	\$ 833 100	\$ 769 350
<i>Section 13. Department of Public Information</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	2 023 780			1 942 110	1 828 040
(ii) Consultants .....	9 000			9 000	12 628
(iii) Temporary assistance .....	42 000			30 000	59 552
(iv) Overtime and night differential .....	5 960			6 020	7 343
		2 080 740		1 987 130	1 907 563
Chapter II. Other departmental expenses					
(i) Travel on official business .....	26 000			19 000	24 291
(ii) Teletype and telecommunications services .....	5 650			6 470	12 064
(iii) Radio services .....	379 740			379 740	350 905
(iv) Photographic supplies and services .....	46 000			49 400	23 365
(v) Motion picture supplies and services .....	248 400			248 400	292 596
(vi) Travel and subsistence of representatives of national and international organizations ..	14 670			14 670	14 587
(vii) Newspapers and periodicals and news agency services .....	2 800			4 500	3 575
		723 260		722 180	721 383
TOTAL, section 13			\$2 804 000	\$2 709 310	\$2 628 946

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950	1949
	Article	Chapter	Section	approved	expense
	\$	\$	\$	estimate	\$
Section 14. Department of Legal Affairs					
Chapter I. Salaries and wages					
(i) Established posts .....	409 800			384 640	342 986
(ii) Consultants .....	5 000			5 000	5 514
(iii) Temporary assistance .....	7 500			7 500	16 514
(iv) Overtime and night differential .....	2 000			1 000	2 142
		424 300		398 140	367 156
Chapter II. Other departmental expenses					
(i) Travel on official business .....	7 500			5 700	5 075
		7 500		5 700	5 075
TOTAL, section 14			\$431 800	\$403 840	\$372 231
			430 000		
Section 15. Conference and General Services					
Chapter I. Salaries and wages					
Bureau of General Services					
(i) Established posts .....	1 534 250			1 605 740	3 046 307
(ii) Consultants .....	5 000			15 000	11 556
(iii) Temporary assistance .....	90 000			41 000	161 410
(iv) Overtime and night differential .....	39 000			43 900	156 792
(v) Safety awards to chauffeurs .....	—			—	2 550
Bureau of Documents					
(i) Established posts .....	5 354 950			5 333 960	4 187 784
(ii) Consultants .....	—			6 000	—
(iii) Temporary assistance .....	30 000			40 000	432 190
(iv) Overtime and night differential .....	94 000			74 100	96 536
		7 147 200		7 159 700	8 095 125
Chapter II. Other departmental expenses					
(i) Travel on official business .....	9 000			9 500	8 693
		9 000		9 500	8 693
TOTAL, section 15			\$7 156 200	\$7 169 200	\$8 103 818
			7 179 000		
Section 16. Administrative and Financial Services					
Chapter 1. Salaries and wages					
(i) Established posts .....	2 578 570			2 420 410	1 265 490
(ii) Consultants .....	45 720			37 000	24 664
(iii) Temporary assistance .....	146 270			83 120	94 839
(iv) Overtime and night differential .....	81 750			92 750	7 016
		2 852 310		2 633 280	1 392 009
Chapter II. Other departmental expenses					
(i) Travel on official business .....	35 140			24 500	18 305
		35 140		24 500	18 305

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter III. Overseas recruiting programme					
(i) Honoraria and temporary assistance .....	10 000			11 000	17 770
(ii) Travel on official business .....	4 000			4 460	2 585
(iii) Miscellaneous supplies and services .....	6 000			4 300	4 828
		20 000		19 760	25 183
Chapter IV. Administrative Committees					
(i) International Civil Service Advisory Board	9 950			15 000	3 718
(ii) Investments Committee .....	2 900			2 900	1 200
(iii) United Nations Staff Pension Committee..	800			800	560
(iv) Committee of Experts on Salary, Allow- ance, and Leave Systems .....					8 697
(v) Appeals Board .....					970
		13 650		18 700	15 145
Chapter V. Junior professional trainee programme					
(i) Salaries and wages .....	55 000			55 000	—
		55 000		55 000	—
Losses on accounts receivable .....	—			—	2 647
Loss on exchange .....	—			—	7 428
Training in Public Administration .....					7 166
United Nations Appeal for Children .....					12 911
				—	—
TOTAL, section 16			<u>\$2 976 100</u> 2 976 100	<u>\$2 751 240</u>	<u>\$1 480 794</u>

Section 17. Common Staff Costs

Chapter I. Recruitment and initial organization costs

(i) Travel and removal of staff and dependants	384 450			370 920	383 836
(ii) Installation payments .....	85 620			123 300	114 502
(iii) Termination payments .....	205 000			180 000	213 607
(iv) Local staff transportation .....	—			32 500	27 253
(v) Rental allowances .....	417 600			405 400	406 741
(vi) Losses on housing projects .....	22 500			28 000	7 048
(vii) Reimbursement for national income tax- ation .....	—			—	1 169 522
		1 115 170		1 140 120	2 322 509

Chapter II. Staff benefit costs

(i) Contributions, Staff Pension Fund .....	1 995 000			1 760 000	2 101 753
(ii) Repatriation grants .....	24 380			475 000*	457 708*
(iii) Children's allowances, education grants and related travel .....	350 000			285 000	303 697
(iv) Contributions, medical and group life insur- ance .....	94 500			66 000	60 830
(v) <i>Ex gratia</i> payments .....	10 000			11 000	5 799
(vi) Compensatory payments, Social Security Scheme .....	35 000			35 000	25 000
(vii) Travel on home leave .....	649 550			883 020	496 460
		3 158 430		3 515 020	3 451 247

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter III. Staff training and welfare					
(i) Staff training .....	37 500			42 000	24 436
(ii) Intern training .....	30 000			30 000	26 540
(iii) Staff welfare .....	4 000			7 300	11 921
		71 500		79 300	62 897
TOTAL, section 17			\$4 345 100	\$4 734 440	\$5 836 653
			4 366 700		
* Figures represent expatriation allowances.					
<i>Section 18. Common Services</i>					
Chapter I. Telephone and postal services, and freight, cartage and express					
(i) Telephone services (excluding long distance) .....	200 000			150 000	171 851
(ii) Cable, telegraph, wireless and long distance telephone .....	101 430			120 850	81 134
(iii) Postal services .....	180 000			156 000	179 811
(iv) Freight, cartage and express (excluding air freight) .....	36 000			38 000	28 927
(v) Air freight .....	70 500			58 900	71 519
		587 930		523 750	533 242
Chapter II. Rental and maintenance of premises					
(i) Rental of premises .....	4 900			400 700	406 959
(ii) Supplies for maintenance of premises .....	188 810			106 500	99 357
(iii) Contractual services for maintenance of premises .....	788 860			122 500	130 664
(iv) Utilities .....	405 000			233 000	214 250
(v) Alterations to premises .....	5 000			7 500	19 273
		1 392 570		870 200	870 503
Chapter III. Stationery and supplies					
(i) Stationery and office supplies .....	130 000			139 050	134 486
(ii) Internal reproduction supplies .....	260 000			233 750	289 913
		390 000		372 800	424 399
Chapter IV. Rental and maintenance of equipment					
(i) Telecommunications supplies .....	45 000			58 700	50 183
(ii) Operation and maintenance of telecommunications equipment .....	325 000			297 000	269 559
(iii) Rental of office and other equipment .....	21 000			21 000	21 000
(iv) Maintenance of office and other equipment .....	19 500			20 200	12 247
(v) Operation and maintenance of transportation equipment .....	19 800			37 000	37 937
		430 300		433 900	390 926
Chapter V. Other supplies and services					
(i) Insurance .....	55 000			32 500	32 363
(ii) Miscellaneous supplies and services .....	13 000			12 500	14 124
(iii) Periodicals and newspapers .....	18 700			17 100	22 733
		86 700		62 100	69 220
TOTAL, section 18			\$2 887 500	\$2 262 750	\$2 288 290
			2 810 500		

	Estimates, 1951			1950	1949
	Article	Chapter	Section	approved	expense
	\$	\$	\$	estimate	\$
Section 18a. Transfer to the permanent Headquarters					
(i) Temporary assistance .....	99 200				
(ii) Telephone services (excluding long distance) .....	22 800				
(iii) Rental of premises .....	166 540				
(iv) Supplies for maintenance of premises ....	11 000				
(v) Contractual services for maintenance of premises .....	19 300				
(vi) Utilities .....	97 760				
(vii) Maintenance of office and other equipment	6 500				
(viii) Miscellaneous supplies and services .....	87 300				
(ix) Alterations to premises .....	21 500				
(x) Local transportation .....	5 400				
		537 300			
			\$ 537 300		
			400,000		
TOTAL, section 18a					
Section 19. Permanent Equipment					
Chapter I. Furniture, fixtures and office equipment					
(i) Furniture and fixtures .....	302 000			22 500	28 001
(ii) Office equipment .....	129 100			37 620	127 992
(iii) Telecommunications equipment .....	10 000			19 800	134 292
		441 100		79 920	290 285
Chapter II. Library books and equipment					
(i) Library books and maps .....	38 000			36 000	56 936
(ii) Library equipment .....	65 000			3 600	3 970
		103 000		39 600	60 906
Chapter III. Information services equipment					
(i) Photographic and motion picture equipment	55 000			13 500	18 158
		55 000		13 500	18 158
Chapter IV. Other permanent equipment					
(i) Transportation equipment	9 500			48 000	44 431
(ii) Improvements to premises .....	500 000			7 500	19 273
(iii) Miscellaneous equipment .....	65 000			10 800	29 992
		574 500		66 300	93 696
			\$1 173 600	\$199 320	\$463 045
			302,000		
TOTAL, PART III				\$29 056 300	\$26 477 970
				\$26 765 728	

**PART IV. UNITED NATIONS OFFICE AT GENEVA**

*Section 20. United Nations Office at Geneva*

Chapter I. General services					
(i) Established posts .....	1 829 900			1 628 440	1 584 833
(ii) Consultants .....	500			500	458

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(iii) Temporary assistance .....	206 000			82 000	213 443
(iv) Casual labour .....	78 000			58 000	—
(v) Overtime and night differential .....	18 500			26 000	18 832
(vi) Travel on official business .....	13 000			9 500	13 764
		<u>2 145 900</u>		<u>1 804 440</u>	<u>1 831 330</u>
<b>Chapter II. Information services</b>					
(i) Established posts	91 900			79 000	97 504
(ii) Temporary assistance .....	1 500			500	2 850
(iii) Overtime and night differential .....	500			500	168
(iv) Travel on official business .....	1 700			1 900	1 392
(v) Radio services .....	6 000			6 900	5 767
(vi) Photographic supplies and services .....	1 500			1 350	1 037
		<u>103 100</u>		<u>90 150</u>	<u>108 718</u>
<b>Chapter III. Secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body</b>					
(i) Established posts	52 050			47 500	47 591
(ii) Temporary assistance .....	1 500			1 500	871
(iii) Travel on official business .....	2 650			2 660	2 184
		<u>56 200</u>		<u>51 660</u>	<u>50 646</u>
<b>Chapter IV. Economic Commission for Europe</b>					
(i) Established posts .....	925 900			959 550	842 775
(ii) Consultants .....	25 000			30 000	27 912
(iii) Temporary assistance .....	25 000			20 000	74 552
(iv) Overtime and night differential .....	2 000			1 200	1 124
(v) Travel on official business .....	33 000			33 250	28 958
		<u>1 010 900</u>		<u>1 044 000</u>	<u>975 321</u>
<b>Chapter V. Common staff costs</b>					
(i) Travel and removal expenses of staff and dependants .....	37 000			36 700	41 115
(ii) Installation payments .....	25 000			40 000	28 281
(iii) Termination payments .....	35 000			25 000	31 878
(iv) Contributions — Staff Pension Fund .....	350 000			304 400	294 748
(v) Non-resident allowances .....	45 000			—	—
(vi) Repatriation grants .....	10 400			116 400	111 157
(vii) Travel on home leave .....	37 000			38 610	33 581
(viii) Children's allowances, education grants and related travel .....	60 000			56 000	61 916
(ix) Contributions — medical and group life in- surance .....	13 000			22 000	6 251
(x) <i>Ex gratia</i> payments .....	1 000			1 000	770
(xi) Staff welfare .....	3 500			7 800	6 511
(xii) Staff training .....	5 000			—	—
		<u>621 900</u>		<u>647 910</u>	<u>616 208</u>
<b>Chapter VI. Common services</b>					
(i) Telephone services (excluding long dis- tance) .....	18 600			14 000	14 990
(ii) Cable, telegraph, wireless communication and long distance telephone .....	27 200			24 500	24 730
(iii) Postal services .....	42 000			34 000	42 584
(iv) Air freight .....	1 500			2 200	793

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(v) Freight, cartage and express .....	5 800			5 000	5 462
(vi) Contractual services for maintenance of premises .....	50 000			44 000	44 323
(vii) Utilities .....	52 000			60 000	44 244
(viii) Stationery and supplies .....	28 000			28 000	32 807
(ix) Supplies for internal reproduction .....	93 000			87 750	121 478
(x) Rental of office and other equipment .....	5 200			4 500	5 129
(xi) Rental of telecommunications equipment ..	2 500			—	—
(xii) Operation and maintenance of transporta- tion equipment .....	5 000			6 000	4 675
(xiii) Insurance .....	6 300			9 000	7 850
(xiv) Miscellaneous supplies and services .....	8 500			6 250	10 119
(xv) Cafeteria .....	4 500			4 500	—
		350 100		329 700	359 184
<b>Chapter VII. Permanent equipment</b>					
(i) Furniture and fixtures .....	25 000			37 800	33 107
(ii) Office equipment .....	28 000			33 300	62 629
(iii) Telecommunications equipment .....	—			36 000	3 065
(iv) Library books and maps .....	20 000			19 800	21 980
(v) Improvements to premises .....	9 000			10 600	16 130
(vi) Miscellaneous equipment .....	6 500			8 550	14 959
		88 500		146 050	151 870
<b>TOTAL, section 20</b>			<b>\$4 376 600</b>	<b>\$4 113 910</b>	<b>\$4 093 277</b>
<b>Section 20a. Office of the High Commissioner for Refugees</b>		300 000			
<b>TOTAL, section 20a</b>			300 000		
<b>TOTAL, PART IV</b>			<b>\$4 676 600</b>	<b>\$4 113 910</b>	<b>\$4 093 277</b>
<b>PART V. INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION SERVICES AT GENEVA)</b>					
<b>Section 21. Information centres</b>					
<b>Chapter I. Salaries and wages</b>					
(i) Established posts .....	440 800			404 520	323 223
(ii) Temporary assistance .....	18 650			13 640	37 185
(iii) Casual labour .....	39 620			28 620	12 867
(iv) Overtime and night differential .....	4 000			2 830	1 620
		503 070		449 610	374 895
<b>Chapter II. Common staff costs</b>					
(i) Travel and removal expenses of staff and dependants .....	8 000			6 010	5 621
(ii) Installation and termination payments ...	5 500			3 880	10 949
(iii) Contributions — Staff Pension Fund ....	51 950			48 000	35 695
(iv) Children's allowances, education grants and related travel .....	9 540			11 100	6 120
(v) Repatriation grants .....	1 000			9 680	7 042
(vi) Contributions — medical and social insur- ance .....	4 580			2 000	3 360
		80 570		80 670	68 787

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter III. Other expenses					
(i) Travel on official business .....	34 000			31 450	31 318
(ii) Travel on home leave .....	17 900			8 070	6 203
(iii) Postal services .....	22 000			21 120	13 650
(iv) Communications services .....	35 000			39 790	26 971
(v) Radio, photographic and motion picture supplies and services .....	5 900			5 900	3 237
(vi) Rental and maintenance of premises and equipment .....	60 400			51 400	48 709
(vii) Stationery and office supplies .....	17 500			17 370	13 377
(viii) Supplies for internal reproduction .....	20 000			15 850	10 054
(ix) Operation and maintenance of transporta- tion equipment .....	8 350			8 250	7 431
(x) Freight, cartage and express .....	17 000			18 790	11 634
(xi) Miscellaneous supplies and services .....	30 000			21 700	33 056
(xii) Insurance .....	—			—	834
		268 050		239 690	206 474
Chapter IV. Permanent equipment					
(i) Furniture and fixtures .....	10 400			10 690	23 130
(ii) Radio, photographic and motion picture equipment .....	1 700			2 700	4 135
(iii) Library books and maps .....	7 810			11 160	6 543
		19 910		24 550	33 808
<b>TOTAL, section 21 (PART V)</b>			<b>\$ 871 600</b>	<b>\$ 794 520</b>	<b>\$ 683 964</b>

**PART VI. REGIONAL ECONOMIC COMMISSIONS**  
(OTHER THAN ECONOMIC COMMISSION  
FOR EUROPE)

*Section 22. Economic Commission for Asia and the  
Far East*

Chapter I. Salaries and wages					
(i) Established posts .....	474 300			187 400	184 382
(ii) Consultants .....	30 000			40 000	47 134
(iii) Temporary assistance .....	10 000			170 300	45 888
(iv) Overtime .....	1 500			500	2 310
		515 800		398 200	279 714
Chapter II. Bureau of Flood Control					
(i) Established posts .....	67 900			—	—
(ii) Consultants .....	10 000			79 000	38 833
		77 900		79 000	38 833
Chapter III. Common staff costs					
(i) Travel and removal of staff and dependants	17 500			16 978	25 729
(ii) Installation and termination payments ....	9 000			9 000	30 507
(iii) Contributions — Staff Pension Fund .....	44 800			39 562	19 430
(iv) Children's allowances, education grants and related travel .....	25 000			9 600	10 154

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(v) Expatriation allowances .....	—			16 000	15 195
(vi) Medical insurance .....	2 500			2 000	—
(vii) Staff welfare .....	800			—	—
		<u>99 600</u>		<u>93 140</u>	<u>101 015</u>
Chapter IV. Other expenses					
(i) Travel on official business .....	47 000			46 120	47 274
(ii) Travel on home leave .....	36 000			25 200	5 053
(iii) Communications services .....	13 850			10 000	9 493
(iv) Freight, cartage and express .....	6 200			4 930	7 160
(v) Contractual services for maintenance of premises .....	5 000			5 000	5 216
(vi) Stationery and office supplies .....	10 000			4 800	9 142
(vii) Operation and maintenance of transporta- tion equipment .....	5 000			3 500	5 475
(viii) Miscellaneous supplies and services .....	3 650			900	3 319
		<u>126 700</u>		<u>100 430</u>	<u>92 132</u>
Chapter V. Permanent equipment					
(i) Furniture and fixtures .....	6 000			1 800	15 446
(ii) Library books and maps .....	4 000			1 800	2 198
		<u>10 000</u>		<u>3 600</u>	<u>17 644</u>
TOTAL, section 22			<u>\$ 830 000</u>	<u>\$ 674 390</u>	<u>\$ 529 338</u>
			<u>825</u>		
<i>Section 23. Economic Commission for Latin America</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	282 500			208 640	162 570
(ii) Consultants .....	70 000			110 000	65 351
(iii) Temporary assistance .....	11 000			58 860	21 835
(iv) Overtime .....	1 500			500	1 560
		<u>365 000</u>		<u>378 000</u>	<u>251 316</u>
Chapter II. Common staff costs					
(i) Travel and removal expenses of staff and dependants .....	9 000			9 710	15 565
(ii) Installation and termination payments ....	3 000			3 000	6 010
(iii) Contributions — Staff Pension Fund ....	36 000			27 000	10 525
(iv) Children's allowances, education grants and related travel .....	11 000			8 000	1 703
(v) Expatriation allowances .....	—			10 000	5 808
(vi) Staff welfare .....	1 000			2 000	612
		<u>60 000</u>		<u>59 710</u>	<u>40 223</u>
Chapter III. Other expenses					
(i) Travel on official business .....	35 000			25 650	56 280
(ii) Travel on home leave .....	12 000			9 500	1 540
(iii) Communications services .....	6 500			7 500	6 202
(iv) Contractual services for maintenance of premises .....	12 500			9 500	11 241
(v) Stationery and office supplies .....	7 000			6 000	5 238

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(vi) Operation and maintenance of transportation equipment .....	500			1 500	205
(vii) Freight, cartage and express .....	4 500			2 500	5 174
(viii) Miscellaneous supplies and services .....	1 800			2 000	1 609
		79 800		64 150	87 489
Chapter IV. Permanent equipment					
(i) Furniture and fixtures .....	2 000			4 050	10 085
(ii) Library books and maps .....	2 000			1 800	1 342
		4 000		5 850	11 427
TOTAL, section 23			\$ 508 800	\$ 507 710	\$ 390 455
TOTAL, PART VI			<u>\$1 338 800</u>	<u>\$1 182 100</u>	<u>\$ 919 793</u>

**PART VII. HOSPITALITY**

Section 24. Hospitality	\$40 000	\$20 000	\$14 518
TOTAL, section 24 (PART VII)	<u>\$40 000</u>	<u>\$20 000</u>	<u>\$14 518</u>

**PART VIII. CONTRACTUAL PRINTING**

*Section 25. Official Records*

Chapter I. The General Assembly, Commissions and Committees .....	594 730	434 500	511 037
	594 730	434 500	511 037
Chapter II. The Security Council, Commissions and Committees .....	165 210	253 070	170 242
	165 210	253 070	170 242
Chapter III. The Economic and Social Council, Commissions and Committees ....	54 640	105 180	77 179
	54 640	105 180	77 179
Chapter IV. The Trusteeship Council, Commissions and Committees .....	59 150	34 700	40 222
	59 150	34 700	40 222
Chapter V. Committees and Commissions of Investigation and Inquiry .....	—	67 500	52 497
	—	67 500	52 497
Chapter VI. Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	13 200	14 850	9 209
	13 200	14 850	9 209

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter VII. United Nations Scientific Conference on Conservation and Utilization of Resources .....	35 870			9 000	9 546
		<u>35 870</u>		<u>9 000</u>	<u>9 546</u>
<b>TOTAL, section 25</b>			<u><u>\$922 800</u></u>	<u><u>\$918 800</u></u>	<u><u>\$869 932</u></u>

*Section 26. Publications*

Chapter I. Publications of Headquarters' Departments

(i) Executive Office of the Secretary-General.	1 000			1 430	240
(ii) Department of Security Council Affairs...	6 600			9 220	1 592
(iii) Department of Economic Affairs .....	222 590			230 650	219 221
(iv) Department of Social Affairs .....	180 000			138 510	84 044
(v) Department for Trusteeship and Information from Non-Self-Governing Territories.	43 480			24 510	16 924
(vi) Department of Public Information .....	327 500			313 970	364 306
(vii) Department of Legal Affairs .....	116 770			94 300	95 716
(viii) Conference and General Services .....	12 000			14 720	30 777
(ix) Administrative and Financial Services ....	1 500			3 700	1 361
(x) Library .....	15 000			—	—
(xi) Sales promotion .....	26 750			—	—
		<u>953 190</u>		<u>831 010</u>	<u>814 181</u>

Chapter II. Publications of the United Nations Office at Geneva

(i) General services .....	10 000			11 500	8 897
(ii) Information services .....	1 000			910	—
(iii) Economic Commission for Europe .....	60 000			27 780	44 067
		<u>71 000</u>		<u>40 190</u>	<u>52 964</u>

Chapter III. Publications of the Economic Commission for Asia and the Far East

18 430			6 450	3 253
<u>18 430</u>			<u>6 450</u>	<u>3 253</u>

Chapter IV. Publications of the Economic Commission for Latin America .....

21 460			13 820	6 897
<u>21 460</u>			<u>13 820</u>	<u>6 897</u>

Chapter V. Publications related to the technical programmes .....

29 020			31 430	—
<u>29 020</u>			<u>31 430</u>	<u>—</u>

**TOTAL, section 26**

\$1 093 100   \$ 922 900   \$ 877 295

**TOTAL, PART VIII**

\$2 015 900   \$1 841 700   \$1 747 227

**PART IX. TECHNICAL PROGRAMMES**

*Section 27. Advisory Social Welfare Functions*

610 500

Chapter I. Advisers

(i) Salaries, wages and other staff expenses ..	165 000	94 807
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**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
(ii) Travel .....				12 350	33 510
(iii) Other expenses .....				1 000	773
				<u>178 350</u>	<u>129 090</u>
<b>Chapter II. Fellowships</b>					
(i) Stipends .....				214 000	181 894
(ii) Travel .....				114 250	98 515
(iii) Other expenses .....				14 250	7 665
				<u>342 500</u>	<u>288 074</u>
<b>Chapter III. Equipment</b>					
(i) Photographic and motion-picture supplies				27 000	34 855
(ii) Prosthetic devices .....				18 000	25 570
(iii) Literature .....				1 900	1 046
				<u>46 900</u>	<u>61 471</u>
<b>Chapter IV. Regional seminars</b>					
(i) Salaries and wages and other staff expenses				19 000	18 149
(ii) Travel .....				19 000	24 860
(iii) Other expenses .....				4 750	3 599
<i>Regional Administrative Units (Far East)</i>					
(i) Salaries and wages and other staff expenses				—	5 741
(ii) Travel on official business .....				—	5 001
(iii) Other expenses .....				—	28
				<u>42 750</u>	<u>57 378</u>
<b>TOTAL, section 27</b>				<u>\$610 500</u>	<u>\$536 014</u>
				678,000	
<b>Section 28. Technical Assistance for Economic Development</b>				479 400	
<b>Chapter I. Comprehensive missions</b>					
(i) Experts and other staff, including travel..				102 600	71 406
(ii) Travel on official business .....				11 400	20 154
(iii) Other expenses .....				6 000	2 329
				<u>120 000</u>	<u>93 889</u>
<b>Chapter II. Experts</b>					
(i) Experts and other staff, including travel..				108 000	—
(ii) Travel on official business .....				9 500	—
				<u>117 500</u>	<u>—</u>
<b>Chapter III. Fellowship programme</b>					
(i) Stipends .....				109 740	43 270
(ii) Travel .....				76 000	45 093
(iii) Other expenses .....				4 750	1 758
				<u>190 490</u>	<u>90 121</u>
<b>Chapter IV. Training institutes and seminars</b>					
(i) Experts and staff, including travel.....				44 000	—
				<u>44 000</u>	<u>—</u>

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter V. Dissemination of technical data, etc.					
(i) Experts and other staff including travel....				5 000	—
				5 000	—
TOTAL, section 28			\$479 400	\$476 990	\$184 010
			479,400		
<i>Section 29. International Centre for Training in Public Administration</i>					
Chapter I. Seminars on problems of public admin- istration					
(i) Subsistence allowances .....				36 000	—
(ii) Travel .....				3 800	—
(iii) Other expenses .....				1 500	—
		25 500		41 300	—
Chapter II. Fellowships and scholarships					
(i) Fellowships .....	22 800			17 100	—
(ii) Scholarships .....	86 700			69 000	—
(iii) Travel .....	—			5 700	—
(iv) Other expenses .....	—			1 900	—
		109 500		93 700	—
Chapter III. Assistance to International Institute of Public Administration					
(i) Assistance to International Institute of Pub- lic Administration	10 000			10 000	—
		10 000		10 000	—
TOTAL, section 29			145,000 \$145 000	\$145 000	—
TOTAL, PART IX			\$1 234 900	\$1 232 490	\$720 024
 PART X. SPECIAL EXPENSES					
<i>Section 30. Transfer of the assets of the League of Nations to the United Nations</i>					
(i) Transfer of the assets of the League of Nations to the United Nations .....	649 500	649 500		533 768	—
			649 500	533 768	—
TOTAL, section 30			\$649 500	\$533 768	\$ —
			649,000		
<i>Section 31. Amortization of Headquarters Con- struction Loan</i>					
(i) Amortization of Headquarters Construction Loan .....	1 000 000			—	—
		1 000 000		—	—
			1,000,000	—	—
TOTAL, PART X			1 000 000 \$1 649 500	\$ 533 768	—

## B. INTERNATIONAL COURT OF JUSTICE

## PART XI. INTERNATIONAL COURT OF JUSTICE

*Section 32. The International Court of Justice*

## Chapter I. Salaries and expenses of the members of the Court

	Estimates, 1951			1950 approved estimate	1949 expense
	Article \$	Chapter \$	Section \$	\$	\$
(i) Salaries of the President, Vice-President and the judges .....	311 330			311 770	311 321
(ii) Duty allowances of the Vice-President ..	3 780			3 780	3 774
(iii) Contributions to the Pension Fund for members of the Court .....	100			100	—
(iv) Journeys on duty .....	2 250			2 000	3 059
(v) Annual journeys and journeys on leave ..	15 000			10 000	9 521
(vi) Removal expenses on arrival and departure	1 000			1 000	1 787
Judges <i>ad hoc</i> duty allowances .....	—			—	6 113
Judges <i>ad hoc</i> subsistence allowances ...	—			—	2 785
Witnesses and experts (allowances) .....	—			—	8 205
Judges <i>ad hoc</i> (travel expenses) .....	—			—	301
Witnesses and experts (travelling expenses) .....	—			—	2 482
(vii) Miscellaneous expenses .....	200			200	—
		333 660		328 850	349 348

## Chapter II. Salaries, wages and expenses of Registry

(i) Salary and allowance of the Registrar and salaries of the permanent staff .....	162 040			138 560	123 834
(ii) Salaries of temporary staff .....	36 400			36 400	25 395
(iii) Overtime .....	970			965	394
(iv) Contribution to the Pension Fund .....	17 070			15 670	15 528
(v) Medical aid .....	1 250			160	61
(vi) Family allowances and education grants .	4 640			4 200	4 746
(vii) Indemnities provided for in the Staff Regulations .....	150			150	918
(viii) Statutory medical examinations .....	100			100	34
(ix) Travel on duty .....	9 000			9 000	11 902
(x) Travel on home leave .....	1 000			1 700	1 700
(xi) Removal expenses on arrival and departure	1 000			1 000	1 671
(xii) Travel expenses of temporary staff .....	2 500			2 500	1 943
(xiii) Miscellaneous expenses .....	300			300	—
		236 420		210 705	188 126

## Chapter III. Common services

(i) Contribution to the Carnegie Foundation	12 640			12 620	15 372
(ii) Amortization of cost of installation of new premises .....	2 640			2 620	3 203
(iii) Supplementary amortization .....	2 640			2 620	3 203
(iv) Cost of distribution of documents .....	1 000			800	1 127
(v) Supplies .....	7 000			7 000	4 924
(vi) Postal, telegraph and telephone services ..	4 000			2 450	4 028
(vii) Welfare of staff .....	100			100	42
(viii) Printing expenses .....	16 000			16 150	12 056
(ix) Financial control .....	500			—	—
(x) Cost of administration of funds of the Court	400			400	411
		46 920		44 760	44 366

**Budget Estimates 1951 — Detailed Schedule**

	Estimates, 1951			1950 approved estimate \$	1949 expense \$
	Article \$	Chapter \$	Section \$		
Chapter IV.—Permanent equipment					
(i) Furniture and installation of additional fittings .....	3 800			3 800	3 641
(ii) Library .....	4 000			4 000	3 031
		7 800		7 800	6 672
<b>TOTAL, section 32 (PART XI)</b>			<u>\$624 800</u> 596,800	<u>\$592 115</u>	<u>\$588 512</u>
				\$45 450 800	\$49 641 773
Less adjustment for conversion of expenses to even dollar amounts .....					5
<b>GRAND TOTAL</b>				<u>\$45 450 800</u>	<u>\$49 641 773</u>
					\$42 575 368

# COMPARISON BETWEEN 1950 APPROPRIATIONS AND SECTION TOTALS SHOWN FOR 1950 IN THE DETAILED SCHEDULE

1951 Budget Section	Other transfers <sup>b</sup>									
	Reductions <sup>a</sup>		Transfers		Section 17		Section 18		Part VIII	
	1950 Appropriation \$	Contractual printing (Authorized by appropriation resolution) \$	approved by the Advisory Committee \$	(Common staff costs) \$	(Common services) \$	(For comparison purposes only) \$	(Common services) \$	(Contractual printing) \$	Other \$	Section totals shown in detailed schedule \$
<b>A. UNITED NATIONS</b>										
<b>PART I. SESSIONS OF THE GENERAL ASSEMBLY</b>										
1. The General Assembly, Commissions and Committees .....	1 326 960	86 640	57 750	—	2 000	403 870	—	—	—	765 955
2. The Security Council, Commissions and Committees .....	357 600	61 800	29 700	—	—	266 100	—	—	—	—
3. The Economic and Social Council, Commissions and Committees .....	325 390	26 680	22 990	—	—	97 270	—	—	—	178 450
Special Conferences <sup>d</sup> .....	53 600	—	1 000	—	—	12 500	—	—	—	40 100
3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	39 900	—	3 150	—	—	14 850	—	—	—	21 900
3b. Regional Economic Commissions .....	53 560	3 020	3 150	—	—	14 410	—	—	—	32 980
4. The Trusteeship Council, Commissions and Committees .....	175 750	5 550	6 530	—	—	42 300	—	—	—	134 115
<b>TOTALS, PART I</b>	<b>\$2 332 760</b>	<b>\$181 690</b>	<b>\$124 270</b>	<b>—</b>	<b>\$2 000</b>	<b>\$851 300</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$1 173 500</b>
<b>PART II. INVESTIGATIONS AND INQUIRIES</b>										
5. Investigations and Inquiries .....	3 417 700	—	7 500	—	—	67 500	—	—	—	3 342 700
5a. United Nations Field Service .....	337 000	—	—	—	—	—	—	—	—	337 000
5b. International Regime for Jerusalem .....	8 000 000	—	—	—	—	—	—	—	—	8 000 000
<b>TOTALS, PART II</b>	<b>\$11 754 700</b>	<b>—</b>	<b>\$7 500</b>	<b>—</b>	<b>—</b>	<b>\$67 500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$11 679 700</b>
<b>PART III. HEADQUARTERS, NEW YORK</b>										
6. Executive Office of the Secretary-General	512 000	—	1 070	—	10 100	1 430	—	—	—	478 640
6a. Library .....	449 500	—	130	—	9 000	—	—	—	—	437 870
7. Department of Security Council Affairs .....	841 200	300	780	—	47 500	9 220	—	—	—	774 800
8. Military Staff Committee Secretariat .....	144 800	—	—	—	16 040	—	—	—	—	128 510
9. Technical Assistance Administration .....	—	—	—	—	—	—	—	—	—	—

<sup>a</sup> Reductions approved by the Assembly, on account of (i) global provisions for contractual printing (Section 28 of 1950 Appropriations), and (ii) the revaluation of certain currencies (Section 29 of 1950 Appropriations).

<sup>b</sup> These transfers are adjustments made to facilitate comparison between the 1950 amounts and the 1951 estimates in the case of those items which are presented on a global basis in 1951. The accounts affected are: "Travel on home leave" (provided under Common Staff Costs), "Printing" (provided in Part VIII), and

"Cables", "Freight, cartage and express", and "Air freight" (provided under Common Services).

<sup>c</sup> Transfer from Section 1 to Section 4 to meet additional costs of Trusteeship Council session in Geneva.

<sup>d</sup> Provision under Section 5 includes only Investigations and Inquiries. Special Conferences have been shown under Section 3.

COMPARISON BETWEEN 1950 APPROPRIATIONS AND SECTION TOTALS SHOWN FOR 1950 IN THE DETAILED SCHEDULE (cont.)

1951 Budget Section	1950 Appropriation \$	Reductions		Transfers approved by the Advisory Committee \$	Other transfers				Section totals shown in detailed schedule \$
		Contractual printing (Authorized by appropriation resolution)	Devaluation of currencies		Section 17 (Common staff costs)	Section 18 (Common services)	Part VIII (Contractual printing)	Other	
	\$	\$	\$	\$	(For comparison purposes only)	\$	\$	\$	\$
10. Department of Economic Affairs.....	2 450 000	7 200	14 650	44 000 <sup>e</sup>	84 300	27 000	230 650	—	2 130 200
11. Department of Social Affairs.....	1 689 500	4 200	8 540	—	67 000	6 500	138 510	—	1 464 750
12. Department for Trusteeship and Information from Non-Self-Governing Territories	935 000	800	1 890	—	68 700	6 000	24 510	—	833 100
13. Department of Public Information.....	3 264 250	9 500	28 470	—	109 000	94 000	313 970	—	2 709 310
14. Department of Legal Affairs.....	527 300	2 900	5 260	—	18 500	2 500	94 300	—	403 840
15. Department of Conference and General Services .....	8 731 200	500	1 280	1 213 400 <sup>f</sup>	317 300	14 800	14 720	—	7 169 200
16. Department of Administrative and Financial Services .....	1 720 000	100	1 940	1 169 400	124 920	7 500	3 700	—	2 751 240
17. Common Staff Costs.....	3 888 000	—	30 080	—	883 020	—	—	6 500 <sup>g</sup>	4 734 440
18. Common Services .....	2 110 300	—	60 400	—	—	181 750	—	31 100	2 262 750
18a. Transfer to the Permanent Headquarters..	—	—	—	—	—	—	—	—	—
19. Permanent Equipment .....	241 800	—	17 880	—	—	—	—	24 600 <sup>h</sup>	199 320
TOTALS, PART III	\$27 504 850	\$25 500	\$172 370	—	—	\$2 000	\$831 010	—	\$26 477 970
PART IV. UNITED NATIONS OFFICE AT GENEVA									
20. United Nations Office at Geneva.....	4 195 400	1 200	40 100	—	—	—	40 190	—	4 113 910
20a. Office of the High Commissioner for Refugees .....	—	—	—	—	—	—	—	—	—
TOTALS, PART IV	\$4 195 400	\$1 200	\$40 000	—	—	—	\$40 190	—	\$4 113 910
PART V. INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION SERVICES IN GENEVA)									
21. Information Centres .....	839 550	—	45 030	—	—	—	—	—	794 520
TOTALS, PART V	\$839 550	—	\$45 030	—	—	—	—	—	\$794 520
PART VI. REGIONAL ECONOMIC COMMISSIONS (OTHER THAN ECONOMIC COMMISSION FOR EUROPE)									
22. Economic Commission for Asia and the Far East .....	686 850	210	5 800	—	—	—	6 450	—	674 390

<sup>e</sup> Transfer of International Centre for Public Administration from Section 16 to Section 10.

<sup>f</sup> Transfer of the Maintenance and Engineering Division and the mission coordination staff of Conference Division from Section 15 to Section 16.

<sup>g</sup> Provision for expendable medical supplies for the clinic transferred from Section 17 to Section 18.

<sup>h</sup> Transfer of provision for library periodicals (\$17 100) and "Alterations to premises" (\$7 500) from Section 19 to Section 18.

**COMPARISON BETWEEN 1950 APPROPRIATIONS AND SECTION TOTALS SHOWN FOR 1950 IN THE DETAILED SCHEDULE (cont.)**

1951 Budget Section	1950 Appropriation \$	Reductions		Transfers approved by the Advisory Committee \$	Other transfers				Section totals shown in detailed schedule \$
		Contractual printing (Authorized by the appropriation resolution) \$	Devaluation of currencies \$		Section 17 (Common staff costs) \$	Section 18 (Common services) (For comparison purposes only) \$	Part VIII (Contractual printing) \$	Other \$	
23. Economic Commission for Latin America...	525 500	450	3 520	—	—	—	13 820	—	507 710
TOTALS, PART VI	\$1 212 350	\$660	\$9 320	—	—	—	\$20 270	—	\$1 182 100
<b>PART VII. HOSPITALITY</b>									
24. Hospitality .....	20 000	—	—	—	—	—	—	—	20 000
TOTALS, PART VII	\$20 000	—	—	—	—	—	—	—	\$20 000
<b>PART VIII. CONTRACTUAL PRINTING</b>									
25. Official Records .....	—	—	—	—	—	—	918 800	—	918 800
26. Publications .....	—	—	—	—	—	—	922 900	—	922 900
TOTALS, PART VIII	—	—	—	—	—	—	\$1 841 700	—	\$1 841 700
<b>PART IX. TECHNICAL PROGRAMMES</b>									
27. Advisory Social Welfare Functions.....	635 900	—	25 400	—	—	—	—	—	610 500
28. Technical Assistance for Economic Development .....	539 000	920	29 660	—	—	—	31 430	—	476 990
29. International Centre for Training in Public Administration .....	149 500	—	4 500	—	—	—	—	—	145 000
TOTALS, PART IX	\$1 324 400	\$920	\$59 560	—	—	—	\$31 430	—	\$1 232 490
<b>PART X. SPECIAL EXPENSES</b>									
30. Transfer of the Assets of the League of Nations to the United Nations.....	533 768	—	—	—	—	—	—	—	533 768
31. Amortization of the Headquarters construction loan .....	—	—	—	—	—	—	—	—	—
TOTALS, PART X	\$533 768	—	—	—	—	—	—	—	\$533 768

## COMPARISON BETWEEN 1950 APPROPRIATIONS AND SECTION TOTALS SHOWN FOR 1950 IN THE DETAILED SCHEDULE (cont.)

1951 Budget Section	Reductions		Transfers approved by the Advisory Committee \$	Other transfers			Section totals shown in detailed schedule \$
	Contractual Devaluation printing of currencies (Authorized by appropriation resolution) \$	1950 Appropriation \$		Section 17 (Common staff costs) \$	Section 18 (Common services) \$	Part VIII (Contractual printing) \$	
B. INTERNATIONAL COURT OF JUSTICE							
PART XI. THE INTERNATIONAL COURT OF JUSTICE							
32. The International Court of Justice.....	800	634 765	—	—	—	—	592 115
TOTALS, PART XI	\$800	\$634 765	—	—	—	—	\$592 115
1950 SUPPLEMENTARY PROVISIONS:							
Global reduction on provisions for contractual printing .....		210 770					
Global reduction on account of devaluation of certain currencies.....		500 000					
TOTAL		\$710 770					
GRAND TOTAL	—	\$49 641 773	—	—	—	—	\$49 641 773



**INFORMATION ANNEX I**

**A. UNITED NATIONS**

**BUDGET ESTIMATES FOR THE FINANCIAL YEAR 1951**



## INTRODUCTORY NOTE ON THE PROPOSED SALARY SCHEME

As noted in the Secretary-General's foreword, the estimates for personnel costs in 1951, which represent a large proportion of the expenditures estimated in parts III, IV, V and VI, have been prepared on the basis of the proposals made by the Committee of Experts on Salary, Allowance and Leave Systems. All of the posts of the Secretariat have been reclassified according to the proposed salary scheme and are shown in the budget estimates at the salary rates which would be payable on 1 January 1951. Additional salary increments which would become payable under the new scheme during the year are shown at the end of each table.

In reclassifying the posts of the Secretariat according to the proposed salary scheme, four broad categories, as recommended by the Committee of Experts, have been utilized, namely:

- Director and Principal Officer
- Professional
- Special Service
- General Service.

The Director and Principal Officer category includes posts from about grade 18 through top-ranking director in the present system; the Professional category covers posts in the substantive and broad administrative fields from approximately grade 9 to 18; the Special Service is designed for special technical posts such as accounting, printing, procurement, and travel officers in grades 9 to 16 in the present system; and the General Service covers secretarial and clerical posts mainly in grades 1 to 8.

The summary of established posts which follows this note indicates the number assigned to each level of the new categories and will thus give to the General Assembly a concrete picture of the effect of the proposed system on the classification structure of the Secretariat.

In accordance with the procedure followed during the past two years, the 1951 budget estimates have been prepared on the basis of gross salaries. These salaries are subject to the Staff Assessment Plan, under which the Organization collects an assessment amounting to 15 per cent of salary in the lower income brackets, ranging up to 50 per cent of all salary in excess of \$15 000. For example, the assessment on a salary of \$6 000 for a single person is \$1 000, while the assessment on a salary of \$20 000 is \$6 500. For staff with dependants, the assessment is reduced by \$100 or \$200, according to the category of dependants involved.

The salary for a principal director (top-ranking director) is shown in the budget as \$25 000. The assessment on this amount is \$9 000, leaving a net salary of \$16 000. No provision for representation allowances is made for directors; however, in accordance with recom-

mendations of the Committee of Experts, it is the Secretary-General's intention to allow these officials to claim refunds of hospitality expenditures up to \$1 500. They will also be paid children's allowances, education grants, and a repatriation grant, provided they meet the same conditions of eligibility as other members of the Secretariat.

A table showing gross and net amounts and the salary range proposed for each grade follows this introductory note. The total income from assessment on salaries in 1951 is estimated to be \$4 732 680 (see Estimates of Miscellaneous Income).

The provision for personal allowances, which appears under each of the departmental sections, represents the amount by which the salaries of certain of the present staff members on 1 January 1951 will exceed the ceilings of the salary levels assigned under the proposed salary scheme. The Secretary-General proposes to maintain an allowance for incumbents of posts for which the maximum salary is being reduced, in order that they should not suffer any loss in salary or salary ceiling as a result of the installation of the new scheme.

Aside from the change in salary rates, the change in the system which has the most significant budgetary implications for 1951 is the substitution of a repatriation grant for the expatriation allowance. This change would result in a reduction of approximately \$595 000 over the previous year, since the expatriation allowance would cease at 31 December 1950 and it is estimated that only 125 eligible staff members would be repatriated during 1951.

Other modifications and improvements suggested by the Committee of Experts and recommended to the General Assembly by the Secretary-General affect the 1951 estimates in less significant amounts. The simplification of the system of installation payments, for example, was not designed primarily to decrease costs although it will do so to some extent; the extension of eligibility for children's allowances to certain categories of women staff members is primarily a question of equity and results in some increase in the estimate. The economic consequences of the proposed social security scheme cannot be adequately assessed until some experience with it has been accumulated.

The proposal of the Experts to eliminate the rental allowance at the end of 1951 does not affect the present estimates. Furthermore, the provision for home leave in 1951 will be the same whether the recommendation of the Secretary-General to maintain its frequency at two-year intervals or the Experts' proposal to grant home leave travel only every three years is adopted. The mutually agreed proposal to eliminate the extra ten days leave in connexion with home leave of course results in some savings in the long run.

# CATEGORIES, LEVELS AND SALARY RANGES OF PROPOSED SALARY SCHEME

Category	Level	SALARY RANGE				Amount of annual increment		Number of annual increments
		Gross		Net		Gross	Net	
		Minimum	Maximum	Minimum	Maximum			
<i>Director and Principal Officer</i>								
Principal director .....			25 000		16 000			
Director .....		18 000	21 000	12 500	14 000	1 000	500	3
Principal officer .....		13 330	17 000	10 000	12 000	670 to 800	400	5
<i>Professional</i>								
Senior officer .....		11 690	15 000	9 000	11 000	480 to 500	300	7
Officer .....		8 710	12 500	7 000	9 500	360 to 420	250	10
Intermediate officer .....		6 000	9 430	5 000	7 500	330 to 360	250	10
Junior officer .....		4 250	6 530	3 600	5 400	250 to 260	200	9
<i>Special Service</i>								
Officer .....		8 710	12 500	7 000	9 500	360 to 420	250	10
Associate officer .....		6 000	9 430	5 000	7 500	330 to 360	250	10
Assistant officer .....		4 250	6 530	3 600	5 400	250 to 260	200	9
<i>General Service</i>								
Principal .....		4 250	6 530	3 600	5 400	250 to 260	200	9
Senior .....		3 530	5 000	3 000	4 200	180 to 190	150	8
Intermediate .....		3 060	4 120	2 600	3 500	110 to 120	100	9
Junior .....		2 590	3 530	2 200	3 000	120	100	8
Entrance .....		2 230	3 060	1 900	2 600	120	100	7

# ESTABLISHED POSTS, 1951.<sup>1</sup> DISTRIBUTION

	Executive Office of the Secretary- General	Library	Dept. of Security Council Affairs	Military Staff Committee Secretariat	Technical Assistance Administration	Dept. of Economic Affairs	Dept. of Social Affairs	Dept. for Trustee- ship & Informa- tion from Non-Self Govern- ing Terr.	Dept. of Public Informa- tion
<i>I. Assistant Secretary-General</i> .....	—	—	1	—	1 <sup>4</sup>	1	1	1	1
<i>II. Director and Principal Officer</i>									
K. Principal director .....	2	—	1	—	1	1	1	1	1
J. Director .....	—	—	2	—	—	3	3	1	2
I. Principal officer .....	2	1	6	—	1	6	5	2	5
<i>Totals, II</i> .....	4	1	9	—	2	10	9	4	8
<i>III. Professional</i>									
H. Senior officer .....	5	2	11	—	4	25	16	13	20
G. Officer .....	6	3	11	1	4	57	36	19	49
F. Intermediate officer .....	7	15	14	9	5	44	36	26	43
E. Junior officer .....	—	21	12	—	5	41	29	12	21
<i>Totals, III</i> .....	18	41	48	10	18	167	117	70	133
<i>IV. Special Service</i>									
G. Officer .....	—	—	—	—	—	—	—	—	1
F. Associate officer .....	—	—	—	—	—	—	—	—	11
E. Assistant officer .....	—	—	—	—	—	—	1	—	4
<i>Totals, IV</i> .....	—	—	—	—	—	—	1	—	16
<b>TOTALS, I, II, III, IV</b> .....	<u>22</u>	<u>42</u>	<u>58</u>	<u>10</u>	<u>21</u>	<u>178</u>	<u>128</u>	<u>75</u>	<u>158</u>
<i>V. General Service</i>									
E. Principal:									
Professional assistant .....	7	—	—	—	2	2	5	6	9
Administrative assistant .....	—	—	3	2	2	3	4	1	6
Others .....	—	—	—	—	—	—	—	—	—
<i>Totals, E</i> .....	7	—	3	2	4	5	9	7	15
D. Senior:									
Professional assistant .....	1	2	2	—	—	7	10	—	14
Secretarial and clerical .....	5	5	6	1	3	11	10	3	20
Others .....	—	—	—	1	—	—	—	—	—
<i>Totals, D</i> .....	6	7	8	2	3	18	20	3	34
C. Intermediate .....	16	19	25	7	11	78	54	26	91
B. Junior .....	—	15	2	—	1	7	5	6	11
A. Entrance .....	—	—	—	—	—	—	—	—	—
<b>TOTALS, V</b> .....	<u>29</u>	<u>41</u>	<u>38</u>	<u>11</u>	<u>19</u>	<u>108</u>	<u>88</u>	<u>42</u>	<u>151</u>
<b>GRAND TOTAL</b> .....	<u>51</u>	<u>83</u>	<u>96</u>	<u>21</u>	<u>40</u>	<u>286</u>	<u>216</u>	<u>117</u>	<u>309</u>

<sup>1</sup> Exclusive of the International Court of Justice.

<sup>2</sup> Including Economic Commission for Europe.

<sup>3</sup> Excluding Economic Commission for Europe.

<sup>4</sup> Director-General.

BY CATEGORY AND POST LEVEL

Dept. of Legal Affairs	Conference and General Services	Adminis- trative and Financial Services	Headquarters TOTAL	Geneva Office <sup>2</sup>	Information Centres	Regional Economic Commis- sions <sup>3</sup>	GRAND TOTAL	
1	1	1	9	—	—	—	9	I. Assistant Secretary-General
								II. Director and Principal Officer
1	1	2	12	2	—	2	16	K. Principal director
2	2	1	16	3	—	—	19	J. Director
2	5	5	40	6	4	4	54	I. Principal officer
5	8	8	68	11	4	6	89	Totals, II
								III. Professional
5	10	12	123	16	8	9	156	H. Senior officer
9	122	32	349	41	23	21	434	G. Officer
6	257	33	495	65	3	25	588	F. Intermediate officer
2	7	2	152	23	1	13	189	E. Junior officer
22	396	79	1 119	145	35	68	1 367	Totals, III
								IV. Special Service
—	10	1	12	3	—	—	15	G. Officer
—	29	14	54	6	1	—	61	F. Associate officer
—	57	17	79	8	—	—	87	E. Assistant officer
—	96	32	145	17	1	—	163	Totals, IV
28	501	120	1 341	173	40	74	1 628	TOTALS, I, II, III, IV
								V. General Service
								E. Principal:
1	1	1	34			—		Professional assistant
—	4	9	34			—		Administrative assistant
—	35	5	40			—		Others
1	40	15	108			—		Totals, E
								D. Senior:
—	—	—	36			—		Professional assistant
6	91	34	195			—		Secretarial and clerical
—	25	15	41			—		Others
6	116	49	272			—		Totals, D
16	352	108	803			—		C. Intermediate
1	199	124	371			—		B. Junior
—	40	—	40			—		A. Entrance
24	747	296	1 594	443	36	—	2 073	TOTALS, V
52	1 248	416	2 935	616	76	74	3 701	GRAND TOTAL



*PART I*

**SESSIONS OF THE GENERAL ASSEMBLY,  
THE COUNCILS, COMMISSIONS AND COMMITTEES**



# PART I

## SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES

**\$1 142 400**

(1950: \$1 173 500 1949: \$1 644 629)

### Section 1. The General Assembly, Commissions and Committees

**\$738 200**

(1950: \$765 955<sup>1</sup> 1949: \$1 274 656<sup>1</sup>)

#### CHAPTER I

The General Assembly session..... **\$560 600**  
1950: 582 655  
1949: 682 273

The estimates for the sixth regular session of the General Assembly are based on the participation of representatives from fifty-nine Members in a session of ten weeks' duration at the temporary Assembly Hall at Flushing. The 1949 expenditures and the 1950 estimates reflected a session of eleven weeks' duration.

All figures in this section are exclusive of contractual printing.

Items such as insurance, simultaneous interpretation equipment, freight, cartage and express, require no provision for 1951, and are excluded from chapter I.

<sup>1</sup> The totals for Section 1 shown for 1950 and 1949 include, in addition to the items for which provision is requested for 1951, the following amounts:

	1950	1949
Second part of the Third Session of the General Assembly .....	—	\$442 655
Committee on Berlin Currency and Trade .....	—	3 038
Special Committee on Information Transmitted under Article 73e of the Charter .....	\$ 1 280	626
Interim Committee of the General Assembly .....	—	26 976
	<b>\$ 1 280</b>	<b>\$473 295</b>

Certain items, for which no provision is requested in 1951, are included in the 1950 and 1949 totals for the following chapters:

	1950	1949
Chapter I. <i>General Assembly Session:</i>		
Insurance .....	—	\$ 11 498
Rental and maintenance of simultaneous interpretation equipment. ....	—	14 571
Salaries and travel of consultants and liaison representatives .....	\$ 1 400	330
Cornerstone ceremony .....	—	32 793
Chapter II. <i>Advisory Committee on Administrative and Budgetary Questions:</i>		
Local transportation .....	6 480	5 853
Chapter III. <i>Committee on Contributions:</i>		
Local transportation .....	1 320	415
Chapter IV. <i>International Law Commission:</i>		
Temporary assistance .....	2 600	—
Travel and subsistence of staff ....	10 000	—
Local transportation .....	—	1 945
Chapter VI. <i>Administrative Tribunal:</i>		
Local transportation .....	900	—

#### Conference and General Services:

Communications and Records (28 messengers, 13 clerks).....

Number	Amount \$
41	19 000

(i) *Travel of representatives*..... **\$160 000**  
1950: 154 140  
1949: 157 999

Reimbursement for travel of five representatives from each of fifty-nine Member nations to and from the regular 1951 session of the General Assembly is estimated at \$550 per representative. Experience of the previous regular sessions indicates that this average figure can be used for estimating purposes.

(ii) *Local transportation*..... **\$55 000**  
1950: 83 360  
1949: 97 995

Transportation for representatives and others during the period of the General Assembly is estimated as follows:

Rental of 61 cars (59 for delegations, 1 for the President of the General Assembly, 1 reserve) at \$20 per 12-hour day for 30 days...	\$ 36 600
Rental of 6 buses at \$40 per day for 30 days	7 200
Rental of 5 cars (to supplement the regular United Nations fleet which will be reduced following installation at the permanent Headquarters in Manhattan) at \$20 per 12-hour day for 60 days.....	6 000
Overtime rentals, tolls, and miscellaneous....	5 200

**TOTAL \$55 000**

No local transportation will be provided in connexion with meetings held at the permanent Headquarters.

(iii) *Temporary assistance*..... **180 000**  
1950: 180 200  
1949: 230 608

Temporary staff is required to cope with the additional meetings and facilities arising from the General Assembly session. These requirements are due mainly to the use of Spanish as a working language (Spanish verbatim reporters, Spanish typists, Publishing Division personnel) and to the anticipated increase in the volume of visitors to be handled both by the information and the security services.

Estimates are as follows:

Purchase and Transportation (1 clerk, 7 labourers).....	8	3 000
Documents Control (1 clerk typist, 1 clerk, 1 office machine operator).....	3	2 000
Publishing (8 proofreaders, 4 varitypists, 2 stencil cutters, 2 laboratory technicians, 15 clerks, 8 office machine operators, 9 collators, 2 copyholders).....	50	38 000
Languages (8 shorthand typists, 14 verbatim reporters, 19 typists, 3 editors)...	44	47 000
Conference Management (2 conference officers, 1 clerk).....	3	1 500
<b>TOTAL, Conference and General Services</b>	<b>149</b>	<b>110 500</b>
<i>Other Departments:</i>		
Executive Office of the Secretary-General (1 liaison officer, 2 secretaries).....	3	2 000
Security Council Affairs (2 secretaries).....	2	1 500
Public Information (7 professional, 4 secretaries, 15 clerks, 2 clerk typists, 3 typists, 1 darkroom technician).....	32	27 000
Administrative and Financial Services (1 nurse, 2 clerks, 1 accountant, 4 clerk typists) .....	8	5 000
Buildings Management Services (1 fireguard, 20 guards, 16 guard trainees, 3 clerks, 10 telephone operators, 5 maintenance men, 10 porters, 1 matron)....	66	34 000
<b>TOTAL, other Departments</b>	<b>111</b>	<b>69 500</b>
<b>GRAND TOTAL</b>	<b>260</b>	<b>180 000</b>

**(iv) Travel and subsistence of staff..... \$15 000**  
1950: 12 025  
1949: 11 337

The estimate includes \$9 600 to meet the recruitment cost of nine Spanish verbatim reporters and seven Spanish typists plus \$5 400 for eleven non-locally recruited temporary staff.

**(v) Overtime and night differential..... \$50 000**  
1950: 40 000  
1949: 41 531

The estimate includes an amount of \$43 000 for overtime. This sum is based on previous years' actual figures and provides for overtime payments for a duration of eleven weeks or one week longer than the session. Work beyond normal hours of duty is inevitable during General Assembly periods and staff members in the lower grades are compensated for such overtime in cash payments.

An amount of \$7 000 is also included for night differential, based on actual expenditures in previous years and providing for special night shifts required to deal with the General Assembly work-load.

**(vi) Maintenance of other equipment..... \$16 500**  
1950: 9 730  
1949: 16 388

The estimate covers the cost of technicians needed for operation of simultaneous interpretation, sound, radio, and recording equipment. These services are ob-

tained by special contract and include preparatory and post-Assembly activities. The estimate provides for twelve engineers for twelve weeks at an average rate of \$125 per week per person and takes into account the increased studio facilities available at the permanent Headquarters.

**(vii) Radio services ..... \$10 600**  
1950: 14 500  
1949: —

The estimate covers:

Rental of transmission facilities for Saturday broadcasts for eight weeks.....	7 500
Radio line charges between Manhattan and Flushing for eight weeks.....	3 100
<b>TOTAL</b>	<b>\$10 600</b>

**(viii) Telephone services ..... \$10 500**  
1950: 11 100  
1949: 11 820

This amount covers the cost of rental and installation of telephones, teletypewriters and tie lines, as well as the cost of local messages and long distance calls. Costs of radio lines are excluded from this account.

**(ix) Contractual services for maintenance of premises ..... \$14 400**  
1950: 13 000  
1949: 14 775

The estimate provides for the services of eight electricians and includes overtime payments which are charged as part of the contractor's costs.

(x) <i>Supplies for maintenance of premises</i> .....	<b>\$6 950</b>
1950:	8 200
1949:	5 185

This estimate covers general maintenance, custodial and electrical supplies for the Flushing building; it is higher than in 1949 because the cost of some cleaning supplies were charged in that year to Section 18, Common services.

(xi) <i>Utilities</i> .....	<b>\$30 000</b>
1950:	30 000
1949:	25 684

No rental charge is made for the Assembly Hall at Flushing. Expenditures for utilities, however, must be met by the United Nations. Estimated costs are as follows:

	<b>\$</b>
Electricity .....	14 000
Gas (heating) .....	14 000
Fuel oil (cafeteria).....	1 000
Water .....	1 000

TOTAL \$30 000

(xii) <i>Loss on cafeteria operations</i> .....	<b>\$10 000</b>
1950:	15 000
1949:	9 071

The estimate is based on actual experience and covers probable losses in the operation of the Flushing cafeteria.

(xiii) <i>Miscellaneous supplies and services</i> .....	<b>\$ 1 650</b>
1950:	10 000
1949:	688

The estimate covers special maintenance requirements for equipment at the Assembly Hall such as air conditioning, clock service, canteen equipment, refuse removal, window cleaning, etc. Provision is also made for reconditioning of flag poles.

## CHAPTER II

<b>The Advisory Committee on Administrative and Budgetary Questions</b> .....	<b>\$50 000</b>
1950:	60 230
1949:	52 508

Number of sessions: three.

Location: New York.

Duration: twenty-five weeks in all.

Number of members: nine.

(i) <i>Travel and subsistence of members</i> .....	<b>\$50 000</b>
1950:	53 750
1949:	46 655

The Committee is composed of expert members elected by the General Assembly.

The travel estimates in chapters II, III, and IV of this Section are based on an average cost of \$600 a member per session.

As experts, the members receive subsistence allowances at the rate of \$25 per day. Provision is made for a period of 175 days for the three sessions including travel time.

## CHAPTER III

<b>The Committee on Contributions</b> .....	<b>\$12 600</b>
1950:	12 770
1949:	6 133

Number of sessions: one.

Location: New York.

Duration: four weeks.

Number of members: ten.

(i) <i>Travel and subsistence of members</i> .....	<b>\$12 600</b>
1950:	11 450
1949:	5 718

The Committee is composed of expert members elected by the General Assembly.

As experts, the members receive subsistence allowances. Provision is made for a period of thirty-three days, including travel time.

## CHAPTER IV

<b>The International Law Commission</b> .....	<b>\$65 000</b>
1950:	47 880
1949:	26 551

Number of sessions: two.

Location: New York.

Duration: fifteen weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	<b>\$63 600</b>
1950:	31 280
1949:	24 606

The Commission is composed of expert members elected by the General Assembly. As experts, the members receive subsistence allowance at the proposed rate of \$25 per day. The estimate is higher for 1951 because only one session was budgeted for in 1950.

Provision is made for a period of 105 days including travel time.

In accordance with the decisions of the General Assembly an amount of \$9 000 has been added to cover honoraria for the Chairman and five rapporteurs.

(ii) <i>Salaries and travel of consultants and liaison representatives</i> .....	<b>\$1 400</b>
1950:	4 000
1949:	—

In compliance with the recommendation made by the Advisory Committee in 1949, provision is made under this heading for the cost of travel and subsistence for the Chairman of the International Law Commission,

who will attend the General Assembly as representative of the Commission.

#### CHAPTER V

**The Board of Auditors** ..... **\$40 000**  
 1950: 42 000  
 1949: 33 896

The estimate covers costs of the Board of Auditors appointed under General Assembly resolutions 74 (I) and 150 (II); it also provides for participation of members of the Board in the Panel of Auditors for the United Nations and the specialized agencies.

#### CHAPTER VI

**The Administrative Tribunal** ..... **\$10 000**  
 1950: 19 140  
 1949: —

Number of sessions: Three.

Location: New York and Geneva.

Duration: Four weeks.

Number of members: Three.

(i) *Travel and subsistence of members* ..... **\$10 000**  
 1950: 18 240  
 1949: —

The General Assembly, by resolution 351 (IV), approved the Statute of the Administrative Tribunal, which became effective on 1 January 1950. In accordance with this Statute, the Tribunal is composed of expert members elected by the General Assembly, only three of which sit in any particular case.

Members receive subsistence allowances of \$20 plus a daily allowance of \$10 in accordance with the specific decision of the General Assembly.

Provision is made for a period of 42 days including travel time.

#### *Contractual printing*

Details concerning the estimated cost of printing the official records of the General Assembly, its commissions and committees are submitted under Section 25 of the budget estimates.

**Section 2. The Security Council, Commissions and Committees**

(1950: \$ — 1949: \$ — )

No provision is requested under this Section, which in previous years included only provision for contractual printing for the Security Council, the Atomic Energy Commission and the Commission for Conventional Armaments. Estimates for contractual printing for the three organs, as well as corresponding figures for 1949 and 1950, are shown in Section 25 of the budget estimates.

This Section is maintained in the budget document, bearing in mind the possibility of the Security Council holding a session away from Headquarters. Should this be the case, supplementary estimates will be presented to the General Assembly at the appropriate time for expenses other than contractual printing.

**Section 3. The Economic and Social Council, Commissions and Committees****\$228 200**(1950: \$218 550 1949: \$261 878<sup>1</sup>)

1. The estimates cover only the commissions and sub-commissions authorized before 1 April 1950.

2. It is assumed that the Council will hold two sessions, and that the commissions and sub-commissions will each hold only one session, during 1951. This is in accordance with the rules of procedure of functional commissions of the Economic and Social Council approved by the Council at its tenth session, which provide that the functional commissions shall hold one session annually unless the Council decides otherwise.

3. The estimates assume that the Council will hold one session at Geneva and the other at Headquarters. As regards the commissions and sub-commissions, it is assumed that they will meet at Headquarters.

4. The average cost of return travel of representatives from their capital cities is approximately \$815. Since experience of 1949 and 1950 shows that Members of the United Nations often select representatives who do not actually travel from their capital cities, an average travel cost of \$600 per representative has been used throughout these estimates. While the average is valid for the Section as a whole, adjustments between chapters will be necessary depending upon the particular representation at each commission and sub-commission.

5. Subsistence is payable only to members of expert bodies as authorized by General Assembly resolution 231 (III). Provision for *per diem* has been made at \$25 per day per member, instead of \$20 per day as in 1950.

6. Provision for sessions of *ad hoc* committees and meetings of experts established by resolutions of the Economic and Social Council was made in previous years under Section 5 of the budget estimates (Special Conferences). This practice has proved to be unsatisfactory, both on policy and on practical grounds. The distinction made between the above meetings and the meetings of functional commissions of the Council was somewhat artificial and the administration of a small appropriation specifically assigned to Special Conferences has produced administrative difficulties. It is consequently proposed that in 1951 the expenses for sessions of *ad hoc* committees and meetings of experts established by the Council be budgeted under this Section. One such meeting is foreseen for 1951: the meeting of the Committee of Experts on Uniform System of Road Signs and Signals. For comparison purposes, expenses incurred in 1949 and funds authorized in 1950 for similar bodies are included in the total figures shown for the Section.

<sup>1</sup> Includes expenses of *Ad Hoc* Committee on the Draft Convention on the Declaration of Death of Missing Persons and *Ad Hoc* Committee of Principal Opium Producing Countries.

7. "Salaries and travel of consultants and liaison representatives" provides only for experts serving commissions or sub-commissions on specific resolution of the commission or sub-commission, when and as approved by the Council.

**CHAPTER I**

**The Economic and Social Council..... \$75 000**  
1950: 8 280  
1949: 62 400

Duration (two sessions): one at Headquarters and one at Geneva; thirteen weeks in all.

Number of members: eighteen.

**(i) Travel and subsistence of staff..... \$75 000**  
1950: —  
1949: 58 215

Approximately fifty substantive and twenty-five technical service staff members will be required from Headquarters for the servicing of the Geneva session of the Council. The estimate is, however, based on the assumption that about fifteen of these staff members will be found from among those on home leave at that time in Europe.

The figures shown for 1950 estimates and 1949 expenditures include expenses for cable, local transportation, freight and rental of simultaneous interpretation equipment, for which provision is made for 1951 in Section 20 of the budget estimates.

**CHAPTER II**

**Social Commission ..... \$10 800**  
1950: 12 430  
1949: 17 016

Duration: five weeks.

Number of members: eighteen.

**(i) Travel and subsistence of members ..... \$10 800**  
1950: 10 530  
1949: 15 402

**CHAPTER III**

**Commission on Human Rights ..... \$11 700**  
1950: 13 830  
1949: 7 495

Duration: eight weeks.

Number of members: eighteen.

**(i) Travel and subsistence of members ..... \$10 800**  
1950: 10 530  
1949: 5 406

(ii) <i>Consultants</i> .....	\$ 900
1950: .....	—
1949: .....	—

Provision is made for travel and *per diem* for a period of twelve days at \$25 a day for one representative of the Commission on the Status of Women in accordance with resolution 46 (IV) of the Council.

#### CHAPTER IV

<b>Sub-Commission on Prevention of Discrimination and Protection of Minorities</b> .....	<b>\$15 000</b>
1950: .....	14 280
1949: .....	12 383

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel and subsistence of members</i> .....	<b>\$15 000</b>
1950: .....	13 260
1949: .....	11 672

Provision is made for subsistence for a period of twenty-six days at \$25 a day per member, including travel time.

(ii) <i>Consultants</i> .....	<b>\$ 900</b>
1950: .....	—
1949: .....	180

Provision is made for travel and *per diem* for a period of twelve days at \$25 a day for one representative of the Commission on the Status of Women in accordance with resolution 48 (IV) of the Council.

#### CHAPTER V

<b>Sub-Commission on Freedom of Information and of the Press</b> .....	<b>\$15 000</b>
1950: .....	43 490
1949: .....	11 192

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel and subsistence of members</i> .....	<b>\$15 000</b>
1950: .....	21 350
1949: .....	10 593

Provision is made for subsistence for a period of twenty-six days at \$25 a day per member, including travel time.

#### CHAPTER VI

<b>Commission on the Status of Women</b> .....	<b>\$ 9 000</b>
1950: .....	10 130
1949: .....	36 465

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	<b>\$ 9 000</b>
1950: .....	8 770
1949: .....	13 171

#### CHAPTER VII

<b>Narcotic Drugs Commission</b> .....	<b>\$11 600</b>
1950: .....	13 990
1949: .....	9 194

Duration: four weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	<b>\$9 000</b>
1950: .....	8 770
1949: .....	8 167

(ii) <i>Consultants</i> .....	<b>\$2 600</b>
1950: .....	2 580
1949: .....	—

Provision is made for travel and *per diem* for one representative of the Permanent Central Opium Board and one representative of the Narcotic Drugs Supervisory Body, in accordance with resolutions 201 (VIII) and 9 (I) of the Council.

#### CHAPTER VIII

<b>Population Commission</b> .....	<b>\$ 9 150</b>
1950: .....	9 840
1949: .....	14 167

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel and subsistence of members</i> .....	<b>\$7 200</b>
1950: .....	7 020
1949: .....	6 700

(ii) <i>Consultants</i> .....	<b>\$1 950</b>
1950: .....	1 800
1949: .....	1 395

Provision is made for travel and *per diem* for one representative of the Statistical Commission, one representative of the Social Commission and one representative of the Economic and Employment Commission, in accordance with resolution 3 (III) of the Council.

#### CHAPTER IX

<b>Economic and Employment Commission</b> .....	<b>\$9 000</b>
1950: .....	9 650
1949: .....	7 558

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	<b>\$9 000</b>
1950: .....	8 770
1949: .....	6 521

#### CHAPTER X

<b>Sub-Commission on Economic Development</b> .....	<b>\$7 520</b>
1950: .....	6 910
1949: .....	5 803

Duration: two weeks.

Number of members: seven.

(i) <i>Travel and subsistence of members</i> .....	\$7 520
1950:	6 470
1949:	5 266

Provision is made for subsistence for a period of nineteen days at \$25 a day per member, including travel time.

## CHAPTER XI

## Sub-Commission on Employment and

<i>Economic Stability</i> .....	\$7 520
1950:	7 190
1949:	6 047

Duration: two weeks.

Number of members: seven.

(i) <i>Travel and subsistence of members</i> .....	\$7 520
1950:	6 750
1949:	5 738

Provision is made for subsistence for a period of nineteen days at \$25 a day per member, including travel time.

## CHAPTER XII

<i>Statistical Commission</i> .....	\$7 200
1950:	7 920
1949:	9 698

Duration: two weeks.

Number of members: twelve. *13*

(i) <i>Travel and subsistence of members</i> .....	\$7 200
1950:	7 020
1949:	3 809

## CHAPTER XIII

<i>Sub-Commission on Statistical Sampling</i> .....	\$6 440
1950:	6 340
1949:	7 136

Duration: two weeks.

Number of members: five.

(i) <i>Travel and subsistence of members</i> .....	\$5 370
1950:	4 820
1949:	3 247

Provision is made for subsistence for a period of nineteen days at \$25 a day per member, including travel time.

(ii) <i>Consultants</i> .....	\$1 070
1950:	1 080
1949:	234

This Sub-Commission adopted a resolution requesting the services of one consultant for each session.

## CHAPTER XIV

<i>Fiscal Commission</i> .....	\$9 000
1950:	—
1949:	7 052

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	\$9 000
1950:	—
1949:	6 584

## CHAPTER XV

<i>Transport and Communications Commission</i> ...	\$ 9 000
1950:	10 130
1949:	10 948

Duration: three weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i> .....	\$ 9 000
1950:	8 770
1949:	10 468

## CHAPTER XVI

<i>Interim Co-ordinating Committee for International Commodity Arrangements</i> .....	\$4 400
1950:	4 040
1949:	1 549

Duration: (one session) two weeks; either at Headquarters or at Geneva.

Number of members: three.

(i) <i>Travel and subsistence of members</i> .....	\$3 225
1950:	3 190
1949:	—

Provision is made for subsistence for a period of nineteen days at \$25 a day per member, including travel time.

(ii) <i>Travel and subsistence of staff</i> .....	\$1 175
1950:	700
1949:	1 549

Provision is made for the attendance of the Secretary of the Committee at the Geneva meeting.

## CHAPTER XVII

<i>Committee of Experts on Uniform System of Road Signs and Signals</i> .....	\$9 970
1950:	—
1949:	—

Duration: (one session) four weeks.

Number of members: seven.

(i) <i>Travel and subsistence of members</i> .....	\$9 970
1950:	—
1949:	—

The meeting of experts has been requested by the Transport and Communications Commission pursuant to Economic and Social Council resolution 272 (X).

Provision is made for subsistence for a period of thirty-three days at \$25 a day per member, including travel time.

*Contractual printing*

Details concerning the estimated cost of printing the official records of the Economic and Social Council, its commissions and committees are submitted under Section 25 of the budget estimates.

**Section 3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body****\$22 900**

(1950: \$21 900 1949: \$13 534)

Number of sessions: five.

Location: Geneva.

Duration: six weeks in all.

**(i) Travel and subsistence of members . . . . . \$22 900**

1950: 21 900

1949: 13 534

The estimate covers travel for eight members of the Board for three sessions, and four members of the Body for two sessions. Since it is proposed that the meetings of the Board and Body will be consecutive

wherever possible, allowance has been made in the estimates for travel expenses for three journeys only in respect of three members attending all the sessions (\$14 260).

Provision is also made for subsistence at \$20 a day, including travel time as follows:

Permanent Central Opium Board . . . . . \$6 410

Narcotic Drugs Supervisory Body . . . . . 2 230

**Section 3b. Regional Economic Commissions****\$61 300**(1950: \$32 980<sup>1</sup> 1949: \$49 462<sup>2</sup>)

1. In this section, direct expenses for sessions of regional economic commissions are included. Other expenses for the secretariats to such commissions are listed in parts IV and VI, sections 20, 22 and 23.

2. The estimates cover only one session in 1951 for each regional economic commission. Provision for a second session of the three regional economic commissions is made in the draft resolution for unforeseen and extraordinary expenses. A similar arrangement was made in 1950.

3. The rules of procedure of the regional economic commissions permit the holding of sessions away from their headquarters. For the purpose of these estimates and in the absence of any indication as to the place at which their sessions will take place, it is assumed that the Economic Commission for Europe and the Economic Commission for Latin America will meet at Geneva and Santiago, respectively. Supplementary estimates will eventually be submitted in the light of the decisions to be taken by the Economic and Social Council.

In the case of the Economic Commission for Asia and the Far East, however, the Economic and Social Council has approved the holding of the Commission's seventh session early in 1951 in Lahore, Pakistan, and the estimates are set out hereunder on that basis. It is understood that the Pakistan Government will consider the extent to which it could contribute towards the cost of holding this session at Lahore. Information which may be received from the Pakistan Government on this matter will be placed before the Assembly.

4. The section on Contractual Printing includes necessary provision for the printing of the reports of these commissions. As a result, no provision is necessary for the Economic Commission for Europe and the chapter shown in previous years' estimates for the Commission has been dropped.

**CHAPTER I****Economic Commission for Asia and the**

**Far East..... \$39 000**  
 1950: 4 800  
 1949: 14 462

Number of sessions: one.

Duration: five weeks.

Location: Lahore.

Number of members: thirteen full members plus ten associate members.

**(i) Local transportation ..... \$1 000**  
 1950: 1 000  
 1949: —

In view of the difficulties of public transportation in the area, it is necessary to provide for local transportation of representatives.

**(ii) Travel and subsistence of staff ..... \$27 000**  
 1950: 3 800  
 1949: 14 462

For travel expenses of thirty staff members (fourteen substantive officers, five interpreters-translators, two documents officers, the administrative officer, conference officer and seven secretaries, familiar with the substantive and translating work of the organization) from Bangkok.

**(iii) Temporary assistance ..... \$4 000**  
 1950: —  
 1949: —

Covers employment of local staff to serve as documents officers, stenographer/typists, receptionists, messengers, ushers, etc.

**(iv) Freight, cartage and express ..... \$3 000**  
 1950: —  
 1949: —

For shipment of necessary documents, supplies, materials and equipment from Bangkok to Lahore.

**(v) Contractual services for maintenance of premises ..... \$3 500**  
 1950: —  
 1949: —

For the rental of conference halls, office space, office equipment, utilities, etc.

**(vi) Communications services ..... \$ 300**  
 1950: —  
 1949: —

Additional communications costs arise from holding the Conference in Lahore.

**(vii) Miscellaneous supplies and services ..... \$ 200**  
 1950: —  
 1949: —

Provision is made for incidental materials, supplies and services.

**CHAPTER II**

**Economic Commission for Latin America.... \$22 300**  
 1950: 25 330  
 1949: 33 977<sup>3</sup>

<sup>1</sup> Includes \$2 850 for the Economic Commission for Europe (Travel and subsistence of staff).

<sup>2</sup> Includes \$1 023 for the Economic Commission for Europe (Travel and subsistence of staff).

<sup>3</sup> Includes a total of \$10 016 for temporary assistance, insurance and miscellaneous expenses.

Number of members: twenty-four.

(i) *Travel and subsistence of staff*..... \$20 000  
1950: 22 970  
1949: 19 662

Estimates cover transportation expenses of thirteen staff members from Headquarters (nine interpreters and four precis-writers) plus *per diem* for an average period of twenty days.

(ii) Rental of telecommunications equipment..	\$1 500
1950:	1 560
1949:	3 177

In order to provide simultaneous interpretation service, provision is required for rental and maintenance of headsets, transmitters and similar equipment and installation of interpreters' booths.

(iii) Freight, cartage and express.....	\$ 500
1950:	500
1949:	1 122

For shipment of necessary documents, supplies, materials and equipment.

(iv) <i>Communications services</i> .....	\$ 300
1950:	300
1949:	—

**\$91 800**

(1950: \$134 115<sup>1</sup> 1949: \$45 099)

<b>The Trusteeship Council .....</b>	<b>\$41 800</b>
1950:	51 715 <sup>2</sup>
1949:	4 180

Number of members: twelve.

(i) <i>Travel and subsistence of staff</i> .....	<b>\$41 800</b>
1950:	43 745
1949:	—

Secretary of the Trusteeship Council, seventeen substantive staff members, four secretaries, eight interpreters and four verbatim reporters.

During the last Council session in Geneva, it was necessary to increase the staff originally sent from Headquarters from thirty-three (twenty substantive and thirteen technical staff members) to forty-three (twenty-seven substantive and sixteen technical), due to the extremely heavy work-load of the Secretariat.

The present estimate, however, shows a smaller staff, on the assumption that the Trusteeship Council will not have to deal with special problems such as those on Jerusalem and former Italian colonies, which were on the agenda of the prior session.

<b>1951 Visiting Mission</b> .....	<b>\$50 000</b>
	1950: 69 900
	1949: 40 919

The visiting missions of the Trusteeship Council are intended to perform the functions foreseen in Article 87 c of the Charter, which reads: "The General Assembly, and, under its authority, the Trusteeship Council, in carrying out their functions, may . . . provide for periodic visits to the respective Trust Territories at times agreed upon with the Administering Authority". The Trusteeship Council dealt with this function in its rules of procedure (rules 94 to 99) and adopted resolution 9 (I) on 28 April 1947, recommending that "the General Assembly make regular provision in the budget of the United Nations for periodic visits to Trust Territories, as a recurring item in the annual budgets, on the basis of one visiting mission each year."

The Council, however, has not yet decided on the detailed arrangements for the 1951 visiting mission. Pending this decision, a token amount of \$50 000 is included for this purpose. Supplemental estimates, if any, will be submitted after the Trusteeship Council takes action in the matter.

<sup>2</sup> Includes a total of \$7 970 for: local transportation, \$2 400; rental and maintenance of simultaneous interpretation equipment, \$3 770; communication services, \$800; and miscellaneous expenses, \$1 000.

