

**UNITED**



**NATIONS**

**BUDGET ESTIMATES**  
**for**  
**THE FINANCIAL YEAR 1950**  
**and**  
**INFORMATION ANNEXES**

**GENERAL ASSEMBLY**

**OFFICIAL RECORDS : FOURTH SESSION**

**SUPPLEMENT No. 5 (A/903)**

**LAKE SUCCESS, NEW YORK, 1949**

( 248 p. )

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## BUDGET FOREWORD BY THE SECRETARY-GENERAL

I submit herewith the budget estimates for 1950, the fifth financial year of the United Nations.

The total expenditures are estimated at \$44 314 398, while the miscellaneous income is estimated at \$5 016 525, leaving a net expenditure for the year of \$39 297 873. This amount exceeds by \$605 295 the approved budget for 1949 which stands at \$43 487 128 on a gross basis and \$38 692 578 on a net basis, after deduction of miscellaneous income.

One new item, amounting to \$533 768, appears in 1950, representing the payment authorized at the third session of the General Assembly for League of Nations assets. On the other hand the item for income tax reimbursement, which amounted to \$500 000 in the 1949 budget, has been omitted for 1950 on the assumption that the necessity for reimbursement will not arise. Worth special mention also is the large increase for technical assistance for economic development, included in 1950 in response to the demands of Members. The figure is \$676 000 compared to \$307 000 in 1949, an increase of \$369 000.

Aside from these special items and several others of lesser financial consequence, the estimates for 1950 follow, in general, the pattern of 1949. In preparing them I have borne constantly in mind the recommendations of the Advisory Committee on Administrative and Budgetary Questions on the budget for 1949 and in particular the recommendation that each specialized agency, as well as the United Nations, should make every effort to stabilize its budget at the minimum consistent with the implementation of its Charter and the financial resources of its Members for all international activities. In certain departments, I have agreed to and fully support the necessity for modest increases in staff to meet specific new workloads, but at the same time I have counted upon increased efficiency to enable us to carry other responsibilities with less staff.

Our financial experience has also enabled the Secretariat to count with more certainty on savings in certain salary costs, travel expenses, and other strictly administrative operations, even in the face of rising costs for other goods and services. Such savings are reflected in the estimates for salaries and cost of living allowances for established posts, which show a reduction from the full cost of posts budgeted for 1950 of 3 per cent on account of savings to result from turnover of staff. Similarly, a 5 per cent reduction is made in the estimated full cost for travel on home leave to take account of turnover of staff and deferred home leave.

The main features of the estimates for 1950 are reflected in the following table, showing a comparison part by part with the 1949 appropriations:

	1949	1950
I. Sessions of the General Assembly, the Councils, Commissions and Committees...	\$2 865 620	\$2 373 030
II. Special conferences, investigations and enquiries.....	5 375 053	5 016 600
III. Headquarters, New York...	27 489 700	28 161 850
IV. European Office .....	4 228 050	4 312 600
V. Information Centres (excluding Information Services, Geneva) .....	806 040	858 400
VI. Regional economic commissions (other than Economic Commission for Europe)...	1 077 210	1 086 400
VII. Hospitality .....	20 000	20 000
VIII. Technical programmes .....	895 420	1 324 400
IX. Special expenses (League of Nations assets) .....	—	533 768
X. International Court of Justice	650 000	627 350
Amount not distributed from appropriation for conversion to staff assessment plan....	80 035	—
	<b>\$43 487 128</b>	<b>\$44 314 398</b>

As the details shown in succeeding pages will indicate, the rising cost of translation and publication of the official records in all the organs is offset only on the assumption that all organs will heed the recommendations of the third session of the General Assembly that the number of formal meetings be held to a minimum, and that such meetings be held at the headquarters of each organ. The Secretariat cannot be held responsible for economy and fullest administrative efficiency if the General Assembly appropriates moneys for rotating meeting places in the face of its own recommendations.

The problem of budgeting for political missions nine to eighteen months ahead of their establishment or continuance has not been solved. However, in order to present a realistic picture, on the basis of the past two years' experience, I have included a lump sum of \$5 000 000 in these estimates. Expenses for such activities in 1948 amounted to \$5 090 808, and at the current rate of expenditure may be expected to amount to \$5 290 000 in 1949. It is expected that full explanations will be available for all these items during the fourth session of the General Assembly. No estimate has been included in part I for the Interim Committee of the General Assembly in view of the specific time limit in the resolution providing for its continuance in 1949.

The bulk of the expenditures again fall in part III for the maintenance of the Secretariat and the headquarters in New York. The fact should not be lost sight of that a large share of the real expense of servicing the General Assembly, the Councils, the Commissions, and the special political missions and conferences is included in this part which provides the salaries and allowances of the international civil service, the principal charges for space, equipment, and other common services.

Due to better organization, a lower rate of turnover of staff, and time for training, this permanent core of the Secretariat has become increasingly sure of its task. During the first few

months of 1949, the staff has met a workload of meetings and documentation considerably beyond that anticipated in the budget for 1949. The decisions of the third General Assembly in Paris and at Lake Success have strained many parts of the Secretariat to an unreasonable point and, in some cases, addition of temporary staff has been necessary. A number of new posts requested for Conference and General Services reflect the continuation of this workload.

New posts in Economic Affairs, Social Affairs, Trusteeship, and Legal Affairs, reflect the continuing expansion of programmes in these areas approved by the General Assembly as well as by the Economic and Social Council and Trusteeship Council. In the economic field, the adoption of resolution 200 (III) by the General Assembly, relating to technical assistance for economic development, has introduced new purpose and determination to make the objectives set out in Article IX of the Charter meaningful in our generation. The continuation of this programme on the scale envisaged by the General Assembly last autumn means a \$676 000 direct expenditure in 1950 exclusive of its necessary stimulation of activities in other fields of continuing responsibility such as statistics, transport and communications, and fiscal policy and administration.

Closely related to the programme of technical assistance for economic development is the proposal of the Social Commission of the Economic and Social Council to place the Advisory Social Welfare Functions on a continuing basis and for 1950 to maintain the financial level established during the past two years. The real demand for these services and the satisfaction expressed by recipient Governments in terms of numbers of requests for services as well as increasing financial participation augurs well for the development of the parallel services in the economic field. Small increases in staff at the headquarters to permit expansion of the headquarters research and studies in housing, child welfare and youth guidance, stem directly from requests of the Council and its commissions and will increase the effectiveness of the special services to Governments.

The Trusteeship Council has taken further steps towards the effective functioning of the system of international supervision of Trust Territories, thereby steadily increasing the substantive work of the Secretariat in this field. The activities of the Trusteeship Division were further increased by the tendency of the General Assembly to extend the functions of the Trusteeship Council to new fields of activities, as in the case of South West Africa. Several resolutions adopted in Paris at the third session of the General Assembly also increased the work in connexion with Non-Self-Governing Territories, by requesting the Secretariat, in co-operation with the specialized agencies, to supplement information concerning these Territories in future years.

The Legal Department, in addition to its continuing functions in respect of treaties, privileges and immunities, liaison with the International

Court, and legal advice to all organs of the United Nations, has concentrated much of the attention of its senior staff this year on the constructive activities of the International Law Commission, which has begun its task of developing and codifying international law. The importance of this work for 1950 and years to come can hardly be reckoned less than the political or economic and social work of the Organization—peace with justice is an objective which the civilized world seeks again to implement through the United Nations. To carry out this work at a reasonable speed, a small increase in staff has been requested.

One other section of the Secretariat requires strengthening in 1950. This is the Library, which has become an increasingly indispensable tool of the substantive departments as the work has moved from an organizational to a research, analysis and publications stage. At the same time, demands are increasing from the Secretariat, the delegations and the Press. An unprecedented bulk of documents and publications of Governments and specialized agencies has reached the Library for selection, classification and indexing. Relationships with other libraries in the area have tremendously expanded the facilities available to United Nations users, and while such relationships reduce the necessity for large collections by the United Nations Library, they are costly in staff time. Recognizing the central role of this service after further study, it has been decided to transfer its functions to the Executive Office.

The provision for salaries, quite apart from the question of new posts, continues to rise at this stage of the organization due largely to the system of within-grade increments. The increase, however, is substantially smaller than in previous years, and in the natural course of staff turnover, further substantial curtailment of the item of within-grade increments may be expected in future years. Provision is made in the estimates for the continuation of the present system of salaries and allowances pending the conclusions of the Committee of Experts on Salaries, Allowances and Leave Systems, which I have appointed at the request of the General Assembly. Should the report of this Committee prove acceptable to the fourth session of the General Assembly, I shall request authority to take the action necessary to implement the new system during 1950. It should also be pointed out that the salaries have been continued on a gross basis with a corresponding offset in miscellaneous income from the Staff Assessment Plan.

Estimates for common staff costs show a decrease from \$4 502 900 to \$3 948 550, mainly due to the deletion of the provision made in 1949 for tax reimbursements.

No provision is included in the estimates for the expenses of moving from the interim headquarters at Lake Success to the permanent site, since the date of completion of the building is still uncertain and in any case will not be before the last month of 1950.

The work of the regional economic commissions in the Far East and in Latin America has passed into a substantive stage during this year and the demands of the commissions require certain additional staff. To a large extent this increased cost has been offset in the Far East due to the relocation of the secretariat at Bangkok with a consequent saving in salaries. The costs at Santiago, the headquarters of the most recently established commission, continue to rise due to the new posts and the expenses of travel over a wide area to make necessary governmental contacts.

In accordance with resolution 250 (III), (paragraph 1 (b) (ii)) of the General Assembly, a \$533 768 provision is included in the estimates in a new section 26 for the liquidation of credits arising from the transfer of the assets of the League of Nations to the United Nations. Contributions of certain Members will, however, be reduced in the same amount.

The budget estimates for the International Court of Justice require special comment only on the point of application of the staff assessment plan. The Court has taken the view that the plan was not intended to apply to the staff at The Hague, and this matter will be referred to the General Assembly for decision.

Due to certain established principles and practices, I believe other sections of the budget require no special comment this year. In form of presentation, I have attempted to make a minimum number of changes in order to facilitate comparison with the experience of the past years. It has been

necessary, however, to regroup under a single heading (part VIII), all operational expenses in connexion with technical assistance programmes. These are shown under three sections, 25, 25a and 25b, respectively assigned to Advisory Social Welfare Services, technical assistance in the economic field and training in public administration, in order that the General Assembly may be able to segregate the costs of these programmes on a project basis. Changes in the place of the Library and Specialized Agencies Section estimates follow, of course, the organizational changes mentioned above. At the same time, I have continued my efforts to arrive at a common form of presentation for the budgets of United Nations and the specialized agencies. With the directors-general, I have agreed upon a simplified standard summary of budget estimates which will be published at a later date as an information annex to these estimates.

Although only two of the succeeding pages are devoted to income estimates, the importance of the income side of the budget for 1950 cannot be overemphasized. Thus far, the record for payment of contributions has been highly satisfactory for the parent organization, although it has been a matter of real concern to several of the specialized agencies. The foresight of the General Assembly in establishing a Working Capital Fund to take care of the inevitable delays in payment and unforeseen and extraordinary expenses is greatly to be praised. I have only to solicit your continued support in the fifth financial year for the work we have undertaken together.



Trygve LIE,  
*Secretary-General*

27 June 1949

**DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1950**

*The General Assembly*

*Resolves* that for the financial year 1950:

1. An amount of \$44 314 398(U.S.) is hereby appropriated 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 and Commissions and Committees thereof .....	1 420 270	
2. The Security Council and commissions and committees thereof .....	357 600	
3. The Economic and Social Council and commissions and committees thereof .....	331 460	
(a) Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	39 900	
(b) Regional economic commissions.....	<u>50 020</u>	
	421 380	
4. The Trusteeship Council and commissions and committees thereof .....	<u>173 780</u>	
<b>TOTAL, PART I</b>		<b>\$ 2 373 030</b>

**PART II. SPECIAL CONFERENCES, INVESTIGATIONS AND INQUIRIES**

5. Special conferences .....	16 600	
6. Investigations and inquiries.....	<u>5 000 000</u>	
<b>TOTAL, PART II</b>		<b>\$ 5 016 600</b>

**PART III. HEADQUARTERS, NEW YORK**

7. Executive Office of the Secretary-General.....	496 000	
7(a) Library .....	<u>474 400</u>	
	970 400	
8. Department of Security Council Affairs.....	824 000	
9. Military Staff Committee secretariat.....	198 900	
10. Department of Economic Affairs.....	2 519 400	
11. Department of Social Affairs.....	1 700 000	
12. Department for Trusteeship and Information from Non-Self-Governing Territories .....	966 700	
13. Department of Public Information.....	3 355 000	
14. Department of Legal Affairs.....	531 300	
15. Conference and General Services.....	8 928 700	
16. Administrative and Financial Services.....	1 758 400	
17. Common staff costs.....	3 948 550	
18. Common services .....	2 215 000	
19. Permanent equipment .....	<u>244 800</u>	
<b>TOTAL, PART III</b>		<b>\$28 161 850</b>

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

20. United Nations Office at Geneva (excluding direct costs, chapter III, secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body)	4 259 190	
Chapter III, the secretariat (direct costs) of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body .....	<u>53 410</u>	
<b>TOTAL, PART IV</b>		<b>\$ 4 312 600</b>



*Section*

21. Information centres (other than information services in Geneva) .....	858 400	
TOTAL, PART V		\$ 858 400
PART VI. REGIONAL ECONOMIC COMMISSIONS (Other than the Economic Commission for Europe)		
22. Economic Commission for Asia and the Far East.....	621 900	
23. Economic Commission for Latin America.....	464 500	
TOTAL, PART VI		\$ 1 086 400
PART VII. HOSPITALITY		
24. Hospitality .....	20 000	
TOTAL, PART VII		\$ 20 000
PART VIII. TECHNICAL PROGRAMMES		
25. Advisory social welfare functions.....	635 900	
25(a) Technical assistance for economic development.....	539 000	
25(b) International centre for training in public administration .....	149 500	
	<u>1 324 400</u>	
TOTAL, PART VIII		\$ 1 324 400
PART IX. SPECIAL EXPENSES		
26. Transfer of the assets of the League of Nations to the United Nations .....	533 768	
TOTAL, PART IX		\$ 533 768

## B. THE INTERNATIONAL COURT OF JUSTICE

## PART X. THE INTERNATIONAL COURT OF JUSTICE

27. The International Court of Justice.....	627 350	
TOTAL, PART X		<u>\$ 627 350</u>
GRAND TOTAL		\$ 14 314 398

2. The appropriations granted by paragraph 1 shall be financed by contributions from Members after adjustment as provided by regulation 17 of the Provisional Financial Regulations. For this purpose, miscellaneous income for the financial year 1950 is estimated at \$5 016 525(U.S.).

3. Amounts not exceeding the appropriations granted by paragraph 1 shall be available for payment of obligations in respect of goods supplied and services rendered during the period 1 January 1950 to 31 December 1950.

4. The Secretary-General is authorized:

(i) To administer as a unit the appropriations

provided under section 3 a and section 20, chapter III, as detailed under paragraph 1;

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

5. In addition to the appropriations granted by paragraph 1, an amount of \$14 000(U.S.) 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 1950:

The Secretary-General, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, and subject to the finan-

cial 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,<sup>1</sup> 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 for the Far East, and of the Economic Commission for Latin America not to exceed \$10 260, \$10 880 and \$28 880 respectively under each of these three headings, on approval of the holding of such sessions by the Economic and Social Council;

(c) Such commitments as may be necessary to provide for expenses for the proposed Economic Commission for the Middle East should the Economic and Social Council decide that this Commission shall be created in 1950;

(d) Such commitments, duly certified by the

<sup>1</sup> All sums mentioned in this resolution are in U.S. dollars.

President of the International Court of Justice, relating to expenses occasioned:

- (i) By the appointment of judges *ad hoc* (Statute, Article 31), of assessors (Statute, Article 30), or of witnesses and experts (Statute, Article 50);
- (ii) By the maintenance in office of judges who have not been re-elected (Statute, Article 13, paragraph 3);
- (iii) By the holding of sessions of the Court away from The Hague (Statute, Article 22),

and which do not exceed \$55 000, \$40 000 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 this 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 1950 at the amount of \$20 000 000;<sup>1</sup>

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 fifth 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 1949; provided that, should the advance paid by any Member to the Working Capital Fund for the financial year 1949 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 fifth 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

<sup>1</sup> All sums mentioned in this resolution are in U.S. dollars.

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 payment, 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 the rental advances, guarantee deposits and working capital advances.

**BUDGET ESTIMATES FOR  
THE FINANCIAL YEAR 1950**

**DETAILED SCHEDULE**

**BUDGET ESTIMATES 1950 — DETAILED SCHEDULE**

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
<b>A. UNITED NATIONS</b>					
<b>PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES</b>					
<i>Section 1. The General Assembly, Commissions and Committees</i>					
<b>Chapter I. The General Assembly session</b>					
(i) Travel of representatives .....	162 250			160 000	127 613
(ii) Local transportation .....	98 000			150 000	29 233
(iii) Temporary assistance .....	220 000			184 140	308 475
(iv) Travel and subsistence of staff .....	21 000			21 000	1 158 206
(v) Salaries and travel of consultants and liaison representatives .....	1 400			—	5 172
(vi) Overtime and night differential .....	60 000			91 980	20 035
(vii) Rental and maintenance of simultaneous interpretation equipment .....	26 150			24 400	36 242
(viii) Maintenance of other equipment .....	18 000			20 000	1 198
(ix) Radio services .....	14 500			15 000	110 000
(x) Telephone services .....	14 300			11 100	31 399
(xi) Freight, cartage and express .....	2 000			3 000	53 765
(xii) Maintenance of premises .....	21 200			14 800	333
(xiii) Utilities .....	30 000			29 900	16 291
(xiv) Loss on cafeteria operations .....	15 000			15 000	—
(xv) Miscellaneous supplies and contractual services .....	10 000			10 000	9 454
(xvi) Contractual printing .....	435 230			421 560	242 789
Other expenses .....	—			—	216 305*
		1 149 030		1 171 880	2 366 510
Second special session of the General Assembly .....	—			—	165 787
Second part of the third ordinary session of the General Assembly .....	—			357 270	—
<b>Chapter II. The Advisory Committee on Ad- ministrative and Budgetary Ques- tions</b>					
(i) Travel of members .....	17 550			20 925	13 000
(ii) Subsistence .....	40 260			34 915	40 352
(iii) Local transportation .....	6 000			6 480	2 570
(iv) Contractual printing .....	12 850			7 400	9 631
Travel and subsistence of staff .....	—			—	1 201
		76 660		69 720	66 754
<b>Chapter III. Committee on Contributions</b>					
(i) Travel of members .....	6 500			7 750	4 112
(ii) Subsistence .....	5 600			6 600	2 082
(iii) Local transportation .....	1 320			1 440	220
(iv) Contractual printing .....	1 680			1 950	—
		15 100		17 740	6 414
<b>Chapter IV. The International Law Commis- sion</b>					
(i) Travel of members .....	9 750			11 620	—
(ii) Subsistence of members .....	28 000			22 500	—
(iii) Contractual printing .....	69 880			15 450	—
(iv) Temporary assistance .....	2 600			—	—
(v) Travel and subsistence of staff .....	13 000			—	—
(vi) Salaries and travel of consultants .....	6 000			—	—
Local transportation .....	—			4 800	—
		129 230		54 370	—
<b>Chapter V. Special Committee on Information transmitted under Article 73 e of the Charter</b>					
(i) Local transportation .....	1 280			960	—
(ii) Contractual printing .....	5 970			8 000	—
Travel and subsistence of staff .....	—			—	6 010
		7 250		8 960	6 010

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter VI. The Board of External Auditors		43 000		35 000	38 481
Interim Committee of the General Assembly .....		-		42 600	37 018
Committee on Berlin Currency and Trade .....		-		-	1 407
TOTAL, section 1			<u>\$1 420 270</u>	<u>\$1 757 540</u>	<u>\$2 688 381</u>

*Note, section 1*

\* Non-recurring expenses of 1948 session in Paris on other items than those listed above.

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

Chapter I. The Security Council					
(i) Contractual printing .....	327 180	327 180		390 000	178 723
Chapter II. Atomic Energy Commission					
(i) Contractual printing .....	19 260	19 260		17 960	17 831
Chapter III. Commission on Conventional Armaments					
(i) Contractual printing .....	11 160	11 160		10 320	-
TOTAL, section 2			<u>\$357 600</u>	<u>\$ 418 280</u>	<u>\$ 196 554</u>

*Section 3. Economic and Social Council, Commissions and Committees*

Chapter I. The Economic and Social Council					
(i) Local transportation .....	8 280			8 400	3 915
(ii) Salaries and travel of consultants and liaison representatives .....	-			9 670	2 822
(iii) Contractual printing .....	69 800			81 880	50 352
Travel and subsistence of staff .....	-			60 000	45 225
		<u>78 080</u>		<u>159 950</u>	<u>102 314</u>
Chapter II. Social Commission					
(i) Travel of members .....	11 700			13 950	9 254
(ii) Local transportation .....	1 900			1 800	1 660
(iii) Contractual printing .....	8 950			6 210	4 507
		<u>22 550</u>		<u>21 960</u>	<u>15 421</u>
Chapter III. Commission on Human Rights					
(i) Travel of members .....	11 700			13 950	9 243
(ii) Local transportation .....	3 300			1 800	1 220
(iii) Contractual printing .....	4 330			3 100	4 050
Salaries, travel and subsistence of consultants and liaison representatives .....	-			-	739
		<u>19 330</u>		<u>18 850</u>	<u>15 252</u>
Chapter IV. Sub-Commission on Prevention of Discrimination and Protection of Minorities					
(i) Travel of members .....	7 800			9 300	-
(ii) Subsistence of members .....	6 240			4 320	-
(iii) Local transportation .....	1 020			720	-
(iv) Contractual printing .....	1 730			2 480	-
		<u>16 790</u>		<u>16 820</u>	<u>-</u>
Chapter V. Sub-Commission on Freedom of Information and of the Press					
(i) Travel of members .....	7 800			9 300	3 222
(ii) Subsistence of members .....	6 240			4 320	5 765
(iii) Local transportation .....	1 020			720	720
(iv) Contractual printing .....	1 730			3 100	-
		<u>16 790</u>		<u>17 440</u>	<u>9 707</u>

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter VI. Commission on the Status of Women					
(i) Travel of members .....	9 750			15 080	11 081
(ii) Local transportation .....	1 360			810	840
(iii) Contractual printing .....	2 160			2 990	146
Temporary assistance .....	-			1 600	-
Travel and subsistence of staff .....	-			19 540	-
Miscellaneous expenses .....	-			700	-
		13 270		40 720	12 067
Chapter VII. Narcotic Drugs Commission					
(i) Travel of members .....	9 750			11 620	8 889
(ii) Salaries and travel of consultants and liaison representatives .....	2 580			-	-
(iii) Local transportation .....	2 640			960	800
(iv) Contractual printing .....	5 920			2 480	3 351
		20 890		15 060	13 040
Chapter VIII. Population Commission					
(i) Travel of members .....	7 800			9 300	4 552
(ii) Salaries and travel of consultants and liaison representatives .....	1 800			-	701
(iii) Local transportation .....	1 020			720	660
(iv) Contractual printing .....	3 480			1 990	-
		14 100		12 010	5 913
Chapter IX. Economic and Employment Commission					
(i) Travel of members .....	9 750			11 620	7 200
(ii) Local transportation .....	880			960	860
(iii) Contractual printing .....	3 480			4 600	1 988
		14 110		17 180	10 048
Chapter X. Sub-Commission on Economic Development					
(i) Travel of members .....	4 550			5 420	2 018
(ii) Subsistence of members .....	2 380			2 520	2 250
(iii) Local transportation .....	440			480	260
(iv) Contractual printing .....	3 480			3 730	-
		10 850		12 150	4 528
Chapter XI. Sub-Commission on Employment and Economic Stability					
(i) Travel of members .....	4 550			5 420	3 800
(ii) Subsistence of members .....	2 660			2 520	2 635
(iii) Local transportation .....	440			480	280
(iv) Contractual printing .....	3 480			3 730	2 635
		11 130		12 150	9 350
Chapter XII. Statistical Commission					
(i) Travel of members .....	7 800			9 300	8 322
(ii) Subsistence of members .....	900			720	1 780
(iii) Contractual printing .....	14 080			3 100	2 400
Salaries and travel of consultants and liaison representatives .....	-			-	11 043
		22 780		13 120	23 545
Chapter XIII. Sub-Commission on Statistical Sampling					
(i) Travel of members .....	3 250			3 880	1 829
(ii) Subsistence of members .....	1 900			1 600	1 365
(iii) Salaries and travel of consultants and liaison representatives .....	1 080			1 070	239
(iv) Local transportation .....	440			480	-
(v) Contractual printing .....	6 370			5 580	1 363
Travel and subsistence of staff .....	-			-	2 476
		13 040		12 610	7 272

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter XIV. Fiscal Commission					
(i) Travel of members .....	9 750			11 620	-
(ii) Local transportation .....	880			960	-
(iii) Contractual printing .....	4 490			3 710	-
		15 120		16 290	-
Chapter XV. Transport and Communications Commission					
(i) Travel of members .....	9 750			11 620	3 660
(ii) Local transportation .....	1 360			960	-
(iii) Contractual printing .....	4 490			3 730	3 017
Travel and subsistence of staff .....	-			-	5 327
		15 600		16 310	12 004
Chapter XVI. Additional expenses for Geneva sessions					
(i) Travel and subsistence of staff .....	17 000			17 000	-
(ii) Freight, cartage and express .....	500			500	-
(iii) Local transportation (reduction) .....	(1 440)			(1 440)	-
		16 060		16 060	-
Chapter XVII. Interim Co-ordinating Committee for International Commodity Arrangements					
(i) Travel of members .....	3 900			2 280	-
(ii) Subsistence of members .....	2 280			600	-
(iii) Local transportation .....	220			120	-
(iv) Travel and subsistence of staff .....	1 150			-	266
(v) Contractual printing .....	3 420			-	-
		10 970		3 000	266
Drafting Committee on the Bill of Rights ....	-			-	3 000
<i>Ad hoc</i> Committee on Genocide .....	-			-	1 556
TOTAL, section 3			\$ 331 460	\$ 421 680	\$ 245 283
<i>Section 3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body</i>					
Chapter I. Permanent Central Opium Board and Narcotic Drugs Supervisory Body					
(i) Travel of members .....	15 030			20 310	11 827
(ii) Subsistence of members .....	8 370			7 000	8 250
(iii) Contractual printing .....	16 500			31 610	-
(iv) Travel and subsistence of staff .....	-			2 450	81
TOTAL, section 3a		\$ 39 900	\$ 39 900	\$ 61 370	\$ 20 158
<i>Section 3b. Regional Economic Commissions</i>					
Chapter I. Economic Commission for Europe					
(i) Travel and subsistence of staff .....	3 000			3 000	1 383
(ii) Contractual printing .....	7 260			5 560	-
		10 260		8 560	1 383
Chapter II. Economic Commission for Asia and the Far East					
(i) Local transportation .....	1 000			1 800	422
(ii) Travel and subsistence of staff .....	4 000			17 500	209 329
(iii) Contractual printing .....	5 880			7 010	-
Travel of members .....	-			-	895
Hospitality .....	-			-	827
		10 880		26 310	211 473

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter III. Economic Commission for Latin America					
(i) Travel and subsistence of staff . . . . .	16 500			21 700	41 830
(ii) Rental and maintenance of simultaneous interpretation equipment . . . . .	6 500			5 300	—
(iii) Contractual printing . . . . .	5 880			3 240	—
Local transportation . . . . .	—			—	996
Hospitality . . . . .	—			—	43
		28 880		30 240	42 869
<i>Ad hoc</i> Committee on the Economic Commission for the Middle East . . . . .	—			—	424
TOTAL, section 3b			\$ 50 020	\$ 65 110	\$ 256 149
TOTAL, sections 3, 3a, and 3b			\$ 421 380	\$ 548 160	\$ 521 590
 <i>Section 4. The Trusteeship Council, Commissions and Committees</i>					
Chapter I. The Trusteeship Council					
(i) Local transportation . . . . .	4 800			2 880	2 580
(ii) Contractual printing . . . . .	43 570			65 110	33 621
		48 370		67 990	36 201
Chapter II. 1950 Visiting Mission	75 000	75 000		73 650	47 840*
Chapter III. 1949 Visiting Mission (West Africa)		50 410			
TOTAL, section 4			\$ 173 780	\$ 141 640	\$ 84 041
TOTAL, PART I			\$ 2 373 030	\$ 2 865 620	\$ 3 490 566

*Note, section 4*

\* Visiting Mission to East Africa.

## PART II. SPECIAL CONFERENCES, INVESTIGATIONS AND INQUIRIES

*Section 5. Special Conferences*

## Chapter I. United Nations Commodity Conference

(i) Local transportation . . . . .	6 600	6 600		—	—
Chapter II. Printing of prior years' reports	10 000	10 000		—	—
Conference on the Conservation and Utilization of Resources . . . . .	—	—		55 225	—
Meeting of Experts on Housing . . . . .	—	—		13 560	—
Conference on World Road Transport . . . . .	—	—		9 325	—
Conference on Freedom of Information . . . . .	—	—		—	32 032
International Maritime Conference . . . . .	—	—		—	6 184
Meeting of Experts on International Research Laboratories . . . . .	—	—		4 700	—
TOTAL, section 5			\$ 16 600	\$ 82 810	\$ 38 216

*Section 6. Investigations and Inquiries*

Special Committee on the Balkans . . . . .	—			1 397 870	587 564
United Nations Commission for India and Pakistan . . . . .	—			324 599	231 309
Committee of Good Offices on the Indonesian Question . . . . .	—	—		215 114	223 135
Commission of Inquiry into the Effects of Chewing the Coca Leaf . . . . .	—	—		17 000	—
United Nations Commission on Palestine . . . . .	—	—		—	148 495
		5 000 000			



	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
United Nations Conciliation Commission on Palestine .....	-			2 998 860	3 616 190
United Nations Commission on Korea .....	-			338 800	284 115
TOTAL, section 6			\$5 000 000	\$5 292 243	\$5 090 808
TOTAL, PART II			<u>\$5 016 600</u>	<u>\$5 375 053</u>	<u>\$5 129 024</u>

## PART III. HEADQUARTERS, NEW YORK

## Section 7. Executive Office of the Secretary-General

## Chapter I. Salaries and wages

(i) Established posts .....	413 640			408 370	252 948
(ii) Consultants .....	3 000			4 500	-
(iii) Temporary assistance .....	8 500			7 810	8 653
(iv) Overtime .....	3 500			4 790	3 033
			<u>428 640</u>	<u>425 470</u>	<u>264 634</u>

## Chapter II. Other departmental expenses

(i) Travel on official business .....	20 000	-		29 500	11 522
(ii) Travel on home leave .....	20 760			12 150	21 436
(iii) Cable, telegraph, wireless communica- tions and long distance telephone .....	10 000			6 080	11 249
(iv) Air freight .....	100			230	24
(v) Housing accommodation for the Secre- tary-General .....	15 000			15 000	14 994
(vi) Contractual printing .....	1 500			3 170	-
			<u>67 360</u>	<u>66 130</u>	<u>59 225</u>

TOTAL, section 7

\$ 496 000    \$ 491 600    \$ 323 859

## Section 7a. Library

## Chapter I. Salaries and wages

(i) Established posts .....	400 500			321 800	-
(ii) Consultants .....	900			-	-
(iii) Temporary assistance .....	36 000			9 920	-
(iv) Overtime .....	2 500			2 520	-
			<u>439 900</u>	<u>334 240</u>	<u>-*</u>

## Chapter II. Other departmental expenses

(i) Travel on official business .....	2 500			2 500	-
(ii) Travel on home leave .....	9 500			24 000	-
(iii) Cable, telegraph, wireless communica- tion and long distance telephone .....	2 000			2 300	-
(iv) Air freight .....	500			-	-
(v) Contractual library services .....	20 000			20 000	-
			<u>34 500</u>	<u>48 800</u>	<u>-*</u>

TOTAL, section 7a

\$ 474 400    \$ 383 040    \$ -\*

Note, section 7a

\* Included in 1948 under Department of Public Information (section 13).

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
<i>Section 8. Department of Security Council Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	724 100			732 360	515 766
(ii) Consultants .....	4 000			4 000	3 806
(iii) Temporary assistance .....	16 000			18 600	9 147
(iv) Overtime .....	6 000			5 670	4 882
		750 100		760 630	533 601
Chapter II. Other departmental expenses					
(i) Travel on official business .....	6 000			10 000	3 038
(ii) Travel on home leave .....	50 000			21 840	46 317
(iii) Cable, telegraph, wireless communication and long distance telephone .....	8 000			4 000	13 299
(iv) Air freight .....	600			600	298
(v) Contractual printing .....	10 000			-	-
		74 600		36 440	62 952
<b>TOTAL, section 8</b>				<b>\$ 797 070</b>	<b>\$ 596 553</b>
<i>Section 9. Military Staff Committee Secretariat</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	175 250			174 620	130 290
(ii) Overtime .....	1 000			3 780	169
		176 250		178 400	130 459
Chapter II. Other departmental expenses					
(i) Travel on official business .....	100			500	2
(ii) Travel on home leave .....	22 300			16 500	11 629
(iii) Cable, telegraph, wireless communication and long distance telephone .....	250			1 000	23
		22 650		18 000	11 654
<b>TOTAL, section 9</b>				<b>\$ 196 400</b>	<b>\$ 142 113</b>
<i>Section 10. Department of Economic Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	2 005 100			1 739 715	1 201 146
(ii) Consultants (including research project grants) .....	54 000			60 000	23 405
(iii) Temporary assistance .....	30 000			72 650	53 631
(iv) Overtime .....	5 000			5 920	3 946
		2 094 100		1 878 285	1 282 128
Chapter II. Other departmental expenses					
(i) Travel on official business .....	60 000			54 500	51 409
(ii) Travel on home leave .....	88 300			78 350	60 090
(iii) Cable, telegraph, wireless communication and long distance telephone .....	22 000			17 220	19 912
(iv) Air freight .....	5 000			2 870	4 119
(v) Contractual printing .....	250 000			184 830	125 338
		425 300		337 770	260 868
<b>TOTAL, section 10</b>				<b>\$ 2 216 055</b>	<b>\$ 1 542 996</b>
<i>Section 11. Department of Social Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	1 354 300			1 197 550	788 364
(ii) Consultants (including research project grants) .....	42 300			43 000	54 946
(iii) Temporary assistance .....	42 000			44 795	38 716
(iv) Overtime .....	4 400			4 410	2 785
		1 443 000		1 289 755	884 811

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
<b>Chapter II. Other departmental expenses</b>					
(i) Travel on official business .....	30 000			30 000	22 288
(ii) Travel on home leave .....	70 500			50 000	58 430
(iii) Cable, telegraph, wireless communication and long distance telephone .....	6 000			5 500	4 770
(iv) Air freight .....	500			1 000	339
(v) Contractual printing .....	150 000			112 000	38 389
		257 000		198 500	124 216
TOTAL, section 11			\$1 700 000	\$1 488 255	\$1 009 027
<i>Section 12. Department for Trusteeship and Information from Non-Self-Governing Territories</i>					
<b>Chapter I. Salaries and wages</b>					
(i) Established posts .....	833 300			802 800	540 262
(ii) Consultants .....	4 000			5 000	243
(iii) Temporary assistance .....	9 900			9 920	8 735
(iv) Overtime .....	2 500			2 520	2 181
		849 700		820 240	551 421
<b>Chapter II. Other departmental expenses</b>					
(i) Travel on official business .....	12 000			15 000	7 064
(ii) Travel on home leave .....	72 400			94 000	59 360
(iii) Cable, telegraph, wireless communication and long distance telephone .....	3 000			5 000	1 312
(iv) Air freight .....	3 000			3 000	1 030
(v) Contractual printing .....	26 600			27 000	17 628
		117 000		144 000	86 394
TOTAL, section 12			\$ 966 700	\$ 964 240	\$ 637 815
<i>Section 13. Department of Public Information</i>					
<b>Chapter I. Salaries and wages</b>					
(i) Established posts .....	1 992 110			1 981 470	1 705 365
(ii) Consultants .....	9 000			9 000	14 939
(iii) Temporary assistance .....	30 000			33 480	46 593
(iv) Overtime .....	5 000			10 330	1 833
(v) Night differential .....	1 020			3 340	390
		2 037 130		2 037 620	1 769 120
<b>Chapter II. Other departmental expenses</b>					
(i) Travel on official business .....	30 000			30 000	22 000
(ii) Travel on home leave .....	115 000			113 220	106 154
(iii) Cable, telegraph, wireless communication and long distance telephone .....	49 000			51 940	48 655
(iv) Teletype and telecommunication services .....	6 470			26 470	412 644
(v) Radio services .....	398 490			350 210	
(vi) Air freight .....	45 000			45 000	45 160
(vii) Contractual printing .....	340 000			340 000	349 493
(viii) Photographic supplies and services .....	58 000			30 000	21 193
(ix) Motion picture supplies and services .....	256 740			278 890	404 164
(x) Travel and subsistence of representatives of national and international organizations .....	14 670			14 670	20 876
(xi) Newspapers and periodicals .....	2 000			2 500	1 316
(xii) Subscriptions to telegraphic reports from news agencies .....	2 500			2 500	2 832
Poster competition .....	-			-	6 500
		1 317 870		1 285 400	1 440 987
<b>Chapter III. Administrative committees</b>					
	-			-	11 801
TOTAL, section 13			\$3 355 000	\$3 323 020	\$3 221 908*

Note, section 13

\* Includes expenses of Library Services as a result of the transfer of the Opinion Survey and Research Sections.