# SUMMARY OF PART I

## SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES

Section	Chapter	<i>The General Assembly, Commissions and Committees</i>	<i>Travel and subsistence of representatives or members</i> \$	<i>Temporary assistance</i> \$	<i>Salaries and travel of consultants and liaison representatives</i> \$	<i>Travel and subsistence of staff</i> \$	<i>Undistributed totals</i> \$	<i>Totals of chapters</i> \$	<i>Totals of sections</i> \$
1	I	<i>The General Assembly, Commissions and Committees</i>							
		The General Assembly Session .....	160 000	180 000		15 000			
		Local transportation .....					55 000		
		Overtime and night differential .....					50 000		
		Maintenance of other equipment .....					16 500		
		Radio services .....					10 600		
		Telephone services .....					10 500		
		Contractual services for maintenance of premises .....					14 400		
		Supplies for maintenance of premises .....					6 950		
		Utilities (light, heat, power, and water) .....					30 000		
		Loss on cafeteria operations .....					10 000		
		Miscellaneous supplies and services .....					1 650		
	II	The Advisory Committee on Administrative and Budgetary Questions .....	50 000					560 600	
	III	The Committee on Contributions .....	12 600					50 000	
	IV	The International Law Commission .....	63 600		1 400			12 600	
	V	The Board of External Auditors .....		40 000				65 000	
	VI	The Administrative Tribunal .....	10 000					40 000	
2		<i>The Security Council and Commissions and Committees</i>						10 000	738 200
3		<i>The Economic and Social Council and Commissions &amp; Committees</i>							
	I	The Economic and Social Council .....				75 000		75 000	
	II	Social Commission .....	10 800					10 800	
	III	Commission on Human Rights .....	10 800		900			11 700	
	IV	Sub-Commission on Prevention of Discrimination and Protection of Minorities .....	15 000		900			15 900	
	V	Sub-Commission on Freedom of Information and of the Press .....	15 000					15 000	
	VI	Commission on the Status of Women .....	9 000					9 000	
	VII	Narcotic Drugs Commission .....	9 000					11 600	
	VIII	Population Commission .....	7 200		2 600			9 150	
	IX	Economic and Employment Commission .....	9 000		1 950			9 000	
	X	Sub-Commission on Economic Development .....	7 520					7 520	
	XI	Sub-Commission on Employment and Economic Stability .....	7 520					7 520	
	XII	Statistical Commission .....	7 200					7 200	
	XIII	Sub-Commission on Statistical Sampling .....	5 370		1 070			6 440	
	XIV	Fiscal Commission .....	9 000					9 000	
	XV	Transport and Communications Commission .....	9 000					9 000	
	XVI	Interim Co-ordinating Committee for International Commodity Arrangements .....	3 225			1 175		4 400	
	XVII	Committee of Experts on Uniform System of Road Signs and Signals .....	9 970					9 970	228 200
		<i>Carried Forward</i>	<u>440 805</u>	<u>180 000</u>	<u>48 820</u>	<u>91 175</u>	<u>205 600</u>	<u>966 400</u>	<u>966 400</u>

**SUMMARY OF PART I (Continued)**

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*PART II*

**INVESTIGATIONS AND INQUIRIES**



## **PART II**

### **INVESTIGATIONS AND INQUIRIES**

**\$2 800 000**

(1950: \$3 679 700<sup>1</sup> 1949: \$5 397 701)

#### **Section 5. Investigations and Inquiries**

**\$2 500 000**

(1950: \$3 342 700 1949: \$5 397 701)

Provision was made under this section in 1950 for the following Special Committees and Commissions: the United Nations Special Committee on the Balkans; the United Nations Commission for India and Pakistan; the United Nations Conciliation Commission for Palestine; the United Nations Commission for Korea; the United Nations Advisory Council for Italian Somaliland; the United Nations Commissioner for Libya; the United Nations Commission for Indonesia; and the United Nations Commission for Eritrea.

The extension of the above organs into 1951 and the scope of their activities depend on action to be taken by the Security Council and the General Assembly. Detailed estimates concerning their requirements in 1951 will therefore be presented in the course of the fifth session of the General Assembly in the light of the decisions made. To assist in the over-all appraisal of the 1951 budget, it is proposed that the requirements under this section be estimated tentatively at \$2 500 000.

<sup>1</sup> Excludes \$8 000 000 for an international regime for the Jerusalem area. Distribution of the 1950 appropriation by chapters and items is shown in the detailed schedule.

**Section 5a. United Nations Field Service**  
**\$300 000**

(1950: \$337 000 1949: \$ — )

At the fourth session, the General Assembly appropriated \$337 000 under this Section for the establishment of a United Nations Field Service. For 1951, provision for the administration of this Service is made under Administrative and Financial Services, Section 16. As the requirements for the operation of the Field Service to be budgeted for under Section 5a are contingent upon the requirements of the political missions,

which cannot be assessed at this stage, it is not possible at present to forecast accurately the expenditures for 1951 for this Section; therefore a global amount of \$300 000 is suggested as an interim estimate. Detailed estimates will be submitted at the time detailed estimates are submitted for the political missions under Section 5, Investigations and Inquiries.

*PART III*

**HEADQUARTERS, NEW YORK**



# PART III

## HEADQUARTERS, NEW YORK

**\$29 056 300**

(1950: \$26 477 970 1949: \$26 765 728)

### Section 6. Executive Office of the Secretary-General

**\$484 200**

(1950: \$478 640 1949: \$414 072)

The Executive Office of the Secretary-General assists the Secretary-General in the over-all co-ordination of the work of the Secretariat, in relations with Member Governments and their delegations, and with the specialized agencies. It is also responsible for the servicing of the General Assembly and its organs in functions not detailed to the other departments of the Secretariat, and for co-ordinating the work undertaken by the departments for the General Assembly. These functions are carried out by four organizational units within the Executive Office. Details for each one of these units are provided below.

#### CHAPTER I

**Salaries and wages..... \$449 200**  
1950: 444 640  
1949: 383 354

The small increase over 1950 is due to additional increments in 1951, to the proposed salary scheme, and to larger requirements under temporary assistance. Such increases are, however, substantially offset by the abolition of three established posts.

**(i) Established posts ..... \$409 700**  
1950: 413 640  
1949: 367 137

The estimate provides for fifty-two established posts (Table 6-1) as against fifty-five approved for 1950:

Table 6-1. Executive Office of the Secretary-General

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
1	1	Secretary-General (salary and allowance)	1 @ 53 000	53 000
		<i>Directors and Principal Officers</i>		
2	2	Principal director	2 @ 25 000	50 000
3	2	Principal officer	2 @ 15 400	30 800
		<i>Professional</i>		
5	5	Senior officer	2 @ 12 170 3 @ 11 690	59 410
5	5	Officer	1 @ 10 150 1 @ 9 070 3 @ 8 710	45 350
1	1	Officer (administrative)	1 @ 8 710	8 710
9	7	Intermediate officer	1 @ 7 670 2 @ 7 330 3 @ 7 000 1 @ 6 670	50 000
		<i>General Service</i>		
7	7	Professional assistant (principal)	2 @ 5 750 4 @ 5 250 1 @ 5 000	37 500
1	1	Professional assistant (senior)	1 @ 4 440	4 440

Table 6-1. *Executive Office of the Secretary-General (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
5	5	Secretarial and clerical (senior)	1 @ 4 810		
			3 @ 4 620		
			1 @ 3 710		22 380
16	16	Secretarial and clerical (intermediate)	7 @ 4 120		
			1 @ 4 000		
			4 @ 3 650		
			1 @ 3 530		
			3 @ 3 410		61 200
55	52				\$422 790
Additional increments during 1951.....					2 510
Provision for personal allowances under proposed salary scheme.....					1 540
					\$426 840
Less: Adjustment for turnover of staff.....					17 140
TOTAL					\$409 700

The fifty-one posts requested, in addition to the Secretary-General's post, are distributed between the following:

(a) *Office of the Executive Assistant to the Secretary-General.* The Executive Assistant (Principal Director), assisted by the staff assigned to this office, directs the work of the Executive Office and co-ordinates the general activity of the Secretariat through regular liaison with the Assistant Secretaries-General and other responsible officials, and through such instruments as regular meetings of the Principal Directors of the Departments, the Missions Co-ordination Committee, the Publications Board, etc. He maintains constant liaison with delegations and prepares daily and special reports to the Secretary-General on all important aspects of the work of the Organization. He is also responsible for planning the work and co-ordinating services to the General Assembly, acting through such channels as the General Assembly Co-ordination Committee and regular meetings of chairmen of Assembly Committees. The Executive Assistant acts as secretary of the plenary meetings of the General Assembly and works closely with the President of the Assembly and the Secretary-General during the sessions of the General Assembly.

The staff requested for the Office of the Executive Assistant to the Secretary-General comprises fourteen posts: one principal director, one principal officer, one senior officer, one officer, two intermediate officers, two professional assistants, and six secretaries. A decrease of four posts is shown as compared with 1950, as a result of the abolition of three posts (one principal officer and two intermediate officers) and the transfer of one post of intermediate officer to the Protocol and Liaison Section.

(b) *General Assembly Affairs and Administrative Section.* The Section constitutes the working group charged with the servicing of the General Assembly under the direction of the Executive Assistant. The Section is responsible for co-ordination of documents produced for the Assembly; assistance in preparation of the provisional agenda and supplementary agendas; review of the Journal of the General Assembly; following-up the implementation of General Assembly resolutions; and supervision of the preparation of the annual report of the Secretary-General. The Section is also responsible for the co-ordination of official correspondence.

The staff proposed for 1951 comprises thirteen posts, the same number approved for 1950: two senior officers, two officers, one intermediate officer, one professional assistant, and seven secretarial and clerical posts.

(c) *Office of the Director for Co-ordination of Specialized Agencies and Economic and Social Matters and the Specialized Agencies Section.* The office comprises sixteen posts, the same number approved for 1950: one principal director, one principal officer, one senior officer, two officers, three intermediate officers, two professional assistants, and six secretarial and clerical posts.

The Director of this Office, with the assistance of his staff, is responsible for the co-ordination of Secretariat activities in the economic and social fields, and acts as deputy Executive Assistant to the Secretary-General. He also co-ordinates the relations of the United Nations with the specialized agencies.

Under the Director for Co-ordination of Specialized Agencies and Economic and Social Matters, the Specialized Agencies Section serves as secretariat to

the Administrative Committee on Co-ordination and to those organs of the General Assembly and the Economic and Social Council dealing with co-ordination between the United Nations and the specialized agencies. This section also undertakes necessary preparatory work for negotiation with the specialized agencies; it supervises relations with other inter-governmental organizations and selects and makes necessary arrangements for United Nations representatives, including their briefing on matters of substance, at meetings of specialized agencies and other international conferences.

(d) *Protocol and Liaison Section.* The Section is generally responsible for ensuring that proper arrangements for delegations are made from the standpoint of protocol and for their convenience, and for assisting delegations in such matters as hospitality, official functions, and diplomatic privileges and immunities. This section organizes important official or social functions given either by Secretariat officials or by delegations. It publishes a weekly information bulletin keeping delegations informed of appointments, arrivals and departures, and publishes a monthly handbook of delegations, listing all members of permanent delegations, as well as those attending the various councils and commissions in session.

The staff requested for this section in 1951, consisting of eight posts, shows an increase of one post as compared with 1950. One post of intermediate officer, transferred from the Office of the Executive Assistant to the Secretary-General, has been added in view of the increased responsibilities and heavier workload which the section will face in the new headquarters building. The staff comprises: one senior officer, one officer, one intermediate officer, three professional assistants, and two secretaries.

(ii) *Consultants* ..... \$1 000  
1950: 3 000  
1949: —

The estimate, which provides for a consultant to the Secretary-General for the review of special problems which may arise, is based on a period of twenty days at \$50 a day.

(iii) *Temporary assistance* ..... \$35 000  
1950: 24 500  
1949: 9 926

The estimate includes provision for three temporary posts (one officer, one professional assistant, and one secretary) to service the Interim Committee of the General Assembly, estimated at \$18 500, and for secretarial and clerical assistance to replace staff members on annual, home and sick leave. In addition, provision is made for temporary assistance during periods of heavier workload.

(iv) *Overtime and night differential* ..... \$3 500  
1950: 3 500  
1949: 6 291

Based on past experience, provision is necessary for overtime in view of unavoidable peakloads.

## CHAPTER II

*Other departmental expenses* ..... \$35 000  
1950: 34 000  
1949: 30 718

(i) *Travel on official business* ..... \$20 000  
1950: 19 000  
1949: 16 470

The estimate provides for two journeys abroad by the Secretary-General accompanied by three members of the staff; four journeys abroad by other staff members in connexion with specialized agencies activities, missions in the field, or other problems of general concern to the United Nations; and miscellaneous travel in the United States.

(ii) *Housing accommodation for the Secretary-General* ..... \$15 000  
1950: 15 000  
1949: 14 248

The estimate provides for rental (\$10 000) and maintenance (\$5 000) of the Secretary-General's residence.

### *Contractual printing*

Details of the publications programme of the Executive Office of the Secretary-General are submitted under Section 26 of the budget estimates.

(1950: \$437 870 1949: \$456 577)

Table 6a. Library (cont.)

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
21	19	Secretarial and clerical (intermediate)	5 @	4 120	
			4 @	4 000	
			1 @	3 760	
			2 @	3 650	
			2 @	3 530	
			3 @	3 410	
			1 @	3 180	
			1 @	3 060	71 190
15	15	Secretarial and clerical (junior)	4 @	3 530	
			2 @	3 410	
			1 @	3 180	
			8 @	3 060	48 600
83	83				\$409 990
Additional increments during 1951.....					6 930
Provision for personal allowances under proposed salary scheme.....					1 940
					\$418 860
Less: Adjustment for turnover of staff.....					16 810
TOTAL					\$402 050

(a) The Office of the Director is responsible for over-all planning and administration. It maintains relations with departments of the Secretariat, and with libraries and institutions in Member countries. The office comprises five posts: the Director, one intermediate officer (executive officer) and three clerical and secretarial posts also available for assignment to the units at any time to meet a pressing need. In 1950, twenty posts were shown in this office, seventeen of which constituted a clerical pool. This pool will be abolished in 1951 as the Library will be spread over eight service floors. Fourteen of the posts are shown in the units to which they will be permanently assigned. One clerical post is abolished.

(b) The Processing Section acquires material by purchase, gift and exchange; catalogues and classifies this material. Under supervision of the Director, it designates depository and exchange libraries and centres of international study to receive United Nations documents and publications. It indexes United Nations and specialized agencies documents and prepares check lists and indexes for publication.

The Section is composed of three units, plus a senior officer (chief), and his secretary.

The Documents Index Unit, shown in 1950 under the Reference and Documentation Section, has been transferred to this Section. The Acquisition Unit participates with other units of the Library in the selection of books for acquisition on the basis of book reviews, bibliographies and catalogues, and recommendations from delegations and the Secretariat. It places orders

and subscriptions for books, documents, periodicals, maps, microfilms, and photostats; organizes exchange programmes with governments and private agencies, and solicits gifts. The Unit receives, checks, and sorts the material and forwards it to the Catalogue and other Units.

An average of 1 000 books for the Library is received in the Unit each month, about 900 as purchases and 100 as gifts or exchanges. Pamphlets are received at the rate of 100 per month. Periodical and serial titles amounting to 9 900 are received annually from government and private agencies. Of these titles, about 8 000 are routed immediately to members of the Secretariat. Forty governments and 1 000 private agencies send material to the Library.

Items not needed by the United Nations are used for exchange with other institutions.

The Unit also orders books, documents, periodicals, maps, microfilms and photostats to be charged to funds other than those of the Library, for the use of the Information Centres, Missions and Commissions, and for departments which distribute such materials to countries in which special programmes of development are being undertaken. An average of thirty such requisitions, containing a total of 500 items, is processed monthly.

Fourteen posts are requested for this Unit: one officer, two intermediate officers, two junior officers, and nine secretarial and clerical, as against twelve posts in 1950.

Three posts have been transferred to this Unit from the clerical pool and one junior officer from this Unit to the Service to Readers Unit.

The Catalogue Unit receives books, documents, serials and other library materials from the Acquisition Unit; classifies and catalogues them by means of simplified procedures which have been in effect since July 1949; files the cards; labels the books with call numbers; inserts book pockets and cards for circulation; and sends the material to the shelves.

The Unit co-ordinates the preparation of materials for binding, including unbound books; periodicals and government documents selected because of high reference value; and documents of the United Nations and specialized agencies. Eleven posts are requested for this Unit: one officer, one intermediate officer, four junior officers and five secretarial and clerical, as against eight posts in 1950, as a result of the transfer of four posts from the clerical pool and of one junior officer to the Departmental Libraries Unit.

The Documents Index Unit check-lists and indexes United Nations and specialized agencies documents. It receives annually some 38 000 documents in all official languages. The Unit indexes daily on cards all documents received, and publishes monthly the *United Nations Documents Index*, covering general and limited documents and publications. It prepares indexes of speeches and "dispositions of agenda items" for the principal organs; compiles the *Check List of United Nations Documents* covering the documents of the Organization published from 1946 to 1949; and indexes the *Treaty Series*. The Unit also assigns series symbols to documents of new and subsidiary organs, and occasionally prepares special check lists and indexes. Eighteen posts are requested for this Unit: four intermediate officers, six junior officers and eight secretarial and clerical posts, the same as in 1950.

(c) The Reference and Documentation Section performs the following functions: reference work in all subjects of interest to delegations and the Secretariat; continuous assessment of library implications of the changing research programmes of the Organization; loan services and inter-library loan arrangements; preparation of special bibliographies; negotiation of contractual arrangements with other institutions for bibliographic assistance; indexing of periodical articles; checking of current bibliographies for selection of pertinent library materials; maintenance and servicing of United Nations, League of Nations, and specialized agencies documents and publications, and of the collections in the central Library and the departmental branch libraries. This Section is organized into two units plus a senior officer (chief) and his secretary.

The Service to Readers Unit is responsible for:

#### 1. Reference services consisting of:

Answering an average of 220 queries a day in the Library or by telephone;

Serving daily an average of 200 readers who borrow books or periodicals, or use the reference collections, and who require guidance in locating reference material, consulting the card catalogue, indexes, etc.;

Maintaining and servicing a reference collection of basic books and documents, as well as newspaper, periodical, pamphlet, clipping and information files;

Maintaining and servicing a microfilm collection of newspapers, official gazettes, etc.;

Maintaining and servicing a substantial map collection and providing a geographic reference service to delegations and the Secretariat. About 6 000 maps are received and filed annually, and an average of eighteen requests for information are handled daily;

Maintaining and servicing a complete collection of United Nations documents and publications in all languages, as well as selected material about the United Nations. This involves receiving, sorting, filing, preparation for binding, soliciting missing numbers, and offering reference service. This service requires the handling of about 62 000 pieces annually, and the answering of about seventy-five reference queries daily. The improved facilities and the proximity of the Library to delegations in New York should result in an increased use of this material;

Maintaining and servicing a complete collection of documents and publications of the specialized agencies, in all languages, as well as selected material about the agencies. This is the only complete collection and reference service for this material within the Secretariat. This involves receiving, sorting, filing, preparation for binding, soliciting missing numbers, and answering reference questions. This service requires the handling of about 20 500 pieces annually, and the answering of an average of thirteen queries daily;

Assembling and maintaining a collection of documents and publications by and about the League of Nations. When the Woodrow Wilson Foundation Library is merged with the present library holdings, the Headquarters will possess one of the most extensive collections on the League of Nations.

#### 2. Loan services consisting of:

Circulation of approximately 120 books, documents and periodicals per day and maintaining loan records. This is in addition to the average of 425 periodicals and documents routed daily to departments;

Arranging for the borrowing from other libraries of books, periodicals and documents not available at Headquarters. About 5 500 requests are received annually, and 7 000 volumes are borrowed.

#### 3. Bibliographical services including:

Production of a fortnightly selected bibliography for the *United Nations Bulletin*, preparation of an annual bibliography on the United Nations and the specialized agencies, and compilation of special bibliographies for the Secretariat.

Indexing and annotating articles of special interest to the United Nations from about 700 periodicals in many languages. An average of 1 500 cards are produced monthly, and the *Selected List of Periodical Articles in the United Nations Headquarters Library* is compiled from this file.

Twenty posts are requested for the Service to Readers Unit: one officer, four intermediate officers, seven junior officers, two professional assistants and six secretarial and clerical posts as against fifteen posts in 1950. Five clerical posts have been transferred to this Unit from the clerical pool, as well as one junior officer from the Acquisition Unit. One clerk has been transferred from this Unit to the Departmental Libraries Unit. One clerical post has been abolished because its functions have been taken over by the Department of Public Information. One new post of intermediate officer is requested to supervise the maintenance and servicing of the Library's collection of United Nations documents; to give reference service and to prepare bibliographies and reading lists on United Nations activities. During 1950, a certain amount of reference service on United Nations documents was given by the Documents Index Unit. In 1951 this function will be performed entirely by the Service to Readers Unit.

The Departmental Libraries Unit is responsible for maintaining and servicing four library collections of limited size in (1) Department of Security Council Affairs; (2) Departments of Economic Affairs and of Social Affairs (a consolidated branch); (3) Department for Trusteeship and Information from Non-Self-Governing Territories, and (4) Legal Department. The departmental liaison librarians are responsible for reference service, bibliographical compilations, and circulation of publications within the departments, and for relations between the central Library and the departments in such matters as book selection, internal and inter-library loans, and bibliographical projects.

Changing departmental research projects require the continuous assistance of librarians, and immediate access to basic collections of special materials on permanent deposit or on loan from the central Library.

This Unit is supervised by a reference librarian on the Service to Readers Unit manning table.

Eleven posts are requested for this Unit: for the branch in the Department of Security Council Affairs, one intermediate officer and two clerks; for the branch in the Legal Department, one intermediate officer and one clerk; for the consolidated branch of the Departments of Economic Affairs and of Social Affairs, one intermediate officer, one junior officer and two clerks; for the branch in the Department for Trusteeship and Information from Non-Self-Governing Territories, one junior officer and one clerk. In 1950, six posts only were shown under the Unit. Four posts are transferred to this Unit, two clerks from the clerical pool, one clerk from the Service to Readers Unit, and one junior officer from the Catalogue Unit. A new intermediate officer post is requested in the consolidated branch for the Departments of Economic Affairs and Social Af-

fairs to cope with the increasing use of these collections, and with the need for continuous reference and bibliographical guidance to be given to staff members of both departments in connexion with their growing research and publication projects.

(ii) Consultants .....	\$ 900
1950:	900
1949:	1 560

This estimate covers fifteen consultant days at \$60 per day (including travel). The advice of experts on particular types of library material, services and operations may be needed on such matters as documents indexing; cartographic collections; photographic reproduction for library use; and new mechanical devices which may contribute to operational economies.

(iii) Temporary assistance .....	\$42 750
1950:	36 000
1949:	92 540

This estimate includes:

Ten thousand dollars (\$10 000) to continue check-listing and indexing the backlog of United Nations documents estimated at approximately 16 000 items.

Two junior officer posts for six months and one clerical post for ten months (\$6 410), to combine the collections and to correlate the records of the Woodrow Wilson Memorial Library with those of the United Nations Headquarters Library, and to prepare the material for use.

The sum of \$19 540 is requested to cover seven clerical posts for the Service to Readers Unit because the central Library in 1951 will operate in New York in a building separate from the Secretariat building where the services of the central Library, now concentrated on one floor, will be spread over eight floors.

Temporary replacement of staff members on annual, home, sick or maternity leave; special peak periods, such as the preparation of annual subscription orders at the beginning of the year, also require additional clerical assistance for short periods. The amount of \$6 800 is included for this purpose.

(iv) Overtime and night differential .....	\$2 000
1950:	2 500
1949:	435

It will be necessary to maintain library services during some periods when meetings are held outside regular working hours.

## CHAPTER II

Other departmental expenses .....	\$17 600
1950:	17 970
1949:	20 375

(i) Travel on official business .....	\$ 2 000
1950:	2 370
1949:	581

This will provide for authorized travel of staff members to negotiate for additional or specialized library services, and to represent the Library at important professional meetings at which problems of the United Nations are being discussed. It also includes a journey for an officer to Europe to maintain contact with the Geneva Library.

**(ii) Contractual library services and supplies... \$15 600**

1950: 15 600

1949: 19 794

This estimate includes \$12 600 to cover charges for bibliographic work to be supplied under contract by public libraries in the New York and Washington areas, as well as \$3 000 for catalogue cards and other library supplies.

*Contractual printing*

Details of the publications programme of the Library are submitted in Section 26 of the budget estimates.

**Section 7. Department of Security Council Affairs****\$758 700**

(1950: \$774 800 1949: \$689 093)

The Department of Security Council Affairs is responsible for providing general administrative and other services to the Security Council and its subsidiary organs, the Atomic Energy Commission and its committees, the Commission for Conventional Armaments, the First Committee of the General Assembly and its sub-committees, and other political committees established *ad hoc*. The Department is also responsible for the servicing of sub-committees and working groups of the Interim Committee of the General Assembly. It also assists the Secretary-General in the performance of his duties under Article 99 of the Charter.

The Department is responsible for obtaining information and preparing reports on threats to the maintenance of international peace and security, on the pacific settlement of disputes and the general principles of co-operation; surveying the development of international affairs, and according to need, compiling reports on specific problems; obtaining information and preparing studies on the political aspects of military agreements; assisting in the negotiation of such agreements, in co-operation with the secretariat of the Military Staff Committee; preparing studies on the size of armaments and traffic in arms; participating in investigations and advising on the security aspects of Trusteeship Agreements for strategic areas; formulating plans with reference to non-military enforcement measures; participating, with the secretariat of the Military Staff Committee, in the elaboration and application of military enforcement measures.

The Department's servicing of the Security Council and its subsidiary organs includes arranging for notification of meetings and for preparation of the agenda and documentation for the Security Council, the Atomic Energy Commission, the Commission for Conventional Armaments and their commissions and committees; and providing advice to the Security Council on rules of procedure.

The Department is also responsible for the substantive work and, in co-operation with the Secretary-General's Office and the United Nations Field Service, for establishing and servicing the commissions of investigation and conciliation on Korea, Indonesia, the Balkans, Palestine, Eritrea, India-Pakistan, the United Nations representative in Kashmir, and the United Nations Plebiscite Mission for Jammu and Kashmir, and is responsible for providing political affairs officers as principal secretaries, deputy principal secretaries and assistant secretaries on those organs, and also to the High Commissioner in Libya.

**CHAPTER I**

**Salaries and wages** ..... **\$ 751 700**  
 1950: 769 100  
 1949: 686 894

The decrease shown in the total for this chapter, as compared to the 1950 approved estimate, is due to the fact that additional expenses resulting from increments and from the proposed salary scheme are more than offset by the abolition of two posts, by the reclassification downwards of two others, and by a reduction of \$15 000 in the amount requested for temporary assistance.

**(i) Established posts** ..... **\$721 700**  
 1950: 724 100  
 1949: 657 764

Estimates for established posts are set out in detail under the following headings: Office of the Assistant Secretary-General; General Political Division; Armaments and Enforcement Measures Section; Atomic Energy Commission Group; and Administrative and General Division.

*Table 7-1. Office of the Assistant Secretary-General*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
1950	1951			
1	1	Assistant Secretary-General (salary and allowance)	1 @ 32 500	32 500
		<i>Director and Principal Officer</i>		
1	1	Principal director	1 @ 25 000	25 000
1	—	Principal officer	—	—
		<i>Professional</i>		
1	1	Officer	1 @ 8 710	8 710
1	1	Junior officer	1 @ 4 750	4 750

Table 7-1. Office of the Assistant Secretary-General (cont.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>General Service</i>					
2	2	Secretarial and clerical (senior)	1 @ 4 620		
			1 @ 4 060		8 680
<u>7</u>	<u>6</u>				<u>\$79 640</u>
Additional increments during 1951.....					230
					<u>\$79 870</u>
Less: Adjustment for turnover of staff.....					3 200
					<u>\$76 670</u>
TOTAL					\$76 670

The general responsibility for and supervision of the work of the whole Department rests with the Assistant Secretary-General.

The Assistant Secretary-General assists at meetings of the Security Council in order to advise the President on matters of procedure and any other matters relative to the work of the Council. He generally represents the Secretary-General at meetings of the other political organs of the United Nations—First Committee and *Ad Hoc* Political Committee of the General Assembly, Atomic Energy Commission, Commission for Conventional Armaments, etc.

The Principal Director assists the Assistant Secretary-General in the supervision and co-ordination of

the work of the Department as a whole. He is also responsible for the conduct of the work of the Administrative and General Division, and is charged with the supervision of the work of the Atomic Energy Commission Group and the Armaments and Enforcement Measures Section. He acts as Secretary of the First (Political and Security) Committee of the General Assembly, and attends meetings of the Security Council and other political organs of the United Nations in order to assist the Assistant Secretary-General.

The staff requested for the Office of the Assistant Secretary-General (Table 7-1) shows a decrease of one post as compared with 1950. One post of principal officer has been transferred to the Administrative and General Division as Chief of the Interim Committee Group.

Table 7-2. General Political Division

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 20 000	20 000
4	3	Principal officer	1 @ 15 400 2 @ 13 330	42 060
<i>Professional</i>				
8	6	Senior officer	2 @ 13 170 2 @ 12 170 2 @ 11 690	74 060
4	5	Officer	1 @ 11 310 2 @ 10 150 2 @ 8 710	49 030

Table 7-2. General Political Division (cont.)

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
6	5	Intermediate officer	2 @ 8 360	38 720
			1 @ 7 670	
			1 @ 7 330	
			1 @ 7 000	
6	6	Junior officer	1 @ 6 270	31 270
			1 @ 5 500	
			2 @ 5 000	
			2 @ 4 750	
<i>General Service</i>				
1	1	Professional assistant (senior)	1 @ 4 810	4 810
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810
11	11	Secretarial and clerical (intermediate)	6 @ 4 120	43 530
			1 @ 4 000	
			3 @ 3 760	
			1 @ 3 530	
42	39			\$308 290
Additional increments during 1951.....				2 490
Provision for personal allowances under proposed salary scheme.....				1 130
				\$311 910
Less: Adjustment for turnover of staff.....				13 240
TOTAL				\$298 670

The General Political Division is sub-divided into six units, the functions of which are detailed below. The staff requested for this Division (Table 7-2) shows a decrease of three posts as compared with 1950, as a result of the abolition of one post of senior officer and the transfer of two posts (one senior officer and one intermediate officer) to the Interim Committee Group of the Administrative and General Division. One post of principal officer has been downgraded to the officer level.

The *Office of the Director* comprises three posts: one director, and two secretarial and clerical posts. The Director of the General Political Division is responsible for the direction and general supervision of the work of the five sections of the division.

The *General Political Section* consists of nine posts: one principal officer, one officer, one intermediate officer, three junior officers, and three secretarial and clerical posts. This Section is responsible for advising as to the pacific settlement of disputes and on the application of the different methods to given situations. It studies the political developments in Trust and Non-Self-Governing Territories, and also advises on the security and other aspects of trusteeship agreements for strategic areas.

In co-operation with the Interim Committee Group of the Administrative and General Division, it prepares working papers concerning the pacific settlement of disputes for the sub-committees and working groups of the Interim Committee of the General Assembly. The Section participates in the work of the First Committee and the *Ad Hoc* Political Committee of the General Assembly on matters within its terms of reference.

The *European Affairs Section* comprises the following eight posts: one principal officer, two senior officers, one officer, one junior officer, one professional assistant, and two secretaries. This Section is responsible for advising concerning threats to the maintenance of international peace and security in this geographical area. The Section has the continuous task of keeping up to date with political developments in the area, surveys on different political problems, on the relations between States and on their foreign policies with a view to keeping the Assistant Secretary-General currently informed of all important developments in Europe. The Section participates in the work of the First Committee and the *Ad Hoc* Political Committee of the General Assembly on matters within its terms of reference.

The *Middle East and African Affairs Section* consists of six posts: two senior officers, one officer, one intermediate officer, one junior officer, and one secretary. This Section is responsible for covering political developments, and preparing surveys and studies on foreign policies of States and the relations between States within its geographical area. It is also responsible for studying the political developments which may occur in Trust and Non-Self-Governing Territories within this area and for advising on security and other aspects of trusteeship agreements for strategic areas for which the Security Council is responsible under paragraph 1 of Article 83 of the Charter. The Section participates in the work of the First Committee and the *Ad Hoc* Political Committee of the General Assembly on matters within its terms of reference.

The *Asia and Pacific Affairs Section* comprises eight posts: one principal officer, one senior officer, one officer, two intermediate officers, one junior officer, and two secretaries. The Section is responsible for continuous studies and for preparation of surveys on international affairs, relations between States, foreign policies of nations, and other political developments within its geo-

graphical area. The Section is also responsible for studying the political developments which may occur in Trust and Non-Self-Governing Territories within this area and for advising on security and other aspects of strategic areas for which the Security Council is responsible under paragraph 1 of Article 83 of the Charter. The Section participates in the work of the First Committee and the *Ad Hoc* Political Committee of the General Assembly on matters within its terms of reference.

The *Western Hemisphere and Regional Arrangements Section* consists of five posts: one senior officer, one officer, one intermediate officer, and two secretarial and clerical posts. This Section prepares surveys, studies and working papers on relations between States, threats to international peace and security, foreign policies of States and other political developments within its geographical area. The Section advises and prepares studies on the pacific settlement of disputes by resort to regional agencies or arrangements, especially in the Western Hemisphere. The Section participates also in the work of the First Committee and the *Ad Hoc* Political Committee of the General Assembly on matters within its terms of reference.

Table 7-3. *Armaments and Enforcement Measures Section*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170
3	2	Officer	1 @ 11 310	
			1 @ 9 430	20 740
2	1	Intermediate officer	1 @ 7 670	7 670
1	—	Junior officer	—	—
<i>General Service</i>				
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810
3	2	Secretarial and clerical (intermediate)	2 @ 3 650	7 300
11	7			\$52 690
Additional increments during 1951.....				620
				\$53 310
Less: Adjustment for turnover of staff.....				2 130
TOTAL				\$51 180

The *Armaments and Enforcement Measures Section* (Table 7-3) serves as the administrative secretariat of the Commission for Conventional Armaments and its committees and sub-committees. The duties include

preparation of summary records and other documentation, and drafting of the Commission's report to the Security Council and the General Assembly. The Section is also responsible for obtaining information and

preparing studies on the size of national armaments and on international trade in arms, munitions and implements of war, formulating plans for the regulation of arms and preparing a year-book on disarmament. It is also charged with formulating plans for the implementation of non-military enforcement measures, according to Article 41 of the Charter, and in assisting in formulating and applying the military enforcement measures provided for according to Article 42 of the Charter, and in advising, through the Office of the Assistant Secre-

tary-General, with respect to such enforcement measures available to the Security Council under the above-mentioned Articles of the Charter. The proposed staff for this Section (Table 7-3), consisting of seven posts, shows a decrease of four posts as compared with the 1950 manning table. This is due to the abolition of one post of intermediate officer, and to the transfer of three posts (one officer, one junior officer, and one secretary) to the Interim Committee Group of the Administrative and General Division.

Table 7-4. *Atomic Energy Commission Group*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
3	3	Intermediate officer	1 @ 8 360 1 @ 8 000 1 @ 7 670	24 030
<i>General Service</i>				
4	3	Secretarial and clerical (intermediate)	2 @ 4 120 1 @ 3 760	12 000
1	1	Secretarial and clerical (junior)	1 @ 3 530	3 530
<hr/> 9	<hr/> 8			<hr/> \$54 960
Additional increments during 1951.....				570
Provision for personal allowances under proposed salary scheme.....				740
				<hr/> \$56 270
Less: Adjustment for turnover of staff.....				2 640
<b>TOTAL</b>				<hr/> \$53 630

The *Atomic Energy Commission Group* (Table 7-4) is responsible for servicing the Atomic Energy Commission, its committees, sub-committees and working groups. Its duties include preparing the provisional agenda, maintaining summary and official records, preparing such studies, working papers and documentation as may be required by those organs, drafting reports for submission by the Commission to the Security Council and the General Assembly.

The Group advises, through the Office of the Assistant Secretary-General, on matters relating to developments in the field of atomic energy and its control. The

Group also compiles various bibliographies on atomic energy and supplements to these. In connexion with the preparation of the bibliographies, the Group maintains contact with libraries, learned societies and individual scientists in Member States, and follows and files literature on atomic energy from various countries.

The staff proposed for this Group (Table 7-4) consists of eight posts, one less than in 1950 as a result of the transfer of a secretarial post (intermediate) to the Interim Committee Group of the Administrative and General Division.

Table 7-5. *Administrative and General Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
\$				
\$				
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
1	2	Principal officer	1 @ 15 400	28 730
			1 @ 13 330	
<i>Professional</i>				
3	4	Senior officer	1 @ 13 170	48 720
			1 @ 12 170	
			2 @ 11 690	
1	2	Officer	1 @ 9 430	18 500
			1 @ 9 070	
1	1	Officer (administrative)	1 @ 8 710	8 710
5	5	Intermediate officer	1 @ 7 670	33 670
			2 @ 7 000	
			2 @ 6 000	
3	5	Junior officer	1 @ 5 750	24 500
			1 @ 5 250	
			1 @ 5 000	
			2 @ 4 250	
<i>General Service</i>				
3	3	Administrative assistant	1 @ 6 000	15 500
			1 @ 5 000	
			1 @ 4 500	
2	2	Senior clerk	1 @ 4 810	9 060
			1 @ 4 250	
1	1	Professional assistant (senior)	1 @ 4 250	4 250
7	9	Secretarial and clerical (intermediate)	5 @ 4 120	35 180
			2 @ 3 760	
			1 @ 3 650	
			1 @ 3 410	
1	1	Secretarial and clerical (junior)	1 @ 3 410	3 410
29	36			\$248 230
Additional increments during 1951.....				3 150
Provision for personal allowances under proposed salary scheme.....				1 030
				\$252 410
Less: Adjustment for turnover of staff.....				10 860
TOTAL				\$241 550

In addition to the post of Director, the Administrative and General Division comprises thirty-five posts (Table 7-5) distributed among four sections, the functions of which are detailed below. Though the total number of posts proposed for 1951 shows an increase of seven posts as compared with 1950 (twenty-nine), no new posts are established, the additional posts being provided through transfers from other departmental units. One post of intermediate officer has been downgraded to the junior officer level.

The *Services to the Security Council Section* has the main responsibility of servicing the Security Council and of assisting in servicing the General Assembly's First Committee and its sub-committees or any *ad hoc* political committees. The Section is responsible for summary records of the private meetings and for official records of the First Committee and its sub-committees. It is also responsible for the preparation of the political and security chapter of the Secretary-General's Report and the annual and special reports of the Security Council to the General Assembly.

The Section also prepares studies and reports for the information of the Assistant Secretary-General on progress on problems encountered by the United Nations commissions of investigation or conciliation in the field. It prepares lists of non-governmental communications and handles correspondence with non-governmental organs. It also prepares the weekly summary statements on matters of which the Security Council is seized and the reports on credentials of the representatives on the Security Council.

The staff proposed for this section consists of thirteen posts, the same number approved for 1950: one principal officer, one senior officer, one officer, two intermediate officers, two junior officers, one administrative assistant, one professional assistant, and four secretaries.

The *Services to Committees Section* is responsible for the servicing of the Security Council's Committee of Experts and the Committee on the Admission of New Members and other committees. It performs summary recording of the meetings and, in general, prepares the work for the two above-mentioned committees.

The Section also prepares studies on the rules of procedure of the Security Council and its committees, and gives advice on such questions. It deals with matters concerning the election of judges of the Permanent International Court of Justice and concerning the administration of the Free Territory of Trieste.

The Section also services the *Ad Hoc* Political Committee of the General Assembly and assists in the servicing of the First Committee.

The Section participates in the preparation of the political and security chapter of the Secretary-General's Report and in the preparation of the annual and special reports of the Security Council. It prepares studies and

reports for the information of the Assistant Secretary-General on the progress on problems encountered by those United Nations commissions of investigation or conciliation in the field which come under its terms of reference.

The Section consists of seven posts as follows: one senior officer, two intermediate officers, one junior officer, and three secretarial and clerical posts. This proposed staff shows one post less than in 1950 as a result of the transfer of a post of officer to the Interim Committee Group of this same Division.

The *Interim Committee Group*, established in December 1949, consists of two units: the substantive work unit and the servicing unit. The Group's main responsibility is the general servicing of the sub-committees and working groups of the Interim Committee of the General Assembly. This includes preparing summary records and documentation, calling of meetings, agenda, etc. The work for the sub-committees and working groups also consists of preparing studies and working papers with regard to the implementation of General Assembly resolution 295 (IV) which re-established the Interim Committee and defined its functions. The Group performs these duties in co-operation with the other sections of the Department, according to their terms of reference, and with regard to pacific settlement, with the General Political Section.

In addition to these main duties, the officers of the Group, according to the needs of the Department, are assigned to carry responsibilities similar to those of other political affairs officers in the Department. Besides performing specific assignments, the officers are required to assist regularly in servicing the First Committee and the *Ad Hoc* Political Committee of the General Assembly (these duties include, for the junior and intermediate officers, assisting in preparing summary records for the First Committee), and assisting in the preparation of various reports for which the Department is responsible. The officers of the Group, as other political affairs officers in the Department, are also available for assignments on United Nations commissions of investigation and conciliation.

The staff of this group comprises nine posts: one principal officer, two senior officers, one officer, one intermediate officer, two junior officers, and two secretaries. These posts have been transferred from other units in the Department, as already mentioned in the descriptions of the units concerned.

The *Administrative Section* is responsible for all administrative matters concerning the Department, i.e., budget, personnel, department files, archives and supplies.

Its staff comprises six posts, the same number approved for 1950: one officer, two administrative assistants, and three secretarial and clerical posts.

### Table 7-6. Recapitulation

Division or office	Posts 1950	Posts 1951	Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
Office of the Assistant Secretary-General.	7	6	79 640	230	—	3 200	76 670
General Political Division.....	42	39	308 290	2 490	1 130	13 240	298 670
Armaments and Enforcement Measures Section .....	11	7	52 690	620	—	2 130	51 180
Atomic Energy Commission Group.....	9	8	54 960	570	740	2 640	53 630
Administrative and General Division....	29	36	248 230	3 150	1 030	10 860	241 550
	<u>98</u>	<u>96</u>	<u>\$743 810</u>	<u>\$7 060</u>	<u>\$2 900</u>	<u>\$32 070</u>	<u>\$721 700</u>

(ii) Consultants .....	\$4 000
1950:	4 000
1949:	2 020

Consultant services are required when scientific matters are under consideration, particularly in connexion with the Atomic Energy Commission and the Commission for Conventional Armaments. The Department has been preparing, since 1948, extensive bibliographies on the social and scientific aspects of atomic energy. Such bibliographies are sent to Member States for suggestions, and thereafter are revised and supplemented. For 1951, additional supplements and a new volume on the peaceful uses of atomic energy are envisaged.

(iii) <i>Temporary assistance</i> .....	<b>\$20 000</b>
	1950: 35 000
	1949: 17 871

Provision is made for the temporary replacement of staff members on leave and for periods of peak-load. The estimate is based on the actual expenditure in the first months of 1950.

(iv) Overtime and night differential .....	\$6 000
1950:	6 000
1949:	9 239

Staff members in the secretarial and clerical group are frequently called upon to work overtime to provide records and minutes of meetings immediately. The estimate is based on past experience and the amount proposed is considered sufficient, though actual expenditures in 1949 were higher.

## CHAPTER II

Other departmental expenses .....	\$7 000
1950:	5 700
1949:	2 199

(i) <i>Travel on official business</i> .....	<b>\$7 000</b>
1950:	5 700
1949:	2 199

The estimate is based on the actual expenditure in the first five months of 1950. Of the amount proposed, \$1 200 is intended to cover short journeys on official business at an average of \$100 per month.

### Contractual printing

Details of the publications programme of this Department are submitted under Section 26 of the budget estimates.

**\$129 600**

The Secretariat of the Military Staff Committee, on the basis of the existing provisions of the draft statute and draft rules of procedure of the Committee provisionally approved by the Security Council, constitutes an independent unit working under the direct supervision of the Military Staff Committee. The Secretariat serves the Committee in all functions delegated to it by the Security Council under the provisions of Article 47 of the Charter of the United Nations.

Salaries and wages .....	\$129 500
1950:	128 410
1949:	139 224

(i) <i>Established posts</i> .....	<b>\$128 500</b>
1950:	126 290
1949:	139 224

In 1949, the Secretariat of the Military Staff Committee serviced eighty-nine meetings of the Committee, and issued a total of 405 documents totalling 2 953 pages before reproduction and 479 305 impressions after

reproduction, and performed 3 113 pages of translation in the four languages used in the Committee. During the first quarter of 1950, twenty-three meetings of the Committee have been serviced, and eighty-three documents were issued totalling 388 pages before reproduction and 73 966 impressions after reproduction; 811 pages of translation were performed.

The Secretariat of the Military Staff Committee continues to co-operate in measures previously adopted with a view to using the staff fully to the best advantage of the United Nations Secretariat as a whole.

(ii) <i>Temporary assistance</i> .....	\$ 500
1950:	1 120
1949:	—

Provision is made for the temporary replacement of secretarial and clerical staff on leave.

(iii) <i>Overtime</i> .....	\$ 500
1950:	1 000
1949:	—

Staff members may be called upon to work overtime in order to provide records and minutes of meetings immediately. All paid overtime is confined to secretarial and clerical staff of the Documents Unit.

Other departmental expenses .....	\$ 100
1950:	100
1949:	—

(i) <i>Travel on official business</i> .....	\$ 100
1950:	100
1949:	—

This is a contingent amount for emergency travel by members of the staff on official business.

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951 \$	\$
<i>Professional</i>				
1	1	Officer	1 @ 11 310	11 310
9	9	Intermediate officer	1 @ 9 070	
			3 @ 8 710	
			2 @ 8 000	
			2 @ 6 000	
		Intermediate officer (administrative)	1 @ 8 360	71 560
<i>General Service</i>				
2	2	Administrative assistant	1 @ 6 000	
			1 @ 5 250	11 250

Table 8-1. *Military Staff Committee Secretariat (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
1	1	Senior clerk	1 @ 4 810	4 810
1	1	Machine operator (senior)	1 @ 4 440	4 440
6	6	Secretarial and clerical (intermediate)	2 @ 4 120 2 @ 4 000 1 @ 3 650 1 @ 3 530	23 420
1	1	Machine operator (intermediate)	1 @ 4 000	4 000
<u>21</u>	<u>21</u>			<u>\$130 790</u>
Additional increments during 1951.....				2 500
Provision for personal allowances under proposed salary scheme.....				590
				<u>\$133 880</u>
Less: Adjustment for turnover of staff.....				5 380
TOTAL				<u>\$128 500</u>

## Section 9. Technical Assistance Administration

\$300 000

(1950: \$ — 1949: \$ — )

As a result of the experience gained in the operation of the Technical Assistance Programmes under General Assembly resolutions 58 (I), Advisory Social Welfare Functions; 200 (III), Economic Development of Under-developed Countries; and 246 (III), Training in Public Administration, it is considered desirable, in the interest of co-ordination, to set up a separate administration to deal with the various programmes involved. The necessity for such an office has become all the more apparent in view of the inauguration of the expanded programme for technical assistance, which includes economic as well as social aspects.

This new office, under the direction of a Director-General, will be entrusted with all the operational aspects of the various programmes, such as organization of composite missions to countries requesting technical assistance, furnishing of individual advisers to Governments, fellowship and scholarship programmes, seminars and training institutes, demonstration centres, etc. Research, studies and formulation of general policies related to the development of under-developed coun-

tries will, however, continue to be performed by the Department of Economic Affairs and the Department of Social Affairs.

The secretariat of the new office will be provided by transferring from the Department of Economic Affairs and the Department of Social Affairs those staff members who are engaged in the operational aspects of the programmes involved. This will constitute a nuclear staff which can be augmented later to handle the expanded programme of technical assistance.

## CHAPTER I

Salaries and wages ..... \$300 000  
(i) *Established posts* ..... \$300 000

In 1951, the new office will be provided with forty posts, of which thirty-nine posts were previously established. An additional post of Director-General for the Bureau is requested in 1951. Details of the posts are shown in the table below.

Table 9-1. Technical Assistance Administration

Number of established posts 1951	Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
1	Director-General (salary and allowance)	1 @ 32 500	32 500
	<i>Director and Principal Officer</i>		
1	Principal Director	1 @ 25 000	25 000
1	Principal officer	1 @ 13 330	13 330
	<i>Professional</i>		
4	Senior officers	3 @ 12 170 1 @ 11 690	48 200
4	Officer	1 @ 11 690 1 @ 10 920 2 @ 8 710	40 030
5	Intermediate officer	1 @ 8 710 1 @ 8 360 1 @ 8 000 1 @ 7 330 1 @ 7 000	39 400
5	Junior officer	1 @ 6 530 1 @ 6 270 1 @ 5 000 2 @ 4 750	27 300

Table 9-1. Technical Assistance Administration (cont.)

Number of established posts 1951	Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
<i>General Service</i>			
2	Administrative assistant	1 @ 6 000 1 @ 4 750	10 750
2	Professional assistant	1 @ 5 250 1 @ 4 440	9 690
3	Secretarial and clerical (senior)	2 @ 4 620 1 @ 4 440	13 680
11	Secretarial and clerical (intermediate)	3 @ 4 120 1 @ 4 000 3 @ 3 760 3 @ 3 650 1 @ 3 530	42 120
1	Secretarial and clerical (junior)	1 @ 3 300	3 300
40			\$305 300
Additional increments during 1951.....			5 510
Provision for personal allowances under proposed scheme.....			1 310
			\$312 120
Less: Adjustment for turnover of staff.....			12 120
TOTAL			\$300 000

Of the thirty-nine posts transferred from other Departments to this Bureau, twenty-two posts, comprising one principal officer, two senior officers, three officers, two intermediate officers, four junior officers, one administrative assistant, one professional assistant and eight secretaries, are transferred from the Department of Economic Affairs. These posts were attached to the Division of Economic Stability and Development as a separate Technical Assistance Section. However, it is requested that the post of principal officer be reclassified as principal director, as the incumbent will serve as a deputy to the Director-General. Twelve posts, comprising one senior officer, one officer, three intermediate officers, one junior officer, one administrative assistant, one professional assistant and four secretaries, are provided by transfer from the Department of Social Affairs. The remaining five posts, namely one principal officer,

one senior officer, and three secretaries, were shown under the Public Administration Unit in the budget estimates for 1950 (document A/903) in Section 16, Administrative and Financial Services. They were, however, later transferred to Section 10, Department of Economic Affairs.

No provision is included in the estimates for this Section relating to consultants, temporary assistance, overtime, and travel on official business, as it is expected that these expenditures will be charged to the "Special Account" from which the expanded programme will be financed. Section 26 of the budget includes details of certain publications related to these programmes; common staff expenses in respect of the forty posts provided for this office are included in Section 17 of the budget estimates.

**\$2 129 000**

Table 10-1. Office of the Assistant Secretary-General (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
1	1	Principal officer	1 @	15 400	15 400
<i>Professional</i>					
1	—	Senior officer	—	—	—
1	1	Senior officer (administrative)	1 @	11 690	11 690
1	—	Officer	—	—	—
1	1	Officer (administrative)	1 @	9 070	9 070
1	1	Intermediate officer	1 @	7 000	7 000
2	1	Junior officer	1 @	4 500	4 500
<i>General Service</i>					
2	2	Professional assistant (principal)	1 @ 1 @	5 250 5 000	10 250
1	1	Administrative assistant	1 @	5 250	5 250
4	3	Secretarial and clerical (senior)	1 @ 1 @ 1 @	5 000 4 810 4 620	14 430
6	6	Secretarial and clerical (intermediate)	4 @ 1 @ 1 @	4 120 4 000 3 530	24 010
1	—	Secretarial and clerical (junior)	—	—	—
<u>24</u>	<u>19</u>				<u>\$159 100</u>
Additional increments during 1951.....					2 170
Provision for personal allowances under proposed salary scheme.....					1 410
					<u>\$162 680</u>
Less: Adjustment for turnover of staff.....					6 580
TOTAL					<u>\$156 100</u>

The Office of the Assistant Secretary-General (Table 10-1) is responsible for central planning, co-ordination and administration within the Department.

The Office consists of the immediate staff of the Assistant Secretary-General (eleven posts) and the Executive Office (eight posts).

The immediate staff of the Assistant Secretary-General is responsible for the co-ordination and direction of the work of the Department and for its internal organization.

The Executive Office is responsible for the internal administration of the Department. It is also responsible for over-all supervision of the internal administration of the Economic Commission for Asia and the Far East and of the Economic Commission for Latin America.

The five posts comprising the secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements, shown in this Office for 1950, have been transferred to the Division of Economic Stability and Development. No other changes in this Office are requested for 1951.

Table 10-2. Division of Economic Stability and Development

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 20 000	20 000
4	3	Principal officer	3 @ 14 000	42 000
<i>Professional</i>				
15	14	Senior officer	3 @ 13 170 5 @ 12 170 6 @ 11 690	170 500
26	26	Officer	2 @ 11 310 5 @ 10 920 1 @ 10 150 7 @ 9 430 2 @ 9 070 9 @ 8 710	249 910
16	14	Intermediate officer	1 @ 9 070 2 @ 8 360 4 @ 8 000 1 @ 7 670 4 @ 7 330 1 @ 6 330 1 @ 6 000	107 110
18	16	Junior officer	1 @ 6 530 2 @ 6 000 2 @ 5 250 2 @ 5 000 6 @ 4 750 1 @ 4 500 2 @ 4 250	80 530
<i>General Service</i>				
2	1	Administrative assistant	1 @ 5 750	5 750
2	1	Professional assistant (senior)	1 @ 4 440	4 440
1	2	Secretarial and clerical (senior)	1 @ 4 810 1 @ 4 620	9 430
36	28	Secretarial and clerical (intermediate)	21 @ 4 120 1 @ 3 760 6 @ 3 650	112 180
4	5	Secretarial and clerical (junior)	2 @ 3 530 3 @ 3 410	17 290
125	111			\$819 140
Additional increments during 1951.....				15 820

Table 10-2. *Division of Economic Stability and Development (cont.)*

Category and post level	Number of established posts		Number of posts by salary on 1 January 1951 \$	Total \$
	1950	1951		
Provision for personal allowances under proposed salary scheme.....				5 860
				\$840 820
Less: Adjustment for turnover of staff.....				33 630
			TOTAL	\$807 190

The work-load of this Division has been reduced and its organization rationalized by transferring its technical assistance functions to other organizational units of the Secretariat (see Section 9), by adding the functions of the Secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements, and by re-distributing its other activities so as to enable it to carry out its responsibilities without the overloading of some of its personnel with unscheduled tasks. Some examples of unscheduled work imposed on the Division during the period 1948-50 are: the requested preparation of two surveys of world economic conditions in 1948 and three in 1949 instead of the originally contemplated single report, the elaboration of major elements of the expanded programme of technical assistance including preparations for inter-agency and inter-governmental meetings regarding the future structure and the financing of the expanded programme, the organization and servicing of a special committee to devise national and international measures for the maintenance of full employment, and the preparation of special research reports to meet urgent needs of the Economic and Social Council and its subsidiary organs.

The effects of the re-organization of this Division will be to reduce its personnel from 125 posts in 1950 to 111 posts in 1951. This net reduction of fourteen posts will reflect the transfer from this Division of the twenty-two posts now assigned to technical assistance activities, the transfer from the Office of the Assistant Secretary-General to this Division of five posts comprising the secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements, and an increase of three posts to permit the collection and adequate analysis and presentation of materials required for the annual *World Economic Report* which represents one of the major responsibilities of the Division.

The Division of Economic Stability and Development provides the substantive secretariat for the Second Committee of the General Assembly, for the Economic and Employment Commission and its two sub-commissions, and for the Interim Co-ordinating Committee on International Commodity Arrangements; it also provides substantive services to the Economic and Social Council with respect to items which fall within the competence of the Division.

The Division prepares:

(a) Continuing analyses of changes in the economies of individual and groups of countries, periodic analyses of data collected directly from Governments concerning measures to maintain or achieve full employment;

(b) Studies and analyses of problems of and obstacles to economic development of under-developed countries, including problems of planning, execution and financing of economic development programmes and projects;

(c) Studies of long-term changes in the system of multilateral settlements of international accounts, and in general of the long-term structural changes in international transactions; of the international flow of capital, of obstacles to that flow, and of the economic and legal status of foreign investments; and of international commodity problems;

(d) Studies of current changes in the composition of imports and exports of the several types of trading countries and of current changes in the geographic distribution of international trade;

(e) Economic surveys of the two major regions of the world which are not covered by regional economic commissions, namely of the Middle East and of Africa; it also assists the secretariats of the Economic Commission for Latin America and of the Economic Commission for Asia and the Far East with substantive research studies required by those secretariats to meet the needs of the respective regional economic commissions;

(f) An annual *World Economic Report* which is designed to present an over-all review of the most important developments in the world economic situation during the period under review. The report is made available each year in time to facilitate the Economic and Social Council's debate on the world economic situation during its first session in the year.

The Division also assists the Assistant Secretary-General for Economic Affairs in the co-ordination of Headquarters activities with those of the secretariats of the regional economic commissions and participates in the planning and organization of technical assistance

activities which fall within the fields of the Division's work, taking part in the preparation and the briefing of experts assigned to technical assistance missions and in reviewing reports from missions and individual experts.

The Division consists of the Office of the Director, the Economic Stability Section, the Economic Development Section, the International Financial and Commercial Relations Section, the Current Trade Analysis Section, and the Area Studies and Regional Liaison Section.

#### *Office of the Director*

This Office is responsible for the planning, directing and co-ordinating of the work of the Division and of its component sections. It also has a number of specific responsibilities of which the most important are:

(1) To provide the substantive secretariat for the Second Committee of the General Assembly (in part), for the Economic and Employment Commission (in full), and for appropriate committees of the Economic and Social Council (in part);

(2) To develop over-all plans for the *World Economic Report* and co-ordinate and integrate the materials prepared for it by the several sections of the Division. This Report is an annual over-all review of the world economic situation covering the most important economic developments, both national and international, during the preceding two-year period. The authorities for this Report are: Report of the Economic and Employment Commission (document E/255, part VI); Economic and Social Council resolution 26 (IV); Report of the Economic and Employment Commission (document E/445, part VI); Economic and Social Council resolution 61 (V); General Assembly resolution 118 (II); and Economic and Social Council resolution 102 (VI);

(3) To review all studies produced within the Division with respect to consistency of data and of general policy, and to prepare the reports for publication;

(4) To organize and carry out projects assigned to the Division which lie outside the scope of the established activities of the Division. During 1949-50 such projects included preparations for the United Nations Scientific Conference on the Conservation and Utilization of Resources, the organization of activities under General Assembly resolution 200 (III), carrying out of the major part of the responsibilities of the Department of Economic Affairs in the planning and organization of the Expanded Programme of Technical Assistance for Economic Development of Under-Developed Countries, and organization of the meeting of the group of experts on National and International Measures for Maintenance of Full Employment.

The Office consists of one director, one principal officer, one senior officer, two intermediate officers, one junior officer, one administrative assistant and five secretarial and clerical posts. Of the twenty-one posts in this office as shown in the 1950 budget, two posts (a senior officer and his secretary) concerned with co-

ordination of activities of regional economic commissions, have been transferred to the Area Studies and Regional Liaison Section, and seven posts to the Current Trade Analysis Section.

#### *Economic Stability Section*

The Section is responsible for the continuing study and analysis of the domestic economic situation of individual or groups of countries and for current reporting on national and international measures to maintain full employment. It also provides the substantive secretariat to the Sub-Commission on Employment and Economic Stability and performs other substantive secretarial services for the Economic and Social Council, its commissions or committees when they are concerned with economic stability, full employment or related problems. The programme for this Section in 1951 consists of:

*Project I.* Study and analysis of the domestic economic situation in individual or groups of countries; this involves continuing analyses of changes in production, consumption, investment, employment, unemployment and other factors bearing on inflationary and deflationary tendencies and the preparation of such reports in the field of economic stability as may be appropriate in the light of developments in the world economic situation, particularly of those chapters of the *World Economic Report* which deal with domestic economic conditions.

Authority: cited under Office of the Director.

*Project II.* A continuing project consisting of collection and analyses of information received from Governments concerning their policies and measures to achieve and maintain full employment. The results of this work are published periodically in the form of reports.

Authority: Economic and Social Council resolution 221 E (IX).

This Section consists of one principal officer, two senior officers, four officers, three intermediate officers, one junior officer and four secretaries.

#### *Economic Development Section*

This Section provides the substantive secretariat for the Sub-Commission on Economic Development and is responsible for studies and analyses of problems in the field of economic development of under-developed countries. It also prepares substantive data required in connexion with the dissemination of technical information under General Assembly resolution 200 (III) and carries on the work resulting from the United Nations Scientific Conference on the Conservation and Utilization of Resources. The programme for the Section in 1951 consists of:

*Project I.* Studies of resources and their utilization for economic development of under-developed countries.

Authority: Economic and Social Council resolution 1 (III) (terms of reference of the Sub-Commission on Economic Development); Instructions of the Economic and Employment Commission (E/255, V) approved by Economic and Social Council resolution 26 (IV); Economic and Social Council resolution 271 (X).

The following portions of this project will be carried out in 1951:

(i) The utilization and the potentialities for utilization of the natural resources of under-developed countries, with special reference to their application in the development of industry and to current plans for economic development;

(ii) Economic analysis of multi-purpose river developments in under-developed countries, including their role in hydro-electric power developments and current plans for development of under-developed countries;

(iii) Activities arising out of Economic and Social Council resolution 271 (X) following upon the United Nations Scientific Conference on the Conservation and Utilization of Resources.

*Project II.* Studies of progress of economic development of under-developed countries.

Authority: Terms of reference of the Sub-Commission on Economic Development and the Economic and Employment Commission; Instructions of the Economic and Employment Commission to the Sub-Commission (E/255, V) approved by Economic and Social Council resolution 26 (IV); Report of the second session of the Sub-Commission on Economic Development (E/CN.1/61, part IV).

The project consists of:

(i) Review and analyses of progress and of current economic problems in selected spheres of economic development:

(a) Metals and their manufacture; iron and steel products, non-ferrous metals and their processing; begun in 1949;

(b) Other minerals, construction materials and chemicals;

(c) Fibres and their manufacture; and

(d) Selected food products and their processing.

(ii) Studies of the structure, changes and trends in world production:

(a) Analysis of the statistical data covering over-all agricultural and industrial production, world-wide and in under-developed and industrialized countries and areas, and analysis of the changes and trends in the various components of production;

(b) Analysis of the factors relevant to changes in industrial production, markets and productivity, in industrialized countries and in under-developed countries, with particular reference to comparisons between the changes and trends in industrialized countries and the changes and trends in under-developed countries, and to their bearing on world economic development and on the economic development of under-developed countries and areas.

(iii) Study on economic implications of technological change.

*Project III.* Studies on methods, practices, and problems involved in financing economic development in under-developed countries.

Authority: Economic and Social Council resolutions 222 (IX) and 268 (X); General Assembly resolution 306 (IV); Terms of reference of the Sub-Commission on Economic Development and the Economic and Employment Commission; Report of the second session of the Sub-Commission on Economic Development (E/CN.1/61).

The project consists of several studies:

(i) Sources and methods of financing economic development. A particular aspect of the study will be concerned with the effect of economic development on the volume of savings;

(ii) Study of changes in nature and conditions of trade of under-developed countries.

The Section consists of twenty-eight posts, including the chief of section and two other senior officers, eight officers, three intermediate officers and five junior officers in the professional category, one professional assistant and eight secretaries in the general service category.

#### *International Financial and Commercial Relations Section*

The Section is concerned with long-term problems of international financial and commercial relations and carries out studies in this field. It also has a continuing responsibility for studying and reporting on statistical standards and on the recording of data on international transactions and international financial assets and liabilities; these activities are carried on in co-operation with the Statistical Office of the United Nations and the International Monetary Fund.

The functions of this Section have been augmented by transfer of the functions of the secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements; it thus also undertakes substantive studies on commodity questions, assists in the promotion of discussions on commodity problems between Governments, in the formation of study groups and in the conclusion of commodity agreements. It is anticipated that at least one large commodity conference will be held during 1951.

The Section is responsible for substantive relations with the specialized agencies on the above matters, particularly with the International Bank and the International Monetary Fund, the Food and Agriculture Organization and the Interim Committee of the International Trade Organization. It also provides the substantive secretariat for the Interim Co-ordinating Committee for International Commodity Arrangements.

The projected programme of the Section in 1951 follows:

*Project I.* Multilateral settlement of international accounts; an analysis of the development and decline of the multilateral system of trade.

Authority: Report of the first session of the Economic and Employment Commission (E/255, part X, section 3 (b); Economic and Social Council resolutions 26 (IV) and 28 (IV)).

*Project II.* Structural changes in international trade: an analysis of the long-term effects of changes in production, technology, etc., as they affect international trade.

Authority: Report of the first session of the Economic and Employment Commission (E/255, part X, section 3 (b); Economic and Social Council resolutions 26 (IV) and 28 (IV)).

*Project III.* Economic and legal studies of foreign investments. This inquiry is in the nature of a systematic review of economic, legal and other factors affecting foreign investments in particular countries, particularly those which are under-developed.

Authority: Economic and Social Council resolution 26 (IV) approving instructions of the Economic and Employment Commission to the Sub-Commission on Economic Development (E/255, part V, B); Report of the Sub-Commission on Economic Development (E/CN.1/47); Economic Commission for Latin America, resolution 10 June 1949 (E/CN.12/132); Economic and Social Council resolution 222 D (IX) a.

*Project IV.* International capital movements: As a continuing responsibility, this Section makes available information in this field to interested specialized agencies and other sections of the Division.

Authority: Economic and Social Council resolution 28 (IV).

*Project V.* Review of international commodity problems, 1951. A continuous study and annual review of inter-governmental commodity arrangements and an analysis of the current commodity situation.

Authority: Economic and Social Council resolutions 30 (IV) and 110 (VI).

The Section consists of seventeen posts; one principal officer, three senior officers, two officers, two intermediate officers, four junior officers and five secretarial posts. Last year this Section had fourteen posts, now augmented by five posts of the secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements. One professional post and one secretarial post, however, are transferred to the Current Trade Analysis Section.

#### *Current Trade Analysis Section*

This Section was established in 1950. It is responsible for the continuing collection and analysis of data concerning current changes in the international flow of goods and services; it conducts studies of current changes in the composition of imports and exports of the several types of trading countries and of changes in the geographic distribution of international trade. The major responsibility of the Section is the preparation of the chapters of the *World Economic Report* which deal with current changes in international trade in the light of developments in the world economic situation.

The difference between the approach, emphasis and types of analyses required in the long-range studies of the International Financial and Commercial Relations Section and in the analysis of current changes in international trade for the purpose of providing materials for the annual *World Economic Report* have necessitated the organization of a separate section.

The need for a continuing, up-to-date appreciation of the current balance of payments difficulties and their effects on international trade requires an intensification of work in this field during 1951 and an increase for this purpose is therefore requested.

The present staff of this Section consists of one senior officer, three officers, one intermediate officer, one junior officer and three secretarial posts. All of these posts have been transferred into this section from the Reports Unit which appeared in the 1950 Budget as part of the Office of the Director, with the exception of one officer and one secretary who were transferred from the International Financial and Commercial Relations Section.

An increase of two officers and one junior officer is included.

#### *Area Studies and Regional Liaison Section*

In addition to the Office of the Chief of the Section, the section has the following units: Africa, Asia and the Far East, Europe, Latin America, Middle East.

The Section undertakes the collection and analysis of economic data and the preparation of studies on a country or regional basis. In the absence of regional economic commissions covering the major areas of Africa and the Middle East this Section prepares comprehensive surveys dealing with these areas, for inclusion in the *World Economic Report*. It also assists the staffs of the regional economic commissions for Latin America, and for Asia and the Far East, in the preparation of reports and of data and analyses for inclusion in the economic surveys.

In addition, the Section is preparing:

(1) A report on the utilization of excess productive capacity to promote economic development (Economic and Social Council resolution 221 D (IX)); and

(2) Studies, in co-operation with the Department of Trusteeship and Information from Non-Self-Governing Territories, of the basic economic problems in the former Italian Colonies in Africa.

The Section is also responsible for maintaining liaison on substantive matters with the regional economic commission secretariats.

This Section consists of a chief of section and three other senior officers, seven officers, three intermediate officers, three junior officers and ten secretaries. One professional officer and one secretary, formerly in the Office of the Director and concerned with co-ordination of activities of the regional economic commissions, have been transferred to this Section.

Table 10-3. *Fiscal Division*

Number of established posts 1950      1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	-	Director	-	-
<i>Professional</i>				
2	2	Senior officer	1 @ 14 170 1 @ 11 690	25 860
4	4	Officer	2 @ 10 150 2 @ 8 710	37 720
3	4	Intermediate officer	1 @ 8 000 2 @ 7 330 1 @ 6 670	29 330
3	3	Junior officer	1 @ 6 000 1 @ 5 000 1 @ 4 750	15 750
<i>General Service</i>				
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810
6	6	Secretarial and clerical (intermediate)	2 @ 4 120 2 @ 4 000 1 @ 3 760 1 @ 3 650	23 650
20	20			\$137 120
Additional increments during 1951.....				1 140
Provision for personal allowances under proposed salary scheme.....				440
				\$138 700
Less: Adjustment for turnover of staff.....				5 910
TOTAL				\$132 790

The Fiscal Division serves as the secretariat of the Fiscal Commission and assists in servicing the Economic and Social Council, its other organs, and the Second Committee of the General Assembly, when fiscal problems are under consideration. The fiscal field is now receiving greater emphasis owing to the growing importance given to fiscal matters in the technical assistance programme.

In accordance with Economic and Social Council resolution 226 B 2 (IX), the Division also serves as a public finance information centre for the United Nations and its specialized agencies wherein it seeks the co-operation of universities and scientific institutions in connexion with individual research projects of a regional and of a specialized nature.

The staff of the Division is presently engaged in carrying out the substantive studies requested by the Fiscal Commission. However, because of the specific needs of the technical assistance programme, priority has been given to studies which bear on the public finances and tax structure of the under-developed countries.

The Division consists of a Director's Office, a Budgetary Research Section and an International Tax Section.

One additional professional post at the intermediate level is requested for 1951 to assist in the analysis of the tax systems presently in force in certain countries

and the recommendations for their reforms. However, the director's post is not provided for in 1951, the Division now being directed by a senior officer.

#### *Office of the Director*

This Office is responsible for directing and co-ordinating the work of the Division, which includes especially the fields of public finance and fiscal policy; budgets, tax legislation, debt management and international tax relations. It directs the preparation and servicing of sessions of the Fiscal Commission.

It participates in the planning and organization of the technical assistance programme as a whole and in the preparation and briefing of experts assigned to specific missions. It also reviews the mission reports in so far as they deal with fiscal subjects.

The Office of the Director assigns, reviews and clears for publication all reports and studies prepared in the Sections and works closely with the International Centre for Training in Public Administration on the fiscal administration phases of its work.

The Office of the Director consists of the director at the senior officer level, one senior clerk and a secretary.

#### *Budgetary Research Section*

The Budgetary Research Section has responsibility for all work in the fields of budgetary analysis and public debt management. It is primarily responsible for the quantitative work undertaken in the Division.

Special efforts are made to analyse the public finances of under-developed countries, on which heretofore little information has been available. The Section prepares special studies on budgetary systems and government accounting methods. It furnishes public finance data for publication in the *Monthly Bulletin of Statistics* and in the *Statistical Yearbook* of the United Nations. It has started work on budgetary planning and other public finance aspects of economic development.

The projected programme of the Section for 1951 follows:

##### *Project 1. Public finance information papers.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) c; Economic and Social Council resolution 226 B 1 c (IX)).

A series of country studies indicating trends in the public finances of each country with special emphasis on their significance for economic development.

##### *Project 2. Public finance surveys.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) c; Economic and Social Council resolution 226 B 1 c (IX)).

This project includes major surveys of the public finance systems of groups of countries which are either in the same geographical area or at a similar level of economic development.

##### *Project 3. Budgetary techniques.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) b; Economic and Social Council resolution 226 B 1 c (IX)).

Basic research studies on various aspects of public finance techniques such as: budgetary classifications, financial reporting, financial structure of public corporations, public debt structure and methods of raising revenue.

##### *Project 4. Budget systems in selected countries.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) c; Economic and Social Council resolution 226 B 1 c (IX)).

This study includes a description of budgetary systems and procedures, controls of the execution of the budget, accounting methods, analysis of the final accounts and budgetary planning as part of over-all economic planning.

The Section consists of one senior officer, two officers, one intermediate officer, two junior officers and three secretaries.

#### *International Tax Section*

The International Tax Section carries out studies of national tax policies and tax systems and international tax relations. It has continuing tasks, evolving from Economic and Social Council resolutions 67 (V) and 226 (IX), which relate to taxation of foreign trade and investment, tax policy and economic development, tax treatment of foreign nationals, assets and transactions.

It undertakes special studies on tax problems of major current importance. Among these are post-war tax reforms, especially in their relation to the promotion of economic development. It co-operates with specialized agencies on *ad hoc* assignments such as the taxation of international air transport (with ICAO) and the effect of currency regulations on the payment of foreign taxes (with IMF), and it also collects and analyses international tax agreements.

The projected programme of the Section for 1951 follows:

##### *Project 1. International tax agreements.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) e; Economic and Social Council resolution 226 B 1 e (IX)).

This is a continuous responsibility of the Section and consists of the collection and publication of the texts of international agreements for the avoidance of double taxation and the prevention of fiscal evasion.

*Project 2. International tax policy and economic development.*

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) g; Economic and Social Council resolution 226 B 1 g (IX)).

This project is a major and continuing study of the role of tax measures in furthering economic development by providing additional government revenue for the financing of development projects and by stimulating foreign and domestic investment through the elimination of tax barriers. It involves the detailed analysis of existing tax legislation and suggestions for over-all tax reforms which could increase the level of economic development.

*Project 3.* International aspects of taxation of estates and successions.

Authority: Report of the Fiscal Commission, second session (E/1104, paragraph 43 (1) f; Economic and Social Council resolution 226 B 1 f (IX)).

A study of the taxation of estates and successions, where assets or heirs are located in different countries. The purpose of this project is to show the various tax techniques which exist in this field and to seek the

establishment of certain workable measures for the solution of international tax conflicts through legislation or tax agreements which will be in accordance with the fiscal policies of the countries involved.

*Project 4.* Taxation of international aviation.

Authority: Special request from Secretary-General of ICAO.

Collaboration in a research project on the taxation of international airlines and air traffic. A consultant's report has been submitted in draft form. The study is likely to be completed in 1950, but it is expected that consideration of the problem by organs of the United Nations and ICAO will continue in 1951.

The Section consists of two officers, three intermediate officers, one junior officer and two secretaries. One of these intermediate officers has been employed during 1950 on a temporary basis.

Table 10-4. *Transport and Communications Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
		<i>Director and Principal Officer</i>		
1	1	Director	1 @ 20 000	20 000
		<i>Professional</i>		
3	3	Senior officer	1 @ 13 670 1 @ 13 170 1 @ 12 170	39 010
7	7	Officer	2 @ 11 310 1 @ 10 920 2 @ 9 430 2 @ 8 710	69 820
4	4	Intermediate officer	3 @ 7 330 1 @ 6 670	28 660
1	1	Junior officer	1 @ 6 530	6 530
		<i>General Service</i>		
3	3	Secretarial and clerical (senior)	3 @ 4 810	14 430
7	7	Secretarial and clerical (intermediate)	5 @ 4 120 1 @ 4 000 1 @ 3 760	28 360
26	26			\$206 810
Additional increments during 1951.....				2 620
Provision for personal allowances under proposed salary scheme.....				1 340
				\$210 770
Less: Adjustment for turnover of staff.....				8 430
TOTAL				\$202 340

The Division serves the Transport and Communications Commission and the Economic and Social Council and the Second Committee of the General Assembly with regard to items which fall within its competence. The Division prepares documentation and provides secretariat assistance for international conferences and meetings of experts convened by the United Nations in the field of transport and communications.

In addition, it keeps under review the progress of the work of the various specialized agencies working wholly or partly in the field of transport and communications. The Division also maintains contact with the development of transport and communications activities in the regional economic commissions, and brings to the attention of the Assistant Secretary-General for Economic Affairs such aspects of these problems as appear to require co-ordination on a world-wide basis.

The Division provides advice to the Assistant Secretary-General for Economic Affairs on all transport and communications aspects of the activities of the Department, and is also responsible for advising the Secretariat as a whole with regard to substantive problems in this field.

The Division consists of four main units: the Office of the Director; the Inland Transport Section; the Aviation, Shipping and Communications Section; and the Research and Documentation Section. The broad responsibilities of the Division and the programme of work are set out unit by unit below.

#### *Office of Director*

The Office of the Director is responsible for planning, co-ordination and direction of the substantive and administrative work of the Division, and for ensuring the orderly relationship of the Division with other units of the United Nations Secretariat.

The Office consists of the director, his deputy at the senior officer level, one senior clerk and two secretaries.

#### *Inland Transport Section*

The Inland Transport Section is responsible for all questions relating to inland transport, i.e. road, rail, inland waterways and pipelines. It is also responsible for all questions relating to passports, frontier formalities, and international travel. It is responsible for serving the Economic and Social Council, the Transport and Communications Commission, and *ad hoc* international conferences with respect to questions in these fields.

The Section keeps in touch with the work of the regional economic commissions in the field of inland transport and, working in conjunction with their secretariats, seeks to ensure that regional and world-wide activities in this field are complementary. It advises the Director of the Division on problems in the field of inland transport requiring action on a world-wide basis and measures for dealing with them.

The projected activities for 1951 are:

#### 1. International road transport:

(a) Uniform system of road signs and signals (Economic and Social Council resolution 272 (X) and resolution 10 of the fourth session of the Transport and Communications Commission).

(b) Further problems relating to international road transport (Economic and Social Council resolution 272 (X) and resolution 9 of the fourth session of the Transport and Communications Commission).

2. Co-ordination of inland transport (Economic and Social Council resolution 147 I (VII), resolution 7 of the third session of the Transport and Communications Commission, resolution 8 of the fourth session of the Transport and Communications Commission).

3. Regional developments in the field of inland transport (Economic and Social Council resolution 7 (II)).

4. Passports and frontier formalities (Economic and Social Council resolution 227 F (IX) and resolution 1 of the fourth session of the Transport and Communications Commission).

5. International questions in the field of travel (Economic and Social Council resolution 35 (IV)).

The Section consists of one senior officer, one officer, two intermediate officers and two secretaries.

#### *Aviation, Shipping and Communications Section*

The Aviation, Shipping and Communications Section is responsible for the study of problems of international scope in the field of aviation, shipping and communications, and keeps in touch with all aspects of the United Nations specialized transport and communications agencies, whether economic, technical or legal, and ensures, where necessary, the effective co-operation by all interested units of the United Nations in the handling of aviation, shipping and communications problems. The agencies with which this Section is primarily concerned are: International Civil Aviation Organization (ICAO), International Telecommunications Union (ITU), Universal Postal Union (UPU), World Meteorological Organization (WMO) and such inter-governmental and non-governmental organizations as are wholly or partly engaged in the transport and communications field. In addition, this Section performs certain interim secretariat functions for the projected Inter-Governmental Maritime Consultative Organization.

The projected activities for 1951 are as follows:

1. Barriers to the international transport of goods (Economic and Social Council resolution 227 C (IX) and resolutions 4A and 4B of the fourth session of the Transport and Communications Commission).

2. Co-ordination of activities of specialized agencies in the field of transport and communications (Economic and Social Council resolution 7 (II)).

3. Pollution of sea water (Economic and Social Council resolution 7 (II) and resolution 3 of the fourth session of the Transport and Communications Commission).

The Section consists of one senior officer, three officers and two secretaries.

#### *Research and Documentation Section*

The Research and Documentation Section is responsible for the editing of the *Transport and Communications Review*, for the publishing of periodic lists of multilateral conventions and agreements relating to transport and communications questions, for the preparation and collection of comprehensive bibliographies on transport and communications questions, and also for the co-ordination of all comprehensive research projects and work in respect of transport matters in connexion with the preparation of economic reports. The Section is also responsible for the provision of the necessary basic data for the undertaking of studies, economic analyses and documentation on the part of the Inland Transport and the Aviation, Shipping and Communications Sections.

The Section also undertakes such special economic studies of transport and communications problems as may be requested by the Economic and Social Council, Transport and Communications Commission, specialized agencies, non-governmental organizations, as well as other departments and divisions of the Secretariat of the United Nations.

The projected activities for 1951 are as follows:

1. *Transport and Communications Review* (Economic and Social Council resolution 7 (II)).

2. Publication of the list of multilateral Conventions and Agreements relating to transport and communications questions (Economic and Social Council resolution 7 (II)).

3. Surveys of world economic conditions and trends in the field of transport and communications (Economic and Social Council resolution 26 (IV) and General Assembly resolution 118 (II)).

The Section consists of three officers, two intermediate officers, one junior officer and three secretaries.

Table 10-5. *Statistical Office*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
1	1	Principal officer	1 @ 13 330	13 330
<i>Professional</i>				
4	4	Senior officer	3 @ 12 170 1 @ 11 690	48 200
15	15	Officer	1 @ 12 500 5 @ 10 920 2 @ 10 150 2 @ 9 430 1 @ 9 070 4 @ 8 710	150 170
17	17	Intermediate officer	1 @ 8 360 1 @ 8 000 3 @ 7 670 3 @ 7 330 2 @ 6 670 1 @ 6 330 6 @ 6 000	117 030
20	20	Junior officer	1 @ 6 270 3 @ 6 000 1 @ 5 750 1 @ 5 250 5 @ 5 000 6 @ 4 750 3 @ 4 500	102 270

Table 10-5. Statistical Office (cont.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$	\$	\$
<i>General Service</i>					
1	1	Administrative assistant	1 @ 4 750		4 750
5	5	Professional assistant (senior)	1 @ 4 620 2 @ 4 440 1 @ 4 250 1 @ 4 060		21 810
1	1	Secretarial and clerical (senior)	1 @ 4 620		4 620
24	24	Secretarial and clerical (intermediate)	7 @ 4 120 6 @ 4 000 3 @ 3 760 6 @ 3 650 2 @ 3 530		93 080
1	1	Secretarial and clerical (junior)	1 @ 3 530		3 530
90	90				\$576 790
Additional increments during 1951.....					10 070
Provision for personal allowances under proposed salary scheme.....					1 670
					\$588 530
Less: Adjustment for turnover of staff.....					23 540
TOTAL					\$564 990

The Statistical Office of the United Nations has the day-to-day responsibility for international statistics in all the fields of interest of the United Nations. As the secretariat of the Statistical Commission, it is concerned with promoting the development of an adequate and properly articulated system of comparable statistics on a world-wide scale, with improving statistical methods generally, and with collecting, interpreting and disseminating statistical information in all fields. It is also responsible for the implementation of the International Convention relating to economic statistics, the International standard industrial classification of all economic activities, the Standard International Trade Classification (E/1696), as well as the resolutions of the Economic and Social Council, the Statistical Commission and its Sub-Commission relating to statistical activities. The fulfilment of these general responsibilities involves the Statistical Office in the following major functions:

(a) As the central statistical unit for the United Nations it is responsible for the regular collection, compilation and publication of the basic statistics obtained from Member countries, specialized agencies and other sources for general international use; and for the

provision of statistical services, including data for research projects for all organs and departments of the Secretariat of the United Nations by supplying, analysing and evaluating statistical data needed;

(b) For the co-ordination of the statistical activities of the United Nations and the specialized agencies;

(c) For maintaining contacts with national Governments on statistical matters in order to promote the improvement of statistics, including the development of statistical standards, the improvement of methodology in statistical sampling and its applications, with the view of achieving greater comparability among international statistics;

(d) For the provision of expert assistance to Governments on statistical problems and operations with a view to implementing the recommendations of the United Nations on statistical matters and assisting Governments to fulfil their obligations to supply statistical information to international agencies;

(e) For the preparation of reports on various technical and methodological aspects of statistics for use in promoting statistical development in national organizations;

(f) For the maintenance of a statistical information centre for statistical data for the United Nations.