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
<i>Section 14. Department of Legal Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts .....	384 640			399 410	278 432
(ii) Consultants and contingency for legal fees .....	5 000			7 500	3 800
(iii) Temporary assistance .....	7 500			7 440	5 687
(iv) Overtime .....	1 000			1 890	431
		398 140		416 240	288 350
Chapter II. Other departmental expenses					
(i) Travel on official business .....	9 000			10 000	6 301
(ii) Travel on home leave .....	19 500			13 000	15 855
(iii) Cable, telegraph, wireless communication and long distance telephone .....	2 000			2 250	1 488
(iv) Air freight .....	500			500	452
(v) Contractual printing .....	102 160			125 120	51 943
		133 160		150 870	76 039
TOTAL, section 14			\$ 531 300	\$ 567 110	\$ 364 389

*Section 15. Conference and General Services*

Chapter I. Salaries and wages					
(i) Established posts .....	8 191 700			7 695 000	5 858 484
(ii) Consultants .....	11 000			12 500	5 378
(iii) Temporary assistance .....	120 000			314 000	169 759
(iv) Overtime .....	155 000			170 100	121 976
(v) Night differential .....	47 000			56 700	39 600
		8 524 700		8 248 300	6 195 197
Chapter II. Other departmental expenses					
(i) Travel on official business .....	10 000			14 800	5 757
(ii) Travel on home leave .....	358 700			194 000	367 477
(iii) Cable, telegraph, wireless communication and long distance telephone .....	15 700			11 700	11 874
(iv) Air freight .....	3 600			9 500	3 060
(v) Contractual printing .....	16 000			16 500	12 954
		404 000		246 500	401 122
TOTAL, section 15			\$8 928 700	\$8 494 800	\$6 596 319

*Section 16. Administrative and Financial Services*

Chapter I. Salaries and wages					
(i) Established posts .....	1 402 410			1 355 780	1 116 313
(ii) Consultants .....	47 150			30 900	10 383
(iii) Temporary assistance .....	44 120			70 030	112 389
(iv) Overtime .....	8 650			8 830	10 697
(v) Night differential .....	100			260	78
		1 502 430		1 465 800	1 249 860
Chapter II. Other departmental expenses					
(i) Travel on official business .....	39 500			31 900	14 478
(ii) Travel on home leave .....	106 770			80 500	95 616
(iii) Cable, telegraph, wireless communication and long distance telephone .....	6 900			7 850	6 887
(iv) Air freight .....	600			750	326
(v) Contractual printing .....	4 000			3 000	3 671
(vi) Miscellaneous supplies and contractual services .....	-			2 000	-
		157 770		126 000	120 978



	Estimates, 1950			1949 approved estimate \$	1948 expense \$	
	Article \$	Chapter \$	Section \$			
<i>Section 18. Common Services</i>						
Chapter I. Telephone and postal services, and freight, cartage and express						
(i) Telephone services (excluding long distance) .....	159 500			146 000	161 278	
(ii) Postal services .....	168 000			152 000	158 583	
(iii) Freight, cartage and express (excluding air freight) .....	36 000			49 000	26 087	
		363 500		347 000	345 948	
Chapter II. Rental and maintenance of premises						
(i) Rental of premises .....	400 700			389 000	392 070	
(ii) Maintenance of premises .....	198 000			203 100	186 136	
(iii) Utilities (light, heat, power and water) .....	233 000			248 000	242 073	
		831 700		840 100	820 279	
Chapter III. Stationery and supplies						
(i) Stationery and office supplies .....	159 400			154 500	112 553	
(ii) Supplies for internal reproduction .....	312 300			261 000	203 123	
(iii) Supplies for sound and transcription ...	37 000			44 500	— <sup>a</sup>	
		508 700		460 000	315 676	
Chapter IV. Rental and maintenance of equipment						
(i) Rental and maintenance of furniture and fixtures .....	2 000			2 100	— <sup>b</sup>	
(ii) Rental and maintenance of internal reproduction equipment .....	6 000			11 700	6 487	
(iii) Rental and maintenance of sound and transcription equipment .....	148 400			108 840	— <sup>c</sup>	
(iv) Rental and maintenance of simultaneous interpretation equipment .....	82 000			48 480	—	
(v) Rental and maintenance of other office equipment .....	33 200			21 300	34 099	
(vi) Maintenance of radio equipment .....	133 000			85 680	— <sup>b</sup>	
(vii) Maintenance and operation of transportation equipment .....	37 000			42 000	36 110	
(viii) Rental and maintenance of other equipment .....	11 000			14 000	253 965	
		452 600		334 100	330 661	
Chapter V. Other supplies and services						
(i) Insurance .....	32 500			32 500	68 458	
(ii) Miscellaneous supplies and contractual services .....	26 000			35 000	70 030 <sup>e</sup>	
		58 500		67 500	138 488	
TOTAL, section 18				<u>\$2 215 000</u>	<u>\$2 048 700</u>	<u>\$1 951 052</u>

*Notes, section 18*

<sup>a</sup> Included in 1948 accounts under item (ii), chapter V, below, "Miscellaneous supplies and contractual services".

<sup>b</sup> Included in 1948 accounts under "Rental and maintenance of other equipment".

<sup>c</sup> Includes costs of sound and transcription supplies shown under item (iii), chapter III, above, in 1949 and 1950, and expenses of contractual library services, shown in 1949 and 1950 under item (iv), chapter II, section 7a.

*Section 19. Permanent Equipment*

## Chapter I. Furniture, fixtures and office equipment

(i) Furniture and fixtures .....	25 000			25 330	36 898
(ii) Internal reproduction equipment .....	8 800			16 120	25 423
(iii) Sound and transcription equipment .....	9 000			20 690	13 280
(iv) Simultaneous interpretation equipment .....	8 000			8 000	—
(v) Other office equipment .....	33 000			94 850	82 122
		83 800		164 990	157 723

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter II. Library books and equipment					
(i) Library books, periodicals and maps ...	59 000			80 000	91 642
(ii) Library equipment .....	4 000			8 000	2 723
		63 000		88 000	94 365
Chapter III. Information services equipment					
(i) Photographic and motion picture equip- ment .....	15 000			17 410	12 977
(ii) Radio equipment .....	8 000			10 000	32 116
		23 000		27 410	45 093
Chapter IV. Other permanent equipment					
(i) Transportation equipment .....	48 000			44 690	60 801
(ii) Alterations and improvements to leased premises .....	15 000			30 000	90 441
(iii) Miscellaneous equipment .....	12 000			15 000	34 535
		75 000		89 690	185 777
TOTAL, section 19				\$244 800	\$482 958
TOTAL, PART III				\$28 161 850	\$27 489 700
					\$23 143 617

## PART IV. UNITED NATIONS OFFICE AT GENEVA

## Section 20. United Nations Office at Geneva

## Chapter I. General services

## Salaries and wages

(i) Established posts (including cost-of- living allowances) .....	1 646 440			1 659 300	1 272 989
(ii) Consultants .....	500			1 000	397
(iii) Temporary assistance .....	112 000			133 280	138 073
(iv) Casual labour (part-time cleaners)....	58 000			-	-
(v) Overtime .....	16 500			16 520	15 156
(vi) Night differential .....	9 500			9 440	8 832

## Other expenses

(vii) Travel on official business .....	10 500			11 300	11 755
(viii) Travel on home leave .....	16 000			25 500	11 374
(ix) Cable, telegraph, wireless and long dis- tance telephone .....	13 000			11 000	22 786
(x) Air freight .....	600			600	885
(xi) Contractual printing .....	12 500			11 000	16 327
		1 895 540		1 878 940	1 498 574

## Chapter II. Information services

## Salaries and wages

(i) Established posts (including cost-of- living allowances) .....	104 200			89 050	-
(ii) Temporary assistance .....	500			-	-
(iii) Overtime .....	500			1 180	-

## Other expenses

(iv) Travel on official business .....	2 000			1 000	-
(v) Travel on home leave .....	3 000			1 200	-
(vi) Cable, telegraph, wireless and long dis- tance telephone .....	5 000			9 300	-
(vii) Air freight .....	600			600	-
(viii) Radio services .....	6 900			14 100	-
(ix) Photographic and motion picture sup- plies and services .....	1 500			3 000	-
(x) Contractual printing .....	1 000			-	-
		125 200		119 430	-

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter III. Secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body					
Salaries and wages					
(i) Established posts (including cost-of-living allowances) .....	47 500			47 610	—
(ii) Temporary assistance .....	1 500			—	—
Other expenses					
(iii) Travel on official business .....	2 800			2 600	—
(iv) Travel on home leave .....	110			950	—
(v) Cable, telegraph and long distance telephone .....	1 500			2 000	—
		53 410		53 160	— <sup>b</sup>
Chapter IV. Economic Commission for Europe					
Salaries and wages					
(i) Established posts (including cost-of-living allowances) .....	959 550			990 400	613 728
(ii) Consultants .....	30 000			24 780	15 246
(iii) Temporary assistance .....	20 000			29 750	21 884
(iv) Overtime .....	1 200			1 950	303
Other expenses					
(v) Travel on official business .....	40 000			39 000	46 671
(vi) Travel on home leave .....	21 500			25 000	1 846
(vii) Cable, telegraph, wireless and long distance telephone .....	7 000			14 000	10 227
(viii) Air freight .....	1 000			1 000	582
(ix) Contractual printing .....	30 000			23 000	15 536
		1 110 250		1 148 880	726 023
Chapter V. Common Staff Costs					
Recruitment costs					
(i) Travel and removal expenses of staff and dependants .....	40 000			60 500	36 283
(ii) Daily living allowances and installation grants .....	40 000			43 300	97 356
(iii) Termination pay and commutation of annual leave .....	25 000			22 440	22 243
Staff benefit costs					
(iv) Contributions — Staff Pension Fund ..	307 000			259 900	194 254
(v) Expatriation allowances .....	119 000			103 700	106 850
(vi) Children's allowances, education grants, and related travel .....	56 000			72 000	54 410
(vii) Contributions — Medical and group life insurance .....	22 000			12 800	1 766
(viii) Compensatory and ex gratia payments ..	1 000			1 000	131
(ix) Staff health and welfare .....	7 800			4 000	3 222
		617 800		589 640	516 515
Chapter VI. Common Services					
Telephone and postal services, freight, cartage and express					
(i) Telephone services (excluding long distance) .....	15 500			13 200	15 895
(ii) Postal services .....	35 000			33 000	35 374
(iii) Freight, cartage and express (excluding air freight) .....	7 000			5 000	7 325
Premises					
(iv) Rental and maintenance of premises ...	50 000			43 400	54 139
(v) Utilities .....	63 500			63 500	56 610



	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
<b>Stationery and supplies</b>					
(vi) Stationery and office supplies .....	35 000			43 500	34 611
(vii) Supplies for internal reproduction .....	110 000			92 000	124 534
<b>Rental and maintenance of equipment</b>					
(viii) Rental and maintenance of furniture and fixtures .....	-			500	-
(ix) Rental and maintenance of internal reproduction equipment .....	2 000			2 400	719
(x) Rental and maintenance of other office equipment .....	2 500			2 500	2 226
(xi) Maintenance and operation of transportation equipment .....	6 000			6 000	4 695
(xii) Rental and maintenance of other equipment .....	1 500			1 000	7 523
<b>Other supplies and services</b>					
(xiii) Insurance .....	9 300			9 000	9 021
(xiv) Miscellaneous supplies and contractual services .....	7 000			5 000	5 073
(xv) Cafeteria .....	5 000			-	-
			<u>349 300</u>	<u>320 000</u>	<u>357 745</u>
<b>Chapter VII. Permanent equipment</b>					
<b>Furniture, fixtures and equipment</b>					
(i) Furniture and fixtures .....	42 000			31 000	34 221
(ii) Internal reproduction equipment .....	12 000			6 000	1 799
(iii) Simultaneous interpretation equipment .....	40 000			-	25 834
(iv) Other office equipment .....	25 000			46 000	16 394
<b>Library books and equipment</b>					
(v) Library books, periodicals and maps ...	22 000			22 000	19 968
(vi) Library equipment .....	-			-	179
<b>Other permanent equipment</b>					
(vii) Transportation equipment .....	-			-	7 056
(viii) Alterations and improvements to premises .....	10 600			8 000	2 724
(ix) Medical equipment .....	3 000			-	-
(x) Miscellaneous equipment .....	6 500			5 000	4 534
			<u>161 100</u>	<u>118 000</u>	<u>112 709</u>
<b>TOTAL, section 20 (PART IV)</b>			<u><u>\$4 312 600</u></u>	<u><u>\$4 228 050</u></u>	<u><u>\$3 211 566</u></u>

*Notes, section 20*

<sup>a</sup> Included in chapter I, above, and in headquarters budget of Department of Public Information (section 13).

<sup>b</sup> Included in chapter I.

**PART V. INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION SERVICES IN GENEVA)**

*Section 21. Information Centres***Chapter I. Salaries and wages**

(i) Established posts .....	432 630			420 300	211 174
(ii) Temporary assistance .....	15 820			29 750	49 194
(iii) Casual labour .....	37 460			-	-
(iv) Overtime .....	3 000			4 370	761
			<u>488 910</u>	<u>454 420</u>	<u>261 129</u>

**Chapter II. Common staff costs**

(i) Travel and removal expenses of staff and dependants .....	6 500			2 000	15 734
(ii) Installation and termination allowances and grants .....	3 880			4 400	8 435
(iii) Contributions — Staff Pension Fund ...	48 000			20 000	12 464

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
(iv) Children's allowances, education grants and related travel .....	11 100			15 200	9 258
(v) Expatriation allowances .....	9 680			11 620	5 782
(vi) Health and social insurance contributions	2 000			—	—
		81 160		53 220	51 673
<b>Chapter III. Other expenses</b>					
(i) Travel on official business .....	39 550			33 950	27 978
(ii) Travel on home leave .....	9 000			11 000	167
(iii) Communication services .....	42 400			64 100	27 986
(iv) Postal services .....	22 500			19 200	14 068
(v) Air freight .....	8 000			9 050	2 472
(vi) Other freight, cartage and express ....	11 500			18 750	— <sup>a</sup>
(vii) Radio, photographic and motion picture supplies and services .....	5 900			5 900	2 488
(viii) Rental and maintenance of premises and equipment (including utilities) .....	56 100			48 000	42 681
(ix) Stationery and office supplies .....	19 300			16 800	12 801
(x) Supplies for internal reproduction .....	16 100			15 900	5 219
(xi) Rental and maintenance of transportation equipment .....	8 500			7 500	5 466
(xii) Miscellaneous supplies and contractual services .....	22 200			15 400	22 765
		261 050		265 550	164 091
<b>Chapter IV. Permanent equipment</b>					
(i) Office furniture, fixtures and equipment.	11 880			12 000	15 929
(ii) Library books, periodicals and maps ...	12 400			11 600	5 736
(iii) Transportation equipment .....	—			—	8 805
(iv) Radio, photographic and motion picture equipment .....	3 000			9 250	3 708
		27 280		32 850	34 178
<b>TOTAL, section 21 (PART V)</b>			<b>\$858 400</b>	<b>\$806 040</b>	<b>\$511 071</b>

Note, section 21

<sup>a</sup>Included in 1948 under item (xii).

**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 .....	274 400			285 270	122 768
(ii) Consultants .....	40 000			60 000	52 452
(iii) Temporary assistance .....	22 000			10 070	25 498
(iv) Overtime .....	500			—	—
		336 900		355 340	200 718

**Chapter II. Common staff costs**

(i) Travel and removal expenses of staff and dependants .....	16 000			25 260	22 606
(ii) Installation and termination allowances and grants .....	9 000			6 500	260
(iii) Contributions — Staff Pension Fund ..	30 900			22 800	9 467
(iv) Children's allowances, education grants and related travel .....	9 600			12 880	4 438
(v) Expatriation allowances .....	16 000			10 550	7 655
(vi) Medical and hospitalization insurance ..	2 000			1 930	5
		83 500		79 920	44 431

	Estimates, 1950			1949 approved estimate \$	1948 expense \$	
	Article \$	Chapter \$	Section \$			
Chapter III. Other expenses						
(i) Travel on official business .....	27 500			40 000	- <sup>a</sup>	
(ii) Travel on home leave .....	26 500			10 000	-	
(iii) Communication services (including postal) .....	11 000			14 000	} 21 183	
(iv) Freight, cartage and express (including air freight) .....	5 000			5 000		
(v) Rental and maintenance of premises and equipment (including utilities) .....	5 000			26 200	12 312	
(vi) Stationery and office supplies (including supplies for internal reproduction) .....	7 000			4 800	5 357	
(vii) Rental and maintenance of transportation equipment .....	3 500			5 000	4 565	
(viii) Contractual printing .....	7 000			10 000	4 874	
(ix) Miscellaneous supplies and contractual services .....	1 000			-	8 099	
		93 500		115 000	56 390	
Chapter IV. Permanent equipment						
(i) Office furniture, fixtures and equipment.	4 000			4 500	3 660	
(ii) Library books, periodicals and maps ...	4 000			2 400	796	
		8 000		6 900	4 456	
Chapter V. Bureau of Flood Control						
		100 000		111 500	-	
TOTAL, section 22				\$621 900	\$668 660 <sup>b</sup>	\$305 995

## Notes, section 22

<sup>a</sup> Included in 1948 under section 3b, chapter II, item (ii).<sup>b</sup> Includes \$21 000 transferred from section 25 as a result of the transfer of the Far East Regional Unit for Fellowships.

## Section 23. Economic Commission for Latin America

## Chapter I. Salaries and wages

(i) Established posts .....	256 500			217 140	44 904
(ii) Consultants .....	35 000			37 400	11 642
(iii) Temporary assistance .....	11 000			10 920	7 097
(iv) Overtime .....	500			590	430
		303 000		266 050	64 073

## Chapter II. Common staff costs

(i) Travel and removal expenses of staff and dependants .....	15 000			15 000	15 443
(ii) Installation, termination allowances and grants .....	3 000			2 100	8 575
(iii) Contributions — Staff Pension Fund ...	27 000			22 920	3 682
(iv) Children's allowances, education grants and related travel .....	8 000			12 300	428
(v) Expatriation allowances .....	10 000			8 930	2 313
(vi) Medical and hospitalization insurance ..	2 000			-	-
Staff recreation, health and welfare ...	-			-	88
		65 000		61 250	30 529

## Chapter III. Other expenses

(i) Travel on official business .....	28 000			18 900	- <sup>a</sup>
(ii) Travel on home leave .....	10 000			2 000	86
(iii) Communication services (including postal) .....	8 500			13 000	4 084
(iv) Freight, cartage and express (including air freight) .....	3 000			1 200	- <sup>b</sup>
(v) Rental and maintenance of premises and equipment (including utilities) .....	10 000			11 700	4 630
(vi) Stationery and office supplies (including supplies for internal reproduction) .....	7 000			7 000	5 536
(vii) Maintenance and operation of transportation equipment .....	1 500			1 650	47

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
(viii) Miscellaneous supplies and contractual services .....	2 000			300	7 369
(ix) Contractual printing .....	15 000			14 000	172
		85 000		69 750	21 924
Chapter IV. Permanent equipment					
(i) Office furniture, fixtures and equipment.	7 500			7 500	16 409
(ii) Library books, periodicals and maps ...	4 000			4 000	1 274
Transportation equipment .....	—			—	1 974
		11 500		11 500	19 657
TOTAL, section 23			\$464 500	\$408 550	\$136 183
TOTAL, PART VI			\$1 086 400	\$1 077 210	\$442 178

*Notes, section 23*

\* Included in 1948 under section 3b, chapter III, item (i).

<sup>b</sup> Included in 1948 under item (viii).

## PART VII. HOSPITALITY

<i>Section 24. Hospitality</i> .....		20 000	20 000	18 321*
TOTAL, section 24 (PART VII)		\$20 000	\$20 000	\$18 321

*Note, section 24*

\* Includes \$487 for overseas programme.

## PART VIII. TECHNICAL PROGRAMMES

<i>Section 25. Advisory Social Welfare Functions</i>		\$635 900	\$635 900	\$544 909
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*Section 25a. Technical Assistance for Economic Development*

Chapter I. Comprehensive missions .....	135 000		111 520	—
Chapter II. Experts .....	130 000		4 500	—
Chapter III. Fellowship programme .....	200 000		120 000	—
Chapter IV. Training institutes and seminars..	44 000		22 320	—
Chapter V. Dissemination of technical data....	30 000		1 180	—
TOTAL, section 25a		\$539 000	\$259 520	—

*Section 25b. International Centre for Training in Public Administration*

Chapter I. Seminars in administrative problems				
(i) Subsistence allowances .....	36 000		—	—
(ii) Travel during and in connexion with seminars .....	4 000		—	—
(iii) Miscellaneous expenses .....	1 500		—	—
		41 500	—	—
Chapter II. Fellowships and scholarships				
(i) Fellowships .....	18 000		—	—
(ii) Scholarships .....	72 000		—	—
(iii) Travel .....	6 000		—	—
(iv) Miscellaneous expenses .....	2 000		—	—
		98 000	—	—
Chapter III. Assistance to international institutes of public administration		10 000	—	—
TOTAL, section 25b		\$149 500	—	—
TOTAL, PART VIII		\$1 324 400	\$895 420	\$544 909

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
PART IX. SPECIAL EXPENSES					
<i>Section 26. Transfer of the Assets of the League of Nations to the United Nations</i>			<u>\$533 768</u>	—	<u>\$533 767</u>

## B. INTERNATIONAL COURT OF JUSTICE

### PART X. INTERNATIONAL COURT OF JUSTICE

#### *Section 27. International Court of Justice*

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

(i) Salaries of the President, the Vice-President and the Judges .....	311 770			311 321	311 321
(ii) Duty allowances of the Vice-President ..	3 780			3 774	1 396
(iii) Contributions to the Pension Fund for Members of the Court .....	100			4 000	—
(iv) Journeys on duty .....	4 000			4 000	1 438
(v) Annual journeys and journeys on leave ..	17 000			18 000	11 841
(vi) Removal expenses on arrival and departure .....	3 000			3 000	—
(vii) Allowances of judges <i>ad hoc</i> and assessors, witnesses and experts .....	<i>Pro memoria</i>			24 000	13 954
(viii) Travelling expenses of judges <i>ad hoc</i> , assessors, witnesses and experts .....	<i>Pro memoria</i>			4 905	961
(ix) Miscellaneous expenses .....	1 000			2 000	—
		<u>340 650</u>		<u>375 000</u>	<u>340 911</u>

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

(i) Salary and allowances of the Registrar	13 230			13 208	13 208
(ii) Salaries of the permanent staff .....	115 690			118 000	104 223
(iii) Salaries of temporary staff .....	35 000			19 000	32 524
(iv) Overtime .....	1 750			1 750	670
(v) Contribution to the Pension Fund .....	15 670			17 085	14 664
(vi) Medical aid .....	5 160			5 607	62
(vii) Family allowances and education grants	5 700			7 500	4 115
(viii) Indemnities provided for in the staff regulations .....	750			750	84
(ix) Statutory medical examinations .....	400			400	—
(x) Travel on duty .....	11 500			12 000	4 426
(xi) Travel on leave .....	3 200			1 800	1 045
(xii) Removal expenses on arrival and departure .....	3 500			3 500	3 270
(xiii) Travelling expenses of temporary staff ..	4 000			4 000	2 693
(xiv) Miscellaneous expenses .....	400			400	8 398
		<u>215 950</u>		<u>205 000</u>	<u>189 382</u>

##### Chapter III. Common services

(i) Contribution to the Carnegie Foundation	18 140			18 113	18 113
(ii) Amortization of cost of installation in new premises .....	3 780			3 774	3 774
(iii) Supplementary amortization of cost of new premises .....	3 780			3 774	3 774
(iv) Cost of distribution of documents .....	2 500			2 500	1 094
(v) Supplies .....	9 000			9 000	8 983
(vi) Post, telegraph, telephone .....	4 000			3 289	3 359
(vii) Insurance .....	—			—	47
(viii) Welfare of staff .....	150			150	89
(ix) Printing expenses .....	19 000			19 000	17 398
(x) Cost of administration of the funds of the Court .....	400			400	251
		<u>60 750</u>		<u>60 000</u>	<u>56 882</u>

	Estimates, 1950			1949 approved estimate \$	1948 expense \$
	Article \$	Chapter \$	Section \$		
Chapter IV. Permanent equipment					
(i) Furniture and installation of additional fittings .....	5 000			5 000	4 679
(ii) Library .....	5 000			5 000	4 804
			10 000	10 000	9 483
TOTAL, section 27 (PART X)			\$627 350	\$650 000	\$596 658
 <i>Section 31. Cost of converting salaries and allowances from net to gross and increase in headquarters cost-of-living adjustment</i>					
				80 035	
Add: Extraneous 1948 expenses:					
Expenses of the United Nations Conference on Trade and Employment borne by the United Nations (General Assembly resolution 244 (III) ) .....					765 849
					38 387 526
Add adjustment for conversion of expenses to even dollar amounts .....					5
GRAND TOTAL			\$44 314 398	\$43 487 128	\$38 387 531

## COMPARISON BETWEEN THE 1949 APPROPRIATIONS AND THE SECTION TOTALS SHOWN FOR 1949 IN THE DETAILED SCHEDULE

Section	1949 Appropriations	Credits transferred from section 26 (Authorized by appropriation resolution)	Credits transferred from section 31	Reductions under section 32	Transfers approved by the Advisory Committee	Other transfers (for comparison purposes only)	Section totals shown in the detailed schedule
	\$	\$	\$	\$	\$	\$	\$
<b>A. UNITED NATIONS</b>							
<b>PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES</b>							
1. The General Assembly, Commissions and Committees . . . . .	1 706 200	—	78 790	62 450	—	35 000 <sup>a</sup>	1 757 540
2. The Security Council, Commissions and Committees . . . . .	472 300	—	—	37 650	16 370 <sup>b</sup>	—	418 280
3. The Economic and Social Council, Commissions and Committees . . . . .	438 780	—	—	17 100	—	—	421 680
3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body . . . . .	45 000	—	—	—	16 370 <sup>b</sup>	—	61 370
3b. Regional Economic Commissions . . . . .	48 110	—	—	—	17 000 <sup>c</sup>	—	65 110
4. The Trusteeship Council, Commissions and Committees . . . . .	150 000	—	740	9 100	—	—	141 640
<b>TOTALS, PART I</b>	<b>2 860 390</b>	<b>—</b>	<b>79 530</b>	<b>126 300</b>	<b>17 000</b>	<b>35 000</b>	<b>2 685 620</b>
<b>PART II. SPECIAL CONFERENCES, INVESTIGATIONS AND INQUIRIES</b>							
5. Special Conferences . . . . .	86 330	—	1 330	4 850	—	—	82 810
6. Investigations and Inquiries . . . . .	5 248 303	—	52 290	8 350	—	—	5 292 243
<b>TOTALS, PART II</b>	<b>5 334 633</b>	<b>—</b>	<b>53 620</b>	<b>13 200</b>	<b>—</b>	<b>—</b>	<b>5 375 053</b>
<b>PART III. HEADQUARTERS—NEW YORK</b>							
7. Executive Office of the Secretary General . . . . .	332 360	—	87 485	—	71 755 <sup>d</sup>	—	491 600
7a. Library . . . . .	378 110	—	74 190	—	—	69 260 <sup>e</sup>	383 040
8. Department of Security Council Affairs . . . . .	645 400	—	151 670	—	—	—	797 070
9. Military Staff Committee Secretariat . . . . .	162 200	—	34 200	—	—	—	196 400
10. Department of Economic Affairs . . . . .	2 181 000	—	366 330	—	71 755 <sup>d</sup>	259 520 <sup>f</sup>	2 216 055
11. Department of Social Affairs . . . . .	1 256 125	—	232 130	—	—	—	1 488 255
12. Department for Trusteeship and Information from Non-Self-Governing Territories . . . . .	812 490	—	161 750	10 000	—	—	964 240
13. Department of Public Information . . . . .	2 860 050	—	394 710	—	—	68 260 <sup>g</sup>	3 323 020
14. Department of Legal Affairs . . . . .	480 380	—	86 730	—	—	—	567 110
15. Conference and General Services . . . . .	6 825 000	190 000	1 458 800	—	—	21 000 <sup>h</sup>	8 494 800
16. Administrative and Financial Services . . . . .	1 387 120	—	259 300	500	—	—	1 646 420
17. Common Staff Costs . . . . .	4 379 200	90 000	33 700	—	—	—	4 502 900
18. Common Services . . . . .	2 083 700	20 000	—	—	—	55 000 <sup>i</sup>	2 048 700
19. Permanent Equipment . . . . .	370 090	—	—	—	—	—	370 090
<b>TOTALS, PART III</b>	<b>24 153 225</b>	<b>300 000</b>	<b>3 341 495</b>	<b>10 500</b>	<b>—</b>	<b>294 520</b>	<b>27 489 700</b>
<b>PART IV. UNITED NATIONS OFFICE AT GENEVA</b>							
20. United Nations Office at Geneva . . . . .	3 709 080	—	518 970	—	—	—	4 228 050
<b>PART V. INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION SERVICES IN GENEVA)</b>							
21. Information Services . . . . .	719 990	—	86 050	—	—	—	806 040

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

22. Economic Commission for Asia and the Far East . . . . .	587 380	—	60 280	—	21 000 <sup>j</sup>	668 660
23. Economic Commission for Latin America . . . . .	385 430	—	40 120	—	17 000 <sup>c</sup>	408 550
TOTALS, PART VI	972 810	—	100 400	—	21 000	1 077 210

PART VII. HOSPITALITY

24. Hospitality . . . . .	20 000	—	—	—	—	20 000
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PART VIII. TECHNICAL PROGRAMMES

25. Advisory Social Welfare Functions . . . . .	631 000	—	25 900	—	21 000 <sup>i</sup>	635 900
25a. Technical Assistance for Economic Development . . . . .	—	—	—	—	259 520 <sup>f</sup>	259 520
25b. International Centre for Training in Public Administration . . . . .	—	—	—	—	—	—

TOTALS, PART VIII

	631 000	—	25 900	—	238 520	895 420
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PART IX. SPECIAL EXPENSES

26. Transfer of the Assets of the League of Nations to the United Nations . . . . .	—	—	—	—	—	—
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B. INTERNATIONAL COURT OF JUSTICE

PART X. INTERNATIONAL COURT OF JUSTICE

27. International Court of Justice . . . . .	650 000	—	—	—	—	650 000
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1949 UNDISTRIBUTED EXPENSES AND REDUCTIONS

Cost of the adoption of Spanish as a working language (section 26 in 1949) . . . . .	300 000	300 000	—	—	—	—
Cost of converting salaries and allowances from net to gross and increase in headquarters cost-of-living allowances (section 31 in 1949) . . . . .	4 286 000	—	4 205 965	—	—	80 035
Global reduction on provisions for contractual printing (section 32 in 1949) . . . . .	150 000	—	150 000	—	—	—
TOTALS	\$43 487 128	—	—	—	—	\$43 487 128

<sup>a</sup> Expenses in connexion with the Board of Auditors transferred from section 18 to section 1.

<sup>b</sup> Additional expenses in connexion with the printing programme of the Permanent Central Opium Board. Transfer from section 2 to section 3a.

<sup>c</sup> Additional expenses in connexion with the Havana session of ECLA. Transfer from section 23 to section 3b.

<sup>d</sup> Transfer of the Specialized Agency Section from section 10 to section 7.

<sup>e</sup> Transfer of the Opinion Survey and Research Sections from the Library to the Department of Public Information (\$89 260 from section 13 to section 7a) and transfer of the provision for contractual Library Services (\$20 000 from section 18 to section 7a).

<sup>f</sup> Transfer of operational expenses for Technical Assistance from section 10 to section 25a.

<sup>g</sup> Transfer of the Opinion Survey and Research Sections from the Library (\$89 260 from section 7a) and of the Telecommunications Division to Conference and General Services (\$21 000 to section 15).

<sup>h</sup> Transfer of the Telecommunications Division from the Department of Public Information (section 13).

<sup>i</sup> Transfer of expenses in connexion with the Board of Auditors to section 1 (\$35 000) and with contractual Library Services to section 7a (\$20 000).

<sup>j</sup> Transfer of the Far Eastern Regional Unit for fellowships from section 25 to section 22.



**INFORMATION ANNEX I**

**UNITED NATIONS BUDGET ESTIMATES**

**FOR THE FINANCIAL YEAR 1950**

*PART I*

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

P A R T I

**SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES, \$2 373 030**

(1949: \$2 865 620 1948: \$3 490 566)

**Section 1. The General Assembly, Commissions and Committees \$1 420 270**

(1949: \$1 757 540 1948: \$2 688 381)

CHAPTER I. THE GENERAL ASSEMBLY

SESSION .....	\$1 149 030
1949:	1 171 880
1948:	2 366 510

The estimates for the fifth regular session of the General Assembly are based on the participation of representatives from fifty-nine Members in a session of eleven weeks' duration. The 1949 estimates reflected participation of representatives from fifty-eight Members in a session of ten weeks' duration.

(i) *Travel of representatives* .....

	\$162 250
1949:	160 000
1948:	127 613

Reimbursement for travel of five representatives from each of 59 Member nations to and from the regular 1950 session of the General Assembly is estimated at \$550 per representative. Experience of the previous regular sessions indicates that this average figure can safely be used for estimating purposes.

(ii) *Local transportation* .....

	\$ 98 000
1949:	150 000
1948:	29 233

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 \$24 per 12-hour day, for 60 days .....	\$87 840
Rental of 6 buses at \$50 per day for 24 days .....	7 200
Overtime rentals, tolls and miscellaneous .....	3 000
<b>TOTAL</b>	<b>\$98 040</b>

(iii) *Temporary assistance* .....

	\$220 000
1949:	184 140
1948:	308 475

Additional temporary staff required to meet a heavier workload during the 1950 session results from the adoption of Spanish as a working language (Spanish verbatim reporters, Spanish typists, Publications Division personnel) and the estimated increased length of the fifth session of the General Assembly in 1950. Estimates are as follows:

	Number	Amount \$
Conference and General Services:		
Maintenance and Engineering (20 guards, 16 trainee guards, 4 clerk-typists, 5 clerks, 10 telephone operators, 1 sign painter, 5 maintenance mechanics, 10 porters, 1 matron) .....	72	48 000
Conference Division (Order of the Day officer) .....	3	3 000
Communications and Records (25 messengers, 6 registry clerks, 2 postal clerks, 2 cable clerks, 2 teletype operators, 2 clerk-typists) .....	39	22 000
Transportation (10 chauffeurs, 1 dispatcher, 2 clerk-typists) .....	13	8 000
Purchase and Supply (8 labourers, 1 clerk) .....	9	6 000
Documents Control (1 documents officer, 1 clerk-typist, 1 hecto-operator) .....	3	2 000
Publications (1 clerk-typist, 17 clerks, 2 readers, 4 stencil cutters, 8 office machine operators, 2 laboratory technicians, 1 paper cutter, 1 machine collator, 12 collators) .....	48	42 000
Official Records (1 reviser, 10 Spanish verbatim reporters, 1 clerk, 13 typists, 8 shorthand typists, 4 editors) .....	37	51 500
<b>TOTAL (Conference and General Services)</b>	<b>224</b>	<b>182 500</b>
Other departments:		
Executive Office of the Secretary-General (2 secretaries) .....	2	2 000
Public Information (10 professional, 1 secretary, 2 typists, 12 clerks) .....	25	28 000
Administrative and Financial Services (2 nurses, 3 clerk-typists, 1 accountant, 2 clerks, 1 tabulating machine operator) .....	9	7 500
<b>TOTAL (other departments)</b>	<b>36</b>	<b>37 500</b>
<b>GRAND TOTAL</b>	<b>260</b>	<b>220 000</b>

(iv) *Travel and subsistence of staff* .....

	\$ 21 000
1949:	21 000
1948:	1 158 206

The estimate comprises \$9 000 to meet the recruitment cost of ten Spanish verbatim reporters and ten Spanish typists plus \$12 000 for eight non-locally recruited temporary staff.

(v) *Salaries and travel of consultants and liaison representatives* .....

	\$ 1 400
1949:	—
1948:	5 172

The estimate provides for travel and subsistence of the Chairman, International Law Commission, as

its representative to the fifth session of the General Assembly.

(vi) *Overtime and night differential* .....

	\$ 60 000
1949:	91 980
1948:	20 035

The amount for overtime (\$53 000) will provide overtime payment for twelve weeks for 400 staff members. Work beyond normal hours of duty is inevitable during General Assembly periods, as shown by previous experience, and staff members in the lower grades are compensated for such overtime in cash payments.

The estimate for night differential (\$7 000) is based on actual expenditures in previous years and will provide for the special night shifts that have to be established to deal with increased workload.

(vii) *Rental and maintenance of simultaneous interpretation equipment*.....\$ 26 150  
 1949: 24 400  
 1948: 36 242

The estimate covers a longer period than in 1949 and includes:

Rental of 1700 wireless receivers for eleven weeks at \$1.00 per set per week..... 18 700  
 Purchase of 15,000 batteries for above sets 6 850  
 Purchase of miscellaneous supplies for receivers and transmitters ..... 600  
 TOTAL \$ 26 150

(viii) *Maintenance of other equipment*....\$ 18 000  
 1949: 20 000  
 1948: 1 198

The estimate covers the cost of technicians needed for operation of simultaneous interpretation, sound, radio and recording equipment. These services are obtained by special contract. The estimate provides for twelve engineers for twelve weeks at an average rate of \$125 per week per person.

(ix) *Radio services* .....\$ 14 500  
 1949: 15 000  
 1948: 110 000

The estimate covers:

Rental of transmission facilities for Saturday broadcasts from Lake Success for eight weeks .....\$ 7 500  
 Rental of studios in Manhattan for eight weeks .. 3 000  
 Line charges between Lake Success and Flushing and studios in Manhattan for eight weeks ..... 4 000  
 TOTAL \$ 14 500

(x) *Telephone services* .....\$ 14 300  
 1949: 11 100  
 1948: 31 399

This amount covers the cost of rental and installation of telephones, radio lines, teletypewriters and tie lines, as well as the cost of local messages and long-distance calls. The estimate is higher than for 1949 because of the longer session.

(xi) *Freight, cartage and express*.....\$ 2 000  
 1949: 3 000  
 1948: 53 765

The estimate provides for the cost of moving furniture, typewriters and other equipment to Flushing. The lower estimate anticipates savings through more effective use of United Nations trucks.

(xii) *Maintenance of premises*.....\$ 21 200  
 1949: 14 800  
 1948: 333

The estimate, reflecting a longer session and increase in wages for the category of personnel involved, is based upon:

Maintenance supplies (general maintenance, custodial and electrical supplies)....\$ 7 500  
 Contractual services (eight electricians)... 13 000  
 Other maintenance supplies and contractual services ..... 700  
 TOTAL \$ 21 200

(xiii) *Utilities* .....\$ 30 000  
 1949: 29 900  
 1948: 16 291

No rental charge is made for the Assembly Hall at Flushing. Expenditures for utilities, however,

must be met by United Nations. Estimated costs are as follows:

Electricity .....\$ 14 000  
 Fuel oil (cafeteria) ..... 1 000  
 Water ..... 1 000  
 Gas (heating) ..... 14 000  
 TOTAL \$ 30 000

(xiv) *Loss on cafeteria operation*.....\$ 15 000  
 1949: 15 000  
 1948: —

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

(xv) *Miscellaneous supplies and contractual services* .....\$ 10 000  
 1949: 10 000  
 1948: 9 454

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

(xvi) *Contractual printing* .....\$435 230  
 1949: 421 560  
 1948: 242 789

Estimated requirements are as follows:

	English text pages	Estimated costs for five languages
Summary records and annexes..	3 152	369 966
Resolutions .....	92	10 946
Reports of the Secretary-General.	156	18 390
Annual budget .....	300	34 705
Report of the Investments Committee .....	8	1 223
	<u>3 708</u>	<u>435 230</u>

Language	Number of copies
English .....	2 500
French .....	1 000
Spanish .....	850
Chinese .....	450
Russian .....	450

In making comparisons with 1949 estimates for printing Official Records, it should be noted that provision was made in 1949 for printing of only 50 percent of the records in Chinese.

Revenue to derive from sales of Official Records of all organs of the United Nations is estimated at \$31 400 for 1950.

CHAPTER II. THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY

QUESTIONS .....\$ 76 660  
 1949: 69 720  
 1948: 66 754

Number of sessions: three.  
 Location: New York.  
 Duration: twenty-four weeks in all.  
 Number of members: nine.

(i) *Travel of members*.....\$ 17 550  
 1949: 20 925  
 1948: 13 000

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 \$650 a member per session.

(ii) <i>Subsistence</i> .....	\$ 40 260
1949:	34 915
1948:	40 352

As experts, the members receive subsistence allowances. Provision is made for a period of 168 days for the three sessions, including travel time.

(iii) <i>Local transportation</i> .....	\$ 6 000
1949:	6 480
1948:	2 570

Two cars for 150 days.

Local transportation items in chapters II, III and V of this section are based on a rate of \$20 a day per car.

(iv) <i>Contractual printing</i> .....	\$ 12 850
1949:	7 400
1948:	9 631

Printing of the Committee's reports: one hundred English text pages, printed in five languages.

CHAPTER III. THE COMMITTEE ON CONTRIBUTIONS .....	\$ 15 100
1949:	17 740
1948:	6 414

Number of sessions: one.

Location: New York.

Duration: four weeks.

Number of members: ten.

(i) <i>Travel of members</i> .....	\$ 6 500
1949:	7 750
1948:	4 112

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

(ii) <i>Subsistence</i> .....	\$ 5 600
1949:	6 600
1948:	2 082

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

(iii) <i>Local transportation</i> .....	\$ 1 320
1949:	1 440
1948:	220

Three cars for twenty-two days.

(iv) <i>Contractual printing</i> .....	\$ 1 680
1949:	1 950
1948:	—

Printing of the Committee's report: twelve English text pages, printed in five languages.

CHAPTER IV. THE INTERNATIONAL LAW COMMISSION .....	\$ 129 230
1949:	54 370
1948:	—

Number of sessions: one.

Location: Geneva.

Duration: ten weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	11 620
1948:	—

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

(ii) <i>Subsistence</i> .....	\$ 28 000
1949:	22 500
1948:	—

As experts, the members receive subsistence allowances. Provision is made for a period of seventy-five days, including travel time, and for a further fifty days for five members who will prepare special studies and documents for the Commission.

(iii) <i>Contractual printing</i> .....	\$ 69 880
1949:	15 450
1948:	—

Printing of the Commission's reports: 600 English text pages, printed in five languages.

(iv) <i>Temporary assistance</i> .....	\$ 2 600
1949:	—
1948:	—

Provision is made for four secretarial and clerical posts as the Commission is meeting away from Headquarters.

(v) <i>Travel and subsistence of staff</i> .....	\$ 13 000
1949:	—
1948:	—

Provision is made for eight staff members for twelve weeks, including travel time.

(vi) <i>Salaries and travel of consultants</i> .....	\$ 6 000
1949:	—
1948:	—

Provision is made for the payment of salaries and travel of consultants, who will receive a fixed fee for their services. In 1949, provision for this purpose was made under Section 14.

CHAPTER V. SPECIAL COMMITTEE ON INFORMATION TRANSMITTED UNDER ARTICLE 73 E OF THE CHARTER .....	\$ 7 250
1949:	8 960
1948:	6 010

Number of sessions: one.

Location: New York.

Duration: three weeks.

Number of members: sixteen.

(i) <i>Local transportation</i> .....	\$ 1 280
1949:	960
1948:	—

Four cars for sixteen days.

(ii) <i>Contractual printing</i> .....	\$ 5 970
1949:	8 000
1948:	—

Printing of the Committee's report: forty-eight English text pages, printed in five languages.

CHAPTER VI. THE BOARD OF AUDITORS .....	\$ 43 000
1949:	35 000
1948:	38 481

The estimate covers costs of the Board of Auditors appointed under General Assembly resolutions 74(I) and 150(II); it includes a sum of \$4 930 for contractual printing in five languages of a report of forty English text pages. This was provided under chapter I in prior years. Provision for the Board itself was made in the 1949 budget under section 18, chapter V.

## Section 2. The Security Council, Commissions and Committees, \$357 600

(1949: \$418 280 1948: \$195 554)

CHAPTER I. THE SECURITY COUNCIL....\$327 180  
 1949: 390 000  
 1948: 178 723

Location: New York.  
 Duration: continuous.  
 Number of delegates: eleven.

(i) *Contractual printing* .....\$327 180  
 1949: 390 000  
 1948: 178 723

Printing the Council's records and reports in five languages:

	English text pages	Estimated costs for five languages
Official records .....	2 170	\$247 330
Monthly supplements .....	500	61 970
Report to the General Assembly .....	150	17 880
	<u>2 820</u>	<u>\$327 180</u>

Language	Number of copies
Bilingual E/F .....	2 900
Chinese .....	450
Russian .....	450
Spanish .....	850

CHAPTER II. ATOMIC ENERGY COMMISSION .....\$ 19 260  
 1949: 17 960  
 1948: 17 831

Location: New York.  
 Number of members: eleven.

(i) *Contractual printing* .....\$ 19 260  
 1949: 17 960  
 1948: 17 831

Printing the Official Records and Report of the Commission: 158 English text pages in five languages.

CHAPTER III. COMMISSION FOR CONVENTIONAL ARMAMENTS .....\$ 11 160  
 1949: 10 320  
 1948: —

Location: New York.  
 Number of members: eleven.

(i) *Contractual printing* .....\$ 11 160  
 1949: 10 320  
 1948: —

Printing the report of the Commission: ninety English text pages in five languages.

## Section 3. The Economic and Social Council, Commissions and Committees, \$331 460

(1949: \$421 680 1948: \$245 283)

1. The estimates cover only the commissions and sub-commissions authorized before 1 April 1949.

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 1950. This follows the practice established for 1949, although the rules of procedure of functional commissions of the Economic and Social Council provide that some of these bodies shall meet twice a year, unless otherwise decided by the Council.

3. The estimates assume that the Council, commissions and sub-commissions will normally meet at Lake Success. Provision is, however, also included for sessions of two commissions in Geneva in accordance with the arrangement approved by the Assembly for 1949 (see chapter XVI of this section).

4. The average cost of return travel of representatives from their capital cities is approximately \$900. Since experience of 1948 and 1949 shows that Members of the United Nations often select representatives who do not actually travel from their capital cities, an average travel cost of \$650 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). The per diem is calculated at \$20 a day per member, including travel time.

6. Provision is made for local transportation at the rate of one rented car for each four representatives, at \$20 per day per car, for the anticipated duration of sessions.

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

8. "Contractual printing": the estimate covers the printing of the reports of the commission or sub-commission, as estimated by the Secretariat Publications Board.

## CHAPTER I. THE ECONOMIC AND SOCIAL

COUNCIL .....\$ 78 080  
1949: 159 950  
1948: 102 314

Duration (2 sessions): thirteen weeks in all.  
Number of members: eighteen.

(i) *Local transportation* .....\$ 8 280  
1949: 8 400  
1948: 3 915

Six cars for sixty-nine days.

All local transportation items in section 3 are based on a rate of \$20 a day per car.

(ii) *Salaries and travel of consultants and liaison representatives* .....\$ —  
1949: 9 670  
1948: 2 822

No provision is made for attendance of rapporteurs of functional commissions for the presentation of commission reports to the Council following the decision made by the Council, at its eighth session.

(iii) *Contractual printing* .....\$ 69 800  
1949: 81 880  
1948: 50 352

To provide for printing the Council's Official Records in two languages and the Council's resolutions and its Report to the General Assembly, the Report of the Secretary-General's Committee on Co-ordination and the Secretary-General's Report on Implementation of Council Resolutions in five languages. Total English text pages, 1100.

CHAPTER II. SOCIAL COMMISSION.....\$ 22 550  
1949: 21 960  
1948: 15 421

Duration: three weeks.

Number of members: eighteen.

(i) *Travel of members*.....\$ 11 700  
1949: 13 950  
1948: 9 254

(ii) *Local transportation* .....\$ 1 900  
1949: 1 800  
1948: 1 660

Five cars for seventeen days.

Two cars for five days (for the Agenda Committee, which meets prior to the Commission).

(iii) *Contractual printing* .....\$ 8 950  
1949: 6 210  
1948: 4 507

Printing of the Commission's report: seventy-two English text pages in five languages.

## CHAPTER III. COMMISSION ON HUMAN

RIGHTS .....\$ 19 330  
1949: 18 850  
1948: 15 252

Duration: six weeks.

Number of members: eighteen.

(i) *Travel of members*.....\$ 11 700  
1949: 13 950  
1948: 9 243

(ii) *Local transportation* .....\$ 3 300  
1949: 1 800  
1948: 1 220

Five cars for thirty-three days.

(iii) *Contractual printing* .....\$ 4 330  
1949: 3 100  
1948: 4 050

Printing of the Commission's Report: thirty-six English text pages in five languages.

## CHAPTER IV. SUB-COMMISSION ON PREVENTION OF DISCRIMINATION AND PROTECTION OF MINORITIES.....\$ 16 790

1949: 16 820  
1948: —

Duration: three weeks.

Number of members: twelve.

(i) *Travel of members*.....\$ 7 800  
1949: 9 300  
1948: —

(ii) *Subsistence of members*.....\$ 6 240  
1949: 4 320  
1948: —

Provision is made for subsistence for a period of twenty-six days at \$20 a day per member, including travel time.

(iii) <i>Local transportation</i> .....	\$ 1 020
1949:	720
1948:	—

Three cars for seventeen days.

(iv) <i>Contractual printing</i> .....	\$ 1 730
1949:	2 480
1948:	—

Printing of the Sub-Commission's report: twelve English text pages in five languages.

CHAPTER V. SUB-COMMISSION ON FREE- DOM OF INFORMATION AND OF THE PRESS.	\$ 16 790
1949:	17 440
1948:	9 707

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel of members</i> .....	\$ 7 800
1949:	9 300
1948:	3 222

(ii) <i>Subsistence of members</i> .....	\$ 6 240
1949:	4 320
1948:	5 765

Provision is made for subsistence for a period of twenty-six days at \$20 per day per member, including travel time.

(iii) <i>Local transportation</i> .....	\$ 1 020
1949:	720
1948:	720

Three cars for seventeen days.

(iv) <i>Contractual printing</i> .....	\$ 1 730
1949:	3 100
1948:	—

Printing of the Sub-Commission's report: twelve English text pages in five languages.

CHAPTER VI. COMMISSION ON THE STATUS OF WOMEN .....	\$ 13 270
1949:	40 720
1948:	12 067

Duration: three weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	15 080
1948:	11 081

(ii) <i>Local transportation</i> .....	\$ 1 360
1949:	810
1948:	840

Four cars for seventeen days.

(iii) <i>Contractual printing</i> .....	\$ 2 160
1949:	2 990
1948:	146

Printing of the Commission's report: sixteen English text pages in five languages.

CHAPTER VII. NARCOTIC DRUGS COMMISSION .....	\$ 20 890
1949:	15 060
1948:	13 040

Duration: six weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	11 620
1948:	8 889

(ii) <i>Salaries and travel of consultants and liaison representatives</i> .....	\$ 2 580
1949:	—
1948:	—

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

(iii) <i>Local transportation</i> .....	\$ 2 640
1949:	960
1948:	800

Four cars for thirty-three days.

(iv) <i>Contractual printing</i> .....	\$ 5 920
1949:	2 480
1948:	3 351

Printing of the Commission's report: forty-eight English text pages in five languages.

CHAPTER VIII. POPULATION COMMISSION .....	\$ 14 100
1949:	12 010
1948:	5 913

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel of members</i> .....	\$ 7 800
1949:	9 300
1948:	4 552

(ii) <i>Salaries and travel of consultants and liaison representatives</i> .....	\$ 1 800
1949:	—
1948:	701

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.

(iii) <i>Local transportation</i> .....	\$ 1 020
1949:	720
1948:	660

Three cars for seventeen days.

(iv) <i>Contractual printing</i> .....	\$ 3 480
1949:	1 990
1948:	—

Printing of the Commission's report: twenty-four English text pages in five languages.

CHAPTER IX. ECONOMIC AND EMPLOYMENT COMMISSION .....	\$ 14 110
1949:	17 180
1948:	10 048

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	11 620
1948:	7 200

(ii) <i>Local transportation</i> .....	\$ 880
1949:	960
1948:	860

Four cars for eleven days.

(iii) <i>Contractual printing</i> .....	\$ 3 480
1949:	4 600
1948:	1 988

Printing of the Commission's report: twenty-four English text pages in five languages.



CHAPTER X. SUB-COMMISSION ON ECONOMIC DEVELOPMENT .....	\$ 10 850
1949:	12 150
1948:	4 528

Duration: two weeks.

Number of members: seven.

(i) <i>Travel of members</i> .....	\$ 4 550
1949:	5 420
1948:	2 018

(ii) <i>Subsistence of members</i> .....	\$ 2 380
1949:	2 520
1948:	2 250

Provision is made for subsistence for a period of seventeen days at \$20 per day per member, including travel time.

(iii) <i>Local transportation</i> .....	\$ 440
1949:	480
1948:	260

Two cars for eleven days.

(iv) <i>Contractual printing</i> .....	\$ 3 480
1949:	3 730
1948:	—

Printing of the Sub-Commission's report: twenty-four English text pages in five languages.

CHAPTER XI. SUB-COMMISSION ON EMPLOYMENT AND ECONOMIC STABILITY .....	\$ 11 130
1949:	12 150
1948:	9 350

Duration: two weeks.

Number of members: seven.

(i) <i>Travel of members</i> .....	\$ 4 550
1949:	5 420
1948:	3 800

(ii) <i>Subsistence of members</i> .....	\$ 2 660
1949:	2 520
1948:	2 635

Provision is made for subsistence for a period of nineteen days at \$20 a day per member, including travel time.

(iii) <i>Local transportation</i> .....	\$ 440
1949:	480
1948:	280

Two cars for eleven days.

(iv) <i>Contractual printing</i> .....	\$ 3 480
1949:	3 730
1948:	2 635

Printing of the Sub-Commission's report: twenty-four English text pages in five languages.

CHAPTER XII. STATISTICAL COMMISSION .....	\$ 22 780
1949:	13 120
1948:	23 545

Duration: two weeks.

Number of members: twelve.

(i) <i>Travel of members</i> .....	\$ 7 800
1949:	9 300
1948:	8 322

(ii) <i>Local transportation</i> .....	\$ 900
1949:	720
1948:	1 780

Three cars for fifteen days (including provision for four days for the Committee on Statistical Classification, meeting prior to the Commission).

(iii) <i>Contractual printing</i> .....	\$ 14 080
1949:	3 100
1948:	2 400

Printing of the Commission's Report (forty English text pages in five languages) and of the report of the Committee on Statistical Classification (seventy-six English text pages in five languages).

CHAPTER XIII. SUB-COMMISSION ON STATISTICAL SAMPLING .....	\$ 13 040
1949:	12 610
1948:	7 272

Duration: two weeks.

Number of members: five.

(i) <i>Travel of members</i> .....	\$ 3 250
1949:	3 880
1948:	1 829

(ii) <i>Subsistence of members</i> .....	\$ 1 900
1949:	1 600
1948:	1 365

Provision is made for subsistence for a period of nineteen days at \$20 per day per member, including travel time.

(iii) <i>Salaries and travel of consultants and liaison representatives</i> .....	\$ 1 080
1949:	1 070
1948:	239

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

(iv) <i>Local transportation</i> .....	\$ 440
1949:	480
1948:	—

Two cars for eleven days.

(v) <i>Contractual printing</i> .....	\$ 6 370
1949:	5 580
1948:	1 363

Printing of the Sub-Commission's report: fifty-two English text pages in five languages.

CHAPTER XIV. FISCAL COMMISSION .....	\$ 15 120
1949:	16 290
1948:	—

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	11 620
1948:	—

(ii) <i>Local transportation</i> .....	\$ 880
1949:	960
1948:	—

Four cars for eleven days.

(iii) <i>Contractual printing</i> .....	\$ 4 490
1949:	3 710
1948:	—

Printing of the Commission's report: thirty-six English text pages in five languages.

CHAPTER XV. TRANSPORT AND COMMUNICATIONS COMMISSION .....	\$ 15 600
1949:	16 310
1948:	12 004

Duration: three weeks.

Number of members: fifteen.

(i) <i>Travel of members</i> .....	\$ 9 750
1949:	11 620
1948:	3 660

(ii) <i>Local transportation</i> .....	\$ 1 360
1949:	960
1948:	—

Four cars for seventeen days.

(iii) <i>Contractual printing</i> .....	\$ 4 490
1949:	3 730
1948:	3 017

Printing of the Commission's report: thirty-six English text pages in five languages.

#### CHAPTER XVI. ADDITIONAL EXPENSES

FOR GENEVA SESSIONS.....	\$ 16 060
1949:	16 060
1948:	—

As stated in the explanatory note at the beginning of this section, this chapter estimates the additional costs of holding two sessions at Geneva.

(i) <i>Travel and subsistence of staff</i> .....	\$ 17 000
1949:	17 000
1948:	—

Travel expenses are estimated for sixteen staff members (eight for each session) at \$750 per round trip per staff member. Subsistence is estimated on the basis of four weeks for each session, plus travel time.

(ii) <i>Freight, cartage and express</i> .....	\$ 500
1949:	500
1948:	—

(iii) <i>Local transportation</i> .... (reduction)	\$ 1 440
1949:	1 440
1948:	—

If sessions are held in Geneva no provision for local transportation would be needed. A reduction

in the totals for other parts of this section would be possible.

#### CHAPTER XVII. INTERIM CO-ORDINATING

COMMITTEE FOR INTERNATIONAL COM- MODITY ARRANGEMENTS .....	\$ 10 970
1949:	3 000
1948:	266

Duration (two sessions): four weeks (one at Headquarters—one at Geneva).

Number of members: three.

(i) <i>Travel of members</i> .....	\$ 3 900
1949:	2 280
1948:	—

(ii) <i>Subsistence of members</i> .....	\$ 2 280
1949:	600
1948:	—

Three members at \$20 per day for thirty-eight days, including travel time.

(iii) <i>Local transportation</i> .....	\$ 220
1949:	120
1948:	—

One car for eleven days.

(iv) <i>Travel and subsistence of staff</i> .....	\$ 1 150
1949:	—
1948:	266

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

(v) <i>Contractual printing</i> .....	\$ 3 420
1949:	—
1948:	—

Printing of the Committee's reports: eighty-eight English text pages in two languages.

**Section 3a. Permanent Central Opium Board and Narcotic Drugs Supervisory Body, \$39 900**

(1949: \$61 370 1948: \$20 158)

CHAPTER I. PERMANENT CENTRAL OPIUM  
BOARD AND NARCOTIC DRUGS SUPERVIS-  
ORY BODY .....

	\$ 39 900
	1949: 61 370
Number of sessions: five.	1948: 20 158
Location: Geneva.	
Duration: six weeks in all.	

(i) <i>Travel of members</i> .....	\$ 15 030
	1949: 20 310
	1948: 11 827

The estimate covers travel expenses for eight members of the Board for three sessions, and five members of the Body for two sessions. Three members of the Body are also members of the Board and it is expected that by careful planning of the meetings of the two organs these three members will have to travel only three times to attend the five sessions.

(ii) <i>Subsistence of members</i> .....	\$ 8 370
	1949: 7 000
	1948: 8 250

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

Permanent Central Opium Board....	\$ 6 200
Narcotic Drugs Supervisory Body....	2 170

(iii) <i>Contractual printing</i> .....	\$ 16 500
	1949: 31 610
	1948: —

This covers cost of printing of reports of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body, 280 English text pages in four languages. The amount shown for 1949 includes \$16 370 transferred from section 2, with the concurrence of the Advisory Committee on Administrative and Budgetary Questions in order to bring the printing of reports up to date. Provision for 1948 was made under the European office.

(iv) <i>Travel and subsistence of staff</i> .....	—
	1948: \$ 2 450
	1948: 81

No provision is requested under this section as costs are included in section 11, chapter II (i).

## Section 3b. Regional Economic Commissions, \$50 020

(1949: \$65 110 1948: \$256 149)

1. In this section, direct expenses for sessions of 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 1950 for each regional economic commission. Provision for a second session of the three economic commissions is made in the draft resolution for unforeseen and extraordinary expenses. A similar arrangement for the Economic Commission for Asia and the Far East, and the Economic Commission for Latin America was approved in 1949 by General Assembly resolution 252 (III) C.

3. The rules of procedure of the regional economic commissions permit the holding of sessions away from their Headquarters. The Secretary-General will submit to the Economic and Social Council at its ninth session the recommendations of the Advisory Committee on Administrative and Budgetary Questions for a review of the present practices of the Economic commissions for Asia and the Far East and for Latin America in this matter.

In the absence of any indication as to the place at which the sessions of the two commissions will take place, the estimates which follow are based upon the cost of meetings at Bangkok and Santiago respectively. The estimates will be re-examined when the places at which the sessions are to be held have been decided, and should it be necessary, supplementary estimates will be submitted.

CHAPTER I. ECONOMIC COMMISSION FOR EUROPE .....\$ 10 260  
1949: 8 560  
1948: 1 383

Number of sessions: one.  
Duration: three to four weeks.  
Location: Geneva.  
Number of members: seventeen.

(i) *Travel and subsistence of staff* .....\$ 3 000  
1949: 3 000  
1948: 1 383

Provision is made for two staff members from headquarters to serve the session of the Commission in 1950.

(ii) *Contractual printing* .....\$ 7 260  
1949: 5 560  
1948: —

Printing of the Commission's report: sixty English text pages in five languages.

CHAPTER II. ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST .....\$ 10 880  
1949: 26 310  
1948: 211 473

Number of sessions: one.

Duration: three to four weeks.

Location: Bangkok.

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

(i) *Local transportation* .....\$ 1 000  
1949: 1 800  
1948: 422

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* .....\$ 4 000  
1949: 17 500  
1948: 209 329

For transportation and per diem expenses for two staff members from headquarters to serve the session of the Commission.

(iii) *Contractual printing* .....\$ 5 880  
1949: 7 010  
1948: —

Printing of the Commission's report: fifty English text pages in five languages.

CHAPTER III. ECONOMIC COMMISSION FOR LATIN AMERICA .....\$ 28 880  
1949: 30 240  
1948: 42 869

Number of sessions: one.

Duration: two to three weeks.

Location: Santiago.

Number of members: twenty-four.

(i) *Travel and subsistence of staff* .....\$ 16 500  
1949: 21 700  
1948: 41 830

Estimates cover transportation expenses of thirteen staff members from headquarters (nine interpreters, two professional officers and two précis-writers) plus per diem for an average period of twenty days. The amount shown for 1949 for this and the succeeding article include \$17 000 transferred from section 23 with the concurrence of the Advisory Committee on Administrative and Budgetary Questions.

(ii) *Rental and maintenance of simultaneous interpretation equipment* .....\$ 6 500  
1949: 5 300  
1948: —

For rental and maintenance of headsets, transmitters and similar equipment and installation of interpreters' booths.

(iii) *Contractual printing* .....\$ 5 880  
1949: 3 240  
1948: —

Printing of the Commission's report: fifty English text pages in five languages.

**Section 4. The Trusteeship Council, Commissions and Committees, \$173 780**

(1949: \$141 640 1948: \$84 041)

CHAPTER I. THE TRUSTEESHIP COUNCIL...\$ 48 370  
 1949: 67 990  
 1948: 36 201

Number of sessions: two.

Location: New York.

Duration: sixteen weeks in all.

Number of members: twelve.

(i) *Local transportation* .....\$ 4 800  
 1949: 2 880  
 1948: 2 580

Three cars for eighty days at \$20 a car per day.

(ii) *Contractual printing* .....\$ 43 570  
 1949: 65 110  
 1948: 33 621

This amount represents 832 English text pages of official records in English and French, twenty-four pages of resolutions, and seventy-two pages for the Council's report to the General Assembly, the latter two items in five official languages.

CHAPTER II. 1950 VISITING MISSION....\$ 75 000  
 1949: 73 650  
 1948: 47 840

The visiting missions of the Trusteeship Council are intended to perform the functions foreseen in Article 87c 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 regulated 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 1950 Visiting Mission. Pending this decision, a token amount of \$75 000 is included for this purpose. Supplemental estimates, if any, will be submitted after the Trusteeship Council takes action in the matter.

CHAPTER III. 1949 VISITING MISSION...\$ 50 410

The 1949 Visiting Mission to West Africa is scheduled to leave for its destination in December 1949, and will complete its task in 1950. In accordance with the financial regulations, it is necessary to make provision for the expenses which will be incurred in 1950 amounting to \$50 410. A corresponding amount will be cancelled in the 1949 appropriation.

SUMMARY OF PART I

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

Section Chapter	Travel of representatives or members	Subsistence of members	Local transportation	Temporary assistance	Salaries and travel of consultants and liaison representatives	Travel and subsistence of staff	Contractual printing	Undistributed totals	Total of chapters	Total of sections	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
1	<i>The General Assembly and Commissions and Committees thereof</i>										
I	162 250		98 000	220 000	1 400	21 000	435 230	60 000			
	Overtime and night differential . . . . .										
	Rental and maintenance of simultaneous interpretation equipment . . . . .										
	Radio services . . . . .										
	Maintenance of other equipment . . . . .										
	Telephone services . . . . .										
	Freight, cartage and express . . . . .										
	Loss on cafeteria operations . . . . .										
	Maintenance of premises . . . . .										
	Utilities (light, heat, power and water) . . . . .										
	Miscellaneous supplies and contractual services . . . . .										
II	17 550	40 260	6 000				12 850	10 000	1 149 030		
	The Advisory Committee on Administrative and Budgetary Questions . . . . .										
III	6 500	5 600	1 320				1 680		76 660		
	Committee on Contributions . . . . .										
IV	9 750	28 000		2 600	6 000	13 000	69 880		15 100		
	The International Law Commission . . . . .										
V							5 970		7 250		
	Special Committee on Information transmitted under Article 73 e of the Charter . . . . .										
VI			1 280		38 070		4 530		43 000	1 420 270	
	The Board of External Auditors . . . . .										
2	<i>The Security Council and Commissions and Committees thereof</i>										
I							327 180		327 180		
	The Security Council . . . . .										
II							19 260		19 260		
	Atomic Energy Commission . . . . .										
III							11 160		11 160	357 600	
	Commission on Conventional Armaments . . . . .										
3	<i>The Economic and Social Council and Commissions and Committees thereof</i>										
I			8 280				69 800		78 080		
	The Economic and Social Council . . . . .										
II	11 700		1 900				8 950		22 550		
	Social Commission . . . . .										
III	11 700		3 300				4 330		19 330		
	Commission on Human Rights . . . . .										
IV	7 800	6 240	1 020				1 730		16 790		
	Sub-Commission on Prevention of Discrimination and Protection of Minorities . . . . .										
	\$227 250	\$80 100	\$121 100	\$222 600	\$45 470	\$34 000	\$972 870	\$211 150	\$1 914 620	\$1 777 870	
	<i>Carried forward</i>										

## SUMMARY OF PART I (continued)

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

Section	Chapter	Travel of representatives or members	Subsistence of members	Local transportation	Temporary assistance	Salaries and travel of consultants and liaison representatives	Travel and subsistence of staff	Contractual printing	Undistributed totals	Total of chapters	Total of sections
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<i>Brought forward</i>	227 250	80 100	121 100	222 600	45 470	34 000	972 870	211 150	1 914 620	1 777 870
V	Sub-Committee on Freedom of Information and of the Press.....	7 800	6 240	1 020				1 730		16 790	
VI	Commission on Status of Women.....	9 750		1 360				2 160		13 270	
VII	Narcotic Drugs Commission.....	9 750		2 640		2 580		5 920		20 890	
VIII	Population Commission.....	7 800		1 020		1 800		3 480		14 100	
IX	Economic and Employment Commission.....	9 750		880				3 480		14 110	
X	Sub-Commission on Economic Development.....	4 550	2 380	440				3 480		10 850	
XI	Sub-Commission on Employment and Economic Stability.....	4 550	2 660	440				3 480		11 130	
XII	Statistical Commission.....	7 800		900				14 080		22 780	
XIII	Sub-Commission on Statistical Sampling.....	3 250	1 900	440		1 080		6 370		13 040	
XIV	Fiscal Commission.....	9 750		880				4 490		15 120	
XV	Transport and Communications Commission.....	9 750		1 360				4 490		15 600	
XVI	Additional expenses for Geneva sessions, freight, cartage and express.....			-1 440			17 000		500	16 060	
XVII	Interim Co-ordinating Committee for International Commodity Arrangements..	3 900	2 280	220			1 150	3 420		10 970	331 460
3a	<i>Permanent Central Opium Board and Narcotic Drugs Supervisory Body</i>										
	I Permanent Central Opium Board and Narcotic Drugs Supervisory Body.....	15 030	8 370					16 500		39 900	39 900
3b	<i>Regional Economic Commissions</i>										
	I Economic Commission for Europe.....						3 000	7 260		10 260	
	II Economic Commission for Asia and the Far East.....			1 000			4 000	5 880		10 880	
	III Economic Commission for Latin America						16 500	5 880			
	Rental and maintenance of simultaneous interpretation equipment.....								6 500	28 880	50 020
4	<i>The Trusteeship Council and Commissions and Committees thereof</i>										
	I The Trusteeship Council.....			4 800				43 570		48 370	
	II 1950 Visiting Mission.....								75 000	75 000	
	III 1949 Visiting Mission to West Africa...								50 410	50 410	173 780
	TOTAL	\$330 686	\$103 930	\$137 060	\$222 600	\$50 930	\$ 75 650	\$1 108 620	\$343 560	\$2 373 030	\$2 373 030

*PART II*

**SPECIAL CONFERENCES,**

**INVESTIGATIONS AND INQUIRIES**



**SPECIAL CONFERENCES, INVESTIGATIONS AND INQUIRIES, \$5 016 600**

(1949: \$5 375 053 1948: \$5 129 024)

**Section 5. Special Conferences, \$16 600**

(1949: \$82 810 1948: \$38 216)

**CHAPTER I. UNITED NATIONS COMMODITY  
CONFERENCE .....\$ 6 600**

The estimate is based on resolution 30 (IV) of the Economic and Social Council, which established the Interim Committee for International Commodity Arrangements with the responsibility, *inter alia*, "to facilitate by appropriate means such inter-governmental consultation or action with respect to commodity problems . . ."