The Statistical Office has been re-organized in 1950 into three main branches, with the Office of the Director responsible for the planning and co-ordination of the work programme and the conduct of relations with specialized agencies and with various divisions and departments of the Secretariat. The assignment of staff to each of the three branches of the Office is subject to constant review in terms of the varying emphasis in the work-load demand of the Statistical Office as a whole.

The pattern of Statistical Office operations and the scope of the publications programme of the Office have been developed in most instances, or their outlines established, during 1950. The special and analytical studies in the Statistical Papers series have been established as a part of the Office responsibilities. In a number of areas, however, there is need to strengthen the statistical work being done, especially in the fields of vital, social and price statistics and in the development of the commodity aspects of international trade statistics. The Statistical Office will continue to place emphasis in the programme on the development of more adequate national statistics and the improvement of their comparability for international purposes. In their service responsibilities to the other divisions of the Headquarters Secretariat, the regional economic commissions and the specialized agencies, all parts of the Statistical Office continue the collection, analysis and maintenance of adequate economic and social statistics to meet the increased needs occasioned by the fuller development of their research programmes.

In addition, the demands upon the time and services of the Statistical Office staff members for technical assistance in the statistical fields are growing. This activity includes the provision of staff members as consultants to countries requesting assistance in solving their statistical problems; and the promotion, organization and conduct, in co-operation with the specialized agencies, of statistical training courses in areas where statistics are not well developed. This programme has been developed in response to resolutions 41 (IV), 149 (VII) and 231 (IX) of the Economic and Social Council and 200 III of the General Assembly.

#### *Office of the Director*

The Office of the Director is responsible for the overall planning, co-ordinating and administering of the Statistical Office. In addition, it provides secretariat services for the Statistical Commission, the Sub-Commission on Statistical Sampling, the meetings of statistical experts and the regional meetings of statisticians.

The Office consists of the director, one officer, one junior officer, one administrative assistant, one secretary and a central secretarial service for the Statistical Office as a whole. This central secretarial service comprises five clerks and eleven secretaries.

#### *Economic Statistics*

This branch is responsible for the work of the Statistical Office in the field of economic statistics other than national accounts, the main substantive fields covered being statistics of production, prices, trade and transport. It is responsible for the collection, analysis and publication of material in the *Statistical Yearbook*, the *Monthly Bulletin of Statistics*, the *Supplement to the Monthly Bulletin of Statistics*, the *International Trade Statistics Annual* and the *World Trade Summary*. The branch is also responsible for meeting the increasingly heavy demands of the Secretariat and the specialized agencies for regular and special compilations of economic statistics and for statistical research as a basis for other reports and publications of the United Nations.

In addition, the branch is responsible for developing international standards and promoting international comparability; appraising and evaluating all economic statistics; and for giving advice to Governments on the implementation of United Nations recommendations in the field of economic statistics.

During 1951, the work on the compilation of world production indices will increase in scope and increasing standardization will result. In the field of industrial censuses, the staff will continue the comparison of census experience in different countries, the development of measures to promote greater comparability and the preparation of manuals for the guidance of countries developing their industrial statistics. These activities will ensure the collection and publication of additional series on industrial production.

In the field of price statistics, the staff will continue the collection, appraisal and compilation of data for the publications of the Statistical Office, research into the methods and purposes of price index numbers and the recommendation of methods for the improvement of the measurement of price changes. In addition, they have responsibility, on behalf of the United Nations and the specialized agencies, for the collection of data on commodity prices.

During 1951, the work in international trade statistics will be augmented by the responsibility for applying the Standard International Trade Classification (E/1696) to the collection and publication of trade statistics. It is now necessary, because of the importance of analysing patterns of world trade, to collect in great detail statistics on trade in leading commodities and on the direction of commodity movements.

On this branch also falls the burden of providing research assistance for other divisions of the Secretariat and of supplying data to all segments of the United Nations, including the regional economic commissions, and many of the specialized agencies.

The projected programme for this branch during 1951 follows:

#### *Project 1. Monthly Bulletin of Statistics.*

Authority: Economic and Social Council resolution 23 (III).

This continuous project includes all current official statistical data available from all countries in the world. It covers the fields of population and vital statistics, employment and unemployment, industrial production, fuel and power, raw materials, manufactures, food, internal and external trade, transport, finance and taxation, wages and prices, national income and various other topics of current economic and social interest.

*Project 2. Supplement to the Monthly Bulletin of Statistics.*

Authority: Economic and Social Council resolution 40 (IV).

Includes definitions and explanatory notes regarding the Statistical Series contained in the *Monthly Bulletin of Statistics*.

*Project 3. Statistical Yearbook.*

Authority: Economic and Social Council resolution 114 (VI); Statistical Commission (E/577).

A comprehensive annual compilation of economic statistics based on information provided by Governments and specialized agencies.

*Project 4. Standardization of transport statistics.*

Authority: Economic and Social Council resolution 147 (VII); Transport and Communications Commission (E/789); Statistical Commission (E/795).

The study includes the establishment of economic and technical statistical requirements and the achievement of comparability in the field of transport statistics.

*Project 5. Measurement of the transport activity of each area of the world.*

Authority: Economic and Social Council resolution 7 (II).

A continuation of League of Nations activities in collecting railway freight statistics and its extension to all other forms of transport.

*Project 6. Studies of the statistical classifications of commodities entering external trade; the development of comparability in international trade statistics and the reappraisal of definitions of external trade statistics including those of the International Convention relating to economic statistics.*

Authority: Economic and Social Council resolutions 114 (VI) and 149 (VII); Statistical Commission (E/795).

*Project 7. Availability of statistics.*

Authority: Economic and Social Council resolution 40 (IV).

This project includes the classified list of statistical series collected by the United Nations in co-operation with the specialized agencies.

*Project 8. Statistical Notes.*

Authority: Economic and Social Council resolution 40 (IV).

This quarterly publication is part of a programme of co-ordination of statistical activities of international organizations and includes notes regarding current statistical activities of international agencies and national Governments.

*Project 9. Recommendations for the preparation of index numbers of industrial production and their application to national statistics.*

Authority: Economic and Social Council resolution 231 (IX); Statistical Commission (E/1312).

*Project 10. Recommendations on the form and scope of industrial censuses.*

Authority: same as above.

*Project 11. Recommendations on price index numbers, their uses, and inter-relationships.*

Authority: Economic and Social Council resolution 149 (VII); Statistical Commission (E/795).

*Project 12. Recommendations on index numbers of quantum and price relating to external trade.*

Authority: same as above.

*Project 13. Methods of valuation of commodities and international trade, and recommendations for modifications.*

Authority: same as above.

*Project 14. Methods to facilitate the use of the International Standard Industrial Classification.*

Authority: Fourth session, Statistical Commission (E/1312).

*Project 15. Compilation and application of standard international trade classification.*

The Economic Statistics Branch is composed of its chief at the principal officer level, who also serves as deputy director of the Statistical Office, two senior officers, eight officers, twelve intermediate officers, twelve junior officers in the professional category, four professional assistants and two secretaries in the general service category.

#### *Demographic and Social Statistics*

The Demographic and Social Statistics branch is responsible for the development and promotion of international standards in demographic and social statistics. In addition to supplying information needed by the various organs of the United Nations and the specialized agencies, it carries on research for the improvement of comparability of statistics in the various fields of demographic and social statistics.

The work includes the collection, analysis and publication of demographic statistics and a critical appraisal of the collected data as a basis for promoting improvement in national statistics. Greater coverage in both geographic scope and subjects is being required in this area due to the increasing activities of the United Nations and the specialized agencies in the demographic and social fields.

Research on censuses and registration methods continues as a part of the work programme. These studies on methodology include work on standards, definitions, and classifications and on the improvement of procedures and methods used in population censuses and in vital statistics registration systems. The emphasis during 1951 will shift from preparations for population censuses to work on tabulation plans and to the development of recommendations for international standardization of registration methods in vital statistics.

During 1951, increasing attention will be given to the difficult problems of collecting factual data for studies in the social field. The development of more adequate international statistics in the fields of housing, crime, migration, education, social insurance, health and social welfare will be undertaken to fulfil the needs expressed by the Council and various functional and regional commissions in their programmes of work. The long-range programme of work recommended by the sixth session of the Social Commission calls for considerable increase in both the collection and analysis of demographic and social data.

The projected work programme of the Branch for 1951 follows:

*Project 1. Demographic Yearbook.*

Authority: Economic and Social Council resolution 41 (IV).

A comprehensive annual compilation of demographic statistics including population statistics, vital statistics, reproduction, death and birth rates, migration figures, etc. of all countries in the world.

*Project 2. Population and vital statistics reports.*

Authority: Economic and Social Council resolution 23 (III).

Current figures of population births, death rates and other vital statistics are published on a monthly basis.

*Project 3. Population census methods.*

Authority: Economic and Social Council resolutions 41 (IV) and 149 C (VII).

A continuous study designed to improve the accuracy, comparability and usefulness of demographic data as released by various national governments.

*Project 4. Vital statistics methods.*

Authority: Economic and Social Council resolution 41 (IV).

A study of various methods of registering vital events and of computing vital statistics in various countries of the world with particular reference to developing international standards and improving comparability.

*Project 5. Pregnancy wastage and childhood mortality.*

Authority: Population Commission, third and fourth sessions (E/805 and E/1313).

A compilation and analysis of the existing statistical and bibliographical material on pregnancy wastage, infant and childhood mortality carried out in co-operation with the Department of Social Affairs and the World Health Organization.

*Project 6. Social statistics.*

Authority: Statistical Commission, fourth session (E/1312, para. 128).

A detailed examination of the scope of the principal classes of existing social statistics and of the methods used in compiling them with a view to obtaining internationally comparable social statistics.

The Demographic and Social Statistics Branch consists of a chief at the senior officer level, four officers, one intermediate officer and four junior officers in the professional category, one professional assistant, two clerks and three secretaries in the general service category.

*National Accounts*

The National Accounts Branch has the responsibility for the development and the promotion of international standards in national income statistics and related subjects, including statistics of consumers' expenditure, the distribution of national income among factors of production, capital formation, measurement of national income in constant prices, social accounts and the distribution of incomes by size. The work of the Branch involves research, both in the collection and analysis of the statistics of national income, and in devising a logical framework within which the various estimates can be related.

The work of the Statistical Office in this field is summarized in the publication, *National Income Statistics of Various Countries*. During 1951, the Branch will complete the preparation of a manual designed to assist Governments in the collection, assembly and publication of national income statistics, and to continue the study of techniques and uses of social accounting as an analysis and planning instrument.

The Branch is responsible for servicing the needs of the General Assembly Committee on Contributions, as well as providing for the needs of specialized agencies for statistics on which to base their scales of contributions.

In addition, work is proceeding towards improving the comparability of fiscal statistics, especially in relation to social accounts.

The responsibility of the Statistical Office in the field of statistical sampling is also carried out by this Branch. This includes secretariat services for the Sub-Commission on Statistical Sampling and the dissemination of technical information to Governments on the effective application of sampling methods.

The projected work programme of the Branch is as follows:

*Project 1. National income statistics of various countries.*

Authority: Economic and Social Council resolution 40 (IV).

A detailed statistical study of the national incomes over the last twenty years of various countries, a proposal to establish a standard definition to promote international comparability in the field of national income statistics, and an adjustment of published national income figures in accordance with the proposed standard definition.

*Project 2. National income methods.*

Authority: Statistical Commission (E/1696).

This project includes research with a view to the improvement of national income statistics with particular emphasis on the needs of under-developed countries, and will also include a manual for compiling and reporting national income statistics.

*Project 3. Analysis of social accounting statistics for selected countries.*

Authority: Economic and Social Council resolution 149 (VII).

Includes a survey of systems of social accounting used in selected countries with emphasis on methodological differences and presently available statistics for selected years.

*Project 4. Sample surveys of current interest.*

Authority: Report of first session of the Sub-Commission on Statistical Sampling (E/CN.3/37, para. 59).

The circulation on an annual basis of statistical samples based on information obtained from national Governments which has been analysed, reviewed and revised by the Secretariat.

*Project 5. Methods of preparing statistics on capital formation.*

Authority: resolution 149 (VII).

*Project 6. Recommendations for statistics on consumers expenditures.*

Authority: resolution 149 (VII).

*Project 7. Measure of national income and constant prices.*

Authority: resolution 149 (VII).

*Project 8. Methods of compiling statistics on the distribution of income by size.*

Authority: resolution 149 (VII).

*Project 9. Problems of comparability in statistics of government revenues, expenditures and public debt.*

Authority: fourth session, Statistical Commission (E/1312).

The National Accounts Branch consists of a chief at the senior officer level, two officers, four intermediate officers, three junior officers and two secretaries.

Table 10-6. *Economic and Social Council Secretariat*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
—	1	Senior officer	1 @ 11 690	11 690
4	4	Officer	1 @ 11 310 1 @ 10 150 1 @ 9 430 1 @ 8 710	39 600
4	4	Intermediate officer	2 @ 8 710 1 @ 7 670 1 @ 7 330	32 420
<i>General Service</i>				
—	1	Professional assistant (senior)	1 @ 4 440	4 440
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810

Table 10-6. *Economic and Social Council Secretariat (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
7	7	Secretarial and clerical (intermediate)	5 @	4 120	
			1 @	4 000	
			1 @	3 760	28 360
1	1	Secretarial and clerical (junior)	1 @	2 590	2 590
<u>18</u>	<u>20</u>				<u>\$139 310</u>
Additional increments during 1951.....					1 060
Provision for personal allowances under proposed salary scheme.....					1 910
					<u>\$142 280</u>
Less: Adjustment for turnover of staff.....					5 690
TOTAL					<u>\$136 590</u>

Although dealing with functions common to both the Department of Social Affairs and the Department of Economic Affairs, for purely administrative purposes the Economic and Social Council secretariat forms part of the latter Department. Its main functions may be summarized as follows:

(a) Administrative management of Council sessions, assistance to the President of the Council and the Chairman of sessional committees; secretariat services to the Council and sessional committees; preparation of Council agenda; preparation of documents for the Council; rules of procedure; preparation of report to the General Assembly (Chapter X of the Charter and rules of procedure of the Economic and Social Council);

(b) Secretariat services to *ad hoc* and standing committees of the Council meeting between Council sessions, including the Agenda Committee, the Council Non-Governmental Organizations Committee, and the Interim Committee on Programme of Meetings;

(c) Secretariat services to the Joint Second and Third Committee of the General Assembly;

(d) Services to commissions, sub-commissions and other subsidiary organs of the Council on questions concerning all or several organs, including rules of procedure of commissions, consultation with non-governmental organizations, nomination of members and alternates, preparation of reports to the Council;

(e) Preparation of the calendar of meetings and conferences of the United Nations in the economic and social fields (resolutions 55 (IV), 101 (V) and 134 (VI) of the Economic and Social Council);

(f) Preparation of catalogue of economic and social projects (Council resolution 128 (VI) as extended by General Assembly resolution 310 (IV)); chronology of economic events and miscellaneous reports;

(g) Reports and other action relating to the implementation of economic and social recommendations of the General Assembly and the Council (General Assembly resolution 119 (II), Council resolutions 210 (VIII) and 283 (X));

(h) Processing of applications from non-governmental organizations for consultative status with the Council; and maintaining of Register of other non-governmental organizations in consultative relationship (resolution 288 (X));

(i) Maintenance and co-ordination of consultative arrangements between non-governmental organizations granted consultative status; preparation of a guide for consultants and a handbook of consultative organizations having consultative status; miscellaneous studies concerning non-governmental organizations in relation to the Council and its subsidiary organs (resolution 288 (X));

(j) Liaison between Economic and Social Council and other organs of the United Nations.

Two new posts are requested for 1951. Under Economic and Social Council resolution 288 (X) a considerably increased range of duties has been placed on the secretariat as part of the arrangements for consultation with non-governmental organizations, and the number of organizations in consultative relationship increased by the institution of a Register to be maintained by the Secretary-General. For these purposes it has been necessary to provide on a temporary assistance basis one new senior officer for the unit dealing with these matters. It is also proposed that one additional professional assistant be provided in order to assist the new senior officer in connexion with the additional work-load described above and periodically to assist in the preparation of the catalogue of economic and social projects.

Table 10-7. Recapitulation

Division or office	Posts 1950	Posts 1951	Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
Office of the Assistant Secretary-General.	24	19	159 100	2 170	1 410	6 580	156 100
Division of Economic Stability and Development .....	125	111	819 140	15 820	5 860	33 630	807 190
Fiscal Division .....	20	20	137 120	1 140	440	5 910	132 790
Transport and Communications Division.	26	26	206 810	2 620	1 340	8 430	202 340
Statistical Office .....	90	90	576 790	10 070	1 670	23 540	564 990
Economic and Social Council Secretariat.	18	20	139 310	1 060	1 910	5 690	136 590
International Centre for Training in Public Administration .....	5	—	—	—	—	—	—
<b>TOTAL</b>	<b>308</b>	<b>286</b>	<b>\$2 038 270</b>	<b>\$32 880</b>	<b>\$12 630</b>	<b>\$83 780</b>	<b>\$2 000 000</b>

(ii) *Consultants* ..... **\$43 000**  
1950: 43 000  
1949: 63 516

The need for consultants arises in respect of specialized projects to be undertaken by the Department where the advice and services of recognized authorities in the field are believed essential for successful completion of specified projects and where the special knowledge required is not available within the secretariat. In the case of the Statistical Office projects will be brought up to the final stages by the secretariat but will require small groups of about three outstanding experts in the field for short periods whose advice and assistance will enable the secretariat to make their final recommendations. The consultants required by the Division of Economic Stability and Development will work in highly technical fields in which secretariat experts are not available. Certain of the established needs are as follows:

#### *Division of Economic Stability and Development*

1. Two consultants for three months and one for six months on certain specialized aspects of the major project, "Studies on resources and their utilization for economic development of under-developed countries, including plans for economic development"; specifically the economic and technical problems in the application of multi-purpose river development and the development of coal, petroleum, water power and electric power and building material resources to industrial development in the several under-developed areas.

2. Two consultants for six months on the analysis of specialized aspects of industrial production of particular products and of problems concerning inter-relationship between economic and technological changes under the

main project, "Studies on progress and problems of economic development, with special reference to under-developed countries".

3. One consultant for three months in connexion with "Studies on financing economic development in under-developed countries (including methods, practices and problems involved)", specifically the analysis of those agricultural credit problems or technical banking problems applied to under-developed countries which do not fall within the scope of the regional economic commissions.

4. One consultant for four months in connexion with the project, "Conditions affecting foreign investment in selected countries".

5. Funds for the preparation of detailed research memoranda on the current economic situation in certain specific areas in which the secretariat does not have material in adequate detail.

#### *Statistical Office*

An average of three consultants for two and a half months during the final stages of each of the following projects:

1. A study on the form and scope of censuses of industrial production including recommendations on definitions and methodology.

2. A study on national income and social accounting, including capital formation and related statistics; a related manual for compiling and reporting national income statistics and the application of the technique of social accounting to economic analysis.

3. A study of the practices employed by Governments in recording transactions in international trade leading toward recommendations for the modification and expansion of the International Convention Relating to Economic Statistics.

4. A minimum list of statistical items for improving and standardizing the tabulation of vital statistics, uniform classifications and definitions to promote international comparability.

5. A study of the existing practices in the collection, publication and uses of social statistics, with recommendation to promote standard definitions and international comparability in the various branches of social statistics.

#### *Fiscal Division*

Three consultants for two months to assist the secretariat on the projects "Public finance surveys" and "Public finance information papers" by supplying detailed information on specific countries or regions for which the secretariat has inadequate information.

The cost of the consultants that would be engaged for the above projects would be approximately \$90 000. However, although all of the above projects are within the specific terms of reference of the Department and should be undertaken if possible, it is felt that, due to the pressure of other substantive work during 1951, it is probable that this entire programme will not be completed during 1951. For this reason the estimate has been reduced to \$43 000, the amount provided for 1950.

(iii) *Temporary assistance* ..... \$ 35 000  
1950: 27 000  
1949: 135 377

This estimate provides for the replacement of staff members on annual, home, sick or maternity leave and for additional temporary assistance to meet unexpected additional demands.

(iv) *Overtime and night differential* ..... \$6 000  
1950: 5 000  
1949: 9 751

This estimate provides for overtime on account of the conferences, commission meetings, and Council meetings serviced by the staff of this Department.

#### CHAPTER II

*Other departmental expenses* ..... \$45 000  
1950: 51 500  
1949: 26 764

The figure for 1950 includes provision of \$4 000 for the International Centre for Training in Public Administration.

(i) *Travel on official business* ..... \$45 000  
1950: 51 500  
1949: 26 764

The estimated requirements for travel are based upon the necessity to maintain contacts with the regional commissions, the specialized agencies, non-governmental organizations and Member Governments in connexion with the programmes of the Department. It is also considered that through these contacts a better programme co-ordination will be achieved in the economic field between the United Nations and the specialized agencies.

The estimates take into account the necessity of co-ordinating such trips as much as possible with the home leave programme and meetings of commissions to be held away from Headquarters. The estimates include provision for representation of staff members at the sessions of the three regional economic commissions.

#### *Contractual Printing*

Details of the publications programme for this Department are submitted in Section 26 of the budget estimates.

**Section 11. Department of Social Affairs****\$1 594 300**

(1950: \$1 464 750 1949: \$1 268 071)

The Department of Social Affairs provides substantive and technical services to the Third Committee of the General Assembly, to the Economic and Social Council, to five Commissions (Social, Human Rights, Status of Women, Population, Narcotic Drugs), two Sub-Commissions (Freedom of Information and the Press, Prevention of Discrimination and Protection of Minorities), various *ad hoc* committees, and to all organs or branches of the Secretariat which may require information, technical advice and other services in the field of social welfare and development, human rights, demography and narcotic drugs.

The Department carries out certain of the functions and other activities formerly performed by the League of Nations in connexion with the conventions on narcotic drugs, child welfare, traffic in women and children, and obscene publications. At the request of the relevant organs, it undertakes similar responsibilities for new conventions in the fields of human rights, freedom of information and of the Press, narcotic drugs, suppression of the traffic in persons, and assistance to indigent aliens.

The Department maintains and develops working relations on technical problems with the specialized agencies, inter-governmental agencies and non-governmental organizations which are concerned with international or regional problems in these and other social fields. In addition, the Department prepares studies and reports for publication by the United Nations.

To fulfil these responsibilities, the Department is organized into an Office of the Assistant Secretary-General, four main Divisions: Human Rights, Narcotic Drugs, Population and Social Welfare, and a special office on Planning and Development.

**CHAPTER I**

**Salaries and wages ..... \$1 564 300**  
 1950: 1 441 000  
 1949: 1 237 923

(i) **Established posts ..... \$1 477 600**  
 1950: 1 354 300  
 1949: 1 124 519

The figures shown for 1949 and 1950 include the cost of posts proposed for transfer from this Department to the Technical Assistance Administration, to be set up for the administration of technical assistance programmes under resolutions 58 (I) and 200 (III) of the General Assembly. Twenty-five additional posts are asked for the Department for 1951; twelve of the established posts for 1950 are proposed for transfer in 1951 to the Technical Assistance Administration, and one post is disestablished. The increase in the estimate for 1951 is due partly to the provision of additional posts and partly to within-grade increments and the institution of the proposed new salary plan.

Detailed explanations in connexion with the new provisions for 1951 are shown under the Division concerned.

*The Office of the Assistant Secretary-General* (table 11-1), including the Executive Office, is the central planning, co-ordinating and administrative unit of the Department.

The Executive Office, under the guidance of the Principal Director, co-ordinates the work of the Divisions, is responsible for the internal administration of the Department, and also acts as a liaison unit with other branches of the Secretariat.

Arising from a reassignment of tasks, the Cultural Activities Section, comprising eight posts, which hitherto formed part of the Office of the Assistant Secretary-General, has been attached as a special office to the Social Welfare Division. In order to co-ordinate activities in connexion with refugee problems and to maintain liaison with the Office of the High Commissioner for Refugees, one post of senior officer is transferred from the Social Welfare Division to the Office of the Assistant Secretary-General. For 1951 one additional secretary is requested to assist in the latter work.

Table 11-1. *Office of the Assistant Secretary-General*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
\$				
\$				
1	1	Assistant Secretary-General (salary and allowance)	1 @ 32 500	32 500
<i>Director and Principal Officer</i>				
1	1	Principal director	1 @ 25 000	25 000
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170

Table 11-1. Office of the Assistant Secretary-General (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
1	1	Officer (administrative)	1 @	10 920	10 920
1	1	Officer	1 @	8 710	8 710
1	1	Intermediate officer (administrative)	1 @	8 000	8 000
<i>General Service</i>					
1	1	Administrative assistant	1 @	6 000	6 000
1	1	Professional assistant (principal)	1 @	4 750	4 750
2	2	Secretarial and clerical (senior)	1 @	4 810	9 060
			1 @	4 250	
4	5	Secretarial and clerical (intermediate)	3 @	4 120	19 300
			1 @	3 880	
			1 @	3 060	
14	15				\$136 410
Additional increments during 1951.....					760
Provision for personal allowances under proposed salary scheme.....					370
					\$137 540
Less: Adjustment for turnover of staff.....					5 520
TOTAL					\$132 020

The functions of the Population Division (table 11-2) are:

(a) To provide substantive and technical services to the Population Commission;

(b) To make studies on interrelationships between social, economic and population changes in order to assist Member States in the study of their population problems (resolution 41 (IV) of the Economic and Social Council);

(c) To prepare population estimates, projections and studies of trends in population growth and to provide material on these subjects for the *Demographic Yearbook* (resolution 41 (IV) of the Economic and Social Council);

(d) To study trends in migration, in collaboration with interested specialized agencies, characteristics of migrants, and social and economic factors associated with migration (resolution 41 (IV) and 156 A (VII) of the Economic and Social Council);

(e) To collaborate with the Statistical Office in work on improvement of comparability and quality of basic

population statistics, including technical studies of census, migration, and vital statistics methods (resolution 41 (IV) of the Economic and Social Council);

(f) To prepare world and regional studies of population as needed by the United Nations, its commissions, departments and other organizations (resolution 41 (IV) of the Economic and Social Council);

(g) To make studies of the population of Trust Territories (resolution 41 (IV) of the Economic and Social Council).

The 1951 programme comprises: the study of interrelationships of population trends and economic and social conditions; studies on the identification of culturally handicapped populations and the economic, social and population characteristics of these communities; studies on the demographic aspects of technical assistance to under-developed countries; analysis of the consistency and comparability of population statistics, preparation of population estimates, projections, etc.; preparation of a demographic dictionary; the improvement of migration statistics; studies on the sex and age distribution of migrants and of their economic characteristics; estimates of the volume of migration derived

from census data and vital statistics; study of the effects of migration on the labour force of countries of emigration and immigration; studies on infant mortality and on recent trends in the birth rate; studies of population of regions for the regional economic commissions; and reports on the population of Trust Territories. Several of these projects are to be carried out in collaboration with the Statistical Office.

It is requested that in 1951 the combined staff of the Division be increased by one professional officer and one junior professional officer, to assist in connexion with studies of migration and of culturally handicapped groups. These studies were requested by the Population Commission in its fourth session with a high priority and were approved in Council resolution 235 (IX). Work on these studies has been undertaken during 1950 by temporary assistance arrangements.

Table 11-2. Population Division

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total \$
1950	1951		\$		
<i>Director and Principal Officer</i>					
1	1	Principal officer	1 @	13 330	13 330
<i>Professional</i>					
2	2	Senior officer	1 @	12 170	23 860
			1 @	11 690	
3	4	Officer	1 @	10 920	39 210
			1 @	10 150	
			1 @	9 430	
			1 @	8 710	
5	5	Intermediate officer	1 @	8 000	32 660
			2 @	6 330	
			2 @	6 000	
11	12	Junior officer	1 @	5 000	53 650
			2 @	4 750	
			3 @	4 500	
			1 @	4 400	
			5 @	4 250	
<i>General Service</i>					
2	2	Secretarial and clerical (senior)	1 @	4 810	8 520
			1 @	3 710	
4	4	Secretarial and clerical (intermediate)	2 @	4 120	15 530
			1 @	3 760	
			1 @	3 530	
28	30				\$186 760
Additional increments during 1951.....					3 440
Provision for personal allowances under proposed salary scheme.....					190
					\$190 390
Less: Adjustment for turnover of staff.....					7 690
TOTAL					\$182 700

The responsibilities of the Division of Narcotic Drugs (table 11-3) in the field of the international control of narcotic drugs are determined by (i) the functions and powers exercised by the Commission on Narcotic Drugs, the Economic and Social Council and the Secretary-General under the narcotics conventions, agreements and protocols in force; and (ii) the tasks assumed by or entrusted to these organs under resolution 9 (I) of the Economic and Social Council. In addition, the Division ensures close co-operation between the United Nations and the Permanent Central Opium Board, the Supervisory Body, and the Expert Committee on Drugs Liable to Produce Addiction, of the World Health Organization.

In the 1950 estimates, the Division was shown as consisting of three Sections, plus the Office of the Director. In its present structure the Division consists of four groups, which comprise Sections I, II and III, and a Bulletin and Publications Unit. All of these groups operate under the supervision of the Director, to whom one intermediate secretary is assigned. The functions and the composition of staff in the various groups of the Division are as follows:

Section I is responsible for the implementation of existing international conventions. During 1951 this Section will have to undertake additional work in connexion with the placing of new drugs under international control, as provided for in the 1948 Protocol. Also, the studies on laws and regulations relating to narcotics will be extended, in particular, to the preparation and publication of a digest of these laws and regulations in compliance with Council resolution 49 (IV).

The staff of this Section consists of one senior officer, two officers and two junior officers. To enable this Section to cope with the tasks entrusted to it, two additional posts, one intermediate officer and one junior officer, are requested in 1951.

Section II acts as the research unit of the Division. During 1951 this Section will be responsible for work in connexion with the single convention, the proposed interim agreement to limit the production of opium to

medical and scientific needs, the setting up of an international opium monopoly, the study of the possibilities of controlling the production and distribution of the coca leaf, laboratory research on methods of determining the origin of opium by chemical and physical means, and the co-ordination of research work in this field undertaken by Governments in pursuance of Council resolution 246 F (IX).

The Staff in this Section consists of one senior officer, one officer, two intermediate officers and one professional assistant (senior). For 1951 two additional posts are requested in this Section: one intermediate officer and one professional assistant (principal), to assist in the research work on determining the origin of opium and also in the preparation of a revised list of drugs, preparations and proprietary medicines falling within the scope of the international treaty instruments on narcotics (Council resolution 49 (IV)).

Section III services the Commission on Narcotic Drugs and also acts as the general technical section of the Division. It is responsible for the preparation of periodic reports covering all problems connected with the international control of narcotics dealt with by the United Nations.

The staff of this Section consists of one officer, one professional assistant (principal) and one administrative assistant. Two additional posts, one intermediate officer and one senior clerk, are requested in this Section in 1951, as it has been found from experience that the present staff cannot cope with the tasks assigned to the Section.

The Bulletin and Publications Unit is responsible for the preparation and publication of the quarterly bulletin on narcotics (Council resolution 159 II F (VII)) and for liaison with the Department of Public Information. This unit consists of one senior officer, one intermediate officer and one professional assistant (senior).

The secretarial pool of the Division consists of seven secretaries. In view of the additional tasks to be undertaken in the Division, such as the preparation of the digest of laws and the list of drugs, two additional secretaries are requested for 1951.

Table 11-3. Division of Narcotic Drugs

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Director	1 @ 20 000	20 000
		<i>Professional</i>		
3	3	Senior officer	1 @ 13 170	
			2 @ 12 170	37 510
4	4	Officer	1 @ 10 920	
			1 @ 9 790	
			1 @ 9 430	
			1 @ 8 710	38 850

Table 11-3. *Division of Narcotic Drugs (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
3	6	Intermediate officer	1 @ 9 430 2 @ 8 360 3 @ 6 000		44 150
2	3	Junior officer	1 @ 6 000 1 @ 4 500 1 @ 4 250		14 750
<i>General Service</i>					
1	1	Administrative assistant	1 @ 5 750		5 750
1	2	Professional assistant (principal)	1 @ 5 000 1 @ 4 250		9 250
2	2	Professional assistant (senior)	1 @ 5 000 1 @ 4 810		9 810
—	1	Secretarial and clerical (senior)	1 @ 3 530		3 530
8	8	Secretarial and clerical (intermediate)	5 @ 4 120 2 @ 3 760 1 @ 3 650		31 770
—	2	Secretarial and clerical (junior)	2 @ 2 590		5 180
25	33				\$220 550
Additional increments during 1951.....					4 400
Provision for personal allowances under proposed salary scheme.....					1 270
					\$226,220
Less: Adjustment for turnover of staff.....					9 050
TOTAL					\$217,170

The Division of Human Rights (table 11-4) provides substantive and technical services to all organs of the United Nations when they deal with human rights and related subjects. This Division has been re-organized into seven flexible units or sections, to which officers are assigned in accordance with current responsibilities, and a secretarial pool. Intensive utilization of staff has made it possible to disestablish one post of intermediate officer for 1951, reducing the total number of posts in the Division from fifty-six in 1950 to fifty-five in 1951.

The Office of the Director is responsible for all administrative and substantive functions of the Division; it supervises, reviews, and approves all work, and maintains working relationships with Governments, delegations, non-governmental organizations, experts, consultants, and the public on questions relating to human

rights. The staff of the Office consists of the Director, one principal officer and two secretaries.

*Assignment Control, Editing, and Reports.* This unit controls the assignment of all projects to the various personnel of the Division. It reviews and adapts the Division's work schedule to meet changes in emphasis in the human rights programme, and endeavours to maintain an equitable distribution of work, not only between sections, but also between individuals. It is also responsible for writing, revising, and editing reports on the activities of the United Nations in the field of human rights, and for maintaining the Division's records. The staff of this unit consists of one senior officer, one officer, one intermediate officer and one administrative assistant.

*General and Bill of Rights.* This Section deals mainly with legal and technical research work related to the

International Bill of Human Rights, such as the preparation of the International Covenant on Human Rights and Measures of Implementation, in accordance with resolution 217 E (III) of the General Assembly. It is also responsible for similar work in such related fields as forced labour (Council resolutions 195 (VIII) and 237 (IX)), trade union rights (Council resolution 277 (X)), the international status of refugees and stateless persons, and the elimination of statelessness (Council resolutions 116 D (VI) and 248 A and B (IX)). It assists in preparing draft international instruments in the field of human rights and the related fields mentioned above, and collects and analyses comments on such instruments as they are received from Governments and other sources. It also prepares surveys and commentaries on the origin, development and implications of important instruments dealing with human rights (Council resolution 9 (4) II. The staff in this section consists of two senior officers, three officers and two junior officers.

*Yearbook, Legislative Reference, Education, Liaison, and Special Assignments.* This unit is responsible for compiling, editing, and publishing the *Yearbook on Human Rights* (Council resolution 9 (4) II and document E/CN.4/459); and for the preparation of any other legislative reference publications on human rights. It is also responsible for negotiations, consultations, and correspondence with specialized agencies and non-governmental organizations on questions related to human rights, and for the educational programmes of the United Nations in the field of human rights (General Assembly resolution 217 D (III)). It maintains liaison between the Division and other parts of the Secretariat dealing with human rights, and undertakes special assignments as required. The staff of this unit consists of two officers, one intermediate officer and one junior officer.

*Prevention of Discrimination, Protection of Minorities, and Slavery.* This unit performs all work resulting from the activities of the Sub-Commission on Prevention of Discrimination and Protection of Minorities (General Assembly resolution 217 C (III) and Council resolution 116 (VI)), and the *Ad Hoc* Committee on Slavery (Council resolution 238 (IX)). It collects and analyses existing instruments in these fields and prepares documentation for these and other organs. It studies legislation, judicial decisions, and other methods found to be especially useful in preventing discrimination, protecting minorities and eliminating slavery.

The staff in this unit consists of one officer, one intermediate officer and one junior officer.

*Communications.* This unit handles, in accordance with the various procedures established by the Economic and Social Council (resolutions 75 (V), 76 (V), and 116 A (VI), 192 A (VIII), 240 (IX), 275 (X), and 277 (X)), all communications relating to human rights, including communications relating to the status of women, freedom of information, prevention of discrimination, and trade union rights. The staff in this unit consists of one officer, one intermediate officer and one junior officer.

*Freedom of Information.* This Section handles all work arising out of the activities of the Sub-Commission on Freedom of Information and of the Press in accordance with Economic and Social Council resolutions 197 (VIII), 240 (IX), and 241 (IX). It surveys, analyses and prepares reports on national laws and practices concerning the Press and other media of information; classifies and analyses existing agreements in this field; studies and prepares reports on constitutional provisions, national legislation, and administrative and professional practices affecting the free flow of information; and studies and prepares reports on problems concerning news personnel. This Section consists of one senior officer, one officer, three intermediate officers and one junior officer.

*Status of Women.* This section compiles and analyses constitutional provisions, national legislation and administrative practices affecting the status of women; and assists in the preparation of draft international instruments on this subject. It also compiles and analyses replies received in response to questionnaires on the legal status and treatment of women, and undertakes other studies in this field requested by the General Assembly (resolution 56 (I)), the Economic and Social Council (resolutions 48 (IV), 154 (VII), and 242 (IX)), and the Commission on the Status of Women. It provides substantive and technical services to the Commission on the Status of Women. It collects and analyses information regarding the progress of women in various countries, and maintains contact with women's and other organizations in promoting general acceptance of the principle of non-discrimination as between men and women. The staff of this section consists of one senior officer, one officer, two intermediate officers and two junior officers.

*The secretarial and clerical pool* consists of seventeen secretaries and one clerk.

Table 11-4. *Division of Human Rights*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 21 000	21 000
1	1	Principal officer	1 @ 14 000	14 000

Table 11-4. Division of Human Rights (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Professional</i>				
5	5	Senior officer	1 @ 14 170 4 @ 11 690	60 930
10	10	Officer	1 @ 11 310 1 @ 10 920 2 @ 10 150 1 @ 9 790 1 @ 9 430 4 @ 8 710	96 590
10	9	Intermediate officer	1 @ 8 360 3 @ 8 000 1 @ 7 670 2 @ 7 330 2 @ 6 000	66 690
8	8	Junior officer	2 @ 6 530 1 @ 6 000 1 @ 5 250 1 @ 5 000 2 @ 4 750 1 @ 4 250	43 060
<i>General Service</i>				
1	1	Administrative assistant	1 @ 5 250	5 250
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810
19	19	Secretarial and clerical (intermediate)	9 @ 4 120 3 @ 4 000 4 @ 3 760 3 @ 3 650	75 070
56	55			\$387 400
Additional increments during 1951.....				7 210
Provision for personal allowances under proposed salary scheme.....				2 740
				\$397 350
Less: Adjustment for turnover of staff.....				15 890
TOTAL				\$381 460

Table 11-5. Division of Social Welfare

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
2	3	Principal officer	1 @ 15 400 2 @ 13 330	42 060
<i>Professional</i>				
6	5	Senior officer	5 @ 11 690	58 450
15	16	Officer	1 @ 12 080 2 @ 11 310 1 @ 10 920 4 @ 10 150 2 @ 9 430 2 @ 9 070 4 @ 8 710	158 060
15	15	Intermediate officer	1 @ 9 430 2 @ 9 070 1 @ 8 360 2 @ 8 000 3 @ 7 670 2 @ 7 330 1 @ 7 000 3 @ 6 000	114 600
5	6	Junior officer	1 @ 6 530 1 @ 6 270 2 @ 5 250 2 @ 4 250	31 800
<i>Special Service</i>				
—	1	Assistant officer	1 @ 4 250	4 250
<i>General Service</i>				
2	1	Administrative assistant	1 @ 6 000	6 000
2	2	Professional assistant (principal)	2 @ 5 750	11 500
7	8	Professional assistant (senior)	1 @ 5 000 1 @ 4 810 1 @ 4 620 3 @ 4 440 2 @ 3 530	34 810
6	4	Secretarial and clerical (senior)	1 @ 5 000 1 @ 4 810 1 @ 4 620 1 @ 4 440	18 870
18	18	Secretarial and clerical (intermediate)	10 @ 4 120 1 @ 4 000 4 @ 3 650 2 @ 3 530 1 @ 3 060	69 920

Table 11-5. *Division of Social Welfare (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
2	3	Secretarial and clerical (junior)	1 @	3 530	
			2 @	2 590	8 710
81	83				\$577 030
Additional increments during 1951.....					6 960
Provision for personal allowances under proposed salary scheme.....					3 380
					\$587 370
Less: Adjustment for turnover of staff.....					23 120
TOTAL					\$564 250

The Division of Social Welfare (Table 11-5), hitherto designated as the Division of Social Activities, provides substantive and technical services to the Social Commission and *ad hoc* committees or working groups in appropriate fields, and carries out tasks entrusted to it in the domain of the Commission. The Economic and Social Council, in resolution 155 (VII), defined the basic programme of work of the Division, and determined priorities for its different fields of activity.

At its tenth session, the Council requested the Social Commission to submit to it a long-range work programme. The report of the Social Commission VI, containing its recommendations on the subject, will be considered by the Council at its eleventh session, and supplementary estimates will be submitted, if necessary on the basis of the Council's decisions.

Administrative problems created by the inauguration of the expanded programme of technical assistance, which includes social as well as economic aspects, have necessitated the setting up of a Technical Assistance Administration. The execution of operational programmes under resolution 58 (I), Advisory Social Welfare Services, will in future be entrusted to that Administration. The secretariat has been provided for this purpose by transferring from the Economic and Social Affairs Departments those staff members who were engaged in the operation of the programmes under resolutions 58 (I) and 200 (III). Twelve posts in this Division are transferred to the Technical Assistance Administration. Eight posts pertaining to the Cultural Activities Section are transferred in this Division from the Office of the Assistant Secretary-General, and one post from this Division is transferred to that Office to handle all problems of co-ordination in connexion with refugees.

As a consequence of these changes, a review has been made of the staff of the entire Division, with a view to reorganizing it in a manner which will provide the utmost flexibility in the disposition of personnel and assure the best co-ordination with other Divisions of

the Social Affairs Department. In order to achieve this, a special Office of Planning and Development has been set up, comprising three Sections (7, 8, and 9, below), which have been shown under the Division of Social Welfare.

The final organization of the Division is dependent upon decisions of the Economic and Social Council at its eleventh session, regarding the long-range work programme recommended by Social Commission VI. A working organization has, however, been determined, under which the various Sections of the Division, shown in the budget estimates for 1950, have been reconstituted or regrouped. In the reorganization of the Division, every endeavour has been made to provide for the absorption of increased work requirements within the staff of the Division as approved for 1950. Notwithstanding this, the Division has been found understaffed, and it is necessary to request additional posts for 1951 to fill this need, and also to carry out additional activities recommended by the Economic and Social Council at its tenth session. Out of the fourteen additional posts requested, seven are being provided for during 1950 on a temporary assistance basis. Detailed justification for all the additional posts is given under each of the Sections and Units comprising the Division.

1. *Office of the Director.* This Office is responsible for the planning, co-ordination and supervision of all the activities of the Division. It consists of the Director, one intermediate officer, one administrative assistant, one senior clerk and one secretary. For 1951, two additional posts are requested: one principal officer to strengthen the supervision of the Division, and one officer to be in charge of policy and substantive matters connected with resolution 58 (I), which will continue to be of importance to the Department.

2. *Planning, Organization and Administration for Social Welfare.* In pursuance of Council resolution 43 (IV), a small unit has been set up to undertake studies in reference to the planning, organization and administration for social welfare, including the training of

personnel. The staff in this unit consists of one principal officer, two officers, one intermediate officer, one professional assistant (senior) and one secretary. The addition of one intermediate officer to this unit is requested for 1951.

3. *Community, Family and Child Welfare.* The programme in this field calls for (i) studies and recommendations relating to legal and economic aspects of family welfare, the welfare of special groups of children, such as the homeless and the handicapped, and family and children in relation to the community, child welfare in under-developed areas, welfare of the aged; (ii) collection and dissemination of information, including publication of a comprehensive annual report on family and child welfare, and (iii) organization of arrangements by which essential international long-range activities for children could be rendered by the United Nations and other appropriate inter-governmental organizations for children (Council resolution 155 B (VII)).

Work in this field was previously carried out by a composite Social Services Section. It has now been found desirable to constitute a separate Section for these activities, with the following staff: one senior officer, one officer, two intermediate officers, one junior officer, one professional assistant (principal) and one secretary. The Council, at its tenth session, approved an integrated programme of activities for children to be carried out with a first priority, and to undertake this work, two posts of intermediate officers are being provided for six months of 1950 in this Section on a temporary assistance basis. To carry on this programme in 1951, the addition of one post of intermediate officer in the Section is requested. This intermediate officer will undertake studies on the welfare of handicapped children, starting with a study on blind and partially sighted children.

4. *Social Defence Section.* Two principal lines of activity have developed in the field of social defence, one relating to the prevention of crime and the treatment of offenders, and the other to the suppression of traffic in persons and the prevention of the exploitation of prostitution. The Council, by resolution 155 C (VII), declared that the United Nations must take the leadership in this field, making use of the knowledge and experience of national and international organizations having special competence. Further, the Council, by resolution 262 B (IX), requested the Secretary-General to enter into consultation with the International Penal and Penitentiary Commission with a view to the integration of the Commission within the framework of the United Nations.

The staff in this Section consists of two officers, three intermediate officers, one junior officer, one professional assistant (principal) and one secretary.

5. *Migration.* The Social Commission has a general responsibility for advising on co-ordination of policy as a whole and a specific responsibility for social aspects of migration (Council resolution 156 A (VII)). This includes (i) assistance to indigent aliens; (ii) enforcement of maintenance obligations abroad; (iii) integra-

tion of migrants into national life; (iv) simplification of administrative procedures for migrants; and (v) collection and dissemination of information on the status of aliens and the publication of a migration bulletin.

The staff in this unit consists of one senior officer, two officers and one professional assistant (senior).

6. *Social Reference Centre.* This Section is responsible for: (i) the preparation of an annual summary on government activities in the social field (Council resolution 122 (VI)); (ii) the collection of information in the field of social welfare services for dissemination in various forms; and (iii) the preparation of legislative and administrative series on child welfare (Council resolution 43 (IV)).

The staff consists of two officers, one intermediate officer, one junior officer, two professional assistants (senior), one senior clerk and two secretaries.

7. *Social Conditions and Development Programmes.* This Section will (i) carry out studies on field inquiries into living conditions of selective social groups in under-developed areas, and on methods of raising standards of living in such areas; (ii) assist in studies on measures designed to maintain the standard of living of special groups; and (iii) prepare international reports on social conditions and living standards (Council resolution 155 (VII)). The staff in this Section consists of one senior officer, two officers, two intermediate officers and one secretary. The addition of one post of professional assistant (senior) is requested for 1951 in order to cope with research work in connexion with the operation of social projects in the technical assistance programme.

8. *Housing and Town and Country Planning.* The responsibilities of this Section are: (i) to ensure greater co-ordination of the activities of the various specialized agencies and organizations interested in the field of housing and town and country planning (Council resolution 155 (VII)); (ii) to collect and disseminate data concerning housing in its several aspects; (iii) to publish a periodical bulletin on *Housing and Town and Country Planning* and a handbook on housing and town and country planning organizations; and (iv) to prepare studies and reports on legislation and the financing of housing.

The staff in this Section consists of one senior officer, one officer, one intermediate officer, one junior officer, one professional assistant (senior) and one secretary.

In order to continue and consolidate a reference centre for housing and town and country planning approved by the Council at its tenth session, four additional posts, consisting of one intermediate officer, one junior officer, one professional assistant (senior) and one secretary, are being provided for six months in 1950 on a temporary assistance basis, and the establishment of these posts is requested for 1951.

9. *Special Assignments.* This Section will prepare reports and studies and assure the implementation of resolutions which do not fall directly in the domain of any Commission. In 1951 the Section will (i) maintain liaison with the specialized agencies and non-govern-

mental organizations in the field of education, notably in relation to programmes of co-ordination in international understanding; (ii) co-operate with United Nations Educational, Scientific and Cultural Organization, the Department of Public Information and non-governmental organizations in the implementation of General Assembly resolution 137 (II) on teaching about the United Nations; and (iii) cover the implementation of Council resolutions 22 (III) and 160 (VII) on the question of establishing United Nations research laboratories.

The staff of this Section consists of one principal officer, two officers, one intermediate officer, one professional assistant (senior) and one secretary.

10. *Cartographic Unit.* Supplementary estimates were submitted in 1950 for the establishment of a Cartographic Unit approved by the Council (resolution 261 (IX)). These estimates were not approved in the first

reading of the budget by the Fifth Committee, though in the second reading some members of the Committee expressed the view that the Secretary-General might establish the Cartographic Unit provided it could be done out of the savings on other items of the Departmental budget. As it is expected that the cartographic service may be provided partly on a temporary assistance basis during the current year, provision is made in the estimates for the establishment of four posts: one senior officer, two junior officers and one secretary for 1951.

*Secretarial Pool.* A composite secretarial pool has been established for all Sections and Units of the Division, consisting of eleven secretaries: by drawing secretaries from different Sections of the Division. In view of the heavily increased work-load of the Division, it is proposed to add one junior secretarial post to the pool in 1951.

Table 11-6. *Recapitulation*

Division or office	Posts 1950	Posts 1951	Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
Office of the Assistant Secretary-General	14	15	136 410	760	370	5 520	132 020
Population Division.....	28	30	186 760	3 440	190	7 690	182 700
Division of Narcotic Drugs.....	25	33	220 550	4 400	1 270	9 050	217 170
Division of Human Rights.....	56	55	387 400	7 210	2 740	15 890	381 460
Division of Social Welfare.....	81	83	577 030	6 960	3 380	23 120	564 250
	204	216	\$1 508 150	\$22 770	\$7 950	\$61 270	\$1 477 600

(ii) *Consultants* ..... \$42 300  
1950: 42 300  
1949: 49 816

All experts and consultants, with the exception of those specifically designated by the Economic and Social Council and its Commissions, will be charged on a departmental basis.

The following is a tentative list of requirements for 1951:

(a) One consultant to advise the Assistant Secretary-General in the field of labour and to maintain liaison with non-governmental organization ..... 1 200 \$

(b) Preparation of studies on (i) inter-relationship of demographic, economic and social factors; (ii) fertility on a regional basis; and (iii) migration..... 12 000

(c) Studies in connexion with the establishment of an opium monopoly ..... 2 500

(d) Preparation of *Yearbook on Human Rights* ..... 5 000

(e) Studies relating to slavery and technical aspects of freedom of information..... 9 500

(f) Studies in the field of community, family and child welfare ..... 2 600

(g) Studies and surveys in connexion with matters of organizing and co-ordinating field inquiries into the living conditions of selective social groups ..... 2 400

(h) Studies in the field of housing and town and country planning ..... 2 400

(i) Preparation of special studies concerning the establishment of research laboratories..... 1 000

(j) Studies in connexion with co-ordination of cartographic services.....	2 000
(k) Studies in the field of social defence...	1 700
	<hr/> 42 300

(iii) <i>Temporary assistance</i> .....	<b>\$40 000</b>
	1950: 40 000
	1949: 59 071

Provision is made for temporary replacement of staff in connexion with annual and home leave and sick leave and also for additional staff which might be needed for short-time peak loads.

(iv) <i>Overtime</i> .....	<b>\$4 400</b>
	1950: 4 400
	1949: 4 517

It is estimated that a similar amount will be required in 1951 as in 1950 to meet overtime expenses.

## CHAPTER II

<b>Other departmental expenses</b> .....	<b>\$30 000</b>
	1950: 23 750
	1949: 30 148

(i) <i>Travel on official business</i> .....	<b>\$30 000</b>
	1950: 23 750
	1949: 30 148

The estimate provides for trips of authorized members of the staff for contacts with specialized agencies and non-governmental organizations and in connexion with particular studies as recommended by the Economic and Social Council or its Commissions. It is based on 1949 experience.

The detailed estimates, as now foreseen, provide for the following trips:

	\$
Trips to attend conferences of specialized agencies (ILO, WHO, UNESCO).....	10 650
Trips to attend meetings of important non-governmental organizations .....	3 300
Provision for various trips in connexion with current activities of the Department.....	16 050
	<hr/> 30 000

### *Contractual printing*

Details of the publications programme of the Department of Social Affairs are submitted under Section 26 of the budget estimates.

**Section 12. Department for Trusteeship and Information from Non-Self-Governing Territories****\$883 600**

(1950: \$833 100 1949: \$769 350)

The Department for Trusteeship and Information from Non-Self-Governing Territories is responsible for serving the Trusteeship Council with respect to all of its functions under the Trusteeship System, the Special Committee on Information from Non-Self-Governing Territories, the Fourth Committee of the General Assembly and those other special or *ad hoc* committees which are or may be established to deal with matters of Trusteeship and Information from Non-Self-Governing Territories, informing the Secretary-General of problems and developments in this field, supplying other organs of the United Nations, specialized agencies, departments of the Secretariat, and other appropriate agencies or organizations with information concerning Trust Territories, non-security aspects of strategic Trust areas, and Non-Self-Governing Territories, providing such background material, working papers and other documents and materials for the appropriate organs and committees as may be required when questions arising under Chapters XI, XII, and XIII of the Charter are under consideration, and undertaking such other assignments and fulfilling such other requests as may from time to time arise.

In addition, the Department performs *ad hoc* functions in accordance with resolutions of the General Assembly, such as studies of the questions of South West Africa and the former Italian colonies in North

Africa, and assistance to the Trusteeship Council in its responsibilities with regard to the internationalization of the City of Jerusalem (General Assembly resolution 303 (IV)). The Department is also responsible for maintaining and developing working and technical relations with specialized agencies (General Assembly resolutions 221 (III) and 331 (IV)), regional commissions, the Department of Economic Affairs and the Department of Social Affairs (General Assembly resolutions 220 (III) and 331 (IV)), and for providing studies and reports in the field of its competence for publication by the United Nations.

**CHAPTER I**

**Salaries and wages..... \$871 600**  
 1950: 821 700  
 1949: 764 270

**(i) Established posts ..... \$860 100**  
 1950: 805 300  
 1949: 750 597

The increase shown for 1951 is due to the cost of converting to established posts in 1951 six posts which were carried on a temporary basis in 1950, within-grade increments and instituting the new salary scheme. The additional expenses involved are partly compensated by savings anticipated on turnover of staff.

Table 12-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
1	1	Assistant Secretary-General (salary and allowance)	1 @	32 500	32 500
<i>Professional</i>					
1	1	Senior officer (administrative)	1 @	11 690	11 690
1	1	Officer	1 @	8 710	8 710
1	—	Intermediate officer	—	—	—
<i>General Service</i>					
1	1	Administrative assistant	1 @	6 530	6 530
3	3	Secretarial and clerical (senior)	1 @	5 000	
			1 @	4 810	
			1 @	4 620	14 430
13	13	Secretarial and clerical (intermediate)	2 @	4 120	
			7 @	4 000	
			2 @	3 760	
			2 @	3 650	51 060

Table 12-1. Office of the Assistant-Secretary-General (cont.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
4	6	Secretarial and clerical (junior)	1 @	3 410	
			1 @	3 180	
			2 @	3 060	
			2 @	2 820	18 350
<hr/> 25	<hr/> 26				<hr/> \$143 270
Additional increments during 1951.....					1 300
Provision for personal allowances under proposed salary scheme.....					510
					<hr/> \$145 080
Less: Adjustment for turnover of staff.....					5 800
					<hr/> TOTAL \$139 280

The Office of the Assistant Secretary-General is responsible for the planning, directing and co-ordinating of all substantive and administrative functions of the Department. This Office maintains continuous liaison with Member delegations and appropriate governmental departments, with specialized agencies, with other units of the Secretariat, and with non-governmental organizations interested in this phase of the work of the United Nations.

In addition to the Assistant Secretary-General, the Office consists of a senior officer, an officer, an administrative assistant and three secretarial and clerical posts. An intermediate professional post approved for this Office in 1950 is transferred to the Division of Information from Non-Self-Governing Territories, as the duties

and functions of this post are mainly related to that Division.

The Department's secretarial pool consisting of twelve bilingual and monolingual intermediate secretaries and four junior level secretaries and one senior clerk (supervisor) is under the supervision of the Executive Office. Two additional junior secretarial posts are requested for 1951. These two posts have been carried in the pool on a temporary basis, and their need on a continuing basis has been clearly established by the Department's experience. The expansion of the work-load of the Department as a whole, resulting directly from resolutions of the General Assembly, has increased the work-load of the pool, which provides secretarial assistance to the entire Department.

Table 12-2. Division of Trusteeship

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
		<i>Director and Principal Officer</i>		
1	1	Principal director	1 @ 25 000	25 000
1	1	Principal officer	1 @ 14 000	14 000
		<i>Professional</i>		
7	7	Senior officer	1 @ 14 170	
			3 @ 13 170	
			3 @ 11 690	88 750
8	8	Officer	1 @ 10 920	
			4 @ 10 150	
			1 @ 9 430	
			2 @ 9 070	79 090

Table 12-2. *Division of Trusteeship (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
12	14	Intermediate officer	3 @	8 710	102 840
			1 @	8 360	
			1 @	8 000	
			1 @	7 670	
			2 @	7 000	
			4 @	6 670	
			2 @	6 000	
6	6	Junior officer	2 @	6 530	34 060
			1 @	6 000	
			1 @	5 250	
			1 @	5 000	
			1 @	4 750	
<i>General Service</i>					
2	3	Professional assistant (principal)	1 @	4 750	13 500
			1 @	4 500	
			1 @	4 250	
7	7	Secretarial and clerical (intermediate)	6 @	4 120	28 720
			1 @	4 000	
44	47				\$385 960
Additional increments during 1951.....					4 350
Provision for personal allowances under proposed salary scheme.....					1 340
					\$391 650
Less: Adjustment for turnover of staff.....					15 710
TOTAL					\$375 940

The Trusteeship Division (Table 12-2) is primarily concerned with the functioning of the International Trusteeship System, under which there are at present ten Trust Territories and the former Italian Somaliland, now provisionally administered by Italy pending approval by the General Assembly of the Trusteeship Agreement formulated and negotiated by the Trusteeship Council.

The basic functions of the Trusteeship System are (Articles 87 and 88 of the Charter): the consideration of reports submitted annually for each Trust Territory by the Administering Authority on the basis of the Questionnaire formulated by the Trusteeship Council; the acceptance and examination of petitions, written and oral, concerning Trust Territories or the operation of the Trusteeship System; undertaking periodic visits to the respective Trust Territories for the purpose of on-the-spot investigation of conditions; undertaking special visits to Trust Territories for such purposes as inquiries into important petitions; and reviewing the progress

being made in each Trust Territory toward the attainment of the basic objectives of the Trusteeship System as set forth in Article 76 of the Charter.

These functions of the Trusteeship System are, in respect of nine of the Trust Territories, shared by the General Assembly and the Trusteeship Council acting under its authority. In practice this has meant that the primary responsibility for carrying out the international supervision required by the Trusteeship System rests upon the Trusteeship Council, which submits comprehensive annual reports on its activities and decisions to the General Assembly, which in turn, through its Fourth Committee, reviews the work of the Council and submits to it such suggestions and directives as it may consider necessary.

In respect to the strategic area Trust Territory of the Pacific Islands, the primary responsibility for supervision in other than strategic matters also rests with the Trusteeship Council.

The effective functioning of this elaborate system of international supervision, which is both substantive and operational, has imposed on the Trusteeship Division a heavy work-load. This work-load has increased greatly over the past three years, as the system has achieved full operation. A further increase results from the extension of the Trusteeship System to the former Italian Colony of Somaliland.

An increase in the work-load of the Division relates to the numerous special studies and projects which are under way or which must be undertaken regularly in pursuance of the resolutions adopted by the General Assembly at its fourth session. By resolutions 320 (IV), 322 (IV), and 324 (IV), the General Assembly recommended that the Trusteeship Council should include in its annual reports to the General Assembly, special sections on the implementation by the Administering Authorities of the Council's recommendations on political, economic, social and educational advancement in the Trust Territories.

These resolutions will also require annual studies relating to the following problems: the participation of indigenous inhabitants in the legislative, executive and judicial organs and procedures of the Trust Territories; the participation of indigenous inhabitants in the economic enterprises of the Trust Territories; abolition of corporal punishment, of migrant labour and penal sanction for breach of labour contracts, and of discriminatory laws and practices; diffusion of information on the United Nations and on the International Trusteeship System in the Trust Territories; inclusion of instruction on the United Nations in the curriculum of schools in the Trust Territories; budgetary provisions for the increase and improvement of educational facilities, particularly of the facilities for the higher education of indigenous inhabitants.

By resolution 321 (IV), the General Assembly recommended that the Trusteeship Council should take appropriate measures to facilitate and accelerate the examination and disposal of petitions. In pursuance of this resolution, the Trusteeship Council, at its sixth session, adopted a new procedure for examining petitions in committee, which will result in a much more thorough study of these petitions. In view of the large number of petitions now being received by the Council, it is probable that the committee dealing with petitions may frequently be obliged to meet between sessions of the Council. By the same resolution, the General Assembly recommended that the Trusteeship Council should direct its visiting missions to report fully on the steps taken in the Trust Territories toward the realization of the objectives set forth in Article 76 b of the Charter, regarding political, economic, social and educational advancement, and in particular on the steps taken toward self-government or independence. In the drafting of reports and background papers, the Secretariat is now required to treat these aspects in specific detail.

By resolution 326 (IV), the General Assembly recommended that the Trusteeship Council should complete its investigation of the question of administrative unions

affecting Trust Territories. This entails additional research, analytical and drafting work for the Division.

Moreover, the General Assembly has assigned to the Trusteeship Council certain important functions of a special nature involving a substantial amount of additional work for the Secretariat, although these are not, strictly speaking, functions of the Trusteeship System. In pursuance of resolution 338 (IV), on the question of South West Africa concerning the request for an advisory opinion of the International Court of Justice, the Trusteeship Division is collaborating with the Legal Department in the preparation of the required documentation and in the formulation of the formal statement to be presented on behalf of the Secretary-General, and will render such further assistance as may be required.

By resolution 303 (IV), on the question of an international regime for the Jerusalem area and protection of the Holy Places, the General Assembly designated the Trusteeship Council as the Administering Authority of the City of Jerusalem which would be placed under a permanent international regime, and requested it to complete the preparation of the Statute of Jerusalem and proceed immediately with its implementation. The Division has rendered full assistance to the Council in the revision and completion of the Statute of Jerusalem and in the steps being taken with regard to the implementation thereof. The establishment of a permanent international regime for the Jerusalem area would greatly increase the work of the Division.

During the past year, the staff of the Division has been working under conditions of considerable strain, which has been especially pronounced during the prolonged sessions of the Trusteeship Council. In this connexion, it is pertinent to indicate the length of the sessions of the Council during the past year. Its fifth session in June and July of 1949 lasted for five and a half weeks. In December it met in special session for a fortnight. Its winter session of 1950, in Geneva, lasted for eleven weeks, and a protracted summer session is anticipated. During the fourth session of the General Assembly, the meetings of the Fourth Committee were more numerous than ever before and were mainly devoted to Trusteeship matters. In addition, the Division serviced during various periods of the year the Committee on Administrative Unions, the Committee on Higher Education in Trust Territories, the Committee for Italian Somaliland, and the *Ad Hoc* Committee on Petitions. As a result, the Division has been occupied almost continuously with sessions of either the Trusteeship Council or the Fourth Committee.

This Division consists of a Director's Office and five sections based on the functions of the Trusteeship System as set forth in the Charter: Questionnaires and Territorial Reports, Petitions, Visits, Trusteeship Agreements, and Territorial Research and Analysis.

The Director's Office is responsible for the co-ordination and direction of the work of the Division, for its efficient internal administration, and for functions not assigned to any particular section such as liaison with

delegations, preparation of the agendas of the Council and its Committees, assisting in the preparation of the Secretary-General's Report to the General Assembly on matters pertaining to the Trusteeship System and of the Report of the Trusteeship Council to the General Assembly, and the preparation of special memoranda and analyses on various aspects of the International Trusteeship System. It co-operates in studies of joint interest with the Division of Information from Non-Self-Governing Territories and with the Departments of Security Council Affairs, Legal Affairs, Economic Affairs and Social Affairs, and co-ordinates the work of the Trusteeship Division with the work of these units relating to Trusteeship matters. It also serves as the basic secretariat of the Trusteeship Council. Despite the heavy load carried by the Director's Office as a result of the increase in the length of the sessions of the Trusteeship Council and of the Fourth Committee, and particularly the increase in co-ordinating work resulting therefrom, it is anticipated that the present staff, which consists of a principal director, a principal officer (deputy director), an officer, an intermediate officer, a junior officer, a professional assistant and two secretaries, should be able to deal with the additional workload.

The Sections operate on a two-fold basis. Each Section is exclusively responsible for routine work relating to a specific function of the Trusteeship System. However, the personnel of the Sections also work on *ad hoc* teams with regard to broader assignments, without regard to sectional attachment. This has proved to be the best means of utilizing the limited staff to the fullest advantage.

The Questionnaires and Territorial Reports Section is responsible primarily for processing the annual reports from Trust Territories, as defined in Article 87 a of the Charter and in accordance with the rules of procedure of the Trusteeship Council, and channelling them through the Trusteeship Council and the Fourth Committee of the General Assembly. In collaboration with the Territorial Research and Analysis Section, it is responsible for the careful analysis of the voluminous and technical annual reports and for the revision of the Questionnaire and its adaptation to the particular Trust Territory. In 1951, this Section will comprise one senior officer, two officers, three intermediate officers, and one secretary, seven posts as in 1950. No changes are proposed.

The Petitions Section is responsible for the acceptance and processing, in accordance with Article 87 b of the Charter and the rules of procedure of the Trusteeship Council, of written and oral petitions with respect to Trust Territories and the Trusteeship System, and for communications not listed as petitions, which, however, must be brought to the attention of the Council. This involves such action as acknowledgments to petitioners, submission of petitions for translation and reproduction, transmission of petitions to the Administering Authorities, transmission of the comments of the Administering Authorities to the members of the Trusteeship Council, and transmission of resolutions of the

Trusteeship Council on petitions to the petitioners and the Administering Authorities, their classification and summarization. With technical assistance from the Territorial Research and Analysis Section, this Section is also responsible for the preparation of working papers and background documentation on the petitions to the Trusteeship Council, for the preparation of reports providing such information as may be required, and for assisting in the formulation of draft resolutions. The work-load of this Section has considerably increased as the Native peoples have become more aware of the Petition System, and will continue to increase in the future. The recent placing of Somaliland under the Trusteeship System will probably augment the volume of its work. For example, approximately three hundred petitions were received by the Visiting Mission to West Africa alone in a period of only fifty days, ten times the number of those received by the Visiting Mission to East Africa a year earlier, and almost twice the number of petitions received from the inception of the Trusteeship System in 1946 up to the time of the West Africa Visiting Mission in 1949. It is probable that the *Ad Hoc* Committee on Petitions will hold inter-sessional meetings which will require servicing by the Division. With the wide scope of authority now delegated to the *Ad Hoc* Committee on Petitions under the Council's new rules of procedure, the professional staff of the Section will be required to direct their activities toward servicing this Committee by the preparation of summaries, classification, background papers, draft resolutions, etc. In order to cope with the much greater number of petitions, one additional professional assistant post is requested in 1951. The total number of posts would be seven, consisting of one senior officer, one officer, two junior officers, two professional assistants and one secretary, as compared with six posts in 1950.

The Visits Section is responsible for the detailed and usually complicated preparations and technical arrangements for the periodic visits to Trust Territories in accordance with Article 87 c of the Charter and rules 94 to 99 of the rules of procedure of the Trusteeship Council, and for providing essential services to the visiting missions, such as assistance in the consideration and preparation of itineraries, sifting of specific localities to be visited, communications with Governments concerned regarding the plans and procedures of the missions, time-tables, and servicing the meetings of the missions at Headquarters. In collaboration with the Research Section, this Section also prepares background documentation on the Trust Territories to be periodically visited. There may also be from time to time special visiting missions to Trust Territories for purposes of conducting inquiries into important and urgent petitions, as was the case in the Visiting Mission to Western Samoa undertaken during the summer of 1947. In 1951 this Section will comprise one senior officer, one officer, one intermediate officer, one junior officer, and one secretary, five posts as in 1950. No changes are proposed.

The Trusteeship Agreements Section is responsible for assisting the Trusteeship Council in drafting, reviewing and analysing the application of the Trusteeship Agreements in accordance with Article 87 of the

Charter and rule 104 of the rules of procedure of the Trusteeship Council, for technical assistance in the formulation of new Trusteeship Agreements, for drafting special arrangements (as in the case of the Statute for Jerusalem), and for assistance in reviewing and drafting revisions of the rules of procedure of the Trusteeship Council. It is also responsible for liaison functions within the Secretariat and with the specialized agencies and interested non-governmental organizations on matters pertaining to Trust Territories.

In addition, this Section will be responsible for the essential and continuing liaison with the United Nations Advisory Council Mission in Somaliland. In view of the additional work-load in connexion with this Territory, an additional post of intermediate officer is requested for these functions and for the carrying out of substantive studies on conditions in this Territory (the Department has been carrying a post on temporary assistance for these functions). In 1951 this Section will consist of two senior officers, two intermediate officers and one secretary, five posts as compared with four in 1950.

The Territorial Research and Analysis Section is responsible for the background research, territorial and analytical work of the Division as a whole. The Division relies on the expert knowledge of Trust Territories of

the area specialists in this Section, for the analyses of the reports and petitions concerning them, and for the preparation of background studies. As the work-load of the functional sections grows, as a result of increased demands for analytical reports arising from the resolutions of the General Assembly at its fourth session, there is a corresponding increase in the work-load of this Section. Additional assistance is particularly needed in respect of the four Trust Territories in the Pacific. To the fullest extent practicable, this Section co-operates with and gives assistance to or requests assistance from, the appropriate units of the Division of Information from Non-Self-Governing Territories and other units in the Secretariat. Because of the largely operational character of the Trusteeship System, however, the research and analytical work of this Section differs markedly from that generally undertaken in the other Division. The emphasis, necessarily, is on specialists on specific territories and on spot studies and analyses which must be quickly prepared. An additional post of intermediate officer is requested for this work (the Department has carried a post on temporary assistance for these functions in 1950). In 1951 this Section will comprise two senior officers, three officers, seven intermediate officers, two junior officers and one secretary, fifteen posts as compared with fourteen in 1950.

Table 12-3. *Division of Information from Non-Self-Governing Territories*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 21 000	21 000
1	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
5	5	Senior officer	3 @ 13 170 2 @ 11 690	62 890
10	10	Officer	2 @ 10 920 2 @ 10 150 1 @ 9 430 3 @ 9 070 2 @ 8 710	96 200
11	12	Intermediate officer	1 @ 8 710 2 @ 8 360 1 @ 8 000 4 @ 7 670 1 @ 7 000 2 @ 6 670 1 @ 6 330	90 780
7	6	Junior officer	1 @ 6 270 1 @ 5 250 2 @ 5 000 1 @ 4 750 1 @ 4 500	30 770

Table 12-3. *Division of Information from Non-Self-Governing Territories (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>General Service</i>					
1	3	Professional assistant (principal level)	1 @ 5 750		
			2 @ 4 250		14 250
6	6	Secretarial and clerical (intermediate)	6 @ 4 120		24 720
<u>42</u>	<u>44</u>				<u>\$354 610</u>
Additional increments during 1951.....					3 270
Provision for personal allowances under proposed salary scheme.....					1 370
					<u>\$359 250</u>
Less: Adjustment for turnover of staff.....					14 370
					<u>\$344 880</u>
TOTAL					\$344 880

The Division of Information from Non-Self-Governing Territories (Table 12-3) services the General Assembly and any special committee it may establish on matters concerning Article 73 e of the Charter.

It is responsible for the annual preparation of summaries of information received at present in respect of sixty-five Territories, supplemented by other governmental information (General Assembly resolutions 66 (I), 142 (II), 143 (II), 144 (II), 218 (III)); for the annual preparation of analyses on agriculture, economics, education, labour, public health and social welfare (General Assembly resolutions 66 (I), 142 (II), 143 (II), 218 (III), 331 (IV), 333 (IV)); for the preparation of certain constitutional information annually and of information on the nature of Non-Self-Governing Territories (General Assembly resolutions 144 (II), 222 (III), 327 (IV), 334 (IV)); for the annual preparation of information on work of the Economic and Social Council and specialized agencies which includes within its scope economic and social conditions affecting Non-Self-Governing Territories (General Assembly resolutions 220 (III), 221 (III), 331 (IV)); for the annual preparation of information on technical assistance rendered by international bodies (General Assembly resolution 336 (IV)); for the revision of the Standard Form (General Assembly resolution 218 (III)); for servicing the Special Committee and the Fourth Committee in respect of discussions on Non-Self-Governing Territories (General Assembly resolution 332 (IV)); and for special studies as directed by the Special Committee (General Assembly resolution 333 (IV)).

It also collaborates with the Department of Economic Affairs and the Department of Social Affairs, with specialized agencies and with regional commissions on

relevant information concerning Non-Self-Governing Territories (General Assembly resolution 220 (III)); on studies relating to international collaboration on economic, social, and educational conditions (General Assembly resolution 331 (IV)); on questions of education (General Assembly resolutions 330 (IV), 333 (IV)); on general provision of information relating to Non-Self-Governing Territories (agreements with specialized agencies); on special studies, such as medical training facilities in Non-Self-Governing Territories, rural welfare, economic development plans, slavery, penal administration, and social welfare administration with a view to integrating information on Non-Self-Governing Territories in general studies.

In addition, this Division publishes an annual volume of summaries and analyses of information (General Assembly resolutions 218 (III), 335 (IV)), as well as periodical supplements (General Assembly resolution 335 (IV)). It collaborates with the Trusteeship Division on matters of common concern, handles communications relating to Chapter XI of the Charter, and collaborates with the Department of Public Information on publicity in and in respect to Non-Self-Governing Territories.

The Division is comprised of a Director's Office, three geographical sections and one specialists unit, the same as in 1950.

The Director's Office is responsible for the co-ordination and direction of the work of the Division, for its internal administration and for the direction of its research work (as the deputy director is in charge of the specialists unit), and for functions which do not fall on any particular section, such as publication work, and supervision of all correspondence with Governments

and specialized agencies. A post of intermediate officer is transferred to this Office from the Office of the Assistant Secretary-General to deal with the additional work-load in respect of the increased publication programme. This office will consist of one director, one principal officer (deputy director), two intermediate officers, one junior officer, and two secretaries, seven posts as compared with six in 1950.

The Africa Section is responsible for the summarization of information transmitted under Article 73 e of the Charter from the African area. This Section will consist of two senior officers, two officers, four intermediate officers, three junior officers and one secretary, twelve posts as in 1950. No change is proposed.

The Pacific Asia Section is responsible for the summarization of information transmitted under Article 73 e from the Pacific and southern and eastern shores of Asia and India. In view of the cessation of information formerly transmitted by Indonesia and Indochina, one post of intermediate officer has been transferred to the Caribbean Section, and one post of junior officer is proposed to be abolished in 1951. This section will consist of one senior officer, three officers, one intermediate officer and one secretary, six posts as compared with eight in 1950.

The Caribbean Section is responsible for the summarization of information transmitted under Article 73 e of the Charter from the areas of the Caribbean and

eastern seaboard of North and South America. For reasons of administrative convenience, this Section also covers Greenland and Alaska. It is necessary to obtain additional assistance in this Section to deal with additional work in connexion with collaboration with regional commissions in accordance with General Assembly resolutions 67 (I) and 333 (IV). A post of intermediate officer has been transferred from the Pacific Asia Section. This Section will consist of a senior officer, two intermediate officers, one junior officer and one secretary, five posts as compared with four in 1950.

The Specialists Unit is responsible for the analysis of information transmitted under Article 73 e. General Assembly resolution 331 (IV) on international collaboration in regard to economic, social and educational conditions in Non-Self-Governing Territories considerably increased the work-load of this Section. This Section is responsible for the analysis and classification of detailed information on problems of economic, social and educational conditions in Non-Self-Governing Territories. For the efficient execution of this work, two posts of professional assistant are requested for the collection and classification of medical information and economic statistics (this Division has carried two posts on temporary assistance in 1950 for these functions). This Section will comprise one senior officer, five officers, three intermediate officers, one junior officer, three professional assistants, and one secretary, fourteen posts as compared with twelve in 1950.

Table 12-4. *Recapitulation*

Division or office	Posts		Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
	1950	1951					
Office of the Assistant Secretary-General	25	26	143 270	1 300	510	5 800	139 280
Division of Trusteeship.....	44	47	385 960	4 350	1 340	15 710	375 940
Division of Information from Non-Self-Governing Territories.....	42	44	354 610	3 270	1 370	14 370	344 880
	<u>111</u>	<u>117</u>	<u>\$883 840</u>	<u>\$8 920</u>	<u>\$3 220</u>	<u>\$35 880</u>	<u>\$860 100</u>

(ii) *Consultants* ..... \$2 000  
1950: 4 000  
1949: 1 801

The estimate provides for daily fees plus travel and subsistence allowance for two consultants on an average of fifteen days, for special tasks relating to the activities of the Trusteeship Council and the visiting missions.

(iii) *Temporary assistance* ..... \$7 000  
1950: 9 900  
1949: 8 018

This estimate provides for the replacement of staff members on annual, home, sick or maternity leave and for additional temporary assistance for work in connexion with the Trusteeship Council and the Special Committee meetings.

(iv) *Overtime and night differential*..... \$2 500  
1950: 2 500  
1949: 3 854

This estimate provides for overtime secretarial work during sessions of the Trusteeship Council and the Special Committee.

## CHAPTER II

Other departmental expenses..... \$12 000  
1950: 11 400  
1949: 5 080

(i) *Travel on official business* ..... **\$12 000**  
1950: 11 400  
1949: 5 080

This estimate is based on nine trips to various parts of the world (London, Paris, Rome, Geneva, New Caledonia, Curacao, etc.) for contacts with Governments and

specialized agencies, plus short trips within the United States.

*Contractual printing*

Details of the publications programme of this Department are submitted in Section 26 of the budget estimates.

**Section 13. Department of Public Information****\$2 804 000**

(1950: \$2 709 310 1949: \$2 628 946)

The Department of Public Information advises the Secretary-General on all matters and phases of information policy and carries out the information programme of the United Nations; develops facilities and services for Press, radio, film and other information media; initiates and develops information activities to supplement the services of existing agencies on as wide a geographic basis as possible. In carrying out its programme, the Department of Public Information observes the policy directive of General Assembly resolution 13 (I).

**CHAPTER I**

Salaries and wages ..... **\$2 080 740**  
 1950: 1 987 130  
 1949: 1 907 563

(i) *Established posts* ..... **\$2 023 780**  
 1950: 1 942 110  
 1949: 1 828 040

The increase shown for 1951 is due to additional increments, to the proposed salary scheme, and to the request for seven additional posts.

Table 13-1. Office of the Assistant Secretary-General

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
1	1	Assistant Secretary-General (salary and allowance)	1 @ 32 500	32 500
		<i>Director and Principal Officer</i>		
1	1	Principal director	1 @ 25 000	25 000
1	1	Principal officer	1 @ 15 400	15 400
		<i>Professional</i>		
1	1	Senior officer	1 @ 11 690	11 690
1	1	Intermediate officer	1 @ 6 330	6 330
		<i>General Service</i>		
1	1	Professional assistant (principal)	1 @ 5 750	5 750
2	2	Secretarial and clerical (senior)	1 @ 5 000 1 @ 4 620	9 620
4	4	Secretarial and clerical (intermediate)	3 @ 3 760 1 @ 3 650	14 930
1	1	Secretarial and clerical (junior)	1 @ 3 410	3 410
<u>13</u>	<u>13</u>			

**EXECUTIVE OFFICE***Professional*

1	1	Senior officer (administrative)	1 @ 15 000	15 000
1	1	Officer (administrative)	1 @ 9 430	9 430
1	1	Intermediate officer (administrative)	1 @ 7 330	7 330

*Special Service*

1	1	Associate officer (administrative)	1 @ 7 330	7 330
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Table 13-1. Office of the Assistant Secretary-General (contd.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>General Service</i>					
1	1	Administrative assistant	1 @	6 270	6 270
7	7	Secretarial and clerical (intermediate)	4 @	4 120	
			2 @	3 760	
			1 @	3 650	27 650
<u>12</u>	<u>12</u>				
SALES AND CIRCULATION SECTION					
<i>Professional</i>					
1	1	Officer	1 @	8 710	8 710
3	3	Intermediate officer	1 @	8 000	
			1 @	7 330	
			1 @	6 000	21 330
<i>Special Service</i>					
1	1	Associate officer	1 @	8 710	8 710
<i>General Service</i>					
5	6	Secretarial and clerical (senior)	1 @	5 000	
			1 @	4 810	
			3 @	4 620	
			1 @	3 530	27 200
8	9	Secretarial and clerical (intermediate)	3 @	4 120	
			3 @	4 000	
			1 @	3 760	
			1 @	3 300	
			1 @	3 060	34 480
2	2	Secretarial and clerical (junior)	1 @	3 410	
			1 @	2 940	6 350
<u>20</u>	<u>22</u>				
<u>45</u>	<u>47</u>				
Additional increments during 1951.....					3 080
Provision for personal allowances under proposed salary scheme.....					1 220
					<u>\$308 720</u>
Less: Adjustment for turnover of staff.....					13 090
					<u>\$295 630</u>

The Office of the Assistant Secretary-General (Table 13-1) co-ordinates and directs the activities of the Department and the information centres.