At the present time, it is anticipated that conferences on such commodities as sugar, tin, tea and cotton might be needed in the near future. In view, however, of the uncertainty regarding the necessary arrangements, provision is requested only for one conference.

Provision is made only for local transportation for representatives of forty countries expected to

attend the conference, based on ten cars for thirty-three days.

(i) *Local transportation* .....\$ 6 600  
Ten cars for thirty-three days at \$20 a car per day.

**CHAPTER II. PRINTING OF PRIOR YEARS'  
REPORTS .....\$ 10 000**

Printing of the reports of the United Nations Conference on Conservation and Utilization of Resources and the World Road Conference, for which a total of \$37 550 was appropriated in 1949 will not be completed by 31 December 1949. This estimate represents the funds which will be needed in 1950 to complete this printing programme, which will not exceed in total sum the original estimate. A corresponding amount will be cancelled in the 1949 appropriation.

**Section 6. Investigations and Inquiries, \$5 000 000**

(1949: \$5 292 243 1948: \$5 090 808)

Provision was made under this section in 1948 and 1949 for Special Committees and Commissions such as the United Nations Special Committee on the Balkans, the United Nations Commission for India and Pakistan, the United Nations Commission for Indonesia, the United Nations Conciliation Commission for Palestine and the United Nations Commission on Korea. There is no certainty that any of these Commissions will extend into 1950; extensions are subject to specific resolutions by the General Assembly or the Security Council. Nevertheless, a provision of \$5 000 000, approximately equal to the

1949 appropriation and to the 1948 expenses, is included to assist in the over-all appraisal of the 1950 estimates.

This amount is to provide for an eventual extension of the existing Commissions and Committees into 1950, as well as for expenditures in connexion with any new activities approved by the Assembly or the Security Council. At a later stage detailed estimates for each Commission so approved for 1950 will be provided in substitution for this consolidated provision.

*PART III*

**HEADQUARTERS, NEW YORK**

HEADQUARTERS, NEW YORK

Section 7. Executive Office of the Secretary-General, \$496 000

(1949: \$491 600 1948: \$323 859)

In addition to the eight departments of the Secretariat, which fulfil functions in specific fields, the Secretary-General has at his disposal an Executive Office to assist him in the performance of functions not delegated to departments and for which he retains direct responsibility.

Early in 1949 the Executive Office of the Secretary-General was reorganized after consultation with the Advisory Committee on Administrative and Budgetary Questions on the basis of the following considerations:

1. That emphasis should be placed on senior posts rather than on intermediate and junior posts;

2. That the Executive Office should be strengthened;

(i) In its personnel dealing with general co-ordination and with contacts with delegations of Member Governments; and

(ii) In its personnel dealing with the co-ordination of specialized agencies and economic and social matters;

3. That the Executive Office should undertake the co-ordination of substantive and administrative questions relating to overseas missions.

The staff of the Executive Office was accordingly increased from forty-three to fifty-five posts through

the transfer from the Department of Economic Affairs of the Specialized Agencies Section of the Joint Division for Co-ordination and Liaison, and organized in the following five units:

1. Office of the Executive Assistant.

2. Office of the Director for Co-ordination of Specialized Agencies and Economic and Social Matters.

3. General Assembly Affairs and Administrative Section.

4. Specialized Agencies Section.

5. Protocol and Liaison Section.

CHAPTER I. SALARIES AND WAGES.....\$428 640

1949: 425 470

1948: 264 634

The small increase over 1949 is due to within-grade increments in 1950, which amount to \$14 000 on a gross basis. This is partly offset by the regrading of certain posts and by other savings on the items for consultants and overtime.

(i) Established posts .....\$413 640

1949: 408 370

1948: 252 948

Table 7-1. Executive Office of the Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	-	Secretary-General	33 000 + 20 000 allowance	53 000	-	-	53 000

Office of the Executive Assistant to the Secretary-General

1	1	-	Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	19	Director	1@ 13 330	13 330	-	-	13 330
3	1	18	Principal officer	1@ 13 830	13 830	-	1 000	14 830
2	2	16	Professional officer	1@ 11 300 1@ 10 610	21 910	-	350	22 260
-	1	14	Administrative officer	1@ 8 800	8 800	-	520	9 320
1	1	12	Administrative officer	1@ 5 890	5 890	530	-	6 420
2	3	11	Administrative officer	2@ 5 890 1@ 5 260	17 040	1 590	270	18 900
2	2	9	Administrative assistant	2@ 4 210	8 420	1 060	260	9 740
1	1	8	Clerk	1@ 3 780	3 780	530	-	4 310
2	2	7	Secretarial and clerical	1@ 3 400 1@ 3 780	7 180	1 060	190	8 430
2	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
1	2	5	Secretarial and clerical	1@ 3 070 1@ 2 920	5 990	1 060	250	7 300
18	18							

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of Director for Co-ordination of Specialized Agencies and Economic and Social Matters</i>								
1	1	-	Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	19	Director	1@ 14 170	14 170	-	700	14 870
1	-	15	Professional officer	-	-	-	-	-
-	1	14	Professional officer	1@ 7 400	7 400	530	150	8 080
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	110	4 630
1	-	6	Secretarial and clerical	-	-	-	-	-
-	1	5	Secretarial and clerical	1@ 2 920	2 920	530	130	3 580
5	5							
<i>General Assembly Affairs and Administrative Section</i>								
1	1	16	Administrative officer	1@ 9 960	9 960	-	325	10 285
-	1	16	Editor	1@ 9 360	9 360	-	-	9 360
1	-	14	Editor	-	-	-	-	-
1	1	13	Editor	1@ 7 400	7 400	530	-	7 930
1	1	13	Administrative officer	1@ 7 400	7 400	530	-	7 930
1	1	11	Administrative officer	1@ 5 890	5 890	530	-	6 420
1	1	8	Clerk	1@ 4 210	4 210	530	-	4 740
7	5	6	Secretarial and clerical	2@ 3 590 1@ 3 400				
				2@ 3 230	17 040	2 650	490	20 180
-	2	5	Secretarial and clerical	1@ 3 400 1@ 3 230	6 630	1 060	70	7 760
13	13							
<i>Specialized Agencies Section</i>								
1	1	17	Principal officer	1@ 11 300	11 300	-	650	11 950
1	1	16	Professional officer	1@ 9 360	9 360	-	-	9 360
1	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
2	2	11	Professional officer	1@ 5 890 1@ 5 570	11 460	1 060	250	12 770
2	2	9	Administrative assistant	1@ 4 710 1@ 4 460	9 170	1 060	30	10 260
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	60	9 100
2	2	6	Secretarial and clerical	1@ 3 780 1@ 3 400	7 180	1 060	160	8 400
11	11							
<i>Protocol and Liaison Section</i>								
1	1	16	Protocol officer	1@ 10 610	10 610	-	180	10 790
1	1	14	Protocol officer	1@ 8 290	8 290	320	170	8 780
3	3	9	Protocol assistant	2@ 4 710 1@ 4 460	13 880	1 590	550	16 020
2	1	6	Secretarial and clerical	1@ 3 780	3 780	530	60	4 370
-	1	5	Secretarial and clerical	1@ 2 920	2 920	530	130	3 580
7	7							
55	55				\$397 850	\$21 520	\$7 055	\$426 425
Less: Adjustment for turnover of staff.....								12 785
TOTAL								\$413 640

The estimate provides for fifty-five established posts, the number approved for 1949.

*Office of the Executive Assistant, comprising eighteen posts.* Provides personal assistance to the Secretary-General; assists him in his relations with Governments; co-ordinates the formulation of policy and maintains liaison with departments in connection with its execution; advises regarding official communications and attends to the co-ordination of substantive and administrative questions relating to overseas missions. As head of the Executive Office,

the Executive Assistant is responsible for the planning and general direction of the programme of its five sections.

*Office of the Director of Co-ordination for Specialized Agencies and Economic and Social Matters, comprising five posts.* Is generally responsible for ensuring co-ordination of Secretariat activities in the economic and social fields and their co-ordination with the activities of the specialized agencies; assists the Secretary-General in the supervision of special projects in these fields.

*General Assembly Affairs and Administrative Section, comprising thirteen posts.* Under the Executive Assistant, co-ordinates the work undertaken by the departments for the General Assembly; prepares the Assembly's provisional agenda and arranges its overall schedule; advises on questions of Assembly procedure and serves as a secretariat to the President for plenary and General Committee meetings. The Section is responsible for the internal administration of the Executive Office and for the provision of secretarial and clerical assistance.

*Specialized Agencies Section, comprising eleven posts.* Under the Director of Co-ordination for Specialized Agencies and Economic and Social Matters, serves as a secretariat (i) to the Administrative Committee on Co-ordination and co-ordinates the work of its various subsidiary bodies; and (ii) to organs of the Economic and Social Council and the General Assembly dealing with co-ordination of, and relations with, specialized agencies; maintains liaison with specialized agencies with a view to ensuring the implementation of agreements and supervises relations with other inter-governmental organizations; handles arrangements for United Nations representation at meetings of specialized agencies and other international conferences.

*Protocol and Liaison Section, comprising seven posts.* Responsible for maintaining diplomatic liaison with members of delegations at the interim headquarters; assists in making available to delegations the services of the Secretariat; maintains up-to-date information regarding the composition of delegations; advises on protocol matters; arranges for official ceremonies and co-ordinates the social calendar of the United Nations.

(ii) *Consultants* .....\$ 3 000  
1949: 4 500  
1948: —

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 sixty days at \$50 a day.

(iii) *Temporary assistance* .....\$ 8 500  
1949: 7 810  
1948: 8 653

Provision for secretarial and clerical assistance to replace staff members on annual, home and sick leave.

(iv) *Overtime* .....\$ 3 500  
1949: 4 790  
1948: 3 033

Experience has shown that provision is necessary for overtime in view of the unavoidable peakloads.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....\$ 67 360  
1949: 66 130  
1948: 59 225

(i) *Travel on official business* .....\$ 20 000  
1949: 29 500  
1948: 11 522

The estimate provides for two journeys to Europe by the Secretary-General, accompanied by three senior staff members; four journeys to Europe by other staff members; and miscellaneous travel in the United States.

(ii) *Travel on home leave* .....\$ 20 760  
1949: 12 150  
1948: 21 436

Estimated cost of travel on home leave of twenty staff members with eleven dependents is \$21 825.

(iii) *Cable, telegraph, wireless communication and long distance telephone* .....\$ 10 000  
1949: 6 080  
1948: 11 249

The estimate, which is based on actual expenditure in 1948, represents a reduction, by comparison with that year, when the General Assembly was held in Paris, which will, however, be partly offset by the needs of the Specialized Agencies Section. The figure of \$4 000 for long distance telephone is based on eight transatlantic calls per month at \$30 per call, and \$100 per month for calls within the United States. Provision for cables, telegraph and wireless communications at \$6 000 is approximately \$1 000 below the expenditure incurred in 1948.

(iv) *Air freight* .....\$ 100  
1949: 230  
1948: 24

A nominal amount is included on the basis of the 1948 expenditure.

(v) *Housing accommodation for the Secretary-General* .....\$ 15 000  
1949: 15 000  
1948: 14 994

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

(vi) *Contractual printing* .....\$ 1 500  
1949: 3 170  
1948: —

Provision is made for the printing of twelve bilingual copies each of three protocols for specialized agencies, and 4 000 copies each of three agreements for specialized agencies.

## Section 7a. Library, \$474 400

(1949: \$383 040<sup>1</sup> 1948: \$ —<sup>2</sup>)

Further study of the question of the proper location of the Library in the Secretariat has led to the conclusion that this service should be attached to the Executive Office of the Secretary-General. The Research and Opinion Survey Sections, formerly attached to the Library, remain in the Department of Public Information and are covered in the estimates under section 13 (see Second Report of 1948 of the Advisory Committee, A/598, page 27).

The policy of the Library is not to build up a large collection of books, but to provide the best possible service of authoritative and geographically balanced material which is in frequent and urgent demand for the substantive work of the Organization. Its services and materials are used by delegations, the Secretariat and accredited Press and radio representatives.

The number of acquisitions, however, tends to grow for two main reasons:

1. The increase in the range of subjects directly related to the expanding activities of United Nations;

2. The receipt in bulk from Governments and private organizations which provide material free or on an exchange basis leaving the matter of selection for the United Nations Library to be completed at Lake Success.

The Library will be, in 1950, the only place at headquarters where a complete file of specialized agency documents is maintained and where reference service on specialized agencies is given, and it

will become the chief centre for reference service on United Nations documents.

The above reasons account for the new posts requested.

CHAPTER I. SALARIES AND WAGES.....\$439 900  
1949: 334 240<sup>1</sup>  
1948: —<sup>2</sup>

(i) *Established posts* .....\$400 500  
1949: 321 800<sup>1</sup>  
1948: —<sup>2</sup>

The increase over 1949 is due to:

(a) Within-grade increments .....\$14 000

(b) Twenty-two new posts.....\$72 100

and three reclassifications

(two upgradings—1 downgrading) .. — 410

\$71 690 71 690

\$85 690

<sup>1</sup> Excludes Opinion Survey and Research Sections which were transferred to section 13.

<sup>2</sup> Included under section 13, Department of Public Information.

The Library is composed of the Office of the Director and two sections. Detailed explanation of these sections and the additional provision for 1950 are as follows:

Table 7a-1. Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 14 170	14 170	—	700	14 870
—	1	11	Administrative Officer	1@ 5 260	5 260	530	—	5 790
1	—	9	Clerk	—	—	—	—	—
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	60	4 580
				<i>Clerical Pool</i>				
—	1	7	Secretarial and clerical	1@ 3 400	3 400	530	190	4 120
2	—	6	Secretarial and clerical	—	—	—	—	—
4	5	5	Secretarial and clerical	1@ 3 070	3 070	—	—	3 070
				1@ 2 920	2 920	—	—	2 920
				3@ 2 780	14 330	2 650	540	17 520
1	5	4	Clerk-typist	5@ 2 510	12 550	2 650	280	15 480
4	6	3	Clerk	3@ 2 510	7 530	—	—	7 530
				1@ 2 380	2 380	—	—	2 380
				2@ 2 260	4 520	—	—	4 520
					14 430	3 180	470	18 080
14	20				\$68 130	\$10 070	\$2 210	\$80 440
Less: Adjustment for deferred recruitment.....								700
Adjustment for turnover of staff.....								2 440
								\$ 3 140
TOTAL								\$ 77 300

*Office of the Director* (table 7a-1). This office is responsible for overall planning and administration. It maintains relationships with other departments, libraries and institutions in Member countries. The twenty posts shown include the Director, one administrative officer, one secretary and seventeen secretarial and clerical personnel constituting a pool attached to this office to serve both sections.

This pool consists of clerk-stenographers, clerk-typists, and clerks; the latter assist in sorting, filing,

shelving and preparing material for binding. Whenever clerical posts are shown in individual units it is because the specialized work of these units requires full-time clerical posts.

Seven new clerical posts are necessary to help the additional professional personnel requested by the two sections, and to deal with the increased workload as explained under the various units. One post, clerk 7, was transferred to this office from the Departmental Libraries Unit as Chief of the Pool;

two posts, clerk 6, were transferred from this office to the Departmental Libraries Unit and to the Service to Readers Unit.

Reclassification of a post, clerk 9, to administrative

officer 11 is proposed to perform personnel, budgetary and other administrative work at a suitable level. This was previously provided through the Executive Office of the Department of Public Information.

Table 7a-2. Processing Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Office of Chief of Section</i>								
1	-	17	Principal officer	-	-	-	-	-
-	1	16	Librarian	1@ 9 360	9 360	-	-	9 360
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	130	4 250
<i>Acquisition Unit</i>								
-	1	13	Administrative officer	1@ 7 000	7 000	530	-	7 530
1	-	12	Librarian	-	-	-	-	-
-	1	11	Librarian	1@ 5 570	5 570	530	-	6 100
2	1	10	Librarian	1@ 5 260	5 260	530	-	5 790
2	2	9	Librarian	1@ 4 710	4 710	-	-	4 710
				1@ 4 210	8 920	1 060	130	10 110
1	1	8	Librarian	1@ 3 780	3 780	530	160	4 470
2	2	6	Secretarial and clerical	1@ 3 780	3 780	-	-	3 780
				1@ 3 590	7 370	1 060	80	8 510
3	3	5	Secretarial and clerical	1@ 3 590	3 590	-	-	3 590
				1@ 3 000	6 590	-	-	6 590
				1@ 3 230	10 220	1 590	80	11 890
-	1	4	Clerk-typist	1@ 2 920	2 920	530	50	3 500
<i>Cataloguing Unit</i>								
1	1	12	Librarian	1@ 6 600	6 600	530	-	7 130
3	3	9	Librarian	1@ 4 710	4 710	-	-	4 710
				1@ 4 460	9 170	-	-	9 170
				1@ 4 210	13 380	1 590	420	15 390
1	3	8	Librarian	3@ 3 780	11 340	1 590	110	13 040
-	1	3	Clerk	1@ 2 260	2 260	530	60	2 850
18	22				\$97 570	\$11 130	\$1 220	\$109 920
Less: Adjustment for deferred recruitment.....								950
Adjustment for turnover of staff.....								3 270
								\$ 4 220
TOTAL								\$105 700

*Processing Section* (table 7a-2). This Section acquires material by purchase, gift and exchange; under supervision of the Director, it designates depository libraries, exchange libraries and centres of international study to receive United Nations documents and publications and deals with the related administrative matters; it handles contractual arrangements with other libraries for bibliographical services.

The section is composed of two units, plus the Chief and his secretary.

*Acquisition Unit.* This Unit selects books for acquisition on the basis of book reviews, bibliographies and catalogues, and recommendations from delegations and the Secretariat. It places orders and subscriptions with dealers and publishers for books, periodicals and maps; organizes exchange programmes with governments and private agencies and solicits gifts. It receives the material, checks, sorts and forwards it to the Cataloguing or other Units.

Since early in 1949, books have been received at the rate of about 1 200 per month, of which 1 000 were by purchase, and the remainder in the form of gifts or exchanges. Periodical and serial titles amounting to 7 300 are received annually from governments and private agencies. Of these, about 6 000 are

routed immediately to members of the Secretariat for their use. Pamphlets are received at the rate of from 100 to 150 per month. Thirty governments and 1 000 private agencies send their materials regularly. The Unit receives about 800 documents (5 600 pieces) from specialized agencies, per month.

It is estimated that there are now some 500 000 government documents (pieces not volumes) in the stack area. Of this number about 200 000 are not entered in any checking records, and the number increases at the rate of 100 per day. Another heavy backlog, which has accumulated because of lack of clerical staff, consists of an estimated 100 000 volumes (or pieces) of books, documents, periodicals, and pamphlets now stored in warehouses. Many are from the UNRRA Library. Some fifty cases contain a valuable collection on international affairs recently acquired in Paris. Others are from various sources. All should be sorted for appropriate processing or discard before the Library is moved to the permanent site.

For this programme, a staff of twelve posts is requested (plus temporary assistance). This represents an increase of one post, clerk 4.

*Cataloguing Unit.* This Unit receives books, documents, serials and other library materials from the



Acquisition Unit, classifies and catalogues them, files the cards, labels the books with call numbers, inserts book pockets and cards for circulation and sends them on to the shelves.

The Unit prepares materials for binding. This includes books which arrive unbound, periodicals selected because of high reference value, and documents of the United Nations, specialized agencies and Governments.

In spite of efforts to simplify the cataloguing procedure there are 15 000 books and documents and 1 000 periodicals, mostly of recent date and all needed, which have not been catalogued, and 1 600 volumes which have received only skeleton treatment. Additional quantities of uncatalogued material exist in the Departmental Libraries. (It is hoped to reduce the backlog with temporary assistance in 1949.)

It is estimated that in 1950, 18 500 books will be catalogued. In order to carry out the programme and workload mentioned above, provision is needed for eight posts, seven librarians and one clerical post. This represents an increase of three posts over 1949; two professional cataloguers 8 and one clerk-typist 3.

In addition to the four new posts detailed above, the following reclassifications are proposed in the Section as a whole.

It is proposed to reduce the grade of the post of Chief of Section from 17 to 16.

One Librarian post formerly at grade 10 is proposed at 11 because of increased responsibility.

The post of Chief of the Acquisition Unit is proposed at 13 instead of 12 — an exchange for the post of Chief of the Service to Readers Unit shown at 12 instead of 13.

Table 7a-3. Reference and Documentation Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	16	Librarian	1@ 9 960	9 960	420	—	10 380
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	160	3 920
<i>Service to Readers Unit</i>								
1	—	13	Information officer	—	—	—	—	—
2	3	12	Librarian	2@ 6 600	—	—	—	—
				1@ 5 890	19 090	1 590	70	20 750
2	2	11	Librarian	2@ 5 890	11 780	1 060	60	12 900
2	2	10	Librarian	2@ 5 260	10 520	1 060	—	11 580
2	2	9	Librarian	2@ 4 210	8 420	1 060	380	9 860
1	1	8	Librarian	1@ 3 780	3 780	530	160	4 470
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	60	4 580
1	2	6	Secretarial and clerical	1@ 3 780	—	—	—	—
				1@ 3 590	7 370	1 060	—	8 430
1	2	5	Secretarial and clerical	2@ 2 780	5 560	1 060	140	6 760
—	1	3	Clerk	1@ 2 260	2 260	530	60	2 850
<i>Departmental Libraries Unit</i>								
2	3	10	Librarian	1@ 4 980	—	—	—	—
				2@ 4 710	14 400	1 590	470	16 460
1	2	8	Librarian	1@ 4 210	—	—	—	—
				1@ 3 990	8 200	1 060	—	9 260
1	—	7	Secretarial and clerical	—	—	—	—	—
—	1	6	Secretarial and clerical	1@ 3 400	3 400	530	130	4 060
1	2	5	Secretarial and clerical	1@ 3 400	—	—	—	—
				1@ 2 780	6 180	1 060	70	7 310
1	1	4	Clerk-typist	1@ 2 640	2 640	530	100	3 270
—	2	3	Clerk	2@ 2 260	4 520	1 060	120	5 700
<i>Documents Index Unit</i>								
1	1	13	Documents index analyst	1@ 7 000	7 000	530	—	7 530
2	3	11	Documents index analyst	2@ 5 890	—	—	—	—
				1@ 5 260	17 040	1 590	160	18 790
4	5	9	Documents index analyst	2@ 4 710	—	—	—	—
				3@ 4 210	22 050	2 650	430	25 130
1	1	8	Documents index analyst	1@ 3 780	3 780	530	110	4 420
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	190	4 310
—	2	5	Secretarial and clerical	2@ 2 920	5 840	1 060	300	7 200
2	2	4	Clerk-typist	2@ 2 780	5 560	1 060	310	6 930
3	3	3	Clerk-typist	2@ 2 780	—	—	—	—
				1@ 2 510	8 070	1 590	130	9 790
35	47				\$198 230	\$24 800	\$3 610	\$226 640
Less: Adjustment for deferred recruitment.....								2 400
Adjustment for turnover of staff.....								6 740
								\$ 9 140
TOTAL								\$217 500

*Reference and Documentation Section* (table 7a-3). This Section is organized into three units, plus the Chief and his secretary.

*Service to Readers Unit.* This Unit is responsible for:

A. Reference services consisting of:

(a) Answering an average of ninety inquiries a day in the library or by telephone;

(b) Servicing a daily average of 150 readers who come to borrow books or use the reference rooms, and who require guidance in locating reference material, consulting catalogues, indexes, etc.;

(c) Lending an average of seventy-five books and documents per day, maintaining loan records, getting the books back;

(d) Maintaining, in the reference room, up to date reference collections and adequate information files;

(e) Arranging for inter-library loans whenever the material is not available at headquarters;

(f) Answering written inquiries received from national and international organizations, educational institutions, libraries and individuals, which require library reference work. These inquiries in the first quarter of 1949 originated in twenty countries;

(g) Maintaining extensive files of current and recent pamphlets and a limited collection of clippings;

(h) Maintaining a substantial map collection and providing cartographic reference service to the Secretariat and delegations. About twenty maps are received and an average of twenty requests are dealt with per day. Current duties include checking geographical publications and map bibliographies, indexing on a limited scale, clipping of maps included in periodicals and arranging special displays of geographic material at the request of working groups;

(i) Building up, maintaining and servicing of the only complete file at headquarters of specialized agencies' documents and publications. This involves sorting, filing, preparation for binding, soliciting missing numbers and giving reference service. Seven sets must be handled, three English, two French and two Spanish, to meet the needs for reference, circulation, and preservation. These documents arrive at the rate of about forty titles (280 pieces) per day.

B. Bibliographic services including the production of a fortnightly selected bibliography for the *United Nations Bulletin*; preparation of a bibliography for the *United Nations Yearbook*; compilation, when possible, of special bibliographies as needed by the Secretariat.

C. Indexing and annotating selected articles of special interest to the United Nations in some 375 periodicals, releases, bulletins and radio reports. It is anticipated that about 100 periodicals will be added in 1950. The work includes selection of articles, preparation of annotations, assignment of subject headings and filing of cards. This analytical index now contains some 74 000 cards covering a period from 1940 onwards.

To meet the requirements of the programme, the posts are needed in 1950. This represents an increase of three posts compared with 1949. Two new posts are proposed, one clerk 5 for the loan desk to recover overdue books and thus avoid losses, one clerk 3 post for filing. The other post, clerk 6 was transferred from the Pool (Office of Director, as noted above).

The post of Chief of the Unit is shown as 12 instead of 13 (see Acquisition Unit above).

*Departmental Libraries Unit.* This Unit is responsible for maintaining and servicing limited collections in the Departments of Security Council Affairs, Economic Affairs, Social Affairs, Trusteeship and Information from Non-Self-Governing Territories, and Legal Affairs. The departmental liaison librarians recommend publications for acquisition, supervise circulation of serials to the members of the Departments, provide reference, loan and bibliographic service from their own collections and those of the Central Library, and otherwise serve as liaison officers between the Library Services and the Departments.

In the 1949 budget this Unit was attached to the Service to Readers Unit, six posts being provided. Eleven posts are required in 1950, in order that the five departmental libraries may have a minimum of two posts each. The Unit is supervised by a Chief attached to the Service to Readers Unit.

Compared with 1949, one post, clerk 7, is transferred to Office of Director as Chief of the Pool; one post, clerk 6, is transferred from the Pool to this Unit. The additional new posts proposed are: one librarian 10, one librarian 8, one clerk 5 and two clerks 3.

*Documents Index Unit.* The Unit is responsible for indexing all United Nations documents. It analyses and indexes daily as many as possible of the 150 documents received in all official languages. It prepares for publication check lists and indexes of United Nations documents by organs and sessions, estimated at 14 000 documents in 1949 and 16 500 in 1950 and 10 000 specialized agencies documents; indexes to resolutions; "dispositions of agenda items" and indexes of statements and speeches, (estimated at 9 000 items for 1949); and occasional bibliographies. During 1950, fifteen volumes of the treaties series will be page indexed. The Unit also assigns document series symbols to new organs and subsidiary organs.

The Unit assists the Cataloguing Unit in the task of preparing United Nations documents for binding.

The Unit receives on an average fifty inquiries a day from Delegations and the Secretariat regarding current documents. It shares with the Service to Readers Unit the responsibility for United Nations document reference service in general.

A monthly list of United Nations and specialized agencies documents will be published in twelve issues comprising 26 500 entries. For this programme a staff of eighteen posts is requested, consisting of ten documents index analysts and eight clerical posts. This compares with fourteen posts in 1949. The four additional posts proposed are: one documents analyst 11, one documents analyst 9 and two clerks 5.

Table 7a-4. Recapitulation

Division or Office	Posts 1949	Posts 1950	Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost- of- living adjustment	Adjustment for deferred recruitment	Adjustment for turnover of staff	Total
			\$	\$	\$	\$	\$	\$
Office of the Director..	14	20	68 130	2 240	10 070	700	2 440	77 300
Processing Section ....	18	22	97 570	1 220	11 130	950	3 270	105 700
Reference and Documen- tation Section .....	35	47	198 230	3 610	24 800	2 400	6 740	217 500
	<u>67</u>	<u>89</u>	<u>\$363 930</u>	<u>\$7 070</u>	<u>\$46 000</u>	<u>\$4 050</u>	<u>\$12 450</u>	<u>\$400 500</u>

(ii) *Consultants* .....\$ 900  
 1949: —  
 1948: —

This estimate covers twenty days at \$45 per day for consultants. Expert advice is necessary on technical matters such as certain operational, building and library equipment problems.

(iii) *Temporary assistance* .....\$ 36 000  
 1949: 9 920<sup>1</sup>  
 1948: —<sup>2</sup>

This provides for temporary replacement of staff members on annual, home, sick or maternity leave. Special peak periods such as the cumulative arrival of periodicals and the beginning of the year subscription orders at the beginning of the year require additional clerical assistance for short periods. One professional and four clerical posts are necessary for part of the year to overtake arrears and for work preparatory to the move to headquarters. Nine posts (four professional and five clerical) are included for half of the year to finish the backlog of listing and indexing documents published by the United Nations.

(iv) *Overtime* .....\$ 2 500  
 1949: 2 520  
 1948: —<sup>2</sup>

It will be necessary to maintain library services during some periods when meetings are held outside of regular working hours. The amount provided in 1949 is proposed for 1950.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....\$ 34 500  
 1949: 48 800<sup>1</sup>  
 1948: —<sup>2</sup>

<sup>1</sup>Excludes Opinion Survey and Research Sections, which were transferred to section 13.

(i) *Travel on official business*.....\$ 2 500  
 1949: 2 500  
 1948: —<sup>2</sup>

This will provide for authorized travel of staff members to negotiate for complimentary library services, to visit library buildings for the study of library plans and equipment. It also includes a journey for an officer to Europe to maintain contact with the Geneva Library.

(ii) *Travel on home leave*.....\$ 9 500  
 1949: 24 000<sup>1</sup>  
 1948: —<sup>2</sup>

The estimate covers travel expenses for eight staff members and their dependents entitled to home leave in 1950.

(iii) *Cable, telegraph, wireless communication and long-distance telephone*.....\$ 2 000  
 1949: 2 300  
 1948: —<sup>2</sup>

This estimate is based on the experience of the first quarter of 1949.

(iv) *Air freight* .....\$ 500  
 1949: —  
 1948: —

This estimate is based on the experience of the first quarter of 1949.

(v) *Contractual library services*.....\$ 20 000  
 1949: 20 000  
 1948: —<sup>2</sup>

This estimate covers charges for catalogue cards and bibliographic work to be supplied under contract by public libraries. In 1949 provision of \$20 000 was made under the account "Miscellaneous Supplies and Contractual Services, Section 18, Common Services". Upon recommendation of the Advisory Committee, provision for this item is included in the library estimates.

<sup>2</sup>Included under section 13, Department of Public Information.

## Section 8. Department of Security Council Affairs, \$824 700

(1949: \$797 070 1948: \$596 553)

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, and the First Committee of the General Assembly and its sub-committees. It also assists the Secretary-General in the performance of his duties under Article 99 of the Charter.

These functions require the department to arrange for notification of meetings and to prepare the agenda and documentation for the Security Council, the Atomic Energy Commission, the Commission for Conventional Armaments and their commissions and committees; provide advice to the Security Council on rules of procedure; obtain information and prepare reports on threats to the maintenance of international peace and security and on the pacific settlement of disputes and the general principles of co-operation; survey the development of international affairs, and according to need, compile reports on specific problems; obtain information and prepare studies on the political aspects of military agreements; and assist in the negotiation of such agreements, in co-operation with the secretariat of the Military Staff Committee; prepare studies on the size of armaments and traffic in arms; participate in investigations and advise on the security aspects

of Trusteeship Agreements for strategic areas; formulate plans with reference to non-military enforcement measures; participate, with the Secretariat of the Military Staff Committee, in the elaboration and application of military enforcement measures.

During the years 1948-49, the Department had been responsible for the substantive work and, in co-operation with the Conference Division, for establishing and servicing the commissions of investigation and conciliation on Korea, Indonesia, India and Pakistan, the Balkans, Palestine and the United Nations Plebiscite Mission for Jammu and Kashmir.

CHAPTER I. SALARIES AND WAGES.....\$750 100  
1949: 760 630  
1948: 533 601

(i) *Established posts* .....\$724 100  
1949: 732 360  
1948: 515 766

The decrease shown for 1950 is due to the fact that additional expenses resulting from within-grade increments and the request for two new posts are more than offset by the reclassifications proposed and by the establishment of a 3 per cent reduction for turnover of staff.

Table 8-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	-	Assistant Secretary-General	1@ 20 000 + 8 500 allowance	28 500	-	-	28 500
1	1	-	Top-ranking director	1@ 15 000 + 3 000 allowance	18 000	-	-	18 000
-	1	18	Principal officer	1@ 14 830	14 830	-	-	14 830
1	1	16	Professional officer	1@ 9 360	9 360	-	300	9 660
-	1	8	Professional assistant	1@ 4 210	4 210	530	-	4 740
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	30	9 070
1	-	5	Secretarial and clerical	-	-	-	-	-
6	7		<i>Special Unit for Trieste</i>					
1	-	18	Principal officer	-	-	-	-	-
1	-	9	Professional assistant	-	-	-	-	-
1	-	5	Secretarial and clerical	-	-	-	-	-
9	7				\$82 880	\$1 590	\$330	\$84 800
Less: Adjustment for turnover of staff.....								2 540
TOTAL								\$ 82 260

The staff requested for the Office of the Assistant Secretary-General (table 8-1) shows a decrease of two posts as compared with 1949. The following changes are detailed:

One of the three posts of the Trieste Unit, principal officer 18, replaces the post of Chief of European Affairs Section in the General Political Division, principal officer 17; the latter post is downgraded to 14 and transferred with the other two posts, professional assistant 9 and secretary 5, to the Services to Committees Section of the Administrative and General Division since the functions

and duties of the Special Unit for Trieste are transferred to that Section. The post of principal officer 18, formerly in the office of the Director of the General Political Division, is transferred to the Office of the Assistant Secretary-General. A post of professional assistant is transferred from the Office of the Director of the Administrative and General Division to this office, as an assistant to the top-ranking director; an upgrading from 7 to 8 is proposed to bring it in line with the grading of other posts having comparable duties and responsibilities. A secretarial and clerical post 5 is transferred to

the Administrative Section in the Administrative and General Division.

Apart from his normal departmental duties, the top-ranking director has complete responsibility for

the conduct of the Administrative and General Division and supervises the work of the Atomic Energy Commission Group and the Armaments and Enforcement Measures Section.

Table 8-2. General Political Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	-	-	17 500
1	-	18	Principal officer	-	-	-	-	-
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	50	4 570
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
4	3							
<i>General Political Section</i>								
1	1	18	Principal officer	1@ 13 830	13 830	-	680	14 510
1	1	16	Professional officer	1@ 9 360	9 360	-	-	9 360
1	-	14	Professional officer	-	-	-	-	-
1	1	13	Professional officer	1@ 7 400	7 400	530	50	7 980
-	1	11	Professional officer	1@ 5 260	5 260	530	150	5 940
1	2	9	Professional assistant	1@ 4 460	-	-	-	-
				1@ 4 210	8 670	1 060	310	10 040
-	1	8	Professional assistant	1@ 3 990	3 990	530	-	4 520
1	-	7	Professional assistant	-	-	-	-	-
1	3	6	Secretarial and clerical	3@ 3 590	10 770	1 590	330	12 690
7	10							
<i>European Affairs Section</i>								
-	1	18	Principal officer	1@ 12 830	12 830	-	-	12 830
2	1	17	Principal officer	1@ 12 000	12 000	-	390	12 390
1	1	16	Professional officer	1@ 9 960	9 960	-	370	10 330
2	2	14	Professional officer	1@ 8 290	-	-	-	-
				1@ 7 830	16 120	-	180	17 250
-	1	11	Professional officer	1@ 5 260	5 260	530	-	5 790
1	1	7	Professional assistant	1@ 3 990	3 990	530	40	4 560
3	2	6	Secretarial and clerical	2@ 3 780	7 560	1 060	-	8 620
9	9							
<i>Middle East and African Affairs Section</i>								
2	2	17	Principal officer	1@ 12 000	-	-	-	-
				1@ 10 610	22 610	-	630	23 240
1	-	16	Professional officer	-	-	-	-	-
1	1	15	Professional officer	1@ 9 360	9 360	-	200	9 560
-	1	12	Professional officer	1@ 5 890	5 890	530	200	6 620
1	1	9	Professional assistant	1@ 4 210	4 210	530	130	4 870
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	90	4 210
6	6							
<i>Asia and Pacific Affairs Section</i>								
-	1	18	Principal officer	1@ 12 830	12 830	-	500	13 330
1	2	17	Principal officer	2@ 11 300	22 600	-	840	23 440
2	-	16	Professional officer	-	-	-	-	-
1	1	15	Professional officer	1@ 9 360	9 360	-	280	9 640
1	1	12	Professional officer	1@ 6 600	6 600	530	200	7 330
1	1	9	Professional assistant	1@ 4 210	4 210	530	300	5 040
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	90	3 850
1	1	5	Secretarial and clerical	1@ 3 230	3 230	530	-	3 760
8	8							
<i>Western Hemisphere and Regional Arrangements Section</i>								
2	2	17	Principal officer	2@ 12 000	24 000	-	-	24 000
1	1	16	Professional officer	1@ 10 610	10 610	-	150	10 760
1	1	13	Professional officer	1@ 7 400	7 400	530	100	8 030
2	2	6	Secretarial and clerical	1@ 3 780	-	-	-	-
				1@ 3 400	7 180	1 060	150	8 390
6	6							
40	42				\$309 180	\$13 670	\$6 410	\$329 260
Less: Adjustment for turnover of staff.....								9 880
TOTAL								\$319 380

The General Political Division (table 8-2), is responsible for preparing surveys on international affairs; advising on the relations between States and on threats to the maintenance of international peace and security with particular reference to Article 99 of the Charter; advising on pacific settlement of disputes through negotiation, enquiry, mediation, conciliation, arbitration, judicial settlement, resort to regional agencies or arrangements, or other means, and on the application of each of these methods to given situations; participating in the work of commissions of investigation and conciliation; studying the political developments in Trust and Non-Self-Governing Territories and advising on the security and other aspects of trusteeship agreements for strategic areas.

The Division is composed of an Office of the Director and five sections.

The staff requested for the Office of the Director shows a decrease of one post as compared with 1949, as a result of the proposed transfer of a principal officer 18 post to the Office of the Assistant Secretary-General.

The General Political Section shows an increase of three posts as a result of the following proposed changes:

(a) One professional assistant post, approved in 1949 in the Atomic Energy Group Section at grade 11, transferred to this Section at grade 9;

(b) Two secretarial and clerical posts 6, transferred from the Services to Committees Section and from the European Affairs Section.

In addition, two reclassifications are proposed: the downgrading of a professional officer post from 14 to 11, and the upgrading of a professional assistant post from 7 to 8, since responsible duties in the way of preliminary research on working papers are attached to the post.

The European Affairs Section remains at nine posts. However, a post of principal officer 17 is exchanged for the transferred post of Chief of the Special Unit for Trieste, as explained above (Office of the Assistant Secretary-General). In addition, a post of professional officer 11 is transferred from the Services to Security Council Section, and a secretarial-clerical post 6 is transferred to the General Political Section.

The Middle East and Africa Section remains at six posts. One of these posts is downgraded from 16 to 12.

The Asia and Pacific Affairs Section consists of eight posts as in 1949. Upgradings of one principal officer post from 17 to 18 and two professional officer posts 16 to principal officer 17 are proposed since the increasing scope of the work, attributable to recent developments in the region concerned, has added to the responsibilities of the incumbents.

The Western Hemisphere Affairs and Regional Arrangements Section remains unchanged.

Table 8-3. Armaments and Enforcement Measures Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	17	Principal officer	1@ 12 000	12 000	—	50	12 050
1	1	16	Professional officer	1@ 10 610	10 610	—	100	10 710
2	2	15	Professional officer	2@ 9 360	18 720	—	—	18 720
1	1	14	Professional officer	1@ 8 290	8 290	420	220	8 930
—	1	13	Professional officer	1@ 7 000	7 000	530	—	7 530
1	—	12	Professional officer	—	—	—	—	—
1	1	11	Professional officer	1@ 5 890	5 890	530	220	6 640
1	—	9	Professional assistant	—	—	—	—	—
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	100	4 620
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	120	4 240
2	2	5	Secretarial and clerical	2@ 3 230	6 460	1 060	280	7 800
12	11				\$76 550	\$3 600	\$1 090	\$81 240
Less: Adjustment for turnover of staff.....								2 440
								TOTAL \$ 78 800

The Armaments and Enforcement Measures Section (table 8-3) is responsible for advising on the political aspects of military agreements and assisting in the negotiation of such agreements; obtaining information and preparing studies on the size of armaments and traffic in arms, munitions and implements of war; formulating plans for the regulation of armaments, and preparing for publication a yearbook regarding disarmament; formulating plans relating to enforcement measures, both military and non-military; participating in the elaboration and application of military enforcement measures; preparing statistical studies on military and economic affairs.

In addition, the Section serves as the administrative secretariat of the Commission for Conventional

Armaments and its committees and sub-committees, preparing the records and other documentation for those bodies, and assisting in the drafting of reports submitted by the Commission to the Security Council and the General Assembly.

The proposed staff for this Section (eleven posts), shows a decrease of one post as compared with 1949, as a result of the transfer of one professional assistant 9 to the Services to the Security Council Section of the Administrative and General Division. One professional officer post is proposed for upgrading from 12 to 13, as the incumbent of this post is assigned to independent research work under the general supervision of the Chief of Section, with a consequent increase in responsibilities.

Table 8-4. Atomic Energy Commission Group

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	18	Principal officer	1@ 13 830	13 830	-	700	14 530
2	3	13	Professional officer	2@ 7 400	-	-	-	-
				1@ 7 000	21 800	-	100	23 490
1	-	12	Professional officer	-	-	-	-	-
1	-	11	Professional officer	-	-	-	-	-
4	4	6	Secretarial and clerical	2@ 3 780	-	-	-	-
				2@ 3 590	14 740	2 120	200	17 060
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	70	3 520
10	9				\$53 290	\$4 240	\$1 070	\$58 600
Less: Adjustment for turnover of staff.....								1 760
TOTAL								\$ 56 840

The Atomic Energy Commission group (table 8-4) is responsible for serving as the administrative secretariat of the Commission, its committees and sub-committees; preparing the records and other documentation for those bodies, and drafting reports for submission by the Commission to the Security Council, the General Assembly, and other organs of the United Nations.

The staff proposed consists of nine posts, one less than in 1949 as a result of the transfer of a post of professional officer 11 to the General Political Section of the General Political Division. One professional officer post 12 is proposed for upgrading to 13, as the duties of the post are comparable to those of the other professional officers in the group.

Table 8-5. Administrative and General Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	1@ 13 330 + 2 500 allowance	15 830	-	-	15 830
1	-	7	Professional assistant	-	-	-	-	-
-	1	6	Secretarial and clerical	1@ 3 070	3 070	530	80	3 680
1	-	4	Clerk-typist	-	-	-	-	-
3	2							
<i>Services to the Security Council Section</i>								
2	2	17	Principal officer	1@ 12 000	-	-	-	-
				1@ 11 300	23 300	-	280	23 580
1	-	16	Professional officer	-	-	-	-	-
1	2	14	Professional officer	1@ 8 290	-	-	-	-
				1@ 7 400	15 690	950	420	17 060
1	-	13	Professional officer	-	-	-	-	-
1	2	12	Professional officer	1@ 6 600	-	-	-	-
				1@ 5 890	12 490	1 060	-	13 550
1	1	11	Professional officer	1@ 5 890	5 890	530	-	6 420
-	1	9	Administrative assistant	1@ 4 710	4 710	530	-	5 240
-	1	9	Professional assistant	1@ 4 460	4 460	530	180	5 170
1	-	8	Administrative assistant	-	-	-	-	-
-	1	7	Professional assistant	1@ 3 590	3 590	530	100	4 220
2	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
1	1	5	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930
-	1	4	Clerk-typist	1@ 2 640	2 640	530	70	3 240
11	13							
<i>Services to the Committees Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	540	12 540
1	1	16	Professional officer	1@ 10 610	10 610	-	400	11 010
-	1	14	Professional officer	1@ 7 400	7 400	530	-	7 930
-	1	13	Professional officer	1@ 7 000	7 000	530	200	7 730
1	-	12	Professional officer	-	-	-	-	-
-	1	9	Professional assistant	1@ 4 210	4 210	530	-	4 740
3	2	6	Secretarial and clerical	1@ 3 780	-	-	-	-
				1@ 3 400	7 180	1 060	280	8 520
-	1	5	Secretarial and clerical	1@ 3 230	3 230	530	-	3 760
6	8							

Table 8-5. Administrative and General Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Administrative Section</i>								
1	1	14	Administrative officer	1@ 7 830	7 830	530	280	8 640
1	—	10	Administrative officer	—	—	—	—	—
1	2	9	Administrative assistant	1@ 4 980	—	—	—	—
				1@ 4 210	9 190	—	340	10 590
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	90	4 020
—	1	5	Secretarial and clerical	1@ 3 070	3 070	530	—	3 600
1	1	4	Clerk-typist	1@ 2 640	2 640	530	110	3 280
5	6							
25	29				\$176 610	\$12 610	\$3 370	\$192 590
Less: Adjustment for turnover of staff.....								5 770
TOTAL								\$186 820

The Administrative and General Division (table 8-5) consists of an Office of the Director and three sections.

The staff in the Office of the Director is reduced from three to two posts as a result of the transfer of a professional assistant post 7 to the Office of the Assistant Secretary-General, and of a clerk-typist 4 to the Services to Security Council Section, and of the request for a new secretarial and clerical post 6.

The Services to the Security Council Section and the Services to the Committees Section perform, on behalf of the Security Council, the Committee of Experts, and other committees or commissions established by the Council or the General Assembly, the day-to-day staff work connected with their meetings; they prepare summary records and reports for the First Committee of the General Assembly and its sub-committees; they study and report on questions pertaining to the rules of procedure, the admission of new members of the United Nations, and the election of judges of the International Court of Justice. In addition to the preparation of the annual report of the Security Council and the various reports required by the Council's Rules of Procedure, the two sections deal with communications to the Security Council and the Secretary-General concerning security matters.

The staff proposed for the Services to the Security Council Section (thirteen posts) shows an increase of two posts over 1949, as a result of the proposed establishment of a new post of professional officer 11 to cope with the heavy workload of this Section, which provides professional officers to

commissions in the field on a continuous basis, and of the following transfers:

(a) Clerk-typist 4, transferred from the Office of the Director of the Division to this Unit;

(b) Transfer of one professional assistant 9 from the Armaments and Enforcement Measures Section;

(c) Transfer of one professional officer 11 to the European Affairs Section of the General Political Division.

In addition it is proposed to downgrade two professional officer posts from 16 to 14 and from 13 to 12 respectively, and to upgrade a post of administrative assistant 8 to 9 and a secretarial post 6 to professional assistant 7, in keeping with the duties assigned to the post.

The Services to Committees Section shows an increase of two posts over 1949. As a result of the transfer to this Section of the functions relating to the Special Unit for Trieste three posts are added as explained above. However, one secretarial and clerical post 6 is transferred to the General Political Section. In addition one professional officer post is upgraded from 12 to 13, in keeping with the duties assigned to this post.

The Administrative Section is responsible for administrative matters relating to personnel organization and budget and supervising the files and general reference services of the department. The changes shown result from the transfer of a secretarial and clerical post 5 from the Office of the Assistant Secretary-General, and the downgrading of an administrative officer post 10 to administrative assistant 9.

Table 8-6. Recapitulation

Division or Office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949 <sup>c</sup>	1950					
Office of the Assistant Secretary-General .....	9	7	82 880	330	1 590	2 540	82 260
General Political Division.....	40	42	309 180	6 410	13 670	9 880	319 380
Armaments and Enforcement Measures Section .....	12	11	76 550	1 090	3 600	2 440	78 800
Atomic Energy Commission Group .....	10	9	53 290	1 070	4 240	1 760	56 840
Administrative and General Division .....	25	29	176 610	3 370	12 610	5 770	186 820
	96	98	\$698 510	\$12 270	\$35 710	\$22 390	\$724 100



(ii) <i>Consultants</i> .....	\$ 4 000
	1949: 4 000
	1948: 3 806

Consultant services are necessary when scientific matters are under consideration, particularly in the case of the Atomic Energy Commission and the Commission for Conventional Armaments.

(iii) <i>Temporary assistance</i> .....	\$ 16 000
	1949: 18 600
	1948: 9 147

Provision is made for the temporary replacement of staff members on leave.

(iv) <i>Overtime</i> .....	\$ 6 000
	1949: 5 670
	1948: 4 882

The estimate is based on the actual expenditure in the first months of 1949.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....	\$ 74 600
	1949: 36 440
	1948: 62 952

(i) <i>Travel on official business</i> .....	\$ 6 000
	1949: 10 000
	1948: 3 038

For travel of staff members to conferences at which the Department is represented. Of this amount \$1 200 is intended for short journeys on official business at approximately \$100 per month.

(ii) <i>Travel on home leave</i> .....	\$ 50 000
	1949: 21 840
	1948: 46 317

For thirty-six staff members and their dependents eligible for home leave in 1950.

(iii) <i>Cable, telegraph, wireless communication and long-distance telephone</i> .....	\$ 8 000
	1949: 4 000
	1948: 13 299

This provision covers normal departmental charges and also the cost of communicating Security Council resolutions and directives to commissions in the field, and for providing important and urgent summaries of Council meetings affecting these commissions whenever necessary.

(iv) <i>Air freight</i> .....	\$ 600
	1949: 600
	1948: 298

The provision covers ordinary expenses of the Department for air express shipments.

(v) <i>Contractual printing</i> .....	\$ 10 000
	1949: —
	1948: —

No estimate was included in the 1949 budget for printing for this Department. Provision was made during the year, from savings on other items, to begin the printing of the Atomic Energy Bibliography. In 1950 additional portions of the Bibliography will be produced, the cost of which is estimated at \$10 000.

Revenue to derive from sales of the Atomic Energy Bibliography in 1950 is estimated at \$2 000.

**Section 9. Military Staff Committee Secretariat, \$198 900**

(1949: \$196 400 1948: \$142 113)

The Secretariat, organized as an independent unit because of the nature of the Military Staff Committee, serves the Committee in all the functions delegated to it by the Security Council under the provisions of Article 47 of the Charter.

CHAPTER I. SALARIES AND WAGES.....	\$176 250
1949:	178 400
1948:	130 459
(i) <i>Established posts</i> .....	\$175 250
1949:	174 620
1948:	130 290

Table 9-1. *Military Staff Committee Secretariat*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Administrative Unit</i>								
1	1	14	Administrative officer	1@ 7 400	7 400	530	400	8 330
1	1	9	Administrative assistant	1@ 4 710	4 710	530	—	5 240
<i>Languages Unit</i>								
1	1	16	Interpreter	1@ 10 610	10 610	—	570	11 180
9	9	14	Interpreter	6@ 8 290	71 940	4 770	1 670	78 380
1	1	14	Verbatim reporter	1@ 8 290	8 290	530	—	8 820
2	2	10	Translator	1@ 5 260	9 970	1 060	160	11 190
<i>Documents Unit</i>								
1	1	10	Documents officer	1@ 4 980	4 980	530	240	5 750
1	1	8	Administrative assistant	1@ 4 210	4 210	530	—	4 740
3	3	6	Secretarial and clerical	2@ 3 780	11 150	1 590	180	12 920
1	1	6	Reproduction machine operator	1@ 3 590	3 590	530	110	4 230
6	6	5	Secretarial and clerical	2@ 3 400	18 940	3 180	420	22 540
				1@ 3 230	3 230	530	120	3 880
				1@ 3 070	2 920	530	—	3 450
1	1	5	Office machine operator	1@ 3 230	3 230	530	—	3 450
1	1	3	Office machine operator	1@ 2 920	2 920	530	—	3 450
29	29				\$161 940	\$14 840	\$3 870	\$180 650
Less: Adjustment for turnover of staff.....								5 400
TOTAL								\$175 250

The Secretariat of the Military Staff Committee is organized in three units dealing with administration, languages and documents (table 9-1). The Administration Unit is charged with the control of administrative functions such as personnel administration, preparation of the budget estimates, preparation for conferences. The Languages Unit is responsible for all interpretation and translation of records of the Committee at conferences and subcommittee meetings; also, under the rules of procedure, for the recording of verbatim reports where required. The Documents Unit prepares, reproduces, distributes and files all committee documents.

In 1948, the secretariat of the Military Staff Committee serviced seventy-two meetings of the committee, and issued a total of 234 documents totalling 5 584 pages before reproduction and 530 772 impressions after reproduction, and performed 3 907 pages of translation in the four languages used in the committee. Although this workload has been lighter than in 1947 it was felt necessary to retain in 1950 the secretariat at its present strength, but arrangements have been made with the Department of Conference and General Services with a view to using the staff fully to the best advantage of the United Nations Secretariat as a whole.

(ii) <i>Overtime</i> .....	\$ 1 000
1949:	3 780
1948:	169

Staff members are frequently called upon to work overtime in order to provide records and minutes of meetings immediately. All paid overtime is confined to members of the Documents Unit.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....	\$ 22 650
1949:	18 000
1948:	11 654

(i) <i>Travel on official business</i> .....	\$ 100
1949:	500
1948:	2

Contingency for emergency travel by members of the secretariat on official business.

(ii) <i>Travel on home leave</i> .....	\$ 22 300
1949:	16 500
1948:	11 629

Provides for twelve staff members and their dependents entitled to home leave in 1950.

(iii) <i>Cable, telegraph, wireless communications and long-distance telephone</i> ...	\$ 250
1949:	1 000
1948:	23

## Section 10. Department of Economic Affairs, \$2 519 400

(1949: \$2 216 055 1948: \$1 542 996)

The Department of Economic Affairs is responsible for providing such services and assistance with respect to economic matters as are required by the Second Committee of the General Assembly, the Economic and Social Council, its economic commissions, both functional and regional, and their sub-commissions and other subordinate bodies. The Department also provides other branches of the Secretariat with any economic and statistical information and advice which they may need.

In addition, the Department undertakes the publication of certain economic studies and reports. It maintains and develops working relations with specialized agencies, inter-governmental agencies and non-governmental organizations concerned with international economic problems.

In accordance with resolution 200 (III) of the General Assembly, the Department is responsible for the provision of facilities designed to assist Member Governments in the promotion of economic progress and development. The Department is also responsible for arranging the provision of other expert assistance to Member Governments in accordance with resolution 51 (IV) of the Economic and Social Council.

The major substantive work in connexion with these responsibilities is performed through four units of the Department at Headquarters, namely, the Division of Economic Stability and Development, the Transport and Communications Division, the Fiscal Division and the Statistical Office; in addition, the secretariats of the regional commissions form part of the Department of Economic Affairs. The Economic and Social Council secretariat within the

Department performs the servicing functions for that organ. Overall control of the Department is exercised by the Office of the Assistant Secretary-General.

The figure shown for 1949 is \$259 520 lower than the amount appropriated by the General Assembly. The difference is due to the fact that this portion of the amount appropriated for the technical assistance programme is shown under section 25a. An amount of \$48 230 is retained in this section to cover administrative expenses of the administrative unit for the programme.

The 1950 departmental estimate includes \$137 000 for this purpose.

CHAPTER I. SALARIES AND WAGES.....	\$2 094 100
1949: 1 878 285	
1948: 1 282 128	
(i) Established posts.....	\$2 005 100
1949: 1 739 715	
1948: 1 201 146	

The increase over 1949 is due to:

1. Cost of automatic within-grade increments for 1950 .....	\$ 58 000
2. 1950 provision for 22 posts for the technical assistance programme.....	128 950
3. 1950 provision for net increase of 20 additional posts and adjustments in grade.	89 900
	<u>\$276 850</u>

Detailed information and justifications concerning 1950 provisions are shown under the divisions and offices concerned.

Table 10-1. Office of the Assistant Secretary-General

No. of established posts	Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950						
1	1	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	—	—	28 500
1	1	Top-ranking director	15 000 + 3 000 allowance	18 000	—	—	18 000
1	1	18 Principal officer	1@ 14 830	14 830	—	—	14 830
1	1	16 Administrative officer	1@ 9 960	9 960	—	110	10 070
1	—	15 Professional officer	—	—	—	—	—
—	1	14 Professional officer	1@ 7 400	7 400	140	—	7 540
1	1	14 Administrative officer	1@ 8 290	8 290	420	40	8 750
—	1	11 Professional officer	1@ 5 260	5 260	530	260	6 050
4	4	9 Administrative assistant	1@ 4 210 3@ 4 710	18 340	2 120	290	20 750
1	1	8 Administrative assistant	1@ 4 210	4 210	530	—	4 740
2	2	7 Secretarial and clerical	2@ 3 990	7 980	1 060	40	9 080
4	4	6 Secretarial and clerical	2@ 3 400 1@ 3 590	14 170	2 120	540	16 830
2	1	5 Secretarial and clerical	1@ 3 780 1@ 3 230	3 230	530	—	3 760
19	19						

*Secretariat of the Interim Co-ordinating Committee for International Commodity Arrangements*

1	1	16	Professional officer	1@ 10 610	10 610	—	—	10 610
1	1	15	Professional officer	1@ 9 360	9 360	—	—	9 360
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740

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

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	5	Secretarial and clerical	1@ 3 400	3 400	530	—	3 930	
1	1	4	Secretarial and clerical	1@ 2 920	2 920	530	—	3 450	
5	5								
24	24				\$170 670	\$9 040	\$1 280	\$180 990	
Less: Adjustment for turnover of staff.....								5 430	
								TOTAL	\$175 560

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

The Office consists of the immediate staff of the Assistant Secretary-General (twelve posts), the Executive Office (seven posts), and a unit which serves as the secretariat to the Interim Co-ordinating Committee for International Commodity Arrangements (five 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 overall supervision of the internal administration of the Economic Commission for Asia and the Far East and of the Economic Commission for Latin America.

The Interim Co-ordinating Committee for International Commodity Arrangements has been established by resolution 30 (IV) of the Economic and Social Council, and continued under the terms of resolution 110 (VI) of the Economic and Social Council. The need for continuing the Interim Com-

mittee may be reconsidered upon the establishment of the International Trade Organization as a specialized agency and the conclusion of an inter-agency agreement between this agency and the Food and Agriculture Organization. Pending the completion of the above action a secretariat unit was established in 1948 to serve the Interim Committee. In addition, the Secretary-General has agreed that this unit shall undertake substantive studies on commodity questions and certain liaison functions on behalf of the Interim Commission of the International Trade Organization on a reimbursable basis.

The only changes requested for 1950 for the office, all in the Assistant Secretary-General's immediate staff, are:

(a) The establishment of one additional professional officer 11 post to assist the Assistant Secretary-General and the top-ranking director in the performance of their functions. The post was carried during the major part of 1948 and in 1949 on a temporary basis and has become a continuing requirement;

(b) The downward reclassification of a professional officer's post from 15 to 14;

(c) The suppression of one secretarial and clerical post.

Table 10-2. Division of Economic Stability and Development

Division or Office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost of living adjustment	Adjustment for turnover of staff	Total
	1949	1950	\$	\$	\$	\$	\$
Division of Economic Stability and Development							
Office of the Director.....	10	21	143 660	1 470	7 840	4 590	148 380
Economic Development.....	25	28	187 720	2 350	8 970	5 970	193 070
Economic Stability.....	15	15	109 070	840	4 240	3 430	110 720
International Financial and							
Commercial Relations.....	12	14	94 490	1 220	4 770	3 020	97 460
Geographical Area Units.....	35	25	163 770	2 280	9 020	5 250	169 820
Technical Assistance.....	—	22	127 830	1 050	9 010	7 890	130 000
	97	125	\$826 540	\$9 210	\$43 850	\$30 150	\$849 450

The Division of Economic Stability and Development (table 10-2) serves the Economic and Employment Commission and the Sub-Commissions on Economic Development and on Economic Stability and Employment. It also serves the Economic and Social Council and the Second Committee of the General Assembly.

The volume of work carried by the Division has steadily increased throughout 1948 and 1949. In 1948 a substantial additional load resulted from the establishment of the Economic Commission for Latin

America and work for the *ad hoc* Committee on the establishment of an Economic Commission for the Middle East. Considerable time and effort have been devoted at the end of 1948 and also in 1949 to the Programme of Technical Assistance approved by the General Assembly in resolution 200 (III). The preparation of two annual world economic surveys has come to be regarded as a regular service to be undertaken by the Division.

During 1948, and again in 1949, several senior staff members have had to be loaned to regional

commission secretariats to assist in the preparation of material for sessions of those bodies.

Because of these increased activities, most of which were unforeseen, it has been necessary to make a number of temporary arrangements and transfers to strengthen the staff of sections carrying an exceptional burden; it has also been necessary to have recourse to short-term appointments both under temporary assistance and of consultants to meet urgent needs.

As the new projects arising out of the decisions of the Economic and Social Council, and of other organs, will throw an even larger burden upon the Division in 1950, the budget for 1950 provides for

a strengthening of the Division's staff.

It is considered that the Division, excluding the Technical Assistance Section, requires at least one additional professional officer 16 and one professional officer 13; there is also a need for three professional assistants, in order to relieve the pressure of research upon more senior staff members and one secretary. Changes in the functions and organization of the work of the Division also require upward reclassifications in respect of six posts and four downgradings. The changes proposed, together with the transfers and adjustments of staff which have been made in 1948-1949 will, it is believed, enable the Division to meet the enlarged responsibilities described above.

Table 10-2-1. Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	19	Director	15 000 + 2 500 allowance	17 500	-	-	17 500
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
-	2	17	Principal officer	2@ 11 300	22 600	-	210	22 810
1	2	16	Professional officer	1@ 10 610 1@ 9 360	19 970	-	510	20 480
-	2	14	Professional officer	2@ 7 830	15 660	950	-	16 610
1	1	13	Professional officer	1@ 6 600	6 600	530	330	7 460
-	1	12	Professional officer	1@ 5 890	5 890	530	-	6 420
1	1	9	Administrative assistant	1@ 4 710	4 710	530	-	5 240
1	2	9	Professional assistant	1@ 4 710 1@ 4 210	8 920	530	-	9 980
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
3	5	6	Secretarial and clerical	2@ 3 780 2@ 3 590 1@ 3 400	18 140	2 650	220	21 010
-	2	5	Secretarial and clerical	1@ 3 070 1@ 2 780	5 850	1 060	200	7 110
10	21				\$143 660	\$7 840	\$1 470	\$152 970
Less: Adjustment for turnover of staff.....								4 590
TOTAL								\$148 380

This Office has the responsibility for planning and administering the work of the Division in the broad fields of economic stability, economic development and international commercial and financial relations arising out of decisions of the General Assembly, the Economic and Social Council, the Economic and Employment Commission and its sub-commissions, and out of the Secretary-General's responsibilities in these matters under the relevant Articles of the Charter. It has also certain specific responsibilities, of which the most important are:

1. Providing the secretariat for the Economic and Employment Commission (in full), for the Second Committee of the General Assembly (in part), and for several committees of the Economic and Social Council (in part);

2. Organizing and carrying out projects decided upon by the Economic and Social Council not within the scope of the established sections of the Division. During 1948 such projects included, among others, preparatory work for the establishment of economic commissions for Latin America and for the Middle East and preparations for the United Nations Scientific Conference on Conservation and Utilization of Resources. During 1949 this included substantial work related to planning and organiz-

ing the United Nations Technical Assistance Programme;

3. Developing overall plans for, and preparing, comprehensive annual economic reports, interim economic reports, including necessary substantive research to supplement the materials provided for these reports by other sections of the Division, other divisions of the Department of Economic and Social Affairs, regional economic commissions and specialized agencies;

4. Reviewing for consistency of policy and preparing for publication all divisional reports.

It is proposed that the staff of this office be increased by the transfer of nine posts from the Geographical Area Units Section, and by the establishment of two new posts.

The increase of the two new posts relates entirely to the requirements of the Reports Unit (eleven posts in all are requested for 1950) to prepare the overall plans for the comprehensive annual economic report and interim economic reports (General Assembly resolution 118 (II)), and to assist in their development. The Unit reviews and edits all reports issued by the Division. The Unit is also engaged in substantive research required for analyses of the

world supply of goods, of trends in industrial and agricultural production, and of prices.

The new professional officer 12 post is needed to assist in the increasing volume of editing required

for the reports produced by the Division. The professional assistant 9 post is requested in order to work on research related to the problems of world supply of goods and industrial production. An additional secretarial post will also be needed.

Table 10-2-2. *Economic Development Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	18	Principal officer	1@ 12 000	12 000	—	410	12 410	
1	1	17	Professional officer	1@ 12 000	12 000	—	—	12 000	
6	6	16	Professional officer	2@ 10 610 3@ 9 960 1@ 9 360	60 460	—	940	61 400	
3	2	15	Professional officer	1@ 9 360 1@ 8 800	18 160	—	—	18 160	
2	3	14	Professional officer	2@ 8 290 1@ 7 830	24 410	1 020	300	25 730	
1	1	13	Professional officer	1@ 7 400	7 400	530	110	8 040	
1	1	11	Professional officer	1@ 5 890	5 890	530	—	6 420	
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740	
—	2	8	Professional assistant	1@ 4 210 1@ 3 990	8 200	1 060	—	9 260	
2	2	7	Professional assistant	1@ 3 780 1@ 3 400	7 180	1 060	100	8 340	
6	6	6	Secretarial and clerical	3@ 3 780 3@ 3 590	22 110	3 180	310	25 600	
1	2	5	Secretarial and clerical	1@ 2 920 1@ 2 780	5 700	1 060	180	6 940	
25	28				\$187 720	\$8 970	\$2 350	\$199 040	
Less: Adjustment for turnover of staff.....								5 970	
								TOTAL	\$193 070

The Economic Development Section serves as secretariat to the Sub-Commission on Economic Development and has the continuing responsibility of contributing to the world economic surveys on the subject of economic development. In addition, the Section shares the responsibility of planning and carrying out activities contemplated under resolution 200 (III) on technical assistance; it participates in various studies undertaken by other divisions or departments (such as population, migration, housing and town and country planning, etc.). The programme of work for this Section on existing projects continuing in 1950 or on new projects which will commence in 1950 is as follows.

*Project I.* Studies of resources (physical, financial, technical, etc.) and capital and consumer goods requirements for economic development of less developed areas.

Authority: terms of reference of the Sub-Commission on Economic Development; instructions of the Economic and Employment Commission to the Sub-Commission (E/255, part IV), approved by the Economic and Social Council resolution 26 (IV) of 28 March 1947 (E/437).

Part A. Requirements for capital and consumer goods and for financing (domestic and foreign) of economic development in less-developed areas.

Part B. Physical resources and their utilization, including:

1. World fuel and energy resources: coal and lignite, peat, petroleum and hydro-electric power;
2. Iron ore and minor metals;
3. Multi-purpose river development; and
4. Other resources and their utilization.

*Project II.* Analysis of economic development in under-developed countries, including plans and programmes and the progress of economic development.

Authority: terms of reference of the Sub-Commission on Economic Development; instructions of the Economic and Employment Commission to the Sub-Commission (E/255, part VI), approved by the Economic and Social Council resolution 26 (IV) of 28 March 1947 (E/437); terms of reference of the Economic and Employment Commission, paragraph (d) (iii). Report of the second session of the Sub-Commission on Economic Development (E/CN.1/61, part VI, paragraph 2 (a)). The first volume of *Plans, Programmes and Agencies for Economic Development in Selected Countries* was completed and published in October 1947; a second volume, covering additional countries, is to be published in 1949.

Part A. Review and analysis of the recent progress and current problems of economic development in under-developed countries.

Part B. A third comprehensive volume on economic development.

*Project III.* Study of technological changes and their economic effects.

Authority: terms of reference of the Sub-Commission on Economic Development (E/200/Rev.1).

*Project IV.* Part A of this project (price trends in the trade between under-developed and industrialized countries) has been completed. Part B (availability of capital goods for under-developed countries) is expected to be completed in 1949.

Part C of the project relating to assistance rendered for the progress of economic development of under-developed countries by the United Nations and the specialized agencies, was initiated at the request of the Sub-Commission on Economic Development (E/CN.1/61). A report has been prepared for the third session of the Sub-Commission; similar reports are expected for 1950.

*Project V.* Technical assistance for economic development.

Authority: General Assembly resolution 200 (III). The Section will provide such substantive help as may be required in planning and developing the programme of technical assistance pursuant to paragraph 3 of General Assembly resolution 200 (III) in general and of the sub-paragraph (d) in particular.

*Project VI.* The Sub-Commission on Economic Development. The Section serves as a secretariat of this Sub-Commission.

To complete this programme a staff of twenty-eight posts will be required as against twenty-five requested for 1949. One secretarial post has been transferred from the Economic Stability Section and downgraded from 6 to 5. Two new professional assistant 8 posts are requested in order to free professional personnel for the analysis of the mass of detailed material needed for the completion of the studies mentioned above. Downgrading of a professional officer 15 post to 14 is also proposed.

The staff working on the projects to be completed during 1949, namely parts A and B of project IV above and a project related to the measures devised or envisaged by the Economic and Social Council and the specialized agencies for assistance in the economic development of under-developed countries, which was initiated in compliance with General Assembly resolution 198 (1948) and a resolution of 4 March 1949 of the Economic and Social Council, will be utilized for a number of new studies scheduled for 1950 (for instance, projects I and V), thereby limiting the number of additional staff.

Table 10-2-3. Economic Stability Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
2	3	16	Professional officer	1@ 9 960 2@ 9 360	28 680	-	-	28 680
1	1	15	Professional officer	1@ 9 360	9 360	-	100	9 460
1	1	14	Professional officer	1@ 8 290	8 290	-	-	8 290
1	2	13	Professional officer	1@ 7 400 1@ 6 600	14 000	1 060	400	15 460
1	-	12	Professional officer	-	-	-	-	-
-	1	11	Professional officer	1@ 5 570	5 570	530	-	6 100
2	1	9	Professional assistant	1@ 4 460	4 460	530	-	4 990
3	2	6	Secretarial and clerical	2@ 3 590	7 180	1 060	190	8 430
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	80	3 530
1	1	4	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
15	15				\$109 070	\$4 240	\$840	\$114 150
<i>Less:</i> Adjustment for turnover of staff.....								3 430
<b>TOTAL</b>								<b>\$110 720</b>

This Section is concerned with the problems of economic stability and full employment. It serves as secretariat to the Sub-Commission on Employment and Economic Stability and has the continuing responsibility for contributing to the world economic surveys.

The programme of work for this section will be as follows.