It consists of the immediate staff of the Assistant Secretary-General, the Executive Office and the Sales and Circulation Section.

The immediate staff of the Assistant Secretary-General, consisting of thirteen posts, co-ordinates the policy of the department and is responsible for the substantive direction of the information centres, and for liaison with specialized agencies.

The Executive Office, consisting of twelve posts, co-ordinates all departmental directives and is responsible for the organization, administration and business management of the department and the information centres

and for the direction of the Sales and Circulation Section.

The Sales and Circulation Section, consisting of twenty-two posts, is responsible for the sale of all United Nations publications and documents, and arranges for the distribution of publications of the Department. Revenue to be derived from the sales of United Nations publications and documents in 1951 is estimated at \$255 000. It also supervises and collects revenues from distribution of films, photos and discs, estimated at \$60 000 for 1951.

Two new clerical posts are requested in the Sales and Circulation Section in order to cope with the increased workload in connexion with keeping distribution lists and billing up to date.

Table 13-2. Press and Publications Bureau

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
1	1	<i>Director and Principal Officer</i> Director	1 @ 20 000	20 000
2	2	Principal officer	2 @ 13 330	26 660
<i>Professional</i>				
7	7	Senior officer	2 @ 13 170 5 @ 11 690	84 790
14	14	Officer	1 @ 11 310 1 @ 10 920 2 @ 10 150 4 @ 9 430 5 @ 9 070 1 @ 8 710	134 310
20	20	Intermediate officer	2 @ 8 360 4 @ 8 000 1 @ 7 670 3 @ 7 330 1 @ 7 000 3 @ 6 670 5 @ 6 330 1 @ 6 000	143 040
9	9	Junior officer	3 @ 6 530 1 @ 6 270 1 @ 6 000 2 @ 5 750 2 @ 5 000	53 360
<i>Special Service</i>				
1	1	Associate officer	1 @ 6 670	6 670
<i>General Service</i>				
1	1	Administrative assistant	1 @ 6 530	6 530

Table 13-2. *Press and Publications Bureau (contd.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$	\$	\$
1	1	Professional assistant (principal)	1 @	4 750	4 750
5	5	Secretarial and clerical (senior)	2 @	4 810	22 920
			2 @	4 620	
			1 @	4 060	
1	1	Professional assistant (senior)	1 @	4 440	4 440
23	25	Secretarial and clerical (intermediate)	11 @	4 120	98 030
			8 @	4 000	
			1 @	3 760	
			2 @	3 650	
			1 @	3 530	
			2 @	3 060	
3	3	Machine operator (intermediate)	1 @	4 120	12 120
			2 @	4 000	
4	4	Secretarial and clerical (junior)	2 @	3 530	13 300
			1 @	3 180	
			1 @	3 060	
92	94				13 300
					\$630 920
Additional increments during 1951.....					8 180
Provision for personal allowances under proposed salary scheme.....					2 910
					\$642 010
Less: Adjustment for turnover of staff.....					25 710
TOTAL					\$616 300

The Press and Publications Bureau (Table 13-2) is organized in two main services, the Central Information and Press Services and the Publications and Periodical Services.

The Central Information and Press Services, which covers all United Nations activities at Headquarters, serves the needs of the Press as well as being the central producing unit of the Department of Public Information. It has four main units:

1. Liaison and Press Services, responsible for accreditation of Press, radio and film representatives and correspondents, Press conferences, individual interviews, briefings, contact with information officers of delegations and specialized agencies.

2. Central Editorial Services, responsible for the production and distribution to correspondents as well as to other units of the Department of Public Information of Press releases and documents on all meetings, reports, and other important activities of the Organization.

3. Regional Services, responsible for the daily file of information and reference material sent to the information centres, as well as for the production of material specially adapted for geographic regions, and prepared, as far as possible, in the languages of these regions.

4. Features Section, responsible for weekly summary of United Nations information transmitted by radio in English, French and Spanish for monitoring by the regional centres and United Nations missions in the field, and for the production of the following publications:

(a) *Weekly News Features*, a clippingsheet with copy and illustrations, issued in English, French and Spanish, and distributed on a request basis to 10 000 weekly newspapers and periodicals in forty-three member countries.

(b) *United Nations Reporter*, an eight-page monthly intended primarily for members of non-governmental organizations and educational institutions. Publication,

sale and distribution are handled under contract by an outside firm. Paid circulation of the English edition in the United States and Canada has reached 45 000 copies. Scandinavian and Dutch editions have been launched and are produced under local sponsorship without printing cost to the United Nations.

(c) Special picture layouts in twenty languages, and special feature articles in six languages are issued from time to time in matrix form to supplement the *Weekly News Features*.

The Press and Publications Bureau has made in 1950 a sustained effort to reach new disseminators which had not hitherto been informed about the United Nations by the Department of Public Information or commercial services at Headquarters; also to develop and co-ordinate the preparation of copy for specialized disseminators and to adapt and translate the Bureau's output into all the languages represented in the Bureau and the Department.

In the early part of 1950 there were accredited to the United Nations Headquarters an average of 420 Press correspondents from thirty-five countries representing some 230 newspapers and agencies. In addition, there were about eighty radio correspondents from thirteen countries, representing twenty radio stations and large networks.

In the course of a year some 4 300 Press releases were issued covering the activities of the United Nations and the specialized agencies. Press releases are also carried on a teletype circuit to thirty-two subscribers in the Headquarters area, including newspaper and news agency and delegation offices.

Organizational changes in the Bureau during the past year have been the abolition of the Opinion Survey Section, in accordance with General Assembly decision, the co-ordination of the Information Centres Desk, with three language desks (French, Spanish and Arabic), into the Regional Services Section, and the creation of the Features Section by transfer of staff and functions from the Publications and Periodical Services.

The Publications and Periodical Services are responsible for the writing, editing and publishing of the following publications:

1. *The United Nations Bulletin*. Published twice a month. This is the only complete and concise periodical covering all the important activities of the United Nations and the specialized agencies. Published in English from Headquarters and London; French from Paris; Russian scheduled from Headquarters; and Spanish from Mexico City. In early 1950 the circulation of all editions was 24 000 copies each issue.

2. *Books and booklets* are planned, written directly or revised, edited and published by the Publications Services.

3. *Guide to the United Nations Charter*. Over 50 000 copies of this simple introduction to the Charter have been distributed, and sales have shown substantial returns. The booklet is now available also in French, Spanish, Russian and Flemish.

4. *Charter of the United Nations*. The text of the Charter, in handy pocket form, has had an extensive distribution.

5. *Everyman's United Nations*. A popular handbook for general information and reference. The material is prepared by the Research Section, edited and published by the Publications Services, in conjunction with an outside publisher and distributor.

6. *Human Rights*. First of a series of United Nations studies intended to give clear and detailed guidance to the achievements of the Organization in important fields of action.

7. *What the United Nations Is Doing*. Short pamphlet. Introduction to major topics. Titles in this series are revised as required, and new titles added every year. The following have been published: "For Better World Trade", "Status of Women", "Refugees and Displaced Persons", "Non-Self-Governing Territories", "Economic Commission for Europe", "Economic Commission for Latin America", "Economic Commission for Asia and the Far East", "World War on Tuberculosis", "Convention on Genocide", "For Trust Territories". Most of these pamphlets are published in English, French and Spanish, several in Russian and Chinese and some in other languages as required.

8. *Basic Facts*. A simple booklet published in English, French, Spanish, Russian, Chinese and in five other languages.

9. *Universal Declaration of Human Rights*. Nearly a million copies published in the most inexpensive format possible in twenty-two languages; work proceeding on other language editions.

10. *Folders (leaflets)*. The United Nations (What it is, What it does—series)—over one million copies in twenty-two languages; work proceeding for editing in other languages.

In the same series leaflets on the specialized agencies published in co-operation with them: FAO, Bank, Fund, ICAO, ILO, IRO, ITO, ITU, UNESCO, UPU, WHO and UNICEF. All of these in English, French and Spanish, some in other languages.

11. *Visitor's guides*. Leaflets on the General Assembly, Security Council, Trusteeship Council, Economic and Social Council and Secretariat.

In addition to these activities, the Publications Section has also edited *Discussion guides* and other publications of the other sections of the Department.

The Research Section, consisting of seven posts, prepares and edits *Yearbook of the United Nations*, information papers on the purpose, functions, structure, procedures and activities of the organs of the United Nations and the specialized agencies; and on international political, economic and social problems. It checks articles and books dealing with the United Nations, submitted by their authors; it prepares articles on the United Nations for encyclopaedias, annuals, almanacs, etc.

Two new clerical posts, General Service Level C, are requested in connexion with increased production in the Arabic and Spanish desks.

Table 13-3. Radio Division

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
6	6	Senior officer	1 @ 14 170 1 @ 13 670 1 @ 13 170 3 @ 11 690	76 080
25	25	Officer	3 @ 10 920 8 @ 10 150 9 @ 9 430 2 @ 9 070 3 @ 8 710	243 100
10	10	Intermediate officer	3 @ 8 710 1 @ 8 360 4 @ 8 000 1 @ 7 670 1 @ 7 000	81 160
10	10	Junior officer	3 @ 6 530 2 @ 6 270 1 @ 5 750 3 @ 5 250 1 @ 4 750	58 380
<i>Special Service</i>				
1	1	Officer	1 @ 9 430	9 430
<i>General Service</i>				
4	4	Professional assistant (principal)	1 @ 6 530 1 @ 5 750 1 @ 5 250 1 @ 5 000	22 530
1	1	Administrative assistant	1 @ 4 750	4 750
5	5	Professional assistant (senior)	1 @ 5 000 2 @ 4 620 2 @ 4 440	23 120
3	3	Secretarial and clerical (senior)	1 @ 4 620 2 @ 4 440	13 500
22	22	Secretarial and clerical (intermediate)	12 @ 4 120 3 @ 4 000 3 @ 3 760 2 @ 3 650 1 @ 3 530 1 @ 3 060	86 610

Table 13-3. *Radio Division (contd.)*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<u>1</u>	<u>1</u>	Secretarial and clerical (junior)	1 @ 3 180	3 180
90	90			\$655 240
Additional increments during 1951.....				6 540
Provision for personal allowances under proposed salary scheme.....				3 270
				\$665 050
Less: Adjustment for turnover of staff.....				26 600
TOTAL				\$638 450

The Radio Division (Table 13-3) has two main responsibilities: it provides services and facilities to national broadcasting agencies, and directs the operation of the United Nations own broadcasting services.

The output of the Radio Division for 1951 is planned at the same level as during 1950. Regularly scheduled programmes, in twenty-six languages, are broadcast daily from Lake Success (an average of fifty hours per week). Radio systems of all Member States have received and made use of material supplied by the Radio Division. Radio organizations in thirty Member nations rebroadcast United Nations programmes on a daily basis throughout the year.

During the General Assembly the proceedings of important meetings are broadcast every day to Europe and the Middle East, and in Headquarters area (an average of thirty hours per week). During the balance of the year the broadcasting of meetings is reduced, and greater emphasis is placed on the preparation of documentary and feature programmes in all languages of Member States. All meetings of the Security Council are, however, broadcast throughout the year.

In line with the suggestion made during the discussions of the Fifth Committee of the Fourth General Assembly, the Division has planned its 1951 operations to give still greater emphasis on its services to countries with limited national informational resources.

The Radio Division maintains regular contact with broadcasting organizations throughout the world, and provides all facilities for correspondents to broadcast back to their national organizations. The Radio Reports Desk assures coverage of all meetings, and supplies basic material for programmes in all languages. The work of the four regions of the Radio Division, English, European and Middle Eastern, Trans-Pacific and Latin-American, is co-ordinated by the central production unit under the Director.

*The English Service* broadcasts daily by short wave to Europe and the Middle East, Australia, New Zealand, the Far East and the Caribbean area.

*The United Nations Today*, a quarter-hour review of the United Nations activities, is broadcast daily over 200 stations in the United States and Canada, and is also heard by short wave in Australia and New Zealand.

*Memo from Lake Success*, a weekly quarter-hour programme, is heard on ninety-six stations in the United States and Canada, and by transcription, in South Africa, Australia, and New Zealand.

*U.N. Story*, a quarter-hour programme is sent weekly, by transcription, to 350 independent stations in the United States and Canada.

*U.N. Album*, a weekly quarter-hour programme, is sent by transcription to English language stations throughout the world.

Throughout the year special series of hour and half-hour documentary programmes on the United Nations are broadcast by major United States networks and by the Canadian Broadcasting Corporation. These programmes are sent by transcription to Great Britain, South Africa, Australia, New Zealand and many other English language stations throughout the world.

Constant liaison is maintained with the television broadcasters, and many programmes about the United Nations have been successfully stimulated including live television coverage of the General Assembly, with television transcriptions being supplied to other countries.

*The Europe and Middle East Service.* United Nations broadcasts in Amharic, Arabic, Danish, Dutch, French, Greek, Hebrew, Icelandic, Pushtu are transmitted by short wave from Lake Success and rebroadcast by domestic networks and stations.

Broadcasts in Persian, Russian, Serbo-Croat, and Turkish are transmitted daily to the Member nations concerned, recorded and used extensively as a source of United Nations news.

Special feature and documentary programmes, talks, interviews and statements by members of national delegations are sent, by transcription, to national radio organizations throughout the year.

Programmes in the following languages: Afghani-Persian, Amharic, Arabic, Czech, Danish, Dutch, French (for France, Belgium, Luxembourg, Canada, Haiti and French language stations throughout the world), Icelandic, Norwegian, Persian, Polish, Pushtu, Russian, Serbo Croat, Swedish and Turkish, are rebroadcast by national networks and stations in the countries concerned.

*The Trans Pacific Service* broadcasts daily by short wave in Burmese, Chinese, Hindi, Indonesian Malay, Tagalog (rebroadcast in the Philippine Republic), Thai (rebroadcast in Thailand), and Urdu (rebroadcast in Pakistan). Short bulletins in English, French and Dutch are also broadcast to this area.

Special documentary programmes, talks, interviews and statements by members of national delegations are sent regularly by transcription in the languages of Member countries, and frequently in specific dialects.

*The Latin American Service* broadcasts daily by short wave two hours and thirty minutes; in Spanish (two hours), Portuguese (fifteen minutes), English (for the Caribbean area, seven minutes), and French (for Haiti and Martinique, seven minutes). Radio stations in eighteen Member nations rebroadcast United Nations programmes on a daily basis.

In addition, the Latin American Section has a transcription service which services 250 stations. An average of 180 hours of recorded programmes are sent monthly to the affiliated stations of the Latin American Service.

A script service is maintained by the Latin American Section. A weekly round-up of news is sent to fifty stations, and, in addition, stations are served with feature scripts, specially prepared background material, etc.

By relay and rebroadcasts the Latin American Service has an average of 700 hours monthly on the air in its region.

Table 13-4. *Films and Visual Information Division*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 13 330	13 330
<i>Professional</i>				
4	4	Senior officer	1 @ 13 170 1 @ 12 170 2 @ 11 690	48 720
5	5	Officer	2 @ 10 920 3 @ 8 710	47 970
3	3	Intermediate officer	1 @ 8 360 1 @ 6 670 1 @ 6 000	21 030
2	2	Junior officer	1 @ 5 000 1 @ 4 750	9 750
<i>Special Service</i>				
7	7	Associate officer	2 @ 8 710 1 @ 8 360 1 @ 7 330 2 @ 6 670 1 @ 6 000	52 450
5	4	Assistant officer	1 @ 6 530 1 @ 5 750 2 @ 4 750	21 780
<i>General Service</i>				
1	1	Professional assistant (principal)	1 @ 6 530	6 530

Table 13-4. *Films and Visual Information Division (contd.)*

Number of established posts		Category and post level	Number of posts by salary on		Total
1950	1951		1 January 1951		
				\$	
<i>General Service (contd.)</i>					
3	3	Administrative assistant	2 @ 5 000 1 @ 4 750	14 750	
2	4	Professional assistant (senior)	2 @ 4 810 1 @ 4 620 1 @ 4 060	18 300	
5	3	Secretarial and clerical (senior)	1 @ 4 620 2 @ 4 250	13 120	
12	12	Secretarial and clerical (intermediate)	3 @ 4 120 3 @ 4 000 1 @ 3 880 1 @ 3 760 3 @ 3 650 1 @ 3 410	46 360	
3	3	Secretarial and clerical (junior)	2 @ 3 060 1 @ 2 940	9 060	
53	52			\$323 150	
Additional increments during 1951.....				3 600	
Provision for personal allowances under proposed salary scheme.....				1 550	
				\$328 300	
Less: Adjustment for turnover of staff.....				13 470	
TOTAL				\$314 830	

The Films and Visual Information Division (Table 13-4) is responsible for executing the Department's information programme through all the visual media. A reduction of one post—Special Services, Level E—is proposed for this Division.

The three main activities of the Films and Television Section are "Production", "Promotion of Production" and "Distribution". The Section interests and assists newsreel companies and film producers in using information about the United Nations in their productions. As a complement to these activities the Section also engages in limited production and distribution.

During 1949 and 1950 the primary emphasis in the Section's own production activities was shifted from short documentary films on single subjects to short screen magazines running from ten to fifteen minutes and each comprising from three to four different subjects. The screen magazines are being produced in a series titled *This Is the United Nations* for release at two-month intervals. The large number of subjects that

can be included in the screen magazines makes it possible to diversify the content, thereby providing greater opportunities for presenting information of specific interest to many regions.

Up to the beginning of 1950 the Section produced either by contractual arrangement or with its own facilities a total of twenty-seven films.

Besides its own production activities, the Section also supervises the production of technical films on behalf of the substantive departments such as films for the Social Welfare Advisory Programme.

In addition to providing facilities and assistance to the newsreels in covering the proceedings and activities of the United Nations at Headquarters, in Geneva and in the field, the Section also films these proceedings and activities as a service to those newsreels which are unable to cover for themselves.

In the developing field of television, the Section makes its film material available to television producers and

assists them in utilizing this material for developing programmes on the United Nations. Special film material is prepared from time to time for television use.

From the increasing number of field missions and field activities undertaken by the United Nations, a staff cameraman is assigned wherever possible to cover this field work. During the past year requests for varying amounts of footage for 144 different productions, newsreel stories or television programmes were serviced by the film footage library.

The general principle is, in so far as possible, to assist governmental and private film producers in making films about the work of the United Nations. The Section is devoting great efforts towards promoting the production of films, both feature and documentary, newsreels and film television programmes, either at the full expense of the external producer or with a minimum of material assistance from the Section in the form of raw stock and some prepared material.

The Section also undertakes to shoot special material at Headquarters when needed for external productions.

Although external production of films about the United Nations is expected to expand, and the possibilities of utilizing such films as a medium of information has been accepted, experience has shown that these films cannot serve as substitutes for the production by the United Nations itself of a minimum number of films, since the latter serve as guides to the type of films needed.

In accordance with the policies determined by the General Assembly and followed by the Department, the Division endeavours to have its films seen by the largest number of people and endeavours to obtain as much revenue as possible without detriment to the first objective. Normal channels of distribution, both theatrical and non-theatrical, in 16 mm. are utilized in the Member countries. Arrangements with distributors are negotiated throughout the information centres wherever possible or directly from Headquarters.

As of the beginning of 1950, United Nations films are being distributed in forty-eight Member countries and two Non-Self-Governing Territories. Nineteen films are in distribution in those countries, in a total of more than twenty languages. When necessary, a few of these language versions are made at Headquarters, but wherever possible efforts are made to induce the distributor to make the language version or versions for his territory at his own expense. Only a minimum amount of distribution material is supplied by the Division in the form of necessary preview prints and fine grains for duplicating purposes. In a very few countries where distribution can be obtained in no other way, a small number of distribution prints is provided.

Reports from distributors indicate that 120 million people throughout the world saw United Nations films in 1949, in addition to audiences that had previously seen some of these films. This does not include audiences who have seen newsreels about the United Nations.

The Visual Information Section uses the techniques of pictorial journalism to inform the world Press (newspapers, magazines, specialized publications) of the work and purposes of the United Nations. This responsibility involves, among others, recording photographically the activities of the Organization both at Headquarters and in the field. This is done by two photographers at Lake Success and a number of free-lance photographers all over the world who, although not members of the Secretariat, carry out assignments on behalf of the Department. The Section also draws on the photo files of UNICEF and of some specialized agencies under a reciprocal agreement, and has acquired valuable photographs through the good offices of some governmental information services.

The processing of this raw material—developing, printing, copying, enlarging, etc.—is handled by the Photo Laboratory. This unit processes an average of 13 000 prints a month.

At the beginning of 1950, the Photo Library had accessioned 19 020 negatives, for the use of the department and outside editors.

The Editorial Unit writes captions for all accessioned negatives, drafts shooting guides and final scripts, interprets basic information into visual terms. Forty-one picture stories have been produced in one and a half years. In addition to this major visual information service, the Section produces shorter photo features and single photographs on United Nations topics for daily newspapers of a semi-pictorial character. A daily photo service is maintained to information centres, picture syndicates and other redistribution agencies during sessions of the General Assembly.

The distribution of this material is arranged in such a way that, in areas of the world assigned to the several information centres, the material is sent in bulk for regional redistribution. In other areas, United Nations photographs are distributed directly to the users. All photographs are released on request only. Since February 1950, a new, more effective and economical distribution system has been instituted. Picture stories are now offered to editors and publishers in the form of *advance photo sheets* (complete layouts of photographs with descriptive text), which are cheap to produce. Only when an enclosed order form is returned to the Division are glossy prints sent out to the requestor. The first photo sheet to be released in 1950 brought in requests from magazines and newspapers in forty-three different countries.

Another important function is to process the requests for United Nations photographs received every day from newspaper and magazine editors, book publishers, film strip producers, etc. In 1949, the total number of prints distributed in this manner reached 33 000.

The Section is also concerned with the production of film strips. Each picture is designed with the over-all continuity in mind, and its informative value as well as its teaching effectiveness is derived from cumulative

impression rather than from each individual picture. Speakers notes are prepared by the Section to accompany the strips, which are always prepared in the five official languages and by special arrangements in a

number of non-official languages. They are used throughout the world by a very large number of civic, religious and educational institutions. Up to the beginning of 1950, twenty-one filmstrips had been produced.

Table 13-5. *Special Services*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 15 000	15 000
3	3	Officer	1 @ 11 310 1 @ 10 150 1 @ 8 710	30 170
5	5	Intermediate officer	1 @ 8 360 2 @ 8 000 2 @ 7 670	39 700
<i>Special Service</i>				
1	1	Associate officer	1 @ 7 330	7 330
<i>General Service</i>				
2	2	Professional assistant (principal)	1 @ 6 000 1 @ 5 750	11 750
1	1	Secretarial and clerical (senior)	1 @ 5 000	5 000
4	4	Professional assistant (senior)	2 @ 4 620 1 @ 4 440 1 @ 4 250	17 930
5	9	Secretarial and clerical (intermediate)	4 @ 4 120 2 @ 4 000 2 @ 3 760 1 @ 3 650	35 650
22	26			\$162 530
Additional increments during 1951.....				840
Provision for personal allowances under proposed salary scheme.....				1 810
				\$165 180
Less: Adjustment for turnover of staff.....				6 610
TOTAL				\$158 570

The Special Services Division (Table 13-5) is concerned with the promotion of understanding of the United Nations in all Member countries through education, lecture services, non-governmental organizations, services for public visitors at Headquarters and lecture courses on the United Nations. To perform

these services, the Division is organized into three sections:

1. Non-Governmental Organizations;
2. Education Section;
3. Headquarters Services.

In the beginning of 1950, a reduction of two posts was effected by the Division to meet the recommendations of the Advisory Committee.

Arising out of needs of the Department as a whole for a centralized handling of correspondence from the general public, new responsibilities, however, were passed to the Division. In 1949, there were twenty-four posts in the Division. This total was reduced to twenty-two in 1950. But, after the addition of new responsibilities, the staff had to be increased during the year by the loan of three posts from other Divisions. To meet demonstrated needs, four new posts, General Service Level B are requested, i.e. three new posts and one to be transferred from the Library, to perform correspondence work which has been transferred to this Department.

1. The Education Section, in co-operation with UNESCO, works with national authorities on the promotion of teaching about the United Nations and the specialized agencies, in accordance with General Assembly resolution 137 (II) and Economic and Social Council resolutions 170 (VII) and 203 (VIII). The special interests of the UNESCO are in methods of presentation, curriculum planning and an over-all programme for international understanding. The United Nations, as a vital part of its programme for disseminating wide understanding about the United Nations, is concerned with (1) the development and use of educational channels for the purpose, (2) helping teachers and textbook writers, so that teaching shall be accurate and objective, and (3) the production of sample textbooks and teaching aids, which local authorities can adapt for national use.

Working with government agencies, academic institutions, teachers' associations, etc., the Section has developed contacts with some 1 800 educational leaders and textbook writers, in forty-seven Member countries, for the promotion of the teaching programme. In addition, it has developed a system of reference centres (normally called Volunteer Educational Centres) in various Member States, to which pupils and teachers can turn for information and advice. To date, approximately 150 such centres, in twenty countries, have been established.

In the field of adult education, it has developed a system of 250 Voluntary Correspondent Speakers Units in forty-five Member nations, which supply lectures and discussion leaders.

To interest teachers in world affairs and to assist in the presentation of material for classroom use, the Section has organized seminars in co-operation with UNESCO, local educational authorities, etc.

It has worked closely with Member nations in the observance of United Nations Day in the schools of Member countries. Last year, programmes were developed in the majority of schools in at least thirty-seven Member States.

Co-operating with the Press and Publications Bureau, it produced seven different sample teaching texts and discussion guides in English, French and Spanish.

2. The Section for Non-Governmental Organizations works with both national and international organizations. It arranges for accreditation, briefing and servicing of observers from such organizations.

A total of about 350 international non-governmental organizations, representing all Member countries, works closely with the Section through the personal contacts of observers, and through correspondence. In addition, over 1 500 national organizations in seventy-eight countries are in contact with the Section by correspondence and receive basic documentation and information materials.

Regular conferences of international organizations are held, sometimes at Headquarters and sometimes at other centres, as convenient. In addition, regional conferences, combining representatives of international organizations and national organizations from groups of Member countries, have been held in Europe, Asia and Latin America. As a result of these conferences, the resources of the various organizations are made available to spread understanding about the aims and activities of the United Nations in all countries of the world.

In a growing number of Member countries, national committees of non-governmental organizations in the country concerned have been formed with the express purpose of facilitating the work of such organizations, on the national and community levels and developing public understanding of the United Nations.

During 1950, as many as sixty international organizations and 141 national organizations maintained observers at Lake Success. In addition to coverage by these observers, approximately 6 000 of their members visited Headquarters during 1949-1950 to see for themselves the United Nations at work.

By means of an international essay contest for younger members of non-governmental organizations, a small number of selected individuals are brought to the United Nations Headquarters from Member countries all over the world for a month's first-hand study of the United Nations. In 1949, young contest winners visited the United Nations from twelve different countries.

Some idea of the number of people reached through the assistance of non-governmental organizations may be gathered from the fact that the number of organized persons covered by four of the largest international organizations alone, with the bulk of their membership outside the United States, totals around 280 million.

3. The Section for Headquarters Services is responsible for accepting engagements for public lectures and finding appropriate speakers to fill them; for briefing and servicing such speakers; for training courses on the United Nations for educators and college and university groups visiting Headquarters; for answering letters from the public and from educational institutions in the United States and Canada; and for receiving groups of visitors, briefing them and arranging for their attendance at public meetings. An important part of this work is arranging for institutes on the United Nations in co-operation with colleges and universities and helping to plan model meetings of United Nations organs.

Over 400 public lectures were arranged in 1949-1950 at various important public meetings in North America, and many more requests which could not be met from Headquarters were referred to the Voluntary Correspondent Speakers Unit or to appropriate speakers groups. Lectures by staff on home leave were arranged in almost every country. Also, several authoritative courses on the United Nations for teachers and public leaders were arranged.

Approximately 2 500 letters of inquiry per month from the general public were handled by the Section. A volunteer unit of the American Association for the United Nations assisted in this work.

During the year, more than 200 000 visitors from universities, colleges and schools and from the general public were received, given talks on the United Nations and helped to see for themselves the Organization at work. In this field also, a volunteer unit of the American Association for the United Nations has been of great assistance.

Attached to the Section is an Admissions Office concerned with arrangements for the seating of the general public at meetings of the various organizations of the United Nations. During the year, this unit has handled more than 400 000 reservations for over 1 000 separate plenary sessions, commission and committee meetings.

Table 13-6. *Recapitulation*

Division or office	Posts 1950	1951	Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
Office of the Assistant Secretary-General, Executive Office and Sales and Circula- tion Section .....	45	47	304 420	3 080	1 220	13 090	295 630
Press and Publications Bureau .....	92	94	630 920	8 180	2 910	25 710	616 300
Radio Division .....	90	90	655 240	6 540	3 270	26 600	638 450
Films and Visual Information Division..	53	52	323 150	3 600	1 550	13 470	314 830
Special Services .....	22	26	162 530	840	1 810	6 610	158 570
<b>TOTALS</b>	<b>302</b>	<b>309</b>	<b>\$2 076 260</b>	<b>\$22 240</b>	<b>\$10 760</b>	<b>\$85 480</b>	<b>\$2 023 780</b>

(ii) *Consultants* ..... \$ 9 000  
1950: 9 000  
1949: 12 628

The estimate, based on previous years experience, provides for the engagement of outside experts for technical projects such as radio-telecommunications, frequencies, etc.

(iii) *Temporary assistance* ..... \$42 000  
1950: 30 000  
1949: 59 552

Previous experience indicates the need for temporary replacement of staff members on leave and for additional staff during peak periods other than the General Assembly, in the amount estimated.

(iv) *Overtime and night differential* ..... \$ 5 960  
1950: 6 020  
1949: 7 343

The estimate covers payment of overtime when conferences and commission meetings are serviced beyond regular office hours, and night differential payments in the Radio Division and the Press and Publications Bureau.

## CHAPTER II

*Other departmental expenses* ..... \$723 260  
1950: 722 180  
1949: 721 383

(i) *Travel on official business* ..... \$ 26 000  
1950: 19 000  
1949: 24 291

The estimate covers only the most essential travel and is based on experience in 1949 and early 1950. It will be necessary to increase the amount shown for 1950 by transfer within the appropriation section. The 1951 estimate includes:

	\$
(a) Authorized travel of staff ..	24 000
(b) Travel of staff members invited to address educa- tional and scientific societies	2 000
	<u>\$ 26 000</u>

(ii) *Teletype and telecommunication services* \$ 5 650  
1950: 6 470  
1949: 12 064

## Provision is made for:

	\$
(a) Share in the teletype circuit (Washington, Headquarters, Montreal) .....	4 000
(b) Press circuit .....	1 650
	<hr/>
	\$ 5 650

(iii) Radio services .....	\$379 740
	1950: 379 740
	1949: 350 905

This estimate provides for programme operations and for rental of transmitting facilities, based on regional budgets providing for programme production and transmitter facilities in connexion with the services to the different parts of the world. The exact type of programmes and their length can, of course, be accurately determined, and produced, only when the availability of best time on national broadcasting facilities is finally known.

Television in certain regions of the world is now developing into a medium of major significance and, while it is difficult, because of the rapidly changing situation, to suggest specific television projects much in advance, it is to be expected that some of the proposed radio features planned by certain regions would be produced also for this new medium, when it is felt that a greater impact could be attained in the region concerned.

	\$
EUROPEAN SERVICE .....	53 000

*A. Programme operations*

- (a) Daily broadcasts in the French language to French-speaking areas;
- (b) Special weekly or bi-weekly programmes to France, Belgium, Canada, Haiti and French territories;
- (c) Daily programme of twenty-five minutes duration in the Russian language Monday through Friday;
- (d) Daily five-to ten-minute bulletins and regular and special feature programmes in up to ten other languages of the area.

	\$
Translating and voicing of daily dispatches at \$410 per week..	21 320
Production of 12 monthly features at \$575 .....	6 900
	<hr/>
	\$ 28 220

*B. Rental of facilities (pro rata)*

	\$
Rental of facilities for transmission of programmes to above area .....	24 780

MIDDLE EAST SERVICE .....	68 000
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*A. Programme operations*

- (a) Daily fifteen-minute programme in Arabic;
- (b) Daily five- to ten-minute bulletins in Turkish, Persian, Hebrew, Pushtu, Amharic;
- (c) Weekly recorded programmes in above and other languages.

	\$
Voicing and translating of daily dispatches in six languages at \$355 a week .....	18 460
Production of twenty-four special features at \$375 each....	9 000
Processing and dubbing of transcriptions .....	3 740
	<hr/>
	\$ 31 200

*B. Rental of facilities (pro rata)*

	\$
Rental of facilities for transmission of programmes in above languages .....	36 800

	\$
LATIN AMERICAN SERVICE .....	68 000

*A. Programme operations*

- (a) Two hours broadcasting every week-day in Spanish;
- (b) Fifteen minutes broadcasting every week-day in Portuguese;
- (c) One hour, fifty minutes repeated transmission every week-day in Spanish throughout Latin America;
- (d) Fifteen minutes repeated transmission every week-day in Portuguese to Brazil.

	\$
Translating and voicing of special dispatches for daily relay—fifty-two weeks at \$155 per week .....	8 060
Production of weekly features at \$300 per week .....	15 600
Production of six major feature programmes at \$500 .....	3 000
Processing and dubbing of transcriptions .....	5 340
	<hr/>
	\$ 32 000

*B. Rental of facilities (pro rata)*

	\$
Rental of facilities for transmission of programmes in above languages .....	36 000

	\$
TRANS PACIFIC SERVICE .....	67 000

*A. Programme operations*

- (a) Daily programmes in Chinese, Tagalog, Hindi, Urdu, Burmese, Thai, Indonesian Malay;
- (b) Feature programmes by transcription in most of the above languages.

Translating and voicing daily dispatches in seven languages	\$
—fifty-two weeks at \$290...	15 080
Production of twenty-four fea- tures at \$350.....	8 400
Processing and dubbing of transcriptions .....	1 920
	<hr/>
	\$ 25 400

#### B. Rental of facilities (pro rata)

Rental of facilities for transmis- sion of programmes in above languages .....	\$ 41 600
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ENGLISH LANGUAGE SERVICE .....	\$ 48 300
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#### A. Programme operations

(a) "United Nations Today", daily news report carried throughout the United States and Canada and by short wave overseas.	\$
260 programmes at \$27.....	7 020
(b) "Memo from Lake Suc- cess", weekly programme of news and interviews, broad- cast over national networks in United States, Canada, New Zealand, Australia, South Africa.	
52 programmes at \$100....	5 200
(c) Radio education kits, dis- tributed to English and some non-English speaking areas..	1 780
(d) Special features programmes on major United Nations themes distributed to non- English speaking areas.	
4 programmes at \$2 000....	8 000
(e) Transcribed material for in- corporation into nationally produced programmes.	
90 items at \$30.....	2 700
(f) Quarter-hour transcription series broadcast by all major English-speaking countries.	
26 programmes at \$100....	2 600
	<hr/>
	\$ 27 300

#### B. Rental of facilities (pro rata)

Rental of facilities for transmis- sion of programmes to above countries .....	\$ 21 000
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GENERAL SERVICES .....	75 440
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This includes central operating expenses such as rental of transmitting facilities for broadcasting of meetings; preparation of some centrally prepared feature programmes which

cannot be appropriately allocated to any specific region; and other expenditures of a general nature.

#### A. Technical facilities

	\$
(a) Broadcasting of principal United Nations meetings..	39 790
(b) Point-to-point facilities for international use in chan- nelling special programmes to national networks and for bringing incoming pro- gramme material to Head- quarters. For these pur- poses, commercial carriers are used at established tar- iffs .....	17 200
(c) Miscellaneous technical fa- cilities including Record Library Studio to trans- mitter circuits .....	6 750
	<hr/>
	\$ 63 740

#### B. Special programmes

	\$
Special programme operations..	11 700

TOTAL \$379 740

(iv) <i>Photographic supplies and services</i> .....	\$46 000
1950:	49 400
1949:	23 365 <sup>1</sup>

The estimate provides for the following items:

	\$
(1) Supplies and services for photographic operations and displays .....	24 000
(2) Filmstrip operation: pro- duction of ten filmstrips in- cluding art work, titles in at least five languages, rephoto- graphing, processing and raw material; 65 000 distribution prints and duplicate negatives plus reorders of previous filmstrips .....	22 000
	<hr/>
	\$ 46 000

(v) <i>Motion picture supplies and services</i> ....	\$248 400
1950:	248 400
1949:	292 596

The estimate provides for the following items:

#### A. Production

(1) Production of two docu- mentary films on United Na- tions themes at \$15 000 each	\$ 30 000
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<sup>1</sup> Excludes expenditures for filmstrip operation. In 1949, this item was included in (v) below, motion picture supplies and services.

(2) United Nations Screen Magazine, six issues at an average cost of \$8 250, each issue dealing with three or four subjects on current phases of United Nations activities in one or two reels.....	\$ 49 500
(3) Field coverage, six sequences at \$2 000 each. Films on United Nations subjects, made either at the expense of the United Nations or by others without cost to the Organization, frequently require sequences in the Member countries. These sequences are needed to show current activities and are not available in film libraries. Where sequences are necessary for films produced by others, the United Nations provides these, on various terms, in order to encourage financial sponsorship of films .....	12 000
(4) Research treatment and script outlines, sixteen proposed at \$400 each. These treatments present the basic subjects on which the United Nations makes its own films and with which it can stimulate the production of films financially sponsored by others	6 400
	<hr/> \$ 97 900

#### B. Distribution

In order to achieve the widest possible distribution of United Nations films in the Member States, language versions must first be provided by the United Nations as a basis for national distribution. Experience shows the following to be necessary:

(1) Preparation of language versions: six screen magazines in five languages; two documentary films in four languages; two 1950 screen magazines in five languages. 68 reels at \$500 per reel...	\$ 34 000
(2) Lavenders for reproduction: six screen magazines, two documentary films, two 1950 screen magazines. 22 lavenders of each, totalling 308 reels at \$60 per reel....	18 480
(Lavenders are sent to distributors in Member countries, so	

that they can make their own distribution prints.)

(3) 35mm prints for preview and distribution: six screen magazines, two documentary films, two 1950 screen magazines.	
100 prints each of the above items, plus six prints each of six earlier two-reel films and six earlier one-reel films, totalling 1 508 reels .....	33 360
(In countries where film laboratory facilities do not exist, it is necessary to send prints instead of lavenders.)	
(4) 16mm prints for preview and distribution: six screen magazines, two documentary films, two 1950 screen magazines.	
75 prints each of the above items, plus twenty-six prints each of six earlier two-reel films and three earlier one-reel films, totalling 1 440 reels	14 660
	<hr/> \$100 500

#### C. Newsreel camera unit operations

(a) Raw stock, negative and sound .....	\$ 8 000
(b) Processing and printing..	15 000
(c) Special film interviews with delegates and other representatives for national newsreel release in pertinent languages .....	5 800
	<hr/> \$ 28 800

#### D. Film footage library

(a) Lavenders of commercial newsreel footage on United Nations activities in the field	\$ 6 000
(b) Prints, duplicate negatives and master positives of incoming footage for library purposes .....	6 000
(c) Provision of raw stock to independent producers of films on United Nations affairs in countries where shortages would otherwise prevent production .....	8 000
	<hr/> \$ 20 000

**E. Rental of additional equipment**

Rental of additional equipment for occasional use .....	\$ 1 200
<b>TOTAL</b>	<b>\$248 400</b>

<b>(vi) Travel and subsistence of representatives of national and international organiza- tions .....</b>	<b>\$ 14 670</b>
	1950: 14 670
	1949: 14 587

The estimate provides for visits to Headquarters for a period of thirty days for twelve representatives of important national and international organizations (principally winners of annual international essay competition).

**(vii) Newspapers, periodicals and news**

<b>agency services .....</b>	<b>\$ 2 800</b>
	1950: 4 500
	1949: 3 575

For subscriptions to newspapers and technical periodicals required by the Press and Radio News Desks and other operating services, and for incoming telegraphic reports from international news agencies for use by the Press and Radio News Desks.

**Contractual printing**

Details of the publications programme of the Department of Public Information are submitted under Section 26 of the budget estimates.

**Section 14. Department of Legal Affairs****\$431 800**

(1950: \$403 840 1949: \$372 231)

The Department of Legal Affairs is responsible for advising the Secretariat and other organs of the United Nations on legal and constitutional questions, encouraging the progressive development of international law and its codification, maintaining liaison with the International Court of Justice, and providing secretariat service to the Sixth Committee of the General Assembly, the International Law Commission and other committees dealing with legal matters.

In fulfilling these functions, the Department prepares legal opinions on the interpretation and application of the Charter of the United Nations; assists in the drafting and interpretation of treaties and international agreements; serves as legal adviser to the United Nations, its Commissions, Committees and other organs; advises and assists in the drafting of resolutions of the General Assembly and other organs of the United Nations and renders opinions on the interpretation of such resolutions; prepares and negotiates important contracts for supplies, buildings and services; advises on legal aspects of disputes and claims in the field of private law involving the United Nations; prepares studies and recommendations and promotes conferences with respect to the development and codification of international law; assists in the analysis and interpretation of national laws and decrees of interest to the United Nations; interprets legal instruments of an international law character; negotiates and drafts con-

ventions relating to privileges and immunities and deals with any dispute or questions arising out of the application of such conventions; registers, classifies and publishes treaties and international agreements; maintains liaison with the International Court of Justice with respect to legal functions of the Court and appears before the International Court of Justice on behalf of the Secretary-General when invited by the Court in particular cases.

The Department comprises the Office of the Assistant Secretary-General and three divisions: General Legal Division; Division for the Development and Codification of International Law; Division of Immunities and Treaties.

**CHAPTER I**

<b>Salaries and wages.....</b>	<b>\$424 300</b>
1950:	398 140
1949:	367 156
<b>(i) Established posts .....</b>	<b>\$409 800</b>
1950:	384 640
1949:	342 986

The difference shown for 1951 is due to within-grade increments and to the cost of the proposed salary scheme.

Table 14-1. Office of the Assistant Secretary-General

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
1	1	Assistant Secretary-General (salary and allowance)	1 @ 32 500	32 500
		<i>Director and Principal Officer</i>		
1	1	Principal director	1 @ 25 000	25 000
		<i>Professional</i>		
1	1	Intermediate officer	1 @ 7 330	7 330
1	1	Intermediate officer (administrative)	1 @ 6 000	6 000
		<i>General Service</i>		
1	1	Professional assistant (principal)	1 @ 5 000	5 000
3	3	Secretarial and clerical (senior)	1 @ 4 810 2 @ 4 620	14 050
3	3	Secretarial and clerical (intermediate)	1 @ 4 120 1 @ 4 000 1 @ 3 650	11 770
11	11			\$101 650

Table 14-1. Office of the Assistant Secretary-General (cont.)

Number of established posts 1950	1951	Category and post level	Number of posts by salary on	Total
			1 January 1951 \$	\$
		Additional increments during 1951.....		450
		Provision for personal allowances under proposed salary scheme.....		300
				<u>\$102 400</u>
		Less: Adjustment for turnover of staff.....		4 080
			<b>TOTAL</b>	<b>\$ 98 320</b>

The Office of the Assistant Secretary-General is responsible for directing and co-ordinating all substantive and administrative functions of the Department. The Assistant Secretary-General and the Principal Director (who also serves as Director of the General Legal Division), in addition to supervising the work of the Department, participate personally in important negotiations on agreements and contracts involving the United Nations, in rendering legal opinions to the

Secretary-General; represent the Secretary-General in the Sixth Committee of the General Assembly and other organs of the United Nations and in international conferences held under the auspices of the United Nations where legal questions are involved, and in judicial proceedings in national or international courts. The staff proposed for this office consists of eleven posts as in 1950. No change is proposed.

Table 14-2. General Legal Division

Number of established posts 1950	1951	Category and post level	Number of posts by salary on	Total
			1 January 1951 \$	\$
		<i>Director and Principal Officer</i>		
2	2	Principal officer	1 @ 14 000	
			1 @ 13 330	27 330
		<i>Professional</i>		
1	1	Senior officer	1 @ 12 170	12 170
4	4	Officer	1 @ 10 150	
			1 @ 9 430	
			2 @ 8 710	37 000
1	1	Intermediate officer	1 @ 6 000	6 000
		<i>General Service</i>		
4	4	Secretarial and clerical (intermediate)	1 @ 4 120	
			2 @ 4 000	
			1 @ 3 650	15 770
<u>12</u>	<u>12</u>			<u>\$98 270</u>
		Additional increments during 1951.....		1 100
		Provision for personal allowances under proposed salary scheme.....		260
				<u>\$99 630</u>
		Less: Adjustment for turnover of staff.....		4 000
			<b>TOTAL</b>	<b>\$95 630</b>

The General Legal Division (Table 14-2) is responsible for furnishing legal advice and assistance to the organs of the United Nations and to the other Departments of the Secretariat. Its main activities fall in the following fields:

*1. Preparation of legal opinions and studies requested by the Councils, Commissions and Committees*

There has been increasing recognition in the various bodies of the United Nations that technical legal advice from the Secretariat can substantially facilitate the work of the organs concerned. In consequence, this Division continues to be called upon for legal analyses of precedents and for opinions on legal, constitutional and procedural questions. The value of having legal advisers in attendance at meetings was explicitly stressed by the Special Committee on Methods and Procedure of the General Assembly (resolution 362 (IV), Annex II, para. 39).

*2. Legal advice to the Secretary-General and the Departments of the Secretariat*

The increased activities in many branches of the Secretariat will undoubtedly require a proportionate increase in the legal opinion work done by this Division, particularly in connexion with economic, social and human rights projects and problems of personnel and financial administration.

*3. Drafting of international conventions, resolutions and rules*

The drafting of international conventions and agreements continues to be an important field of work for this Division and frequently requires the full-time attendance of legal advisers at international conferences convened by the United Nations and at meetings of United Nations organs dealing with such conventions and agreements. This Division is also called upon for assistance in drafting proposed resolutions, rules and similar documents of a legal character.

*4. Preparation of statements before the International Court of Justice*

In view of the increased tendency of United Nations organs to request advisory opinions of the International Court of Justice, it may be anticipated that this Division will be required, as in the past, to assist in the preparation of legal statements to be submitted to the Court on behalf of the Secretary-General.

*5. Contracts and related problems*

As in the past, the Division will handle the drafting and negotiation of major contracts required in the administration of the Organization and in connexion with public information activities.

*6. Handling of claims and litigation*

As a consequence of the expanded operations of the Organization during the past few years, there has been a substantial increase in the number of claims to be brought on behalf of the Organization, as well as in the claims brought against the Organization by private individuals. In many cases, these claims require protracted negotiation or arbitration proceedings.

In addition, there is the important category of international claims to be brought against States with a view to obtaining reparation for injuries incurred in the service of the United Nations (resolution 365 (IV)).

Finally, special mention must be made of the continued handling by this Division of the claims assigned by UNRRA to the United Nations for the benefit of the International Children's Emergency Fund. By the end of 1950, there will remain claims amounting to three or four million dollars, face value, which will entail litigation or negotiation for settlement. Claims against UNRRA and other residual UNRRA matters for which the United Nations has assumed responsibility will also require continued handling. It is expected that the International Children's Emergency Fund (or any successor beneficiary of these claims) will reimburse the Secretariat for a part of the cost of one professional (officer) post.

*Table 14-3. Division for the Development and Codification of International Law*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 20 000	20 000
<i>Professional</i>				
3	3	Senior officer	2 @ 12 170 1 @ 11 690	36 030
3	3	Officer	1 @ 11 310 1 @ 10 920 1 @ 9 430	31 660
2	2	Intermediate officer	2 @ 6 670	13 340

Table 14-3. *Division for the Development and Codification of International Law (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
1	1	Junior officer	1 @	6 000	6 000
		<i>General Service</i>			
4	4	Secretarial and clerical (intermediate)	2 @	4 120	
			1 @	4 000	
			1 @	3 760	16 000
14	14				\$123 030
Additional increments during 1951.....					980
Provision for personal allowances under proposed salary scheme.....					740
					\$124 750
Less: Adjustment for turnover of staff.....					4 990
TOTAL					\$119 760

The Division for the Development and Codification of International Law (Table 14-3) is responsible for preparing studies and recommendations with a view to encouraging the progressive development of international law and its codification, in pursuance of Article 13, paragraph 1a of the Charter; for compiling and editing documents in this general field; for promoting or organizing conferences of experts and assisting organs of the United Nations in the progressive development of international law and its codification and for participating in meetings and conferences of learned societies and other non-governmental organizations engaged in the study or promotion of international law.

The Division serves as the secretariat of the International Law Commission. As such, it is responsible for preparing all necessary documents for each session of the Commission; for doing research work and preparing studies, memoranda and other papers designed to facilitate the work of codification of the Commission and of its rapporteurs; for performing all administrative functions incidental to sessions of the Commission; and, in the interim between sessions of the Commission, for providing liaison services amongst the chairman, the rapporteurs and the members and serving as the centre of information amongst them.

The Division advises the Secretary-General in the execution of his functions in regard to the Commission.

The programme of the International Law Commission includes the following subjects:

(a) Formulation of the principles of the Nürnberg Charter and judgment and preparation of a draft code of offences against the peace and security of mankind (General Assembly resolution 177 (II));

(b) Desirability and possibility of establishing an international judicial organ for the trial of persons charged with genocide or other crimes over which jurisdiction will be conferred upon that organ by international conventions (General Assembly resolution 260 B (III));

(c) Codification of the law of treaties;

(d) Codification of arbitral procedure;

(e) Codification of the regime of the high seas;

(f) Consideration of ways and means for making the evidence of customary international law more readily available;

(g) Study of the right of asylum.

At its fourth session, the General Assembly recommended to the Commission that it include the topic of the regime of territorial waters in its list of subjects selected and given priority for codification (General Assembly resolution 374 (IV)).

The *Ad Hoc* Committee on Statelessness and Related Problems established by Economic and Social Council resolution 248 B (IX) of 8 August 1949 has recommended to the Economic and Social Council that it refer the question of eliminating statelessness through international agreement to the International Law Commission.

It is expected that studies and projects relating to the above-mentioned subject will be undertaken by the Division, in pursuance or in the light of decisions of the International Law Commission.

In addition to its work for the International Law Commission, the Division has assumed the publication of the Reports of International Arbitral Awards, hitherto edited by the Registry of the International Court of Justice. Volume 4 of this series will be ready in 1950 and volume 5 is intended to be prepared and published in 1951. The Division is also preparing a collection of arbitration agreements, a collection of national laws regarding the conclusion and ratification of treaties and a collection of national laws regarding the regime of the high seas. The first volume of each of these collections will be completed in 1950, and a second volume of each of them is planned for 1951. As a new project, the Division is undertaking the publication of a United Nations Juridical Year Book, which has been recommended by the President of the International Law

Commission. The first volume of this Year Book will appear in 1951.

The Division is further responsible for making a systematic annotation of the Charter of the United Nations, and for preparing legal opinions on the interpretation and application of the Charter, as requested by the Office of the Assistant Secretary-General.

Although the work-load of the Division is continually increasing with the expanding activity of the International Law Commission, no request is made at present for additional posts in 1951. Experience has shown that part of the work, especially certain studies which require highly specialized knowledge of specific subjects, may be entrusted to consultants engaged on a temporary basis.

Table 14-4. *Division of Immunities and Treaties*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
2	2	Officer	1 @ 10 150 1 @ 9 070	19 220
1	1	Intermediate officer	1 @ 7 670	7 670
1	1	Junior officer	1 @ 5 250	5 250
<i>General Service</i>				
3	3	Secretarial and clerical (senior)	3 @ 4 620	13 860
5	5	Secretarial and clerical (intermediate)	2 @ 4 120 1 @ 3 760 2 @ 3 650	19 300
1	1	Secretarial and clerical (junior)	1 @ 3 060	3 060
15	15			\$98 050
Additional increments during 1951 .....				1 750
Provision for personal allowances under proposed salary scheme.....				290
				\$100 090
Less: Adjustment for turnover of staff.....				4 000
TOTAL				\$96 090

The Division of Immunities and Treaties (Table 14-4) is responsible for the following main functions:

1. To deal with questions concerning privileges and immunities under Article 105 of the Charter, under the

General Convention on the Privileges and Immunities of the United Nations, the Headquarters Agreement with the United States, and other special agreements. This function includes dealing with questions relating to the status of representatives of States and officials

of the Secretariat both at the Headquarters and elsewhere, preparing studies on new aspects in the field of privileges and immunities of the United Nations.

In connexion with this function, the Division plans to issue in 1951 a "Handbook on the Legal Status and the Privileges and Immunities of the United Nations and the Specialized Agencies". The Division is also planning to prepare in 1951, for issuance in 1952, a publication concerning the powers and duties attributed to the United Nations by international treaties, together with a list of conventions with indication of the relevant articles conferring powers on the organs of the United Nations.

2. To advise on questions relating to the legal capacity of the Organization under Article 104 of the Charter and questions relating to the protection of the name, the emblem and the flag of the United Nations;

3. To effect the registration and publication of treaties and international agreements pursuant to Article 102 of the Charter. This function includes: registering or recording of all treaties; issuing certificates of registration to the States concerned; issuing of monthly statements of treaties registered or filed and recorded; and preparing for printing the United Nations *Treaty Series*. During 1951 it is planned to issue approximately fifteen volumes of the *Treaty Series*; two volumes of the *Index to the Treaty Series*; and monthly statements of treaties registered or filed and recorded.

4. To exercise the depository functions entrusted to the Secretary-General by multilateral international instruments. This function includes: custody of the original signed texts of the instruments; receipt of additional signatures and of instruments of ratification, acceptance, accession, etc.; notifications of such receipts to the parties and other interested States, issuing of certified

copies; and the circulation of information or documents which the parties have undertaken to communicate to each other.

With regard to this function, the Division plans to issue in 1951 a "Handbook of Uniform Treaty Clauses" as well as a new issue and a supplement of the publication entitled "Signatures, Ratifications, Acceptances, Accessions, etc., concerning the Multilateral Conventions and Agreements in respect of which the Secretary-General acts as Depository".

5. To draft and collaborate in the drafting of formal clauses of treaties and agreements concluded under the auspices of the United Nations and, whenever requested, to assist specialized agencies in this respect, and generally to act as a centre of information for Governments, specialized agencies and non-governmental organizations regarding treaties and other international instruments.

6. To deal with questions relating to the credentials of representatives to the various organs of the United Nations and of the permanent representatives to the United Nations, and to service the Credentials Committee of the General Assembly.

7. In addition to the foregoing regular functions, the Division prepares studies and legal opinions on matters specially assigned to it by the Office of the Assistant Secretary-General.

The work-load of the Division has been constantly increasing, especially as a result of the expansion of the work relating to the depository functions. However, it is planned to absorb this increase in work-load by readjusting the functions of the individual members of the Division. Thus in 1951 the total number of posts will remain the same as in 1950. No change is proposed.

Table 14-5. *Recapitulation*

Division or office	Posts 1950	Posts 1951	Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
Office of the Assistant Secretary-General	11	11	101 650	450	300	4 080	98 320
General Legal Division.....	12	12	98 270	1 100	260	4 000	95 630
Division for the Development and Codification of International Law.....	14	14	123 030	980	740	4 990	119 760
Division of Immunities and Treaties....	15	15	98 050	1 750	290	4 000	96 090
	52	52	\$421 000	\$4 280	\$1 590	\$17 070	\$409 800

(ii) *Consultants* ..... \$5 000  
1950: 5 000  
1949: 5 514

Provision is made for the retention of special counsel to prosecute claims especially when such action is taken away from Headquarters.

(iii) *Temporary assistance* ..... \$ 7 500  
1950: 7 500  
1949: 16 514

Provision is made for temporary replacement of staff members on annual and home leave and in cases of extended sick leave, as well as for temporary assistance which may be required for short-time peakload periods.

(iv) *Overtime and night differential* ..... \$2 000  
1950: 1 000  
1949: 2 142

This estimate provides for overtime secretarial work during sessions of the International Law Commission and at other periods of peak activity.

## CHAPTER II

*Other departmental expenses*..... \$7 500  
1950: 5 700  
1949: 5 075

(i) *Travel on official business*..... \$7 500  
1950: 5 700  
1949: 5 075

This estimate provides for journeys to The Hague to represent the Secretary-General at the International Court of Justice; travel of legal officers to attend conferences and meetings of specialized agencies and non-governmental organizations; and travel in connexion with bodies concerned with international law problems; and other short journeys.

### *Contractual printing*

Details of the publications programme of this Department are submitted under Section 26 of the budget estimates.

**Section 15. Conference and General Services****\$7 156 200**

(1950: \$7 169 200 1949: \$8 103 818)

The Department makes arrangements for servicing meetings of the General Assembly, the Councils, the commissions, sub-commissions and committees, and special conferences held under the auspices of the United Nations. These functions require the Department to co-operate with other Departments concerned in scheduling conferences and meetings and to provide language, document, procurement, transportation, communications and other services.

The organizational structure of the Department has been improved during 1950. Early in 1950 the Purchase and Supply Division and the Transportation Division were amalgamated into one division designated the Purchase and Transportation Division. This amalgamation enabled the Department to abolish eight posts and provided closer integration of the supply and freight operations. In April 1950, the Secretary-General secured the approval of the Advisory Committee on Administrative and Budgetary Questions to transfer the Maintenance and Engineering Division and the Mission Administrative Staff of the Conference Division from this Department to Administrative and Financial Services, as explained under Section 16. The two transfers decreased the number of established posts in this Department by 167 posts (excluding 128 manual workers): 155 posts in respect of Maintenance and Engineering Division and 12 posts for the Mission Administrative Staff. Subsequent to this transfer, the functions remaining with the Conference Division were distributed to more appropriate locations within the Secretariat. Of the twelve posts performing these functions, six were retained by the Department, to provide for the function of conference management. The other six were abolished.

Also in 1950 the functions and staff of the Translation, Interpretation, Official Records and Documents Control Divisions were regrouped into two divisions designated Language Services Division and Documents

Control Division. This regrouping enabled the Department to make a reduction of twenty-five posts, despite the anticipated increase in work-load in this area in 1951.

**CHAPTER I**

<b>Salaries and wages</b> .....	<b>\$7 147 200</b>
	1950: 7 159 700
	1949: 8 095 125 <sup>1</sup>
<b>(i) Established posts</b> .....	<b>\$6 889 200</b>
	1950: 6 939 700
	1949: 7 236 641 <sup>1</sup>

The decrease in the estimate for established posts is due to the abolition of thirty-six posts. However, the savings so accomplished have been partially offset by the additional costs of within-grade increments and of converting posts into the new salary classification scheme, leaving a net saving of \$50 500.

Estimates for 1950 as revised and approved by the General Assembly provided 1 451 established posts (excluding 154 manual workers for Conference and General Services). The transfer to Administrative and Financial Services of the posts mentioned above accounted for a decrease of 167 posts to 1 284 posts. The adjustments proposed in these estimates would result in a further decrease to 1 248 in 1951. Explanations for the proposed modifications in 1951 are offered in connexion with the various divisions and offices.

The Department as now organized consists of the Office of the Assistant Secretary-General, the Conference Management Staff, the Bureau of General Services with three divisions, and the Bureau of Documents with three divisions.

<sup>1</sup> The expenditure figures for 1949 include costs related to the Buildings Management Service and the Mission Administrative Staff which are transferred to Administrative and Financial Services for 1950 and 1951.

Table 15-1. Office of the Assistant Secretary-General

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
1	1	Assistant Secretary-General (salary and allowance)	1 @	32 500	32 500
		<i>Director and Principal Officer</i>			
1	1	Principal director	1 @	25 000	25 000
		<i>Professional</i>			
1	—	Senior officer			
1	1	Officer (administrative)	1 @	8 710	8 710

Table 15-1. Office of the Assistant Secretary-General (cont.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>General Service</i>				
2	2	Secretarial and clerical (senior)	2 @ 4 620	9 240
<u>6</u>	<u>5</u>			<u>\$75 450</u>
Additional increments during 1951.....				370
Provision for personal allowances under proposed salary scheme.....				—
				<u>\$75 820</u>
Less: Adjustment for turnover of staff.....				3 000
TOTAL				<u>\$72 820</u>

The Assistant Secretary-General and his immediate staff are responsible for the direction of departmental activities, through the channel of the two Bureaux, as well as for the formulation of policy and programmes for servicing meetings of the General Assembly, Councils, Commissions, Committees and special conferences. This Office comprises five posts for 1951, as against six for 1950, as a result of the abolition of a post of senior officer.

The Conference Division which formed part of this Office in 1950 is abolished. This Division had twenty-five posts in 1950; thirteen of these posts are transferred to Administrative and Financial Services (12 Field Service, 1 Buildings Management), six are retained by this Department to perform conference management functions (see table 15-2) and six posts are abolished.

Table 15-2. Conference Management Staff

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Director and Principal Officer</i>					
1	—	Principal officer	—		—
<i>Professional</i>					
3	2	Intermediate officer	2 @ 9 070		18 140
1	1	Junior officer	1 @ 5 250		5 250
<i>General Service</i>					
2	1	Secretarial and clerical (senior)	1 @ 4 810		4 810
5	2	Secretarial and clerical (intermediate)	2 @ 4 120		8 240
<hr/> 12	<hr/> 6				<hr/> \$36 440
Additional increments during 1951.....					—
Provision for personal allowances under proposed salary scheme.....					100
					<hr/> \$36 540
Less: Adjustment for turnover of staff.....					1 460
					<hr/> \$35 080
TOTAL					

The Conference Management Staff (table 15-2) develops conference schedules and ensures that physical and technical facilities for meetings at Headquarters are adequately provided and co-ordinated. The staff is responsible for issuing daily and periodic announcements of Headquarters meetings of international organs throughout the world. Quarterly forecasts of meetings of United Nations bodies are prepared by this group and servicing requirements are determined in close co-operation with the Bureau of Documents and other units of the Secretariat which are directly concerned. The responsibility for achieving co-ordination with the

Geneva Office in all phases of conference planning rests with this staff under the direct supervision of the principal director of the Department.

These functions were performed in the past by the former Conference Division. The abolition of that Division, the transfer of certain of its responsibilities to more appropriate parts of the Organization and a greater integration with the work of other units of the Secretariat has enabled a net reduction of six posts in connexion with these activities.

Table 15-3. Bureau of Documents

Division or office	Posts		Salaries	Additional	Provision	Reduction	Total
	1950	1951	On 1 January 1951 \$	increments in 1951 \$	for personal allowances \$	for turnover of staff \$	
Office of the Director.....	11	6	47 960	810	200	1 880	47 090
Documents Control Division.....	37	194	948 270	7 930	3 460	38 400	921 260
Language Services Division.....	636	473	3 383 030	39 640	6 130	137 200	3 291 600
Publishing Division.....	253 <sup>1</sup>	239 <sup>1</sup>	1 107 704	12 490	20 450	45 644	1 095 000
	<u>937</u>	<u>912</u>	<u>\$5 486 964</u>	<u>\$60 870</u>	<u>\$30 240</u>	<u>\$223 124</u>	<u>\$5 354 950</u>

<sup>1</sup> Excluding manual workers.

The Bureau of Documents (table 15-3) is responsible for giving to all organs of the United Nations, whether in connexion with their sessions or otherwise, the language services required for their efficient functioning; and for providing the technical facilities necessary for the production and distribution of all documentation and publications of the United Nations.

The internal structure of the Bureau was reorganized during 1950 with a view to further economy in its operation through better utilization of staff. This reorganization has enabled the Department to propose a reduction of twenty-five posts for 1951 making a total of 912 posts as against the 937 posts (excluding manual workers) approved for 1950.

To achieve these results, the Interpretation, Trans-

lation, and Official Records Divisions are amalgamated into one Language Services Division, with the exception of the editorial staff and the English and French Typing Pools of the two latter Divisions. These last two groups of staff are incorporated into the Documents Control Division so that all editorial staff of the Bureau and all English and French stenographers, including those of the Publishing Division, operate as a central Bureau service.

The Bureau now comprises three main Divisions, the Documents Control Division, the Language Services Division, and the Publishing Division. The functions of these Divisions are given under their respective headings together with justification for the number of posts requested.

Table 15-4. Office of the Director — Bureau of Documents

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Director	1 @ 19 000	19 000
		<i>Professional</i>		
1	1	Officer (administrative)	1 @ 9 070	9 070
1	—	Intermediate officer	—	—
		<i>General Service</i>		
1	1	Administrative assistant	1 @ 6 530	6 530
1	—	Principal clerk	—	—
3	2	Secretarial and clerical (senior)	2 @ 4 620	9 240
1	1	Secretarial and clerical (intermediate)	1 @ 4 120	4 120
2	—	Secretarial and clerical (junior)	—	—
<u>11</u>	<u>6</u>			<u>\$47 960</u>
Additional increments during 1951.....				810
Provision for personal allowance under proposed salary scheme.....				200
				<u>\$48 970</u>
Less: Adjustment for turnover of staff.....				1 880
TOTAL				<u>\$47 090</u>

*Office of the Director*

The Office of the Director is responsible for both the general supervision of the work done and the elaboration of the policies in the field of languages and documentation, and the centralized administration and direction of the Bureau. Six staff members are required for this purpose, as against eleven provided in 1950.

Two posts, one professional intermediate and one principal clerk, which are related to over-all co-ordination of publication policy and to general planning, are transferred to the Production Control Section of the Documents Control Division. Through new physical arrangements contemplated for the permanent Headquarters, it is possible to abolish three posts of supply clerks.

Table 15-5. Documents Control Division

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
—	1	Senior officer	1 @ 13 170	13 170

Table 15-5. Documents Control Division (cont.)

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
6	11	Officer	1 @ 11 310		
			1 @ 10 150		
			3 @ 9 430		
			3 @ 9 070		
			3 @ 8 710		103 090
10	21	Intermediate officer	4 @ 9 070		
			3 @ 8 710		
			4 @ 8 360		
			6 @ 8 000		
			2 @ 7 670		
			1 @ 7 330		
			1 @ 6 000		172 520
<i>General Service</i>					
4	17	Principal clerk	1 @ 6 270		
			2 @ 6 000		
			1 @ 5 750		
			5 @ 5 250		
			2 @ 5 000		
			2 @ 4 750		
			4 @ 4 250		86 770
2	9	Secretarial and clerical (senior)	2 @ 4 810		
			6 @ 4 620		
			1 @ 4 250		41 590
13	118	Secretarial and clerical (intermediate)	20 @ 4 120		
			63 @ 4 000		
			6 @ 3 760		
			25 @ 3 650		
			4 @ 3 410		461 850
1	16	Secretarial and clerical (junior)	3 @ 3 530		
			9 @ 3 410		
			3 @ 3 180		
			1 @ 3 060		53 880
—	—				
37	194				\$948 270
Additional increments during 1951.....					7 930
Provision for personal allowance under proposed salary scheme.....					3 460
					\$959 660
Less: Adjustment for turnover of staff.....					38 400
TOTAL					\$921 260

The Documents Control Division has been re-organized in order to fulfil the functions of over-all planning and co-ordination, and now comprises in addition to the Office of the Director, three main Sections and the Terminology Unit.

The increase of 157 posts over 1950 is entirely accounted for by transfers from other Divisions within the Bureau.

#### *Office of the Director*

The Office of the Director consists of three posts, as against two in 1950. The additional post is a post of payroll clerk, which is transferred from the Language Services Division.

#### *Editorial Control Section*

Control of the texts submitted for publication is exercised by the Editorial Control Section, which performs both pre-editing of originals to eliminate verbosity and unnecessary reproduction of repetitive material, and post-editing of translations of certain important documents and of the Official Records before printing in order to improve presentation and ensure the use of correct references. This Section is also responsible for the establishment of standard editorial rules and the issue of a Style Manual.

One senior officer, five officers (editors) and nine intermediate officers (editors), ten principal clerks (editorial assistants) and one clerk have been added to the existing staff by transfer from the Language Services Division. As a result the Section will comprise thirty-seven posts in 1951, as against eleven in 1950.

#### *Production Control Section*

The Production Control Section records and analyses the statistical data necessary for advance planning in connexion with the production capacity of all Divisions of the Bureau. The chief acts as secretary of the Publications Board, which establishes the printing budget of the Organization and supervises its implementation. On a day-to-day basis, this Section ensures a regular work flow in the two main operating Divisions, allocates priorities in accordance with rules established by the

appropriate authorities, and generally follows up the work of the Bureau in its different stages.

The staff of the Section will comprise eighteen posts in 1951, as against sixteen in 1950.

One post of secretary of the Publications Board and one post of statistical clerk are transferred from the Office of the Bureau Director. One clerical post has been transferred from the Language Services Division and one post is abolished.

#### *Terminology Unit*

The Terminology Unit supplies the Bureau, the Secretariat as a whole, and the specialized agencies with glossaries, reference indexes and other information necessary to ensure standardization of terminology used in official documentation.

The number of posts remains at eight, the same as in 1950.

#### *Consolidated Typing Pools Section*

The Consolidated Typing Pools Section was formed in 1950 by amalgamating the English and French typing pools of the Official Records, Translation and Publishing Divisions. This consolidation permitted a reduction in staff and a greater degree of flexibility in its utilization.

The Section will comprise 128 posts in 1951.

One post of intermediate officer is transferred from the Language Services Division to provide for the establishment of a post of chief of section to co-ordinate standards and the over-all administration of all pools, with particular regard to work flow and production. One secretarial post is also transferred from the Language Services Division to provide clerical services in this connexion. Seven pool supervisors and 119 typists are transferred from the following Divisions: two pool supervisors and fifteen typists are transferred from the Publishing Division; two supervisors and thirty-seven typists from the English Section and three supervisors and sixty-seven typists are transferred from the French Section of the Language Services Division.

Table 15-6. *Language Services Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
2	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
10	7	Senior officer	1 @ 14 670	
			1 @ 14 170	
			1 @ 13 170	
			3 @ 12 170	
			1 @ 11 690	90 210

Table 15-6. Language Services Division (cont.)

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
113	106	Officer	11 @ 11 310 14 @ 10 920 2 @ 10 150 34 @ 9 430 15 @ 9 070 30 @ 8 710		1 015 560
251	232	Intermediate officer	2 @ 9 430 13 @ 9 070 10 @ 8 710 17 @ 8 360 47 @ 8 000 22 @ 7 670 46 @ 7 330 33 @ 7 000 39 @ 6 670 1 @ 6 330 2 @ 6 000		1 757 370
<i>Special Service</i>					
4	4	Assistant officer	4 @ 6 530		26 120
<i>General Service</i>					
3	1	Administrative assistant	1 @ 4 750		4 750
6	—	Principal clerk	—		—
26	16	Secretarial and clerical (senior)	5 @ 4 810 4 @ 4 620 3 @ 4 440 2 @ 4 250 1 @ 4 060 1 @ 3 530		71 940
221	96	Secretarial and clerical (intermediate)	16 @ 4 120 32 @ 4 000 11 @ 3 760 23 @ 3 650 8 @ 3 530 6 @ 3 410		367 930
—	10	Secretarial and clerical (junior)	9 @ 3 410 1 @ 3 060		33 750
636	473				\$3 383 030
Additional increments during 1951.....					39 640
Provision for personal allowance under proposed salary scheme.....					6 130
					\$3 428 800
Less: Adjustment for turnover of staff.....					137 200
TOTAL					\$3 291 600

The Language Services Division (table 15-6) is responsible for providing the organs of the United Nations with all language services: interpretation during meetings, translation of documentation into any of the official languages, and verbatim or summary recording of proceedings.

In connexion with the amalgamation of the Interpretation, Translation and Official Records Divisions to form this new Division, 139 posts are transferred to the Documents Control Division and twenty-four posts are abolished.

The Division will be organized in 1951 into a Divisional Office, an Interpretation Service, English and French Sections, which combine the duties hitherto performed in the former Translation and Official Records Divisions, namely translation and revision of all documentation, including Official Records, and the drafting of the same in either French or English, a Spanish Section, a Russian Section, a Chinese Section, the duties of which remain unchanged. The Treaty Series Section has been abolished, its functions being transferred to the English and French Sections.

#### *Divisional Office*

In 1950 the total number of posts provided for the two Divisional Offices of the Translation and Official Records Divisions was twenty-three. Seven of these posts were transferred to the Publishing Division early in 1950 reducing this total to sixteen. For 1951 only one Divisional Office will be necessary, therefore the Department proposes to transfer four secretarial and clerical posts to the Documents Control Division and to abolish three posts, one director, one deputy director and one administrative assistant, leaving a total of nine posts for this Office.

#### *Editing-Verbatim-reporting Group*

The Editing-Verbatim-reporting Group is directly administered by the Deputy Director of the Division, who is in charge of the co-ordination of meeting services. The Group performs three main tasks:

- (a) Taking down in the original languages the verbatim records of those organs for which verbatim records are used as official records (e.g., Security Council);
- (b) Editing the records of the Security Council before their final publication in printed form;
- (c) Monitoring of transcriber teams in meetings for which verbatim records are taken though not published, and the drafting of summary records from such mechanically recorded verbatim records.

The new arrangement of the work of this Group has made possible a reduction of three verbatim reporters, but, at the same time, a fuller utilization of personnel is achieved. One French verbatim reporter is replaced by an additional Spanish editor/verbatim-reporter to meet current work-load requirements in this language on a year-round basis, one post is transferred to the Documents Control Division to provide for the establishment of a Chief of Pools Section, and one post is

abolished. This Section comprises nineteen posts in 1951 as against twenty-one in 1950.

#### *Interpretation Service*

The former Interpretation Division becomes the Interpretation Service. Through its integration with the Language Services Division, a larger measure of utilization of its staff for other language duties (especially précis-writing) is possible. One post of administrative assistant is abolished, making a total of sixty-eight posts for 1951 as against sixty-nine in 1950.

#### *English Section*

This Section consists of thirty-eight posts for 1951 as against ninety-eight in 1950.

Of the staff of the Section, two officers, four intermediate officers, and three principal clerks are transferred to the Editorial Control Section, and two pool supervisors and thirty-seven typists are transferred to the Pools Section of the Documents Control Division.

Eight posts comprising one senior officer, one officer, four intermediate officers and two secretarial and clerical posts are abolished. Four posts are transferred to the French Section.

One chief of section, nine officers (revisers) and twenty-five intermediate officers (translators), plus three secretarial and clerical posts are required to undertake current work-load. From experience gained in 1949 it is anticipated that up to 1 500 meetings will have to be serviced during 1951 by Headquarters staff, including the servicing of meetings held away from Headquarters. This number includes:

- (a) One regular session of the General Assembly;
- (b) One full session of the Economic and Social Council and the Trusteeship Council, and partial servicing of two sessions held in Geneva, plus one session of each of the committees, commissions and sub-commissions of the Economic and Social Council;
- (c) The Interim Committee of the General Assembly;
- (d) One session of the International Law Commission;
- (e) One session of the Special Committee on Information transmitted under Article 73 e of the Charter;
- (f) One annual conference (unspecified);
- (g) Miscellaneous meetings, such as UNICEF, Advisory Committee on Administrative and Budgetary Questions, etc.

During 1949 it was necessary to serve seven meetings per day during the first six months of the year and nine meetings per day during the General Assembly. Although the total number of meetings has been less in 1950 than during the corresponding period in 1949, the number of occasions upon which seven meetings or more were held simultaneously has, in fact, been greater. Each meeting requires one team of two to three précis-writers, requiring a total of eighteen précis-writers of whom nine are English.

**Translations:** The rate of output of translators is computed on the basis of 1 600 pages of forty lines each a year. This represents an increase of 30 per cent over the output per translator estimated for 1950. The new procedure of translating directly the records of the Security Council, which permitted a reduction in the verbatim-reporting staff necessitates two English translators while the translation work-load of *précis* of 1 500 meetings, representing 11 250 pages, will require the services of seven translators. In addition, it is estimated that a minimum work-load of straight documentation amounting to 13 200 pages will have to be completed during 1951, requiring eight translators. Two additional translators are added to service missions abroad. The provisional total requirements are therefore twenty-eight translators, but, in view of the fact that additional translation capacity will become available during non-peak periods and when the Security Council is not meeting, the total requirements may be met with twenty-five translators. The need for revisers is computed on the basis of two revisers to five translators. Although a strict application of this formula would result in ten reviser posts, only nine are requested.

#### *French Section*

This Section consists of eighty-seven posts in 1951 as against 179 in 1950.

One senior officer, three officers, nine intermediate officers and three principal clerks are transferred from this Section to the Editorial Control Section, and three pool supervisors and sixty-seven typists are transferred to the Pools Section of the Documents Control Division. Two posts of officer (reviser) and two posts of intermediate officer (translator) are transferred to this Section from the English Section. Ten secretarial and clerical posts are abolished.

One senior officer (chief of section), twenty-three officers (revisers), fifty-nine intermediate officers (translators) and four secretarial and clerical are required to undertake current work-load, on a basis of computation identical to that of the English Section. Nine *précis*-writers are required for the servicing of meetings. The translation of the verbatim records of the Security Council will require three translators, and a number of translators of *précis* similar to that of the English Section will be required, namely seven posts. Documentation conservatively estimated at 60 000 pages necessitates the services of thirty-seven translators. Five translators are provided for the servicing of missions and a further two for internal assignments.

On a gross basis, therefore, the total number of translators required would be sixty-three, but making a similar allowance for additional capacity to that made in the English Section, this figure is reduced to fifty-nine. Similarly, a reduction of one reviser is made from the computed requirement, making a total of twenty-three revisers.

It is emphasized that the rate of output of translators is increased from eight pages of thirty lines in 1950

to eight pages of forty lines for 1951, representing an increase in production of 30 per cent. This enables this Section to undertake a considerable increase in work-load in 1951 with the addition of only four posts (two revisers and two translators). Furthermore, no temporary assistance for the General Assembly period is required for this Section.

#### *Spanish Section*

No change has been made in the staffing of this Section since experience has shown that the 1950 estimate remains well suited to the services required. The number of translators and revisers shown is necessary to meet peak work-loads during the General Assembly.

Applying the same rate of production as that used in respect of the English and French Sections, this Section should be able to translate 49 600 pages. The current work of Spanish translation over the twelve months of the year represents:

	<i>Pages</i>
General Assembly documentation including summary records .....	15 700
Current records or documentation of other organs translated in accordance with rules of procedure .....	8 200
Requests for Spanish texts by delegations, and publications issued in Spanish.....	14 000
Documentation relating to organs of the General Assembly meeting at other times than during the General Assembly period....	1 200
	<hr/> 39 100
The full capacity of 49 600 pages leaves room for work on backlog to the extent of.....	10 500
	<hr/> TOTAL 49 600

With the merger of the two Divisions the number of posts shown in 1950 is increased to seventy-eight, by the transfer of one clerical post to this Section from the Spanish Verbatim-reporting Group of the Official Records Division.

#### *Chinese Section*

A total of seventy-eight posts is requested for this Section for 1951, which is the same as 1950. The yearly output per translator is computed at 720 pages of forty lines of original English text a year, which is higher by 9 per cent than the rate of production estimated in 1950 and expressed in terms of thirty-line pages. This will therefore allow for a theoretical increase in production from 22 830 pages of forty lines to 23 760. However, it must be pointed out that the difficulties in the recruitment of competent translators envisaged in the 1950 Budget Estimates have been encountered, with the result that the six additional posts provided for the completion of 6 000 pages of backlog have not been filled at

the time of presentation of this Budget. Work in this field has therefore suffered accordingly. Further efforts are being made to recruit competent staff for the year 1951.

#### *Russian Section*

An analysis of production figures during 1949 and the first four months of 1950 shows that the 1950 estimates were substantially accurate in respect of the breakdown of work-load between current Official Records, requested documentation and backlog. It is estimated that output can be increased from seven pages of thirty lines of Russian text to seven and a half pages per translator per day, and that this increase of production will permit the Section to undertake, in 1951, the same volume of translation, that is, 40 000 pages of current work and 10 000 pages of backlog work, with one translator less. This work-load is computed as follows:

	<i>Pages</i>
Current official records including General Assembly, Economic and Social, and Trusteeship Councils, supplements and resolutions, and records and annexes of the previous year .....	25 000
Requested translations from delegations....	15 000
Backlog .....	10 000
<b>TOTAL</b>	<b>50 000</b>

Five clerical posts have been transferred to this Section from the Official Records Division. These are posts of the Russian Verbatim-reporting Group which, for uniformity of administration and flexibility in the use of staff, have been merged with the Russian Typing Pool. Therefore this Section consists of ninety-six posts for 1951 as compared to ninety-two in 1950.

*Table 15-7. Publishing Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	\$
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Principal officer	1 @ 14 000	14 000
		<i>Professional</i>		
1	1	Senior officer	1 @ 11 690	11 690
		<i>Special Service</i>		
3	2	Officer	1 @ 10 150	19 580
			1 @ 9 430	
13	14	Associate officer	3 @ 8 360	103 740
			1 @ 8 000	
			3 @ 7 670	
			4 @ 7 330	
			1 @ 6 330	
			2 @ 6 000	
35	37	Assistant officer	17 @ 6 530	220 420
			8 @ 6 270	
			2 @ 5 250	
			7 @ 5 000	
			2 @ 4 750	
			1 @ 4 250	
		<i>General Service</i>		
1	1	Administrative assistant	1 @ 5 250	5 250
1	1	Professional assistant (principal)	1 @ 6 530	6 530
13	13	Principal clerk	1 @ 6 000	68 000
			2 @ 5 750	
			5 @ 5 250	
			2 @ 5 000	
			3 @ 4 750	

Table 15-7. Publishing Division (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
24	23	Secretarial and clerical (senior)	3 @ 5 000		
			1 @ 4 810		
			7 @ 4 620		
			4 @ 4 440		
			1 @ 4 250		
			2 @ 4 060		
			3 @ 3 880		
			1 @ 3 710		
			1 @ 3 530		101 160
25	25	Office machine operator (senior)	1 @ 4 810		
			1 @ 4 620		
			16 @ 4 440		
			7 @ 4 060		108 890
41	39	Secretarial and clerical (intermediate)	15 @ 4 120		
			17 @ 4 000		
			3 @ 3 760		
			2 @ 3 650		
			1 @ 3 530		
			1 @ 3 060		154 970
2	2	Office machine operator (intermediate)	1 @ 3 760		
			1 @ 3 530		7 290
61	48	Secretarial and clerical (junior)	38 @ 3 530		
			3 @ 3 410		
			2 @ 3 180		
			2 @ 3 060		
			1 @ 2 940		
			2 @ 2 590		164 970
32	32	Office machine operator (junior)	1 @ 3 530		
			14 @ 3 410		
			6 @ 3 180		
			8 @ 3 060		
			2 @ 2 940		
			1 @ 2 710		103 420
253	239				\$1 089 910
Provision for manual workers.....					17 794
Additional increments during 1951.....					12 490
Provision for personal allowance under proposed salary scheme.....					20 450
					\$1 140 644
Less: Adjustment for turnover of staff.....					45 644
TOTAL					\$1 095 000

*Publishing Division*

The title of this Division is changed in order to avoid confusion with the Press and Publications Bureau and the Publications and Periodicals Services, both of the Department of Public Information.