*Project I.* Survey of Inflationary and Deflationary Tendencies.

Authority: the authority for this work is: part VI (B) 2 of the report of the Economic and Employment Commission (E/255); Economic and Social Council resolution 26 (IV) (a) (b); report of the second session of the Economic and Employment Commission (E/455, part VI, section 3).

*Project II.* Analysis of full employment plans and policies.

Authority: this study was authorized by Economic and Social Council resolution 104 (VI).

*Project III.* Reports for the Sub-Commission on Employment and Economic Stability.

Comments: The Section serves as a secretariat of this Sub-Commission and is preparing a study on "The Structure of Production Under Full Employment".

The total number of posts requested for 1950 amounts to fifteen, as in the 1949 estimates. One professional post 16 is needed, especially for studies on the under-developed countries under project I, to be provided by transfer from the Geographical Area Units Section, but one secretarial post is transferred to the Economic Development Section.

Table 10-2-4. International Financial and Commercial Relations Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	17	Principal officer	1@ 12 000	12 000	-	140	12 140
2	3	16	Professional officer	1@ 10 610 1@ 9 960 1@ 9 360	29 930	-	230	30 160
-	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
1	-	12	Professional officer	-	-	-	-	-
-	2	11	Professional officer	2@ 5 260	10 520	1 060	310	11 890
1	-	9	Professional assistant	-	-	-	-	-
-	2	8	Professional assistant	1@ 4 210 1@ 3 990	8 200	1 060	220	9 480
2	-	7	Professional assistant	-	-	-	-	-
3	3	6	Secretarial and clerical	3@ 3 590	10 770	1 590	250	12 610
1	1	4	Secretarial and clerical	1@ 2 640	2 640	530	70	3 240
12	14				\$94 490	\$4 770	\$1 220	\$100 480
<i>Less: Adjustment for turnover of staff.....</i>								3 020
								TOTAL \$ 97 460

In addition to special studies in the international financial and commercial relations fields required for the Economic and Employment Commission and its sub-commissions, this Section maintains relations with the specialized agencies on these matters, particularly with the International Bank and the International Monetary Fund, and the preparatory organs of the International Trade Organization. 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. Finally it has the continuing responsibility for contributing to the world economic surveys on the matters described above.

*Project I.* The multilateral settlement of international accounts: an analysis of the development and decay of the multilateral system of trade and in other items in the balance of payments directed toward restoring international economic equilibrium.

Authority: report of the first session of the Economic and Employment Commission (E/255, part X, section 3 (d); Economic and Social Council resolution 28 (IV)).

*Project II.* Tendencies in current international economic relations (previously referred to under the title of "National Plans in their Relation to World Economy").

Authority: report of the first session of the Economic and Employment Commission (E/255, part X, section 3 (d); Economic and Social Council resolution of 9 March 1948 (E/757)).

*Project III.* Conditions affecting foreign investments in selected countries: an enquiry concerned with economic, legislative and other factors to serve as background study for the discussion of an international "investment code".

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, section B (iii)); also report of the Sub-Commission on Economic Development (E/CN.1/47, pp. 27-28).

*Project IV.* Tabulation of post-war international loans and grants.

Authority: resolution 34 (IV) of the Economic and Social Council (E/437), referring to "The Foreign Exchange Position of the Devastated Countries". Tabulations of this kind have become standing responsibilities of the Section, since they are required for the economic reports and for the sessions of the Sub-Commission for Economic Development.

In order to carry out this programme the Section will require a staff of fourteen as against twelve in 1949. In spite of the flexibility in staff whereby members of this Section are constantly transferred from completed projects to new assignments, two new professional posts (grades 16 and 13) are needed. Some adjustments in the grading pattern are contemplated, namely, reclassification of one post from grade 12 to 11, one from 9 to 11, and two from 7 to 8.



Table 10-2-5. Geographical Area Units Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 12 000	12 000	-	420	12 420
5	3	17	Principal officer	1@ 12 000 1@ 11 300 1@ 10 610	33 910	-	170	34 080
5	2	16	Professional officer	2@ 9 960	19 920	-	-	19 920
1	2	15	Professional officer	1@ 8 800 1@ 8 290	17 090	140	340	17 570
5	2	14	Professional officer	1@ 8 290 1@ 7 830	16 120	930	110	17 160
2	3	13	Professional officer	2@ 7 000 1@ 6 600	20 600	1 590	600	22 790
1	-	12	Professional officer	-	-	-	-	-
1	1	9	Professional assistant	1@ 4 210	4 210	530	250	4 990
-	1	8	Professional assistant	1@ 4 210	4 210	530	-	4 740
2	1	7	Professional assistant	1@ 3 590	3 590	530	140	4 260
10	8	6	Secretarial and clerical	5@ 3 780 2@ 3 590 1@ 3 400	29 480	4 240	180	33 900
1	-	5	Secretarial and clerical	-	-	-	-	-
1	1	4	Secretarial and clerical	1@ 2 640	2 640	530	70	3 240
35	25				\$163 770	\$9 020	\$2 280	\$175 070
Less: Adjustment for turnover of staff.....								5 250
TOTAL								\$169 820

This Section undertakes the collection and analysis of economic data and the preparation of studies on a country or regional basis according to the requirements of other substantive sections of the division or, in certain cases, of regional economic commissions or preparatory *ad hoc* committees on the establishment of regional commissions.

In conjunction with the Director's Office three of these units (European, Far Eastern and Latin-American) are responsible for the maintenance of liaison with regional economic commission secretariats in respect of all substantive matters. Where, as in the case of the Middle East, a regional commission may be established by the Economic and Social Council, the area unit concerned would have the responsibility for the initial and preparatory stages of all substantive and organizational work

required. The Area Units also have the responsibility of preparing the regional surveys presented in the annual Economic Report. In general, the Section's duties derive from the projects undertaken primarily by other sections of the Division or by the regional economic commissions and the authority for such work therefore derives from the sources already noted.

It is anticipated that the staff can be reduced from thirty-five to twenty-five by transferring nine posts to the Office of the Director, and one to the Economic Stability Section. Adjustments in the grading pattern of this Section amount to a downgrading of one post from 16 to 15, one downgrading from 14 to 13, and the upgrading of one post from 7 to 8.

Table 10-2-6. Technical Assistance Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
-	1	18	Principal officer	1@ 12 000	12 000	-	-	12 000
-	2	17	Principal officer	2@ 10 610	21 220	-	-	21 220
-	2	16	Professional officer	1@ 10 610 1@ 9 360	19 970	-	520	20 490
-	3	14	Professional officer	3@ 7 400	22 200	1 590	-	23 790
-	1	12	Administrative officer	1@ 5 890	5 890	530	-	6 420
-	2	11	Professional officer	2@ 5 260	10 520	1 060	-	11 580
-	3	9	Professional assistant	3@ 4 210	12 630	1 590	-	14 220
-	3	6	Secretarial and clerical	3@ 3 070	9 210	1 590	240	11 040
-	5	5	Secretarial and clerical	4@ 2 780 1@ 3 070	14 190	2 650	290	17 130
-	22				\$127 830	\$9 010	\$1 050	\$137 890
Less: Adjustment for turnover of staff.....								7 890
TOTAL								\$130 000

During 1949 the work on the programme of technical assistance for economic development, as authorized under General Assembly resolution 200 (III), has been supervised by the Director of the Division of Economic Stability and Development. The Director was assisted by senior staff members of the Division and a small staff engaged on a temporary basis the salary costs of which were met from the \$288 000 originally appropriated by the General Assembly at the first part of its third session. This amount had to be increased to \$307 750 in view of the introduction of the staff assessment plan.

The enlargement of the administrative staff to plan and organize the programme for which estimates are shown under section 25a is based upon experience gained during the first four months of 1949. Provision is requested for a principal officer 18 post to direct and co-ordinate the entire programme, and two professional assistants 9 together with secretarial and clerical assistance (one post at grade 6 and one at grade 5). In addition it is anticipated that the administrative work connected with this programme will require an administrative officer 12, and a secretarial post.

The organization of the comprehensive missions and their operation, together with related services such as the provision of expert assistance to Governments will require, in 1950, the establishment of a unit of five posts (two professional officers, one 17 and one 14, one professional officer 11 and two secretarial-clerical 5). The unit will assist in con-

stituting the missions, brief mission members, service the missions in the field, collaborate on policy aspects of mission reports and follow-up of activities of special experts.

The fellowship programme for 1950 for which provision is included under section 25a will require a unit of seven posts (three professional officers, grades 17, 16, 14 respectively, three professional assistants grades 11 and 9, and two secretarial-clerical posts grades 6 and 5). The unit will work mainly on the substantive aspect of the programme: selection of fellows; their placement in the various countries chosen; provision of suitable training facilities; and follow-up of reports submitted by the experts. The day-to-day administrative problems will be handled by a joint-fellowship unit for which provision is made in section 11 (Department of Social Affairs).

Resolution 200 (III) calls also for the "organization of such other services as may be appropriate in the promotion of economic development including . . . the exchange of current information concerning technical problems of economic development". Accordingly estimates (under section 25a) are shown for the printing costs of a bulletin, technical pamphlets and handbooks on problems of economic development. Provision is made for three posts (two professional officers, one at grade 16, one at 14, and a secretarial and clerical at grade 6) in order to work on the bulletin and the other technical publications envisaged.

Table 10-3. Fiscal Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	1@ 13 300	13 300	—	490	13 790
—	1	18	Principal officer	1@ 12 000	12 000	—	—	12 000
1	—	17	Principal officer	—	—	—	—	—
1	1	7	Administrative assistant	1@ 3 990	3 990	530	—	4 520
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	190	4 120
4	4							
<i>Public Finance Section</i>								
1	1	16	Professional officer	1@ 10 610	10 610	—	290	10 900
1	—	15	Professional officer	—	—	—	—	—
1	2	14	Professional officer	1@ 7 830	7 830	—	—	7 830
				1@ 7 400	15 230	1 040	110	16 380
2	2	11	Professional officer	1@ 5 570	5 570	—	—	5 570
				1@ 5 260	10 830	1 060	—	11 890
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	130	4 060
1	2	5	Secretarial and clerical	1@ 3 070	3 070	—	—	3 070
				1@ 2 920	5 990	1 060	210	7 260
8	9							
<i>International Tax Section</i>								
1	1	16	Professional officer	1@ 9 360	9 360	—	—	9 360
1	1	15	Professional officer	1@ 8 800	8 800	—	250	9 050
2	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
—	1	12	Professional officer	1@ 6 240	6 240	530	60	6 830
1	1	9	Professional assistant	1@ 4 460	4 460	530	40	5 030
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	80	3 840
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	150	3 600
7	7							
19	20				\$124 570	\$7 930	\$2 000	\$134 500
Less: Adjustment for turnover of staff . . . . .								4 040
TOTAL								\$130 460

The Division provides secretariat services to the Fiscal Commission of the Economic and Social Council, as well as to the Council itself, and to the Second Committee of the General Assembly when fiscal problems are under consideration. The terms of reference of the Commission (E/245, pages 3 and 4) broadly define the functions assigned to the Division. These include assistance to the Fiscal Commission in the form of reports, studies, memoranda, in providing advice to the Economic and Social Council in the field of public finance, particularly in its legal, administrative and technical aspects; assistance to the Council and other Commissions of the Council on the fiscal aspects of recommendations made by the Commissions in their fields; and assistance to Member Governments on fiscal problems upon request.

#### Office of the Director

The Office of the Director has the continuing responsibility for the overall planning, co-ordinating and administering of the work of the Division. The immediate staff of the Director includes the Deputy Director, one administrative assistant and one secretary.

The size of this Office is the same as authorized for 1949 but provision is made for the reclassification of the Deputy Director's post from grade 17 to 18 to place it on the same level as similar posts in other Divisions and to meet additional responsibilities laid upon the Division as a consequence of the technical assistance programme.

#### Public Finance Section

The continuous project of the Public Finance Survey originated in the report of the first session of the Fiscal Commission (E/440). Complete public finance surveys covering about sixty countries will be issued in the form of monographs, each of which will number fifteen to fifty pages. These studies will cover expenditures, revenues and debts of central governments, and describe important trends during the period 1937-1949.

Preliminary studies consisting of tables showing for each country a summary of budget accounts, expenditures, receipts, public debt, together with a short explanatory note on the main features of the budget system are now being issued (E/1104). Such studies are completed to date for eighteen countries, and the work on the other countries is in progress.

This work in 1950 will require the continuation of the eight posts authorized for 1949. One additional secretary 5 will be needed in 1950. A professional officer post 15 is downgraded to 14 in the 1950 tables.

#### International Tax Section

This Section is principally engaged upon the preparation of comparative studies, of compilations and of analyses concerning:

(a) International tax agreements to avoid double taxation or to prevent fiscal evasion through reciprocal administrative assistance;

(b) Tax treatment of foreign nationals, assets and transactions;

(c) Special studies of certain technical problems in the field of international double taxation (see E/1104, part H, resolution A.1).

This work will require the continuation during 1950 of the seven posts allocated to this unit during 1949. An adjustment in the grade of one professional post from 13 to 12 can be effected during 1950.

In connexion with the general survey of work of the Department, the Division will study changes in fiscal structure and planning of individual countries. In the light of specific requests of the Commission (e.g. Tax Barriers to International Trade and Investment, E/1104, part H, resolution A.1 (g)) and the broader problems of the technical assistance programme, investigation of the economic effects of expenditure, tax and loan policy is required (E/1104, *ibid.*, (j)). Although no additional posts are requested for these functions, it is anticipated that the employment of consultants will be necessary from time to time to complete specific studies.

Table 10-4. Transport and Communications Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	15 000 + 2 500 allowance	17 500	—	—	17 500
1	1	18	Principal officer	1@ 12 000	12 000	—	630	12 630
1	—	11	Professional officer	—	—	—	—	—
1	2	7	Secretarial and clerical	1@ 3 990 1@ 3 400	7 390	1 060	40	8 490
1	—	6	Secretarial and clerical	—	—	—	—	—
1	1	5	Secretarial and clerical	1@ 3 070	3 070	530	90	3 690
6	5							
<i>Inland Transport and Travel Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	—	210	12 210
1	1	16	Professional officer	1@ 9 360	9 360	—	—	9 360
1	—	14	Professional officer	—	—	—	—	—
—	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
1	1	12	Professional officer	1@ 6 600	6 600	530	—	7 130
1	2	6	Secretarial and clerical	1@ 3 780 1@ 3 230	7 010	1 060	—	8 070
5	6							

Table 10-4. Transport and Communications Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Aviation, Shipping and Communications Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
1	1	16	Professional officer	1@ 10 610	10 610	—	170	10 780
1	1	15	Professional officer	1@ 8 800	8 800	—	560	9 360
1	1	14	Professional officer	1@ 7 830	7 830	480	230	8 540
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	70	4 590
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	160	4 280
6	6							
<i>Research and Documentation Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
1	1	16	Professional officer	1@ 10 610	10 610	—	170	10 780
1	1	14	Professional officer	1@ 7 400	7 400	530	250	8 180
1	2	12	Professional officer	1@ 5 500	11 000	—	—	11 000
				1@ 6 240	12 840	1 060	—	13 900
—	1	11	Professional officer	1@ 5 570	5 570	530	—	6 100
1	—	10	Professional officer	—	—	—	—	—
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	40	4 560
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	60	4 180
1	1	5	Secretarial and clerical	1@ 3 400	3 400	530	—	3 930
8	9							
25	26				\$187 750	\$8 960	\$2 680	\$199 390
Less: Adjustment for turnover of staff.....								6 000
TOTAL								\$193 390

The Division serves the Transport and Communications Commission of the Economic and Social Council and provides secretariat assistance to the Economic and Social Council and the Second Committee of the General Assembly with regard to items on the agenda which fall within its competence. The Division also prepares the documentation and provides secretariat assistance for conferences and meetings of experts convened by the United Nations in the field of transport and communications. In addition, it maintains contact with specialized agencies and other organizations in this field; and assists in co-ordinating the work of each of the specialized agencies concerned with transport and communications with the work of the United Nations and the other specialized agencies. It is responsible for advising the Secretariat as a whole with regard to problems of international transport and communications. 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 work projects and programmes of these units for 1950 are broadly as follows.

#### *Office of the Director*

This Office is responsible for planning, co-ordinating and administering the work of the Division. It is considered possible to dispense with the administrative officer's post in 1950. All the administrative work connected with the operation of this Division can be handled by an administrative assistant and provision is therefore made for the reclassification of a secretarial and clerical post 6 to an administrative assistant post 7.

#### *Inland Transport and Travel Section*

The Section assists the Transport and Communications Commission and pertinent international conferences in dealing with international problems in the field of inland transport. It also assists the regional economic commissions in the establishment of regional inland transport organizations within their respective frameworks, and assists in co-ordinating the activities of these transport bodies with each other and with the work of the Transport and Communications Commission. It has the responsibility of advising the Economic and Social Council on the question of passports and frontier formalities and other travel matters.

The programme of projects for 1950 is as follows:

1. Regional organization in the field of inland transport in Asia and the Far East (Economic and Social Council resolution 147 (VII) C);
2. Regional organization in the field of inland transport in the Americas (Economic and Social Council resolution 147 (VII) D);
3. Organization in the field of inland transport in Africa (Economic and Social Council resolution 7 (II) 2 a and 5);
4. Regional organization in the field of inland transport in Europe (Economic and Social Council resolution 7 (II) 5, 36 (IV) B);
5. Regional organization in the field of inland transport in the Middle East (Economic and Social Council resolution 7 (II) 5);
6. Problem of unification of inland transport statistics (Economic and Social Council resolution 147 (VII) H);
7. Co-ordination of inland transport (Economic and Social Council resolution 7 (II) 5, 147 (VII)

I; Transport and Communications Commission resolution 12 (II));

8. Road transport problems (Economic and Social Council resolution 7 (II) 2 (d), 147 (VII) B);

9. Advice to the Economic and Social Council on travel questions (Economic and Social Council resolution 35 (IV));

10. Passports and frontier formalities (Economic and Social Council resolution 7 (II) 11, 147 (VII) G).

It is expected that the workload resulting from the projects mentioned under 1, 4, 7, 9, and probably 10, will remain at the 1949 level and that the work resulting from projects 2, 3, 5, 6, and 8 will increase as compared with 1949. The only increase in staff requested for 1950 is a secretarial post for which provision on a temporary basis had to be made. The grade of one of the professional posts can be adjusted from 14 to 13.

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

The work of this Section is concerned mainly with technical aspects of the co-ordination of the activities of each of the specialized agencies in the field of telecommunications, aviation and maritime navigation with regard to safety of life. It assists in the pertinent for the Preparatory Committee of the Inter-Governmental Maritime Consultative Organization. The programme of work on which this Section will be engaged in 1950 is as follows:

1. Relations with the Universal Postal Union and co-ordination of its activities with those of the United Nations and of the other specialized agencies in the field of transport and communications (Economic and Social Council resolution 7 (II) 2(b), 128 (VII); General Assembly resolution 210 (III));

2. Relations with the International Telecommunications Union and co-ordination of its activities with those of the United Nations and of the other specialized agencies in the field of transport and communications (Economic and Social Council resolution 7 (II) 2(b), 128 (VII); General Assembly resolution 210 (III));

3. Relations with the International Civil Aviation Organization and co-ordination of its activities with those of the United Nations and of the other specialized agencies in the field of transport and communications (Economic and Social Council resolution 7 (II) 2(b), 128 (VII); General Assembly resolution 210 (III));

4. Relations with the Preparatory Committee of the Inter-governmental Maritime Consultative Organization (Economic and Social Council resolution 7 (II) 10, 35 (IV));

5. Relations with the International Meteorological Organization (Economic and Social Council resolution 7 (II) 2(c));

6. Co-ordination of activities in the fields of aviation, shipping and telecommunications in regard to safety of life at sea and in the air (Economic and Social Council resolution 35 (IV), 128 (VII), 147 (VII) F; General Assembly resolution 210 (III));

7. Barriers to the international transport of goods (Economic and Social Council resolution 147 (VII) A);

8. Maritime shipping problems, particularly freight rates in Latin America (Economic and Social Council resolution 147 (VII) D);

9. Unification of maritime tonnage measurement (Economic and Social Council resolution 7 (II) 2(d)).

It is expected that the workload resulting from projects listed under 6 and 7 will remain at the 1949 level but that the workload for all other projects will increase in 1950 as compared with the previous years. The increase in work resulting from project 4 (relations with the Preparatory Committee of the Inter-governmental Maritime Consultative Organization) depends mainly however on the formal establishment of this body as a specialized agency. The same refers to project 5 (International Meteorological Organization). In order to carry out these projects the staff of this Section in 1950 as in 1949 will comprise six posts.

#### *Research and Documentation Section*

This Section collects and analyses information in the field; compiles and publishes the *Transport and Communications Review*, and the periodical *List of Multilateral Conventions, Agreements, etc. relating to Transport and Communications Questions*. The work programme for 1950 is as follows:

1. *Transport and Communications Review* (Economic and Social Council resolution 7 (II) 13 (d));

2. Publication of the *List of Multilateral Conventions in the Field of Transport and Communications* (Economic and Social Council resolution 7 (II) 13(d));

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

4. Regional economic surveys. Assistance to the secretariats of the regional economic commissions (Economic and Social Council resolution 147 (VII)).

The workload for 1950 resulting from projects listed under 2 and 3 will remain at the same level as through 1948 and 1949. In connexion with the *Transport and Communications Review*, a quarterly United Nations publication, and with project 4, however, a substantial increase in work is expected.

To carry out this programme of work in 1950 it will be necessary to add one professional officer 12 to the Section. The reclassification of a professional officer's post from 10 to 11 is requested in view of the increased responsibilities of the post.

Table 10-5. Statistical Office

Division or Office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost-of- living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director . . . . .	14	19	107 680	1 830	7 420	3 510	113 420
Statistical Services for United Nations and International Centre . .	16	23	98 050	2 710	12 190	3 400	109 550
Research and Promotion of International Comparability in Statistics . . . . .	22	20	125 150	3 420	7 070	4 070	131 570
Collection and Publication of Statistics . . . . .	16	19	104 680	2 820	8 480	3 490	112 490
Co-ordination of statistical activities of United Nations and specialized agencies . . . . .	12	9	70 250	1 640	3 070	2 260	72 700
	80	90	\$505 810	\$12 420	\$38 230	\$16 730	\$539 730

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 and the International Standard Industrial Classification of all economic activities.

At present the fulfillment of these general responsibilities involves the Statistical Office in five main functions:

1. The regular collection, compilation and publication of the basic statistics obtained from Member countries, specialized agencies and other sources, for general international use;

2. 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;

3. The maintenance of close and continuing contact with the statistical offices of Member Governments, the specialized agencies and other international bodies on their statistical programmes and the progress made against these programmes, in order to ensure proper co-ordination and the fullest international use of results; and on request, giving advice and assistance in the field to Member Governments;

4. The promotion of international comparability and the development of statistics including assistance to the Statistical Commission in the formulation of standards;

5. The maintenance of an international centre for statistics.

In 1950 the Statistical Office will have reached the end of the first stage of its programme in which much of the basic work has been done in collecting and compiling the data essential to the activities of international agencies, and a start made on rendering comparable the statistics of different countries.

The second stage will be undertaken with a staff trained in many of the important fields of statistics, and familiar with the uses and limitations of the statistical data of Member countries and their applicability to current international problems. The basic data has been gathered and experience has been gained in analysing and preparing it for publication in the *Statistical Yearbook*, the *Demographic Yearbook*, the *Monthly Bulletin of Statistics*, the *Supplement to the Monthly Bulletin of Statistics*, the *World Trade Survey*, the *National Income Statistics* and the special and miscellaneous statistical studies in the Statistical Papers series and for use by the organs and departments of the United Nations. The Statistical Office will place the emphasis of its programme on the development of more adequate national statistics, and the further improvement of their comparability for international purposes. This programme will involve an expansion of the technical assistance given to countries in the statistical field.

The Statistical Office may be considered as constituting five main groups, but owing to the nature of the work, flexibility in staff assignments has to be maintained among these groups. It has been necessary during 1949 to effect adjustments in the number of posts assigned to the various units. These adjustments are noted below, together with explanations for the additional ten posts requested, and the five downgradings and four upgradings proposed.

Table 10-5-1. Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	19	Director	1@ 13 300	13 300	—	280	13 580	
1	1	18	Principal officer	1@ 13 830	13 830	—	80	13 910	
1	2	17	Principal officer	1@ 12 000	12 000	—	—	12 000	
				1@ 11 300	23 300	—	620	23 920	
—	1	16	Professional officer	1@ 9 960	9 960	—	110	10 070	
1	1	9	Professional assistant	1@ 4 710	4 710	530	20	5 260	
3	3	7	Secretarial and clerical	2@ 3 990	7 980	—	—	7 980	
				1@ 3 780	11 760	1 590	90	13 440	
1	2	6	Secretarial and clerical	2@ 3 230	6 460	1 060	260	7 780	
6	8	5	Secretarial and clerical	2@ 3 400	6 800	—	—	6 800	
				1@ 3 230	3 230	—	—	3 230	
				1@ 3 070	3 070	—	—	3 070	
				1@ 2 920	2 920	—	—	2 920	
				3@ 2 780	8 340	—	—	8 340	
					24 360	4 240	370	28 970	
14	19				\$107 680	\$7 420	\$1 830	\$116 930	
Less: Adjustment for turnover of staff.....								3 510	
								TOTAL	\$113 420

This Office is responsible for the overall planning, co-ordinating and the administering of the Statistical Office. In addition, it has the continuing responsibility of providing the secretariat services for the Statistical Commission, the Sub-Commission on Statistical Sampling, the meetings of statistical experts, and the regional meetings of statisticians (resolutions 23 (III) and 149 (VII) of the Economic and Social Council). The professional staff of this Office participate in all projects undertaken by the Statistical Office, and the secretarial staff form a divisional stenographic pool.

In order that the above described responsibilities

may be discharged during 1950, it will be necessary to allocate nineteen posts to this Office. At the beginning of 1949 two professional posts were transferred from the Unit for Research and Promotion of Internationally Comparable Statistics (one) and the Unit for Collection and Publication of Statistics (one) in order to strengthen this Office. The increase in posts over 1949 requested for 1950 therefore amounts to three secretarial posts which are needed in order to strengthen the stenographic pool. The increase is based on the workload data over the first four months of 1949, during which period it was necessary to engage secretarial staff on a temporary basis.

Table 10-5-2. Statistical Services for United Nations and the Maintenance of an International Centre of Statistics

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	14	Professional officer	1@ 7 400	7 400	530	290	8 220	
1	2	13	Professional officer	2@ 7 000	14 000	1 060	100	15 160	
3	3	11	Professional officer	1@ 5 570	5 570	—	—	5 570	
				2@ 5 260	16 090	1 590	370	18 050	
2	3	9	Professional assistant	1@ 4 460	4 460	—	—	4 460	
				2@ 4 210	12 880	1 590	380	14 850	
3	4	8	Professional assistant	2@ 3 990	7 980	—	—	7 980	
				2@ 3 780	15 540	2 120	540	18 200	
2	2	7	Secretarial and clerical	1@ 3 780	3 780	—	—	3 780	
				1@ 3 590	7 370	1 060	340	8 770	
2	3	6	Secretarial and clerical	1@ 3 400	3 400	—	—	3 400	
				2@ 3 230	9 860	1 590	410	11 860	
2	5	5	Secretarial and clerical	3@ 3 070	9 210	—	—	9 210	
				1@ 2 920	2 920	—	—	2 920	
				1@ 2 780	2 780	—	—	2 780	
					14 910	2 650	280	17 840	
16	23				\$98 050	\$12 190	\$2 710	\$112 950	
Less: Adjustment for turnover of staff.....								3 400	
								TOTAL	\$109 550

The programme of projects to be undertaken or which will be continued through 1950 is as follows:

1. Statistical assistance to departments of the Secretariat (resolution 40 (IV) of the Economic and Social Council);

2. Critical analysis and evaluation of statistics presented to organs of the United Nations (resolution 40 (IV) of the Economic and Social Council);

3. Secretariat statistical services for the General Assembly Committee on Contributions;

4. Integration of statistical requirements of commissions of the Economic and Social Council (E/795 and resolution 149 (VII) of the Economic and Social Council);

5. Maintenance of a clearing house and reference centre for information about world statistics including the publication of the Statistical Paper Series and Statistical Notes (resolution 40 (IV) of the Economic and Social Council);

6. Collection, analysis and dissemination of information on statistical sampling projects of current interest (E/795).

In order that this programme may be carried out during 1950, twenty-three posts are needed for 1950. At the beginning of 1949 four additional posts were added to this unit (three secretarial, one professional assistant) by transfer from the Unit for Co-ordination of Statistical Activities of the United Nations and the Specialized Agencies.

The increase in posts over 1949 requested for 1950 therefore amounts to three posts, namely two professional assistants (grades 9 and 8), and a secretary. One post will be needed for statistical material for the various economic reports prepared by the Department of Economic Affairs and the regional commissions. The second post will assist in the work of calculating the cost of living differentials and indices used as a basis for salary differentials between headquarters and the cities where staff members of the United Nations and the specialized agencies are located. Both this post as well as the secretarial post had to be engaged on a temporary basis during the first four months of 1949. Provision is made for the reclassification of a professional officer post 11 to 13.

Table 10-5-3. *Research and Promotion of International Comparability in Statistics*

1949	posts	Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
					\$	\$	\$	\$
4	3	17	Principal officer	2@ 11 300 1@ 10 610	33 210	-	-	33 370
3	2	16	Professional officer	2@ 9 360	18 720	-	1 050	19 770
1	2	15	Professional officer	1@ 8 800 1@ 8 290	17 090	180	630	17 900
1	1	13	Professional officer	1@ 6 600	6 600	530	230	7 360
2	3	10	Professional officer	1@ 5 260 1@ 4 980 1@ 4 710	14 950	1 590	180	16 720
1	2	9	Professional assistant	1@ 4 460 1@ 4 210	8 670	1 060	440	10 170
3	2	8	Professional assistant	1@ 3 990 1@ 3 780	7 770	1 060	360	9 190
2	1	7	Secretarial and clerical	1@ 3 780	3 780	530	200	4 510
5	4	6	Secretarial and clerical	2@ 3 780 2@ 3 400	14 360	2 120	170	16 650
22	20				\$125 150	\$7 070	\$3 420	\$135 640
Less: Adjustment for turnover of staff.....								4 070
TOTAL								\$131 570

The programme of projects to be undertaken or continued in 1950 is as follows:

1. A supplement and alphabetical index to the International Standard Industrial Classification of all Economic Activities (resolutions 40 (IV) and 149 A (VII) of the Economic and Social Council);

2. Improvement of the accuracy, comparability, quality and usefulness of demographic data including the preparation and publication of studies in the Statistical Papers on Population and Vital Statistics and the Studies of Census Methods (resolutions 40 (IV) and 41 (IV) of the Economic and Social Council);

3. The development of standard concepts, definitions and statistics of national income, national wealth and capital formation, including the publication of a manual on definitions and standard tables to be used in reporting national income statistics (resolutions 40 (IV) and 114 (VI) of the Economic and Social Council, E/795);

4. A study of the statistical classifications of the commodities entering external trade; the development of international trade statistics and the reappraisal of definitions of external trade statistics including those of the International Convention Relating to Economic Statistics (E/795 and resolutions 149 (VII) and 114 (VI) of the Economic and Social Council);

5. The establishment of requirements, comparability and standardization in transport statistics (E/795 and resolution 147 H (VII) of the Economic and Social Council);

6. Review of the recommendations of the Committee of Statistical Experts regarding indices of industrial production (E/795 and resolution 149 (VII) of the Economic and Social Council);

7. Development of standards for price indices (E/795 and resolution 149 (VII) of the Economic and Social Council);



8. Study and development of standards in the field of housing statistics (resolutions 50 (IV) and 114 (VI) of the Economic and Social Council and E/795);

9. Study of the problems of international comparability relating to statistics published by Governments of their revenue, expenditure and public debt (E/795 and resolution 149 (VII) of the Economic and Social Council).

In order to carry out this programme during 1950, twenty posts are requested for 1950. In the beginning of 1949, one professional post was transferred to the Office of the Director and two posts (clerical-secretarial) were moved to the Unit for

Collection and Publication of Statistics.

The increase in posts over 1949 requested for 1950 therefore amounts to one post. The new professional post at grade 10 would assist in the development and presentation of statistics for the quarterly World Trade Summary, the International Trade Statistics Annual, estimates of World and Continental Trade totals, unit prices and exchange rates, and in the development of a source list. Changes in assignments will result in the following adjustments in the grades: one professional post to be reclassified from grade 17 to 16, one professional post from 16 to 15, and one post from 8 to 9.

Table 10-5-4. Collection and Publication of Statistics

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	17	Principal officer	-	-	-	-	-
2	1	16	Professional officer	1@ 9 960	9 960	-	540	10 500
1	2	15	Professional officer	1@ 9 360 1@ 8 800	18 160	-	580	18 740
2	2	13	Professional officer	1@ 7 400 1@ 7 000	14 400	1 060	200	15 660
4	4	11	Professional officer	3@ 5 570 1@ 5 260	21 970	2 120	600	24 690
2	2	10	Professional officer	1@ 5 260 1@ 4 980	10 240	1 060	270	11 570
1	2	9	Professional assistant	2@ 4 210	8 420	1 060	250	9 730
-	2	8	Professional assistant	2@ 3 990	7 980	1 060	-	9 040
3	3	6	Secretarial and clerical	3@ 3 590	10 770	1 590	310	12 670
-	1	5	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
16	19				\$104 680	\$8 480	\$2 820	\$115 980
Less: Adjustment for turnover of staff.....								3 490
TOTAL								\$112 490

The programme of projects to be undertaken or which will continue through 1950 consists of the collection and compilation of statistics for incorporation in the following:

1. The *Monthly Bulletin of Statistics* (resolutions 23 (III) and 40 (IV) of the Economic and Social Council);

2. *Supplement to the Monthly Bulletin of Statistics* (resolution 40 (IV) of the Economic and Social Council);

3. The *International Statistical Yearbook* including an *International Trade Statistics Annual* (resolution 40 (IV) of the Economic and Social Council);

4. *National Income Statistics* (resolution 40 (IV) of the Economic and Social Council);

5. The *Demographic Yearbook* (resolutions 40

(IV) and 41 (IV) of the Economic and Social Council).

In order to carry out this programme during 1950, nineteen posts are required. In the beginning of 1949 two clerical-secretarial posts were transferred from the Unit for Research and Promotion of International Comparability in Statistics to this Unit. At the same time one professional post was transferred to the Office of the Director.

The increase in posts over 1949 requested for 1950 therefore amounts to two posts. The new professional assistant 9 is needed in order to expand the work on transport statistics which so far has not received the necessary attention. An additional clerk-typist 5 is needed in order to cope with the increasing workload. Adjustments in the grades of posts amount to the reclassification of a professional post from 16 to 15, one post from 7 to 8 and one post from 6 to 8.