This Division is concerned with the technical aspect of the work of the Bureau in the field of production of documentation and publications and in the distribution of the material produced. It is organized on the basis of three sections, Printing, Reproduction, and Distribution. The Department proposes a net increase of three new posts for this Division for 1951.

*Office of the Director*

There is no change in the staffing or functions of this office for 1951, seven posts are requested as approved in 1950.

*The Printing Section*

This Section is responsible for all external printing of the Organization. It prepares material for printing, controls and expedites production, issues print orders, assists Departments in estimating costs, performs all proof-reading, and maintains daily control of printing accounts. It also performs all graphic and cartographic services for the Secretariat.

One new post of cartographer and one new post of cartographic draughtsman are requested for 1951. The accelerated programme in this field shown in the 1950 Budget Estimates has been steadily maintained and now represents an increase of 20 per cent over the 1949 figures, with the result that additional staff are required if the cartographic work requested by Commissions and substantive Departments is not to fall into arrears. Printing estimates indicate a demand in 1951 which far exceeds the capacity of the Cartographic Unit.

It has, however, been found possible to combine the functions of the Chief of the Presentation Unit in the duties of the Chief of the Printing Section with the result that the former post is abolished in 1951. This section therefore consists of fifty-four posts for 1951 as against fifty-three in 1950.

*The Reproduction Section*

This Section performs all the internal reproduction work for the Secretariat by means of various processes,

which include mimeograph, varitype and other near printing composition techniques, offset printing and offset lithograph, ozalid, photostat, etc. It also does light binding on certain publications.

Seventeen secretarial and clerical posts are transferred to the Typing Pools Section of the Documents Control Division and four secretarial and clerical posts are abolished. Five new posts are requested, to maintain one heavy offset press team which has been held on a temporary basis during 1950.

In an effort to effect a stabilization of the printing budget, an increasing amount of documentation has been transferred from printing to internal reproduction for near-print processing. In addition, an increased workload has been placed upon this Section by substantive Departments and the Department of Public Information. This increase has now reached a figure of 16 per cent over 1949. This has been performed with the existing staff including the temporary heavy offset press team. It is proposed that this team should be placed upon a permanent basis for 1951. The total number of posts for this section for 1951 is therefore ninety-six as against 112 in 1950.

*The Distribution Section*

All documentation, both internally reproduced and externally printed, is controlled and distributed through this Section to the delegations, Secretariat, Member nations, depository libraries, overseas offices and all other recipients according to distribution patterns. It maintains sub-stations within the Secretariat for distribution of current material to the Secretariat on a strict requirement basis. It also is responsible for the maintenance of all stocks of documentation.

The selective distribution and reference service made possible by the sub-stations proved so beneficial and economical in the Secretariat that, after consultation with the delegations, a sub-station is being set up exclusively to serve their needs. One new post is requested to provide the necessary staff to service this sub-station.

The total number of posts for this section for 1951 therefore is eighty-eight, an increase of one post over the number approved for 1950.

Table 15-8. Bureau of General Services

Division or office	Posts		Salaries	Additional	Provision	Reduction	Total
	1950	1951	on 1 January 1951 \$	increments in 1951 \$	for personal allowances \$	for turnover of staff \$	
Office of the Director.....	8	5	46 540	140	260	1 880	45 060
Telecommunications Services Division...	10	10	73 970	1 180	260	3 020	72 390
Communications and Records Division..	166	192	742 550	8 570	4 290	30 210	725 200
Purchase and Transportation Division...	145 <sup>1</sup>	118 <sup>1</sup>	593 308	2 560	12 160	24 328	583 700
	329	325	\$1 456 368	\$12 450	\$16 970	\$59 438	\$1 426 350

<sup>1</sup> Excluding manual workers.

As a result of the transfer of the Maintenance and Engineering Division to the Administrative and Financial Services, the Bureau of General Services will be organized in 1951 into an office of the Director and

three Divisions dealing respectively with Telecommunications, Communications and Records, and Purchase and Transportation.

Table 15-9. Bureau of General Services — Office of the Director

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 20 000	20 000
<i>Professional</i>				
1	1	Officer (administrative)	1 @ 10 920	10 920
1	—	Intermediate officer (administrative)	—	—
<i>General Service</i>				
1	1	Administrative assistant	1 @ 6 000	6 000
3	2	Secretarial and clerical (senior)	1 @ 5 000 1 @ 4 620	9 620
1	—	Secretarial and clerical (intermediate)	—	—
<u>8</u>	<u>5</u>			<u>\$46 540</u>
Additional increments during 1951.....				140
Provision for personal allowances under proposed salary scheme.....				260
				<u>46 940</u>
Less: Adjustment for turnover of staff.....				1 880
TOTAL				<u>\$45 060</u>

The Office of the Director of the Bureau of General Services directs and co-ordinates the work of the Bureau. The staff proposed for this office in 1951 rep-

resents a reduction of three posts, one intermediate officer (administrative), one senior clerk and one intermediate secretary.

Table 15-10. Telecommunications Services Division

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 13 330	13 330
<i>Special Service</i>				
2	2	Officer	1 @ 11 310 1 @ 8 710	20 020

Table 15-10. Telecommunications Services Division (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
3	3	Associate officer	1 @ 9 070		
			1 @ 8 000		
			1 @ 7 670		24 740
<i>General Service</i>					
4	4	Secretarial and clerical (intermediate)	1 @ 4 120		
			2 @ 4 000		
			1 @ 3 760		15 880
<u>10</u>	<u>10</u>				<u>\$73 970</u>
Additional increments during 1951.....					1 180
Provision for personal allowances under proposed salary scheme.....					260
					<u>\$75 410</u>
Less: Adjustment for turnover of staff.....					3 020
TOTAL					<u>\$72 390</u>

The Telecommunications Services Division is responsible for the planning, supervision and control of all phases of telecommunications activities such as the installation, replacement, maintenance and operation of broadcasting, sound recording and simultaneous interpretation equipment. Throughout 1951 this Division will be actively concerned with planning, installing and testing the telecommunications installation at the permanent Headquarters. Extensive studies and designing

work must be performed to realize maximum utilization of the existing equipment.

The 1950 budget estimates (A/903) provided eleven posts for this activity; however, one post of senior clerk was transferred to the Buildings Management Service during 1950. It is proposed to maintain ten posts for 1951, although this staff will need to be supplemented by temporary assistance to deal with the problems incident to the move to the new Headquarters.

Table 15-11. Communications and Records Division

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Professional</i>				
1	1	Senior officer	1 @ 13 170	13 170
2	2	Officer	1 @ 10 150	19 220
			1 @ 9 070	
2	2	Intermediate officer	1 @ 6 330	12 330
			1 @ 6 000	
4	6	Junior officer	2 @ 5 750	29 750
			1 @ 5 250	
			1 @ 4 500	
			2 @ 4 250	

Table 15-11. Communications and Records Division (cont.)

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
<i>Special Service</i>					
1	1	Officer	1 @	8 710	8 710
1	1	Associate officer	1 @	8 360	8 360
12	12	Assistant officer	3 @	6 530	65 840
			7 @	5 250	
			2 @	4 750	
<i>General Service</i>					
3	3	Principal clerk	2 @	5 750	16 750
			1 @	5 250	
25	27	Secretarial and clerical (senior)	1 @	5 000	122 970
			3 @	4 810	
			18 @	4 620	
			3 @	4 440	
			2 @	3 530	
45	46	Secretarial and clerical (intermediate)	8 @	4 120	178 550
			18 @	4 000	
			1 @	3 880	
			13 @	3 760	
			2 @	3 650	
			2 @	3 530	
			1 @	3 410	
			1 @	3 060	
7	7	Business machine operator (intermediate)	4 @	4 000	27 280
			3 @	3 760	
24	45	Secretarial and clerical (junior)	8 @	3 530	134 400
			7 @	3 410	
			3 @	3 180	
			6 @	3 060	
			21 @	2 590	
39	39	Messenger	2 @	3 060	105 220
			1 @	2 940	
			8 @	2 820	
			9 @	2 710	
			19 @	2 590	
166	192				\$742 550
Additional increments during 1951.....					8 570
Provision for personal allowances under proposed salary scheme.....					4 290
					\$755 410
Less: Adjustment for turnover of staff.....					30 210
TOTAL					\$725 200

This Division provides registry, communications, archival, cable and wireless, postal, messenger, diplomatic pouch, and official and unofficial correspondence services for the Secretariat. The organizational pattern of the Division remains the same as in 1950.

The staff of the office of the chief is increased by one junior bilingual typist, because of the increased workload in the Correspondence Unit, from twelve posts in 1950 to thirteen posts for 1951.

The Archives Section is increased from twenty posts in 1950 to twenty-three posts in 1951 by two junior officers and one senior clerk. The additional posts are required to meet the increased work-load and to undertake a planned programme of records disposal through microfilming and review and destruction of obsolete records. The increase in work-load is illustrated below:

<i>Volume of records in custody</i>	<i>Average reference requests per month</i>
January 1949: 2 724 cu. ft. (77m <sup>3</sup> )	1947: 109
January 1950: 13 082 cu. ft. (370m <sup>3</sup> )	1948: 203
January 1951: (estimated): 16 500 cu. ft. (467m <sup>3</sup> )	1949: 373
January 1952: (estimated): 19 000 cu. ft. (538m <sup>3</sup> )	1950: 414

It may be seen that unless a planned programme of records disposal is undertaken the storage problem will increase considerably. Plans are directed toward maintaining the volume of archives in custody at the level of storage facilities available within the new Secretariat building.

The Registry and Communications Section is in-

creased by twenty-two posts, of which six posts are assigned to the Registry Service and sixteen posts to the Communications Service. Total posts for this Section are 156 in 1951 as compared to 134 in 1950.

The increase in the Registry Service of six posts represents: one senior clerk, one intermediate clerk and four junior clerks. The establishment of the technical assistance programme has necessitated the assignment of temporary assistance during 1950 of one senior clerk, one intermediate clerk and one junior clerk to the branch registry servicing that group. It is proposed to place these posts on the established manning table in 1951. The additional three junior clerks are required because of the increase in the volume of registrable material to be processed and filed in the various branch registries.

The increase in the Communications Service represents sixteen junior clerks, who are necessary to staff the sixteen message centres to be established in the new Secretariat building. Each message centre will have access to the dumb-waiter and conveyor belt system which has been installed to carry documentation, memoranda and correspondence between floors. These facilities must be manned at all times while in operation. Additionally, these clerks will be in charge of each message centre, being responsible for the dispatch and pick-up of mail and assignment of special messengers as requested for all offices and floors serviced by the respective centres. No increase in messenger posts is contemplated.

Therefore, the Department proposes an increase of twenty-six posts in this division for 1951, making a total of 192 posts as compared to 166 posts approved for 1950.

Table 15-12. *Purchase and Transportation Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
1	—	Senior officer	—	—
<i>Special Service</i>				
5	5	Officer	2 @ 11 310 1 @ 10 150 1 @ 9 070 1 @ 8 710	50 550
11	11	Associate officer	1 @ 9 430 1 @ 9 070 1 @ 8 360 1 @ 8 000 4 @ 7 000 1 @ 6 670 1 @ 6 330 1 @ 6 000	81 860

Table 15-12. *Purchase and Transportation Division (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
4	4	Assistant officer	1 @	5 750	
			1 @	5 000	
			2 @	4 750	20 250
<i>General Service</i>					
2	2	Principal clerk	1 @	6 000	
			1 @	5 750	11 750
9	9	Secretarial and clerical (senior)	2 @	5 000	
			3 @	4 810	
			1 @	4 620	
			1 @	4 440	
			1 @	4 060	
			1 @	3 530	41 080
33	30	Secretarial and clerical (intermediate)	14 @	4 120	
			8 @	4 000	
			5 @	3 760	
			3 @	3 410	118 710
9	7	Chauffeurs (intermediate)	4 @	4 000	
			3 @	3 760	27 280
16	16	Secretarial and clerical (junior)	4 @	3 530	
			6 @	3 410	
			4 @	3 180	
			1 @	3 060	
			1 @	2 940	53 300
53	32	Chauffeurs (junior)	27 @	3 530	
			5 @	3 410	112 360
1	1	Messenger	1 @	2 590	2 590
145	118				\$535 130
Provision for manual workers.....					58 178
Additional increments during 1951.....					2 560
Provision for personal allowances under proposed salary scheme.....					12 160
					\$608 028
Less: Adjustment for turnover of staff.....					24 328
TOTAL					\$583 700

In early 1950, the Purchase and Supply Division and the Transportation Division were amalgamated into a single Purchase and Transportation Division. This merger resulted in a reduction of eight posts from the total of 153 posts (excluding manual workers) as shown in 1950 for the two Divisions. The Department proposes a further reduction of twenty-seven posts for 1951, re-

ducing the total to 118 posts (excluding manual workers). The Division procures, stores and issues all required supplies and equipment in accordance with established standards and procedures; repairs and maintains typewriters and business machines; maintains property and stores records; prepares required supplies and equipment for shipment to United Nations

offices and missions away from Headquarters; and provides all travel and transportation services.

The Office of the Director is responsible for the administrative planning, programming and direction of the Division. It is also directly concerned with the disposal of surplus equipment, which will be particularly important in 1951 and 1952 owing to the move of the Secretariat to the permanent Headquarters. Nevertheless, a reduction of two posts in this office is proposed for 1951, one senior officer and one intermediate clerk, because the functions of this Division will be centralized in 1951 at the permanent Headquarters. The total number of posts for 1951 is five as against seven in 1950.

The Purchase Section remains unchanged in 1951 both in regard to functions and staff. The total number of posts is seven.

The Standards and Control Section retains the same functions in 1951 as it had in 1950 and, in addition, absorbs the divisional typing pool and the task of maintaining all stock control records. A total of twenty-five posts is provided for 1951.

The Freight and Supply Section is responsible for receiving, inspecting, storing and issuing supplies; and packing, shipping and receiving freight to and from Headquarters and overseas offices. It also provides local transportation services and typewriter repair services. This section will be reduced in 1951 by twenty-four posts, comprising twenty-three chauffeurs and one secretarial intermediate, following the reduction in the United Nations transportation fleet at the permanent Headquarters. Therefore this Section will comprise sixty-three posts for 1951 as against eighty-seven in 1950 (excluding manual workers).

The Travel Section is responsible for securing transportation reservations, purchasing tickets, making hotel reservations, obtaining passports and visas, issuing *laissez-passer* and clearing passengers and baggage through immigration and customs formalities. The Department proposes a reduction of one post, secretarial intermediate, for 1951 for this section, making a total of eighteen posts.

Table 15-13. *Recapitulation*

Division or office	Posts		Salaries	Additional	Provision	Reduction	Total
	1950	1951	on 1 January 1951 \$	increments in 1951 \$	for personal allowances \$	for turnover of staff \$	
Office of the Assistant Secretary-General	6	5	75 450	370	—	3 000	72 820
Conference Management Staff.....	12	6	36 440	—	100	1 460	35 080
Bureau of Documents.....	937 <sup>1</sup>	912 <sup>1</sup>	5 486 964	60 870	30 240	223 124	5 354 950
Bureau of General Services.....	329 <sup>1</sup>	325 <sup>1</sup>	1 456 368	12 450	16 970	59 438	1 426 350
	1 284	1 248	\$7 055 222	\$73 690	\$47 310	\$287 022	\$6 889 200

<sup>1</sup> Excluding manual workers.

(ii) *Consultants* ..... \$ 5 000  
1950: 21 000  
1949: 11 556

This estimate provides for the employment of specialists on a short-term basis to provide services which cannot be furnished by the regular staff. The amount of \$5 000 requested is for the translation of official documents from those languages not covered by the staff of the Bureau of Documents.

(iii) *Temporary assistance* ..... \$120 000  
1950: 81 000  
1949: 593 600

The estimate provides for the short-term employment of staff to meet extraordinary peak periods (other than the General Assembly) and for the replacement of permanent staff members during leave where provision cannot be made to cover their absence by other person-

nel, specifically in the case of messengers, registry clerks, cable clerks, reproduction machine operators and manual workers. \$90 000 is provided for the Bureau of General Services and \$30 000 for the Bureau of Documents. The expenditure figure shown for 1949 includes provisions subsequently authorized under established posts, as well as costs related to the Buildings Management Service. The increase for 1951 over 1950 is due to possible additional requirements at the permanent Headquarters which cannot be foreseen with enough certainty to justify requesting additional established posts.

(iv) *Overtime and night differential* ..... \$133 000  
1950: 118 000  
1949: 253 328

Expenditures under this heading are subject to particularly close control. Overtime work is authorized only when the servicing of urgent meetings, the fulfilment of an approved departmental programme or a project

## CHAPTER II

Details of the publications programme of this Department are submitted under Section 26 of the budget estimates.

**Section 16. Administrative and Financial Services****\$2 976 100**(1950: \$2 751 240 1949: \$1 480 794)<sup>1</sup>

The Department of Administrative and Financial Services plans and executes the organizational, budgetary, personnel and fiscal programmes of the United Nations; is responsible for the Building Management Service, the Medical Service, Field Service and Inspection Service; keeps the Secretary-General informed on problems and developments in these fields which require his attention; provides staff assistance to the Secretary-General and to the Assistant Secretaries-General in administrative and organizational planning; provides data required by the General Assembly, Councils, and Committees with respect to administrative, financial and budgetary questions; maintains relationships with all Departments of the Secretariat, the Registrar of the International Court of Justice, and the specialized agencies on administrative, financial and budgetary questions; advises the Secretary-General on proposed programmes of the Organization prior to their adoption with respect to their personnel and financial implications; arranges with Members for payment of their contributions; directs the activities of the Headquarters Planning Office; and carries out other functions as the Secretary-General may assign.

In April 1950, with the concurrence of the Advisory Committee on Administrative and Budgetary Questions, the Maintenance and Engineering Division and the Mission Administrative Staff of the Conference Division were transferred from the Department of Conference and General Services to the Administrative and Financial Services, and the staff of the International Centre for Training in Public Administration was moved from the Administrative and Financial Services and affiliated with the technical assistance staff of the Department of Economic Affairs.

The transfer of the Maintenance and Engineering Division was necessitated by the increased need for co-ordination between the permanent Headquarters Planning Office and the Secretariat as areas of the new building neared completion. Plans had to be developed covering the physical transfer, the allocation of space, the installation of equipment and the future operation of the buildings. Further, it was felt that the task of managing the permanent Headquarters should be centralized as far as possible and that this should be done within the Department of Administrative and Financial Services. The Maintenance and Engineering Division, when transferred, became the Buildings Management Service.

<sup>1</sup> (a) Excluding all expenditures incurred by the Field Service and by the Building Management Service; 1949 expenditures of these two units are included in Conference and General Services.

(b) This amount includes 1949 expenditures of losses on accounts receivable and on exchange.

The transfer of the Mission Administrative Staff was based on the need for greater administrative and financial control on overseas mission activities and improvement in the servicing of mission requests. In addition, it appeared desirable to vest the responsibility for the operation of the United Nations Field Service with the same staff. The combined staff was designated the United Nations Field Service.

The work of the International Centre for Training in Public Administration is closely related to the technical assistance programme for economic development, as fellowships, scholarships, seminars and allied activities are common to the two programmes, and should therefore be planned, organized and carried out jointly. Consolidation of the two units, now merged with similar activities from the Department of Social Affairs (Section 9 of the estimates) permits complete co-ordination and more efficient execution of the programmes.

The Medical Service, formerly attached to the Office of the Assistant Secretary-General, became a separate unit within the Department in 1950. The Staff Pension Division of the Bureau of Personnel has been transferred to the Office of the Assistant Secretary-General, and re-designated as the Secretariat of the Joint Staff Pension Board and the United Nations Staff Pension Committee.

The increase shown in the 1951 estimates over the 1950 appropriation (\$222 860) reflects the increased operations at the permanent Headquarters of the Building Management Service, the costs of within-grade increments and of the proposed salary scheme. The additional expenses involved are partly compensated by savings anticipated on turnover of staff and by reductions of posts in the Bureau of Finance and the Bureau of Personnel.

**CHAPTER I**

<b>Salaries and wages</b> .....	<b>\$2 852 310</b>
	1950: 2 633 280
	1949: 1 392 009 <sup>2</sup>
<b>(i) Established posts</b> .....	<b>\$2 578 570</b>
	1950: 2 420 410
	1949: 1 265 490 <sup>1</sup>

This Department will be composed of seven major units, under each of which the estimates are set out in detail.

<sup>2</sup> See footnote 1a.

Table 16-1. Office of the Assistant Secretary-General

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
OFFICE OF THE ASSISTANT SECRETARY-GENERAL				
1	1	Assistant Secretary-General	1 @ 32 500	32 500
		<i>Director and Principal Officer</i>		
1	1	Principal officer	1 @ 15 400	15 400
		<i>Professional</i>		
1	1	Officer	1 @ 8 710	8 710
		<i>General Service</i>		
1	1	Secretarial and clerical (senior)	1 @ 4 620	4 620
2	2	Secretarial and clerical (intermediate)	1 @ 4 120 1 @ 3 760	7 880
<u>6</u>	<u>6</u>			
ADVISORY COMMITTEE SECRETARIAT				
		<i>Professional</i>		
1	1	Officer	1 @ 10 920	10 920
		<i>General Service</i>		
1	1	Secretarial and clerical (intermediate)	1 @ 4 120	4 120
<u>2</u>	<u>2</u>			
ADMINISTRATIVE TRIBUNAL SECRETARIAT				
		<i>Professional</i>		
-	1	Senior officer	1 @ 15 000	15 000
		<i>General Service</i>		
-	1	Secretarial and clerical (intermediate)	1 @ 3 650	3 650
<u>-</u>	<u>2</u>			
JOINT APPEALS AND DISCIPLINARY COMMITTEE SECRETARIAT				
		<i>Professional</i>		
1	1	Officer	1 @ 10 540	10 540
		<i>General Service</i>		
1	1	Secretarial and clerical (senior)	1 @ 4 810	4 810
<u>2</u>	<u>2</u>			

Table 16-1. Office of the Assistant Secretary-General (cont.)

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<hr/>				
SECRETARIAT OF THE JOINT STAFF PENSION BOARD AND THE UNITED NATIONS STAFF PENSION COMMITTEE				
<i>Professional</i>				
1	1	Officer	1 @ 12 080	12 080
1	2	Intermediate officer	1 @ 8 000 1 @ 6 000	14 000
<i>General Service</i>				
1	—	Clerk (principal)	—	—
2	3	Secretarial and clerical (intermediate)	2 @ 4 120 1 @ 3 530	11 770
<hr/> 5	<hr/> 6			
<hr/> 15	<hr/> 18			<hr/> \$156 000
Additional increments during 1951.....				1 330
Provision for personal allowances under proposed salary scheme.....				1 350
				<hr/> \$158 680
Less: Adjustment for turnover of staff.....				6 400
TOTAL				<hr/> \$152 280

The Office of the Assistant Secretary-General (Table 16-1) is responsible for the over-all direction and co-ordination of policies and activities relating to the administrative and financial services of the Secretariat.

In addition to performing necessary staff assignments for the Assistant Secretary-General, the staff in his immediate office provides the secretariat of the Fifth Committee of the General Assembly, carries out various liaison and other functions, notably in connexion with the Staff Committee, and is responsible for those matters not falling specifically within the field of a particular bureau or service.

In accordance with General Assembly resolution 351 (IV), the secretariat of the Administrative Tribunal is established, and, in accordance with General Assembly resolution 352 (IV), the former Appeals Board secretariat is reorganized to service the Joint Appeals and Disciplinary Committee.

A new secretarial and clerical post is requested for the secretariat of the Joint Staff Pension Board and the United Nations Staff Pension Committee. With the entrance of five specialized agencies into the United Nations Joint Pension Fund during 1950, the activities of this unit have considerably increased, and a greater number of records have to be kept in this office for all admissions and withdrawals of pension benefits. This post has been carried on a temporary basis in 1950. It is also proposed that an intermediate officer's post be provided in lieu of one at the principal clerk level to deal with the social security insurance programme. The secretariats of the Advisory Committee, the Administrative Tribunal, the Joint Appeals and Disciplinary Committee, as well as the secretariat of the Joint Staff Pension Board and the United Nations Staff Pension Committee are attached to the Office of the Assistant Secretary-General.

Table 16-2-1. Bureau of Finance

Division or office	Posts		Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for turnover of staff \$	Total \$
	1950	1951					
Office of the Director.....	6	3	43 620	—	—	1 740	41 880
Policy Division .....	8	8	63 320	650	310	2 570	61 710
Budget Division .....	15	14	113 450	1 650	—	4 600	110 500
Accounts Division .....	46	44	234 820	3 150	1 660	9 590	230 040
Treasury .....	10	10	61 840	620	750	2 520	60 690
Secretarial pool .....	13	13	50 700	560	730	2 080	49 910
	98	92	\$567 750	\$6 630	\$3 450	\$23 100	\$554 730

The Bureau of Finance (Table 16-2-1) is responsible for budget formulation, presentation and administration, including issuance of manning tables, the system of salaries and allowances, and grading of posts; receipt, custody and disbursement of funds; maintaining liaison with specialized agencies on questions relating to budget, salaries, allowances and finance; examining, clearing and issuing administrative directives; making studies and recommendations on questions involving financial

policy, organization and administrative management of the Secretariat. The details of these activities are set forth in support of the estimates for each of the divisions within the Bureau.

As a result of the simplification of the salary system and other related procedures, it is possible for this Bureau to reduce the number of established posts in 1951 from ninety-eight to ninety-two.

Table 16-2-2. Office of the Director

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal director	1 @ 25 000	25 000
1	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
1	—	Officer	—	—
2	—	Junior officer	—	—
<i>General Service</i>				
1	1	Secretarial and clerical (senior)	1 @ 4 620	4 620
<u>6</u>	<u>3</u>			<u>\$43 620</u>
Additional increments during 1951.....				—
Provision for personal allowances under proposed salary scheme.....				—
				<u>\$43 620</u>
Less: Adjustment for turnover of staff.....				1 740
TOTAL				<u>\$41 880</u>

The Office of the Director (Table 16-2-2) consists of three posts, a Director, a Deputy-director and a secretary, as against six in 1950 as a result of the abolition of one post of officer and the transfer of two posts of junior officer (trainees) to the Budget and Control

Division and to the Accounts Division. The secretarial pool shown as part of this office in the 1950 budget estimates (A/903) is shown this year as a separate unit in the Bureau.

Table 16-2-3. Policy Division

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
3	3	Officer	1 @ 10 150	27 930
			1 @ 9 070	
			1 @ 8 710	
2	2	Intermediate officer	1 @ 7 330	14 330
			1 @ 7 000	
<i>General Service</i>				
1	1	Professional assistant (principal)	1 @ 5 250	5 250
1	1	Secretarial and clerical (intermediate)	1 @ 4 120	4 120
8	8			\$63 320
Additional increments during 1951.....				650
Provision for personal allowances under proposed salary scheme.....				310
				\$64 280
Less: Adjustments for turnover of staff.....				2 570
TOTAL				\$61 710

The functions of the Policy Division (Table 16-2-3) are:

1. To perform the necessary research on all questions involving financial policy, such as the terms and conditions relating to salary rates, salary structure, the terms and conditions of various allowances, cost-of-living studies at Headquarters and elsewhere, and travel rates;

2. To examine proposed Secretary-General's bulletins, administrative instructions and information circulars which may have financial implications and to prepare such administrative material in the proper form and clear it through appropriate channels;

3. To provide documentation on general administrative and financial questions for the Advisory Committee on Administrative and Budgetary Questions and for the General Assembly;

4. To maintain liaison with specialized agencies on all questions relating to budget and finance;

5. To conduct special studies on questions of financial policy as directed.

This Division comprises eight posts as in 1950. No change is proposed.

Table 16-2-4. Budget and Control Division

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170
8	8	Officer	3 @ 10 150 1 @ 9 070 4 @ 8 710	74 360
2	2	Intermediate officer	1 @ 7 670 1 @ 6 000	13 670
—	1	Junior officer	1 @ 4 750	4 750
<i>Special Service</i>				
1	—	Associate officer	—	—
2	1	Assistant officer	1 @ 4 500	4 500
<i>General Service</i>				
1	1	Secretarial and clerical (intermediate)	1 @ 4 000	4 000
15	14			\$113 450
Additional increments during 1951.....				1 650
Provision for personal allowances under proposed salary scheme.....				—
				\$115 100
Less: Adjustment for turnover of staff.....				4 600
TOTAL				\$110 500

The functions of the Budget and Control Division (Table 16-2-4) are:

1. To plan the form of the budget and prepare instructions to departments and overseas offices regarding the preparation of annual estimates;

2. To review the annual estimates submitted by Departments and prepare the budget of the United Nations;

3. To examine and make recommendations on the estimated financial costs of all new programmes being considered by Councils, Commissions and Committees;

4. To make studies and appropriate recommendations on all allotments which are issued under the budget, including annual, semi-annual and project allotments;

5. To make analyses and recommendations on the organization and administrative management of the Secretariat.

6. To study and make recommendations on the grade and number of posts required by each Department and to prepare appropriate manning tables covering all Headquarters and overseas activities;

7. To prepare coding and account classification data for use within the Bureau and to control the operating procedures relating to budget transfers, administration of loans and advances from the Working Capital Fund;

8. To examine monthly accounting reports and to supervise the financial transactions of missions of investigation and inquiry.

The budget proposal for 1951 for this Division reflects the transfer of two posts (one associate officer and one assistant officer) to the Accounts Division. A post of junior officer has been transferred from the Director's Office to this Division. This results in a net decrease of one post as compared with 1950.

Table 16-2-5. *Accounts Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Professional</i>					
1	1	Senior officer	1 @	12 170	12 170
2	2	Officer	2 @	10 920	21 840
<i>Special Service</i>					
4	5	Associate officer	1 @	8 360	38 360
			1 @	8 000	
			1 @	7 670	
			1 @	7 330	
			1 @	7 000	
7	8	Assistant officer	5 @	6 000	45 250
			1 @	5 750	
			2 @	4 750	
<i>General Service</i>					
2	2	Principal clerk	1 @	5 000	9 750
			1 @	4 750	
10	8	Senior clerk	2 @	4 810	36 620
			2 @	4 620	
			4 @	4 440	
17	17	Secretarial and clerical (intermediate)	6 @	4 120	67 300
			6 @	4 000	
			3 @	3 760	
			2 @	3 650	
3	1	Secretarial and clerical (junior)	1 @	3 530	3 530
46	44				\$234 820
Additional increments during 1951.....					3 150
Provision for personal allowances under proposed salary scheme.....					1 660
					\$239 630
Less: Adjustment for turnover of staff.....					9 590
TOTAL					\$230 040

The Accounts Division (Table 16-2-5) consists of the Office of the Chief, the General Accounts Section and the Staff Accounts Section. The functions and responsibilities of each unit are set forth below:

*Office of the Chief.* Supervises and co-ordinates the work of the sections of the Division. It consists of a senior officer and a secretary, as in 1950.

*General Accounts Section.* The functions of this Section are:

1. To maintain the general ledger, journal and subsidiary records;

2. To maintain the budget accounts of obligations and expenditures, including certification of availability of funds;

3. To receive, reconcile and record the accounts of the information centres, regional commissions, the Geneva Office and the International Court of Justice;

4. To reconcile all bank accounts;

5. To prepare periodic financial statements;

6. To examine and certify for payment all obligations of the United Nations, including claims for allowances

by the Secretariat and by members of Commissions (mostly travel claims);

7. To bill individuals and organizations for supplies and services rendered by the United Nations.

Two special service posts (one associate officer and one assistant officer) have been transferred to this Section from the Budget and Control Division, and one special service post (assistant officer) has been transferred from the Director's Office, for the examination of monthly accounting reports from regional commissions and information centres. This Section will thus comprise one officer, four associate officers, eight assistant officers, three senior clerks, twelve intermediate secretarial and clerical posts, totalling twenty-eight, as compared with twenty-five in 1950.

*Staff Accounts Section.* The functions of this Section are:

1. To process all payments to staff members in respect of salaries, wages and allowances;

2. To maintain the payroll and related accounts for individual staff members;

3. To prepare, in the Machine Records Unit, various payroll and personnel statistical reports.

Because of the simplification of the salary system and other related procedures, it is possible to eliminate five posts from this Section (one post of assistant officer, two senior clerks and two junior clerks). This Section will thus comprise one officer, one associate officer, two principal clerks, five senior clerks, four intermediate secretarial and clerical posts and one junior secretarial and clerical post, totalling fourteen posts as compared with nineteen in 1950.

Table 16-2-6. *Treasury*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Professional</i>					
1	1	Officer	1 @	11 310	11 310
2	2	Intermediate officer	1 @	7 670	15 000
			1 @	7 330	
<i>Special Service</i>					
1	1	Associate officer	1 @	9 070	9 070
1	1	Assistant officer	1 @	5 750	5 750
<i>General Service</i>					
2	2	Senior clerk	1 @	4 620	9 060
			1 @	4 440	
2	2	Secretarial and clerical (intermediate)	1 @	4 120	8 120
			1 @	4 000	
1	1	Secretarial and clerical (junior)	1 @	3 530	3 530
<hr/> 10	<hr/> 10				<hr/> \$61 840
Additional increments during 1951.....					620
Provision for personal allowances under proposed salary scheme.....					750
					<hr/> \$63 210
Less: Adjustment for turnover of staff.....					2 520
TOTAL					<hr/> \$60 690

The Treasury (Table 16-2-6) has the following functions:

1. To collect and control advances to the Working Capital Fund and contributions to the annual budget from Members;
2. To collect moneys due the United Nations;
3. To make disbursements on receipt of certified vouchers;
4. To maintain appropriate treasury records;
5. To open and maintain bank accounts in accordance with financial regulations;

6. To control the funds and deal with administrative matters relating to the investment of United Nations funds, including Pension and Provident Fund;

7. To take such administrative action as may be necessary to give effect to approved policies relating to all insurance matters;

8. To prepare and issue cheques for all payments made by the United Nations.

The Treasury comprises ten posts, as in 1950. No change is proposed.

Table 16-2-7. *Secretarial Pool*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>General Service</i>					
1	1	Administrative assistant	1 @	5 750	5 750
9	9	Secretarial and clerical (intermediate)	3 @	4 120	
			2 @	4 000	
			2 @	3 760	
			2 @	3 650	35 180
3	3	Secretarial and clerical (junior)	1 @	3 410	
			2 @	3 180	9 770
<hr/> 13	<hr/> 13				<hr/> \$50 700
Additional increments during 1951.....					560
Provision for personal allowances under proposed salary scheme.....					730
					<hr/> \$51 990
Less: Adjustment for turnover of staff.....					2 080
					<hr/>
TOTAL					<hr/> \$49 910

The Secretarial Pool (Table 16-2-7), which was formerly attached to the Office of the Director, is now established as a separate unit in the Bureau. Under the

supervision of the administrative assistant of the Bureau, it furnishes secretarial and clerical services to the Bureau as a whole.

Table 16-3-1. *Bureau of Personnel*

Division or office	Posts		Salaries on 1 January 1951	Additional increments in 1951	Personal allowances	Reduction for turnover of staff	Total
	1950	1951	\$	\$	\$	\$	\$
Office of Director .....	8	7	64 870	230	440	2 540	63 000
Appointments and Staff Relations Division	47	39	250 450	3 920	2 110	10 260	246 220
Policy Training and Examination Division	21	21	126 570	1 310	1 950	5 190	124 640
	76	67	\$441 890	\$5 460	\$4 500	\$17 990	\$433 860

The Bureau of Personnel (Table 16-3-1) is responsible for developing personnel policies; exercising control of all matters relating to personnel policy, making studies and recommendations on all questions involving personnel policy; recruiting, testing, selecting and appointing, in co-operation with the departmental officials concerned, applicants for posts; maintaining personnel records, maintaining liaison with specialized agencies on all questions relating to personnel policy; providing the secretariat of the International Civil Service Advisory Board; providing staff welfare services such as information on housing and welfare counselling; developing and administering specialized training programmes.

The Bureau of Personnel comprises the following units:

1. Office of the Director;
2. Appointments and Staff Relations Division;
3. Policy, Training and Examination Divisions.

The total number of established posts required for 1951 is sixty-seven, a reduction of nine posts over those shown in the 1950 estimates after the transfer in 1950 of five posts in the Staff Pension Division to the Office of the Assistant Secretary-General. This saving is considered possible because of the simplification of the new salary scheme and the reorganization in 1950 of the Bureau of Personnel into two divisions.

Table 16-3-2. Office of Director

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$	\$	
<i>Director and Principal Officer</i>					
1	1	Principal director	1 @ 25 000	25 000	
1	1	Principal officer	1 @ 15 400	15 400	
<i>Professional</i>					
1	1	Intermediate officer (administrative)	1 @ 7 330	7 330	
<i>General Service</i>					
1	1	Administrative assistant	1 @ 5 250	5 250	
4	3	Secretarial and clerical (intermediate)	2 @ 4 120 1 @ 3 650	11 890	
<hr/> 8	<hr/> 7			<hr/> \$64 870	
Additional increments during 1951.....				230	
Provision for personal allowances under proposed salary scheme.....				440	
				<hr/> \$65 540	
Less: Adjustment for turnover of staff.....				2 540	
TOTAL				<hr/> \$63 000	

The Office of the Director (Table 16-3-2) directs and co-ordinates the work of the divisions and supervises personnel policy in all offices of the United Na-

tions. Assisting the director is a deputy-director, who also serves as head of the Appointments and Staff Relations Division. One clerical post is abolished for 1951.

Table 16-3-3. *Appointments and Staff Relations Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		
<i>Director and Principal Officer</i>					
1	—	Principal officer			
<i>Professional</i>					
3	3	Senior officer	3 @ 11 690		35 070
1	5	Officer	5 @ 8 710		43 550
8	8	Intermediate officer	3 @ 8 000 1 @ 7 670 3 @ 7 330 1 @ 7 000		60 660
<i>Special Service</i>					
2	2	Associate officer	1 @ 8 710 1 @ 7 000		15 710
1	1	Assistant officer	1 @ 6 000		6 000
<i>General Service</i>					
9	5	Administrative assistant	3 @ 6 530 1 @ 5 750 1 @ 5 250		30 590
3	3	Secretarial and clerical (senior)	1 @ 4 810 2 @ 4 620		14 050
16	9	Secretarial and clerical (intermediate)	3 @ 4 120 1 @ 4 000 1 @ 3 760 4 @ 3 650		34 720
3	3	Secretarial and clerical (junior)	2 @ 3 520 1 @ 3 060		10 100
47	39				\$250 450
Additional increments during 1951.....					3 920
Provision for personal allowances under proposed salary scheme.....					2 110
					\$256 480
Less: Adjustment for turnover of staff.....					10 260
TOTAL					\$246 220

The Appointments and Staff Relations Division (Table 16-3-3) is responsible for:

1. All major personnel matters throughout the Secretariat, such as appointments, promotions, transfers, changes in contractual status, eligibility for various al-

lowances and benefits, disciplinary actions and separations from the service;

2. In connexion with 1, provides advisory service and maintains liaison with administrative officials in all the Departments, Commissions, missions, and the tech-

nical assistance programme with the objective of assuring equitable interpretation and application of all personnel regulations, rules and policies throughout the Organization;

3. Recruitment for the Secretariat, missions, etc., involving liaison with field recruiting representatives, various recruiting sources, and the Departments;

4. Maintaining records and controls of the personnel of the Organization;

5. Relations with host countries for visa negotiations;

6. Staff welfare including staff counselling and housing accommodations for delegates and staff members as

well as all administrative matters connected with United Nations housing projects;

7. Providing the secretariat for Promotion Boards and Personnel Selection Committees which are concerned with the granting of indeterminate appointments.

The post of chief of the division has been abolished for 1951—the deputy-director of the bureau acting as head of the division. As a result of simplification of clerical procedures, seven secretarial and clerical posts are abolished, thus reducing the staff requirements from forty-seven to thirty-nine, one post of officer is transferred from the Policy, Training and Examination Division and three posts of officer are proposed to be established in lieu of four posts of administrative assistant.

Table 16-3-4. *Policy, Training and Examination Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170
4	3	Officer	1 @ 9 430	
			1 @ 9 070	
			1 @ 8 710	27 210
3	3	Intermediate officer	1 @ 8 710	
			1 @ 8 000	
			1 @ 7 670	24 380
1	1	Junior officer	1 @ 6 270	6 270
<i>Special Service</i>				
1	1	Assistant officer	1 @ 6 530	6 530
<i>General Service</i>				
1	1	Administrative assistant	1 @ 5 250	5 250
1	2	Secretarial and clerical (senior)	1 @ 4 810	
			1 @ 4 060	8 870
9	9	Secretarial and clerical (intermediate)	4 @ 4 120	
			3 @ 4 000	
			1 @ 3 760	
			1 @ 3 650	35 890
21	21			\$126 570
Additional increments during 1951.....				1 310
Provision for personal allowances under proposed salary scheme.....				1 950
				\$129 830
Less: Adjustment for turnover of staff.....				5 190
TOTAL				\$124 640

The Policy, Training and Examination Division (Table 16-3-4) as reorganized in 1950 is responsible for policy development, training, competitive examinations, staff activities, and volunteer services.

In the field of policy development this Division is concerned with the administrative work of formulating and interpreting the personnel policies of the United Nations Secretariat with particular emphasis on the co-ordination of these policies with the specialized agencies. The secretariat of the International Civil Service Advisory Board is provided for by this office. This involves research and preparation of reports necessary to and resulting from the Board's discussions.

The training programme involves the development and administration of administrative and language training for the Secretariat. In 1951 the administrative training will include, *inter alia*, training of the junior professional trainees recruited by competitive examination and on-the-job training for supervisors, administrative assistants, field service personnel and secretarial and clerical staff. Language courses provide training in the five official languages. Two series of classes are given each year. In addition, three interne training programmes of eight weeks duration each will be continued in 1951 for nationals of Member Governments.

In the field of examinations, this Division has the responsibility for the development and administration of testing programmes for applicants for employment throughout the world and for promotion examinations for staff members. This includes the competitive examinations for junior professional trainees as well as for translators, editor-verbatim reporters, and bilingual secretaries.

The work of the Staff Activities includes the production of the bi-weekly staff journal, the *Secretariat News*, and liaison with educational institutions in the Headquarters area. Secretarial assistance to the elected committee of the United Nations Staff Association is provided in this office.

The Volunteer Services group is responsible for the direction of approximately thirty volunteer workers who organize recreational activities for members of the staff.

In this Division a post of officer is abolished in 1951 in the field of policy development and transferred to the Appointment and Staff Relations Division. One additional clerical post at the senior level is required to perform necessary liaison with the volunteer workers.

Table 16-4. *Buildings Management Service*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	2	Intermediate officer	1 @ 9 070 1 @ 7 330	16 400
<i>Special Service</i>				
1	1	Officer	1 @ 9 070	9 070
4	6	Associate officer	1 @ 9 430 1 @ 8 000 1 @ 7 330 1 @ 7 000 2 @ 6 000	43 760
4	4	Assistant officer	2 @ 6 530 2 @ 6 000	25 060
<i>General Service</i>				
—	1	Administrative assistant	1 @ 4 250	4 250
2	2	Principal clerk	1 @ 5 750 1 @ 5 250	11 000

Table 16-4. *Buildings Management Service (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
10	11	Secretarial and clerical (senior)	1 @ 5 000		
			3 @ 4 810		
			2 @ 4 620		
			2 @ 4 440		
			1 @ 4 060		
			1 @ 3 880		
			1 @ 3 530		49 020
20	20	Secretarial and clerical (intermediate)	4 @ 4 120		
			7 @ 4 000		
			1 @ 3 880		
			2 @ 3 760		
			3 @ 3 650		
			2 @ 3 530		
			1 @ 3 060		76 950
8	9	Secretarial and clerical (junior)	1 @ 3 530		
			2 @ 3 410		
			2 @ 3 180		
			3 @ 2 940		
			1 @ 2 590		28 120
4	5	Fire guard (senior)	4 @ 4 810		
			1 @ 3 530		22 770
4	9	Fire guard (intermediate)	4 @ 4 120		
			5 @ 3 060		31 780
4	8	Fire guard (junior)	2 @ 3 530		
			1 @ 3 410		
			1 @ 3 180		
			4 @ 2 590		24 010
—	5	Guard (senior)	5 @ 3 530		17 650
6	6	Guard (intermediate)	6 @ 4 120		24 720
64	84	Guard (junior)	50 @ 3 530		
			7 @ 3 410		
			2 @ 3 060		
			3 @ 2 940		
			2 @ 2 820		
			20 @ 2 590		272 750
4	4	Telephone operator (intermediate)	4 @ 4 000		16 000
15	15	Telephone operator (junior)	9 @ 3 410		
			2 @ 3 180		
			2 @ 3 060		
			2 @ 2 940		49 050
1	2	Draughtsman (senior)	1 @ 4 810		
			1 @ 3 530		8 340
154	196				\$756 390

Table 16-4. *Buildings Management Service (cont.)*

Number of established posts 1950	1951	Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
		Additional increments during 1951.....		6 060
		Provision for personal allowances under proposed salary scheme.....		17 720
				\$780 170
		Provision for manual workers.....		412 920
				\$1 193 090
		Less: Adjustment for turnover of staff.....		48 600
			TOTAL	\$1 144 490

The Buildings Management Service (Table 16-4) was formerly the Maintenance and Engineering Division of Conference and General Services. The Service was transferred to Administrative and Financial Services early in 1950 as the need for closer co-ordination between the Secretariat and the Headquarters Planning Office became necessary. The Service is responsible for the security, maintenance and operation of all United Nations property at Headquarters. In 1951, with the occupancy of the permanent Headquarters the scope of these responsibilities will be greatly increased. The main functions of the Service remain unchanged and include security and safety services, allocation of space and telephones and maintenance of all buildings and buildings equipment. During 1950 the Service reduced the number of sections from four to three. These three sections are designated the Central Services Section, the Operations Section, and the Security, Fire and Safety Section.

For 1951 an increase of forty-two posts for this Service is required. This increase is directly attributable to the increased operations at the permanent Headquarters. Twenty-five additional posts are requested for guards, as total space to be guarded at the permanent Headquarters is more than twice the space at Lake Success. In addition, it is anticipated that public attendance at the new building will be considerably larger due to the fact that it is located in New York City. It is impossible to establish accurately the exact requirements for guards and therefore only twenty-five new posts are requested, and provision is made under the temporary assistance account for requirements that may be necessary above this figure. Ten new posts are requested for fire guards for the same reasons given in

respect to guards. In the case of fire guards, protection must also be given to the underground garage areas. In addition to the new posts already mentioned, the following new posts are required to provide adequate administrative staff to meet the increased programmes: one special service intermediate officer to serve as chief of the enlarged Security Section; one special service intermediate officer to serve as chief of the Operations Section; one professional intermediate officer; one principal clerk and one secretary to assist in the increased general administrative work of the Division; one new senior clerical post to serve as a delegates' aide in the new meeting hall area where a greater number of meeting facilities will exist. In addition one senior clerical post is required for a draughtsman to assist in the joint plans being prepared between the Headquarters Planning Office and this Service on space allocation; this post was provided on a temporary basis for 1950.

A total of 196 posts (excluding manual workers) is proposed for this Service for 1951 as compared to 154 posts approved for 1950.

Provision is also made for the recruitment of manual workers for general maintenance and custodial tasks. In 1950, 128 posts were provided for this purpose. For 1951 provision is made for approximately 125. The Department proposes to perform as many services as possible on a contractual basis in 1951, such as night cleaning, elevator operation, elevator maintenance and window cleaning. However, certain services will still have to be performed by United Nations staff, including maintenance of air conditioning equipment, repairs to refrigeration equipment and other general maintenance duties.

Table 16-5. Medical Service

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	—	Officer	—	—
<i>Special Service</i>				
1	1	Assistant officer	1 @ 6 530	6 530
<i>General Service</i>				
1	1	Medical service personnel (principal)	1 @ 6 000	6 000
3	3	Medical service personnel (senior)	1 @ 5 000 1 @ 4 810 1 @ 4 620	14 430
2	2	Medical service personnel (intermediate)	1 @ 4 120 1 @ 3 650	7 770
3	3	Secretarial and clerical (intermediate)	2 @ 4 000 1 @ 3 760	11 760
12	11			\$58 180
Additional increments during 1951.....				420
Provision for personal allowances under proposed salary scheme.....				980
				\$59 580
Less: Adjustment for turnover of staff.....				2 380
TOTAL				\$57 200

The Medical Service (Table 16-5), formerly attached to the Office of the Assistant Secretary-General, is established in the Department as a separate unit. In addition to furnishing medical treatment at Headquarters for emergency cases, it is responsible for annual medical examinations of all staff members and medical examinations required for entrance to the Staff Pension Fund, health education of staff members, and investigations and recommendations on ventilation, lighting and similar problems.

Experience has shown that it is more practicable to secure services of physicians on a part-time basis for medical examinations than to engage a full-time physician. As a result, the abolition of one post of Medical Officer is proposed. The Service will thus consist of the chief of the Service, four nurses, one assistant officer, one laboratory technician, one X-ray technician and three secretarial and clerical posts.

Table 16-6. United Nations Field Service

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 13 300	13 300

Table 16-6. *United Nations Field Service (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170
1	2	Officer	1 @ 9 070 1 @ 8 710	17 780
7	6	Intermediate officer	1 @ 8 360 1 @ 7 670 1 @ 7 330 1 @ 7 000 2 @ 6 670	43 700
<i>General Service</i>				
1	1	Secretarial and clerical (senior)	1 @ 4 620	4 620
4	4	Secretarial and clerical (intermediate)	4 @ 4 120	16 480
<u>15</u>	<u>15</u>			<u>\$108 050</u>
Additional increments during 1951.....				340
Provision for personal allowances under proposed salary scheme.....				820
				<u>\$109 210</u>
Less: Adjustment for turnover of staff.....				4 370
TOTAL				<u>\$104 840</u>

Provision is made in this section of the estimates for the Central Administrative Unit only. Costs of field operations are estimated under Section 5a.

The Field Service (Table 16-6) is responsible for:

1. Originating administrative actions at Headquarters relating to the missions.

2. Providing the following services in the field to the missions:

(i) Operation and maintenance of land transport, and such air transport as may be required and as may be feasible;

(ii) Operation and maintenance of radio communications equipment owned by or loaned to the United Nations;

(iii) Security of United Nations premises and of members of United Nations missions;

(iv) Safe custody of supplies, equipment and archives;

(v) Maintenance of public order during meetings, hearings and investigations.

3. Following-up administrative and financial reports and communications from the missions and insuring

that administrative inquiries and requests from missions are answered with the least delay and in as full a manner as may be authorized by the appropriate Departments or by the Secretary-General.

4. Keeping all units of the Secretariat concerned, currently informed of the administrative problems of the missions.

5. In collaboration with the Bureau of Personnel, organizing such training programme as may be necessary for the staff of this Service to carry out the above functions.

A new post of officer is requested for 1951, in addition to the existing officer's post to provide the Service with two staff members to be respectively in charge of organizing and training of mission personnel and of administrative and financial control and co-ordination. One post of intermediate officer is abolished instead.

The staff of this Service proposed for 1951 thus comprises fifteen, of which twelve posts were transferred from the former Conference Division and three carried over from the United Nations Field Service as established by the General Assembly under Section 6a of the 1950 budget appropriation.

Table 16-7. *Inspection Service*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 19 000	19 000
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
4	4	Officer	1 @ 11 310 1 @ 10 920 2 @ 8 710	39 650
5	5	Intermediate officer	3 @ 8 360 2 @ 7 000	39 080
<i>General Service</i>				
3	4	Secretarial and clerical (senior)	1 @ 4 810 1 @ 4 440 1 @ 4 250 1 @ 4 060	17 560
3	2	Secretarial and clerical (intermediate)	1 @ 3 760 1 @ 3 530	7 290
—	—			
17	17			\$134 270
Additional increments during 1951.....				2 370
Provision for personal allowances under proposed salary scheme.....				—
				\$136 640
Less: Adjustment for turnover of staff.....				5 470
TOTAL				\$131 170

The Inspection Service (Table 16-7) is responsible for:

1. Examining and reviewing actions of the Secretariat which have financial implications with a view to establishing whether there has been conformity with regulations and economical use of funds;

2. Reviewing administrative procedures and related organizational problems from the viewpoint of effectiveness, efficiency and maximum utilization of staff and equipment;

3. Reviewing and approving all forms from the point of view of proper design and standardization;

4. Reporting findings and recommendations to the Assistant Secretary-General for Administrative and Financial Services.

A post of senior clerk is requested to assist in the review and approval of forms in place of an intermediate clerk's post to be abolished. The total number of posts remains at seventeen as in 1950.

Table 16-8. *Recapitulation*

Division or office	Established posts		Salaries on	Additional	Personal	Reduction	Totals
	1950	1951	1 January 1951 \$	increments during 1951 \$	allowances \$	for turnover of staff \$	
Office of the Assistant Secretary-General	6	6	156 000	1 330	1 350	6 400	152 280
Secretariat of Adv. Committee, Adm. Tribunal, Joint Appeals and Dis. Committee, etc.....	9	12					
Bureau of Finance.....	98	92					
Bureau of Personnel.....	76	67	441 890	5 460	4 500	17 990	433 860
Buildings Management Service.....	154 <sup>1</sup>	196 <sup>1</sup>	1 166 144 <sup>2</sup>	8 226 <sup>2</sup>	17 720	47 600 <sup>2</sup>	1 144 490 <sup>2</sup>
Medical Service.....	12	11	58 180	420	980	2 380	57 200
Field Service.....	15	15	108 050	340	820	4 370	104 840
Inspection Service.....	17	17	134 270	2 370	—	5 470	131 170
	387	416	\$2 632 284	\$24 776	\$28 820	\$107 310	\$2 578 570

<sup>1</sup> Excluding manual workers.<sup>2</sup> Including salaries of manual workers.

(ii) *Consultants* ..... \$45 720  
 1950: 37 000  
 1949: 24 664

For the Office of the Assistant Secretary-General: to provide for actuarial consultants to the Joint Staff Pension Fund, \$3 000.

For the Bureau of Finance: to cover contractual investment services, public accounting services, cost-of-living surveys and other services, \$8 500.

For the Bureau of Personnel: to provide for research projects, in connexion with the International Civil Service Advisory Board, and for rating of special examinations, \$1 500.

For the Medical Service: to provide for 924 consultant sessions of four hours each at \$30 gross per session. Eight hundred and twenty sessions will be used for physical examinations (preplacement, periodic, before mission and return from mission, return to duty after illness); consultations regarding the health problems of staff members and their families; the progress of staff members referred to their private physicians because of impairments; emergency treatment of staff members, outside employees, delegations and visitors; fifty-two sessions for reading of X-rays, and fifty-two sessions for medical investigations in connexion with the social security plan for service-incurred accidents and illness, \$27 720.

For Inspection Service: to provide for the employment of three consultants, at \$50 a day each, for a

period of approximately one month to cover advisory services in special fields, \$5 000.

(iii) *Temporary assistance* ..... \$146 270  
 1950: 83 120  
 1949: 94 839<sup>1</sup>

	\$
Office of the Assistant Secretary-General	720
Bureau of Finance .....	18 000
Bureau of Personnel .....	20 000
Building Management Service .....	100 000
Medical Service .....	1 550
Field Service .....	2 000
Inspection Service .....	4 000

In addition to the replacement of staff on annual or sick leave, provision for temporary assistance is requested for the Bureau of Finance and Personnel to enable them to adjust to the reduced establishments proposed for 1951. Except for the Buildings Management Service, the estimate is about the same as the appropriation for 1950.

In connexion with the Buildings Management Service, there is an increase of \$61 000 over the 1950 appropriation to provide annual and sick leave replacements for guards, fire guards, and maintenance men as these activities will be considerably increased in 1951, and to provide twenty-six guards for eight months and five manual workers for eight months. As it is impossible to forecast the exact requirement for this staff upon occupancy of the permanent Headquarters, it is pro-

<sup>1</sup> Excluding expenditures incurred by the Buildings Management Service and the Field Service.

posed to hire temporary personnel under this account when necessary, instead of establishing permanent posts.

(iv) *Overtime and night differential* ..... **\$81 750**  
 1950: 92 750  
 1949: 7 016<sup>1</sup>

Some decrease from the 1950 appropriation may be possible in the provision for payment of overtime to staff members called to work beyond the normal hours of duty. The estimate includes:

	\$
Office of the Assistant Secretary-General	400
Bureau of Finance .....	5 000
Bureau of Personnel .....	800
Building Management Service .....	75 000
Medical Service .....	200
Field Service .....	200
Inspection Service .....	150

## CHAPTER II

*Other departmental expenses* ..... **\$35 140**  
 1950: 24 500  
 1949: 18 305<sup>1</sup>

(i) *Travel on official business* ..... **\$35 140**  
 1950: 24 500  
 1949: 18 305<sup>1</sup>

Funds are requested as follows:

Office of the Assistant Secretary-General: to provide travel expenses of the Executive Secretary of the Administrative Tribunal to Geneva for a session of the Tribunal in Europe (\$1 000); for the Assistant Secretary-General and a member of his staff to undertake an overseas trip during 1951, and for a number of short trips within the United States for the Assistant Secretary-General and the Secretary of the Staff Pensions Fund (\$2 500), \$3 500.

Bureau of Finance: to cover liaison with specialized agencies and other offices on budgetary and accounting matters, \$3 610.

Bureau of Personnel: to provide travelling expenses in connexion with overseas examinations conducted by the Bureau of Personnel and special trips undertaken in liaison with field recruiting officers, as follows:

1. Trip in connexion with special examinations for French, Chinese or Russian translators, editor-verbatim reporters and bilingual stenographers (\$5 260);

2. Two trips in connexion with junior professional trainee examination (\$4 200);

3. Recruiting trips to be undertaken in liaison with field recruiting officers (\$5 000);

4. Travel to meeting of the International Civil Service Advisory Board (\$2 500);

5. Other short journeys including those of the Housing Section in the administration of United Nations

<sup>1</sup> Excluding expenditures incurred by the Buildings Management Service and the Field Service.

Housing Projects and those of the Staff Counsellors (\$1 070).

Total \$18 030.

Field Service: to provide travelling expenses in connexion with liaison with overseas missions and training of mission personnel, \$5 000.

Inspection Service: to provide for normal requirements relating to inspection, auditing and administrative review functions during 1951 of United Nations offices abroad, \$5 000.

## CHAPTER III

*Overseas recruiting programme* ..... **\$20 000**  
 1950: 19 760  
 1949: 25 183

The recruiting operations embrace two main phases of activities:

1. An organization of a field team of recruiting representatives established in a number of centres throughout the world and serving a wide area;

2. Competitive examinations for trainees in junior professional posts and technical language posts.

The system established to operate the recruiting programme outside of the Headquarters area has been largely the use of field representatives who receive honoraria covering miscellaneous expenditures. In accordance with the recommendation of the International Civil Service Advisory Board, these recruitment officers will be gradually replaced by correspondents working on a voluntary basis who will furnish the required information on persons considered for recruitment. A provision is included to enable the representatives to travel and to call in for interview candidates who are under consideration.

Regarding the examination programmes, it is proposed to hold competitive examinations for junior professional trainees and translators, editor-verbatim reporters, and bi-lingual secretaries in various areas.

(i) *Honoraria and temporary assistance* ..... **\$10 000**  
 1950: 11 000  
 1949: 17 770

Honoraria for recruiting representatives (\$2 000).

For junior professional trainee examinations, covering secretarial assistance, honoraria for interview boards and proctors for examinations (\$4 000).

For examinations for technical staff, covering secretarial assistance, honoraria for interview boards, and proctors for examinations (\$4 000).

(ii) *Travel on official business* ..... **\$4 000**  
 1950: 4 460  
 1949: 2 585

For recruiting representatives (\$1 000).

For trainee and junior professional examination, covering fares of candidates selected for interviews (\$1 500).

For technical examinations, to cover fares of candidates selected for interview (\$1 500).

(iii) <i>Miscellaneous supplies and contractual services</i> .....	<b>\$6 000</b>
1950:	4 300
1949:	4 828

For trainee and junior professional examinations, covering advertising, rental of office space and examination rooms, equipment, air freight, cables, postage and stationery. For technical examinations covering similar expenses.

#### CHAPTER IV

<b>Administrative committees</b> .....	<b>\$13 650</b>
1950:	18 700
1949:	35 222

(i) <i>International Civil Service Advisory Board</i> .....	<b>\$ 9 950</b>
1950:	15 000
1949:	3 718

The Board is to meet once in 1951 in Geneva for approximately ten days.

The expenses for the meeting of the Board, which is composed of eight members and one chairman, are estimated as shown below:

Fares .....	\$ 7 000
<i>Per diem</i> for fifteen days including travel time .....	2 950
	<b>\$9 950</b>

Contributions of specialized agencies toward these expenses are expected in the amount of \$4 975.

(ii) <i>Investments Committee</i> .....	<b>\$2 900</b>
1950:	2 900
1949:	1 200

The estimates are based on a meeting of two weeks and cover:

	\$
Travel of members .....	1 800
Subsistence of members .....	1 100
	<b>\$2 900</b>

(iii) <i>United Nations Staff Pension Committee</i> ..	<b>\$ 800</b>
1950:	800
1949:	560

The Committee holds an average of one meeting per month. The estimate covers expenses in connexion with three members appointed by the General Assembly.

Travel of members, one member, from Washington, D.C., and return, twelve times .....	\$ 320
<i>Per diem</i> , twelve days.....	480
	<b>\$800</b>

#### CHAPTER V

<b>Junior professional trainee programme</b> .....	<b>\$55 000</b>
1950:	55 000
1949:	—

(i) <i>Salaries and wages</i> .....	<b>\$55 000</b>
1950:	55 000
1949:	—

This provision is to cover the salary of junior professional trainees recruited in 1950 and 1951.

The appropriation requested is based on an average figure of fourteen trainees for the full year.

All other costs in connexion with this programme are covered in appropriate sections of the budget estimates.

**Section 17. Common Staff Costs****\$4 345 100**(1950: \$4 734 440 1949: \$5 836 653<sup>1</sup>)**CHAPTER I****Recruitment and initial organization costs. \$1 115 170**

1950: 1 140 120

1949: 2 322 509<sup>1</sup>

(i) *Travel and removal of staff and dependants* ..... **\$384 450**  
 1950: 370 920  
 1949: 383 836

Provision is made for the following:

**1. Travel of staff members:**

In order to carry out the overseas recruitment programme for 1951 on the basis of a wide geographical distribution of the staff and to provide for replacements and transfers of staff, as well as for the repatriation of staff members leaving the Organization, provision is made for travel expenses of 270 staff members at an average cost of \$560 each. Of this number, twenty are accounted for as a result of increased staff, 125 separations, and 125 replacements. Total: \$151 200.

**2. Travel of dependants:**

Provision is made for the travel of 270 dependants (wives and children) during 1951 in connexion with recruitment, transfer or repatriation of Headquarters staff at an average cost of \$475. Total: \$128 250.

**3. Removal of household goods:**

It is expected that 150 staff members will remove their household goods on recruitment, transfer or separation during 1951 at an average cost of \$700. Total: \$105 000.

(ii) *Installation payments* ..... **\$85 620**  
 1950: 123 300  
 1949: 114 502

This estimate covers the installation allowances paid on behalf of a staff member and his dependants, after arrival from outside the Headquarters area, to meet initial extraordinary living expenses at the official duty station. According to the new rule approved as of 1 May 1950, staff members on initial appointment or transfer to new duty stations, will receive on arrival at the duty station, the equivalent of thirty days' travel subsistence allowance for themselves and entitled dependants. Provision is made for the payment of this allowance to 150 staff members during 1951 at an average cost of \$540. Total: \$81 000.

An amount of \$4 620 is included in the estimate to cover installation grants to which twenty-eight staff members recruited between 1 January and 1 May 1950 are entitled under the provision of previous rule, at an average cost of \$165.

(iii) *Termination payments* ..... **\$205 000**  
 1950: 180 000  
 1949: 213 607

**1. Termination pay:**

Based on experience in 1949 and in the first months of 1950, it is estimated that 400 staff members will be separated during 1951, of whom seventy-five will be entitled to receive termination pay equivalent to thirty days' salary at an average cost of \$600 per staff member. Total: \$45 000.

**2. Commutation of annual leave:**

Provision is made for lump sum payments to 400 separated staff members for annual leave earned but not taken up to date of separation, based on an average cost of \$400 per staff member. Total: \$160 000.

(iv) *Local staff transportation* ..... **\$ —**  
 1950: 32 500  
 1949: 27 253

In view of the move of the Secretariat into the new building in 1951, no provision is required under this item.

(v) *Rental allowances* ..... **\$417 600**  
 1950: 405 400  
 1949: 406 741

This covers rental allowances which are payable to staff members recruited from outside the Headquarters area, to compensate them for extra housing costs resulting from the fact that the cost of housing facilities presently available to those staff members is on an average 25 per cent higher than for persons established in the area. The estimate is based on an average expenditure of \$16 000 per pay period, which corresponds to the rate of expenditure in the first months of 1950.

(vi) *Losses on housing projects* ..... **\$22 500**  
 1950: 28 000  
 1949: 7 048

Provision is made for losses during 1951 on the Great Neck Plaza and Parkway Village housing projects, which are leased by the United Nations and made available on sub-lease to the members of the United Nations staff and staff of delegations and specialized agencies. While every effort is made to keep losses at a minimum, certain unavoidable circumstances, such as vacancies between rentals, redecoration charges due to staff being separated, and vacancies incident to the ending of the Great Neck project leases, result in losses to the Organization.

**CHAPTER II**

**Staff benefit costs** ..... **\$3 158 430**  
 1950: 3 515 020  
 1949: 3 451 247

(i) *Contributions. Staff Pension Fund* ..... **\$1 995 000**  
 1950: 1 760 000  
 1949: 2 101 753

<sup>1</sup> Includes \$1 169 522 for reimbursement for national income taxation.

Provision is made for an anticipated increase in the number of Headquarters staff members covered by the Staff Pension Scheme from 2 800 as of 31 December 1950 to 2 900 by the end of 1951 at the established contribution rate of 14 per cent of base salaries. Every full-time member of the staff having a contract of one year or more, or having completed one year of employment, participates in the Scheme.

It is expected that, on the average, contributions will be required, on a full-year basis, for 2 850 staff members, during 1951, at an average cost of \$700 per staff member. The increase in the average cost from \$640 in 1950 to \$700 in 1951 is due to the incorporation, under the proposed salary scheme, of the cost-of-living allowance into base salaries.

(ii) <i>Repatriation grants</i> .....	<b>\$24 380</b>
1950:	475 000
1949:	457 708

The figures shown above for 1949 and 1950 relate to expatriation allowances, which were paid at \$250 for single staff members and \$500 for staff with dependants. For 1951, following recommendation of the Committee of Experts on Salary, Allowance and Leave Systems, no provision is made for expatriation allowances. That Committee was of the opinion that in place of the expatriation allowance there should be substituted, as of 1 January 1951, a repatriation grant designed to assist staff members leaving the Organization and being repatriated to their home countries, in meeting certain extraordinary expenses with which they are faced. The payment of the grant will begin with staff who had served a minimum of two years, i.e., not before 1953. However, as a transitional measure, the Committee also recommended that any staff member serving with the Organization on 31 December 1950 who is terminated during the years 1951 or 1952 should, for such period as he has accrued service towards the repatriation grant, receive a lump sum payment calculated at the rate of \$250 per year for staff without dependants and \$500 per year for staff with dependants.

This estimate assumes that during 1951, 125 eligible staff members will be separated, fifty-five without dependants and seventy with dependants. It also assumes that these staff members will have accrued, on average, six months of service towards the repatriation grant. Total: \$24 380.

(iii) <i>Children's allowances, education grants and related travel</i> .....	<b>\$350 000</b>
1950:	285 000
1949:	303 697

#### 1. Children's allowances:

It is estimated that children's allowances will be payable during 1951 at the full-year rate of \$200 for 1 600 children of Headquarters staff members. Staff statistics indicate that the number of dependent children in the Organization is increasing. Moreover, the change in interpretation of the staff rule concerning entitlement to children's allowance, by which the allowance shall be paid equally to male or female staff members, as

proposed by the Committee of Experts on Salary, Allowance and Leave Systems, accounts also for the increase in the number of dependent children in comparison with the 1950 figure of 1 300 children. Total: \$320 000.

#### 2. Education grants and related travel:

Provision of \$15 000 is made for payment of the education grant plus related travel at a total average cost of \$600 for each of twenty-five children anticipated to be returning to their home countries for schooling during 1951. In addition, provision is made for payment of the education grant for seventy-five children expected to be attending special national or international schools in the Headquarters area, for whom the allowance is estimated at \$200 per child. Total: \$30 000.

(iv) <i>Contributions. Medical and group life insurance</i> .....	<b>\$94 500</b>
1950:	66 000
1949:	60 830

#### 1. Medical and hospitalization insurance:

It is estimated that contributions towards medical and hospitalization insurance, which cover a part of the cost to staff members who have elected to join the scheme and who are eligible for this contribution, will be payable during 1951 on the average for 2 000 staff members at an average cost for the year of \$47 25 per staff member. Total: \$94 500.

#### 2. Group life insurance:

No provision is required for partial payment of group life insurance premiums as no charges are anticipated for 1951.

The higher cost estimate for 1951 as compared to 1950 is accounted for by the increased number of persons participating in the medical and hospitalization insurance plan as well as an increase in rates for medical insurance.

(v) <i>Ex gratia payments</i> .....	<b>\$10 000</b>
1950:	11 000
1949:	5 799

Provision is made for *ex gratia* payments which the Secretary-General may make under Financial Regulation 26, which he deems to be necessary in the interests of the United Nations.

(vi) <i>Compensatory payments. Social security scheme</i> .....	<b>\$35 000</b>
1950:	35 000
1949:	25 000

The figures shown above for 1949 and 1950 relate to workmen's compensation, for which in previous years arrangements were made in conjunction with New York State authorities for the United Nations to establish a self-insuring workmen's compensation plan. The decision to adopt the social security scheme, as recommended by the Committee of Experts on Salary, Allowance and Leave Systems, eliminates the

need for any expenditures under workmen's compensation, as well as substantial expenditures which have been required for insurance coverage for staff members on missions (under Section 5 of the budget). In the absence of previous experience, it is proposed to provide for this item the same amount provided for workmen's compensation in 1950.

(vii) *Travel on home leave* ..... **\$649 550**  
 1950: 883 020  
 1949: 496 460

Provision is made for staff members entitled to home leave in 1951 and their dependants, on the basis of actual fares by the most economic routes, as follows:

	No. of staff members	No. of dependants	Estimated cost \$
Executive Office of the Secretary-General.....	11	6	17 400
Library .....	15	10	19 910
Department of Security Council Affairs.....	40	53	67 690
Military Staff Committee Secretariat.....	10	11	14 270
Department of Economic Affairs.....	74	93	116 900 <sup>1</sup>
Department of Social Affairs.....	40	40	55 410 <sup>1</sup>
Department for Trusteeship and Information from Non-Self-Governing Territories.....	33	41	47 830
Department of Public Information.....	67	90	112 050
Department of Legal Affairs.....	12	2	9 740
Conference and General Services.....	193	161	205 140
Administrative and Financial Services.....	48	54	55 380
<b>TOTAL</b>	<b>543</b>	<b>561</b>	<b>721 720</b>

<sup>1</sup>Include provisions for Technical Assistance Administration.

A reduction of 10 per cent is applied to the total estimated cost to take account of turnover of staff and leave which will need to be deferred because of the exigencies of the service. Total: \$649 550.

### CHAPTER III

**Staff training and welfare** ..... **\$71 500**  
 1950: 79 300  
 1949: 52 897

(i) *Staff training* ..... **\$37 500**  
 1950: 42 000  
 1949: 24 436

The estimate covers:

1. Language training, \$27 500. The language training programme will continue the instruction of the staff in the five official languages. During 1949 and 1950 an average of 1 120 staff members were enrolled in the language classes. For 1951, two sessions of forty classes each, with a fifteen weeks duration, are planned, each class meeting for three hours per week. Instruction will cost \$7 50 per hour: \$27 000. An amount of \$500 is added to cover equipment and supplies needed for all courses.

2. Administrative training, \$10 000. The estimate provides for in-service training for clerical, supervisory and technical staff and special training for the junior professional trainees.

(ii) *Interne training* ..... **\$30 000**  
 1950: 30 000  
 1949: 26 540

The estimate provides for three internship training groups similar to those organized in 1949 and 1950: one for international civil servants and others working in the international field; a second, also for civil servants, directed to a study of the General Assembly, its organization, working methods and procedures, to be held concurrently with the sixth session of the General Assembly in 1951; the third programme is to be for students at or near a graduate level, for general study of the United Nations and its agencies. Funds provided are to subsidize internes for living expenses, \$400 to the civil servant internes and \$300 to the student internes. The \$30 000 is to be divided among the three programmes, the division to be based upon the extent to which outside funds are contributed.

(iii) *Staff welfare* ..... **\$ 4 000**  
 1950: 7 300  
 1949: 11 921

The estimate provides for educational lectures for all staff members, orientation lectures for non-American staff members, staff language libraries, and other welfare and recreational activities. Included in the estimate is a grant of \$1 500 to the Staff Recreation Council for expenditure on recreational activities for all staff members.

## Section 18. Common Services

\$2 887 500

(1950: \$2 262 750 1949: \$2 288 290)

The estimates provided in this section are based on the assumption that the Secretariat will move from the interim Headquarters at Lake Success to the permanent Headquarters in Manhattan during the latter part of December 1950 and the early part of January 1951. The estimates provide only for the regular anticipated expenditures for 1951 and do not include any additional non-recurring expenditures which will arise as a result of the move. Estimates to cover the latter expenditures are included in the special Section 18 (a), Transfer to the Permanent Headquarters, of the 1951 budget estimates.

## CHAPTER I

## Communications services and freight,

cartage and express ..... \$587 930  
 1950: 523 750  
 1949: 533 242

(i) Telephone services (excluding  
 long distance) ..... \$200 000  
 1950: 150 000  
 1949: 171 851

This account covers the cost of telephone services, excluding long distance calls but including costs of rental of equipment. Allowance has been made for the

8 per cent rate increase approved by the New York Public Utilities Commission which became effective 1 May 1950.

The estimate represents the minimum amount necessary to provide adequate services at the permanent Headquarters and does not include the initial installation costs connected with that building. Rental costs are estimated at \$130 000, charges for additional local calls \$62 000 and charges for service connexions and other services \$8 000. It is anticipated that the 1950 requirements will be slightly above the level of the 1949 expenditures which reflect the 7 per cent rate increase which was approved during that year. Only a small increase in expenditures in 1951 is anticipated, apart from that due to the official rate increases.

(ii) Cable, telegraph, wireless and  
 long distance telephone ..... \$101 430  
 1950: 120 850  
 1949: 81 134

In previous years, this account was divided among the various departmental sections. It is proposed to centralize accounting for expenditures under this heading for 1951. The same careful control over such expenditures will be maintained. The estimate includes provision for Departments as follows:

Section	1951 Estimate \$	1950 Approved \$	1949 Expenditure \$
6 Executive Office of the Secretary-General	13 500	10 000	13 374
6a Library .....	500	2 000	70
7 Security Council Affairs .....	7 000	8 000	4 096
8 Military Staff Committee Secretariat ....	100	250	55
10 Economic Affairs .....	14 000	22 000	11 313 <sup>1</sup>
11 Social Affairs .....	5 000	6 000	4 755 <sup>1</sup>
12 Trusteeship and Information from Non-Self-Governing Territories .....	2 000	3 000	547
13 Department of Public Information .....	36 800	49 000	21 447
14 Legal Affairs .....	2 600	2 000	1 382
15 Conference and General Services .....	11 900	11 700	16 967
16 Administrative and Financial Services ...	8 030	6 900	7 128
	<u>\$101 430</u>	<u>\$120 850</u>	<u>\$81 134</u>

<sup>1</sup> Include provisions for Technical Assistance Administration.

(iii) <i>Postal services</i> .....	<b>\$180 000</b>
	1950: 156 000
	1949: 179 811

(iv) Freight, cartage and express (excluding air freight).....	\$ 36 000
1950:	38 000
1949:	28 927

(v) <i>Air freight</i> .....	\$ 70 500
1950:	58 900
1949:	71 519

In previous years this account was divided among the various departmental sections. The estimate is based largely on 1949 expenditures and includes provision for Departments as follows:

Section	1951 Estimate \$	1950 Approved \$	1949 Expenditure \$
6 Executive Office of the Secretary-General	750	100	94
6a Library .....	200	500	—
7 Security Council Affairs .....	500	600	154
10 Economic Affairs .....	6 000	5 000	5 434 <sup>1</sup>
11 Social Affairs .....	1 500	500	1 263 <sup>1</sup>
12 Trusteeship and Information from Non-Self-Governing Territories .....	1 500	3 000	1 180
13 Department of Public Information .....	55 000	45 000	58 433
14 Legal Affairs .....	500	500	333
15 Conference and General Services .....	3 900	3 100	4 097
16 Administrative and Financial Services ...	650	600	531
	<u>\$70 500</u>	<u>\$58 900</u>	<u>\$71 519</u>

<sup>1</sup> Include provisions for Technical Assistance Administration.

<b>Rental and maintenance of premises</b>	<b>.....</b>	<b>\$1 392 570</b>
1950:		870 200
1949:		870 503

The estimate provides for miscellaneous short term rentals. An equivalent figure was included for these purposes in 1950. No provision is made in 1951 for the rental of warehouse space because such facilities will be made available at the permanent Headquarters. This estimate does not include the rental costs for the interim Headquarters at Lake Success. Provision has been made, however, in Section 18 (a) for these charges.

(ii) <i>Supplies for maintenance of premises...</i>	<b>\$188 810</b>
1950:	106 500
1949:	99 357

This is a new account for 1951. This account, together with the new account "Contractual Services for Maintenance of Premises" replaces the accounts "Maintenance of Premises" and "Rental and Maintenance of Other Equipment". This change in accounts for 1951 has the effect of grouping together all supplies for maintenance of premises into one account and all contractual services for maintenance of premises into a second account. The estimate includes provision for supplies and materials for the cleaning of the permanent Headquarters, \$138 310; the purchase of uniforms for guards, fire guards, messengers and elevator operators, \$26 000; the purchase of flags for Headquarters and overseas offices, \$9 000; and \$15 500 to cover miscellaneous supplies, maintenance of safety equipment and maintenance of other buildings equipment. The estimate of requirements for supplies and materials for cleaning the permanent Headquarters is based on a factor of 12 cents per square foot annually (\$1.29/m<sup>2</sup>) excluding such areas as the garage, surface drive and pipe galleries. The estimate includes \$88 100 for the Secretariat building of 734 100 square feet (68 200m<sup>2</sup>); \$31 580 for the meeting hall area of 394 800 square feet (36 680m<sup>2</sup>, provision being made for eight months only); \$10 800 for the library building, 90 000 square feet (8 360m<sup>2</sup>); and \$7 830 for offices in the garage area, 65 260 square feet (6 060m<sup>2</sup>).

(iii) <i>Contractual services for maintenance of premises</i> .....	<b>\$788 860</b>
1950:	122 500
1949:	130 664

This estimate provides for all contractual services necessary for the maintenance of premises at the permanent Headquarters and includes the following items: \$150 000 for electrical maintenance of all lighting and electric motors in the Secretariat building, the library building, meeting hall area, and garage; \$320 000 for cleaning at night all space in the Secretariat building, meeting hall area, library building, and offices in the garage area. In 1949 and 1950, provision was made for night cleaning services under Section 15, Conference and General Services. It is proposed for 1951 to perform this work on a contractual basis. The total space to be cleaned has been classified in relation to minimum standards of cleanliness and cost factors have been applied based on information available on similar buildings in the New York area. \$30 460 is included for window cleaning; \$48 000 for elevator maintenance; \$16 900 for towel and linen service; \$11 000 for dry cleaning and pressing of uniforms; and \$12 500 for other miscellaneous services, including rental of snow removal and other miscellaneous equipment, and rodent extermination. In addition, \$200 000 is included to cover the cost of operating the elevators. It is estimated that fifty-nine elevator operators and starters will be required to operate on a twenty-four hour basis seven days a week the eighteen passenger and two freight elevators at the permanent Headquarters. The night and week-end periods will be serviced on the basis of minimum requirements.

(iv) <i>Utilities</i> .....	<b>\$405 000</b>
1950:	233 000
1949:	214 250

This estimate covers the cost of light, heat, power, gas, oil and electricity for all buildings at the permanent Headquarters which will be occupied in 1951. It does not include provision for the General Assembly Hall at Flushing. Estimates for this building are included under Section 1. The 1951 amount is based on a detailed estimate of usage prepared by the supplying company and filed with the public agency controlling such services. \$270 000 is provided for electricity; \$129 000 for steam and \$6 000 for gas.

(v) <i>Alterations to premises</i> .....	<b>\$ 5 000</b>
1950:	7 500
1949:	19 273

For 1949 and 1950 this account was included in Section 19, "Permanent Equipment" together with "Improvements to Premises". As alterations do not result in an increased valuation of United Nations property, it is preferable to separate this account from improvements. The estimate is purely a nominal amount and will provide for the interior equipping of cloak rooms at the permanent Headquarters.

### CHAPTER III

<i>Stationery and supplies</i> .....	<b>\$390 000</b>
1950:	372 800
1949:	424 399

(i) <i>Stationery and office supplies</i> .....	<b>\$130 000</b>
1950:	139 050
1949:	134 486

This estimate includes the costs of expendable supplies and materials for office use. Stock items, which include envelopes, stationery, desk accessories, pencils, pens and inks, are estimated at \$92 800. Non-stock items including rubber stamps, non-standard binders, columnar pads and forms are estimated at \$8 000. Writing papers are estimated at \$22 000. Payroll supplies and other financial forms are estimated at \$7 200. The level of expenditure is expected to be slightly below 1949-50.

(ii) <i>Internal reproduction supplies</i> .....	<b>\$260 000</b>
1950:	233 750
1949:	289 913

Costs of paper, stencils, chemicals, offset plates and similar supplies used for the internal reproduction of documents and forms are covered under this heading. Requirements for the regular session of the General Assembly are included. The revised estimate for 1950 of \$275 000 was reduced to \$233 750 in anticipation of savings on account of devaluation of currencies. However, the substantial savings envisaged probably cannot be realized in 1950. Instead, 1950 expenditures are expected to be slightly under the 1949 expenditure figure. The reduction in the estimate for 1951 compared to the revised estimated amount of \$275 000 for 1950 is considered possible through increased efforts.

to restrict distribution of documents to actual requirements of Member Governments, delegations and the Secretariat. The estimate provides \$176 000 for the purchase of paper used in the reproduction process; \$42 500 for chemicals, films, photographic papers and inks; \$36 600 for stencils, plates, and plate re-graining; and \$4 900 for miscellaneous supplies.

#### CHAPTER IV

**Rental and maintenance of equipment . . . . . \$430 300**  
 1950: 433 900  
 1949: 390 926

**(i) Telecommunications supplies . . . . . \$ 45 000**  
 1950: 58 700  
 1949: 50 183

This account, together with the new account "Operation and Maintenance of Telecommunications Equipment" which follows immediately, replace the following four accounts which existed in 1949 and 1950: "Supplies for Sound and Transcription", "Maintenance of Radio Equipment", "Rental and Maintenance of Sound and Transcription Equipment", "Rental and Maintenance of Simultaneous Interpretation Equipment". The re-grouping of these accounts for 1951 has the effect of placing all costs related to supplies in one account and all costs related to contractual services in a second account.

This estimate provides for the purchase of recording discs, recording tape and parts necessary for the maintenance and improvement of all telecommunications installations and equipment. The estimate includes \$25 500 for recording discs, \$4 500 for recording tape and \$15 000 for parts, including such expendable items as tubes, resistors, sapphire needles.

**(ii) Operation and maintenance of telecommunications equipment . . . . . \$325 000**  
 1950: 297 000  
 1949: 269 559

The estimate provides for the cost of contractual services for technical employees required to operate and maintain the telecommunications equipment required in council chambers, conference rooms, recording and broadcast studios. In 1949 and 1950 these costs were distributed amongst the following accounts: "Maintenance of Radio Equipment", "Rental and Maintenance of Sound and Transcription Equipment", "Rental and Maintenance of Simultaneous Interpretation Equipment". The estimate includes provision for the following items: \$140 000 for the Department of Public Information covering the cost of twenty technicians for the operation and maintenance of radio and recording studios and related broadcast equipment; \$70 000 to cover the cost of ten technicians for the operation and maintenance of simultaneous interpretation facilities in council and conference rooms; and \$115 000 to cover the cost of sixteen technicians for the operation and maintenance of recording rooms and master control units. The increase reflected in these

estimates over 1949 and 1950 is due to the anticipated increase in these activities upon occupancy of the permanent Headquarters. In 1949 there were four studios and four meetings requiring operation at the same time. By late 1950 this will be increased to five studios and five meetings. In the permanent Headquarters services will be provided for six studios and five meetings during the latter part of 1951.

**(iii) Rental of office and other equipment . . . . \$ 21 000**  
 1950: 21 000  
 1949: 21 000

This account, together with the account "Maintenance of Office and Other Equipment" which follows immediately, replace the three following accounts which existed in 1949 and 1950: "Rental and Maintenance of Furniture and Fixtures", "Rental and Maintenance of Internal Reproduction Equipment", "Rental and Maintenance of Other Office Equipment". The re-grouping of these accounts for 1951 will have the effect of placing rentals of equipment in one account and maintenance of equipment in a second account. This estimate provides for the rental of payroll equipment estimated at \$20 000 and the rental of other miscellaneous equipment, such as postal meters and plate assemblers on addressograph equipment at an estimated cost of \$1 000. The estimate is based on actual rental charges.

**(iv) Maintenance of office and other equipment . . . . . \$ 19 500**  
 1950: 20 200  
 1949: 12 247

The estimate includes provision for the maintenance of the following items: dictating equipment, typewriters, coding machines, calculating machines, internal reproduction equipment, and repairs to photographic equipment at an estimated cost of \$15 800. In addition, provision is made for repairs to furniture \$2 500 and maintenance of miscellaneous equipment \$1 200.

**(v) Operation and maintenance of transportation equipment . . . . . \$ 19 800**  
 1950: 37 000  
 1949: 37 937

This estimate provides for repair and replacement parts, contractual repairs and maintenance services, gasoline, oil, lubricants, washing and cleaning required for the upkeep of transportation equipment owned by the United Nations. The decrease in the estimate for 1951 as against 1950 and 1949 is due to the planned reduction in the transportation fleet for 1951. The transportation fleet will be reduced in 1951 from the present twenty-three passenger cars, two messenger cars, nine trucks, one motorcycle to eleven passenger cars, two messenger cars, four trucks and one motorcycle. The estimate allows for a higher monthly average cost for maintenance due to the fact that the vehicles will be older, and no replacements are anticipated.

## CHAPTER V

**Other supplies and services..... \$86 700**  
   1950: 62 100  
   1949: 69 220

**(i) Insurance ..... \$ 55 000**  
   1950: 32 500  
   1949: 32 363

This account provides for the cost of all commercial insurance for the year 1951, includes coverage against fire in respect of all completed buildings at the permanent Headquarters; public liability in respect of United Nations buildings and motor vehicles; marine insurance; air travel; and other small miscellaneous coverages.

**(ii) Miscellaneous supplies and services..... \$ 13 000**  
   1950: 12 500  
   1949: 14 124

This estimate covers the cost of supplies and services not covered elsewhere. Certain items such as towel and

linen supply services, dry cleaning and pressing services, and alterations to uniforms which were included under this heading in 1949 and 1950 are covered under contractual services for maintenance of premises in 1951. Therefore, this estimate provides for the following items for 1951: \$3 000 for classified advertising; \$4 000 for miscellaneous supplies such as ash trays, glasses, mail bags and lay-out pads. In addition, an amount of \$6 000 has been included for expendable supplies for the clinic. This item, in 1949 and 1950, was included under Common Staff Costs.

**(iii) Periodicals and newspapers..... \$ 18 700**  
   1950: 17 100  
   1949: 22 733

This account covers the cost of all expendable materials for the Library, such as newspapers and periodicals. In previous years these items were included under "Library Books, Maps and Periodicals" in the Section for Permanent Equipment. The estimate is based on 1949 expenditures and experience in 1950.

## Section 18a. Transfer to the Permanent Headquarters

### \$537 300

This is a special section established for the year 1951 to cover expenditures of a non-recurring nature which are related to the move of the Secretariat from its interim Headquarters at Lake Success to the permanent Headquarters in Manhattan. It also includes provision for minor alterations to the building at Flushing and the maintenance of this building for the period January to July 1951 so that meetings of the Security Council and the Interim Committee of the General Assembly can be held in this building during this period. This is necessitated by the fact that the Conference Area at the permanent Headquarters is not scheduled for occupancy until July 1951.

**(i) Temporary assistance ..... \$99 200**

This estimate covers the cost of additional temporary staff required to assist in special tasks resulting from the move to the permanent Headquarters which cannot be performed on a contractual basis. The majority of this staff are manual workers required for maintenance and custodial work at the interim Headquarters from January until the expiration of the lease in June and at the Flushing building for this same period. The other staff is required to assist in the packing of documents and equipment; in the preparation of inventories and the checking of receipt against such inventories at the permanent Headquarters; the disposal of property and equipment which will not be taken to the permanent Headquarters.

**(ii) Telephone services (excluding long distance) ..... \$22 800**

This estimate covers the cost of telephone services at Lake Success and Flushing from January until June.

The average monthly rental for telephone services at Lake Success during 1950 is \$15 400. This figure includes allowance for the 8 per cent rate increase which was approved by the Public Utilities Commission and which became effective in May 1950. Disconnexion of instruments will commence as early in December 1950 as possible. However, it is certain that rental charges will have to be paid on at least half the number of present instruments for the month of January 1951. In addition, contact will have to be maintained between the Lake Success building and the permanent Headquarters until the former is completely vacated by the Organization.

Therefore, the following provision is required for Lake Success: \$8 000 for the month of January, \$1 000 for the remaining five months February through June, and \$2 900 for disconnexion charges. The telephone expenses in connexion with the Flushing building are estimated at \$10 900.

**(iii) Rental of premises ..... \$166 540**

The estimate provides for rental costs including local governmental services and utilities as stipulated in the tenancy agreement for the land and buildings at Lake

Success for the period 1 January to 30 June 1951 when the United Nations obligations under the lease on this property expire.

**(iv) Supplies for maintenance of premises... \$11 000**

This estimate provides for supplies for the cleaning and maintenance of the buildings and grounds at Lake Success and at Flushing from January to June. For Lake Success, the estimate includes only those items essential to maintain a minimum standard of cleanliness. In addition, the estimate provides for the purchase of such items as plaster, light replacements and caps to cover open pipes so that any small damage to this building resulting from the move can be rectified.

**(v) Contractual services for maintenance of premises ..... \$19 300**

This estimate provides for the minimum contractual services for electrical maintenance at Lake Success and at Flushing from January to June. It provides for the cost of ten electricians for January and four electricians for the five months February to June inclusive at Lake Success, and one electrician for the period January to June at Flushing.

**(vi) Utilities ..... \$97 760**

This estimate provides for the cost of light, heat, power, water, fuel oil, and sewage disposal at Lake Success and Flushing for the period January to June. The estimate for Lake Success is based on 1949 experience and allows for normal full monthly charges for January and reduced charges for the months February to June in that the building will be maintained during these latter months at a minimum custodial level. Amounts provided for Lake Success are \$69 000 for electricity (which is on a fixed charge basis), \$14 750 for steam, \$1 680 for water and \$970 for sewage disposal. The estimate for Flushing is based on past experience and includes \$4 800 for electricity, \$6 000 for gas, \$200 for water and \$360 for fuel oil.

**(vii) Maintenance of office and other equipment ..... \$ 6 500**

The estimate provides for repair to articles damaged during the move from Lake Success to the permanent Headquarters in Manhattan.

**(viii) Miscellaneous supplies and services.... \$87 300**

This estimate provides for the cost of dismantling and, where necessary, reconditioning furniture, fixtures and equipment at the interim Headquarters and the re-erecting and installation of these items at the permanent Headquarters. It also provides for the temporary installation of telecommunications equipment and furniture at the Flushing building so that meetings of the Security Council and the Interim Committee of the General Assembly can be accommodated in this

building pending completion of the meeting area at the permanent Headquarters.

The estimate includes \$16 700 to cover the cost of un-bolting the 995 theatre chairs in the Security Council and Economic and Social Council Chambers and the re-upholstering of these chairs to meet the new interior colour scheme at the permanent Headquarters; \$23 300 to cover the cost of refinishing the 1 500 chairs now used in the conference and committee rooms; \$4 700 to cover the cost of taking up, reconditioning and re-laying 2 800 yards (2 560 metres) of carpeting; \$26 100 to allow for the dismantling of telecommunications equipment and wiring so that it can be used at the permanent Headquarters. All such wiring will have to be carefully disconnected so that the maximum can be salvaged. The estimate also includes \$16 500 for the installation of additional telecommunications equipment at the Flushing building.

**(ix) Alterations to premises ..... \$21 500**

This estimate provides for temporary alterations to the Flushing building so that the meetings of the Security Council and the Interim Committee of the General Assembly may be held in this building pending completion of the meeting hall area at the permanent Headquarters. The estimate includes \$8 500 for the construction of simultaneous interpretation booths and arranging of tables and chairs, and \$13 000 to cover the costs of re-arranging the rostrum in the Assembly Hall so as to provide sufficient space in the centre of the hall to accommodate the table used by the Security Council and the Interim Committee of the General Assembly.

**(x) Local transportation ..... \$ 5 400**

This estimate provides for local transportation facilities between the permanent Headquarters in Manhattan and the Flushing building during the period January to June.

**Section 19. Permanent Equipment****\$1 173 600**

(1950: \$199 320 1949: \$463 045)

The estimate of \$1 173 600 for 1951 exceeds considerably both the appropriation for 1950 and the expenditures for 1949, but this increase is due mainly to non-recurring expenditures arising either directly or indirectly in connexion with the transfer of the Secretariat from Lake Success to the permanent Headquarters. The estimate includes \$457 000 to provide for the replacement of a portion of the present office furniture, internal reproduction equipment, and library equipment. The estimate also provides an amount of \$500 000 under "Improvements to Premises" to cover the cost of structural alterations which have to be made to the present Manhattan Office in order to provide library facilities in the building in 1951.

Finally, many additional items of miscellaneous equipment are required in connexion with the operation and maintenance of the new building, such as special equipment to permit the cleaning of the large windows in the council chambers, safety and fire prevention equipment, and general equipment for maintenance purposes. An amount of \$65 000 is requested for these items under the account "Miscellaneous Supplies and Services".

**CHAPTER I**

<b>Furniture, fixtures and office equipment. ....</b>	<b>\$441 100</b>
1950: .....	79 920
1949: .....	290 285
<b>(i) Furniture and fixtures. ....</b>	<b>\$302 000</b>
1950: .....	22 500
1949: .....	28 001

The estimate for 1951 contains provision for a major replacement programme in respect of office furniture and fixtures throughout the Secretariat and the meeting hall area. It will be recalled that the Secretariat was equipped with office furniture and fixtures upon its occupancy of the interim Headquarters at Lake Success from a number of sources including surplus stocks of the United States War Assets Administration and the United Nations Relief and Rehabilitation Administration. With the exception of a quantity of gray steel furniture, most of the office equipment was made of wood, of war-time manufacture. Much of the equipment had had hard use and was in dilapidated condition when obtained by the United Nations. The cost to the United Nations at the time of acquiring this furniture was extremely small. No major replacement programme and no large purchases of such equipment have taken place while the Secretariat has been at Lake Success. However, with the move to the permanent Headquarters, such a replacement programme becomes a necessity. An analysis of the total proposed replacement programme representing a total expenditure of \$554 000 is being submitted in detail to the Advisory Committee. It is proposed, however, that this programme be implemented over a two-year period. The amount of \$302 000

included in this estimate represents that portion of the over-all programme which it is proposed to implement in 1951.

The over-all programme contains three major replacement projects, the first being replacement of broken, unserviceable and dilapidated wooden furniture for the Secretariat which would involve an expenditure of \$397 000, of which \$250 000 is requested in 1951. Items included in this equipment are desks, chairs, bookcases and office tables.

The second project is the replacement and additional procurement of furniture for the meeting hall area. The total programme will require an expenditure of \$82 000, of which \$40 000 is requested for 1951. This furniture is required to equip the various discussion rooms and offices which are planned in the new meeting hall area of the permanent Headquarters. No similar rooms exist at Lake Success.

The third project covers miscellaneous furniture, the over-all programme amounting to \$75 000, and including such items as pigeon-holes for distribution and sorting of documents, additional shelving, clothing lockers, and steel work tables for the mailing room, reproduction shop and warehouse area. For 1951, \$12 000 is requested in connexion with these items.

It is estimated that a revenue of \$45 000 will be obtained from the sale of furniture and fixtures replaced by the above programme.

<b>(ii) Office equipment .....</b>	<b>\$129 100</b>
1950: .....	37 620
1949: .....	127 992

This is a new account for 1951, replacing the two previous accounts "Internal Reproduction Equipment" and "Other Office Equipment". This account covers the procurement of all internal reproduction equipment and other office equipment such as typewriters, calculating machines and microfilm equipment. The estimate includes provision for the replacement of a large portion of the present internal reproduction equipment. All of the reproduction equipment to be replaced is at least five years old, some being more than ten years old. This equipment, like the office furniture, was procured at the time of occupancy of the interim Headquarters at Lake Success, a considerable portion of it being second-hand due to the post-war shortage of such equipment. No major replacement programme has subsequently been undertaken. However, replacement is becoming necessary irrespective of the fact that the Secretariat is moving to the permanent Headquarters. The move presents an ideal opportunity for placing such a programme into effect because it means that any new equipment purchased could be delivered directly to the permanent Headquarters, thus saving labour charges of dismantling the present heavy equipment and the charges incurred in the physical move of this equipment to Manhattan.

The Advisory Committee is being provided with an analysis of the complete replacement programme. The total expenditure involved will amount to approximately \$120 000. It is proposed that this programme also be implemented over a period of two years and \$90 000 is requested for 1951. In 1951, it is intended to replace nine small presses with four larger presses at a total cost of \$48 000; twenty-four mimeograph machines at a total cost of \$18 000; one heavy press at a total cost of \$21 000; and some small miscellaneous equipment such as built-in metal sinks for processing photographs and plates, at a total cost of \$3 000. The total replacement programme when completed in 1952 will improve both the type of machinery and the proportion of light, medium, and heavy presses so that the capacity of the total reproduction facilities will be approximately 20 per cent greater.

Other items included in this estimate provide for the replacement of sixty-five electromatic typewriters at a cost of \$26 000; twenty-five manual typewriters estimated at \$3 700; five calculating machines at an estimated cost of \$1 250. In addition, provision is made to purchase microfilm equipment costing \$8 150 for the use of Archives. The volume of archives will soon create a serious storage space problem unless micro-filming is used.

It is estimated that a revenue of \$28 000 will be obtained from the sale of replaced reproduction equipment and typewriters.

(iii) *Telecommunications equipment* ..... \$ 10 000  
 1950: 19 800  
 1949: 134 292

This account replaces the three previous accounts "Sound and Transcription Equipment", "Simultaneous Interpretation Equipment" and "Radio Equipment". This account covers the cost of purchasing all types of telecommunications equipment. The estimate provides \$3 000 for the procurement of conference amplification equipment; \$3 000 for the procurement of broadcast and studio equipment; and \$4 000 for the procurement of simultaneous interpretation equipment. The procurement of such equipment is necessary to replace present equipment which becomes damaged as a result of normal operations and use. The large expenditure in 1949 was due to the conversion of the council chambers and the plenary hall in Flushing from wireless to a wired simultaneous interpretation system.

## CHAPTER II

Library books and equipment ..... \$103 000  
 1950: 39 600  
 1949: 60 906

(i) *Library books and maps* ..... \$ 38 000  
 1950: 36 000  
 1949: 56 936

This provides for the purchases of books, maps and other publications for library or for reference use in the various departments. The estimate also covers binding costs.

It is planned to purchase approximately 7 600 volumes for the library at an average cost of \$3 50 per volume or a total of \$26 600. In addition, \$3 000 is provided as requested by the Population Commission (document E/1313) to procure either originals or copies of urgently needed publications relating to population questions, census reports and vital statistics. Binding expenses, approximately \$8 400, will provide for the binding of documents of the United Nations, the specialized agencies, and Governments, as well as various periodicals. Provision for the purchase of newspapers and expendable publications is not included in this estimate as in previous years, but is included under Section 18, Common Services, for 1951. The 1949 and 1950 figures have been adjusted accordingly.

(ii) *Library equipment* ..... \$ 65 000  
 1950: 3 600  
 1949: 3 970

This estimate covers the purchase of all equipment used by the Library other than standard office equipment. The large increase in the 1951 estimate is due to the additional equipment required for the new Library when it is accommodated in the present Manhattan Office. In previous years, procurement of equipment for the Library has been kept on an extremely limited basis. During these years the Library has acquired more and more material. With the transfer of the Secretariat from Lake Success to Manhattan, it will obtain adequate accommodation, and for the first time be able to arrange this material in a satisfactory manner. In order to do this, a fairly large procurement programme of special equipment is necessary. This complete programme is being submitted in detail to the Advisory Committee, the total cost approximating \$103 000. It is proposed that the programme be spread over a two-year period and that for the first year procurement be limited to a total of \$65 000. This will allow for the procurement of approximately 55 per cent of the total special shelving required at an estimated cost of \$50 000, and many miscellaneous items costing \$15 000. The Library is at present using ordinary storage shelving, which will be utilized elsewhere in the Secretariat when the permanent Headquarters is occupied.

## CHAPTER III

Information services equipment ..... \$ 55 000  
 1950: 13 500  
 1949: 18 158

(i) *Photographic and motion picture equipment* ..... \$ 55 000  
 1950: 13 500  
 1949: 18 158

This estimate provides for the purchase of photographic and motion picture equipment for the Department of Public Information. The increase in the 1951 estimate will permit the Department of Public Information to perform film and visual operations in 1951 at the permanent Headquarters instead of in rented premises as in previous years. In 1949 and 1950 provision

was made in Section 13 under "Motion Picture Supplies and Services", paragraph "Rentals and Services" for the rental of premises and equipment to perform these services. However, upon occupancy of the permanent Headquarters it will be desirable to procure the necessary equipment and to perform these services domestically within the building. The estimate provides for the procurement of items of equipment required to permit motion picture production and editing operations including 35mm and 16mm editing equipment, projection equipment, re-recording equipment, sound recording system, still photo cameras, lamps and accessories.

#### CHAPTER IV

<b>Other permanent equipment.....</b>	<b>\$574 500</b>
1950:	66 300
1949:	93 696
<b>(i) Transportation equipment .....</b>	<b>\$ 9 500</b>
1950:	48 000
1949:	44 431

This account provides for the gross purchase cost of automobiles, trucks and motorcycles. Provision is made for the procurement of one fire truck at \$2 500, necessary to replace the present fire engine at Lake Success because the latter vehicle is unsuited to the permanent Headquarters; one jeep equipped with a winch at \$2 000 — required for towing automobiles which break down on the driveways and ramps at the permanent Headquarters and for patrol purposes by the Security force; and one garbage removal truck at \$5 000. This garbage truck will be equipped for snow-removal. It is not planned to replace in 1951 any portion of the present transportation fleet purchased in 1950 and retained for use at the permanent Headquarters. Vehicles to be maintained from the present fleet include eleven passenger cars, two messenger cars, four trucks and one motorcycle. It is estimated that a revenue of \$22 000 will be obtained from the sale of the surplus vehicles.

<b>(ii) Improvements to premises.....</b>	<b>\$500 000</b>
1950:	7 500
1949:	19 273

In previous years this item included alterations to premises as well as improvements to premises. For 1951, alterations to premises has been included under Section 18, Common Services. This estimate provides only for the cost of improvements to premises which reflect increased valuation to the buildings. The figures shown for 1949 and 1950 have been adjusted accordingly so as to put them on a comparable basis.

The \$500 000 provision requested under this item for 1951 is to cover the costs of the following alterations which it is proposed to make to the Manhattan Office building in order to convert it for Library use.

This building was purchased with funds from the Headquarters building loan. Revenue from rented space has been credited to miscellaneous income under the general budget, in a gross amount of about \$100 000 per year. Operating costs attributable to the rented space approximate \$48 000, leaving a net credit to the general budget of \$52 000 per year.

1. Change in main building entrance;
2. Elimination of existing ramp;
3. New floor slab in present entrance lobby and ramp area;
4. Reinforcement of first basement floor to take added book stack load;
5. Extension of one elevator to second basement;
6. Installation of a new fire stand pipe system;
7. Installation of a sprinkler system in the basement area, as there will be no outside entrance;
8. Alteration of existing partitions for Library occupancy;
9. Changes in heating, air conditioning and electrical equipment as required for Library;
10. Elimination of ground floor windows;
11. Miscellaneous items of painting, decorating and special interiors.

<b>(iii) Miscellaneous equipment .....</b>	<b>\$ 65 000</b>
1950:	10 800
1949:	29 992

The estimate provides for the purchase of non-expendable equipment not covered elsewhere. The increase reflected in the 1951 estimate is due to the additional miscellaneous equipment which will be required upon occupancy of the permanent Headquarters. Fire fighting and safety equipment will amount to \$10 200; maintenance and custodial equipment for buildings and grounds, \$42 100, of which \$30 000 represents the cost of special equipment to enable the cleaning of the large windows in the council chambers at the permanent Headquarters; health clinic equipment, \$8 000; cartographic equipment, \$1 500; and other miscellaneous equipment, \$3 200, for such items as equipment for typewriter repair and laminating equipment for the preparation of identification passes.

In addition to the anticipated revenue as indicated under the above headings totalling \$95 000, further revenue will be forthcoming from the sale of surplus miscellaneous equipment when the Secretariat moves to the permanent Headquarters. This additional revenue is estimated at \$150 000 and includes such items as partitioning and certain cafeteria equipment. Therefore the total anticipated revenue in connexion with this Section is estimated at \$245 000.

# SUMMARY OF PART III

## HEADQUARTERS, NEW YORK

Section	Chapter	Established posts \$	Consultants \$	Temporary assistance \$	Overtime and night differential \$	Travel on official business \$	Un-distributed totals \$	Total of sections \$
6	Executive Office of the Secretary-General .....							
6a	Housing accommodation for the Secretary-General ..	409 700	1 000	35 000	3 500	20 000	15 000	484 200
	Library .....	402 050	900	42 750	2 000	2 000	15 600	465 300
7	Contractual library services and supplies .....							758 700
8	Department of Security Council Affairs .....	721 700	4 000	20 000	6 000	7 000		129 600
9	Military Staff Committee Secretariat .....	128 500		500	500	100		300 000
10	Technical Assistance Administration .....	300 000						2 129 000
11	Department of Economic Affairs .....	2 000 000	43 000	35 000	6 000	45 000		1 594 300
12	Department of Social Affairs .....	1 477 600	42 300	40 000	4 400	30 000		883 600
	Department for Trusteeship and Information from Non-Self-Governing Territories .....	860 100	2 000	7 000	2 500	12 000		
13	Department of Public Information .....	2 023 780	9 000	42 000	5 960	26 000		
	Teletype and telecommunications services .....						5 650	
	Radio services .....						379 740	
	Photographic supplies and services .....						46 000	
	Motion picture supplies and services .....						248 400	
	Newspapers and periodicals .....						2 800	
	Travel and subsistence of representatives of national and international organizations .....						14 670	2 804 000
14	Department of Legal Affairs .....	409 800	5 000	7 500	2 000	7 500		431 800
15	Conference and General Services .....	6 889 200	5 000	120 000	133 000	9 000		7 156 200
16	Administrative and Financial Services .....	2 578 570	45 720	146 270	81 750	35 140		
	III Overseas Recruiting Programme .....			10 000		4 000		
	Miscellaneous supplies and services .....						6 000	
	IV Administrative Committees:							
	(i) International Civil Service Advisory Board ....						9 950	
	(ii) Investments Committee .....						2 900	
	(iii) United Nations Staff Pension Committee .....						800	
	V Junior Professional Trainee Programme .....						55 000	2 976 100
17	Common Staff Costs <sup>1</sup> .....						4 345 100	4 345 100
18	Common Services <sup>1</sup> .....						2 887 500	2 887 500
18a	Transfer to the permanent Headquarters <sup>1</sup> .....						537 300	537 300
19	Permanent Equipment <sup>1</sup> .....						1 173 600	1 173 600
	TOTAL	\$18 201 000	\$157 920	\$506 020	\$247 610	\$197 740	\$9 746 010	\$29 056 300

<sup>1</sup> For details of these sections see Detailed Schedule.



*PART IV*

**UNITED NATIONS OFFICE**

**AT GENEVA**



## PART IV

### UNITED NATIONS OFFICE AT GENEVA

\$4 676 600

(1950: \$4 113 910 1949: \$4 093 277)

#### Section 20. United Nations Office at Geneva

\$4 376 600

(1950: \$4 113 910 1949: \$4 093 277)

The primary work of the United Nations Office at Geneva will in 1951 consist of:

(a) The work of the secretariats of the Economic Commission for Europe, of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body, and of the Geneva Information Centre;

(b) The administration and supervision of advisory social welfare activities in Europe;

(c) Liaison with specialized agencies and non-governmental organizations in Europe;

(d) The provision of office accommodation and of other services and facilities needed for the above and for the secretariats of the World Health Organization and the Interim Committee of the International Trade Organization;

(e) Providing services for conferences of the organs mentioned above, one session each of the Economic and Social Council and the Trusteeship Council, as well as for certain other local specialized agencies' meetings;

(f) The maintenance of the United Nations properties: Palais des Nations and four villas and the Ariana Park;

(g) The necessary directing, administrative and financial work related to the above.

The office may also be required to service, as it has done in the past, visiting conferences of other United Nations organs, but developments in 1950, particularly the arrangements to extend the Palais des Nations so as to house the WHO, have given the office a relatively greater concern in the activities of Geneva-based bodies.

In accordance with resolution 360 (IV) of the General Assembly and assisted by a generous gift from the Swiss Government, WHO is financing an extension of the Palais des Nations which provides 210 new office rooms. The work should be completed early in 1951 and thereafter WHO, which has overflowed into hutments outside the Ariana site, will have its permanent headquarters wholly within the Palais. Under the agreement concluded by the Secretary-General with WHO, that organization will use the United Nations services on a repayment basis and every effort is being made to develop common or joint services. The Geneva Office will continue to provide all accommodation and maintenance services, roneo, distribution, mailing and printing services required by WHO, and may to a lesser extent assist that organization with languages service.

The considerable increase in office accommodation entails increases in the staff of certain services used by WHO, but the cost of the increases will be recovered

in the revenue derived from the services concerned. Increases of \$87 160 for personnel requirements for the Building Management Division, and \$14 890 in the Purchase, Supply and Travel Division, and in the Documents, Registry and Distribution Division, are mainly attributable to this cause.

A second factor influencing the budget figures is the presentation of the personnel estimates in terms of the recommendations of the Expert Committee on Salaries, Allowances and Leave Systems. In the case of local grades, a thorough review was made of outside rates of pay, in full co-operation with the specialized agencies at Geneva. The new scales adopted are some 10 per cent lower than the basic New York scales hitherto used by the United Nations at Geneva; they are close to, though slightly different from, the scales used previously by the International Labour Office, which has for long fixed its scales of pay of local staff in terms of best prevailing outside local rates. As regards assimilation to the new scales, it is proposed that no local staff member should suffer reduction in his existing pay, and that all staff members should, as at Headquarters, retain the right to proceed to the maximum of the existing scale, subject to satisfactory performance.

The effect of using the new scales is to produce an increase of \$58 300 in the provision requested for salaries; there will, however, be a saving of \$68 000 net as a result of the disappearance of expatriation allowance for international staff, though an offsetting liability arises for repatriation grant.

A third factor affecting the estimates is the establishment of the fact, as the result of a survey carried out in conjunction with the specialized agencies, that the cost of living at Geneva is at the same level as that at New York. Accordingly, in conformity with the principle recommended by the Expert Committee that international grades of staff should receive equality of treatment wherever stationed, the salaries of Geneva international staff on assimilation to the new scales have been fixed so as to include the amount of cost-of-living allowance (if any) which they would have been receiving were they stationed at New York. The cost of this step in 1951 is estimated at \$56 000 approximately.

The estimates for established posts show a further apparent increase of \$18 500 in consequence of the inclusion of a joint medical service at approximately \$22 000 in place of a single nurse previously carried on the manning table of the personnel office. Since the cost of this service is shared by two specialized agencies, the net increase in the budget on account of this item is only \$1 000.

A reduction of \$66 000 in the cost of posts other than those mentioned above, occurs as a result of reductions totalling \$92 000 in the salary costs of the Economic Commission for Europe and increases totalling \$26 000 in certain Geneva Office services.

Savings of \$26 010 are shown in common staff costs and \$58 000 in permanent equipment. The cost of common services increases with the extension of the building, but as a result of a fall in prices of certain supplies the total increase in the chapter has been limited to \$22 100.

An estimate of \$206 000 is submitted for temporary assistance. This sum includes provision of \$145 000 for holding one session each of the Economic and Social Council and of the Trusteeship Council at Geneva, anticipated in view of the transfer of the Headquarters

Secretariat to the permanent Headquarters building in the early part of 1951. The estimates are based upon 1949 and 1950 experience.

Miscellaneous income with respect to the Geneva Office is estimated at \$993 300, including staff assessment, \$591 040; rental income, \$188 570; reimbursement for staff and services to specialized agencies, \$150 190; sale of publications, \$50 000; and various smaller items.

#### CHAPTER I

<b>General services</b> .....	<b>\$2 145 900</b>
1950:	1 804 440
1949:	1 831 330
<b>(i) Established posts</b> .....	<b>\$1 829 900</b>
1950:	1 628 440
1949:	1 584 833

Table 20-1. Office of the Director

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Principal director	1 @ 25 000	25 000
		<i>Professional</i>		
1	1	Senior officer	1 @ 14 170	14 170
1	1	Intermediate officer	1 @ 8 710	8 710
				<hr/> 47 880
		<i>General Services</i>		
1	1	Administrative assistant	Sw. frs. 1 @ 18 740	
6	6	Secretarial and clerical	1 @ 17 060	
			1 @ 16 180	
			1 @ 14 760	
			2 @ 13 180	
			1 @ 11 120	
			<hr/> 104 220	24 350
<hr/> 10	<hr/> 10			<hr/> \$72 230
Additional increments during 1951.....				400
Provision for personal allowances under proposed salary scheme.....				1 540
				<hr/> \$74 170
Less: Adjustment for turnover of staff.....				2 870
			TOTAL	<hr/> \$71 300

The functions of the Office will remain the same as in 1950.  
No changes in staffing are proposed.

Table 20-2. *Advisory Social Welfare Unit*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 12 500	12 500
2	2	Intermediate officer	1 @ 9 070	
			1 @ 7 330	16 400
—	1	Junior officer	1 @ 5 250	5 250
				<u>34 150</u>
<i>General Service</i>				
1	1	Administrative assistant	Sw. frs. 1 @ 18 180	
2	3	Secretarial and clerical	1 @ 15 710	
			1 @ 14 590	
			1 @ 10 710	
				<u>13 830</u>
				59 190
				<u>13 830</u>
<u>6</u>	<u>8</u>			<u>\$47 980</u>
Additional increments during 1951.....				400
Provision for personal allowances under proposed salary scheme.....				1 330
				<u>\$49 710</u>
Less: Adjustment for turnover of staff.....				2 010
TOTAL				<u>\$47 700</u>

The functions of the Unit described on page 178 of the 1950 estimates (document A/903) included, in 1950, responsibility for development in Europe of the plan for exchange of fellowships. The professional work was carried out by a junior officer whose post was

carried in Section 25 of the 1950 budget, but temporary secretarial assistance had to be provided by the Geneva Office. For 1951 it is proposed that both posts be included in the establishment of the Social Welfare unit at Geneva.

Table 20-3. *Library*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 13 170	13 170
1	1	Officer	1 @ 8 710	8 710
1	1	Intermediate officer	1 @ 6 670	6 670

Table 20-3. *Library (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
5	5	Junior officer	1 @ 5 250		
			1 @ 5 000		
			3 @ 4 750		24 500
					53 050
<i>General Service</i>					
8	9	Library assistant	Sw. frs. 1 @ 21 060		
			3 @ 17 620		
			1 @ 16 530		
			2 @ 15 470		
			1 @ 14 940		
			1 @ 13 350		
4	6	Secretarial and clerical	2 @ 14 590		
			2 @ 11 120		
			2 @ 10 710		
			222 520		51 990
20	23				\$105 040
Additional increments during 1951.....					1 058
Provision for personal allowances under proposed salary scheme.....					1 526
					\$107 624
Less: Adjustment for turnover of staff.....					4 324
TOTAL					\$103 300

In 1949 the Library acquired 8 155 books through purchase, gifts and exchange (figures for the two previous years were 8 191, 4 931); 2 636 periodical publications (2 080 and 1 795 in preceding years); 3 555 official documents (5 391 and 4 607 in 1948 and 1947); and 2 632 periodicals (2 201 and 1 777 in 1948 and 1947).

Loans and circulations totalled 29 000 (26 000 and 17 000). Attendances in reading rooms totalled 23 355 (20 160 and 18 000 in 1948 and 1947). Reference telephone calls totalled 21 700 (18 000 and 13 000 in 1948 and 1947). Six hundred and thirty-six new outside readers cards were issued.

In the past year, shortage of staff has led, despite the provision of some temporary assistance, to an accumulating backlog of cataloguing and preparation for binding since professional staff have had to spend time on clerical work. Over one man-year's work will be required to overtake the arrears, and two additional secretarial posts are therefore requested in order that the work may be kept current in the future.

A third additional post is requested for a library assistant to carry on the documents reference service for the Press previously provided by the Information Centre, since this function more properly belongs with the Library.

Table 20-4. Office of the Assistant Director, in Charge of Conference and General Services

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 14 670	14 670
<i>Professional</i>				
1	1	Junior officer	1 @ 6 530	6 530
				<hr/> 21 200
<i>General Service</i>				
2	2	Secretarial and clerical	Sw. frs. 2 @ 16 180	7 560
<hr/> 4	<hr/> 4			<hr/> \$28 760
Additional increments during 1951.....				-
Provision for personal allowances under proposed salary scheme.....				-
				<hr/> \$28 760
Less: Adjustment for turnover of staff.....				1 160
TOTAL				<hr/> \$27 600

The Assistant Director is deputy to the Director of the Office and is also in charge of all conference and general services in Geneva.

No changes in staffing are proposed.

Table 20-5. Languages and Stenographic Division

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 13 170	13 170
16	17	Officer	2 @ 11 310	165 750
			1 @ 12 500	
			1 @ 10 920	
			1 @ 10 150	
			7 @ 9 430	
			5 @ 8 710	
28	29	Intermediate Officer	3 @ 8 710	
			1 @ 8 360	
			6 @ 8 000	
			6 @ 7 670	
			5 @ 7 330	
			1 @ 7 000	

Table 20-5. *Languages and Stenographic Division (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		
			3 @	6 670	
			2 @	6 530	
			2 @	6 000	217 230
					<u>396 150</u>
<i>General Service</i>					
			Sw. frs.		
2	2	Administrative assistant	1 @	20 430	
			1 @	18 740	
88	92	Secretarial and clerical	1 @	16 650	
			5 @	16 180	
			2 @	14 760	
			38 @	13 180	
			8 @	12 820	
			7 @	12 120	
			1 @	11 410	
			23 @	11 120	
			2 @	10 850	
			1 @	9 910	
			1 @	9 650	
			3 @	8 590	
				<u>1 188 680</u>	277 729
<u>135</u>	<u>141</u>				<u>\$673 879</u>
Additional increments during 1951.....					5 852
Provision for personal allowances under proposed salary scheme.....					4 775
					<u>\$684 506</u>
Less: Adjustment for turnover of staff.....					27 406
TOTAL					<u>\$657 100</u>

The functions of this Division will remain the same as in 1950.

The staff of the Russian Section is less than that required to produce ECE work in Russian to the extent necessary, and additional posts are requested for one Russian reviser, one translator and three typists. This should improve the position on current work; a backlog of 2 581 pages will have to be dealt with as possible. An additional clerk is requested to bring the number of clerks in the translation sections to two per section. Failure to obtain this post for 1950 has resulted in delays in the work of translators through absence of reference documents.

In 1949 the staff carried the following work-load with the assistance at peak periods of temporary staff: 9 600 pages of minutes of meetings (summary records); 52 059 pages of translation; 242 500 pages of copy-typing or stencil cutting, by the pool (the figure excludes the work done by pool staff assigned to assist substantive sections).

It is difficult to analyse these figures precisely, but approximately one-third of the translation and 20 per cent of the stenographic work arose from visiting conferences for which loan of regular staff or temporary assistance was required. About 5-7 per cent of the total work was done for specialized agencies.

Table 20-6. Documents, Registry and Distribution Division

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 9 430	9 430
<i>Special Service</i>				
2	2	Associate officer	2 @ 7 000	14 000
1	1	Assistant officer	1 @ 5 250	5 250
				<hr/> 28 680
<i>General Service</i>				
			Sw. frs.	
5	5	Administrative assistant	1 @ 18 740	
			4 @ 18 180	
36	39	Secretarial and clerical	3 @ 16 650	
			3 @ 16 180	
			1 @ 15 710	
			5 @ 14 590	
			1 @ 14 000	
			5 @ 13 180	
			2 @ 12 820	
			1 @ 12 120	
			11 @ 11 120	
			2 @ 10 850	
			1 @ 10 000	
			1 @ 9 760	
			1 @ 9 650	
			2 @ 8 590	
29	30	Machine operator	1 @ 14 590	
			1 @ 12 820	
			2 @ 12 120	
			2 @ 11 410	
			1 @ 11 060	
			13 @ 10 850	
			4 @ 10 180	
			2 @ 9 910	
			3 @ 9 650	
			1 @ 8 820	
			<hr/> 911 770	<hr/> 213 030
<hr/> 74	<hr/> 78			<hr/> \$241 710
Additional increments during 1951.....				2 267
Provision for personal allowances under proposed salary scheme.....				2 200
				<hr/> \$246 177
Less: Adjustment for turnover of staff.....				9 877
TOTAL				<hr/> \$236 300

The functions of this service will remain the same as in 1950. The documents work-load fluctuates greatly from month to month, and considerable amounts of temporary assistance are needed for much of the year. As this can readily be found locally at low rates of pay, the established staff requirements for mimeographing have been based on the lower monthly outputs of about 3 million impressions per month on an average length of roll of about 300. Broadly speaking, this corresponds

to the needs of Geneva-based bodies alone. In 1949, of a total production of 59 million impressions, 38 million related to Geneva-based bodies (including nearly 17 million for specialized agencies on a repayment basis).

With the steady growth of WHO, it is considered essential to increase the multigraph section by one operator, distribution service by two clerks and the mailing service by one clerk.

Table 20-7. *Publications and Sales Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Special Service</i>					
1	1	Associate officer	1 @	9 070	9 070
1	1	Assistant officer	1 @	6 530	6 530
					<hr/>
					15 600
<i>General Service</i>					
1	1	Administrative assistant	1 @	Sw. frs. 21 055	
8	8	Proofreader	2 @	21 055	
			4 @	20 430	
			1 @	19 180	
			1 @	18 555	
8	9	Secretarial and clerical	1 @	16 650	
			2 @	16 180	
			2 @	13 180	
			1 @	10 850	
			1 @	9 760	
			1 @	9 290	
			1 @	8 590	
					<hr/>
					296 480
					<hr/>
19	20				\$84 271
Additional increments during 1951.....					1 050
Provision for personal allowances under proposed salary scheme.....					111
					<hr/>
					\$86 032
Less: Adjustment for turnover of staff.....					3 432
					<hr/>
TOTAL					\$82 600

The functions of this Division will remain the same as in 1950.

The work-load of the Printing Section in 1949 was very similar to that in 1948. A total of nearly 18 000 pages were processed, of which approximately 50 per cent were for specialized agencies and 20 per cent for Headquarters. The Service was used slightly under its capacity, which is estimated at some 22 000 pages a year, and one post of proofreader was left unfilled in consequence. Additional non-urgent work from Headquarters is expected, and the vacant post will probably be filled before the end of 1950.

The work of the Sales Section continues to increase: in 1949, 14 160 letters and invoices were dealt with as compared with 12 300 in 1948 and 9 200 in 1947 when the present establishment was fixed. About 19 per cent of this work-load is on account of specialized agencies.

It is satisfactory to report that there was a substantial increase in receipts for sales. On United Nations or old League publications alone these totalled 168 000 francs (\$40 000) as compared with 100 000 francs in 1948 and 65 000 francs in 1947. For 1951, the estimate is \$50 000. The increase in work is such that an additional clerical post is needed.

Table 20-8. *Purchase, Supply and Travel Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Special Service</i>					
1	1	Officer	1 @	9 070	9 070
1	1	Assistant officer	1 @	5 000	5 000
					<hr/> 14 070
<i>General Service</i>					
4	4	Administrative assistant	Sw. frs. 1 @ 18 740 3 @ 18 180		
17	19	Secretarial and clerical	1 @ 14 760 2 @ 14 590 1 @ 14 290 7 @ 13 180 1 @ 12 760 1 @ 11 940 3 @ 11 120 1 @ 10 850 1 @ 10 710 1 @ 9 910		
5	4	Chauffeur	1 @ 12 820 1 @ 10 850 2 @ 11 120		
			<hr/> 359 210		83 928
<hr/> 28	<hr/> 29				<hr/> \$ 97 998
Additional increments during 1951.....					813
Provision for personal allowances under proposed salary scheme.....					3 580
					<hr/> \$102 391
Less: Adjustment for turnover of staff.....					4 091
					<hr/>
TOTAL					\$ 98 300

There has been some re-arrangement of the staff of the Division, which is now assigned as follows:

(a) Four posts to a purchase section: this represents a reduction of one, as a result of the fact that WHO does its own purchase work. The redundant clerk has been transferred to

(b) The freight and local transport section, which now consists of six posts (including four chauffeurs). The number of shipments received or despatched has been rising steadily and reached 2 500 in 1949 (as compared with 1 532 in 1948). A substantial amount of ancillary work was carried out. Some 25 per cent of the work was on behalf of specialized agencies. A reduction of one chauffeur is proposed as experience suggests that it is cheaper to hire temporary assistance at peak periods than to retain the fifth chauffeur;

(c) Five posts to a travel and accommodations section, which deals with over 2 000 journeys and over

2 000 visas in a year. About 20 per cent of these numbers related in 1949 to work for specialized agencies;

(d) Six posts in a storekeeping and inventory section, which it is proposed to increase to seven, as it is considered that in view of the extensive and continual movement of furniture and equipment within the building the present inventory control should be strengthened;

(e) Three posts in a control and accounting section (a fourth accounting clerk is detached from the Finance Office). The section is responsible for critical scrutiny of all indents.

The five sections are directed from the Office of the Head of Division, hitherto consisting of three posts. It is proposed to increase this to four by the addition of a secretary; there has been only one shorthand typist for the whole division, which has proved insufficient.

Table 20-9. *Building Management and Engineering Division*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		
<i>Special Service</i>					
1	1	Officer	1 @	9 430	9 430
1	1	Associate officer	1 @	6 670	6 670
3	3	Assistant officer	2 @	6 000	17 000
			1 @	5 000	
					33 100
<i>General Service</i>					
1	1	Administrative assistant	1 @	Svr. frs. 17 620	
3	4	Secretarial and clerical	1 @	14 590	
			1 @	14 000	
			1 @	11 020	
			1 @	9 650	
1	1	Draughtsman	1 @	12 500	
5	7	Telephone operator	1 @	14 590	
			1 @	13 180	
			3 @	11 120	
			2 @	8 590	
1	1	Security officer	1 @	16 180	
45	65	Guard, huissier, messenger	3 @	14 590	
			4 @	13 180	
			21 @	11 120	
			2 @	10 850	

Table 20-9. *Building Management and Engineering Division (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total \$
1950	1951			
			Sw. frs.	
			2 @ 10 180	
			6 @ 10 000	
			2 @ 9 750	
			3 @ 9 650	
			5 @ 9 290	
			17 @ 8 820	
1	1	Sound Engineer	1 @ 11 900	
1	1	Chief electrician	1 @ 12 010	
1	1	Chief mechanic	1 @ 12 010	
1	1	Head cleaner	1 @ 10 310	
1	1	Head gardener	1 @ 11 420	
			908 430	212 285
		Artisans, foreman, cleaners, etc.	431 900	100 911
66	89			\$346 296
Additional increments during 1951.....				3 970
Provision for personal allowances under proposed salary scheme.....				4 030
				\$354 296
Less: Adjustment for deferred recruitment.....				5 000
Adjustment for turnover of staff.....				14 196
TOTAL				\$335 100

The extension of the Palais des Nations entails substantial additional work for the Building Management and Engineering Division, which provides all accommodation services for WHO on a repayment basis.

The extension of the telephone switchboard will require two additional operators.

The number of guards, huissiers and messengers will need to be augmented from forty-five to sixty-five, as follows: two additional huissiers will be required for duty on doors and gates, and a third for duty in a WHO sorting post, for internal distribution of documents. Three additional messengers will be required for the new wing K.1, and three for the extension to the Ariana wing. A further three will be needed as the result of the creation of additional offices in the existing building, in places where there was previously no serv-

ice, e.g., the basement. In addition, the standard of service generally has hitherto only been kept to a tolerable minimum by the withholding of annual leave and by employing temporary assistance. It is considered essential to strengthen the staff by the addition of eight messengers. An offsetting reduction of \$8 000 is made possible on temporary assistance, which has hitherto been used partially to overcome the deficiency, and the estimates for temporary assistance have been adjusted accordingly. For purposes of comparison it may be noted that in 1938, when there were 450 offices to be serviced, the staff of huissiers, guards and messengers totalled eighty-three. For 1951, when there will be approximately 770, the corresponding staff requested is sixty-five. In 1949 the number of offices serviced was 560.

As a result of the over-all increase of work and of staff, one additional clerical post is requested for the office of the official in charge of house staff.

In presenting the requirements for manual workers, a return has been made to League of Nations practice by including the senior manual workers in the manning table for the General Service staff and by providing for other artisans, etc., by a lump-sum credit (\$100 911). The credit requested is \$20 000 more than in 1950, the increase being attributable mainly to the expansion of the building but partly to its increasing age, which inevitably necessitates more maintenance. The credit of \$100 911 gross is equivalent to \$85 000 net, which may be compared to \$50 000 required in 1938 when (a) the building was new, (b) wages were 40 per cent lower than at present, and (c) occupancy was considerably less.

The increase (over 1950) for manual workers is intended to provide for:

(i) Eight additional full-time cleaners. The force of part-time cleaners which is provided for in the special lump-sum credit under temporary assistance, will also have to be increased, at an estimated cost of \$20 000 (article (iv) of this chapter). The two additions will provide an additional 180 man-hours cleaning a day (after allowing for leave) on a present total of approximately 320. The increase will enable the 210 additional offices to be cleaned and will enable a reasonable leave roster to be maintained. An offsetting reduction of \$5 000 has been taken into account in the estimate for temporary assistance, which previously had been

used for leave replacements. The increase will also enable the office to make a slight reduction in the area cleaned daily per cleaner, which is at present nearly 50 per cent above pre-war. There has been an abnormal incidence of sick leave among the cleaners, which is attributed to this increase in work. It may be noted that in 1938, in the same building, the cleaning staff provided 520 man-hours cleaning per day. The staff and credits now proposed will provide for only 500 man-hours, for a considerably greater area and occupancy.

(ii) An addition of one linen maid (there will be an increase of over 30 per cent in the amount of towel changing, etc.) and additions of one electrician, one carpenter and one maintenance man, partly as a result of the extension of the building and partly because as the building becomes older an increasing number of jobs has to be done.

The additional staff requested will not be fully needed until the early part of February, and a deduction of \$5 000 has been made on account of delayed recruitment.

The total cost of the staff increases proposed in this Division, including the increase in the credit for casual labour provided in (iv) below, is slightly over \$98 000, largely attributable to the expansion of the Palais and matched by an increase in the miscellaneous revenues expected for rentals and accommodation charges. Rental income in 1951 is estimated at \$188 570.

Table 20-10. *Administrative and Financial Services*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Professional</i>					
1	1	Senior officer	1 @ 12 170		12 170
2	2	Officer	1 @ 11 310		
			1 @ 8 710		20 020
2	2	Intermediate officer	2 @ 8 000		16 000
1	1	Junior officer	1 @ 6 000		6 000
					<hr/>
					54 190
<i>Special Service</i>					
1	1	Officer	1 @ 10 150		10 150
2	2	Associate officer	1 @ 8 360		
			1 @ 6 670		15 030

Table 20-10. *Administrative and Financial Services (cont.)*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
1	1	Assistant officer	1 @ 4 250	4 250
				<hr/> 83 620
<i>General Service</i>				
1	1	Administrative assistant	Sw. frs. 1 @ 20 430	
20	19	Secretarial and clerical	1 @ 18 180	
			1 @ 17 620	
			2 @ 15 470	
			2 @ 14 760	
			5 @ 14 590	
			1 @ 14 000	
			2 @ 13 180	
			1 @ 12 760	
			1 @ 11 940	
			3 @ 11 120	
			<hr/> 288 060	67 304
<hr/> 31	<hr/> 30			<hr/> \$150 924
Additional increments during 1951.....				1 178
Provision for personal allowances under proposed salary scheme.....				2 833
				<hr/> \$154 935
Less: Adjustment for turnover of staff.....				6 235
				<hr/>
TOTAL				\$148 700

Of the staff of thirty proposed, one professional officer is assigned to ECE as executive officer, and one clerk is assigned for store accounting duties in the Purchase Supply and Transport Division. The staff of administrative and financial services proper number twenty-eight, as compared with thirty-seven in January 1948. In the interval, additional work has been assumed, including the finance and personnel work of ICITO.

By a re-arrangement of work and a revision of the accounting system, a reduction of two posts has been achieved in 1950 in the Finance Office, which now numbers twelve (excluding the store accounting clerk).

The Personnel Office is faced with additional demands for staff training (especially in language courses, which have made a successful beginning in 1950, and which have been attended by many staff of specialized agencies, who have contributed towards the cost). It hopes also in 1951 to begin the establishment of a joint recruiting office to recruit, for United Nations and other agencies, at least the general services staff. Professional staff for the work will, it is hoped, be found from existing staff, but an additional secretary is requested. The post of nurse formerly in the Personnel Office is transferred to the joint medical service, the total number in Personnel Office thus remaining unchanged at thirteen.

Table 20-11. *Joint Medical Service*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
-	1	Medical officer	1 @ 9 070	9 070
<i>General Service</i>				
1	2	Nurse	Sw. frs. 1 @ 15 700 1 @ 13 170	
-	1	Laboratory assistant—X-ray technician	1 @ 12 760	
-	1	Secretarial and clerical	1 @ 16 180	
			57 810	13 507
1	5			\$22 577
Additional increments during 1951.....				225
Provision for personal allowances under proposed salary scheme.....				-
				\$22 802
Less: Adjustment for turnover of staff.....				902
TOTAL				\$21 900

The need to establish the service on a permanent basis results from the completion of arrangements whereby the United Nations, ILO and WHO set up a joint medical service in the Palais des Nations. The services provided are similar to those provided by the Headquarters clinic. As at Headquarters, a programme of periodic X-ray examination of staff members was instituted in 1950.

The net cost to United Nations of four of the posts requested was charged in 1950 against the lump-sum credit under chapter V, article (ix) of the Estimates (page 199, A/903) or against temporary assistance. The post for one nurse was authorized in the manning table of the Personnel Office.

The cost of the medical service is shared between United Nations and the agencies in the ratio of the total number of staff posts in their respective budgets. Prior to completion of the arrangements, only the net cost was charged to the United Nations budget, but it is now considered proper, in order that the General Assembly should be aware of all the circumstances, to include the gross expenditure and the revenue separately in the budget.

The net cost of salaries falling upon the United Nations for 1951 is estimated at \$9 000 as compared with \$8 000 estimated for 1950 under chapters I and V. The increase is due principally to the fact that when the 1950 budget was prepared, the X-ray programme was not foreseen.

*Table 20-12. Recapitulation*

Division or office	Posts		Salaries on 1 January 1951 \$	Additional increments in 1951 \$	Personal allowances \$	Reduction for deferred recruitment \$	Reduction for turnover of staff \$	Total \$
	1950	1951						
Office of the Director .....	10	10	72 230	400	1 540	—	2 870	71 300
Social Welfare Unit .....	6	8	47 980	400	1 330	—	2 010	47 700
Library .....	20	23	105 040	1 058	1 526	—	4 324	103 300
Office of the Assistant Director.	4	4	28 760	—	—	—	1 160	27 600
Languages and Stenographic Division .....	135	141	673 879	5 852	4 775	—	27 406	657 100
Documents, Registry Distribution Division .....	74	78	241 710	2 267	2 200	—	9 877	236 300
Publication and Sales Division .....	19	20	84 871	1 050	111	—	3 432	82 600
Purchase, Supply and Travel Division .....	28	29	97 998	813	3 580	—	4 091	98 300
Building Management and Engineering Division .....	66	89	346 296	3 970	4 030	5 000	14 196	335 100
Administrative and Financial Services .....	31	30	150 924	1 178	2 833	—	6 235	148 700
Joint Medical Service .....	1	5	22 577	225	—	—	902	21 900
	<u>394</u>	<u>437</u>	<u>\$1 872 265</u>	<u>\$17 213</u>	<u>\$21 925</u>	<u>\$5 000</u>	<u>\$76 503</u>	<u>\$1 829 900</u>

(ii) Consultants .....	\$ 500
1950:	500
1949:	458

As in 1950, a token provision is requested.

(iii) <i>Temporary assistance</i> .....	<b>\$206 000</b>
	1950: 82 000
	1949: 213 443

Of the 1949 expenditure, approximately \$144 000 related to the visiting conferences (approximately \$90 000 for the Economic and Social Council; \$37 000 for the World Road Conference; and \$17 000 for the Population Commission and the Missing Persons Committee). Of the remainder, \$21 000 related to Geneva-based conferences (for ICITO, ILO and ECE), while \$48 000 related to leave replacements and to additions to strength necessitated by the increasing services required principally for WHO which, as stated in the preamble to the 1949 budget for Geneva, were not provided for in view of the uncertainty as to their extent.

The 1950 estimate broadly speaking provides \$50 000 for conferences (including the Trusteeship Council and those of Geneva-based bodies and specialized agencies) and \$32 000 for leave replacements, etc. Under resolution 357 (IV) relating to unforeseen and extraordinary expenses, authorization was given for use of the Working Capital Fund to meet the extra costs involved in holding one session of the Economic and Social Council at Geneva.

For 1951 it is proposed, as stated in the preamble to this section, to exclude temporary assistance provision for visiting conferences, for which supplementary estimates will be presented if necessary, except in the case of one session each of the Economic and Social Council and the Trusteeship Council. Accordingly, the estimate is compiled as follows:

\$30 000 for leave replacements and other miscellaneous requirements.

\$18 000 for temporary assistance during conferences of Geneva-based bodies (ECE, ILO and WHO, the latter two producing revenue).

\$8 000 to maintain the "visitors' service" during four summer months—that is, to provide for daily guided tours of the Palais by visitors. This service also produces revenue.

\$5 000 for non-recurring temporary assistance in connexion with the installation of WHO in the new premises, which will entail a very large amount of furniture removing, etc.

\$145 000 for one session each of the Economic and Social Council and the Trusteeship Council.

(iv) *Casual labour* ..... **\$78 000**  
1950: 58 000  
1949: —

The 1949 expenditure was charged to the credit for established posts.

The funds are needed for payment of part-time cleaners; details of the work-load of cleaning are given in connexion with the Building Management and Engineering Division under article (i) above. It is there explained that the total funds available for cleaning will provide for 500 man-hours' work daily, as compared with 320 in 1949 and 520 in 1938. The number of offices requiring to be cleaned has increased from 450 in 1938 to some 560 in 1949 and will further increase to 770 in 1951. The additional expenditure is offset by an increase in revenue.

(v) *Overtime and night differential* ..... **\$18 500**  
1950: 26 000  
1949: 18 832

Overtime arises principally in the secretarial and clerical grades at times of peak loads. The provision is based upon past experience.

(vi) *Travel on official business* ..... **\$13 000**  
1950: 9 500  
1949: 13 764

The estimate is based on 1949 experience. It provides \$3 500 for the Social Welfare Unit and \$9 500 for the Geneva Office. The latter amount is required to cover the travel of members of the liaison unit to conferences in Europe (without which staff would have to be sent from New York), visits of the heads of the Supply and Printing Divisions to European trade fairs and to examine soft-currency markets; and visits by administrative officials to the Advisory Committee on Administrative and Budgetary questions and to the General Assembly. The 1950 figure is now recognized to have been an underestimate.

## CHAPTER II

**Information Centre** ..... **\$103 100**  
1950: 90 150  
1949: 108 718

The Geneva Information Centre has the dual task of originating information, of providing coverage and services for activities taking place in the Palais des Nations, and of functioning as a distributing, disseminating, and liaison centre for Switzerland, Greece, Israel, Turkey, Austria, Germany and Italy. The Centre provides daily news, background and feature material coverage of all United Nations activities in the Palais des Nations, including those of the Economic Commission for Europe, for use throughout the area as well as for other information services and Headquarters. In 1949 a total of 1 195 (325 public and 870 private) meetings was held at the Palais des Nations; out of this, the Centre had to cover 444 meetings of the ECE, 165 of ECOSOC, 118 of the Road Conference and various others, totalling 887. The other 308 meetings were of IRO and WHO. There were 780 press releases issued in 1949, totalling 3 837 pages. There are 87 permanent correspondents accredited to the Centre.

United Nations Radio in Geneva regularly broadcasts daily information bulletins in French and English. These programmes also include regular reports on the activities of the specialized agencies located in Geneva. Special arrangements are made with the BBC and Headquarters and direct circuits are set up. Recordings are made in many languages, including English, French Spanish, Greek, Turkish, Danish, Norwegian, Swedish, Dutch, Portuguese; these records are sent to the various national stations. Regular programmes on United Nations activities are arranged weekly and broadcast in French on Radio-Geneva in co-operation with the Swiss Radio. WHO, ILO, and IRO use the Centre radio facilities, particularly during their annual conferences.

The Centre is the source of still photo coverage of all the activities in the Palais des Nations and the area. The Centre also provides services for non-governmental organizations in the course of various meetings held at the Palais des Nations. At least 100 lectures have been given in the course of the summer months for various groups of students and other educational groups of non-governmental organizations; courses and seminars were organized. The Centre established close contacts with educational institutions such as universities, ministries of education, teachers, colleges, etc., throughout the area.

(i) *Established posts* ..... **\$91 900**  
1950: 79 000  
1949: 97 504

*Table 20-2-1. Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
2	2	Officer	1 @ 10 920 1 @ 10 150	21 070
3	3	Intermediate officer	2 @ 8 000 1 @ 6 000	22 000
1	1	Junior officer	1 @ 6 530	6 530
<i>Special Service</i>				
1	1	Assistant officer	1 @ 5 000	5 000
				<u>70 000</u>
<i>General Service</i>				
6	6	Secretarial and clerical	Sw. frs. 1 @ 16 650 2 @ 16 180 1 @ 15 700 1 @ 14 590 1 @ 13 180	
1	1	Radio technician	1 @ 14 000	
			<u>106 480</u>	24 878
<u>15</u>	<u>15</u>			<u>\$94 878</u>
Additional increments during 1951.....				215
Provision for personal allowances under proposed salary scheme.....				692
				<u>\$95 785</u>
Less: Adjustment for turnover of staff.....				3 885
TOTAL				<u>\$91 900</u>

(ii) <i>Temporary assistance</i> .....	<b>\$1 500</b>
1950:	500
1949:	2 850

Replacements are required for secretarial staff on leave.

(iii) Overtime and night differential.....	\$ 500
1950:	500
1949:	168

For overtime payments during peak periods.

(iv) <i>Travel on official business</i> . . . . .	<b>\$1 700</b>
1950:	1 900
1949:	1 392

The estimate should cover one short journey to each of the principal countries in the area covered by the Information Centre.

(v) <i>Radio services</i> .....	<b>\$6 000</b>
1950:	6 900
1949:	5 767

The estimate covers:

	\$
(a) Rental of lines and transmitters.....	2 800
(b) Miscellaneous repairs and spare parts..	1 200
(c) Technical assistance in recording.....	2 000

**Recording discs will be supplied by Headquarters.**

(vi) <i>Photographic supplies and services</i> .....	<b>\$1 500</b>
1950:	1 350
1949:	1 037

The provision is based upon past expenditures.

### CHAPTER III

<b>Joint Secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body</b>	<b>\$56 200</b>
1950:	51 660
1949:	50 646

(i) <i>Established posts</i> .....	<b>\$52 050</b>
1950:	47 500
1949:	47 591

The amount requested is that approved by the Board increased to take account of assessment of salaries in accordance with the new scheme.

At the time it approved its estimates, the Board did not know that the 1951 estimates would be framed on the basis of the proposed salary scheme. There has so far been no opportunity for discussion between the Board and the Secretary-General on the question of appropriate categories for the posts. After comparison with similar posts in other parts of the Secretariat, the Secretary-General has estimated salary costs of the posts in the Board's secretariat on the basis of the proposed new classifications and rates of pay. The Board is expected to discuss the Secretary-General's recommendations at its meeting in June 1950. The views of the Board will be submitted to the Secretary-General and made known to the Advisory Committee and to the General Assembly.

Common staff costs for the Board's staff are provided in chapter V.

*Table 20-3-1. Joint Secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 15 400	15 400
<i>Professional</i>				
1	1	Officer	1 @ 10 920	10 920
1	1	Intermediate officer	1 @ 7 000	7 000
1	1	Junior officer	1 @ 6 530	6 530
				<u>39 850</u>
<i>General Service</i>				
3	3	Secretarial and clerical	Sw. frs. 1 @ 21 310 2 @ 17 080	
				<u>55 470</u>
<u>7</u>	<u>7</u>			<u>12 960</u>
				\$52 810
Additional increments during 1951.....				1 017
Provision for personal allowances under proposed salary scheme.....				240
				<u>\$54 067</u>
Less: Adjustment for turnover of staff.....				2 017
TOTAL				<u>\$52 050</u>

(ii) <i>Temporary assistance</i> .....	<b>\$1 500</b>
1950:	1 500
1949:	871

Provision is made for temporary assistance during leave periods, etc. There is a possibility that by 1951 the Board and the Supervisory Body might undertake additional responsibilities in connexion with:

Such responsibilities would entail extra staff.

(iii) <i>Travel on official business</i> . . . . .	<b>\$2 650</b>
1950:	2 660
1949:	2 184

Provision is made for a two-week journey by two staff members to Finland, and a three-week journey by two staff members to New York.

## CHAPTER IV

<b>Economic Commission for Europe . . . . .</b>	<b>\$1 010 900</b>
1950:	1 044 000
1949:	975 321

At its session in 1949, the Economic Commission for Europe asked its Committees to consider and report on their future programmes of work. The Committee reports have been prepared, but had not been examined by the Commission at the time of preparation of the budget, which must therefore be regarded as to some extent provisional. The estimates have, however, been framed as objectively as possible: where difficulties at present restrict the work of certain Committees, tentative reductions have been made. No staff has been requested for the Committee on Trade. A nuclear staff for the Committee on Agriculture will be carried on temporary assistance. Relatively substantial reductions are proposed in the staff of the Industry and Materials Division.

Apart from reductions of the nature described above, the structure and staffing of the Divisions has been re-

viewed in the light of the observations made in the Advisory Committee and the General Assembly in 1949. Notwithstanding the fact that the Committees on Coal, Steel, Power, Timber and Inland Transport have recommended heavy future work programmes, reductions have been found possible in view of the more highly trained staff now available and the experience gained during the last three years. The Steel and Power Divisions have been consolidated into a single Power/Steel Division and, depending on the outcome of the next session of the Commission, it is possible that further consolidations may take place as among sections of the Industry and Materials Division. It does not appear that there would be advantage in combining other divisions, but it should prove possible for the Research Division to undertake certain additional studies for the operational divisions.

Should the Commission decide that it is not possible to proceed with certain work, still further reductions may be possible. If, on the other hand, the Commission feels that the work programme of the Divisions should be increased, it may be necessary to ask for supplementary posts. Two new questions, namely those of price formation and capital markets, to which the Executive Secretary has drawn the Commission's attention in his Report, may, if the Commission decides to pursue them, lead to changes in the estimates.

Although a net total of seven professional and eight secretarial or clerical posts has been suppressed, the over-all estimate for established posts shows a reduction of only \$34 900 because of these offsetting factors: within-grade increases have increased the annual salaries cost by \$22 000; the budget has been prepared in terms of the proposed salary scheme, causing a further increase of \$20 000; inclusion of New York cost-of-living allowances for grades 8 to 14 on the basis of the proposed salary scheme, costs a further \$20 000.

(i) <i>Established posts</i> .....	\$925 900
1950:	959 550
1949:	842 775

*Table 20-4-1. Central Office of the Economic Commission for Europe*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal director	1 @ 25 000	25 000
1	1	Director	1 @ 18 000	18 000
<i>Professional</i>				
3	2	Senior officer	2 @ 11 690	23 380
1	1	Intermediate officer	1 @ 8 710	8 710
				<hr/> 75 090

Table 20-4-1. *Central Office of the Economic Commission for Europe (cont.)*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>General Service</i>				
2	2	Administrative assistant	Sw. frs. 1 @ 21 050 1 @ 17 620	
7	7	Secretarial and clerical	1 @ 16 530 2 @ 15 710 1 @ 14 590 1 @ 14 000 2 @ 13 180	
			141 570	33 077
15	14			\$108 167
Additional increments during 1951.....				1 495
Provision for personal allowances under proposed salary scheme.....				676
				\$110 338
Less: Adjustment for turnover of staff.....				4 338
TOTAL				\$106 000

In addition to its continuing functions in co-ordinating the various programmes of the Commission, for which it provides the immediate secretariat, the Central Office deals with independent tasks which do not fall within the scope of the separate divisions, frequently requiring negotiations with Governments or national agencies in matters affecting the programme of the Commission. In the past year, it has carried out the so far limited work needed for the Trade Committee, and

has played a substantial part in the over-all review of the future work of the Commission and the preparation of the report thereon. Its officials also assist the various divisions when required, for example in the preparation of research surveys.

In 1950, in the interests of economy, one senior post has been filled at a lower level, and will be suppressed altogether in 1951.

Table 20-4-2. *Research and Planning Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
<i>Professional</i>				
4	4	Senior officer	2 @ 12 170	
			2 @ 11 690	47 720

Table 20-4-2. *Research and Planning Division (cont.)*

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
5	5	Officer	1 @ 9 430 1 @ 9 070 3 @ 8 710	44 630
11	11	Intermediate officer	1 @ 9 070 1 @ 8 360 1 @ 7 670 2 @ 7 000 3 @ 6 670 2 @ 6 330 1 @ 6 000	77 770
9	10	Junior officer	1 @ 5 500 1 @ 5 250 4 @ 5 000 4 @ 4 750	49 750
				<u>\$237 870</u>
<i>General Service</i>				
1	1	Administrative assistant	Sw. frs. 1 @ 21 060	
4	4	Statistical assistant	2 @ 18 180 1 @ 17 620 1 @ 16 530	
28	26	Secretarial and clerical	1 @ 16 650 1 @ 16 180 6 @ 14 590 7 @ 14 000 7 @ 13 180 2 @ 12 820 1 @ 12 190 1 @ 11 120	
			451 150	105 408
63	62			<u>\$343 278</u>
Additional increments during 1951.....				4 305
Provision for personal allowances under proposed salary scheme.....				2 043
				<u>\$349 626</u>
Less: Adjustment for turnover of staff.....				14 026
TOTAL				<u>\$335 600</u>

The functions of the Research and Planning Division will be the same as in 1950.

Since 1949, the Division has, by preparing quarterly supplements to the *Economic Survey of Europe*, provided current data for its various statistical series. These quarterly bulletins contain also studies and analyses of problems of current interest: for example, on European Trade Agreements of 1949; the gold and dollar deficit of the sterling area; the commodity composition of trade between eastern and western Europe; relative changes in labour costs in industry; the regional interdependence of Germany; and coal production and trade in Europe since the war.

The reception given to the work and publications prepared by the Division has been such that it is felt that

the present scale of its work should be continued, particularly since a trained research group of this nature could not easily be rebuilt were it to be broken down. By minor changes within the Division, it has been possible to propose a reduction of one post. It is to be noted that though the Division remains substantially of the same size, it has undertaken additional work in the form of the quarterly bulletins and that it is expected to assume further work on behalf of certain of the operational divisions in which reductions are proposed; for example, it is expected to play a substantial part in studies of the European cement industry and of the supply and consumption of all forms of energy.

The annual economic surveys of Europe, which provide extensive statistical material of value to the Governments concerned, will be continued.

Table 20-4-3. *Transport Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Director	1 @ 18 000	18 000
<i>Professional</i>				
3	3	Senior officer	3 @ 11 690	35 070
3	3	Officer	2 @ 8 710 1 @ 10 150	27 570
6	5	Intermediate officer	2 @ 7 670 1 @ 7 330 1 @ 6 670 1 @ 6 000	35 340
1	1	Junior officer	1 @ 4 750	4 750
				<hr/> 120 730
<i>General Service</i>				
1	1	Administrative assistant	Sw. frs. 1 @ 18 740	
11	10	Secretarial	1 @ 16 650 1 @ 16 180 5 @ 14 590 2 @ 14 000 1 @ 12 760	
				<hr/> 165 280
				38 620
<hr/> 26	<hr/> 24			<hr/> \$159 350
Additional increments during 1951.....				879
Provision for personal allowances under proposed salary scheme.....				1 711
				<hr/> \$161 940
Less: Adjustment for turnover of staff.....				6 640
TOTAL				<hr/> \$155 300

The organization and function of the Transport Division will be the same as in 1950.

The Committee on Inland Transport, at its fifth session (document E/ECE/TRANS/199 of 15 December 1949) decided that the tasks given it by its original terms of reference were "not of a temporary nature but will still need to be performed and will remain important after 1950 and even in the distant future", and that "the work in question goes on from year to year and, save in the few cases specified, is not of a transitory character . . . owing to the predominantly international character of transport, problems of a common interest will constantly arise in this field, although it is impossible to foresee exactly all those which will arise after 1950, apart from the questions already under study".

The Committee noted that a number of its problems had been resolved, including those relating to the resumption of regulations on reciprocal use of railway wagons (RIV); the exchange of such wagons, and wagon debts which arose before its resumption; the preparation of agreements to facilitate the free transit of road vehicles; privileges or facilities granted to the tourist trade; preparation of draft conventions on road traffic; the census of craft in inland water transport; equipment problems arising out of the need to overcome "bottlenecks"; and movement of goods through the occupied territories (BIDAC). It noted further that of questions under current examination, those of identification, restitution and redistribution of rolling stock were likely to be resolved in 1950.

As to future activities, the Committee decided the most important task confronting it would be the working out of a general long-term transport policy, which must engage the Committee's attention in coming years since it would entail lengthy and difficult preliminary studies; such policy would have a bearing on the co-ordination of investment programmes. As regards railways, the choice of the most appropriate source of energy and, in particular, the question of electrification were important, and it was advisable to consider the question of co-ordinating and standardizing the various systems in use. As regards road transport, the transport of dangerous goods would have to be regulated internationally, while the question of the modification of existing road transport organizations would also have to be dealt with.

Questions previously taken up but not yet completed are:

(I) *As regards railways,*

(a) Preparation of periodical programmes for the renewal and construction of permanent way, motive power and rolling stock, in order to ensure a better distribution of orders for the industries;

(b) Standardization of rolling stock and problems related to automatic coupling and uniform braking system;

(c) Simplification of border formalities;

(d) Revision of the Berne conventions;

(e) Modification in the structure of European transport bodies;

(f) Uniform system for railway accounting.

(II) *As regards road transport,*

(a) Complementary agreements within the framework of the World Convention on Road Traffic of 19 September 1949, since a greater degree of unification appears attainable in Europe;

(b) Crossing of frontiers without inspection of loads;

(c) Financing and implementation of plans for international road networks;

(d) Civil liability and compulsory insurance for international traffic;

(e) International regulations for road transport contracts.

(III) *In the common field,*

(a) Facilitating tourist traffic;

(b) Combined transport contracts;

(c) The unification of transport statistics, their co-ordination, development and publication.

The field of work is extensive, but since the problems are now mostly part of a long-term programme, a reduction of one professional and one secretarial post is proposed.

Table 20-4-4. Coal Division

Number of established posts 1950	1951	Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Principal officer	1 @ 14 670	14 670
		<i>Professional</i>		
1	1	Senior officer	1 @ 11 690	11 690

Table 20-4-4. Coal Division (cont.)

Number of established posts 1950 1951		Category and post level	Number of posts by salary on 1 January 1951 \$		Total \$
3	3	Officer	1 @ 9 430		
			2 @ 8 710		26 850
4	4	Intermediate officer	2 @ 7 670		
			1 @ 6 330		
			1 @ 6 000		27 670
1	—	Junior officer			
					80 880
<i>General Service</i>					
1	1	Administrative assistant	Sw. frs. 1 @ 18 180		
11	10	Secretarial and clerical	1 @ 18 180		
			1 @ 16 530		
			1 @ 15 710		
			1 @ 14 760		
			3 @ 14 590		
			1 @ 14 000		
			2 @ 13 180		
			167 490		39 133
22	20				\$120 013
Additional increments during 1951.....					914
Provision for personal allowances under proposed salary scheme.....					182
					\$121 109
Less: Adjustment for turnover of staff.....					4 809
TOTAL					\$116 300

The functions of the Coal Division will be the same as in 1950.

The Coal Committee, at its ninth session, reported (document COAL/19 of 1 December 1949) that while it thought the time was not appropriate to come to a final decision about its current activities "supply difficulties still persist for certain types and qualities. The efforts of the Committee . . . to reduce Europe's need to import solid fuels from extra-European sources have, however, had considerable success. The Committee considers therefore that the emphasis of its work in the future will be more in the direction of the efficient utilization of available resources . . .". The Committee pointed out that "in the inter-war years there was no organization which effectively brought together coal

exporting countries, coal importing countries, and those with both interests. The Committee now provides such a forum. . . . The aim should be for the Committee to become an agency which gives forewarning of shortages and surpluses and acts . . . as a stabilizing factor to mitigate their effects".

The Committee then decided that of its present functions:

(a) The allocation of coal should be continued as long as the supply situation justified it;

(b) Even if the allocations system were modified, forecasts of availabilities and requirements should still be reviewed, since, *inter alia*, supply and demand for particular qualities could vary considerably within short periods;

(c) Review of supplies and requirements of mining equipment and pitwood should continue to be made;

(d) Studies in the utilization of coal should be vigorously pursued and exchange of technical information promoted;

(e) Studies on coal classification (on which a successful beginning has since been made) should be continued, to find a basis for an international system;

(f) Publication of statistics of production, imports, exports, consumption productivity and stocks remained essential;

(g) The study of production trends might well become a regular activity of the secretariat.

Apart from continuation of these activities the Committee considered that it might also be necessary to study:

(a) In conjunction with other bodies, such as the Steel Committee, the fluctuation in demand in the light of the changing economic situation in its member countries, and to assess the effects upon coal consumption of all relevant factors, such as the tendency for fuel oil to replace coal;

(b) Questions relating to coal prices as a general economic issue, though the Committee had no intention of becoming a price-fixing agency;

(c) Improvements in mining technique, with a view to promoting exchange of information and increasing output and reducing costs.

As in other cases, the tendency is towards a long-term programme though it is of considerable scope. If the work required is to be performed even on a long-term basis, it will not be possible to reduce the staff by more than one professional and one secretarial post, a reduction of four posts having been made between 1949 and 1950.

Table 20-4-5. *Power and Steel Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
				\$
<i>Director and Principal Officer</i>				
2	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
1	1	Senior officer	1 @ 12 170	12 170
2	2	Officer	2 @ 10 150	20 300
4	3	Intermediate officer	1 @ 7 670 1 @ 6 670 1 @ 6 000	20 340
2	2	Junior officer	1 @ 5 500 1 @ 5 250	10 750
				<hr/> 77 560
<i>General Service</i>				
1	1	Administrative assistant	Sw. frs. 1 @ 16 650	
9	7	Secretarial and clerical	2 @ 16 180 1 @ 15 710 2 @ 14 590 1 @ 14 000 1 @ 11 410	
				<hr/> 27 876
<hr/> 21	<hr/> 17			<hr/> 105 436

Table 20-4-5. *Power and Steel Division (cont.)*

Number of established posts 1950 1951	Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
	Additional increments during 1951.....		2 597
	Provision for personal allowances under proposed salary scheme.....		1 147
			<u>\$109 180</u>
	Less: Adjustment for turnover of staff.....		4 380
		TOTAL	<u>\$104 800</u>

The functions of the combined Power and Steel Division will be the same as the functions of the previous Electric Power Division and Steel Division, described on pages 194 and 196 of the 1950 budget estimates (A/903).

The Steel Division (seven posts in 1950 of which only four are professional) has always been staffed on economical lines, but with the completion of a major study on European steel production the executive secretary decided that it would be possible for the Director of the Division to take charge also of the Power Division, the directorship of which had become vacant. It is proposed to continue the consolidation, the senior officer in the earlier Power Division becoming head of a Power Section.

The Steel Committee reported on 10 March 1950 (E/ECE/Steel/48) that the post-war steel shortage, upon which it had concentrated its main activities, had on the whole been overcome and that the fundamental problems were now:

- (a) Trade difficulties in finding markets for all the steel that could be produced;
- (b) Risk of over-investment in steel production plants;
- (c) Necessity of reducing costs of steel and of increasing consumption, particularly in under-developed countries;
- (d) Necessity for adequate statistics on production, consumption and trade in order to find out, in time, what measures should be taken.

The Committee recognized that many of the measures for increasing consumption and exports lay within the competence of existing special bodies, and proposed to see whether the work of national bodies concerned with techniques of steel utilization could be co-ordinated,

and whether the Committee could refer certain technical problems to them.

In view of the proposed work programme, it will be necessary to maintain, in the combined Division, a Steel Section of three professional posts under the Director.

The Committee on Electric Power in its report of 27 February 1950 (EP/20) pointed out that its existing terms of reference already took into account the long-term nature of its work. It stated that although the post-war position had been ameliorated, a power shortage would persist in some parts of Europe after 1950, and that international action of an essentially long-term nature was still required. It considered that the work in progress was necessary and would contribute towards practical results, but that liaison with other organizations could be strengthened and the secretariat's work-load to some extent lightened. The Committee stated that one of its primary tasks was to keep under close review the question of power plant equipment, and that at a time of serious shortage special flexibility was needed in regulations governing power exchanges across frontiers. Accordingly the secretariat should continue its studies of comparative legislation governing the export of power and governing hydro-electric development with special reference to the nature of the waters, forms of ownership, concessions, servitudes and expropriations. The Committee also requested the secretariat to publish a catalogue of hydro-power installed capacity; capacity under construction or planned or which could be developed; and the hydro-electric possibilities of the main river basins. Certain studies on thermal power were also requested.

While the programme recommended by the Committee is extensive, it is largely long term, and it is proposed to suppress one further professional post, leaving five in the Power Section. Two secretarial posts will also be suppressed. The combined Division would have a total staff of seventeen as compared with twenty-one authorized for the two Divisions in 1950.

Table 20-4-6. *Industry and Materials Division*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
3	1	Officer	1 @ 10 920	10 920
3	2	Intermediate officer	1 @ 9 070 1 @ 8 030	17 100
				53 710
<i>General Service</i>				
8	6	Secretarial and clerical	Sw. frs. 1 @ 18 180 1 @ 15 710 1 @ 14 590 2 @ 14 000 1 @ 11 120	
			87 600	20 467
16	11			\$74 177
Additional increments during 1951.....				507
Provision for personal allowances under proposed salary scheme.....				654
				\$75 338
Less: Adjustment for turnover of staff.....				3 038
			TOTAL	\$72 300

The functions and organization of the Industry and Materials Division will be the same as in 1950.