Table 10-5-5. Co-ordination of Statistical Activities of the United Nations and Specialized Agencies

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	-	18	Principal officer	-	-	-	-	-
1	2	17	Principal officer	2@ 10 610	21 220	-	580	21 800
1	1	16	Professional officer	1@ 9 960	9 960	-	270	10 230
3	2	14	Professional officer	1@ 8 290	-	-	-	-
				1@ 7 400	15 690	950	360	17 000
2	3	13	Professional officer	2@ 7 000	-	-	-	-
				1@ 6 600	20 600	1 590	360	22 550
1	-	11	Professional officer	-	-	-	-	-
3	1	5	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
12	9				\$70 250	\$3 070	\$1 640	\$74 960
Less: Adjustment for turnover of staff.....								2 260
TOTAL								\$72 700

The programme of projects to be undertaken or continued in 1950 is as follows:

1. The maintenance of effective co-ordination among the statistical activities of the United Nations and the specialized agencies (resolution 23 (III) of the Economic and Social Council);

2. Continuing responsibility for the co-operative arrangements regarding statistical services for the regional economic commissions (resolutions 36 (IV), 37 (IV), 108 (VI) of the Economic and Social Council);

3. The development of a programme of statistical education and training (resolution 149 D (VII) of the Economic and Social Council);

4. The provision of advice and assistance to Member Governments and specialized agencies (resolution 96 (V) and 149 C (VII) of the Economic and Social Council; and General Assembly resolution 200 (III));

5. The study and promotion of statistical sampling techniques and their application to population and agricultural censuses and other data collection programmes (resolution 41 (IV) of the Economic and Social Council);

6. The development of national publication of reliable statistical information on methods, sources, components and formulae of economic time series (resolution 114 (VI) of the Economic and Social Council);

7. The development of standards for reporting

data for the field of balance of payment statistics (resolution 28 (IV) of the Economic and Social Council);

8. Studies of migration statistics (resolution 42 (IV) of the Economic and Social Council);

9. Development of statistics relating to (a) forestry and forest products, (b) fisheries. (E/795 and resolution 149 (VII) of the Economic and Social Council);

10. Development of cost-of-living statistics and of family budget enquiries (E/795);

11. Advice, and the provision of training, in the use of statistical sampling methods to obtain data needed by Member Governments and specialized agencies (E/795 and resolution 149 (VII) of the Economic and Social Council).

In order that this Unit may carry out these projects during 1950, nine posts are requested for 1950. At the beginning of 1949 four posts (one junior professional post and three secretarial posts) were transferred to the Unit for Statistical Services for the United Nations and the Maintenance of an International Centre.

The increase over 1949 requested for 1950 amounts therefore to one post. The requested additional post represents the only secretarial post to be assigned permanently to this Unit. The changes in grades amount to the reclassification of a grade 18 post to 17 and the reclassification of a grade 14 post to 13.

Table 10-6. Economic and Social Council Secretariat

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	18	Principal officer	1@ 13 830	13 830	-	420	14 250
2	2	16	Professional officer	1@ 10 610	-	-	740	20 710
				1@ 9 360	19 970	-	-	-
3	4	14	Professional officer	3@ 8 290	-	-	-	-
				1@ 7 830	32 700	560	280	33 540
-	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
2	1	12	Professional officer	1@ 6 600	6 600	530	-	7 130
1	1	8	Clerk	1@ 3 990	3 990	530	220	4 740
6	6	6	Secretarial and clerical	4@ 3 780	-	-	-	-
				1@ 3 590	-	-	-	-
				1@ 3 230	21 940	3 180	220	25 340
1	2	5	Secretarial and clerical	1@ 3 230	-	-	-	-
				1@ 2 780	6 010	1 060	200	7 270
16	18				\$111 640	\$6 390	\$2 080	\$120 110
Less: Adjustment for turnover of staff.....								3 600
TOTAL								\$116 510

This Unit, formerly known as the Joint Division of Co-ordination and Liaison, has been renamed the Economic and Social Council Secretariat following the transfer of the specialized agencies section to the Executive Office of the Secretary-General. Although it deals with a series of functions common to both the Department of Economic Affairs and the Department of Social Affairs, for administrative purposes it forms part of the Department of Economic Affairs. The major of its functions is the providing of secretariat services to the Economic and Social Council, to which its other responsibilities are linked.

The functions may be summarized as follows :

(a) Administrative management of Council sessions, assistance to the President of the Council and the Chairmen 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 (resolution 128 (VI)); comparative

review of the activities of the United Nations and the specialized agencies in the economic and social fields; chronology of economic events; annotated lists relating to the implementation of economic and social recommendations of the General Assembly and the Council (General Assembly resolution 119 (II) and Council resolution 210 (VIII) and miscellaneous reports);

(g) Processing of applications from non-governmental organizations for consultative status with the Council (resolution 2/3, 31 June 1946);

(h) 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;

(i) Liaison between Economic and Social Council and other organs of the United Nations.

In order to carry out these responsibilities, eighteen posts are requested for 1950. During 1949, twelve posts belonging to the Specialized Agencies Section were transferred to the Executive Office of the Secretary-General, leaving sixteen posts authorized for 1949 for this Unit.

Two new posts are requested for 1950, namely one professional post at grade 14 and a secretarial post at grade 5. The professional post is required mainly to carry out the projects listed under (f); for this work additional assistance has been necessary in 1949, provided by temporary arrangements. The steady growth in the volume of business of the Economic and Social Council and its subsidiary organs has placed a considerable burden on the secretarial staff. Additional secretarial personnel was provided during 1949 on a temporary basis.

The reclassification of one of the professional posts from 12 to 13 is proposed in order to bring this post to its appropriate level (incumbent is responsible for much preparatory work connected with the editing of Council documents, reports and records).

Table 10-7. Recapitulation

Division or Office	Posts		Salaries	Additional	Cost-of-	Adjustment	Total
	1949	1950	(including increments on 1 Jan. 1950) \$				
Office of the Assistant Secretary-General .....	24	24	170 670	1 280	9 040	5 430	175 560
Division of Economic Stability and Development .....	97	125	826 540	9 210	43 850	30 150	849 450
Fiscal Division .....	19	20	124 570	2 000	7 930	4 040	130 460
Transport and Communications Division .....	25	26	187 750	2 680	8 960	6 000	193 390
Statistical Office .....	80	90	505 810	12 420	38 230	16 730	539 730
Economic and Social Council Secretariat .....	16	18	111 640	2 080	6 390	3 600	116 510
	<u>261</u>	<u>303</u>	<u>\$1 926 980</u>	<u>\$29 670</u>	<u>\$114 400</u>	<u>\$65 950</u>	<u>\$2 005 100</u>

(ii) <i>Consultants (including research project grants)</i> .....	\$ 54 000
1949:	60 000
1948:	23 405

The need for consultants arises primarily in the Division of Economic Stability and Development and in the Statistical Office. In the former, the consultants will be used for special projects to be undertaken by the Economic Development and Stability Sections in cases where the special knowledge required is not available in the Secretariat. In the latter provision for consultants will enable the Statistical Office to prepare special studies requested by the Statistical Commission, other Commissions and (or) the Economic and Social Council. Requirements are estimated as follows:

1. Three consultants for six months each to carry out specific studies of resources, capital and consumer requirements for economic development of less-developed areas and studies of technological changes and their economic effects.....	\$ 21 150
2. Three consultants for six weeks each to assist in the study of problems of economic stability and full employment in three different geographical areas.....	10 000
3. A group of five experts for two months each to assist and advise on the preparation of a report on methods used in the compilation of price index numbers and other price problems related to external trade.....	10 000
4. A group of five experts for two months each to undertake a study of problems of establishing the economic and technical statistical requirements in the transport field, of achieving comparability in respect to the information to be collected and of standardizing forms for the collection of this information .....	10 000
5. One consultant for two months to advise on specific studies in behalf of the Fiscal Division .....	2 850

These estimates include fees for consultants, plus related travel and subsistence payments.

(iii) <i>Temporary assistance</i> .....	\$ 30 000
1949:	72 650
1948:	53 631

The estimate covers requirements for temporary replacement of staff in connexion with annual, home and sick leave and also for additional staff to meet unexpected additional demands.

The 1949 figure includes \$48 230 for salaries and wages of the staff for the Administrative Unit Technical Assistance Programme. The salaries of this staff were considered temporary assistance during 1949.

(iv) <i>Overtime</i> .....	\$ 5 000
1949:	5 920
1948:	3 946

It will be necessary to retain provision for overtime on account of the numerous conferences, commission meetings and Council meetings serviced by the staff of this Department. It is not always possible to give compensatory time off within the appropriate period.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....	\$425 300
1949:	337 770
1948:	260 868

(i) <i>Travel on official business</i> .....	\$ 60 000
1949:	54 500
1948:	51 409

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.

(ii) <i>Travel on home leave</i> .....	\$ 88 300
1949:	78 350
1948:	60 090

For seventy-five staff members and their dependents eligible for home leave in 1950.

(iii) <i>Cable, telegraph, wireless communications and long-distance telephone</i> ....	\$ 22 000
1949:	17 220
1948:	19 912

The estimate is based upon experience gained during 1948 and the first quarter of 1949, and includes \$6 000 for requirements resulting from the Technical Assistance Programme.

(iv) <i>Air freight</i> .....	\$ 5 000
1949:	2 870
1948:	4 119

The provision covers normal departmental expenditures, except expenses in connexion with conferences and meetings held at places other than headquarters which are included in the estimate for conferences and meetings. The estimate includes provision of \$1 000 for the Technical Assistance Programme.

(v) <i>Contractual printing</i> .....	\$250 000
1949:	184 830
1948:	125 338

The estimates provide for the publication of the reports and studies of the Department that are expected to be printed during 1950. It will be noted that the total estimated costs for the projected publication programme will exceed the \$250 000. It is, however, anticipated that all these publications will not be completed by 31 December 1950 and, therefore, an overall reduction has been applied.

Title	Number of text pages	English	Number of copies			Estimated cost
			French	Spanish		
	(English)					\$
Monthly Bulletin of Statistics.....	2 100	6 000	bilingual	—		55 000
Supplement to Monthly Bulletin of Statistics..	180	4 500	1 250	650		9 860
Statistical Yearbook .....	400	6 000	bilingual	—		25 000
Demographic Yearbook .....	400	4 000	bilingual	—		23 000
National Income of Various Countries.....	90	3 500	1 100	600		6 805
National Income Manual.....	45	3 500	1 100	600		2 585
Annual Report of International Trade Statistics .....	300	3 500	bilingual	—		9 535
International Trade Statistics Quarterly World Trade Summary .....	240	3 500	bilingual	—		6 835
Methodological Studies (price statistics including international trade indexes).....	90	2 500	850	600		4 765
Methodological Studies (industrial production indexes) .....	90	2 500	850	600		6 915
Guide to International Standard Industrial Classification of all Economic Activities... ..	60	2 350	900	650		3 185
Census of Production.....	40	2 400	850	600		2 165
Survey of Inflationary and Deflationary Tendencies .....	100	4 500	1 500	750		3 780
Economic Report—full .....	250	6 000	1 500	—		14 505
Economic Report—interim .....	100	5 000	1 500	—		5 935
Multilateral Settlement of International Accounts .....	300	4 000	1 500	750		16 185
Recent Changes in International Economic Relations .....	200	4 000	1 300	750		10 395
Annual Figures for World Trade in Primary Products and Manufactured Articles, 1876-1913 and 1921-1938.....	20	4 000	1 300	750		1 870
Conditions Affecting Foreign Investment.....	350	4 000	1 300	750		15 870
Studies of Resources and Requirements for Economic Development (three reports)....	500	4 500	1 300	1 250		23 095
Analysis of Economic Development.....	250	4 500	1 300	1 250		10 440
Transport and Communications Review (quarterly) .....	400	3 500	1 000	—		15 770
List of Multilateral Conventions, Agreements, etc. in the Field of Transport and Communications (second edition).....	90	3 000	1 000	—		1 980
Public Finance Survey.....	150	3 500	1 000	—		7 710
Review of Commodity Problems—1949.....	60	4 000	1 250	—		2 555
Guide for Consultants of NGO's.....	20	4 500	1 500	—		645
Catalogue of Economic and Social Projects..	200	4 000	1 500	—		4 715
Comparative Review of the Activities and Work Programmes of the United Nations and the Specialized Agencies in the Economic and Social Fields .....	55	4 000	1 500	—		1 345
						292 445
Overall reduction anticipated.....						42 445
				TOTAL		\$250 000

Revenue to derive from sales of publications issued by the Department is estimated at \$68 000 for 1950.

## Section 11. Department of Social Affairs, \$1 700 000

(1949: \$1 488 255 1948: \$1 009 027)

The Department of Social Affairs provides secretariat assistance to the Third Committee of the General Assembly, to the Economic and Social Council, to the Social Commission, the Commissions on Human Rights, Status of Women, Population, Narcotic Drugs, their sub-commissions, and to all organs or branches of the Secretariat which may require information, technical advice, and other services in the field of science, education, culture, refugees, social activities, demography, human rights, narcotic drugs and public health.

The Department carries out 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, and has similar responsibilities in connexion with the more recent conventions on human rights, freedom of information and narcotic drugs. It maintains and develops a working relationship on technical problems with the specialized agencies, inter-governmental agencies and non-governmental organizations which are concerned with international or regional social prob-

lems. 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 and four divisions, namely, the Divisions of Population, Narcotic Drugs, Human Rights, and Social Activities.

CHAPTER I. SALARIES AND WAGES.....\$1 443 000  
1949: 1 289 755  
1948: 884 811

(i) *Established posts* .....\$1 354 300  
1949: 1 197 550  
1948: 788 364

The increase over 1949 is due to:

(a) Within-grade increments .....\$ 43 460  
(b) 1950 new provisions (reclassifications and twenty-six new posts) ..... 113 620  
\$157 080

Detailed explanations in connexion with new provisions for 1950 are shown under the Division concerned.

Table 11-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Executive Office of the Assistant Secretary-General</i>								
1	1	-	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	-	-	28 500
1	1	-	Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	16	Administrative officer	1@ 9 960	9 960	-	650	10 610
1	1	14	Professional officer	1@ 7 830	7 830	530	460	8 820
1	1	13	Administrative officer	1@ 7 400	7 400	530	-	7 930
1	1	10	Administrative officer	1@ 5 260	5 260	530	50	5 840
3	1	9	Administrative assistant	1@ 4 710	4 710	530	210	5 450
1	2	7	Secretarial and clerical	1@ 3 590				
				1@ 3 990	7 580	1 060	120	8 760
2	3	6	Secretarial and clerical	1@ 3 070				
				2@ 3 590	10 250	1 590	260	12 100
2	1	5	Secretarial and clerical	1@ 3 230	3 230	530	60	3 820
13	12							
<i>Cultural Activities Section</i>								
2	2	17	Principal officer	1@ 11 300				
				1@ 12 000	23 300	-	525	23 825
1	1	16	Professional officer	1@ 9 960	9 960	-	380	10 340
1	1	15	Professional officer	1@ 9 360	9 360	-	300	9 660
1	1	13	Professional officer	1@ 7 400	7 400	530	-	7 930
-	1	7	Professional assistant	1@ 3 990	3 990	530	-	4 520
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
2	1	6	Secretarial and clerical	1@ 3 590	3 590	530	80	4 200
8	8							
22	21				\$164 310	\$7 420	\$3 095	\$174 825
Less: Adjustment for turnover of staff.....								5 375
TOTAL								\$169 450

The Office of the Assistant Secretary-General, consisting of the Executive Office and the Cultural Activities Section, is the central planning, co-ordinating and administrative unit of the Department.

1. *Executive Office of the Assistant Secretary-General.* Under the guidance of the top-ranking

director, co-ordinates the work of the divisions and acts as a liaison unit with Secretariat departments.

The total strength of this office is reduced from fourteen to thirteen posts, a secretarial and clerical post 5 being transferred to a central correspondence unit in Conference and General Services.

Two posts of administrative assistant 9 are replaced by secretarial and clerical posts grades 7 and 6 respectively.

2. *Cultural Activities Section* will, in 1950:

(a) Prepare an analytical review of UNESCO programmes for consideration by the Economic and Social Council (General Assembly resolution 125 (II));

(b) Continue studies on UNESCO programmes in the field of common responsibilities such as the implementation of General Assembly resolution 137 (II) on the teaching of the principles and purposes of the United Nations in the schools of Member Governments;

(c) Make special studies and prepare for meet-

ings of experts to implement resolutions adopted by the Economic and Social Council on United Nations research laboratories (resolution 22 (III)) and on the co-ordination of cartographic services (resolution 131 (VI));

(d) Draft reports on studies requiring the co-operation of various divisions in the Department;

(e) Participate in the drafting of the Secretary-General's comparative review of the work programmes of the United Nations and the specialized agencies.

The only change proposed for the Section is the reclassification of a secretarial and clerical post 6 to professional assistant 7 since responsible duties in the way of preliminary research on working papers are attached to the post.

Table 11-2. *Division of Population*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 13 330	13 330	-	280	13 610
2	2	17	Principal officer	1@ 12 000	12 000	-	350	22 060
2	3	16	Professional officer	1@ 10 610	10 610	-	420	30 950
				2@ 9 960	19 920	-	-	30 950
1	-	15	Professional officer	-	-	-	-	-
1	1	14	Professional officer	1@ 7 400	7 400	530	320	8 250
1	4	11	Professional officer	3@ 5 570	16 710	1 590	-	18 300
				1@ 5 260	5 260	2 120	290	24 380
1	-	11	Administrative officer	-	-	-	-	-
2	-	10	Professional officer	-	-	-	-	-
2	2	9	Professional assistant	2@ 4 210	8 420	1 060	260	9 740
-	1	8	Professional assistant	1@ 3 780	3 780	530	110	4 420
-	1	8	Clerk	1@ 3 780	3 780	530	100	4 410
-	1	7	Professional assistant	1@ 3 780	3 780	530	-	4 310
2	2	7	Secretarial and clerical	1@ 3 780	3 780	-	-	3 780
				1@ 3 400	3 400	1 060	180	8 420
6	6	6	Secretarial and clerical	3@ 3 590	10 770	-	-	10 770
				1@ 3 400	3 400	-	-	3 400
				2@ 3 230	6 460	3 180	290	24 100
7	4	5	Secretarial and clerical	3@ 3 070	9 210	-	-	9 210
				1@ 2 920	2 920	2 120	290	14 540
28	28				\$155 540	\$11 660	\$2 890	\$170 090
Less: Adjustment for turnover of staff .....								5 090
<b>TOTAL</b>								<b>\$165 000</b>

The functions of this Division are:

(a) To collaborate with the Statistical Office in collecting and analysing information on population census methods in different countries, with a view to developing methodological standards for population censuses (resolution 41 (IV) of the Economic and Social Council);

(b) 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);

(c) To prepare a monograph on methods of studying inter-relationships between population trends and economic and social conditions in different countries, in order to assist Member Governments in the study of their population problems (resolution 41 (IV) of the Economic and Social Council);

(d) To study trends in, and characteristics of, international migrations as a means of carrying out a special aspect of the work under items (b) and (c), and providing migration materials for the demographic yearbook (resolution 41 (IV) of the Economic and Social Council);

(e) To make studies of population characteristics and trends in Trust Territories (resolution 41 (IV) of the Economic and Social Council).

The 1950 programme for the Division under these projects comprises: analysis of the consistency and comparability of population statistics; preparation of population estimates, projections, etc.; study of inter-relationships of population trends and economic and social conditions; study of recent trends in the birth rate; study of trends and characteristics of international migration; completion of the third in the series of studies of population of Trust Territories; preparation of a monograph on infant mor-

tality; preparation of a monograph on legislative and administrative regulations affecting marriages, divorces, contraceptives, sterilization, abortion, etc.

The Division will be organized into two main working groups and an administrative unit providing clerical and secretarial help.

The total number of posts, twenty-eight, remains unchanged. Changes in grading are proposed as follows:

(a) One post of professional officer 15 to 16 in view of the nature of the studies assigned to the post (demographic aspects of migrations);

(b) One post of administrative officer 11 is reclassified to professional officer 11; the professional

work load needs an additional intermediate officer, the administrative work of this Division being suitably met by a clerk;

(c) Two posts of professional officers 10 to 11; there is an equal level of responsibility in these posts as in the existing grade 11 posts;

(d) One post of professional assistant 8 and two of professional assistant 7 are substituted for three clerical and secretarial posts 5, as the nature of the work performed is of a higher level than was originally anticipated;

(e) One secretarial and clerical post 7 to clerk 8 (administrative assistant) to substitute for the administrative officer 11 mentioned in (b) above.

Table 11-3. Division of Narcotic Drugs

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Office of the Director</i>								
1	1	19	Director	15 000	15 000	-	-	15 000
1	1	9	Administrative assistant	1@ 4 710	4 710	530	50	5 290
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
3	3							
<i>Section I</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	240	12 240
1	1	16	Professional officer	1@ 10 610	10 610	-	690	11 300
1	1	15	Professional officer	1@ 9 360	9 360	-	-	9 360
1	1	11	Professional officer	1@ 5 260	5 260	530	-	5 790
-	1	8	Clerk	1@ 4 460	4 460	530	-	4 990
1	-	7	Secretarial and clerical	-	-	-	-	-
1	1	6	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	2	5	Secretarial and clerical	1@ 3 230	-	-	-	-
				1@ 2 780	6 010	1 060	160	7 230
7	8							
<i>Section II</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
1	1	16	Professional officer	1@ 9 360	9 360	-	400	9 760
1	1	14	Professional officer	1@ 7 400	7 400	530	430	8 360
1	1	13	Professional officer	1@ 7 400	7 400	530	180	8 110
1	1	9	Professional assistant	1@ 4 210	4 210	530	-	4 740
2	2	6	Secretarial and clerical	1@ 3 780	-	-	-	-
				1@ 3 590	7 370	1 060	70	8 500
7	7							
<i>Section III</i>								
1	1	18	Principal officer	1@ 12 830	12 830	-	-	12 830
2	2	14	Professional officer	1@ 8 800	-	-	-	-
				1@ 7 830	16 630	420	590	17 640
1	1	9	Professional assistant	1@ 4 210	4 210	530	-	4 740
-	1	8	Clerk	1@ 4 460	4 460	530	-	4 990
1	-	7	Secretarial and clerical	-	-	-	-	-
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	100	4 220
1	1	5	Secretarial and clerical	1@ 3 070	3 070	530	80	3 680
7	7							
24	25				\$167 710	\$8 900	\$2 990	\$179 600
Less: Adjustment for turnover of staff.....								5 300
TOTAL								\$174 300

The responsibilities of this Division in the field of 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 of 16 February 1946.

The Division is organized into three sections operating under the supervision of the Director's Office. Section I is responsible for the implementation of existing international conventions. Section



II performs the preparatory work relating to new conventions. Section III services the Commission on Narcotic Drugs. There is no change in the Office of the Director.

*Section I.* During 1950 the work assignments for this Section will consist of (a) the preparation and circulation of annual reports, laws and regulations, seizure reports, supervision of the application of Economic and Social Council resolution 159 (VII) II A concerning the suppression of illicit traffic in narcotic drugs, and for the circulation of notifications of manufacture and conversion of narcotic drugs; (b) the supervision of procedure for bringing under control new drugs, including the application of the Paris Protocol of 19 November 1948, the system of import and export certificates, the establishment and functioning of special narcotics administrations, and the trade in diacetylmorphine under article 10 of the 1931 Conventions; (c) the preparation of annual summaries of laws and regulations and digests of laws; supervision of the application of Economic and Social Council resolutions 159 (VII) B and C concerning the abolition of opium smoking in the Far East and methods of determining the origin of opium.

One additional secretary 5 is requested for 1950 to assist in the typing of increased correspondence resulting from the implementation of the Paris Protocol on the control of synthetic drugs. The reclassification from 7 to 8 is proposed for the clerical post assigned to the registry of seizures of illicit traffic in view of the considerable increase of re-

sponsibilities resulting from the entry into effect of the Paris Protocol.

*Section II.* This Section will be responsible for (a) preparatory work in connexion with international conferences and conventions to be concluded in regard to the limitation of the production of raw materials (Economic and Social Council resolutions 49 (IV) and 159 (VII) II E); (b) unification of current studies to simplify the existing machinery of international control of narcotic drugs; and (c) studies on the situation resulting from the suppression of opium smoking in the Far East (Economic and Social Council resolution 49 (IV)), on drug addiction and on Indian hemp. No change is contemplated in the staff of this Section.

*Section III.* This Section acts as a secretariat to the Commission, conducts the correspondence and secretarial work of the Division, maintains liaison with the Permanent Central Opium Board and the Narcotic Drugs Supervisory Body and specialized agencies, supervises the implementation of resolutions concerning narcotic drugs adopted by the various organs of the United Nations and edits the bulletin on narcotic drugs.

One secretarial and clerical post 7 is proposed for reclassification to clerk 8 in view of the duties assigned to the post; supervision of the classification of documents, routing of incoming and outgoing documents, statistical tabulation of items reported by Governments and preparation of routine correspondence.

Table 11-4. Division of Human Rights

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	15 000 + 2 500 allowance	17 500	-	-	17 500
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	16	Professional officer	1@ 9 360	9 360	-	-	9 360
1	2	13	Professional officer	1@ 7 000	-	-	-	-
				1@ 6 600	13 600	1 060	-	14 660
1	1	11	Professional officer	1@ 5 890	5 890	530	30	6 450
1	-	10	Professional officer	-	-	-	-	-
-	1	9	Professional assistant	1@ 4 210	4 210	530	-	4 740
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	130	4 650
3	3	6	Secretarial and clerical	3@ 3 590	10 770	1 590	200	12 560
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	140	3 590
11	12							
<i>General Section</i>								
-	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
4	3	16	Professional officer	1@ 9 960	-	-	-	-
				2@ 9 360	28 680	-	770	29 450
3	3	14	Professional officer	1@ 7 830	-	-	-	-
				2@ 7 400	22 630	1 590	550	24 770
-	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
-	1	11	Professional officer	1@ 5 260	5 260	530	-	5 790
2	2	6	Secretarial and clerical	1@ 3 780	-	-	-	-
				1@ 3 230	7 010	1 060	150	8 220
1	2	5	Secretarial and clerical	1@ 3 780	-	-	-	-
				1@ 2 780	6 560	1 060	70	7 690
10	13							

Table 11-4. Division of Human Rights (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Commission's Secretariat Section</i>								
1	1	16	Professional officer	1@ 10 610	10 610	—	—	10 610
1	1	14	Professional officer	1@ 7 400	7 400	530	330	8 260
—	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
1	1	11	Professional officer	1@ 5 570	5 570	530	—	6 100
1	1	9	Administrative assistant	1@ 4 710	4 710	530	—	5 240
1	2	6	Secretarial and clerical	1@ 3 590	—	—	—	—
				1@ 3 070	6 660	1 060	210	7 930
				1@ 3 400	—	—	—	—
				1@ 2 780	6 180	1 060	70	7 310
7	9							
<i>Status of Women Section</i>								
—	1	17	Principal officer	1@ 10 610	10 610	—	—	10 610
1	—	16	Professional officer	—	—	—	—	—
1	1	14	Professional officer	1@ 7 400	7 400	530	330	8 260
—	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
2	3	9	Professional assistant	1@ 4 710	—	—	—	—
				2@ 4 210	13 130	1 590	170	14 890
2	2	6	Secretarial and clerical	1@ 3 990	—	—	—	—
				1@ 3 400	7 390	1 060	50	8 500
—	1	5	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
6	9							
<i>Freedom of Information Section</i>								
1	3	16	Professional officer	1@ 10 610	—	—	—	—
				2@ 9 360	29 330	—	—	29 330
1	1	15	Professional officer	1@ 8 290	8 290	420	—	8 710
—	1	14	Professional officer	1@ 7 400	7 400	530	—	7 930
2	4	13	Professional officer	1@ 7 830	—	—	—	—
				1@ 7 400	—	—	—	—
				2@ 6 600	28 430	2 120	—	30 550
2	3	6	Secretarial and clerical	1@ 3 990	—	—	—	—
				1@ 3 780	—	—	—	—
				1@ 3 070	10 840	1 590	80	12 510
—	1	5	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
6	13							
40	56				\$353 520	\$23 210	\$3 420	\$380 150
Less: Adjustment for deferred recruitment.....								5 000
Adjustment for turnover of staff.....								16 400
TOTAL								\$358 750

The Human Rights Division services the General Assembly, the Economic and Social Council and its commissions, sub-commissions and committees in the fields of human rights and the status of women.

The 1950 workload will be greatly affected by the action taken by the Economic and Social Council and by the General Assembly on the International Covenant on Human Rights and the measures for its implementation, on the draft Conventions on Freedom of Information, and by the decisions taken by the Economic and Social Council at its 1949 sessions in the fields of prevention of discrimination and protection of minorities, statelessness, slavery, forced labour, and certain aspects of trade union rights. The workload will also be increased by the decisions taken in 1949 in the field of status of women and by the new terms of reference of the Sub-Commission on Freedom of Information and of the Press.

The Division in 1950 will be organized into five units: the Office of the Director, the General Section, the Commissions Secretariat Section, the

Status of Women Section and the Freedom of Information Section.

1. *Office of the Director.* Co-ordinates and reviews the work of the Division; maintains liaison with other Departments of the Secretariat and the specialized agencies; performs work connected with the Covenant on Human Rights (General Assembly resolution 217 (III)), supervises the work concerning the *Yearbook on Human Rights* (Economic and Social Council resolution 9 (II) and the resolution of 9 February 1949 (E/1163 Rev. 1) and prepares documentation and drafts in the field of human rights not allotted to particular sections of the Division, such as the protection of minorities (General Assembly resolution 217 (III)), certain aspects of trade union rights (Economic and Social Council resolution 84 (V) and resolution of 17 March 1949 (E/1300)), forced labour (Economic and Social Council resolution 197 (VIII)), slavery, etc. The Communications Section is incorporated with the Office of the Director so that all phases of the work relating to the implementation of the projected cove-

nant on human rights come under the direct supervision of the Director.

The changes contemplated for 1950 consist of (a) the addition of one professional officer 13 to act as liaison for the Director on all matters bearing on the current work on Human Rights, to keep the Director informed on the documentation issued by other departments relating to problems of human rights and to assist in the preparation of studies on minority questions and slavery; (b) the downgrading of a post of professional officer 10 to professional assistant 9.

2. *General Section.* Deals with legal and technical research work, and in particular with the preparation of studies on the proposed covenant, the publication of the *Yearbook on Human Rights*, studies relating to the problem of minorities, statelessness, slave labour and trials of war criminals. Three additional posts are proposed for this Section. A post of professional officer 13, to assist in the preparation of the *Yearbook on Human Rights*. A post of professional officer 11 to assist in research relating to freedom of association and certain aspects of the rights of labour. A secretarial and clerical post 5 to handle the additional clerical and typing work that will follow from the appointment of the above officers. A post of professional officer 16 is proposed for upgrading to principal officer 17 as the responsibilities of this post — Chief of Section — have increased considerably with the rapid development of activities in the field of human rights.

3. *Commissions Secretariat Section.* Provides technical services to the Commission of Human Rights, the Commission on Status of Women, the Sub-Commission on Freedom of Information and the Press, the Sub-Commission on the Prevention of Discrimination and Protection of Minorities. In addition the Section elaborates studies designed to assist the Sub-Commission on the Prevention of Discrimination and Protection of Minorities in the determination of the main types of discrimination (Economic and Social Council resolution 116 (VI) ) and is in charge of the publicity programme relating to the Universal Declaration of Human Rights (General Assembly resolution 217 (III) ).

The proposed increase in the staff of this Section is two posts: one professional post 13 to be in charge

of the publicity programme and one secretarial and clerical post 6.

4. *Status of Women Section.* Performs all work devolving from the Commission on the Status of Women. The work will increase considerably during the coming year following the latest recommendations of the Economic and Social Council. The main tasks will be the studies on the legal status and treatment of women (Economic and Social Council resolution 48 (IV) ), and the collection of information for the benefit of women who have recently acquired the right to vote (Economic and Social Council resolution 154 (VII) )

The proposed increase in the staff of this Section is three posts: one professional post 13 to assist in the preparation of the above studies; one professional assistant 9 assigned to the publicity programme in connexion with women's rights; and one secretarial and clerical post 5 to assist in the typing work of this Section and the General Section when required.

5. *Freedom of Information Section.* Will implement the resolution passed by the Economic and Social Council, on 24 February 1949, concerning the Final Act of the Conference on Freedom of Information. This involves some twenty-seven new studies covering all media of information which are to be examined from an economic, social and technical point of view. The General Assembly appropriated, in the supplementary estimates for 1949, an amount of \$12 125 for temporary assistance to meet part of the above assignments pending the adoption of the final terms of reference by the Economic and Social Council (A/C.5/279, A/C.5/286).

Seven new posts are proposed for this Section: (a) two professional posts 16, one for completion of a study on the extent to which freedom of information is accorded to the various peoples of the world, the other for completion of studies regarding the law and the administrative practice concerning the work of foreign news personnel; (b) one professional post 14 to assist in the studies on foreign news personnel; (c) two professional posts 13 to assist on studies relating to economic and technical problems of the media of information; (d) two secretarial and clerical posts, one 6, one 5, to service the above professionals.

Table 11-5. *Division of Social Activities*

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director . . . . .	20	18	96 410	1 440	7 950	3 174	102 626
Social Defence Section . . . . .	8	9	58 920	2 660	3 570	1 954	63 196
Social Services Section . . . . .	19	14	98 100	2 310	5 190	3 180	102 420
Standard of Living and Housing Section . . . . .	8	12	88 460	1 780	3 710	2 818	91 132
Technical Reference and Docu- mentation Section . . . . .	5	10	60 260	1 380	4 270	1 980	63 930
Migration Section . . . . .	4	4	31 850	440	950	997	32 243
Joint Fellowship Office . . . . .	—	7	27 950	560	3 710	967	31 253
	64	74	\$461 950	\$10 570	\$29 350	\$15 070	\$486 800

The Division of Social Activities services the Social Commission and is in charge of all work relating to social welfare. The Economic and Social Council in resolution 155 (VII) has defined as follows the future programme of the division in order

to determine the fields of activity to which the Secretariat should give priority in terms of time and personnel.

1. *Suppression of prostitution, traffic in women and children and obscene publications.* For 1950 this

will include the preparation of a report regarding the establishment of a Far Eastern bureau for the suppression of prostitution and a study on the ways and means of preventing and suppressing prostitution.

2. *Social services.* The programme in this field calls for publication of annual reports on child and youth welfare; the preparation of legislative series on social problems (Economic and Social Council resolution 122 (VI)); a report on youth guidance; studies of social services for family assistance, particularly in the case of physically, mentally or morally handicapped children; studies on the problems of homeless children; studies on the opportunity of international conventions relating to the desertion of home, the protection of children against neglect and cruelty and studies on the administrative organization of social welfare services; the training of social welfare specialists and the prevention of juvenile delinquency in under-developed areas. In addition to the above studies the Division will have to plan and administer the programme of the social welfare advisory functions should the Economic and Social Council decide, during its ninth session, that operations under General Assembly resolution 58 (I) be extended for an additional year through 1950. This would entail provision, upon request, of social welfare advisers to Governments, granting of fellowships, demonstration of equipment for the rehabilitation of persons physically handicapped and provisions of literature relating to social welfare administration.

3. *Prevention of crime and treatment of offenders.* The Economic and Social Council, in resolution 155 (VII), has declared that the United Nations must take the leadership in this field making the greatest use of the knowledge and experience of international and national organizations of special competence. During 1950 the following workload is anticipated for the Division: studies on the extended use of fines; on open air penitentiaries; on the treatment of habitual offenders; on the medico-social examination of offenders before the verdict; and a

general inquiry into the functions of medical psychological and social sciences relating to the problem of criminality.

4. *Housing and town and country planning.* The Economic and Social Council has asked, in resolution 155, that proposals be submitted regarding the effective co-ordination of activities of the various specialized agencies and organizations interested in this field. The Technical Working Group on Housing has drafted a work programme which includes the collection and dissemination of data concerning building materials, the publication of a *Bulletin on Housing and Town and Country Planning*, manuals on the activities of international and national agencies interested in the problems of housing, and legislation related to housing.

5. *Migration.* The Economic and Social Council, by resolution 156 (VII), has approved the publication of a report, relating to an inquiry into the administrative practices concerning indigent foreigners and the preparation of a study on the social aspects of migration. In addition it has requested that periodic information be provided for the use of organizations and persons interested in migration.

6. *Standards of living.* The Council has requested the initiation of studies on the measures of family assistance which are directed towards the improvement of the standards of living, a study on the methods in use for the raising of standards in under-developed areas and the publication of an annotated list of institutions and of specialists in inquiries into the living conditions in under-developed areas.