When in March 1950 the Committee on Industry and Materials considered its future work programme it agreed that technical and economic studies on problems of the engineering and other industries should be continued by the secretariat, in consultation with experts nominated by Governments, but there was considerable division of opinion as to whether the results of the studies needed review and endorsement by the Committee or whether they should be communicated directly to Governments. The Committee noted that there was at present no proposal for work on industrial products or raw materials with the exception of cement.

As regards housing problems, the Committee noted with satisfaction work already done; drew the attention of Governments to the desirability of establishing

National Documentation Committees for the exchange of information; and declared that the activity of the Housing sub-committee should certainly be continued. In particular the Committee drew attention to the desirability of preparatory work on the establishment of international co-ordination on building research, and to the importance of proposed studies on economic aspects of housing. The estimates assume that work required in this field will be carried out by Headquarters staff of the Department of Social Affairs.

In view of the difficulties in connexion with the future work programme which the Commission itself will have to consider, it is tentatively considered that three professional and two secretarial posts should be omitted from the budget, though precise needs cannot be determined until after the Commission's next session, when the functions and organizational structure of the division will be reviewed.

Table 20-4-7. Joint ECE/FAO Timber Division

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>General Service</i>					
7	7	Secretarial and clerical	Sw. frs. 2 @ 16 180 4 @ 14 000 1 @ 12 820		
			<u>101 180</u>		23 640
<u>7</u>	<u>7</u>				\$23 640
Additional increments during 1951.....					70
Provision for personal allowances under proposed salary scheme.....					—
					\$23 710
Less: Adjustment for turnover of staff.....					910
TOTAL					\$22 800

The character and functions of the Timber Division, in which the professional staff are provided by the Food and Agriculture Organization, will be the same as in 1950.

In its report E/ECE/Tim/29 of 23 September 1949 the Timber Committee, having considered its programme of work as requested by the Commission, recommended that its terms of reference should be:

(a) To continue the collection and publication of statistics on primary forest products;

(b) To publish periodical analyses of the timber market situation in Europe;

(c) To keep the position of the principal forest products such as sawn softwoods and pitprops under

close review, and to make such recommendations to governments as it may deem necessary as a result thereof;

(d) To pay particular attention to possibilities of the more rational utilization of wood.

No changes are proposed in the staff of the Division, for which the costs of secretarial staff only are budgeted.

The Agriculture Division, created late in 1949, does not require provision under established posts since the professional staff is assigned by the Food and Agriculture Organization. As the General Assembly was informed at its last session, the Geneva Office has undertaken to absorb the costs of secretarial staff under temporary assistance and allowance for this is made in the temporary assistance estimate for 1951.

Table 20-4-8. Frankfurt Office

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
				\$
<i>Professional</i>				
1	1	Officer	1 @ 9 430	9 430
<i>General Service</i>				
1	1	Secretarial and clerical	Sw. frs. 1 @ 14 590	3 409
<u>2</u>	<u>2</u>			<u>12 839</u>

Table 20-4-8. Frankfurt Office (cont.)

Category and post level	Number of established posts		Number of posts by salary on 1 January 1951	Total
	1950	1951		
			\$	\$
Additional increments during 1951.....				130
Provision for personal allowances under proposed salary scheme.....				368
				<u>\$13 337</u>
Less: Adjustment for turnover of staff.....				537
			<b>TOTAL</b>	<b>\$12 800</b>

No change is proposed in the Frankfurt office which continues to serve as a liaison office for the Commission.

Table 20-4-9. Recapitulation

Division or office	Posts		Salaries on 1 January 1951	Additional increments in 1951	Personal allowances	Reduction for turnover of staff	Total
	1950	1951	\$	\$	\$	\$	\$
Central Office .....	15	14	108 167	1 495	676	4 338	106 000
Research and Planning Division .....	63	62	343 278	4 305	2 043	14 026	335 600
Transport Division .....	26	24	159 350	879	1 711	6 640	155 300
Coal Division .....	22	20	120 013	914	182	4 809	116 300
Power and Steel Division .....	21	17	105 436	2 597	1 147	4 380	104 800
Industry and Materials Division .....	16	11	74 177	507	654	3 038	72 300
Joint ECE/FAO Timber Division .....	7	7	23 640	70	—	910	22 800
Frankfurt Office .....	2	2	12 839	130	368	537	12 800
<b>TOTAL</b>	<b>172</b>	<b>157</b>	<b>\$946 770</b>	<b>\$10 897</b>	<b>\$6 781</b>	<b>\$38 748</b>	<b>\$925 900</b>

(ii) *Consultants* ..... **\$25 000**  
 1950: 30 000  
 1949: 27 912

It is not possible to recruit to the secretariat experts in every field of work. For the study of highly technical and specialized subjects it is preferable, and more economical, to engage an expert for a comparatively short period.

The estimate comprises: \$  
 (a) Fees and travel and subsistence expenses for expert assistance in technical fields..... 21 000  
 (b) Travel and subsistence expenses of FAO technical staff carrying out *ad hoc* studies for the benefit of FAO and ECE jointly ..... 4 000  
**\$25 000**

(iii) *Temporary assistance* ..... **\$25 000**  
 1950: 20 000  
 1949: 74 552

The heavy expenditure in 1949 was attributable largely to the use of temporary assistance pending the filling of posts on the regular establishment. There is, however, a continuing need for assistance in the general service category during leave periods; forty employees in this category are entitled to home leave in 1951. The costs of the four secretarial staff for the Agriculture Division also are charged to this account. Some increase over 1950 is requested as the reduction in established posts is likely to necessitate increased temporary help during peak periods, as during meetings of main Committees or of the Commission.

(iv) <i>Overtime and night differential</i> .....	\$2 000
1950:	1 200
1949:	1 124

Overtime work is unavoidable on occasions. For the most part it has hitherto been compensated by equal time off, but this has tended to result in increased accumulation of leave balances. In view of the reduction in permissible leave balances, it may be necessary to pay for a somewhat greater proportion of overtime in future. The estimate requested represents about ten hours paid overtime a year for each secretarial or clerical staff member.

(v) <i>Travel on official business</i> .....	\$33 000
1950:	33 250
1949:	28 958

The estimate is based upon past experience and includes provision for:

	\$
(a) Seven transatlantic journeys.....	9 000
(b) 20 long European journeys (to Stockholm, Budapest etc.) .....	7 000
(c) 140 short European journeys (to London, Paris etc.) .....	16 500
(d) 20 journeys inside Switzerland.....	500
	<hr/> 33 000

Experience has proved the necessity and value of travel to study problems on the spot in contact with government departments, etc. The transatlantic journeys are for the purpose of representation at the Economic and Social Council or certain of its commissions, and for discussions with headquarters officials.

#### CHAPTER V

Common staff costs .....	\$621 900
1950:	647 910
1949:	616 208

(i) <i>Travel and removal expenses of staff and dependants</i> .....	\$37 000
1950:	36 700
1949:	41 115

The reduction in established posts in ECE would of itself require an increase under this article, for removal expenses on termination: it is, however, hoped that this factor will be offset by reduced turnover of staff in other services. The possibility of expenditure substan-

tially above that now estimated cannot be excluded, since unfurnished accommodation is becoming more plentiful in Geneva and staff will be more easily able than hitherto to exercise their right to removal expenses when eligible.

(ii) <i>Installation payments</i> .....	\$25 000
1950:	40 000
1949:	28 281

The 1950 expenditure is thus far running below the 1949 rate, as a result of lesser turnover of staff, and it is hoped that the reduced rate will continue.

(iii) <i>Termination payments</i> .....	\$35 000
1950:	25 000
1949:	31 878

Expenditure on this account rose in each of the years 1947, 1948 and 1949 as a result largely of increasing balances of accumulated untaken leave for which payment has to be made on termination. The reduction in posts proposed in chapter IV for 1951 will entail a further increase.

(iv) <i>Contributions — Staff Pension Fund</i> ....	\$350 000
1950:	304 400
1949:	294 748

The estimate is calculated at 14 per cent of net salaries, with (a) a reduction of 14 per cent on the cost of one third of the new posts, on the assumption that not all the new recruits will immediately enter the pension fund and (b) the addition of 14 per cent on the provision for non-residents allowance, which the Expert Committee recommended should be pensionable.

(v) <i>Non-residents allowances</i> .....	\$45 000
1950:	—
1949:	—

The provision requested for 1951 relates solely to "non-residents" allowance for "semi-local" staff in the general service category. As a result of the reduction in pay scales for future entrants to the general service category at Geneva under the proposed salary scheme, it appears probable that the non-residents allowance for non-local recruits would have to be greater than the amount previously granted as the "single" rate of expatriation allowance to such staff. (For 1950 and 1949 amounts, see item (vi) below). At the time of preparation of the estimates detailed enquiries were proceeding, in conjunction with the specialized agencies at Geneva, with a view to determining the amount for the non-residents allowance. It is believed, however, that in the case of approximately 190 existing "semi-local" staff, who do not in fact suffer through the reduction in scales, non-residents allowance should be fixed at the same amount as the previous rate for expatriation allowance (\$250) and the estimate is framed on that basis. It appears highly improbable that the rate of non-residents allowance for future entrants, together with the new reduced pay, will exceed the old minimum pay plus expatriation allowance. On the other hand, the cost of living in Geneva is such that it is improbable that any reduction in the total emoluments of semi-local staff can be made.

(vi) <i>Repatriation grants</i> .....	<b>\$10 400</b>
1950:	116 400
1949:	111 157

As at Headquarters, a token provision is requested for repatriation grants. The 1949 and 1950 figures relate to expatriation allowances.

(vii) <i>Travel on home leave</i> .....	<b>\$37 000</b>
1950:	38 610
1949:	33 581

The estimate is based on the actual number of staff eligible to home leave in 1951; a 10 per cent deduction has been applied.

(viii) <i>Children's allowances, education grants and related travel</i> .....	<b>\$60 000</b>
1950:	56 000
1949:	61 916

The estimate is based on experience in past years.

(ix) <i>Contributions—medical and group life insurance</i> .....	<b>\$13 000</b>
1950:	22 000
1949:	6 251

A staff mutual insurance scheme against sickness and accidents, to which the Organization contributes, was introduced on 1 August 1949. Dependants of staff can be insured under the plan. At March 1950 approximately 420 (two-thirds) of the full time regular staff were members, 219 dependants also being covered. The 1950 estimate had been based upon the assumption that 500 staff members would be covered at an average cost of \$40: the average cost has in fact been \$30.

(x) <i>Ex-gratia payments</i> .....	<b>\$1 000</b>
1950:	1 000
1949:	770

The provision is based on past experience.

(xi) <i>Staff welfare</i> .....	<b>\$3 500</b>
1950:	7 800
1949:	6 511

Of the 1950 estimate, \$4 800 related to the net cost to United Nations of staff of the Joint Medical Service (apart from the nurse carried on the strength of the Personnel Office) which is now shown under established posts.

The 1951 estimate comprises \$1 500 for medical supplies; \$1 000 for X-ray films and supplies; and \$1 000 for grants in support of organized staff activities.

(xii) <i>Staff training</i> .....	<b>\$5 000</b>
1950:	—
1949:	—

Provision is made for expenses in connexion with language training programmes similar to those organised at Headquarters, instituted for training recruits in the working languages.

## CHAPTER VI

<b>Common services</b> .....	<b>\$350 100</b>
1950:	329 700
1949:	359 184

(i) <i>Telephone services (excluding long distance)</i> .....	<b>\$18 600</b>
1950:	14 000
1949:	14 990

The extension of the Palais will entail an increase from 1 000 to 1 250 lines on the switchboard, and contractual payments to the Swiss P.T.T. will be increased to:

	\$
Fixed rental charges .....	9 500
Local calls .....	8 500 (estimated)

An additional \$600 is provided for minor alterations to installations.

(ii) <i>Cable, telegraph, wireless communications and long distance telephone</i> .....	<b>\$27 200</b>
1950:	24 500
1949:	24 730

As at Headquarters, provision has been consolidated under common services, and includes an amount of \$4 200 for the projected sessions of the Economic and Social Council and the Trusteeship Council.

(iii) <i>Postal services</i> .....	<b>\$42 000</b>
1950:	34 000
1949:	42 584

The 1950 provision was an underestimate, partly because it was assessed without a full appreciation of the effect of the system of "perimeter distribution" by which, in the period immediately before conferences, documents are produced by Headquarters for distribution only within a defined area (perimeter): the stencils are then flown to Geneva, which produces and distributes the balance required for the remaining countries, which can be reached more quickly from Geneva. It is estimated that this results in additional postage costs of \$5 000 a year to Geneva.

(iv) <i>Air freight</i> .....	<b>\$1 500</b>
1950:	2 200
1949:	793

As at Headquarters, provision for air freight has been consolidated under common services costs.

(v) <i>Freight, cartage and express</i> .....	<b>\$5 800</b>
1950:	5 000
1949:	5 462

Provision is based on past experience, and includes \$800 for one session each of the Economic and Social Council (\$500) and the Trusteeship Council (\$300) to be held in Geneva.

(vi) <i>Contractual services for maintenance of premises</i> .....	<b>\$50 000</b>
1950:	44 000
1949:	44 323

The estimate is based on an itemized list of jobs needed to preserve minimum maintenance standards in the Palais and its adjacent properties. The total of such jobs is estimated at \$62 000 but in the interests of economy a number of the less urgent are being deferred.

(vii) <i>Utilities</i> .....	<b>\$52 000</b>
1950:	60 000
1949:	44 244

The extension of the Palais will entail consumption of electricity, oil, etc., costing approximately \$7 000. The figure is based on experience in 1949, when the winter was mild; expenditure will depend largely on climatic conditions. The estimate comprises, in total, \$12 400 for electricity: \$3 300 for water and \$36 300 for fuel oil, and assumes that there will be no extensive use of the Assembly block in winter.

(viii) <i>Stationery and office supplies</i> .....	<b>\$28 000</b>
1950:	28 000
1949:	32 807

The estimate assumes that there will be no rise in prices from the present level.

(ix) <i>Supplies for internal reproduction</i> .....	<b>\$ 93 000</b>
1950:	87 750
1949:	121 478

Includes provision for one session each of the ECOSOC and Trusteeship Council to be held in Geneva.

There was a substantial fall in the price of paper (which is bought in a soft currency area) following devaluation, and the estimate assumes that the present low price will continue.

(x) <i>Rental of office and other equipment</i> .....	<b>\$5 200</b>
1950:	4 500
1949:	5 129

Provision covers maintenance and repairs to furniture and hire of calculating machines for ECE. It is not considered desirable to add to stocks at present, and purchases (under chapter VII) are limited to replacing old League of Nations machines.

(xi) <i>Rental of telecommunications equipment</i> ..	<b>\$2 500</b>
1950:	—
1949:	—

The estimate covers the hiring of additional simultaneous interpretation equipment because of the exceptionally heavy workload occasioned by the holding of one session each of the Economic and Social Council and the Trusteeship Council.

(xii) <i>Operation and maintenance of transportation equipment</i> .....	<b>\$5 000</b>
1950:	6 000
1949:	4 675

The estimate, based upon experience, covers necessary maintenance and operation costs, including petrol, oil, lubricants, repairs, replacements, etc.

(xiii) <i>Insurance</i> .....	<b>\$6 300</b>
1950:	9 000
1949:	7 850

The estimate covers:

	<b>\$</b>
Motor vehicle insurance .....	1 200
Public liability insurance .....	400
Property insurance .....	4 700

No provision is requested for workmen's compensation, as the provision made under Section 17 of the budget estimates for the Social Security scheme will cover the liabilities of the organization. The provision for property insurance has been slightly increased as a result of the extension of the Palais.

(xiv) <i>Miscellaneous supplies and services</i> .....	<b>\$ 8 500</b>
1950:	6 250
1949:	10 119

The estimate covers maintenance of lifts, fire extinguishers, hydrants, etc. (Extension of the building will necessitate hire of additional extinguishers).

Provision is also made for laundering of towels (\$4 900 as compared with \$4 200 in 1949 as a result of increase in the building), and a number of minor items such as advertising for bids on contracts.

(xv) <i>Cafeteria</i> .....	<b>\$4 500</b>
1950:	4 500
1949:	—

The 1950 provision was for replacements, of which none had been made for many years. The 1951 provision is for additional crockery, cutlery, etc., required for increased staff usage.

## CHAPTER VII

<b>Permanent equipment</b> .....	<b>\$ 88 500</b>
1950:	146 050
1949:	151 870

(i) <i>Furniture and fixtures</i> .....	<b>\$25 000</b>
1950:	37 800
1949:	33 107

The WHO will furnish all the additional offices now being constructed, and some of those in which they have hitherto used furniture loaned by the United Nations. The latter will accordingly be available to bring the furnishing of some of United Nations' own offices up to standard, and it is proposed to dispense with purchases of office furniture in 1951 except for thirty-five stenographers desks, of which there are practically none outside the pool: \$3 500 is requested for this purpose. A further \$11 000 is requested for file cabinets, shelving and replacement of completely worn curtains and other furniture. In view, however, of unavoidable increases elsewhere in the Geneva estimates it is proposed to slow down the programme of completing the furnish-

ings of the rooms in the Assembly block, for which \$10 500 is requested as compared with \$26 000 in the two previous years.

(ii) <i>Office equipment</i> .....	<b>\$28 000</b>
1950:	33 300
1949:	62 628

All the pre-war machines in everyday use will have been replaced by the end of 1950. The Geneva Office has however to hold a reserve of approximately 100 typewriters to meet additional needs during conferences, and at present these are all of pre-war make. It is desirable that as soon as possible the older (post-1940) machines in everyday use should be relegated to the reserve and the very old machines sold. In view, however, of unavoidable increases elsewhere in the budget it is proposed to limit the 1951 programme to fifty standard machines plus fifteen wide-carriage machines of which there is a shortage in everyday use. The sixty-five machines will cost \$10 000. A further \$10 000 is requested for replacement of twenty very old calculating machines taken over from the League of Nations, and a sewing machine.

Provision is made also for replacement of three pre-war duplicating machines, and seven machines from the immediate post-war years which have proved unsatisfactory (\$6 000). A further \$2 000 is required for ancillary machines for perforating, and for producing tables, etc.

Sale of equipment is expected to produce \$2 500.

(iii) <i>Telecommunications equipment</i> .....	<b>\$ —</b>
1950:	36 000
1949:	3 065

No estimate is submitted.

(iv) <i>Library books and maps</i> .....	<b>\$20 000</b>
1950:	19 800
1949:	21 980

It is expected that the income from the Rockefeller Endowment in 1951 will be approximately \$13 000. With the budget provision now requested this would make a total of \$33 000 available for the following requirements:

	\$
Purchases .....	11 000
Subscriptions .....	8 000
Binding .....	11 000
Equipment .....	3 000
	<hr/>
	<b>\$33 000</b>

(v) <i>Improvements to premises</i> .....	<b>\$ 9 000</b>
1950:	10 600
1949:	16 130

The estimate provides:

(a) \$800 for replacing by iron gratings the cement covers of thirty inspection pits in the building which are in a dangerous state and liable to cause serious accidents.

(b) \$1 200 for minor works such as making communicating doors between adjacent rooms, etc.

(c) \$7 000 for protecting an open passage between two external doors which will be in constant use on completion of the extension of the Palais. Without the protection it would be necessary to employ guards on the doors.

Some major items, such as modernization of lifts, have again been deferred.

(vi) <i>Miscellaneous equipment</i> .....	<b>\$ 6 500</b>
1950:	8 550
1949:	14 959

The estimate provides for minor office equipment (desk lamps, etc. \$1 500); five documents trolleys to replace old ones and ten new trolleys (\$1 800); cafeteria equipment (\$500); \$2 700 for electric cleaning and polishing machines for use in the new accommodation.

**Section 20a. Office of the High Commissioner for Refugees**  
**\$300 000**

(1950: \$ — 1949: \$ —)

The General Assembly at its fourth regular session decided to establish, as of 1 January 1951, a High Commissioner's Office for Refugees to discharge the functions enumerated in resolution 319 (IV) and the annex thereto, and to perform such other functions as the General Assembly may from time to time confer upon it. The Assembly, in resolution 319 (IV) requested the Secretary-General to prepare, in consultation with the Advisory Committee, a draft budget for the operation in 1951. It is the intention of the Secretary-General to submit such a budget as a supplementary estimate following the action the eleventh session of

the Economic and Social Council is to take on the matter of detailed draft provisions for the implementation of resolution 319 (IV) and its annex.

In the meantime, a provision of \$300 000 is included to assist in the over-all appraisal of the 1951 estimates. This amount would provide for personnel costs of a small Commissioner's Office at Geneva, costs of stationing a small number of representatives in the countries of residence of refugees, and extra service costs to be incurred by the European Office as a result of locating the Commissioner's Office at Geneva.

# SUMMARY OF PART IV

## UNITED NATIONS OFFICE AT GENEVA

Section	Chapter	United Nations Office at Geneva	Established posts \$	Consultants \$	Temporary assistance \$	Casual labour \$	Overtime and night differential business \$	Travel on official business \$	Undistributed totals \$	Totals of chapters \$
20										
	I	General Services .....	1 829 900	500	206 000	78 000	18 500	13 000		2 145 900
	II	Information Services .....	91 900		1 500		500	1 700		
		Radio services .....							6 000	
		Photographic supplies and services .....							1 500	103 100
	III	Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	52 050		1 500			2 650		56 200
	IV	Economic Commission for Europe .....	925 900	25 000	25 000		2 000	33 000		1 010 900
	V	Common Staff Costs <sup>1</sup> .....							621 900	621 900
	VI	Common Services <sup>1</sup> .....							350 100	350 100
	VII	Permanent Equipment <sup>1</sup> .....							88 500	88 500
20a	—	Office of the High Commissioner for Refugees.....							300 000	300 000
		<b>TOTAL</b>	<b>\$2 899 750</b>	<b>\$25 500</b>	<b>\$234 000</b>	<b>\$78 000</b>	<b>\$21 000</b>	<b>\$50 350</b>	<b>\$1 368 000</b>	<b>\$4 676 600</b>

<sup>1</sup> For details of these chapters see Detailed Schedule.



*PART V*

**INFORMATION CENTRES**



## PART V

### INFORMATION CENTRES

**\$871 600**

(1950: \$794 520 1949: \$683 964)

#### Section 21. Information Centres

**\$871 600**

(1950: \$794 520 1949: \$683 964)

At the first part of its first session, the General Assembly endorsed the recommendations of the Technical Advisory Committee for Information stating, among other things: "In order to ensure that peoples in all parts of the world receive as full information as possible about the United Nations, the Department of Public Information should consider the establishment of branch offices at the earliest practicable date" (resolution 13 (I)).

Functions of the information centres, as they have developed to date, consist of disseminating, through all information media and in accordance with the needs of the areas served, information on the United Nations and the specialized agencies and their activities. The centres maintain all possible contacts with these information media; prepare releases for the use of the Press and radio in the languages of their areas; disseminate background and feature articles produced by the Department of Public Information and by the specialized agencies, and other documents on the activities of the United Nations; organize Press conferences; report on United Nations activities and conferences in their area; supply information material to, and co-operate with, non-governmental organizations, educational bodies, etc.; organize and supervise the activities of speakers and educational groups; act for the United Nations radio in maintaining contacts with, and supplying material to, national broadcasting systems, and in reporting on the activities of those systems as they relate to United Nations affairs; in the field of visual information, the centres assist in the production and distribution of United Nations films, organize film shows, exhibits, supply photographic and film material on United Nations activities, and distribute posters and other visual information material. The centres also maintain reference services.

The information centres, apart from their functions in the field of information, provide many services for the

Secretariat at various conferences; they aid in the recruitment of personnel abroad, and the collection of material for other Departments, and supply office space and working facilities to travelling officials of the Secretariat and the specialized agencies, and attend to money disbursements and other services.

Allied to the London Information Centre is a travel unit whose services are available for representatives, Secretariat staff and officials of specialized agencies.

The 1951 estimates for the information centres (apart from the Centre in Geneva, which is included in Section 20 covering the European Office) provide for continuance of seventeen information centres which were authorized for 1950.

#### CHAPTER I

Salaries and wages .....	<b>\$503 070</b>
	1950: 449 610
	1949: 374 895

(i) <i>Established posts</i> .....	<b>\$440 800</b>
	1950: 404 520
	1949: 323 223

The estimate for established posts provides for seventy-six posts. An additional professional officer's post is proposed for the Buenos Aires Centre to allow for more extensive coverage of the area. The remaining increase in relation to 1950 is due to (a) the fact that in 1951 seventeen information centres will be in full operation; (b) additional increments for the existing staff; and (c) the cost of the new salary scheme. This increase is partially offset by the fact that pending the completion of studies related to the adoption during 1950 of a new scale of salaries and wages for locally engaged staff, as recommended by the Committee of Experts on Salary, Allowance and Leave Systems, the estimate for the general service category is based on the present net salaries.

*Table 21-1. Belgrade Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 8 710	8 710
Additional increments during 1951.....				190
				<hr/> \$8 900

Table 21-1. *Belgrade Information Centre (cont.)*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>General Service</i>				
1	1	Professional assistant	1 @ 3 080	3 080
<u>2</u>	<u>2</u>			<u>\$11 980</u>
Less: Adjustment for turnover of staff.....				480
TOTAL				<u>\$11 500</u>

The Belgrade Centre, which is due to open during the second half of 1950, will provide information services throughout Yugoslavia.

Table 21-2. *Buenos Aires Information Centre*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
<i>Professional</i>					
1	2	Officer	1 @	9 430	
			1 @	8 710	18 140
Differential, 40 per cent.....					7 250
					<u>\$10 890</u>
<i>General Service</i>					
1	1	Professional assistant			1 800
<u>2</u>	<u>3</u>				<u>\$12 690</u>
Less: Adjustment for turnover of staff.....					530
					<u>TOTAL</u>
					\$12 160

The Buenos Aires Information Centre was opened on 15 November 1948. It covers Argentina, Uruguay, Paraguay and Bolivia. One additional post is proposed to extend the services of the Centre throughout the area.

The Centre has issued Press releases and distributed photographs concerning major United Nations activities. Large quantities of United Nations documents, publications and posters were also made available in the area. Background information was particularly in demand. Twenty-seven voluntary correspondent speakers' units

began operation during the year. The Centre participated in the Regional Conference of Non-Governmental Organizations held by the Department of Public Information in Uruguay. Efforts have been made to stimulate teaching about the United Nations. The Centre has served as liaison between the United Nations Radio Division and the radio stations in the area. In regard to United Nations films, it is continuing to negotiate for the conclusion of contracts with commercial distributors. Film showings have been held at the Centre for selected audiences.

Table 21-3. *Cairo Information Centre*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	1	Officer	1 @ 8 710	8 710
				<u>20 400</u>
Differential, 15 per cent.....				3 060
				<u>\$17 340</u>
<i>General Service</i>				
2	2	Secretarial and clerical		4 390
<u>4</u>	<u>4</u>			<u>\$21 730</u>
Less: Adjustment for turnover of staff.....				870
				<u>TOTAL</u>
				\$20 860

The Cairo Information Centre was inaugurated in April 1949 to serve Egypt, Ethiopia, Iraq, Lebanon, Saudi Arabia, Syria and Yemen.

Shortly after opening, the Centre undertook the public information arrangements for the Beirut Social Studies Conference and assisted in other preparations. Full public information services were provided by the Centre throughout the Conference.

A complete list of newspapers, magazines and other Press organs in the region was established and a large number of Press releases distributed. During the fourth session of the General Assembly, while questions of interest to the region were under discussion, several speeches were reproduced in full in Arabic and distributed, as well as several specially written articles. Experience has shown that there is a great need for additional material in Arabic.

A number of United Nations documents and public information leaflets were produced in Arabic by the Centre and distributed within the area.

At the suggestion of the Centre, Radio Cairo, supplied regularly with United Nations documents, has included in its schedule a bi-monthly programme on the United Nations. Radio Cairo has also reproduced, notably during meetings of United Nations organs, programmes transmitted from Lake Success or from Geneva for this region. United Nations news items and the weekly radio transmission are also broadcast regularly by several stations of the area served by the Centre.

Photos have been distributed regularly. On the occasion of the celebration of United Nations Day, film footage was secured. The Centre also suggested and produced locally two additional films on subjects of United Nations interest.

The Centre is in close touch with the offices of specialized agencies within the area and co-operation is well established. A pattern of service to United Nations missions has also been established.

Several voluntary correspondent speakers' units have been organized and arrangements are under way for an expansion of this programme.

Table 21-4. *Copenhagen Information Centre*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	1	Officer	1 @ 8 710	8 710
				<u>\$20 400</u>
Additional increments during 1951.....				310
				<u>\$20 710</u>
Differential, 40 per cent.....				8 280
				<u>\$12 430</u>
<i>General Service</i>				
2	2	Secretarial and clerical		3 420
<u>4</u>	<u>4</u>			<u>\$15 850</u>
Less: Adjustment for turnover of staff.....				630
				<u>TOTAL</u>
				\$15 220

The Copenhagen Information Centre has been in operation since December 1946, serving Denmark, Iceland, Norway and Sweden. Service has also been given to inquiries from Finland.

The Centre issues Press releases in the languages of the area to newspapers, news agencies, periodicals and radio. In addition to the ordinary Press releases, it maintains a weekly feature service, mimeographed in the three local languages, and accompanied by mats, blocks or photos. Some 700 newspapers are serviced in this way. Fortnightly newsletters in three languages, based on the feature service, are issued in 2 000 mimeographed and approximately 2 400 printed copies. In addition, the Centre distributes United Nations topical photos, photo features and other illustrated material in large quantities.

The Centre strives to encourage local radio stations to include United Nations material in their broadcasts, acting as liaison between United Nations Radio and the stations of the area.

In the field of films, the Centre has concentrated upon having as many United Nations films as possible produced in each of the three countries in local language versions. The Centre has made contracts with local dis-

tributors who make the language versions at their own expense. A total of thirty Scandinavian language versions of United Nations films have been made. The Centre supervises the production of these language versions and encourages their screening. The Centre acts as liaison for local newsreel companies and also undertakes the production locally of smaller films for the United Nations. In 1949 approximately 750 film strips were distributed.

The Centre distributes large quantities of United Nations posters, charts and other visual material to schools, institutions and commercial undertakings willing to display these without charge. A total of approximately 65 000 posters and charts were distributed in 1949.

The distribution of United Nations pamphlets, folders, booklets and mimeographed material is extensive. The Centre has produced and printed United Nations material in the languages of the area and non-governmental organizations have translated and printed additional United Nations material.

The Centre co-operates with school and adult education circles. It strives to encourage teaching on United Nations, supplies material, gives assistance in the preparation of text books, etc.

Table 21-5A. London Information Centre

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 13 330	13 330
<i>Professional</i>				
2	2	Officer	2 @ 9 430	18 860
1	1	Junior officer	1 @ 4 750	4 750
				<u>\$36 940</u>
Additional increments during 1951.....				1 070
				<u>\$38 010</u>
Differential, 40 per cent.....				15 200
				<u>\$22 810</u>
<i>General Service</i>				
4	4	Secretarial and clerical		7 140
<u>8</u>	<u>8</u>			<u>\$29 950</u>
Less: Adjustment for turnover of staff.....				1 200
				<u>TOTAL</u>
				\$28 750

The London Information Centre has been in operation since January 1947, serving the United Kingdom, the Netherlands, British dependencies and Eire. Main activities during 1949 were as follows:

Prior to 1949, His Majesty's Stationery Office acted as distributing agents for the Centre's Press releases. The Centre then undertook its own distribution, involving 7 000 addresses.

Although newspapers are well serviced by correspondents and agencies, the demand for additional background and reference material is great, particularly when major United Nations or specialized agency reports are being released. To meet this need, whenever appropriate, Press conferences have been arranged, and the Centre's reference library has provided the necessary services.

The Centre has acted as liaison with H.M.S.O. to publicize United Nations sales items, to increase and hasten supplies when required and to promote sales.

The Centre has continued close liaison with the British Broadcasting Corporation home, overseas, Middle Eastern and European services, and liaison was developed with BBC Television.

The Centre's work with films and visual information expanded considerably in 1949. Apart from bulk consignments of material requested by the United Nations Association, the Council for Education in World Citizenship and the Netherlands Information Service, the Centre itself met individual demands for 23 461 posters and 2 164 film strips. Since 1948 the regular mailing list increased from fifty addresses to 310, these all at the request of the schools and educational authorities themselves. Close contact has been maintained with the Ministry of Education through the UNESCO National Commission, which adopted a United Nations educational publication for reissuing by H.M.S.O. as a basic pamphlet in its scheme for teaching about the United Nations.

United Nations photographs are in greatly increasing demand, an average of 250 prints per month being distributed on direct request. Photographic displays are circulated to a large number of organizations arranging exhibitions in the provinces. Six hundred and fifteen addressees are serviced with United Nations news features, photographs and mats each week.

The Centre has stimulated production of documentary films through the Central Office of Information

and Associated British-Pathe. Arrangements have been made for distribution of United Nations films.

The reference library is widely used. Apart from Press and radio requirements, non-governmental organizations, universities and government departments frequently use its facilities for documentation and information.

Information activities in the Netherlands greatly expanded during 1949. Close liaison was maintained with various government departments, especially the Foreign Office, the Ministry of Education and RVD (Government Information Service). Operations in the Netherlands were conducted largely, though not exclusively, through the Netherlands Information Service for the

United Nations, a voluntary organization which came into being under the guidance of the London Centre. The latter has no financial responsibility but exercises a certain supervision of its activities.

Considerable quantities of material for distribution in the Netherlands have been supplied to the Netherlands Information Service, partly from Lake Success and partly from London, and in addition the London Centre has distributed material, especially releases, to addresses in the Netherlands direct. The Centre provided documents for a special documents service initiated by the Netherlands Information Service for the United Nations. The London Centre has also maintained contact with the Dutch United Nations Association and the Netherlands UNESCO Centre.

Table 21-5B. *London Information Centre  
Travel Unit*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951	Total
			\$	\$
<i>Special Services</i>				
1	1	Associate officer	1 @ 6 670	6 670
Additional increments during 1951.....				170
				<u>\$6 840</u>
Differential, 40 per cent.....				2 730
				<u>\$4 110</u>
<i>General Service</i>				
2	2	Secretarial and clerical		3 920
<u>3</u>	<u>3</u>			<u>\$8 030</u>
Less: Adjustment for turnover of staff.....				320
TOTAL				<u>\$7 710</u>

The Travel Unit made transport and accommodation arrangements for approximately 1 500 representatives and Secretariat officials, and 257 shipments of freight.

As a whole, the Centre acted in varying ways to make arrangements for visiting officials from the United Nations and the specialized agencies.

Table 21-6. *Mexico Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	1	Officer	1 @ 9 070	9 070

Table 21-6. *Mexico Information Centre (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
1	1	Intermediate officer	1 @ 8 000	8 000
				<hr/> \$28 760
Additional increments during 1951.....				350
				<hr/> \$29 110
<i>General Service</i>				
2	2	Secretarial and clerical		5 360
<hr/> 5	<hr/> 5			<hr/> \$34 470
Less: Adjustment for turnover of staff.....				1 380
				<hr/>
TOTAL				\$33 090

The Mexico City Centre was inaugurated in August 1947 to serve Mexico and the Central American countries.

During 1949 the Centre maintained its regular supply of Press releases, special articles and background papers to newspapers, magazines and specialized publications in Mexico and Central American countries. Photographs were distributed to interested publications. The United Nations Weekly News Feature was widely used, graphic reproductions proving particularly popular.

A considerable advance in the broadcasting of programmes about the United Nations was made over the year. United Nations radio news programmes are re-transmitted daily (Monday through Friday) locally; United Nations news as received through the Centre is also carried daily. Special programmes prepared under the direction of the Centre have been well received. There has been a recorded programme on the air in Mexico City, and on some provincial broadcasting stations daily. Publicity concerning United Nations programmes is supplied to all newspapers and radio stations.

Demand for United Nations publications and other information material continues to increase. About 78 000 copies were distributed during the course of the last year.

A limited specialized distribution of United Nations documents has been established because of demand from writers, institutions, professors, economists, etc. A growing number of persons are making use of the Centre's reference services.

Twenty-four numbers of 3 000 copies each of the Spanish edition of the *United Nations Bulletin* were printed and distributed. Spanish editions of eight additional United Nations publications were made.

Negotiations for handling of 16mm films on a non-profit basis in Mexico have been completed. Exhibitions of 35mm and 16mm films are held for the Press and a selected public; copies of 16mm films are in constant circulation. The Centre also assisted in the shooting of two films in Mexico during the last year.

Throughout the area contacts with non-governmental organizations increased in 1949. The co-operation of these groups was particularly helpful in the celebration of United Nations Day. Information through teaching and education has continued to spread and improve. The programme has been consolidated in Mexico and official action is being obtained in Costa Rica, Nicaragua, El Salvador and Guatemala. Voluntary correspondent speakers' units were established in a number of cities. Voluntary information committees were created in Panama, Costa Rica and Nicaragua. Foundations for similar committees were laid in Guatemala and El Salvador.

Table 21-7. *Monrovia Information Centre*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
		<i>Professional</i>		
1	1	Officer	1 @ 8 710	8 710
Additional increments during 1951.....				190
				<u>\$8 900</u>
		<i>General Service</i>		
1	1	Professional assistant	1 @ 3 000	3 000
<u>2</u>	<u>2</u>			<u>\$11 900</u>
Less: Adjustment for turnover of staff.....				480
TOTAL				<u>\$11 420</u>

The Monrovia Centre, which is due to open during 1950, will provide information services throughout Liberia, similar in type to those rendered by other centres.

Table 21-8. *Moscow Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
		<i>Director and Principal Officer</i>		
1	1	Principal officer	1 @ 14 000	14 000
		<i>Professional</i>		
2	2	Officer	1 @ 9 070	
			1 @ 8 710	17 780
1	1	Intermediate officer	1 @ 7 330	7 330
				<u>39 110</u>
Additional increments for 1951.....				240
				<u>39 350</u>
Differential, 25 per cent.....				9 840
				<u>49 190</u>
		<i>General Service</i>		
3	3	Secretarial and clerical		11 280
<u>7</u>	<u>7</u>			<u>60 470</u>
Less: Adjustment for turnover of staff.....				2 420
			<b>TOTAL</b>	<u>\$58 050</u>

The Moscow Centre has been functioning since April 1948 and covers the USSR, Byelorussian SSR and Ukrainian SSR. In the course of 1949, the Centre established close contacts with the Soviet Press, radio, representatives of various public organizations and institutions, educational institutions, correspondents and radio commentators.

The Centre has concentrated its efforts on developing and strengthening its contacts with the Soviet Press. Immediately upon receipt of printed information materials from Headquarters, the Centre makes them available to newspapers and magazines as well as to individual correspondents. One of the methods of informing the Press and public and all those who show interest in the United Nations activities is regular issuance of special lists covering all the materials available at the Centre to 1 000-1 200 addresses. Some of the lists provide detailed contents of documents of importance. These lists have produced successful results and create an increase in the demand for United Nations documents. From time to time the Centre invites correspondents to visit the Centre where they view materials and see United Nations films, exhibitions of literature, photographs and posters. The Centre continues to issue Press releases of the work of the United Nations and its organs; 400-1 200 copies of each release are distributed, depending on the nature of the question covered.

Pamphlets and documents such as *Basic Facts about the United Nations*, *U.N. Day*, *U.N. Charter* and other materials which the Centre has received from Headquarters in large quantities are well received and their distribution is of great help in strengthening contacts and in directing the interest of the Press both toward activities of the United Nations and toward the work of the Information Centre. The Centre made special efforts to distribute material to such agencies and in-

stitutions as libraries and bureaux of lecturers, which may make the most effective use of it.

During the previous sessions of the General Assembly, the Centre undertook a number of special measures to meet the requests from the public, such as: public reviewing of the United Nations films, exhibitions of literature, photographs, posters, special Press releases on certain matters of the work of the United Nations and its organs, distribution of general reference materials, etc.

At present, the library of the Centre maintains the most complete collection in the Soviet Union of printed materials on the activities of the United Nations, which are available for free use. The library and reading room of the Centre are becoming increasingly popular. Heavy demand on the library arises during the sessions of the General Assembly. The Centre also answers numerous inquiries from representatives of various fields of activities.

In the second half of 1949, the Moscow Centre acquired a radio receiver which made possible constant listening to and keeping record of regular daily United Nations broadcasts in Russian on United Nations subjects. The Centre makes use of these broadcasts both as a reference source for the answers to inquiries and for issuing Press releases. The Centre also uses records of the speeches by Soviet representatives to the General Assembly, received from Headquarters.

In 1949 the Centre arranged five public showings of 35mm films of the United Nations and twelve showings of 16mm films. The newsreel on the activities of the General Assembly proved of particular interest; it was seen by an audience of several millions. Photographs were distributed to editorial offices of the Soviet papers and magazines. In the course of 1949 the Centre continued to distribute posters, mats, etc.

Table 21-9. *New Delhi Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
2	2	Officer	2 @ 8 710	17 420
Additional increments for 1951.....				550
				<hr/> \$29 660
Differential, 20 per cent.....				5 930
				<hr/> \$23 730

Table 21-9. *New Delhi Information Centre (cont.)*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>General Service</i>				
2	2	Secretarial and clerical		4 130
<u>5</u>	<u>5</u>			<u>\$27 860</u>
<i>Less: Adjustment for turnover of staff.....</i>				1 110
TOTAL				<u>\$26 750</u>

The New Delhi Centre, which opened in January 1947, provides information services for Burma, Ceylon, India and Pakistan.

The work of the Centre steadily expanded during the past year in all phases of its activity. The number of voluntary educational units and United Nations associations more than doubled in the course of the year, providing significant assistance in promoting knowledge of United Nations activities throughout the area.

The Centre continued to service the Press with releases and background information; coverage increased during the year. In the field of radio, United Nations Day celebrations gave impulse to an expanded coverage of United Nations subjects in general. All-India Radio broadcast United Nations programmes in four different languages of the region, in addition to English. There was a series of recorded talks on the United Nations during the year, both in New Delhi and in other places. The Rangoon studio in Burma was open for United Nations talks during the year on similar lines.

The demand for United Nations films by educational and non-governmental organizations has been great. Hundreds of thousands of persons viewed United Nations films in connexion with United Nations Day celebrations. United Nations posters, photo-spreads and photographs were also in heavy demand.

The Centre assisted the specialized agencies in the region in making arrangements to film their activities. A short documentary film on the work of the United Nations Commission for India and Pakistan was prepared by the Centre.

During the Indian Conference of Social Work in New Delhi, an exhibition of United Nations posters and literature was organized by the Centre. Smaller exhibits were prepared for many other occasions.

The total number of volunteer educational centres, volunteer correspondent speakers' units, United Nations associations and United Nations student organizations in the provinces was more than fifty by the end of the year. These voluntary workers have enabled the Centre to penetrate its vast area. Regular contact is maintained with all places outside New Delhi. Existing contacts with other organizations were also developed. Officers of the Centre addressed their meetings on several occasions.

Information services were provided through the year for the United Nations Commission for India and Pakistan and, where necessary, for the specialized agencies. The Centre dealt with the United Nations Fellowship Programme in India and represented the Organization at a number of international conferences.

Table 21-10. *Paris Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
				\$
		<i>Director and Principal Officer</i>		
1	1	Principal officer	1 @ 13 330	13 330
		<i>Professional</i>		
1	1	Senior officer	1 @ 14 170	14 170
2	2	Officer	1 @ 10 540	
			1 @ 8 710	19 250

Table 21-10. Paris Information Centre (cont.)

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
1	1	Intermediate officer	1 @ 8 710	8 710
				\$55 460
Additional increments for 1951.....				890
				\$56 350
Differential, 20 per cent.....				11 270
				\$45 080
<i>General Service</i>				
4	4	Secretarial and clerical		9 700
<u>9</u>	<u>9</u>			\$54 780
Less: Adjustment for turnover of staff.....				2 190
				\$52 590

The Paris Information Centre has been in operation since March 1947, serving France, Belgium, Luxembourg and French dependencies.

The Centre publishes weekly a bulletin, *Nouvelles des Nations Unies*, which was distributed in 1949 in mimeographed form to 800 addresses. New arrangements permit the bulletin to be printed and distributed without cost to the Centre to an additional 4 000 addresses. The Centre also publishes a weekly summary of the work of the United Nations. These items are distributed to provincial papers through the Centre's voluntary correspondents.

Special releases and a monthly reference list summarizing United Nations documents and publications are distributed widely. Specialized distribution lists have been established by the Centre.

During the course of the last year, the Centre distributed approximately 90 000 pamphlets, leaflets and folders and 22 000 posters.

Close contact was maintained with *Radiodiffusion Française* which re-broadcast material from Lake Success.

In the latter part of the year, arrangements were made with *La Société Coopérative Française pour les Films des Nations Unies* for distribution of 16mm and 35mm films. This group was organized to act as agent for the United Nations in this field. Film strips have been distributed by the Centre and also by the Ministry of Education to all schools. Seven exhibitions were organized by the Centre during the year.

The Centre's reference and document services were extensively used. Over 100 written inquiries a month were handled.

By the end of 1949, twenty-five voluntary correspondents were acting on behalf of the Centre, giving assistance in all aspects of public information work. Thirty-one discussion groups were organized in universities, faculties and high schools. Voluntary correspondent speakers units and volunteer educational centres continued to increase in number.

Table 21-11. Prague Information Centre

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690

Table 21-11. *Prague Information Centre (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
1	1	Officer	1 @ 8 710	8 710
				<u>\$20 400</u>
Additional increments for 1951.....				50
				<u>\$20 450</u>
<i>General Service</i>				
2	2	Secretarial and clerical		5 200
<u>4</u>	<u>4</u>			<u>\$25 650</u>
Less: Adjustment for turnover of staff.....				1 020
TOTAL				<u>\$24 630</u>

The Prague Information Centre, covering Czechoslovakia, has been in operation since 15 December 1947.

During the past year, the official news agencies were supplied with documentary material for information, dissemination and background use. Documentary material published in Czech by the Centre was forwarded to the Press in Prague and the provinces. Fifty-seven issues of the bulletin, published regularly in Czech by the Centre, were distributed to 400 addresses. Sixteen supplements to the bulletin covering subjects of special interest to the area were also issued.

Photographs were distributed through the official agencies and some schools in Prague and Pilzen arranged exhibits of United Nations photographs. Nego-

tiations continued for the distribution of United Nations films and film strips. Several private screenings and screenings in schools were held. Two United Nations films offered by the Centre were shown at the International Film Festival.

The Centre assisted in providing documentation for a textbook for the new school organization, the curricula including teaching about the United Nations. Documentation was placed in schools and in universities. One volunteer educational centre was established, and negotiations were under way for others to begin operation.

The Czech AFUN arranged a special assembly in connexion with the celebration of United Nations Day.

Table 21-12. *Rio de Janeiro Information Centre*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 11 690	11 690
1	1	Officer	1 @ 8 710	8 710
<i>General Service</i>				
2	2	Secretarial and clerical		5 850
<u>4</u>	<u>4</u>			<u>\$26 250</u>
Less: Adjustment for turnover of staff .....				1 050
TOTAL				<u>\$25 200</u>

The Rio de Janeiro Centre has been in operation since March 1947 providing information services throughout Brazil.

In 1949, the Centre translated a large number of United Nations documents, including publications, reports and film strip texts, into Portuguese. It regularly prepared and dispatched Press releases which were used by Press and radio in all Brazil. Photos and a very large number of posters were distributed, the latter on request. The Centre's mailing list of nearly 1 800 addressees is served regularly and specialized material is sent to addressees with special interests, taking advantage of the free-mailing privilege granted by the postal authorities.

Lectures were given in various parts of the country. In a number of states the authorities, in collaboration with the volunteer correspondents of the Centre, organized public programmes in connexion with visits of the officers of the Centre. Broadcasts were made by officers of the Centre and arrangements made for the broadcasting of special United Nations material.

Arrangements were concluded with a sales agent, who has reported a widespread interest in United Nations publications. The Centre has entered into agreements for the distribution of United Nations films through a commercial agent.

The co-operation of non-governmental organizations in the information programme of the Centre has been greatly advanced and has been a major endeavour of the Centre. United Nations clubs were founded in many of the faculties connected with the University of Brazil. The widespread and successful commemorations of United Nations Day were filmed by commercial companies and will be shown during the next two years in film houses in all parts of Brazil.

The institution of the system of volunteer correspondents has also served to advance the information programme of the Centre. Letters have been received by the Centre from every state and most of the territories of Brazil.

Table 21-13. *Shanghai Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 14 170	14 170
<i>Professional</i>				
2	2	Officer	1 @ 11 310	
			1 @ 8 710	20 020
				<u>\$34 190</u>
Additional increments for 1951.....				70
				<u>\$34 260</u>
Differential, 30 per cent.....				10 280
				<u>\$44 540</u>
<i>General Service</i>				
3	3	Secretarial and clerical		9 575
<u>6</u>	<u>6</u>			<u>\$54 115</u>
Less: Adjustment for turnover of staff.....				2 165
				<u>\$51 950</u>
TOTAL				\$51 950

Activities of the Shanghai Information Centre, which was opened in 1947 to serve China, the Philippines and Thailand, were on a reduced scale in the last year.

The Centre has maintained close relationship with the various United Nations units and specialized agencies working in Shanghai.

During the past year, the Centre sent out thirty-six film strips, sponsored sixty-six film showings and provided 594 photos and mats. The Centre sent out sixty-eight Press releases in Chinese and sixty-two in English. It forwarded 213 posters and 310 pamphlets plus 1 969 background documents, mostly in Chinese. A total of 2 966 inquiries were answered.

The Centre also sponsored three exhibitions and several lectures, organized on a limited scale the United Nations essay contest in China, arranged for twelve stations to carry United Nations radio broadcasts and arranged for a series of Press conferences for special-

ized agencies. Special stress was laid on publicizing the Universal Declaration of Human Rights and the Convention on Genocide and, in a secondary way, on matters related to freedom of the Press.

For estimating purposes it is assumed that a plus differential of 30 per cent on salaries will be required in the Shanghai area. Due to the special circumstances prevailing in the area, the use of a differential has been discontinued and replaced by a daily allowance, varying in amount and determined by the Joint Administrative Committee of the United Nations Information Centre and specialized agencies represented in the area.

Table 21-14. Sydney Information Centre

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 9 070	9 070
Additional increments for 1951.....				190
				<hr/>
				\$9 260
Differential, 40 per cent.....				3 700
				<hr/>
				\$5 560
<i>General Service</i>				
1	1	Professional assistant		1 980
<hr/>	<hr/>			<hr/>
2	2			\$7 540
Less: Adjustment for turnover of staff.....				300
				<hr/>
TOTAL				\$7 240

The Sydney Information Centre, covering Australia and New Zealand, was opened on 1 November 1948. Contacts have been developed with editors of newspapers and other journals and Press releases, background material and special articles are supplied regularly. Feature material and photo mats are supplied to the provincial and country Press. Recorded radio material prepared at Lake Success is supplied to broadcasting companies and widely used. The Centre co-operates in arranging special broadcast forums and supplies material regularly to news commentators. Material for regular school broadcasts is also provided by the Centre.

In regard to films and film strips, the Centre works through the National Film Library which distributes through the various state documentary bodies. Arrange-

ments have been made for local adaptation of United Nations film strips by the National Film Library. Production locally of film footage on United Nations subjects has been stimulated by the Centre, which also co-operates in arrangements for the exhibition of special films on United Nations subjects.

Constant liaison is maintained with the principal non-governmental organizations. In New Zealand the United Nations Association undertakes considerable information work for the United Nations. In co-operation with the UNESCO Co-ordinating Committee, teaching about the United Nations was demonstrated in universities, schools and adult education bodies by means of Australian-produced posters and booklets, a seminar on teaching in schools, exhibitions, etc.

Table 21-15. *Teheran Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 8 710	8 710
Additional increments for 1951.....				290
				<u>\$ 9 000</u>
<i>General Service</i>				
1	1	Professional assistant		3 080
<u>2</u>	<u>2</u>			<u>\$12 080</u>
Less: Adjustment for turnover of staff.....				480
TOTAL				<u>\$11 600</u>

The Teheran Centre, which opened in April 1950, provides information services for Afghanistan and Iran.

Table 21-16. *Warsaw Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Officer	1 @ 8 710	8 710
Additional increments for 1951.....				190
				<u>\$ 8 900</u>
<i>General Service</i>				
1	1	Professional assistant		3 020
<u>2</u>	<u>2</u>			<u>\$11 920</u>
Less: Adjustment for turnover of staff.....				480
TOTAL				<u>\$11 440</u>

The Warsaw Information Centre was inaugurated in November 1947 to provide information services throughout Poland.

United Nations activities were covered, Press conferences arranged and releases and background material issued. The Centre published in Polish a mimeo-

graphed booklet on the first part of the third session of the General Assembly and a translation of the rules of procedure of the Assembly.

The Centre has served as liaison for Lake Success with local film organizations in connexion with the procurement of local footage, the completion of the film

"United Nations at Work" and negotiations for the distribution of United Nations films in Poland. Contacts with photo agencies have been enlarged, and extensive photographic coverage of United Nations activities secured.

Liaison with Polskie Radio is maintained, and material from Lake Success supplied to it.

Special mailing lists have been established for United Nations publications. Particular demand is noted for economic, statistical and international law publications.

Table 21-17. *Washington Information Centre*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Professional</i>				
1	1	Senior officer	1 @ 14 170	14 170
1	1	Officer	1 @ 9 070	9 070
				<u>\$23 240</u>
Additional increments for 1951.....				290
				<u>\$23 530</u>
<i>General Service</i>				
2	2	Secretarial and clerical		8 390
<u>4</u>	<u>4</u>			<u>\$31 920</u>
Less: Adjustment for turnover of staff.....				1 280
TOTAL				<u>\$30 640</u>

The Washington Information Centre, established in October 1946, concentrates its activities in contacts with Press and radio correspondents in Washington, with government agencies, embassies, legations, specialized agencies with headquarters in Washington and United States information media.

The Centre is used as a reference office by these organizations and the general public, and supplies material on the work of the United Nations and its specialized agencies upon request.

The Centre is often required to act in a representative capacity on official occasions where it is not possible to send a representative from Lake Success, and at conferences and gatherings where the United Nations viewpoint is desired.

The Centre is also called upon, in so far as resources permit, to serve other Departments of the United Na-

tions. For example, fifty fellows under the technical assistance programme and missions from the substantive Departments have made the Centre their headquarters.

Apart from local work, the Centre has provided material for United States Government Departments' radio and library services throughout the world; it works with embassies and legations of Member States in Washington in stimulating observances of United Nations Day and Human Rights Day. The work of the Washington Centre, located as it is close to United Nations Headquarters, is necessarily different from that of other Centres, particularly in the issuing of Press releases and other immediate news. It is faced with constant demands from a wide variety of sources for information and data on practically every phase of United Nations work.

Table 21-18. *Recapitulation. Established Posts*

Table no.	Information centre	1951	1950	Professional category established posts \$	Additional increments during 1951 \$	Differential \$	General Service category established posts (net basis) \$	Reduction for turnover of staff \$	Total \$
21-1	Belgrade ...	2	2	8 710	190	—	3 080	480	11 500
21-2	Buenos Aires ..	2	3	18 140	—	— 7 250	1 800	530	12 160
21-3	Cairo .....	4	4	20 400	—	— 3 060	4 390	870	20 860
21-4	Copenhagen ...	4	4	20 400	310	— 8 280	3 420	630	15 220
21-5A	London .....	8	8	36 940	1 070	—15 200	7 140	1 200	28 750
21-5B	" Travel Unit	3	3	6 670	170	— 2 730	3 920	320	7 710
21-6	Mexico .....	5	5	28 760	350	—	5 360	1 380	33 090
21-7	Monrovia .....	2	2	8 710	190	—	3 000	480	11 420
21-8	Moscow .....	7	7	39 110	240	+ 9 840	11 280	2 420	58 050
21-9	New Delhi ....	5	5	29 110	550	— 5 930	4 130	1 110	26 750
21-10	Paris .....	9	9	55 460	890	—11 270	9 700	2 190	52 590
21-11	Prague .....	4	4	20 400	50	—	5 200	1 020	24 630
21-12	Rio de Janeiro..	4	4	20 400	—	—	5 850	1 050	25 200
21-13	Shanghai .....	6	6	34 190	70	+10 280	9 575	2 165	51 950
21-14	Sydney .....	2	2	9 070	190	— 3 700	1 980	300	7 240
21-15	Teheran .....	2	2	8 710	290	—	3 080	480	11 600
21-16	Warsaw .....	2	2	8 710	190	—	3 020	480	11 440
21-17	Washington ...	4	4	23 240	290	—	8 390	1 280	30 640
TOTAL		75	76	\$397 130	\$5 040	\$—37 300	\$94 315	\$18 385	\$440 800

(ii) *Temporary assistance* ..... **\$18 650**  
 1950: 13 640  
 1949: 37 185

The estimate, based on previous years' experience, provides for the replacement of staff members on leave, and for technical personnel which may be required, on a temporary or part-time basis, for work directly related to the information functions of the Centres. An amount of \$3 000 is included to cover additional costs for services provided for other Departments which use the Washington Centre facilities in connexion with their work.

(iii) *Casual labour* ..... **\$39 620**  
 1950: 28 620  
 1949: 12 867

The estimates provide for employment of casual labour personnel for the maintenance of office premises, chauffeur, mimeograph operator, messenger services,

etc. Expenditures in 1949 cover the period 1 July-31 December only, earlier expenditures being charged to temporary assistance.

(iv) *Overtime and night differential*..... **\$4 000**  
 1950: 2 830  
 1949: 1 620

Overtime payments are made during the period of the General Assembly session and of meetings and conferences held in the area covered by each information centre. Experience during 1949 indicated the necessity for this item, especially in the travel unit where travel arrangements often have to be made after the regular office hours.

## CHAPTER II

Common staff costs ..... **\$80 570**  
 1950: 80 670  
 1949: 68 787

(i) <i>Travel and removal expenses of staff and dependants</i> .....	<b>\$8 000</b>
1950:	6 010
1949:	5 621

For expenses consequent upon the recruitment, transfer or termination of staff members.

(ii) <i>Installation and termination payments</i> ....	<b>\$ 5 500</b>
1950:	3 880
1949:	10 949

The estimates provide for recruitment of new personnel and for termination payments to which staff members are entitled.

(iii) <i>Contributions: Staff Pension Fund</i> .....	<b>\$51 950</b>
1950:	48 000
1949:	35 695

United Nations contributions are estimated in the light of available information concerning participants.

(iv) <i>Children's allowances, education grants and related travel</i> .....	<b>\$ 9 540</b>
1950:	11 100
1949:	6 120

Estimates cover the payment of children's allowance subject to conditions of eligibility. The allowance is subject to the differential established for the area.

(v) <i>Repatriation grants</i> .....	<b>\$1 000</b>
1950:	9 680
1949:	7 042

Figures for 1949 and 1950 relate to the expatriation allowance, which is replaced in 1951 by a scheme of grants upon repatriation.

(vi) <i>Contributions: medical and social insurance</i>	<b>\$4 580</b>
1950:	2 000
1949:	3 360

The estimate covers United Nations contributions to health and social insurance schemes in countries where the employer is required by law to make such contributions. The increase compared to 1950 estimates results from the inclusion of the local staff of the Paris Centre under the French State Social Insurance.

### CHAPTER III

Other expenses .....	<b>\$268 050</b>
1950:	239 690
1949:	206 474 <sup>1</sup>

(i) <i>Travel on official business</i> .....	<b>\$34 000</b>
1950:	31 450
1949:	31 318

The estimate provides for authorized travel of staff members for contacts in the areas covered by the Centres. The increase compared to 1949 is due to the full operation of the existing Centres.

(ii) <i>Travel on home leave</i> .....	<b>\$17 900</b>
1950:	8 070
1949:	6 203

The estimate takes into account the requirements for staff members who will be eligible for home leave during 1951.

(iii) <i>Postal services</i> .....	<b>\$22 000</b>
1950:	21 120
1949:	13 650

For postal expenses for all classes of mail.

(iv) <i>Communication services</i> .....	<b>\$35 000</b>
1950:	39 790
1949:	26 971

For cables, telephone, wireless and radio communications and teletype, including arrangements with local, national or commercial broadcasting companies for the monitoring of United Nations news, as well as the rental of terminal equipment.

(v) <i>Radio, photographic and motion picture supplies and services</i> .....	<b>\$5 900</b>
1950:	5 900
1949:	3 237

For the purchase of photographs, films and radio supplies and services, etc.

(vi) <i>Rental and maintenance of premises and equipment</i> .....	<b>\$60 400</b>
1950:	51 400
1949:	48 709

The estimate is based on existing rental contracts with provision for additional office space in some centres. The increase compared with 1950 is also due to additional costs for new premises for the Centre in Paris.

(vii) <i>Stationery and office supplies</i> .....	<b>\$17 500</b>
1950:	17 370
1949:	13 377

For stationery and other expendable office supplies.

(viii) <i>Supplies for internal reproduction</i> .....	<b>\$20 000</b>
1950:	15 850
1949:	10 054

For supplies and materials, mainly paper, used for internal reproduction. The estimate is closely related to the volume of releases and other material prepared in the Centres.

(ix) <i>Operation and maintenance of transportation equipment</i> .....	<b>\$8 350</b>
1950:	8 250
1949:	7 431

For repair and maintenance services, including gasoline, etc., in connexion with automobiles owned and operated by the Centres and the Travel Unit.

(x) <i>Freight, cartage and express</i> .....	<b>\$17 000</b>
1950:	18 790
1949:	11 634

Provision for the shipment of goods, publications and film, including the cost of packing and crating.

<sup>1</sup> Includes \$834 on account of insurance.

(xi) *Miscellaneous supplies and services*..... **\$30 000**  
 1950: 21 700  
 1949: 33 056

For newspapers, contractual services, and miscellaneous supplies not entered under other items. The estimate includes an amount of \$6 900 for translation of United Nations publications.

#### CHAPTER IV

**Permanent equipment** ..... **\$19 910**  
 1950: 24 550  
 1949: 33 808

(i) *Furniture and fixtures* ..... **\$10 400**  
 1950: 10 690  
 1949: 23 130

For purchase of furniture, filing cabinets, typewriters and mimeograph equipment.

(ii) *Radio, photographic and motion picture equipment* ..... **\$1 700**  
 1950: 2 700  
 1949: 4 135

For the purchase of filmstrip projectors, radio recorders, photographic and/or motion picture equipment for the existing centres.

(iii) *Library books, periodicals and maps*..... **\$7 810**  
 1950: 11 160  
 1949: 6 543

For the purchase of books, periodicals, maps and other publications, mainly for reference use in the various Centres.

Table 21-19. *Recapitulation — Total Estimates, Information Centres*

	Chapter I \$	Chapter II \$	Chapter III \$	Chapter IV \$	Total \$
Belgrade .....	13 400	1 500	9 010	1 230	25 140
Buenos Aires .....	14 260	5 165	12 450	2 000	33 875
Cairo .....	23 510	2 800	11 650	2 100	40 060
Copenhagen .....	17 870	5 885	17 770	800	42 325
London .....	44 420	9 580	31 570	1 000	86 570
Mexico .....	35 690	4 500	15 420	900	56 510
Monrovia .....	13 820	1 300	10 950	1 500	27 570
Moscow .....	62 350	5 200	25 400	1 050	94 000
New Delhi .....	29 700	4 140	13 350	900	48 090
Paris .....	55 090	9 120	21 220	2 000	87 430
Prague .....	28 330	3 400	13 820	900	46 450
Rio de Janeiro ....	29 800	2 800	18 650	900	52 150
Shanghai .....	58 700	6 350	19 200	1 130	85 380
Sydney .....	8 940	4 250	9 200	600	22 990
Teheran .....	13 400	1 700	10 900	1 500	27 500
Warsaw .....	16 300	3 230	10 550	700	30 780
Washington .....	37 490	9 650	16 940	700	64 780
<b>TOTALS</b>	<b>\$503 070</b>	<b>\$80 570</b>	<b>\$268 050</b>	<b>\$19 910</b>	<b>\$871 600</b>



*PART VI*

**REGIONAL ECONOMIC COMMISSIONS**  
**(OTHER THAN ECONOMIC COMMISSION FOR EUROPE)**



## PART VI

**REGIONAL ECONOMIC COMMISSIONS (OTHER THAN ECONOMIC COMMISSION FOR EUROPE),**  
**\$1 338 800** (1950: \$1 182 100 1949: \$919 793)

**Section 22. Economic Commission for Asia and the Far East**  
**\$830 000** (1950: \$674 390 1949: \$529 338)

The Economic Commission for Asia and the Far East was established by the Economic and Social Council at its fourth session (resolution 37 (IV)). Its terms of reference, as defined in the resolution, cover the following principal activities:

1. To initiate and participate in measures for facilitating concerted action for the economic reconstruction of Asia and the Far East, for raising the level of economic activity for Asia and the Far East and for maintaining and strengthening the economic relations of these areas both among themselves and with other countries of the world;

2. To make or sponsor such investigations and studies of economic and technological problems and developments within territories of Asia and the Far East as the Commission deems appropriate; and

3. To undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate.

The above functions are discharged by the Commission in its sessions and by a commission secretariat.

### CHAPTER I

<b>Salaries and wages</b> .....	<b>\$515 800</b>
	1950: 398 200
	1949: 279 714
<b>(i) Established posts</b> .....	<b>\$474 300</b>
	1950: 187 400
	1949: 184 382

Under established posts provision is made for all posts required by the Commission's secretariat on a continuing basis throughout the year, both in the professional and general service categories, in order to present to the General Assembly a comprehensive picture of requirements. As a result, sixteen professional posts, approved in 1950 as temporary assistance following the recommendations of the Advisory Committee on Administrative and Budgetary Questions, nine requested in the original budget estimates (document A/903) and seven in the supplementary estimates (A/C.5/324), are shown under the present account for 1951.

Regardless of this budgetary presentation, staff contracts will continue to be limited in duration to permit staff adjustments if the review of the regional economic commissions to be made by the Economic and Social Council in 1951 should result in a curtailment of these activities.

The estimates also include provision for all general service posts required on a year-round basis. Some of these were shown in 1950 under temporary assistance. Pending the establishment of local salary rates to be applied to the general service category, provision for the general service category is requested on a lump sum basis, and the staff is not included in the number of posts shown for 1950 and 1951. The 1950 manning table included eleven posts for the category.

Rates of pay to be applied to the general service category will be established shortly on the basis of inquiries now in progress.

*Table 22-1. Economic Commission for Asia and the Far East*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal director (executive secretary)	1 @ 25 000	25 000
1	1	Principal officer	1 @ 14 000	14 000
<i>Professional</i>				
2	4	Senior officer	4 @ 11 690	46 760

Table 22-1. *Economic Commission for Asia and the Far East (cont.)*

Number of established posts 1950    1951		Category and post level	Number of posts by salary on 1 January 1951 \$	Total \$
3	12	Officer	1 @ 10 920 1 @ 10 150 4 @ 9 430 1 @ 9 070 5 @ 8 710	111 410
1	1	Officer (administrative)	1 @ 8 710	8 710
5	14	Intermediate officer	2 @ 8 360 4 @ 8 000 5 @ 7 330 1 @ 6 670 1 @ 6 330 1 @ 6 000	104 370
1	2	Intermediate officer (administrative)	1 @ 8 000 1 @ 6 670	14 670
6	7	Junior officer	1 @ 6 530 2 @ 6 000 2 @ 5 000 1 @ 4 750 1 @ 4 500	37 780
20	42			\$362 700
Additional increments during 1951.....				5 930
				\$368 630
Provision for general service personnel.....				125 430
				\$494 060
Less: Adjustment for turnover of staff.....				19 760
TOTAL				\$474 300

The Commission's secretariat will be organized in 1951 in the following units:

1. The Office of the Executive Secretary, which is responsible for the central planning and co-ordination of the work of the secretariat and its administration, comprises, besides the Executive Secretary and his deputy, a post of liaison officer with specialized agencies.

2. The Industrial Development Section will be engaged in the analysis of industrial development planning in the countries of the region, the study of the textile industry organized on a small scale or cottage-industry basis; the use of hand tools, including an analysis of the design, efficiency, and the possibilities of increasing their availability; the study of the electrical power development plans including hydro-electric projects in relation to the needs in the region; ways and

means of increasing systematic geological surveys (including iron ore and coal deposits) and analysis of industrial development plans in the light of such surveys; survey of iron and steel industry, with special reference to requirement and production of iron and steel, scrap collection, exchange of research and laboratory facilities, and exchange of technical information relating to the iron and steel industry. The Section will consist of one senior officer, two officers, two intermediate officers and three junior officers.

3. The Research and Statistics Section will be organized in two groups—the Survey group and the Statistical group. The former does research for the annual *Economic Survey*, the quarterly *Economic Bulletin* and analytical articles on regional economic problems. In the preparation of the *Survey* this group also undertakes studies in public finance, particularly analyses of the

budgets of the Governments of the ECAFE region and assessment of the validity of the methods employed in estimating national income. The Statistics group provides all basic data required by the other sections and surveys statistical organizations and activities in the region. The Section will comprise one senior officer, two officers, three intermediate officers, and one junior officer.

4. The Economic Studies Section will be responsible for undertaking analyses of the utilization of national income; trade and payments, agreements between the countries of the region; promotion of trade between ECAFE countries and Japan; and studies on dollar shortage. This Section will consist of one senior officer, one officer and two intermediate officers.

5. The Technical Assistance Co-ordination Section will co-ordinate work of the ECAFE secretariat relating to technical assistance matters in the economic field, and conduct relations with Governments on fellowships and scholarships granted by the United Nations. It will comprise one officer and one junior officer.

6. The Transport Section will carry out the programme of work and research in the Commission resolution E/CN.11/227, and will consist of one senior officer, three officers, one intermediate and one junior officer.

7. The Trade Promotion Section will provide assistance to Governments in the development of national, commercial and trade promotion services, publish trade promotion circulars containing all information relating to trade and exchange control regulations, tariffs, trade agreements, etc., and deal with the promotion of tourist traffic in the region. The Section will comprise one officer and two intermediate officers.

8. The Social Affairs Welfare Regional Unit (one officer) is attached administratively to the Commission secretariat. It will assist member countries in the region to attain most effective use of the programme of assistance available under resolution 58 (I).

9. The Administrative and Financial Services Section will be responsible for all functions relating to personnel, budget, conference planning and organization, finance, disbursement of funds, preparation of payrolls and financial statements, production, indexing and distribution of documents, mail and registry, purchase of stores, local transport, travel, rental and maintenance of property, interpretation at meetings, translation of documents etc. This Section will also be responsible for matters concerning privileges and immunities and related matters. This Section will comprise one officer, six intermediate officers and one junior officer.

Of the twenty-two additional posts shown for 1951, sixteen have been previously approved by the General Assembly as temporary assistance, and five have been provided as temporary assistance in 1950 as a result of actions arising out of the tenth session of the Economic and Social Council (E/1578). One new post of intermediate officer is requested for an additional translator

for French to meet the growing demand for documents in French and the consequent increase in work-load.

(ii) *Consultants* ..... **\$30 000**  
1950: 40 000  
1949: 47 134

Provision is made for engagement of ten consultants for sixty days each for work in the fields of trade and financial agreements, industrial development planning, assembly and analysis of basic statistical series, national income and capital formation, assistance to member Governments in development of trade promotion series, promotion of tourist travel, promotion of handicrafts, exports from the ECAFE region, special studies on dollar shortage, railway operation, repair and maintenance, and economic methods of highway construction and maintenance.

(iii) *Temporary assistance* ..... **\$10 000**  
1950: 170 300  
1949: 45 888

For leave replacements and temporary assistance during peak periods. Provision for other locally-recruited staff such as chauffeurs, messengers, etc., required on a continuing basis has been transferred to "established posts".

(iv) *Overtime and night differential* ..... **\$1 500**  
1950: 500  
1949: 2 310

For overtime during meetings of the Commission and its committees.

## CHAPTER II

**Bureau of Flood Control** ..... **\$77 900**  
1950: 79 000<sup>1</sup>  
1949: 38 833<sup>1</sup>

The Economic and Social Council at its seventh session authorized the Secretary-General to set up a Bureau of Flood Control consisting of three to five flood-control experts, for conducting studies and field investigation of problems and methods of flood control in the ECAFE region (144 D (VII)). The Bureau was established in the spring of 1949. Its 1951 programme of work includes:

(i) Field investigations on methods of flood control on major rivers causing flood damage, concentrating on unregulated and uncontrolled river basins;

(ii) Technical features of flood control and water resources development and recommendations for international co-operation;

<sup>1</sup> These totals do not include figures for travel on official business (\$20 000 in 1950 and \$9 520 in 1949) which, for comparison purposes, are shown under Chapter IV.

**Table 22-2. Bureau of Flood Control**

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951	Total
1950	1951		\$	\$
<i>Director and Principal Officer</i>				
1	1	Principal officer	1 @ 14 670	14 670
<i>Professional</i>				
2	2	Senior officer	2 @ 14 170	28 340
1	1	Officer	1 @ 9 430	9 430
<u>4</u>	<u>4</u>			<u>\$52 440</u>
Additional increments during 1951.....				1 147
				<u>\$53 587</u>
Provision for general service personnel.....				17 104
				<u>\$70 691</u>
Less: Adjustment for turnover of staff.....				2 791
TOTAL				<u>\$67 900</u>

- (iii) Research study of silt problems;
- (iv) Publication of a flood control journal.

<b>(i) Established posts .....</b>	<b>\$67 900</b>	
	1950:	2
	1949:	2

Provision is made for four professional and four secretarial-clerical posts, as follows:

(ii) Consultants .....	\$10 000
1950:	79 000 <sup>s</sup>
1949:	38 833 <sup>s</sup>

For two consultants for sixty days each, for assisting in the projects referred to, and related travel. Provision also includes \$3 000 for a joint research project to be conducted with experimental stations on silt problems.

### CHAPTER III

<b>Common staff costs</b> .....	<b>\$ 99 600</b>
	1950: 93 140 <sup>a</sup>
	1949: 101 015 <sup>a</sup>

<sup>2</sup> The 1949 and 1950 figures for this item are included under item (ii) below.

<sup>3</sup> In addition to consultant fees, figures for 1949 and 1950 include salaries and wages of the staff of the Bureau.

<sup>4</sup> These totals include figures for expatriation allowances (\$16 000 in 1950 and \$15 195 in 1949) for which no provision is required in 1951.

(i) <i>Travel and removal of staff and dependants</i> .....	<b>\$17 500</b>
	1950: 16 978
	1949: 25 729

Covers the costs resulting from turnover of staff, the estimate providing for travel and shipment of household effects for twelve staff members and eighteen dependants.

(ii) <i>Installation and termination payments...</i>	<b>\$ 9 000</b>
	1950: 9 000
	1949: 30 507

Covers payments to new staff members and commutation of annual leave upon termination.

(iii) Contributions. Staff Pension Fund.....	\$44 800
1950:	39 562
1949:	19 430

Provision is made at the rate of 14 per cent of net salaries of eligible staff members.

(iv) <i>Children's allowances, education grants and related travel</i> .....	<b>\$25 000</b>
	1950: 9 600
	1949: 10 154

Provision is made for allowances for sixty-eight children and education grants and related travel for twenty-two children.

(v) <i>Medical insurance</i> .....	<b>\$2 500</b>
1950:	2 000
1949:	—

Provision is made for such staff members as will be under a medical and hospitalization plan similar to that provided at Headquarters.

(vi) <i>Staff welfare</i> .....	<b>\$ 800</b>
1950:	—
1949:	—

The estimate provides for purchase of minor medical supplies (\$200), medical examination of staff (\$300) and grants for organized staff activities (\$300).

#### CHAPTER IV

<b>Other expenses</b> .....	<b>\$126 700</b>
1950:	100 450
1949:	92 132

(i) <i>Travel on official business</i> .....	<b>\$47 000</b>
1950:	46 120
1949:	47 274

Provision is made for visits of secretariat members to member countries for collection of material for the annual *Economic Survey* and other research projects and consultations with Government departments, and includes travel costs for four staff members for participation at meetings at Headquarters or in Geneva. The estimate also includes \$12 000 for field trips by experts and consultants and travel of the senior officers of the Bureau of Flood Control.

(ii) <i>Travel on home leave</i> .....	<b>\$36 000</b>
1950:	25 200
1949:	5 053

Provision is made for thirty-eight staff members and their dependants eligible for home leave in 1951. A 10 per cent deduction has been applied.

(iii) <i>Communications services</i> .....	<b>\$13 850</b>
1950:	10 000
1949:	9 493

For telephone services (\$1 900), postage (\$6 400), and cable, telegraph and wireless (\$5 550). The provision takes account of a recent increase in telephone rates.

(iv) <i>Freight, cartage and express</i> .....	<b>\$6 200</b>
1950:	4 930
1949:	7 160

For shipments of documents to member Governments and associate members, specialized agencies and the diplomatic pouch service to Headquarters.

(v) <i>Contractual services for maintenance of premises</i> .....	<b>\$5 000</b>
1950:	5 000
1949:	5 216

For maintenance of premises, which are provided free of rent by the Thai Government.

(vi) <i>Stationery and office supplies</i> .....	<b>\$10 000</b>
1950:	4 800
1949:	9 142

Provision takes account of the increased volume of the documents issued by the Commission.

(vii) <i>Operation and maintenance of transportation equipment</i> .....	<b>\$5 000</b>
1950:	3 500
1949:	5 475

For cost of repairs and maintenance, including gasoline and oil, for six motor vehicles.

(viii) <i>Miscellaneous supplies and services</i> .....	<b>\$3 650</b>
1950:	900
1949:	3 319

For public liability insurance of the motor vehicles, fire insurance on the office building, payment of bank charges for conversion of funds, and other miscellaneous items.

#### *Contractual printing*

Details of the publications programme of the Economic Commission for Asia and the Far East are submitted under Section 26 of the budget estimates.

#### CHAPTER V

<b>Permanent equipment</b> .....	<b>\$10 000</b>
1950:	3 600
1949:	17 644

(i) <i>Furniture and fixtures</i> .....	<b>\$ 6 000</b>
1950:	1 800
1949:	15 446

For replacement of ten typewriters which are more than five years old, purchase of filing cabinets, one calculator, one mimeographing machine, thirty electric fans, tables and chairs.

(ii) <i>Library books and maps</i> .....	<b>\$4 000</b>
1950:	1 800
1949:	2 198

The provision is necessary for securing adequate reference material, books and other current literature for the increased activities of the Commission particularly in the field of transport and flood control.

**Section 23. Economic Commission for Latin America****\$508 800**

(1950: \$507 710 1949: \$390 455)

The Economic Commission for Latin America was established by the Economic and Social Council at its sixth session (resolution 106 (VI)). Its terms of reference, as defined in the resolution, cover the following principal activities:

1. To initiate and participate in measures for facilitating concerted action for dealing with urgent economic problems arising out of the war and for raising the level of economic activity in Latin America, and for maintaining and strengthening the economic relations of the Latin-American countries both among themselves and with other countries of the world;

2. To make or sponsor such investigations and studies of economic and technological problems and developments within territories of Latin America as the Commission deems appropriate;

3. To undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate.

The above functions are discharged by the Commission in its sessions and by a Commission secretariat.

**CHAPTER I**

<b>Salaries and wages</b> .....	<b>\$365 000</b>
1950: .....	378 000
1949: .....	251 316
<b>(i) Established posts</b> .....	<b>\$282 500</b>
1950: .....	208 640
1949: .....	162 570

Under established posts, provision is made for all posts required by the Commission's secretariat on a continuing basis throughout the year, both in the professional and general service categories in order to present to the General Assembly a comprehensive picture of requirements. As a result, six professional posts, approved in 1950 as temporary assistance, following the recommendations of the Advisory Committee on Administrative and Budgetary Questions (paragraph 199 of their second report of 1949, A/934) are shown under the present item for 1951. All general service posts required on a year-round basis, some of which were shown in 1950 under temporary assistance, are similarly included under the present item.

Regardless of this budgetary presentation, staff contracts will continue to be limited in duration to permit staff adjustments if the review of the regional economic commissions to be made by the Economic and Social Council in 1951 should result in a curtailment of these activities.

Pending the establishment of local salary rates to be applied to the general service category, provision for the general service category is required on a lump-sum basis, and the staff is not included in the number of posts shown for 1950 or for 1951. The 1950 manning table included sixteen posts for this category.

Rates of pay to be applied to the general service category will be established shortly on the basis of inquiries now in progress.

Table 23-1. *Economic Commission for Latin America*

Number of established posts		Category and post level	Number of posts by salary on	Total
1950	1951		1 January 1951	
			\$	
<i>Director and Principal Officer</i>				
1	1	Principal director (executive secretary)	1 @ 25 000	25 000
1	2	Principal officer	1 @ 14 000	
			1 @ 13 330	27 330
<i>Professional</i>				
3	3	Senior officer	1 @ 12 170	
			2 @ 11 690	35 550
5	6	Officer	1 @ 9 430	
			5 @ 8 710	52 980
1	1	Officer (administrative)	1 @ 8 710	8 710
6	8	Intermediate officer	2 @ 8 000	
			1 @ 7 670	
			5 @ 7 000	58 670
—	1	Intermediate officer (administrative)	1 @ 7 000	7 000

Table 23-1. *Economic Commission for Latin America (cont.)*

Number of established posts		Category and post level	Number of posts by salary on 1 January 1951		Total
1950	1951		\$		\$
3	6	Junior officer	1 @	6 270	
			1 @	5 750	
			1 @	5 250	
			3 @	4 750	31 520
<hr/> 20	<hr/> 28				<hr/> \$246 760
Additional increments during 1951.....					2 380
					<hr/> \$249 140
Provision for general service personnel.....					45 000
					<hr/> \$294 140
Less: Adjustment for turnover of staff.....					11 640
					<hr/> TOTAL \$282 500

Based on the experience of past years, and in anticipation of work arising out of resolutions at the third session, the Commission's secretariat will be organized as set out below:

(1) The Executive Office, which is responsible for the central planning and co-ordination of the work of the secretariat and its administration and comprises the Executive Secretary, his deputy and a senior officer. The Language Services Unit, comprising two translators, and the Library, headed by a junior officer, will be attached to the Office of the Executive Secretary.

(2) The Research Division whose specific responsibilities have been established by resolutions of the annual sessions of the Commission (resolutions E/CN.12/131; E/CN.12/127; E/CN.12/139) and by Economic and Social Council resolution 234 (IX), and which will have responsibility for the annual economic survey and the basic research work of the Commission, including direction and supervision of consultant groups in various Latin-American countries. It will comprise four groups: Foreign Trade, Industry and Mining, Agriculture, and Statistical Unit, and will be headed by a principal officer assisted by a senior officer and by fifteen officers distributed as shown below:

Foreign Trade: one senior officer, one officer, one intermediate officer, and one junior officer;

Industry and Mining: one senior officer, three officers and one intermediate officer;

Agriculture: one senior officer, two intermediate officers;

Statistical Unit: one intermediate officer and two junior officers.

(3) The Technical Assistance Unit, with two intermediate officers, which will study the needs of Latin-American countries for technical assistance (pursuant to resolution E/CN.12/130 of the second session of the Commission).

(4) The ECLA/FAO Co-operative Unit (in charge of an officer) to carry out joint investigation, pursuant to resolution E/CN.12/143 of the Commission, and resolution 234 (IX) of the Economic and Social Council.

(5) The Administrative Services Unit (with one officer and one intermediate officer), which will carry out all the administrative, budget and financial functions; personnel administration, procurement and supply, travel, communications and registry, documents and reproduction, maintenance of premises, secretarial pool, local transportation, staff welfare, disbursement and custody of funds, banking arrangements, maintenance of accounts, and administrative and financial arrangements for the sessions of the Commission and its committees.

Of the eight additional posts shown for 1951, six have been transferred from temporary assistance, as explained above. Only two new posts are requested, one to organize, direct and supervise the Research Division of the Commission secretariat and the other to head the Industry Unit.

(ii) *Consultants* ..... \$70 000  
1950: 110 000  
1949: 65 351

Provision is made for:

(a) The engagement of two consultants for 125 days each to study transport problems; and

(b) The engagement of consultants for national study groups to be formed in Argentina, Brazil, Mexico, Colombia and Chile for carrying on country studies and other specific assignments for the annual economic survey.

(iii) *Temporary assistance* ..... **\$11 000**  
 1950: 58 860  
 1949: 21 835

For leave replacements and short-term assistance during meetings of the Commission and other peak periods. Other locally recruited staff required on a continuing basis, such as chauffeurs, messengers, etc. have been transferred to "established posts".

(iv) *Overtime and night differential* ..... **\$1 500**  
 1950: 500  
 1949: 1 560

For overtime during meetings of the Commission and its committees.

## CHAPTER II

*Common staff costs* ..... **\$60 000**  
 1950: 59 710<sup>1</sup>  
 1949: 40 223<sup>2</sup>

(i) *Travel and removal of staff and dependants* **\$9 000**  
 1950: 9 710  
 1949: 15 565

The estimate covers expenses for travel on initial recruitment, travel of dependants, transfer of staff members' effects and anticipated turnover of staff.

(ii) *Installation and termination payments* **\$3 000**  
 1950: 3 000  
 1949: 6 010

Covers payments to new staff members and commutation of annual leave upon termination.

(iii) *Contributions, Staff Pension Fund* ..... **\$36 000**  
 1950: 27 000  
 1949: 10 525

Provision is made at the rate of 14 per cent of the net salaries of eligible staff members.

(iv) *Children's allowances, education grants and related travel* ..... **\$11 000**  
 1950: 8 000  
 1949: 1 703

Provision is made for children's allowances and for education grants and related travel costs.

(v) *Staff welfare* ..... **\$1 000**  
 1950: 2 000  
 1949: 612

Covers payment for doctors' services at rate of \$60 a month, and for purchase of medicines, \$280.

## CHAPTER III

*Other expenses* ..... **\$79 800**  
 1950: 64 150  
 1949: 87 489

(i) *Travel on official business* ..... **\$35 000**  
 1950: 25 650  
 1949: 56 280

Provision is made for travel in connexion with the country studies in various fields and preparation of the annual economic survey; for representation at meetings of regional inter-American bodies; for travel of the Executive Secretary and deputy for discussions with Governments and to attend meetings at Headquarters or in Geneva.

(ii) *Travel on home leave* ..... **\$12 000**  
 1950: 9 500  
 1949: 1 540

Provision is made for nine staff members and their dependants eligible for home leave in 1951. A reduction of 10 per cent has been applied to the total estimated cost to take account of turnover of staff and leave which will need to be deferred because of the exigencies of the service.

(iii) *Communications services* ..... **\$6 500**  
 1950: 7 500  
 1949: 6 202

For telephone services, cables, telegraph and postage.

(iv) *Contractual services for maintenance of premises* ..... **\$12 500**  
 1950: 9 500  
 1949: 11 241

Provision is made for:

(a) Rental of premises at an average of \$800 a month;

(b) Maintenance of office equipment and premises at \$120 a month;

(c) Utilities at \$50 a month;

(d) Other miscellaneous expenses estimated at \$860.

(v) *Stationery and office supplies* ..... **\$7 000**  
 1950: 6 000  
 1949: 5 238

Expenses for stationery and office supplies and supplies for internal reproduction are estimated at an average of \$600 a month.

(vi) *Operation and maintenance of transportation equipment* ..... **\$ 500**  
 1950: 1 500  
 1949: 205

Maintenance and operation of one motor vehicle.

(vii) *Freight, cartage and express* ..... **\$4 500**  
 1950: 2 500  
 1949: 5 174

For shipment of documents to member Governments, specialized agencies and the diplomatic pouch service to Headquarters.

<sup>1</sup> Includes \$10 000 for expatriation allowances for which no provision is required in 1951.

<sup>2</sup> Includes \$5 808 for expatriation allowances.

1950:	2 000
1949:	1 609

## CHAPTER IV

1950: 5 850  
1949: 11 427

1950: 4 050  
1949: 10 085

1950:	1 800
1949:	1 342

Details of the publications programme of the Economic Commission for Latin America are submitted under Section 26 of the budget estimates.

## SUMMARY OF PART VI

### REGIONAL ECONOMIC COMMISSIONS (OTHER THAN ECONOMIC COMMISSION FOR EUROPE)

	<i>Section 22 Economic Commission for Asia and Far East</i>	<i>Section 23 Economic Commission for Latin America</i>	<i>Total Part VI</i>
	\$	\$	\$
<i>Salaries and wages</i>			
Established posts .....	474 300	282 500	756 800
Consultants .....	30 000	70 000	100 000
Temporary assistance .....	10 000	11 000	21 000
Overtime and night differential .....	1 500	1 500	3 000
TOTAL	515 800	365 000	880 800
<i>Bureau of Flood Control</i>			
Established posts .....	67 900	—	67 900
Consultants .....	10 000	—	10 000
TOTAL	77 900	—	77 900
<i>Common Staff Costs</i>			
Travel and removal of staff and dependants .....	17 500	9 000	26 500
Installation and termination payments .....	9 000	3 000	12 000
Contributions, Staff Pension Fund .....	44 800	36 000	80 800
Children's allowances, education grants and related travel..	25 000	11 000	36 000
Medical insurance .....	2 500	—	2 500
Staff welfare .....	800	1 000	1 800
TOTAL	99 600	60 000	159 600
<i>Other expenses</i>			
Travel on official business .....	47 000	35 000	82 000
Travel on home leave .....	36 000	12 000	48 000
Communications services .....	13 850	6 500	20 350
Freight, cartage and express .....	6 200	4 500	10 700
Contractual services for maintenance of premises.....	5 000	12 500	17 500
Stationery and office supplies .....	10 000	7 000	17 000
Operation and maintenance of transportation equipment....	5 000	500	5 500
Miscellaneous supplies and services .....	3 650	1 800	5 450
TOTAL	126 700	79 800	206 500
<i>Permanent Equipment</i>			
Furniture and fixtures .....	6 000	2 000	8 000
Library books and maps .....	4 000	2 000	6 000
TOTAL	10 000	4 000	14 000
TOTAL SECTIONS	\$830 000	\$508 800	\$1 338 800

*PART VII*

**HOSPITALITY**



## PART VII

### HOSPITALITY

#### Section 24. Hospitality \$40 000

(1950: \$20 000 1949: \$14 518)

Under this Section, provision is made for hospitality to be rendered by officials of the Secretariat **not entitled** to representation allowances in the course of their functions. The estimate covers all hospitality to be rendered at Headquarters, as well as in the regional and field offices.

The increase of \$20 000 over the 1950 appropriation is due to additional provision being made for hospitality expenses for principal directors of the Organization, in

number sixteen. Under the proposed salary scheme, representation allowances, as such, for officials below the rank of Assistant Secretary-General will be discontinued. As a consequence, and in accordance with recommendation of the Committee of Experts on Salary, Allowance and Leave Systems, the estimate includes \$20,000 for reimbursement, on a voucher basis, of hospitality expenses incurred by principal directors of the Organization, up to a maximum of \$1 500 per annum for each such official.



*PART VIII*

**CONTRACTUAL PRINTING**



## PART VIII

### CONTRACTUAL PRINTING

**\$2 015 900**

(1950: \$1 841 700 1949: \$1 747 227)

For the past two years the General Assembly has in practice considered the budgetary estimates for the contractual printing of the Organization as a whole, by extracting all contractual printing items from the various sections concerned with meetings, missions, departmental activities, offices away from Headquarters, and technical programmes. For 1951, therefore, all contractual printing estimates, except those attributable to the International Court of Justice, are presented in a single group for easier review of the entire publications programme of the United Nations.

Further progress has been made within the Secretariat in strengthening administrative controls over the publications programme. Every publication must be approved by the Publications Board as to the need for publication, scope, length, the size of the edition, languages of publication, probable publication date, and total estimated cost, before it is included in the budget estimates.

Various economies in the printing of official records have been introduced during 1949 and 1950, among them, standardization upon a more economical format, a smaller type face, the elimination of expensive covers, and the extension of monolingual printing. Printing of records in fascicules has not only increased their useful-

ness but has brought economies in their distribution, storage and mailing. Moreover, all official records are now printed on a more current basis while some inroads have been made into the printing backlog. Finally, internal reproduction facilities have been more frequently used to produce materials hitherto printed externally under contract.

As for departmental printing estimates, some of these have already reached a point of relative stabilization, while the others are approaching that point.

In the following estimates, there is involved an assumption that a significant proportion of the works listed will, in conformity with the desire expressed by the General Assembly at its fourth session, be printed outside the United States, at cheaper prices. Intensive efforts have been made in 1950 to enlist the printing facilities of other countries. The beginnings already made are promising, and by 1951 this programme should be in full swing. The costs included below are based upon the assumption that prevailing prices in available European and Asiatic markets will be on the average about 15 to 30 per cent lower than in the local Headquarters area and that the prices in the latter area will average approximately 8 per cent less than they did in 1949.

## Section 25. Official Records

\$922 800

(1950 \$918 800 1949: \$869 932)

## CHAPTER I

The General Assembly, Commissions and Committees.....	\$594 730
	1950: 434 500 <sup>1</sup>
	1949: 511 037 <sup>1</sup>

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Summary Records in five languages (based on a session of ten weeks) ....	3 145	260 500
(ii) Annexes in five languages .....	1 030	97 090
(iii) Resolutions in five languages .....	90	8 810
(iv) Supplements in five languages .....		
(01) Report of the Secretary-General .....	180	17 080
(02) Budget Estimates .....	260	30 950
(03) Reports of the Advisory Committee on Administrative and Budgetary Questions .....	100	9 690
(04) Report of the Committee on Contributions .....	12	1 350
(05) Report of the International Law Commission .....	100	9 770
(06) Report of the Special Committee on Information transmitted under Article 73 e of the Charter .....	48	4 510
(07) Report of the Board of Auditors .....	44	4 240
(08) Report of the Interim Committee .....	64	6 200
(09) Report of the Security Council in five languages .....	120	10 980
(10) Report of the Economic and Social Council in five languages .....	156	14 280
(11) Report of the Trusteeship Council to the General Assembly in five languages .....	112	10 490
(v) Backlog		
(a) <i>Summary Records:</i>		100 000
<i>Spanish</i> , Second and Third Sessions (part) .....	3 600	
<i>Russian</i> , First and Second Sessions (part) .....	2 500	
<i>Chinese</i> , First and Second Sessions (part) .....	600	

<sup>1</sup> Items (09), (10) and (11), the reports of the three Councils to the General Assembly, were included in previous years in the estimates for the printing requirements of the Councils. Therefore, for comparison purposes, the figures shown for 1949 and 1950 for Chapter I include expenditures and estimates for the three reports (1949: + 29 464, 1950: + 30 630)

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(b) <i>Supplements:</i>		8 790
<i>Spanish</i> , Report of Trusteeship Council to General Assembly, Second Session .....	10	
<i>Chinese</i> , Report of Security Council to General Assembly, Second Session .....	60	
<i>Russian</i> , Report of Security Council to General Assembly, First and Second Sessions .....	225	
<i>Russian</i> , Report of Economic and Social Council to General Assembly, Third Session .....	116	
<i>Russian</i> , Report of Trusteeship Council to General Assembly, First Part of Third Session .....	62	

## CHAPTER II

<b>The Security Council, Commissions and Committees .....</b>	<b>\$165 210</b>
	1950: 253 070 <sup>1</sup>
	1949: 170 242 <sup>1</sup>

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Verbatim Records, in five languages (based on 100 meetings for the year)	1 300	114 600
(ii) Monthly supplements, in five languages .....	240	23 620
(iii) Verbatim Records of the Atomic Energy Commission, in five languages (based on six meetings) .....	60	5 560
(iv) Report of the Atomic Energy Commission, in five languages .....	80	7 320
(v) Report of the Commission on Conventional Armaments, in five languages..	90	8 110
(vi) Backlog		
<i>Spanish</i> , Official Records, First Year .....	500 <sup>2</sup>	6 000

<sup>1</sup> As provision for the report of the Security Council to the General Assembly is included in Chapter I for 1951, the 1949 and 1950 figures for Chapter II are for comparison purposes decreased by \$9 636 and \$13 030 respectively, representing the 1949 expenditures and the 1950 estimates for the Council's report.

<sup>2</sup> Estimates relate to number of pages in Spanish.

## CHAPTER III

<b>The Economic and Social Council, Commissions and Committees</b> .....		<b>\$ 54 640</b>
	1950:	105 180 <sup>1</sup>
	1949:	77 179 <sup>1</sup>
	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Summary Records of the twelfth and thirteenth sessions in two languages (based on sessions of thirty meetings and forty meetings) ...	620	15 540
(ii) Annexes for both sessions, in two languages .....	300	7 780
(iii) Resolutions for both sessions, in five languages .....	40	7 720
(iv) Reports of fifteen Commissions, Sub-Commissions and Committees in two languages: (1) Social Commission, (2) Commission on Human Rights, (3) Status of Women, (4) Narcotic Drugs, (5) Population, (6) Economic and Employment, (7) Statistical, (8) Fiscal, (9) Transportation and Communication, (10) Sub-Commission on Prevention of Discrimination and Protection of Minorities, (11) Freedom of Information and of the Press, (12) Economic Development, (13) Economic Employment and Stability, (14) Statistical Sampling, and (15) the Interim Co-ordinating Committee for International Commodity Arrangements .....	484	15 160
(v) Reports of three Regional Economic Commissions .....		8 440
Economic Commission for Europe, in three languages .....	32	
Economic Commission for Asia and the Far East, in five languages .....	40	
Economic Commission for Latin America, in three languages .....	32	

<sup>1</sup> As provision for the report of the Economic and Social Council to the General Assembly is made in Chapter I for 1951, the 1949 and 1950 figures for Chapter III are for comparison purposes decreased by \$11 777 and \$10 000 respectively, representing the 1949 expenditures and the 1950 estimates for the Council's report.

## CHAPTER IV

<b>The Trusteeship Council, Commissions and Committees</b> .....		<b>\$59 150</b>
	1950:	34 700 <sup>1</sup>
	1949:	40 222 <sup>1</sup>
	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Summary Records of the eighth and ninth sessions, in two languages (based on forty-five meetings per session) .....	800	22 000
(ii) Annexes for both sessions, in two languages .....	960	25 670
(iii) Resolutions of both sessions, in five languages .....	80	7 540
(iv) Report of the Visiting Mission, in five languages .....	40	3 940

<sup>1</sup> As provision for 1951 for the report of the Trusteeship Council to the General Assembly is made in Chapter I for 1951, the 1949 and 1950 figures for chapter IV are, for comparison purposes, decreased by \$8 051 and \$7 600 respectively, representing the 1949 expenditures and the 1950 estimates for the Council's report.

## CHAPTER V

Committees and Commissions of Investigation and Inquiry.....	\$ —
	1950: 67 500
	1949: 52 497

Provision for printing the reports of the Committees and Commissions of Investigations and Inquiry may be considered as included in the interim estimate submitted under Section 5 for these bodies. At a later stage, detailed estimates for printing requirements in 1951 will be presented together with the detailed estimates for each Commission approved for 1951.

## CHAPTER VI

Permanent Central Opium Board and Narcotic Drugs Supervisory Body.....	\$13 200
	1950: 14 850
	1949: 9 209

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Report to Governments and to the Economic and Social Council on statistics of narcotic drugs and the work of the Permanent Central Opium Board .....	E 112 F S	4 790
(ii) Statistics for 1950 with regard to narcotic drugs .....	E-F 55 <sup>1</sup> S	2 190
(iii) Questionnaires to Governments, in four languages (eight for 1951) .....	— 40	2 220
(iv) Estimated World Requirements in 1952; Statement issued by the Drug Supervisory Body .....	E-F 110 <sup>1</sup> S	2 780
(v) Quarterly supplements to Estimated World Requirements issued in previous years .....	E-F 92 <sup>1</sup> S	1 220

## CHAPTER VII

United Nations Conference on Conservation and Utilization of Resources.....	\$35 870
	1950: 9 000
	1949: 9 546

Six volumes covering proceedings of the Conference and one index volume, in French .....	2 510	35 870
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The pattern of distribution requires the following number of copies (averages):

	English	French	Spanish	Chinese	Russian
General Assembly .....	3 300	1 500	800	500	550
Security Council .....	2 800 <sup>1</sup>	2 800 <sup>1</sup>	600	300	400
Economic and Social Council .....	2 800	1 300	800	400	600
Trusteeship Council .....	3 000	1 300	600	500	400
Committees and Commissions of Investigation and Inquiry .....	3 000	1 300	850	500	550
Permanent Central Opium Board .....	2 500	1 400	550	—	—
United Nations Conference on Conservation and Utilization of Resources .....	—	2 500	—	—	—

Revenue to be derived in 1951 from the sales of all items included in this Section is estimated at \$46 500.

<sup>1</sup> Bilingual editions.

## Section 26. Publications

\$1 093 100

(1950: \$922 900 1949: \$877 295)

## CHAPTER I

Publications of Headquarters departments..... **\$953 190**  
 1950: 831 010  
 1949: 814 181

(i) *Executive Office of the Secretary-General*..... **\$1 000**  
 1950: 1 430  
 1949: 240

	<i>Estimated costs \$</i>
(01) Protocol and Agreement of the World Meteorological Organization...	600
(02) Miscellaneous items — cards etc. ....	400
<b>TOTAL</b>	<b>\$1 000</b>

(ii) *Department of Security Council Affairs*..... **\$6 600**  
 1950: 9 220  
 1949: 1 592

	<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
(01) Supplement to volume I of International Bibliography on Atomic Energy .....	E 50	700
(02) Supplement to volume II of International Bibliography on Atomic Energy .....	E 300	3 700
(03) Studies on the Peaceful Use of Atomic Energy .....	E 150	2 200
<b>TOTAL</b>		<b>\$6 600</b>

The number of copies estimated for items (01) and (02) is 2 500 and for item (03) 4 300.

Revenue to be derived from publications of this Department in 1951: \$5 000

(iii) *Department of Economic Affairs*..... **\$222 590**  
 1950: 230 650  
 1949: 219 221

	<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
<i>A. Periodicals</i>		
01 Transport and Communications Review (quarterly), four issues .....	E 400	8 200
	F	8 710
02 Monthly Bulletin of Statistics (monthly) .....	E-F 2 250*	42 000
03 Supplement to Monthly Bulletin of Statistics (annual) .....	E 212	2 940
	F	2 390
	S	2 430

		<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
<i>B. Annual and recurrent publications</i>			
04 Maintenance of Full Employment: first half year 1951 .....	E 100	970	
	F	730	
05 Maintenance of Full Employment: second half year 1951 .....	E 100	970	
	F	730	
06 World Economic Report 1949-1950 (annual) .....	F 266*	4 220	
	S	3 990	
07 World Economic Report 1950-1951 (annual) .....	E 250	4 980	
08 Review of International Commodity Problems 1951 (annual) .....	E 100	1 670	
	F	1 270	
09 Multilateral Settlement of International Accounts, 1951 .....	E 200	3 020 <sup>1</sup>	
	F	2 830	
10 Catalogue of Economic and Social Projects (annual) .....	E 352	3 190	
	F	2 220	
11 Statistical Yearbook 1950 (annual) .....	E-F 500*	19 500	
12 Demographic Yearbook 1950 (annual) .....	E-F 624*	21 850	
13 National Income Statistics (annual) .....	E-F 224*	4 860	
14 International Trade Statistics Annual .....	E-F 300*	10 120	
<i>C. Other publications</i>			
15 Resources and Their Utilization for Economic Development: Iron and Steel .....	E 152	1 350 <sup>1</sup>	
	S	1 150	
16 Resources and Their Utilization for Economic Development: Fuel and Energy .....	E 252	1 960 <sup>1</sup>	
	S	1 690	
17 Sources and Methods of Financing Economic Development .....	E 250	2 320 <sup>1</sup>	
	S	1 850	
18 Changes in Nature and Conditions of Trade of Under-Developed Countries .....	E 250	1 850 <sup>1</sup>	
	F	2 000	
19 Tax Systems of Selected Under-Developed Countries .....	E 200	1 500	
	F	1 470	
	S	2 050	
20 Taxation of Estates .....	E 120	1 100	
	F	1 150	
	S	1 090	
21 Public Finances and Economic Development .....	E 100	930	
	F	920	
	S	910	

		<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
22	Conditions Affecting Foreign Investment Studies in Selected Countries..	E 250 S	1 870 <sup>1</sup> 1 970
23	Structural Changes in International Trade .....	E 120 F	920 860
24	Progress and Problems of Economic Development .....	E 210 S	1 530 <sup>1</sup> 1 870
25	Factors Affecting Industrial Production .....	E 210 S	1 530 <sup>1</sup> 1 810
26	Utilization of Excess Productive Capacity for Development Projects...	E 76 S	580 <sup>1</sup> 740
27	Tax Policy and Economic Development .....	E 200 F S	1 500 1 470 2 050
28	Budget Systems in Selected Countries .....	E 300 F	2 730 2 280
29	Minimum List of Commodities for International Trade Statistics (Standard International Trade Classification) .....	E-F-S 210*	3 790
30	Manual on Index Numbers of Industrial Production .....	E 52 F S	950 790 760
31	Collection and Processing of Basic Statistics .....	E 60 F S	980 800 700
32	Measurement of Price Changes .....	E 200 F	3 290 <sup>1</sup> 2 860
33	Price Statistics and International Trade Indexes .....	E 92 F S	1 310 1 280 1 290
Provision for composition and binding costs of items to be printed internally .....			1 000
TOTAL			\$222 590

<sup>1</sup> The estimates assume that additional editions in some languages, especially for the items indicated, will be reproduced internally by mimeograph or other near-print processes.

The number of copies for these publications in English averages about 3 300; the Monthly Bulletin of Statistics reaching 6 000 copies. For French and Spanish editions, the average number of copies is around 1 200 and 1 000 respectively.

Revenue to be derived from publications of this Department in 1951: \$80 000.

(iv) <i>Department of Social Affairs</i> .....				<b>\$180 000</b>
			1950:	138 510
			1949:	84 044
		<i>Number of text pages in English (except where indicated by *)</i>		<i>Estimated costs \$</i>
<i>A. Periodicals</i>				
01 Bulletin on Narcotics (quarterly), four issues .....	E	300		4 550
	F			5 180
02 Summaries of above (quarterly), four issues .....	C	64*		1 980
	R			800
	S			560
03 Periodical Review — Prevention of Crime and Treatment of Offenders, two issues .....	E	300		4 620
	F			4 540
04 Population Bulletin, two issues .....	E	300		4 300
	F			5 150
05 Housing and Town and Country Planning Bulletin, three issues .....	E	300		4 800
	F			5 000
<i>B. Annual and recurrent publications</i>				
06 Bulletin on Cartography (annual) .....	E	100		1 600
	F			1 750
07 Annual Summary of Laws and Regulations, Narcotics .....	E	80		960
	F			1 100
08 Summary of Annual Reports, Narcotics .....	E	84		970
	F			1 150
09 Digest of Laws and Regulations, Narcotics (annual) .....	E	80		960
	F			1 100
10 World Population Trends (annual) .....	E	80		920
	F			980
11 Annual Report on Child and Youth Welfare .....	E	400		3 600
	F			4 100
12 Yearbook on Human Rights, 1950 .....	E	500		8 420
13 Yearbook on Human Rights, 1949 .....	F	552*		7 660
<i>C. Other publications</i>				
14 Interim Commodity Agreement on Raw Opium, in five languages .....		52*		1 200
15 Report on Treatment of Juvenile Delinquents in Latin America .....	E	280		4 270
	F			4 960
	S			4 790
16 Economic Characteristics of International Migrants .....	E-F	280*		6 750

The number of copies for these publications in English averages 3 000. For French and Spanish the average is 1 200 and 1 000 respectively.

Efforts will be made to produce internally some of the language editions for which distribution requirements are estimated to be small. For this reason, and also because the programme of this Department is still in an expanding stage with some uncertainty as to its rate of execution by 31 December 1951, the requirements have been reduced to \$180 000.

Revenue to be derived from the publications of this Department in 1951: \$20 000.

(v) *Department for Trusteeship and Information from Non-Self-Governing Territories* ..... **\$43 480**  
 1950: 24 510  
 1949: 16 924

		<i>Number of text pages in English (except where indicated by*)</i>	<i>Estimated costs \$</i>
01 Periodical Digest on Information from Non-Self-Governing Territories (two issues).....	E F S	300	2 050 2 220 2 220
02 Resolutions and Standard Forms.....	E F S	40	320 280 270
03 Analyses and Statistical Summaries of Information Transmitted during 1950 (annual) .....	E F S	600	6 120 6 100 6 200
04 Analyses and Statistical Summaries of Information Transmitted during 1949 (two volumes) .....	R	1250*	13 700
05 Background Paper on Trusteeship System.....	E F	200	2 000 2 000
		TOTAL	\$43 480

The number of copies for these publications in English averages 3 500. For French, Spanish and Russian the averages are 1 400, 1 000 and 500, respectively.

Revenue to be derived from publications of this Department in 1951: \$2 000.

(vi) *Department of Public Information* ..... **\$327 500**  
 1950: 313 970  
 1949: 364 306

	<i>Number of copies</i>	<i>Costs \$</i>
01 United Nations Bulletin, semi-monthly in four languages.....	E 27 000 F 4 000 S 4 000 R 3 000	120 000
02 News Feature Services in five languages:		75 000
News sheets.....	450 000	
Matrices and plates.....	150 000	
Special spreads (in twenty-five languages).....	90 000	

	<i>Number of text pages in English (except where indicated by*)</i>	<i>Estimated costs \$</i>
03 United Nations Reporter (former Newsletter) — monthly, in four languages.....	500 000	14 000
04 Everyman's United Nations, in English and French. The only charges are for copies bought by the United Nations.....		3 000
05 United Nations Yearbook, in English and French. The only charges are for copies bought by the United Nations.....		5 000
06 Reprints and new editions in thirty languages of "What It Is" series...	1 200 000	12 000
07 Basic information materials in fifteen languages (including revised and new editions of Charter, UN and Specialized Agencies Handbook, Declaration of Human Rights, Basic Facts, Visitor's Guides, etc.)...	800 000	10 000
08 A series of pamphlets on "What the UN Is Doing" (nine new pamphlets are contemplated; also included are reprints from the UN Bulletin such as the UN Day, the Round-Up, etc.) in ten languages.....	1 500 000	24 000
09 Review of the first five years of United Nations; publication of 150 pages in English.....	—	4 000
10 Discussion guides, outline lectures, filmstrip booklets, "model" basic texts for use through Non-Governmental Organization study groups, and for joint UN-UNESCO series on "Teaching about UN". Total in ten languages.....	250 000	21 500
11 Photo-panels and photospreads with alternate language text.....	400 000	34 000
12 Radio programme booklets in three languages.....	200 000	5 000
	<b>TOTAL</b>	<b>\$327 500</b>

Revenue to be derived from the publications of this Department in 1951: \$45 000.

(vii) *Department of Legal Affairs*..... **\$116 770**  
1950: 94 300  
1949: 95 716

	<i>Number of text pages in English (except where indicated by*)</i>	<i>Estimated costs \$</i>
01 Treaty Series (fifteen volumes).....	Multi. 6 000*	48 000
02 Index to Treaty Series (two volumes).....	E 600 F	4 000 4 000
03 United Nations Juridical Yearbook (annual).....	E 352 F	3 360 2 850
04 Documents prepared pursuant to Articles 16 and 21 of the Statute of International Law Commission (four volumes).....	E 700 F S	6 680 5 770 6 290

		<i>Number of text pages in English (except where indicated by*)</i>	<i>Estimated costs \$</i>
05 Collection of national laws regarding the regime of high seas (two volumes) .....	E	800	7 380
	F		6 070
06 Collection of national laws regarding the conclusion and ratification of treaties .....	E	400	3 320
	F		3 030
07 Collection of Arbitration Agreements.....	E-F	400*	3 210
08 Reports of International Arbitral Awards (volume 5) (annual).....	E-F	600*	4 200
09 Signatures, Ratifications, Acceptances etc., concerning multilateral conventions and agreements (annual) (two volumes).....	E	220	3 080
	F		3 530
10 Various briefs and litigations.....	—		2 000
		<b>TOTAL</b>	<b>\$116 770</b>

The number of copies for these publications in English averages 2 400. For French and Spanish the average is 1 200 and 800, respectively.

Revenue to be derived from the publications of this Department in 1951: \$9 500.

(viii) <i>Conference and General Services</i> .....	<b>\$12 000</b>
	1950: 14 720
	1949: 30 777

	<i>Estimated Costs \$</i>
01 Snap-out forms, seals, labels, letterheads, etc.....	9 000
02 Printing plates for official records (sales agents' lists, etc.).....	2 000
03 Charts and certificates.....	1 000
<b>TOTAL</b>	<b>\$12 000</b>

(ix) <i>Administrative and Financial Services</i> .....	<b>\$1 500</b>
	1950: 3 700
	1949: 1 361

	<i>Estimated Costs \$</i>
01 Binding of staff accounts records.....	750
02 Administrative Manual covers.....	750
<b>TOTAL</b>	<b>\$1 500</b>

<b>(x) Library .....</b>		<b>\$15 000</b>
	1950:	—
	1949:	—
	<i>Estimated Costs</i>	
	\$	
01 Check list of United Nations documents (six editions anticipated for 1951).....		14 250
02 The United Nations Library, twenty-eight pages describing the work and the functions of the Library .....		750
	<b>TOTAL</b>	<b>\$15 000</b>

Revenue to be derived from the publications of the Library in 1951: \$1 500.

<b>(xi) Sales promotion .....</b>		<b>\$26 750</b>
	1950:	—
	1949:	—
	<i>Estimated Costs</i>	
	\$	
Printing of leaflets, flyers and book covers and other promotional material.....		11 750
Advertising United Nations publications in specialized periodicals and other promotional activities, including costs of mailing on a contractual basis.....		15 000
	<b>TOTAL</b>	<b>\$26 750</b>

## CHAPTER II

<b>Publications of the United Nations Office at Geneva.....</b>		<b>\$71 000</b>
	1950:	40 190
	1949:	52 964
<b>(i) General services .....</b>		<b>\$10 000</b>
	1950:	11 500
	1949:	8 897
	<i>Estimated Costs</i>	
	\$	
01 Monthly list of books catalogued (500 pages).....		3 000
02 Monthly list of selected articles (200 pages).....		2 500
03 Bibliographical cards.....		1 500
04 Catalogue of periodicals (300 pages).....		1 000
05 Printing of forms.....		2 000
	<b>TOTAL</b>	<b>\$10 000</b>

The library publications are widely used for exchange purposes. They are distributed free, but far more than this value is being received by way of "free exchanges".

(ii) <i>Information services</i> .....	<b>\$1 000</b>
	1950: 910
	1949: —

*Estimated  
Costs  
\$*

01 Local printing of publicity pamphlets.....	<b>\$1 000</b>
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(iii) <i>Economic Commission for Europe</i> .....	<b>\$60 000</b>
	1950: 27 780
	1949: 44 067

	<i>Number of text pages in English (except where indicated by*)</i>	<i>Estimated costs \$</i>
01 Economic Survey of Europe — 1950 (annual).....	E 350 } F }	16 000
02 Bulletin of International Transport Statistics (annual).....	E-F 60*	900
03 Economic Bulletin for Europe (quarterly) — three issues.....	E 90 } F }	7 000
04 Bulletins of European Steel Statistics (quarterly).....	E-F 300*	5 000
05 Timber Statistics (quarterly).....	E-F 400*	4 500
06 Monthly Bulletin of Coal Statistics.....	E-F 840*	7 000
07 Long-term Trends in the European Economy.....	E 350	9 000
08 Study on "More Rational Utilization of Wood".....	E 100 } F }	2 000
09 Studies on Co-ordination of Transport.....	E 800 } F }	5 600
10 Transport Conventions and Agreements.....	E 400 } F }	2 500
11 Maps, Charts and Statistical Tables.....		500
		<b>TOTAL \$60 000</b>

The number of copies for the bilingual editions averages 1 500. The distribution pattern for the Economic Survey and the Economic Bulletin requires 5 500 copies in English and 3 000 copies in French.

Revenue to be derived from these publications in 1951: \$11 000.

## CHAPTER III

<b>Publications of the Economic Commission for Asia and the Far East.....</b>	<b>\$18 430</b>
1950:	6 450
1949:	3 253

	<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
01 Economic Bulletin for Asia and the Far East (quarterly) — three volumes .....	E 240	2 920
02 Economic Survey for Asia and the Far East 1950 (annual).....	E 400	4 530
	F	4 020
03 Financial institutions in countries covered by the Commission.....	E 300	3 520
04 Travel regulations in countries covered by the Commission.....	E 108	910
	F	960
05 Flood Control in Asia and the Far East (semi-annual).....	E 136	1 570
<b>TOTAL</b>		<b>\$18 430</b>

The number of copies required for these publications in English averages about 1 800. For the two French editions it is 1 050 and 1 600 respectively.

Revenue to be derived from these publications in 1951: \$4 000.

## CHAPTER IV

<b>Publications of the Economic Commission for Latin America.....</b>	<b>\$21 460</b>
1950:	13 820
1949:	6 897

	<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
01 Economic Survey of Latin America — 1950.....	E 600	4 700
	S	3 750
02 Economic Survey of Latin America — 1949.....	F 600	3 970
03 Measurement in sampling and facts which affect productivity in selected Latin-American countries.....	E 144	1 390
	S	1 020
04 Legal and economic conditions affecting foreign investments in Latin-American countries.....	E 276	2 290
	S	1 930
05 Economic cycles in selected Latin-American countries.....	E 144	1 390
	S	1 020
<b>TOTAL</b>		<b>\$21 460</b>

The number of copies required for these publications in English averages about 4 000. For Spanish and French it is 1 600 and 1 500 respectively.

Revenue to be derived from these publications in 1951: \$4 000.

## CHAPTER V

<b>Publications related to the technical programmes.....</b>	<b>\$29 020</b>
1950:	31 430
1949:	—

	<i>Number of text pages in English (except where indicated by *)</i>	<i>Estimated costs \$</i>
01 Economic Development Bulletin (three issues).....	E 160	2 520
	F	1 830
	S	1 800
02 Three reports of Committees of Experts on special problems of economic development .....	E 300	3 280
	S	2 370
03 Reports relating to field missions for technical assistance (two major reports at 250 pages; five reports at fifty pages).....	E 750	6 170
	F or S	5 850
04 Two pamphlets on the subject of technical assistance.....	E 240	2 800
	F or S	2 400
	<b>TOTAL</b>	<b>\$29 020</b>

The number of copies required for these publications in English averages about 3 500. For French or Spanish it is 1 500 copies.

Revenue to be derived from these publications in 1951: \$1 500.



*PART IX*

**TECHNICAL PROGRAMMES**



## PART IX

### TECHNICAL PROGRAMMES

**\$1 234 900**

(1950: \$1 232 490 1949: \$720 024)

#### **Section 27. Advisory Social Welfare Functions**

**\$610 500**

(1950: \$610 500 1949: \$536 014)

The General Assembly, by its resolution 316 (IV), authorized the Secretary-General to place the Advisory Social Welfare Functions on a continuing basis, and requested the Economic and Social Council to review the terms of resolution 58 (I) and to recommend any modification which it may consider necessary. The recommendations made by the Social Commission at its sixth session which involve a broadening in the scope of services to Governments under resolution 58 (I), will be considered by the Economic and Social Council at its eleventh session. In the meanwhile, however, a sum of \$610 500, the same amount as was approved for Advisory Social Welfare Functions for 1950, is provided in this section of the budget for the continuing services and functions under the terms of resolution 58 (I). If the Economic and Social Council approves the recommendations of the Social Commission for broadening the terms of resolution 58 (I), supplementary estimates will be submitted.

The nature of services requested by Governments under this programme is changing to some extent. There is an increase in the request for assistance from

the United Nations for basic and broad social development of a country as distinguished from requests for technical advice on specific welfare programmes and problems. In some instances, social experts have been assigned as members of the joint economic and social missions.

The total of \$610 500 shown for 1951 would allow for the continuation of the current programmes for advisers (\$208 000), fellowships (\$250 500), regional seminars (\$50 000), demonstration equipment and literature (\$52 000) and films (\$50 000).

The above figures are subject to change within the total provision for the Section, since the programmes depend upon requests from Governments.

In addition to the total of \$610 500 shown in this Section, other provisions are requested in Section 9, Section 20 and Section 23 to cover staff and other expenses to be incurred at Headquarters, in Geneva and in Bangkok in operating and administering the programmes.

**Section 28. Technical Assistance for Economic Development****\$479 400**

(1950: \$476 990 1949: \$184 010)

The General Assembly at its third session adopted resolution 200 (III) to enable the Secretary-General to provide technical assistance for economic development on a broader basis than had been previously possible. At its fourth session, the General Assembly adopted resolution 305 (IV) which *inter alia*, agreed "that the regular budget of the United Nations should continue to provide for the activities authorized by that resolution" and also resolution 304 (IV) which approved the arrangements made by the Economic and Social Council towards an expanded programme of technical assistance for economic development.

In the preparation of this budget, it is assumed that an expanded programme of technical assistance for economic development of under-developed countries will be in operation during 1951. It is proposed therefore that the provision to be made in the regular budget of the United Nations as called for under resolution 305 (IV) should be the same as the amount provided during 1950, namely \$508 420, as shown below:

	1950 \$	1951 \$
This section .....	476 990	479 400
Printing (Section 26) .....	31 430	29 020
<b>TOTAL</b>	<b>\$508 420</b>	<b>\$508 420</b>

Resolution 200 (III) enables the Secretary-General to carry out the following functions, in co-operation with the specialized agencies where appropriate, when requested to do so by Members:

(a) Arrange for the organization of international expert teams provided by or through the United Nations and the specialized agencies for the purpose of advising Members in connexion with their economic development programmes;

(b) Arrange for visits of experts from the United Nations or from the specialized agencies;

(c) Arrange for facilities for the training abroad of experts of under-developed countries through the provision of fellowships for study in those countries or institutions which in the particular fields of study have achieved an advanced level of technical competence;

(d) Arrange for the training of local technicians in under-developed countries by promoting visits of experts in various aspects of economic development to instruct local personnel and to assist in the organization of technical institutions;

(e) Provide facilities designed to assist Governments to obtain technical personnel, equipment and supplies; to arrange for the organization of such other services as may be appropriate in the promotion of economic development including the organization of seminars on special problems of economic development, and the exchange of current information concerning technical problems of economic development.

The following reports on activities under this programme have been submitted to the Economic and Social Council: E/1174, eighth session; E/1327, ninth session; E/1576, tenth session; and E/1700, eleventh session.

As in 1950 the provision made under this section does not include the salary costs of the administrative and substantive staff as provision for this staff is made in section 9, Technical Assistance Administration.

The total shown for 1951 would allow for the continuation of the current programmes. For 1950, the amounts approved by the General Assembly were: \$120 000 for comprehensive missions; \$117 500 for experts; \$190 490 for fellowships; \$44 000 for training institutes and seminars; and \$5 000 for dissemination of technical data.

**Section 29. International Centre for Training in Public Administration****\$145 000**

(1950: \$145 000 1949: —)

The General Assembly at its third session adopted resolution 246 (III) which established an International Centre for Training in Public Administration.

To implement this resolution, the Secretary-General proposed to the ninth session of the Economic and Social Council (E/1336) a plan of action for the Centre in 1950, to provide for the following activities in the field of public administration: seminars; fellowships; scholarships; the sending of experts to assist Member Governments in the development or improvement of national institutions for training in public administration; provision of advice and assistance to Member Governments in arranging exchange of civil servants for study and work assignments on administrative problems; provision of financial assistance to the International Institute of Administrative Sciences of Brussels for expanding the exchange of technical information on public administration subjects; the undertaking of responsibility for any programme which may be developed for technical assistance in the field of public administration under General Assembly resolution 200 (III).

At its ninth session, the Economic and Social Council adopted resolution 253 (IX), approving the structure and functions of the International Centre for Training in Public Administration, including the proposed programme of action for 1950 and requesting the Secretary-General to report to a subsequent session of the Council "on the arrangements considered desirable to co-ordinate the programme for training in public administration with the programme of technical assistance".

In the co-ordination of the two programmes, it has been necessary to adjust the financial basis for the fellowships and scholarships awarded for training in public administration so that each programme provides similar facilities on the same basis.

The Secretary-General proposes the inclusion in his 1951 Budget of the same total financial provision as was included in the 1950 Budget. This will have the effect, in view of the revision of the cost estimates of fellowships and scholarships, of reducing the number of fellowships and scholarships provided from the United Nations Budget. However, the Secretary-General assumes that the assistance given in this field will be supplemented from the Expanded Programme for Technical Assistance, and regards the provision under this section as the minimum necessary to maintain the International Centre for Training in Public Administration.

The direct administrative expenses of the staff who will be engaged in the operation of the programme are covered in section 9 of the budget estimates.

<sup>1</sup> Includes \$7 600 for travel and other expenses.

**CHAPTER I****Seminars on Problems of Public Administration \$25 500**

1950: 41 300

1949: —

At its first meeting, held in March 1949, the International Civil Service Advisory Board recommended that the conducting of seminars on problems of public administration be adopted as one of the main activities of the International Centre for Training in Public Administration.

Provision is made for holding two seminars on problems of public administration during 1951, to provide advanced training for two groups, of thirty each, of outstanding intermediate or senior civil servants, for a period of approximately two months.

It is envisaged that the Member Governments concerned will bear the transportation costs to and from the place of study and one-half the cost of subsistence allowances to be paid to the seminar participants. The United Nations will bear the other half of the subsistence allowances paid the seminar participants, the cost of any travel during and in connexion with the seminars and any other miscellaneous expenses incurred in the administration of the seminars.

**CHAPTER II****Fellowships and scholarships ..... \$109 500**1950: 93 700<sup>1</sup>

1949: —

Fellowships and scholarships were also recommended by the International Civil Service Advisory Board as being suitable and practicable in the initial years of activity of the International Centre for Training in Public Administration. The experience so far accumulated by international organizations with fellowships and scholarships for training of nationals of Member Governments abroad, entirely bears out this recommendation.

**(i) Fellowships ..... \$22 800**

1950: 17 100

1949: —

Provision is made for the training abroad of twelve senior or intermediate civil servants of Member Governments in the field of public administration. The average study period contemplated for a fellowship is four months. The United Nations share of the cost is estimated to cover the transportation costs to and from the place of study, subsistence allowance at senior level, travel during fellowship and in connexion with it, and procurement of books.

**(ii) Scholarships ..... \$86 700**

1950: 69 000

1949: —

Provision is made for continuing for seven months in 1951, thirty scholarships granted under the 1950

programme to junior civil servants of Member Governments for training abroad in the field of public administration during the academic year 1950-1951. The training programme of the scholarship holders will extend to a period of approximately twelve months, but ordinarily only five or six months of this period are expected to be covered during each financial year. Provision is made for making available to Member Governments twenty-four new scholarships in 1951 for training abroad junior civil servants in the field of public administration. This provision covers five months only during 1951.

The United Nations share of the cost of a scholarship is estimated to cover subsistence allowance at student

level, travel to and from the place of study, travel during and in connexion with programme of study, tuition and procurement of books.

### CHAPTER III

#### Assistance to International Institute of Public

Administration .....	\$10 000
1950:	10 000
1949:	—

Annual grant to the Committee on Administrative Practices of the International Institute of Administrative Sciences of Brussels for expanding the exchange of technical information on public administration subjects.

*PART X*

**SPECIAL EXPENSES**



*PART X*

**SPECIAL EXPENSES**

**\$1 649 500**

(1950: \$533 768 1949: \$ — )

**Section 30. Transfer of the Assets of the League of Nations to the United Nations**

**\$649 500**

(1950: \$533 768 1949: \$ — )

The General Assembly made provision under resolution 250 (III) for the liquidation of credits in the amount of \$10 809 529 21 due to certain Member States as a result of the transfer of the assets of the League of Nations to the United Nations.

In accordance with the procedure set forth under this resolution, credits of \$1 067 535 21, which relate to other than permanent capital assets, were liquidated

in two instalments, the first in 1948 and the second in 1950.

The remaining credits of \$9 741 994, which relate to the permanent capital assets, are to be liquidated in fifteen equal annual instalments from 1951 to 1965, inclusive. The amount requested is to provide for the first instalment in the liquidation of these credits.

**Section 31. Amortization of the Headquarters construction loan****\$1 000 000**

(1950: \$ — 1949: \$ — )

The General Assembly, by resolution 242 (III), approved the report of the Secretary-General on the Headquarters of the United Nations (document A/627) in which were set forth the terms of the Loan Agreement for \$65 000 000 between the United Nations and the United States Government.

The Loan Agreement provides that repayment by the United Nations is to be made from its regular

budget, without interest, over a period of thirty-one years in annual instalments ranging from \$1 000 000 to \$2 500 000, the payments to begin on 1 July 1951 and continue through 1 July 1982.

The amount of \$1 000 000 represents the first instalment, due on 1 July 1951, in conformity with the schedule appearing in the Loan Agreement.

## **B. INTERNATIONAL COURT OF JUSTICE**



# PART XI

## INTERNATIONAL COURT OF JUSTICE

**\$624 800**

(1950: \$592 115 1949: \$588 512)

### Section 32. The International Court of Justice

**\$624 800**

(1950: \$592 115 1949: \$588 512)

#### CHAPTER I

Salaries and expenses of members of the Court ..... **\$333 660**  
 1950: 328 850  
 1949: 349 348

(i) *Salaries of the President, the Vice-President and the judges* ..... **\$311 330**  
 1950: 311 770  
 1949: 311 321

(ii) *Duty allowances of the Vice-President*.... **\$3 780**  
 1950: 3 780  
 1949: 3 774

The Court consists of fifteen members. According to Article 32 of the Statute of the Court the judges receive an annual salary. In addition, the President receives an annual allowance and the Vice-President a special allowance for every day on which he acts as President. The salaries and allowances were fixed in resolution 19 (I) of the General Assembly; they may not be decreased during the term of office (Article 32 of the Statute).

The estimates for the financial year 1951 are the same as those inserted in the budgets for 1946-1950 (see Report of the Fifth Committee to the Fourth Session of the General Assembly, A/1232, paragraphs 31-37).

(iii) *Contributions to the Pension Fund for members of the Court* ..... **\$ 100**  
 1950: 100  
 1949: —

Article 32 of the Statute lays down that the General Assembly shall adopt regulations fixing the conditions under which pensions may be given to the members of the Court. These regulations were adopted by the General Assembly in pursuance of a report made by the joint sub-committee of the Fifth and Sixth Committees (resolution 86 (I)). As regards the financing of the engagements of the United Nations Organization pursuant to these regulations, the report recommends the creation of a special fund. However, no decision has yet been taken on this point.

(iv) *Journeys on duty* ..... **\$2 250**  
 1950: 2 000  
 1949: 3 059

(v) *Annual journeys and journeys on leave*... **\$15 000**  
 1950: 10 000  
 1949: 9 521

(vi) *Removal expenses on arrival and departure* ..... **\$1 000**  
 1950: 1 000  
 1949: 1 787

Items have been inserted for travel expenses in accordance with the regulations adopted by the General Assembly in its resolution 85 (I).

Two judges from overseas have not availed themselves of their right to make a journey home in 1949, and do not contemplate doing so in 1950 either. As they may decide to take their leave in 1951, the estimates for 1951 must be increased in respect of the estimates for 1950 and of the expenses incurred in 1949.

*Allowances of judges ad hoc and assessors, witnesses and experts* ..... **\$ —**  
 1950: —  
 1949: 17 103

Article 31 of the Court's Statute provides that States, parties to a case before the Court, may, subject to certain conditions, choose a person to sit as judge *ad hoc*. In accordance with Article 32 of the Statute, judges *ad hoc* receive compensation for each day on which they exercise their functions. The rate of this compensation has been determined by the General Assembly (resolution 19 (I)).

Article 30 of the Statute lays down that the Court may appoint assessors, without the right to vote.

In accordance with Article 50 of its Statute, the Court may entrust any individual or body that it may select with the task of carrying out an inquiry or giving an expert opinion; it may summon witnesses.

The appointment of judges *ad hoc* and assessors, and likewise the summoning of witnesses and designation of experts, depend on the nature of the cases submitted to the Court: the expenses arising under this head are therefore potential expenses. The budget includes no items in regard to these expenses. But the draft resolution concerning unforeseen and extraordinary expenditures provides that the Secretary-General may finance them by advancing the requisite sums from the Working Capital Fund. The same method has already been applied in previous financial years.

*Travelling expenses of judges ad hoc, assessors, witnesses and experts*..... **\$ —**  
 1950: —  
 1949: 2 783

No estimates have been made in regard to expenditure coming under this head to cover travelling expenses for judges *ad hoc*, assessors, witnesses and

experts. If need be, these expenses will be covered by taking the sums from the Working Capital Fund.

(vii) *Miscellaneous expenses* ..... \$ 200  
1950: 200  
1949: —

This estimate provides for any exceptional expenses such as those entailed in the participation of the Court, as a body, in official ceremonies.

## CHAPTER II

*Salaries, wages and expenses of the Registry* .. \$236 420  
1950: 210 705  
1949: 188 126

(i) *Salary and allowance of the Registrar and salaries of the permanent staff* ..... \$162 040  
1950: 138 560  
1949: 123 834

Under Article 21 of the Statute, the Court elects its Registrar. In conformity with Article 32 of the Statute, the General Assembly, on the proposal of the Court, fixed the Registrar's salary, in pursuance of its resolution 85 (I).

The duties of the Registrar are defined in the Rules of Court: he prepares and keeps up to date the list of cases (article 20); he is the regular channel for communications to and from the Court (article 21); he is responsible for relations with the Press (article 21); the printed collection of the Court's decisions is published under his responsibility (article 22); he is also

responsible for the archives, the accounts and all administrative work, and he has the custody of the seals and stamps (article 23). He also makes proposals to the Court regarding the organization of the Registry (article 18) and prepares instructions, for approval by the President, setting out in detail the duties of the Registry.

The amount requested by the Court for 1951 in respect of the Registrar's salary is the same as appears in previous budgets, namely, \$13 208 (see in this connexion the Report of the Fifth Committee to the Fourth General Assembly, A/1232, paragraphs 31-37). The amount inserted here is the amount which results from the calculation in respect of the Staff Assessment Plan of the United Nations, which the Fifth Committee stated on 2 November 1949 was applicable to the Registrar of the Court.

To assist the Registrar in his tasks, Article 21 of the Statute provides for the appointment of officials of the Registry. The Deputy-Registrar is elected under the same conditions and in the same way as the Registrar (Rules of Court, article 14); the other officials are appointed by the Court on proposals submitted by the Registrar (Rules of Court, article 17).

As in 1950, twenty-eight officials are provided for the establishment of the Registry in 1951. The establishment includes, besides the Deputy-Registrar, four secretaries, eighteen persons working in technical services—archives, accounts, typists, printing, library and publications—and five ushers and messengers. A list of the officials is given in Table 32-1.

Table 32-1. *Registrar and the Registry of the Court*<sup>1</sup>

Number of established posts		Classification title	Number of posts by salary on 1 January 1951	Total \$
1950	1951		\$	
1	1	Registrar	1 @ 17 230	17 230
1	1	Deputy registrar	1 @ 15 000	15 000
4	4	Secretary	1 @ 11 230 1 @ 10 845 1 @ 9 000 1 @ 8 875	39 950
3	3	Private Secretary	2 @ 5 646 1 @ 4 145	15 437
1	1	Establishment officer	1 @ 7 133	7 133
1	1	Assistant establishment officer	1 @ 4 713	4 713
1	1	Clerk to establishment officer	1 @ 2 841	2 841

<sup>1</sup> Allocation of the posts under the new salary scheme is under study by the Court and the Secretariat, following which revised proposals will be submitted.

Table 32-1. Registrar and the Registry of the Court<sup>1</sup> (continued)

Number of established posts 1950    1951		Classification title	Number of posts by salary on 1 January 1951 \$		Total \$
1	1	Head of shorthand-typewriting service	1 @	4 468	4 468
1	1	Bilingual stenographer	1 @	3 365	3 365
2	2	Stenographer and bilingual typist	1 @	2 852	5 548
			1 @	2 696	
1	1	Archivist	1 @	5 646	5 646
1	1	First assistant to archivist	1 @	4 468	4 468
1	1	Second assistant to archivist	1 @	3 007	3 007
1	1	Indexer	1 @	5 646	5 646
1	1	Head of printing service	1 @	5 556	5 556
—	1	Assistant in printing service	1 @	4 988	4 988
1	1	Head of documentation service	1 @	5 646	5 646
1	1	Assistant to head of documentation service	1 @	3 541	3 541
5	5	Messenger	4 @	1 553	7 544
			1 @	1 332	
1	—	Official dealing with proof-reading and sale of publications	1 @	4 145	—
29	29				\$161 727
Additional increments during 1951.....					313
TOTAL					\$162 040
Less: Adjustment for a differential.....					<i>Pro memoria</i>

For 1951, the amount requested by the Court for the salaries of the permanent staff, including adjustment for annual increments, is \$118 550. This amount is slightly higher than the amount requested for 1950, which was \$115 690. The application of the Staff Assessment Plan of the United Nations to the officials of the Registry, in accordance with the statement made by the Fifth Committee on 2 November 1949, makes it necessary to increase this amount to \$144 810.

(ii) *Salaries of temporary staff*..... \$36 400  
1950: 36 400  
1949: 25 395

The Registry is organized so as to be ready to serve as a frame for the temporary staff which has to be called in when the Court is actually in session and hears a case: interpreters, translators, verbatim reporters, stenographers, etc. Appointments to the temporary staff are made either on a day-to-day basis or on a week-to-week basis, as may be required.

(iii) *Overtime* ..... \$ 970  
1950: 965  
1949: 394

Payments for overtime are made in the same circumstances and conditions as in the United Nations Secretariat; only staff members in the lower salary brackets are entitled to payment.

(iv) *Contributions to the Pension Fund*..... \$17 070  
1950: 15 670  
1949: 15 528

(v) *Medical aid* ..... \$1 250  
1950: 160  
1949: 61

The staff of the Registry enjoy, in principle, the same benefits as those extended to the staff of the United Nations. However, no scheme for medical aid, applicable to officials of the Registry, has yet been introduced.

(vi) *Family allowances and education grants*.. \$4 640  
1950: 4 200  
1949: 4 746

(vii) <i>Indemnities provided for in the Staff Regulations</i> .....	\$ 150
1950:	150
1949:	918
(viii) <i>Statutory medical examinations</i> .....	\$ 100
1950:	100
1949:	34
(ix) <i>Travel on duty</i> .....	\$ 9 000
1950:	9 000
1949:	11 902
(x) <i>Travel on home leave</i> .....	\$1 000
1950:	1 700
1949:	1 700
(xi) <i>Removal expenses on arrival and departure</i> .....	\$1 000
1950:	1 000
1949:	1 671
(xii) <i>Travel expenses of temporary staff</i> .....	\$2 500
1950:	2 500
1949:	1 943

These estimates have been calculated on the basis of expenditure in accordance with the regulations and practice of the United Nations. Several official journeys to New York are provided for, so that the Court may be represented at the General Assembly and at the seat of the Organization in order to decide administrative and financial questions.

The estimates for travel on home leave and for removal expenses have been made after examining the case of each member of the staff.

(xiii) <i>Miscellaneous expenses</i> .....	\$ 300
1950:	300
1949:	—

The estimates under this head are designed to meet any exceptional expenses such as those resulting from ceremonies in which the members of the Registry are obliged to participate, etc.

### CHAPTER III

Common services .....	\$46 920
1950:	44 760
1949:	44 366
(i) <i>Contribution to the Carnegie Foundation</i> ..	\$12 640
1950:	12 620
1949:	15 372
(ii) <i>Amortization of cost of installation of new premises</i> .....	\$2 640
1950:	2 620
1949:	3 203
(iii) <i>Supplementary amortization of cost of new premises</i> .....	\$2 640
1950:	2 620
1949:	3 203

These estimates are drawn up in conformity with the provisions of the agreement between the United Na-

tions and the Carnegie Foundation concerning the utilization of the Peace Palace at The Hague. This agreement, as approved by the General Assembly, resolution 84 (I), involves the payment of the above annual contribution and amortization payments.

(iv) <i>Cost of distribution of documents</i> .....	\$1 000
1950:	800
1949:	1 127
(v) <i>Supplies</i> .....	\$7 000
1950:	7 000
1949:	4 924
(vi) <i>Postal, telegraph, telephone services</i> .....	\$4 000
1950:	2 450
1949:	4 028
(vii) <i>Welfare of staff</i> .....	\$ 100
1950:	100
1949:	42

Provision is made under this chapter to cover normal supplies, transport and contractual services and expenses incurred as a result of the activities of the Court.

(viii) <i>Printing expenses</i> .....	\$16 000
1950:	16 150
1949:	12 056

This estimate provides in particular for the printing of pleadings, etc., and of Judgments and Advisory Opinions of the Court, as well as its Yearbook.

(ix) <i>Financial control</i> .....	\$ 500
1950:	—
1949:	—

By its resolution 347 (IV) the Assembly provided that certain expenses resulting from the auditing of the accounts would be borne by the Organization.

A credit of \$500 is provided to this end.

(x) <i>Cost of administration of the funds of the Court</i> .....	\$ 400
1950:	400
1949:	411

This estimate provides for bank charges.

### CHAPTER IV

Permanent equipment .....	\$7 800
1950:	7 800
1949:	6 672
(i) <i>Furniture and installation of additional fittings</i> .....	\$3 800
1950:	3 800
1949:	3 641
(ii) <i>Library</i> .....	\$4 000
1950:	4 000
1949:	3 031

The estimates under these heads correspond to those which were approved for 1950.

## ESTIMATES OF MISCELLANEOUS INCOME

	<i>A. United Nations Headquarters and Offices in the Field (except Geneva)</i>			<i>B. United Nations Office at Geneva</i>		
	1951 estimate \$	1950 approved estimate \$	1949 actual \$	1951 estimate \$	1950 approved estimate \$	1949 actual \$
(i) Assessments on salaries and allowances of staff.....	4 107 700	3 567 215	3 223 227	591 130	493 000	446 109
(ii) Refund of prior years' expenditures	120 000	115 000	143 909	1 500	2 000	3 454
(iii) Sale of used office equipment, transportation equipment, etc.....	250 000	49 000	153 658	2 500	3 750	7 983
(iv) Rental income (space charges)....	—	100 000	92 870	188 570	119 800	66 601
(v) Sale of publications.....	205 000	200 000	121 317	50 000	25 000	39 558
(vi) Reimbursement for staff and services furnished to specialized agencies and others .....	30 000	11 400	114 894	150 200	180 000	207 443
(vii) Interest on investments.....	130 000	130 000	105 038	—	—	—
(viii) Other interest income.....	3 000	15 500	18 040	1 500	1 000	1 514
(ix) Other receipts (including refund on Workmen's Compensation Insurance) .....	25 000	20 000	16 752	8 000	10 000	5 631
(x) Reimbursement of expenditures, Lido Beach Hotel.....	38 000	38 000	38 275	—	—	—
(xi) Revenue from film distribution ....	60 000	—	—	—	—	—
(xii) Insurance claims collected for property damage and losses.....	—	—	22 411	—	—	—
TOTAL	<u>\$4 968 700</u>	<u>\$4 246 115</u>	<u>\$4 050 391</u>	<u>\$993 400</u>	<u>\$834 550</u>	<u>\$778 293<sup>a</sup></u>

### *C. International Court of Justice*

	1951 estimate \$	1950 approved estimate \$	1949 actual \$
(i) Assessments on salaries and allowances of staff.....	33 850	28 550 <sup>b</sup>	—
(ii) Sale of publications.....	1 500	600	1 370
(iii) Other interest income.....	50	175	81
(iv) Contributions to non-member States..	10 000	10 300	15 807
TOTAL	<u>\$45 400</u>	<u>\$39 625</u>	<u>\$17 258</u>

<sup>a</sup> Cash income only. In addition, income of about \$130 250 from specialized agencies and others was earned but not received in 1949 by the Geneva Office. Total earned for Geneva is, therefore, about \$908 543.

<sup>b</sup> Includes \$28 550, assessments on salaries and allowances of staff of the International Court of Justice. This item was not included in the estimates of miscellaneous income approved by the General Assembly at its fourth session, resolution 356 (IV).

*Recapitulation of Miscellaneous Income*

	1951 estimate \$	1950 approved estimate \$	1949 actual \$
A. Headquarters and offices in the field....	4 968 700	4 246 115	4 050 391
B. Geneva Office .....	993 400	834 550	778 293
C. International Court of Justice.....	45 400	39 625 <sup>a</sup>	17 258
<b>TOTAL</b>	<b>\$6 007 500</b>	<b>\$5 120 290<sup>a</sup></b>	<b>\$4 845 942</b>

<sup>a</sup> Includes \$28 550, assessments on salaries and allowances of staff of the International Court of Justice. This item was not included in the estimates of miscellaneous income approved by the General Assembly at its fourth session, resolution 356 (IV).

**(i) Assessments on salaries and allowances of staff**

Income from this source at Headquarters is estimated at \$4 107 700 and represents the estimated assessments on all salaries and related allowances of headquarters staff, staff of information centres, and staff of the economic commissions exclusive of the Economic Commission for Europe, which is included under the Geneva estimates. The assessments at Geneva are estimated at \$591 130 and those of the International Court of Justice at \$33 850, bringing the total at Headquarters, Geneva and The Hague to \$4 732 680.

**(ii) Refund of prior years' expenditures**

The 1951 estimate represents refunds from transportation companies for unused transportation tickets, refunds from staff members for overpayment and refunds from vendors arising from downward adjustment of invoices covering supplies and materials purchased by the United Nations.

The estimate is based on 1949 experience and reflects an expected reduction in the amount of refunds from transportation companies due to the improved scheduling of transportation requirements.

**(iii) Sale of used office equipment, transportation equipment, etc.**

Income from this source at Headquarters in 1951 is expected to be higher than in 1950 due to the disposal of numerous items of permanent equipment formerly utilized at Lake Success for which there will be no need at the permanent Headquarters in New York. The estimated amount of \$250 000 represents \$45 000 from the sale of furniture and fixtures, \$28 000 from reproduction equipment and typewriters, \$22 000 from transportation equipment and \$155 000 from miscellaneous items such as partitioning and certain cafeteria equipment together with office equipment from United Nations offices in the field.

At Geneva, income of \$2 500 is expected from the sale of office equipment.

**(iv) Rental income**

At Headquarters, no rental income is expected following the conversion of the Manhattan Building into a library in 1951. At Geneva it is estimated that \$188 570 will be received from space charges to specialized agencies and delegations.

**(v) Sale of publications**

Income from sale of publications at Headquarters is estimated at \$205 000 and at Geneva at \$50 000; the latter figure includes approximately \$25 000 to be derived from the sale of past years' publications.

**(vi) Reimbursement for staff and services furnished to specialized agencies and others**

On the basis of 1949 experience, the income at Headquarters is estimated at \$30 000. As arrangements for the cafeteria at the permanent site have not yet been made, no estimate is included for reimbursement of services rendered to the cafeteria.

At Geneva the income under this heading is estimated at \$150 200.

**(vii) Interest on investments**

The income from interest on investments in 1951 is estimated at \$130 000. Income from this source is subject to fluctuation from year to year depending on the availability of funds for investment and the prevailing interest rates.

**(viii) Other interest income**

It is estimated that in 1951 interest income of \$3 000 will be received on the Parkway Village housing project guarantee deposit; at Geneva interest income on bank deposits is estimated at \$1 500.

**(ix) Other receipts**

Income from miscellaneous sources, such as sale of photographs, commissions on public telephones, gains on currency exchange, and refund of the advance to the New York Workmen's Compensation Fund, is estimated at \$25 000 at Headquarters.

Miscellaneous income at Geneva is estimated at \$8 000.

**(x) Reimbursement of expenditures, Lido Beach Hotel**

Under terms of liquidation of the Lido Beach housing project, an instalment of \$38 000 is payable to the United Nations in 1951.

**International Court of Justice**

Pending a final decision regarding the contributions of non-member States towards the defrayal of expenses of the Court, a tentative estimate of \$10 000 is included.

## INFORMATION CONCERNING THE DRAFT RESOLUTIONS

### *Draft Appropriation Resolution for the Financial Year 1951*

As compared with the appropriation resolution for 1950, attention is invited to the following proposed changes:

1. As the Financial Regulations set out the purpose and limits of appropriations, it is proposed to discontinue the inclusion in the annual budget resolution of provisions such as those contained in paragraph 3 of the 1950 resolution.

2. In order to maintain the authority to administer as a unit the appropriations relating to the Permanent Central Opium Board and Narcotic Drugs Supervisory Body, the appropriate provision (paragraph 3 (i) in the draft 1951 resolution) is amended to include Chapter VI of Section 25, where provision is made for printing for these bodies.

### *Draft Resolution Relating to Unforeseen and Extraordinary Expenses*

As compared with the resolution approved by the General Assembly for 1950, the following changes are proposed:

1. Provision has been made in sub-paragraph (b) of the draft 1951 resolution for an eventual second session of each of the established Economic Commissions, on approval of such sessions by the Economic and Social Council.

2. The provision of sub-paragraph (c) of the 1950 resolution, which related to the holding of a session of the Economic and Social Council in Geneva, has been deleted. Provision has been made in the budget estimates for the holding in Geneva of one session of the Economic and Social Council and one session of the Trusteeship Council.

### *Draft Resolution Relating to the Working Capital Fund*

As compared with the resolution approved by the General Assembly for 1950, the paragraphs of that resolution relating to:

1. Reimbursement for national income taxes paid by staff members, and
2. Advances for assistance to Palestine refugees have been omitted in the draft resolution for 1951.



**INFORMATION ANNEX II**

**PROJECT ESTIMATES 1951**



## PROJECT ESTIMATES 1951

Project estimates are prepared in response to the request made by the Advisory Committee in its report to the General Assembly on the 1948 estimates (document A/336). The 1951 project estimates have been constructed along the same lines as the 1950 estimates. The basic pattern was developed co-operatively by the secretariats of the United Nations and the specialized agencies. Specifically, the project estimates shown below include the direct costs of projects, costs of the substantive departments (including common staff costs), apportioned costs of the Bureau of Documents (documentation, interpretation, translation, publishing), conference services, and common services and permanent equipment.

The costs of the Executive Office of the Secretary-General, Library services, Legal Affairs, Bureau of General Services, Administrative and Financial Services and the corresponding services at Geneva have been distributed only to the degree to which these costs could be directly related to particular projects. The undistributed balance represents various costs not directly attributable to a particular project.

<i>Projects</i>	<i>Amount</i>
	<i>\$</i>
General Assembly, commissions and committees .....	3 825 000
Security Council, commissions and committees .....	5 140 000
Economic and Social Council, commissions and committees:	
(a) Economic programme .....	9 464 000
(b) Social programme .....	5 166 000
	14 630 000
Trusteeship Council, commissions and committees .....	2 319 000
International law .....	1 801 000
Public information .....	5 796 000
Public administration .....	167 000
Special expenses:	
(a) Transfer of League of Nations assets to the United Nations.....	649 500
(b) Amortization of the Headquarters construction loan .....	1 000 000
	1 649 500
Undistributed expenses .....	10 123 300
TOTAL	\$45 450 800

It will be seen from the above table that the expenses of the programme falling under the General Assembly, the three Councils and their commissions and committees amount to \$25 914 000, and constitute 57 per cent of the total budget of \$45 450 800, which compares with 62 per cent in 1950.

The major portion of the expenses of the Security Council and its commissions and committees is attributable to missions of investigations and inquiry, which (including the Field Service expenses, \$412 000) comprise \$3 000 000 of the total of \$5 140 000. These amounts are 6.6 per cent and 11.3 per cent respectively of the budget total.

The costs of the Economic programme amount to \$9 464 000, or 20.8 per cent of the total, and include: economic commissions, \$3 190 000; technical assistance for economic development, \$976 000; costs related to the Economic and Social Council and its commissions and committees in the economic field, \$1 037 000; and the Department of Economic Affairs, \$4 261 000.

The expenses of the Social programme, \$5 166 000, represent 11.4 per cent of the budget. Of this amount, \$610 500 is related to the Advisory Social Welfare programme; \$206 500 to narcotic drugs; \$300 000 to the High Commissioner for Refugees; \$720 000 to the Economic and Social Council and its commissions in the social field (exclusive of narcotics); and \$3 329 000 to the Department of Social Affairs.

Under the Trusteeship programme (5.1 per cent of the total), the expenses of the Trusteeship Council amount to \$626 000; the expenses of the Visiting Mission and the Department for Trusteeship and Information from Non-Self-Governing Territories to \$1 693 000.

Under the International Law programme, expenses of the International Court of Justice amount to \$625 000, the International Law Commission to \$196 000, and apportioned costs of the Legal Department directly related to International Law to \$980 000. The total, \$1 801 000, is 3.9 per cent of the budget total.

The costs of the Public Information programme amount to \$5 796 000, or 12.8 per cent of the total budget.

The total expenses of \$167 000 (0.4 per cent of the total) for the Public Administration programme include \$145 000 for the International Centre for Training in Public Administration, and \$22 000 in apportioned costs of administrative and financial services directly related to the programme.

Special expenses of a recurring nature which have been specifically approved by the General Assembly are shown in connexion with (a) the transfer of the League of Nations assets to the United Nations, for which an amount of \$649 500 (or 1.4 per cent of the budget total) is approved, and (b) the amortization of the Headquarters construction loan, for which an instalment of \$1 000 000 (2.2 per cent) is due in 1951 to the United States Government.

The undistributed expenses amount to \$10 123 300, or 22.3 per cent of the total budget. In this amount are included certain costs of a non-recurring nature, such as that of the transfer to the permanent Headquarters (\$537 000) and the conversion of the present Manhattan building into a library (\$500 000). The balance, \$9 086 300 (20 per cent of the total budget), represents undistributed costs at Headquarters and at the Geneva Office for such services and activities as messengers, local telephones, building rentals and maintenance, office supplies and equipment, files and records, library, legal services, accounting, and other financial and administrative services.



**INFORMATION ANNEX III**

**SUMMARIES OF BUDGET ESTIMATES**



## SUMMARIES OF BUDGET ESTIMATES

Shown below are two summaries of the 1951 budget estimates.

### I. Summary of budget estimates by related items

This summary has been prepared in response to the request made by the Advisory Committee on Administrative and Budgetary Questions in its report on the 1949 budget estimates (paragraph 17, document A/598), that in addition to the preparation of a sum-

mary of the budget estimates by objects of expenditure along the lines agreed to by the United Nations and the specialized agencies, further clarification could be achieved if items of a similar nature appearing in the several parts of the budget were correlated.

#### *Summary of budget estimates by related items*

	1951 estimates \$	1950 appropriations \$	1949 expenses \$
Salaries and wages .....	23 938 670	22 636 000	22 514 458
Travel .....	1 797 360	1 932 840	1 456 131
Local transportation .....	56 000	128 470	129 514
Contractual printing .....	2 015 900	1 841 700	1 747 227
Common staff costs .....	4 535 620	4 676 740	4 952 868
Permanent equipment .....	1 301 010	386 870	697 067
Telephone and postal services, and freight, cartage and express....	788 080	708 080	701 905
Rental and maintenance of premises.....	1 635 320	1 093 530	1 081 566
Stationery and supplies .....	192 500	195 220	195 050
Rental and maintenance of equipment.....	456 850	457 650	413 841
Missions of investigation and inquiry.....	2 550 000	3 425 100	5 438 620
Other special projects and activities.....	2 505 100	9 703 490	758 856
International Court of Justice.....	624 800	592 115	588 512
Other miscellaneous items .....	3 053 590	1 863 968	1 899 753
TOTAL	\$45 450 800	\$49 641 773	\$42 575 368

### II. Summary of budget estimates by objects of expenditure

This summary, and similar summaries of the budgets of the specialized agencies, are intended to give the Members an over-all picture of the total expenses of the United Nations and the specialized agencies and to facilitate the comparison of expenses between them.

The form of the 1951 summary has been changed somewhat from that of the 1950 summary in accordance with the consultations between the United Nations and the specialized agencies. The changes made comprise (i) the deletion, under Group I, of the title, "Travel of consultants and liaison representatives", and the distribution of amounts against this item between "Travel

of delegates" and "Travel of staff", as appropriate; (ii) the substitution of the title, "Information services, supplies and materials" in place of the three titles, "Information services", "Information supplies and services", and "Information services equipment" appearing under Group III; (iii) the institution of a new title, "Staff assessment plan", under Group VIII, Casual Revenue.

In accordance with the practice followed in the preparation of the summary for 1950 (document A/903), the total revenue has been deducted from the total expenses to show the net cost of the Organization.

# Summaries of Budget Estimates

## Summary of budget estimates by objects of expenditure

	1951 estimates \$	1950 appropriations \$	1949 expenses \$
<b>GROUP I. MEETINGS</b>			
<b>A. Annual conference (General Assembly)</b>			
Travel and subsistence:			
(i) Delegates .....	160 000	154 140	157 999
(ii) Staff .....	15 000	13 425	11 667
Temporary staff .....	180 000	180 200	230 608
Local transportation .....	55 000	83 360	97 995
Supplies and materials .....	1 650	10 000	688
Contractual printing .....	594 730	434 500	511 037
Premises and equipment .....	67 850	60 930	76 603
All other services .....	81 100	80 600	106 713
	<u>1 155 330</u>	<u>1 017 155</u>	<u>1 193 310</u>
Second part of the third session of the General Assembly.....	—	—	442 655
<b>B. Governing body, Council and other organizational meetings</b>			
Travel and subsistence:			
(i) Members .....	303 705	289 140	208 661
(ii) Staff .....	164 975	108 895	146 031
(iii) Consultants and liaison representatives .....	8 820	9 460	3 423
Temporary staff .....	4 000	2 600	41 750
Local transportation .....	1 000	45 110	31 519
Other items .....	49 300	53 240	47 398
	<u>531 800</u>	<u>508 445</u>	<u>478 782</u>
<b>TOTAL, GROUP I</b>	<u><u>\$1 687 130</u></u>	<u><u>\$1 525 600</u></u>	<u><u>\$2 114 747</u></u>
<b>GROUP II. PERSONNEL SERVICES</b>			
<b>Salaries, wages and other pay items:</b>			
Established posts .....	22 298 350	21 009 740	18 914 549
Consultants .....	283 420	349 700	313 930
Temporary assistance .....	897 290	819 560	1 514 569
Overtime and night differential .....	275 610	274 200	329 530
Reimbursement for national income taxation .....	—	—	1 169 522
	<u>23 754 670</u>	<u>22 453 200</u>	<u>22 242 100</u>

# Summaries of Budget Estimates

	1951 estimates \$	1950 appropriations \$	1949 expenses \$
<i>Recruitment and termination expenses:</i>			
Travel and removal expenses of staff and dependants.....	455 950	440 318	471 866
Installation allowances and grants.....	128 120	179 180	190 249
Termination pay and commutation of annual leave.....	240 000	205 000	245 485
	<u>824 070</u>	<u>824 498</u>	<u>907 600</u>
<i>Staff benefits and allowances:</i>			
Staff Provident Fund — Staff Pension Fund.....	2 477 750	2 178 962	2 462 151
Children's allowances, education grants and related travel.....	455 540	369 700	383 590
Repatriation grants .....	35 780	627 080 <sup>1</sup>	596 910 <sup>1</sup>
Rental allowances .....	417 600	405 400	406 741
Travel on home leave .....	752 450	964 400	542 837
Other .....	243 080	182 000	125 856
	<u>4 382 200</u>	<u>4 727 542</u>	<u>4 518 085</u>
Staff training, health and welfare .....	81 800	89 100	70 020
	<u>81 800</u>	<u>89 100</u>	<u>70 020</u>
TOTAL, GROUP II	<u>\$29 042 740</u>	<u>\$28 094 340</u>	<u>\$27 737 805</u>
GROUP III. GENERAL SERVICES			
Travel and transport .....	378 760	374 680	363 202
Travel of members of administrative committees .....	13 650	18 700	22 311
Hospitality .....	40 000	20 000	14 518
Communications services .....	646 580	577 760	571 236
Information services, supplies and materials.....	749 890	714 360	711 264
Rental and maintenance of premises.....	1 567 470	1 032 600	1 004 963
Stationery and office supplies .....	192 500	195 220	195 050
Supplies for internal reproduction .....	373 000	337 350	421 445
Contractual printing .....	1 421 170	1 407 200	1 236 190
Rental and maintenance of furniture, fixtures and equipment.....	456 850	457 650	413 841
Freight, cartage and express .....	141 500	130 320	130 669
Other supplies and services .....	165 850	130 850	161 807
	<u>6 147 220</u>	<u>5 396 690</u>	<u>5 246 496</u>
TOTAL, GROUP III	<u>\$6 147 220</u>	<u>\$5 396 690</u>	<u>\$5 246 496</u>

<sup>1</sup> Expatriation allowances.

# Summaries of Budget Estimates

	1951 estimates \$	1950 appropriations \$	1949 expenses \$
<b>GROUP IV. SPECIAL PROJECTS AND ACTIVITIES</b>			
<i>Missions of investigation and inquiry</i> .....	2 500 000	3 342 700	5 397 701
<i>Trusteeship visiting missions</i> .....	50 000	82 400	40 919
<i>Other special projects and activities:</i>			
Junior professional trainee programme .....	55 000	55 000	—
Bureau of Flood Control .....	77 900	79 000	38 833
Advisory Social Welfare Functions .....	610 500	610 500	536 013
Technical assistance for economic development .....	479 400	476 990	184 010
International Centre for Training in Public Administration.....	145 000	145 000	—
Office of the High Commissioner for Refugees .....	300 000	—	—
United Nations Field Service .....	300 000	337 000	—
International regime for Jerusalem .....	—	8 000 000	—
	1 967 800	9 703 490	758 856
TOTAL, GROUP IV	\$4 517 800	\$13 128 590	\$6 197 476
Appropriation of income from the Library Endowment Fund <sup>1</sup> ....	(\$14 000)	(\$14 000)	(\$20 127)
<b>GROUP IVA. INTERNATIONAL COURT OF JUSTICE</b>	<u>\$624 800</u>	<u>\$592 115</u>	<u>\$588 512</u>
<b>GROUP V. EQUIPMENT PURCHASE</b>			
Furniture, fixtures and office equipment .....	512 500	203 560	437 747
Library books, periodicals and maps .....	136 810	74 160	92 969
Other equipment .....	81 000	74 850	108 655
TOTAL, GROUP V	<u>\$730 310</u>	<u>\$352 570</u>	<u>\$639 371</u>
<b>GROUP VI. PROPERTY ACCOUNT</b>			
Alterations and improvements to premises .....	<u>514 000</u>	<u>18 100</u>	<u>35 403</u>
<b>GROUP VII. OTHER BUDGETARY PROVISIONS</b>			
Special provision for liquidation of credits due to certain Member States as a result of transfer of League of Nations assets to the United Nations .....	649 500	533 768	—

<sup>1</sup> Non-add figures; in accordance with the provision of the Fund, the income is made available for certain expenses of the Library, in addition to the normal budgetary provision.

# Summaries of Budget Estimates

	1951 estimates \$	1950 appropriations \$	1949 expenses \$
United Nations Appeal for Children .....	—	—	12 911
Loss on accounts receivable .....	—	—	2 647
Amortization of Headquarters construction loan .....	1 000 000	—	—
Transfer to permanent Headquarters .....	537 300	—	—
<b>TOTAL, GROUP VII</b>	<b>\$2 186 800</b>	<b>\$533 768</b>	<b>\$15 558</b>
<b>TOTAL (per budget document)</b>	<b>\$45 450 800</b>	<b>\$49 641 773</b>	<b>\$42 575 368</b>
<b>GROUP VIII. CASUAL REVENUE</b>			
Staff Assessment Plan .....	4 732 680	4 088 765 <sup>1</sup>	3 669 336
Estimated returns for services rendered to other agencies .....	180 200	191 400	322 337
Sale of publications .....	256 500	225 600	162 245
Other .....	838 120	614 525	692 024
<b>TOTAL, GROUP VIII</b>	<b>\$6 007 500</b>	<b>\$5 120 290<sup>1</sup></b>	<b>\$4 845 942</b>
<b>NET TOTAL</b>	<b>\$39 443 300</b>	<b>\$44 521 483</b>	<b>\$37 729 426</b>

<sup>1</sup> Includes \$28 550, assessments on salaries and allowances of staff of the International Court of Justice. This item was not included in the estimates of miscellaneous income approved by the General Assembly at its fourth session, resolution 356 (IV).

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