7. *Refugees.* The Council has requested that working relations be maintained with the International Refugee Organization and that a report be prepared on the problem of refugees and displaced persons.

The Division during 1950 will be organized in the following sections: The Directorate, the Social Defence Section, the Social Services Section, the Standards of Living and Housing Section, the Social Legislation Studies and Documentation Section, the Migration Section and the Joint Fellowship Office.

Table 11-5-1. Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	19	Director	15 000 + 2 500 allowance	17 500	—	—	17 500
1	1	18	Principal officer	1@ 13 830	13 830	—	—	13 830
1	1	16	Professional officer	1@ 9 360	9 360	—	300	9 660
1	—	14	Administrative officer	—	—	—	—	—
1	1	10	Administrative officer	1@ 5 260	5 260	530	—	5 790
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740
—	1	8	Clerk	1@ 3 990	3 990	530	210	4 730
3	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	80	9 120
8	7	6	Secretarial and clerical	5@ 3 590	25 510	3 710	520	29 740
3	3	5	Secretarial and clerical	1@ 3 070	3 070	—	—	3 070
				1@ 2 920	2 920	—	—	2 920
				1@ 2 780	2 780	—	—	2 780
					8 770	1 590	330	10 690
20	18				\$96 410	\$7 950	\$1 440	\$105 800
Less: Adjustment for turnover of staff.....								3 174
<b>TOTAL</b>								<b>\$102 626</b>

1. *Office of the Director* (table 11-5-1). Plans and co-ordinates all activities of the division, prepares reports relating to the I.R.O., provides secretarial assistance to the division as a whole.

The following changes are proposed for 1950: (a) elimination of an administrative officer 14,

following the centralization of expenditure control in the Office of the Assistant Secretary-General both for Section 11 and Section 25; (b) reclassification of the clerical post 7 in charge of the supervision of the typing pool to grade 8 and (d) transfer of one secretarial post to the Joint Fellowship Office.

Table 11-5-2. *Social Defence Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
3	1	16	Professional officer	1@ 9 360	9 360	—	600	9 960
1	2	14	Professional officer	2@ 8 290	16 580	390	760	17 730
—	3	13	Professional officer	1@ 7 000	7 000	—	—	7 000
—	—	—	—	2@ 6 600	20 200	1 590	1 010	22 800
2	1	11	Professional officer	1@ 4 980	4 980	530	240	5 750
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	50	4 170
8	9				\$58 920	\$3 570	\$2 660	\$65 150
Less: Adjustment for turnover of staff.....								1 954
TOTAL								\$63 196

2. *Social Defence Section* (table 11-5-2). Will be responsible for work in connexion with the suppression of prostitution and traffic in women and questions relating to crime.

The changes proposed for 1950 relate to: (a) the reclassification of two professional officers 16 to grades 14 and 13 respectively as it is felt that during this introductory period of study the work can more

appropriately be handled by intermediate officers; (b) the establishment of a new professional officer 13 to assist on studies relating to prison administration and juvenile delinquency; (c) the reclassification to grade 13 of one professional officer 11 in charge of liaison with the international non-governmental organizations and informal working groups interested in the field of activity covered by the Section.

Table 11-5-3. *Social Services Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
3	2	16	Professional officer	1@ 9 960	9 960	—	—	9 960
—	—	—	—	1@ 9 360	9 360	—	980	20 300
2	1	15	Professional officer	1@ 8 800	8 800	—	—	8 800
4	4	14	Professional officer	1@ 8 290	8 290	—	—	8 290
—	—	—	—	3@ 7 400	30 490	2 010	760	33 260
3	1	13	Professional officer	1@ 7 400	7 400	530	—	7 930
2	1	11	Professional officer	1@ 5 570	5 570	530	240	6 340
1	—	10	Professional officer	—	—	—	—	—
1	1	9	Professional assistant	1@ 4 210	4 210	530	—	4 740
1	—	9	Administrative assistant	—	—	—	—	—
—	1	7	Professional assistant	1@ 3 400	3 400	530	190	4 120
1	1	6	Secretarial and clerical	1@ 3 990	3 990	530	—	4 520
—	1	5	Secretarial and clerical	1@ 2 920	2 920	530	140	3 590
19	14				\$98 100	\$5 190	\$2 310	\$105 600
Less: Adjustment for turnover of staff.....								3 180
TOTAL								\$102 420

3. *Social Services Section* (table 11-5-3). Provides studies relating to child welfare, youth guidance, the development of social welfare services in under-developed countries and the operation of the major part of the programme of the social welfare advisory functions. The reduction in the number of

posts requested for 1950 shows a numerical decrease owing to the elimination of one professional officer 16, one professional officer 15, one professional officer 13, one professional officer 11 and one professional officer 10 and the transfer of one professional officer 13 and one administrative assistant 9 to the

Joint Fellowship Office. The Section, however, will be increased by one professional assistant and one secretary 6. The above changes are the result of an internal administrative reorganization which follows

the reorientation of functions between the studies on social welfare problems and the operational programme under the social welfare advisory functions.

Table 11-5-4. *Standards of Living and Housing Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
2	2	16	Professional officer	1@ 11 300	11 300	—	—	11 300
				1@ 9 960	21 260	—	650	21 910
1	1	15	Professional officer	1@ 9 360	9 360	—	—	9 360
2	3	14	Professional officer	1@ 9 360	9 360	—	—	9 360
				2@ 7 400	24 160	1 060	580	25 800
1	1	13	Professional officer	1@ 6 600	6 600	530	400	7 530
—	2	9	Professional assistant	2@ 4 210	8 420	1 060	50	9 530
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	100	4 220
—	1	5	Secretarial and clerical	1@ 3 070	3 070	530	—	3 600
8	12				\$88 460	\$3 710	\$1 780	\$93 950
Less: Adjustment for turnover of staff.....								2 818
<b>TOTAL</b>								<b>\$91 132</b>

4. *Standards of Living and Housing Section* (table 11-5-4). Previously constituted two administrative entities. It is now proposed that they be merged to form one section.

During 1950 it is requested that the combined staff be increased by the addition of: (a) one professional officer 14 to assist in the preparation of the

*Housing Bulletin*; (b) two professional assistants 9, one to assist in the preparation of the technical manuals on housing and one to be assigned to studies on the improvement of the standards of living; (c) one secretary 5 to be assigned to the preparation of the *Housing Bulletin*.

Table 11-5-5. *Technical Reference and Documentation Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	16	Professional officer	1@ 9 360	9 360	—	400	9 760
1	3	14	Professional officer	2@ 8 290	16 580	—	—	16 580
				1@ 7 400	23 980	1 090	570	25 640
—	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
1	1	11	Professional officer	1@ 5 890	5 890	530	150	6 570
—	2	9	Professional assistant	2@ 4 210	8 420	1 060	70	9 550
				1@ 4 710	4 710	—	—	4 710
1	—	7	Secretarial and clerical	—	—	—	—	—
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	120	3 880
—	1	5	Secretarial and clerical	1@ 2 780	2 780	530	70	3 380
5	10				\$60 260	\$4 270	\$1 380	\$65 910
Less: Adjustment for turnover of staff.....								1 980
<b>TOTAL</b>								<b>\$63 930</b>

5. *Technical Reference and Documentation Section* (table 11-5-5). Prepares the legislative and administrative series on child welfare (Economic and Social Council resolution 48 (IV)) and an annual summary on government activities in the social field (Economic and Social Council resolution 122 (V) (1)), administers social welfare seminars (General Assembly resolution 58 (I)), services the Social Commission, the international working groups on migration, fellowships, and housing and the national study groups informally established to promote the objectives sponsored by the United Nations. In addition the Section serves as a central reference centre for the Division by classifying all documen-

tation and bibliography pertaining to the work of its professional staff.

The changes shown for 1950 are as follows: (a) two professional officers 14 are requested, one to cope with the work relating to the social welfare seminars and one to service the Social Commission, the international working groups on migration, fellowship and housing and to assist in the promotion of the national study groups whose fields of interest are coterminous with those of the Division; (b) one professional officer 13 is requested to assist in the preparation of the legislative series on child welfare; (c) two professional assistants 9 are requested, one to assist on work relating to seminars

and study groups and the other to be assigned to the preparation of the bibliographical bulletin relating to publications on social welfare questions;

(d) one new grade 5 clerk is required for indexing of material relating to the legislative series and the bibliography on social welfare questions.

Table 11-5-6. Migration Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	16	Professional officer	1@ 10 610	10 610	-	350	10 960
1	1	15	Professional officer	1@ 9 360	9 360	-	-	9 360
1	1	14	Professional officer	1@ 8 290	8 290	420	-	8 710
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	90	4 210
4	4				\$31 850	\$950	\$440	\$33 240
Less: Adjustment for turnover of staff.....								997
TOTAL								\$32 243

6. Migration Section (table 11-5-6). Is responsible for the implementation of Economic and Social Council resolution 156 (VII) relating to social

studies on migration. No change is contemplated in the staff during 1950.

Table 11-5-7. Joint Fellowship Office

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
-	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
-	1	9	Professional assistant	1@ 4 710	4 710	530	-	5 240
-	1	8	Accountant	1@ 3 780	3 780	530	140	4 450
-	1	7	Professional assistant	1@ 3 400	3 400	530	130	4 060
-	2	6	Secretarial and clerical	1@ 3 590	3 590			
-	1	4	Secretarial and clerical	1@ 3 230	6 820	1 060	190	8 070
-	1	4	Secretarial and clerical	1@ 2 640	2 640	530	100	3 270
-	7				\$27 950	\$3 710	\$560	\$32 220
Less: Adjustment for turnover of staff.....								967
TOTAL								\$31 253

7. Joint Fellowship Office (table 11-5-7). This is a new service unit which was informally established early in 1949 to establish uniform procedures of operation and handle all administrative work in connexion with transportation, housing, payment of stipends and financial control of accounts relating to fellowships under the programmes approved by resolutions 58 (I) and 200 (III) of the General

Assembly. The unit will be manned by the transfer of two professional posts and one secretary from the Social Services Section and the Office of the Director and by the addition of one grade 8 accountant, one grade 7 professional assistant and two secretarial posts primarily concerned with the servicing of fellows coming under resolution 200 (III).

Table 11-6. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost of living adjustment	Adjustment for deferred recruitment	Adjustment for turnover of staff	Total
	1949	1950						
Office of the Assistant Secretary-General ...	22	21	164 310	3 095	7 420	-	5 375	169 450
Population .....	28	28	155 540	2 890	11 660	-	5 090	165 000
Narcotic Drugs .....	24	25	167 710	2 990	8 900	-	5 300	174 300
Human Rights .....	40	56	353 520	3 420	23 210	5 000	16 400	358 750
Social Activities .....	64	74	461 950	10 570	29 350	-	15 070	486 800
	178	204	\$1 303 030	\$22 965	\$80 540	\$5 000	\$47 235	\$1 354 300

(ii) <i>Consultants</i> .....	\$ 42 300
1949:	43 000
1948:	54 946

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. Under this heading will be included the charges for research work done on a contractual basis which previously figured under "Research Project Grants".

The following is a tentative list of requirements for 1950:

(a) One consultant to advise the Assistant Secretary-General in the field of labour and to maintain liaison with non-governmental organizations .....	\$ 1 200
(b) Preparation of the final reports on Cartography and Research Laboratories...	3 000
(c) Studies relating to migratory problems .....	4 200
(d) Research on the comparability of census methods and study on the possibility of introducing new methods for estimating future populations .....	7 650
(e) Two consultants and a laboratory research assistant to be employed i) in checking the revised list of narcotic drugs, (ii) in the preparation of unification of conventions relating to narcotic drugs control, and (iii) in assisting in the research study relating to the determination of the origin of opium .....	9 125
(f) Preparation of the <i>Yearbook on Human Rights</i> .....	5 000
(g) Particular studies relating to human rights, such as methods to combat discriminatory practices, methods to protect minorities, methods to promote the freedom of the Press, studies on the freedom of association and other technical studies.....	9 500
(h) Housing problems with special reference to under-developed areas.....	2 625
TOTAL	\$ 42 300

(iii) <i>Temporary assistance</i> .....	\$ 42 000
1949:	44 795
1948:	38 716

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> .....	\$ 4 400
1949:	4 410
1948:	2 785

It is estimated that a similar amount will be required in 1950 as in 1949 to meet overtime expenses.

## CHAPTER II. OTHER DEPARTMENTAL EX-

PENSES .....	\$257 000
1949:	198 500
1948:	124 216

(i) <i>Travel on official business</i> .....	\$ 30 000
1949:	30 000
1948:	22 288

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.

The detailed estimates, as now foreseen provide for the following trips:

1. Trips to attend conferences of the specialized agencies (ILO, WHO, UNESCO, IRO, FAO, ICAO). Eight in Europe, one in the Far East, two in the Middle East and two in Latin America.....	\$ 18 350
2. Twelve trips to attend meetings of important non-governmental organizations...	3 700
3. Provisions for various trips in connexion with current activities of the Department (population, narcotics, human rights and social activities).....	7 950
TOTAL	\$ 30 000

(ii) <i>Travel on home leave</i> .....	\$ 70 500
1949:	50 000
1948:	58 430

For fifty-nine staff members and their dependents eligible for home leave in 1950.

(iii) <i>Cable, telegraph, wireless communication and long distance telephone</i> .....	\$ 6 000
1949:	5 500
1948:	4 770

The increase over 1949 shown for this article provides for cables in connexion with the fellowship programme devolving from General Assembly resolution 200 (III). Such expenses, though relating to the field assigned to the Department of Economic Affairs, will be charged to section 11 of the budget for reasons of administrative expediency.

(iv) <i>Air freight</i> .....	\$ 500
1949:	1 000
1948:	339

This estimate allows for normal expenses of the Department; special expenses in connexion with conferences and meetings held away from headquarters are included in the estimates for these conferences and meetings.

(v) <i>Contractual printing</i> .....	\$150 000
1949:	112 000
1948:	38 389

The estimates provide for the following publications:

Text	No. of pages in English text	Number of copies		Estimated cost \$
		English	French	
1. Report on Cartography .....	152	3 400	1 400	3 600
2. Report on Research Laboratories .....	152	3 400	1 400	3 600
3. Human Rights Yearbook 1949 .....	500	5 100	2 100	24 000
4. Special Studies in the Field of Human Rights...	500	3 500	1 200	11 200
5. Freedom of Information — Collation of International Agreements .....	300	3 000	2 000	11 200



Text	No. of pages in English text	Number of copies		Estimated cost \$
		English	French	
6. Migration Studies .....	200	1 000	500	5 700
7. Demographic Study of Interrelationship between Economic and Social and Population Changes .....	200	1 000	500	5 700
8. Studies on Infant Mortality .....	200	1 000	500	6 350
9. Problems of Technique in Population Studies..	200	1 000	500	6 350
10. Studies on Birth Rate .....	200	1 000	500	6 350
11. Bulletin on Narcotics (4 volumes of 64 pp. ea.)..	256	8 000	4 000	8 800
12. Summary on Narcotics (quarterly) .....	64	C.R.S.	3 000 x 4	6 550
		in each language		
13. Summary of Annual Reports from Governments	158		2 250	2 700
14. List of Drugs .....	164		2 000	1 800
15. Annual Summary of Laws .....	52	3 000	1 000	2 000
16. Digest of Laws .....	400	1 000	500	7 850
17. Report of the Committee of Enquiry into the Effects of Chewing of the Coca Leaf.....	200	3 000	1 000	6 350
		S. 1 000		
18. Preparatory Documentation for the Unification of Conventions .....	152	3 000	1 000	3 300
19. Social Bulletin .....	150	3 400	1 200	15 800
20. Study A (Homeless Children) .....	250	3 400	1 400	5 900
21. Standards of Living (Family Welfare) .....	250	3 400	1 400	5 900
22. Housing Bulletin (3 issues) .....	70	2 500	750	7 200
23. Reports on Crime and Juvenile Delinquency				
(a) Probation .....	300	3 400	1 400	7 100
(b) Juvenile Delinquency in Latin America..	300	3 400	1 400	7 100
(c) General Policy .....	300	3 400	1 400	7 100
24. Summaries of Annual Reports on Traffic in Women .....	36	3 000	1 000	930
25. Model Convention on Assistance to Indigent Foreigners .....	52	3 000	1 000	1 250
26. Model Convention on Execution of Maintenance Obligations Abroad .....	52	3 000	1 000	1 250
27. Annual Reports on Child Welfare .....	350	3 000	1 000	7 700
28. Questionnaire on Traffic in Women and Children	4	1 000	1 000	445
		S. 1 000		
29. Draft convention on the Traffic in Persons and of the Exploitation of Prostitution of Others..	12	3 000	1 000	1 600
		C. 450, R. 450, S. 150		
30. Study on Minimum Housing Standards Enforceable Under Penalty .....	76	3 400	1 400	3 150
			TOTAL	\$195 825
It is recognized that printing may not be completed on all of the publications by 31 December 1950; the 1950 requirements can be accordingly reduced by \$45 825 .....				45 825
			TOTAL	\$150 000

Revenue to derive from sales of publications issued by the Department is estimated at \$9 600 for 1950.

**Section 12. Department for Trusteeship and Information from  
Non-Self-Governing Territories, \$966 700**

(1949: \$964 240 1948: \$637 815)

The Department for Trusteeship and Information from Non-Self-Governing Territories is responsible for serving the Trusteeship Council with respect to all its functions under the Trusteeship System, the Fourth Committee of the General Assembly and any special committees thereof concerning 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 and departments of the Secretariat with information concerning Trust Territories, Non-Self-Governing Territories and non-security aspects of strategic areas, and for providing background material, working papers and other documents for the General Assembly when it considers questions arising under Chapters XI, XII and XIII of the Charter.

In addition the Department performs *ad hoc* functions in accordance with resolutions of the General Assembly such as the examination of reports on South West Africa to be submitted by the Government of the Union of South Africa and reporting to the General Assembly (General Assembly resolution 227 (III)). The Department is also responsible

for maintaining and developing working and technical relationships with specialized agencies (General Assembly resolution 221 (III)) and for providing studies and reports in the field of its competence for publication by the United Nations.

The substantive work in connexion with these responsibilities is performed by two divisions through the Office of the Assistant Secretary-General: the Division of Trusteeship and the Division of Non-Self-Governing Territories.

CHAPTER I. SALARIES AND WAGES.....\$849 700  
1949: 820 240  
1948: 551 421

(i) *Established posts* .....\$833 300  
1949: 802 800  
1948: 540 262

The increase shown for 1950 is due to the proposed establishment of six new posts, three reclassifications (two upward, one downward) and within-grade increments. The additional expenses involved are partly compensated by savings anticipated on turnover of staff.

Table 12-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classifica' on title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	-	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	-	-	28 500
<i>Executive Office</i>								
1	1	16	Administrative officer	1@ 10 610	10 610	-	-	10 610
1	1	14	Professional officer	1@ 8 800	8 800	-	-	8 800
1	1	13	Administrative officer	1@ 7 400	7 400	530	320	8 250
1	1	12	Professional officer	1@ 6 600	6 600	530	70	7 200
1	1	8	Secretary	1@ 4 460	4 460	530	-	4 990
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	1	5	Secretarial and clerical	1@ 3 070	3 070	530	40	3 640
<i>Secretarial Pool</i>								
1	1	8	Clerk	1@ 4 210	4 210	530	-	4 740
4	5	6	Secretarial and clerical	1@ 3 590 2@ 3 400 1@ 3 230 1@ 3 070	16 690	2 650	400	19 740
8	9	5	Secretarial and clerical	5@ 3 400 3@ 3 230 1@ 2 780	29 470	4 770	380	34 620
4	4	4	Clerk-typist	1@ 3 070 3@ 2 780	11 410	2 120	160	13 690
25	27				\$135 210	\$12 720	\$1 170	\$149 300
Less: Adjustment for turnover of staff.....								4 490
TOTAL								\$144 810

The Office of the Assistant Secretary-General (table 12-1) is responsible for the planning, directing and co-ordinating of all substantive and administrative functions of the Department. This Office consists of a small administrative unit which remains unchanged with eight posts, and a departmental secretarial pool of nineteen stenographers and typists, including a grade 8 clerk as supervisor.

The only new provision in this Office is the request for two additional secretarial and clerical posts, one at grade 6 and one at grade 5. The pool services the Department as a whole and experience has shown that the typing work-load has been very heavy and is still increasing, in view of the proposed increase of four substantive posts in the Department.

Table 12-2. Division of Trusteeship

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of Director</i>								
1	1	-	Top-ranking director	1@ 15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	18	Principal officer	1@ 12 830	12 830	-	660	13 490
1	1	16	Professional officer	1@ 9 360	9 360	-	450	9 810
-	1	13	Professional officer	1@ 6 600	6 600	530	-	7 130
1	-	11	Professional officer	-	-	-	-	-
1	1	11	Administrative officer	1@ 5 570	5 570	530	160	6 260
1	1	8	Secretary	1@ 4 210	4 210	530	-	4 740
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	50	4 170
8	8							
<i>Questionnaires Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	550	12 550
1	1	16	Professional officer	1@ 9 960	9 960	-	320	10 280
2	2	14	Professional officer	1@ 8 290 1@ 7 400	15 690	780	590	17 060
1	1	13	Professional officer	1@ 6 600	6 600	530	300	7 430
1	1	11	Professional officer	1@ 5 570	5 570	530	160	6 260
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	80	4 200
7	7							
<i>Petitions Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	480	12 480
1	1	15	Professional officer	1@ 9 360	9 360	-	-	9 360
1	1	11	Professional officer	1@ 5 570	5 570	530	220	6 320
1	1	9	Professional assistant	1@ 4 210	4 210	530	230	4 970
1	1	7	Professional assistant	1@ 3 590	3 590	530	160	4 280
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	110	4 040
6	6							
<i>Visits Section</i>								
1	1	17	Principal officer	1@ 12 830	12 830	-	-	12 830
2	2	14	Professional officer	1@ 8 290 1@ 7 830	16 120	810	390	17 320
1	1	10	Professional officer	1@ 5 260	5 260	530	-	5 790
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	50	4 170
5	5							
<i>Agreements Section</i>								
1	1	17	Principal officer	1@ 10 610	10 610	-	640	11 250
1	1	16	Professional officer	1@ 11 300	11 300	-	-	11 300
1	1	14	Professional officer	1@ 8 290	8 290	420	-	8 710
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	180	4 300
4	4							
<i>Territorial Research and Analysis Section</i>								
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
3	3	16	Professional officer	1@ 10 610 2@ 9 360	29 330	-	1 200	30 530
1	1	15	Professional officer	1@ 9 360	9 360	-	150	9 510
2	2	14	Professional officer	1@ 8 290 1@ 7 830	16 120	840	460	17 420
2	2	13	Professional officer	1@ 7 400 1@ 7 000	14 400	1 060	180	15 640
2	3	11	Professional officer	1@ 6 240 1@ 5 570 1@ 5 260	17 070	1 590	320	18 980
1	1	9	Professional assistant	1@ 4 460	4 460	530	150	5 140
1	1	7	Professional assistant	1@ 3 990	3 990	530	-	4 520
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	160	4 280
14	15							
44	45				\$339 430	\$15 040	\$8 400	\$362 870
Less: Adjustment for turnover of staff.....								10 910
TOTAL								\$351 960

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.

The basic functions under 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 a 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 enquiries 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 to nine 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 rests upon the Trusteeship Council, which submits an annual report on its activities and decisions to the General Assembly, which, through its Fourth Committee, reviews the work of the Council and gives to it such suggestions and directions as it may consider necessary.

In respect to the tenth Trust Territory, the strategic area Trust Territory of the Pacific Islands, the primary responsibility for supervision in other than strategic matters will also rest with the Trusteeship Council, which will, however, in this instance report to the Security Council (Article 83 of the Charter and resolutions of the Security Council and Trusteeship Council of 7 March and 24 March 1949 respectively).

The effective functioning of this elaborate system of international supervision involves a heavy workload for the Trusteeship Division. The System has been operating for more than two years, during the course of which the increase in substantial work has been steady.

Moreover, the General Assembly has shown a tendency to turn over to the Trusteeship Council certain important functions involving a considerable amount of additional work for the Secretariat, which are not, strictly speaking, functions of the Trusteeship System. The Assembly has again directed the Trusteeship Council (resolution 227 (III)) to examine reports on South West Africa to be submitted by the Government of the Union of South Africa and to report back to the Assembly, although South West Africa has not been placed under the Trusteeship System.

This Division consists of a Director's Office and five sections: 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 internal administration and for functions not assigned to any particular section such as assisting in the preparation of the Secretary-General's report to the General Assembly on matters pertaining to the Trusteeship System, and in the preparation of the report of the Trusteeship Council to the General Assembly. It also serves as a nucleus of the secretariat of the Trusteeship Council. The proposed staff for this Office in 1950 consists of eight posts as in 1949. The only change is a reclassification of a

professional officer from grade 11 to 13, to provide a post for an officer to assist the Director and Deputy Director in co-ordinating the work of the Sections primarily responsible for the Trusteeship functions, particularly in the editing and checking of all documents, working papers and background papers, and in the preparation of reports of the Trusteeship Council to the General Assembly. This officer would also be required to prepare drafts of letters or memoranda on general Trusteeship matters for the Director or Deputy Director.

The Questionnaires and Territorial Reports Section is responsible for all matters relating to the questionnaire sent to and the annual reports received from the Administering Authorities in accordance with Articles 87 a and 88 of the Charter and rules 68 to 75 of the rules of procedure of the Trusteeship Council; with technical assistance from the territorial research and analysis section, for the revision of the questionnaire with regard to its basic formulations, and for its revision and adaptation to the particular needs of each Trust Territory. It is also responsible for the preparation of background documentation on annual reports submitted by the Administering Authorities and related working papers for the Trusteeship Council.

This Section will comprise seven posts in 1950, as in 1949. No change is proposed.

The Petitions Section, in accordance with Article 87 b of the Charter and rules 76 to 93 of the rules of procedure of the Trusteeship Council, is responsible for the acceptance and processing of written and oral petitions with respect to Trust Territories, such as acknowledgement to petitioners, submission of petitions for translation and reproduction, transmission of petitions to the members of the Trusteeship Council and to the Administering Authorities concerned; submission of comments received from the Administering Authorities for translation and reproduction, transmission of the comments to the members of the Trusteeship Council and transmission of any resolution by the Trusteeship Council on such petition to the petitioner and Administering Authority. 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 for the Trusteeship Council.

This Section in 1950 will comprise six posts, as in 1949. No change is proposed.

The Visits Section is responsible for the detailed preparations and technical arrangements for the periodic visits to Trust Territories in accordance with Article 87 e of the Charter and rules 94 to 99 of the rules of procedure of the Trusteeship Council and for providing services to the visiting missions as required. In collaboration with the Research Section, it also prepares background and documentation on the Trust Territories to be periodically visited, and for any special visiting mission to Trust Territories as may be determined by the Council.

This Section will comprise five posts, as in 1949. No change is proposed.

The Trusteeship Agreements Section is responsible for assisting the Trusteeship Council in reviewing and analyzing 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. It also has the responsibility for liaison functions within the Secretariat and with the specialized agencies on matters pertaining to Trust Territories. The Section will comprise four posts, as in 1949. No change is proposed.

The Territorial Research and Analysis Section is responsible for the preparatory work in the Division requiring preliminary research and furnishes technical assistance to other sections which rely upon its expert knowledge of Trust Territories and upon its experts' analyses of reports and petitions pertaining to Trust Territories. For this Section the proposed staff in 1950 consists of fifteen posts, as compared with fourteen in 1949. An additional post of professional officer grade 11 is proposed to be

established in this Section to cope with the additional work involved in the functions recently assigned to this department in respect to the Trust Territory of the Pacific Islands. The resolution of the Security Council of 7 March 1949 concerning the respective functions of the Security Council and Trusteeship Council with regard to the Trusteeship System as applied to strategic areas prescribes a scope of work larger than that first anticipated in 1948 (S/1280, 7 March 1949).

Table 12-3. Division of Non-Self-Governing Territories

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of the Director</i>								
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	—	—	17 500
1	1	18	Principal officer	1@ 13 830	13 830	—	—	13 830
1	1	13	Professional officer	1@ 6 600	6 600	530	400	7 530
1	1	11	Administrative officer	1@ 5 260	5 260	530	260	6 050
2	2	6	Secretarial and clerical	2@ 3 590	7 180	1 060	370	8 610
6	6							
<i>Africa Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	—	140	12 140
1	1	16	Professional officer	1@ 9 960	9 960	—	540	10 500
—	1	15	Professional officer	1@ 8 800	8 800	—	—	8 800
3	2	14	Professional officer	1@ 8 290 1@ 7 400	15 690	920	90	16 700
1	1	13	Professional officer	1@ 6 600	6 600	530	—	7 130
2	2	11	Professional officer	1@ 5 890 1@ 5 570	11 460	1 060	160	12 680
1	1	9	Professional assistant	1@ 4 210	4 210	530	210	4 950
2	3	7	Professional assistant	2@ 3 990 1@ 3 400	11 380	1 590	100	13 070
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	180	4 300
12	13							
<i>Pacific Asia Section</i>								
1	1	17	Principal officer	1@ 12 000	12 000	—	480	12 480
1	1	16	Professional officer	1@ 9 360	9 360	—	—	9 360
3	3	14	Professional officer	2@ 8 290 1@ 7 400	23 980	1 200	590	25 770
2	2	11	Professional officer	2@ 5 260	10 520	1 060	130	11 710
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	80	4 010
8	8							
<i>Caribbean Section</i>								
1	1	17	Principal officer	1@ 12 830	12 830	—	—	12 830
1	1	14	Professional officer	1@ 7 400	7 400	530	—	7 930
1	1	9	Professional assistant	1@ 4 460	4 460	530	250	5 240
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
4	4							
<i>Specialists Unit</i>								
5	4	16	Professional officer	3@ 10 610 1@ 9 360	41 190	—	290	41 480
—	1	15	Professional officer	1@ 9 360	9 360	—	500	9 860
—	1	14	Professional officer	1@ 7 830	7 830	510	150	8 490
3	4	13	Professional officer	2@ 7 400 1@ 7 000 1@ 6 600	28 400	2 120	440	30 960
2	2	9	Professional assistant	1@ 4 710 1@ 4 460	9 170	1 060	160	10 390
—	1	7	Professional assistant	1@ 3 400	3 400	530	100	4 030
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
12	14							
42	45				\$324 920	\$16 410	\$5 620	\$346 950
Less: Adjustment for turnover of staff.....								10 420
TOTAL								\$336 530

The Division of 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.

The task of this Division in summarizing and analyzing information transmitted under Article 73 e and supplemental information was defined by resolutions 66 (I), 142 (II), 143 (II) and 144 (II) of the General Assembly. This work has been clarified by the resolutions adopted in Paris at the third session of the General Assembly. These resolutions particularly affect the use to be made of information supplemental to that formally transmitted under Article 73 e. Resolution 218 (III) invites the Secretary-General "to extend the use of supplemental information in future years" and authorizes him "to include in his summaries and analyses all relevant and comparable official statistical information, within the categories referred to in Article 73 e of the Charter, which has been communicated to the United Nations or to the specialized agencies". Resolution 220 (III) invites the Secretary-General to:

"(a) Inform any special committee which the General Assembly may appoint of decisions taken by the Economic and Social Council and of studies undertaken under its auspices which include within their scope economic and social conditions affecting Non-Self-Governing Territories;

"(b) Place at the disposal of the Economic and Social Council all relevant information transmitted under Article 73 e and all relevant supplemental information required for the work of the Economic and Social Council".

One example of the work undertaken under paragraph (b) is a draft report on Non-Self-Governing Territories which has been prepared to meet the request of the Sub-Commission on Economic Development expressed in its report of 1 July 1948 (E/CN.1/61). More frequently, the Division supplies analytical statements or classified data for incorporation in studies prepared under the auspices of the Economic and Social Council (on post-war price relations in trade between under-developed and industrialized countries) or undertakes sections of reports on the basis of the general plans for studies (juvenile delinquency).

Resolution 221 (III) "invites the Secretary-General to keep in close touch with the secretariats of the specialized agencies with a view to seeking their counsel and assistance in the preparation of his analyses of information transmitted under Article 73 e of the Charter". It also invites the specialized agencies to collaborate with a view to the revision of the Standard Form for the guidance of Members in the transmission of information and to provide information of the progress of any work undertaken by them which includes within its scope economic, social and educational conditions affecting Non-Self-Governing Territories. This resolution is in harmony with resolution 146 (II). In pursuance of it, memoranda were communicated to the specialized agencies on 11 February 1949 and informal inter-secretariat conversations have taken place with a view to delimiting work programmes and avoiding duplication. In general, the Division, by the classification of information, is able to furnish particular specialized agencies with the basic data required either for the initiation of more technical studies affecting Non-Self-Governing Territories or for the inclusion in such studies of a summary of conditions in the Territories, while from their side the specialized agencies can be expected to give counsel and assistance to complete or to cover the technical aspects of Secretariat analyses.

Resolution 220 (III) draws the attention of the Members concerned "to the arrangements for technical assistance approved by the Economic and Social Council, and invites the Secretary-General to inform any special committee which the General Assembly may appoint of the extent and nature of any such technical assistance rendered to Non-Self-Governing Territories at the request of Administering Members".

Resolution 222 (III) requests the Members concerned to communicate to the Secretary-General appropriate information informing the United Nations of any change in the constitutional position of any Territory as a result of which "the responsible Government concerned thinks it unnecessary to transmit information in respect of that Territory under Article 73 e".

To fulfil these functions the Division is organized in the same manner as in 1949: one Director's Office, three geographical sections and one specialists' unit.

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 reporting on the cessation of information under general assembly resolution 222 (III). The proposed staff for 1950 consists of six posts, as in 1949.

The Africa Section is responsible for the summarization of the information transmitted under Article 73 e of the Charter from the African area. The proposed staff for this Section consists of thirteen posts, as compared with twelve in 1949. One additional post of professional assistant and the reclassification of a professional officer post from grade 14 to 15 are proposed. The reclassification is based on the fact that the incumbent of this post will have a larger scope of responsibilities than previously. In addition to his normal functions and duties as a specialist on the Belgian Congo, the importance of economic development in tropical Africa has made it necessary to use him in supplementing the work of the economic specialists of the Division and in taking charge of *ad hoc* working groups in order to provide assistance in the general studies on under-developed areas. The additional post of professional assistant 7 will be required to assist the area specialist responsible for information from British West Africa which comprises four Non-Self-Governing Territories whose total population aggregates about 30 million.

The Pacific Asia Section is responsible for the summarization of the information transmitted under Article 73 e from the Pacific and southern and eastern shores of Asia and India. The proposed staff for this Section consists of eight posts, as in 1949. No change is proposed.

The Caribbean Section is responsible for the summarization of information under Article 73 e 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. The proposed staff for this Section in 1950 consists of four posts as in 1949.

The Specialists' Unit is responsible for the analysis of information transmitted under Article 73 e. It is also responsible for collaboration with other departments of the Secretariat and with certain of the specialized agencies. It may be noted that while collaboration with specialized agencies enables this Division to secure expert assistance from them, the specialized agencies for their part look to this Division for supplying to them basic information on

Non-Self-Governing Territories particularly in relation to the administrative structure and policies for the handling of technical problems. The flow of supplemental material with which the specialists have to deal has been increasing and technically qualified officers and assistants are urgently needed. The proposed staff of this Unit in 1950 consists of

fourteen posts as compared with twelve in 1949. One professional officer 13 and one professional assistant 7 are requested in order to provide educational and public health specialists with intermediate and junior assistance. In addition one professional officer post will be downgraded from 16 to 15.

Table 12-4. Recapitulation

Division or Office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Assistant Secretary-							
General .....	25	27	135 210	1 370	12 720	4 490	144 810
Division of Trusteeship .....	44	45	339 430	8 400	15 040	10 910	351 960
Division of Non-Self-Governing Territories .....	42	45	324 920	5 620	16 410	10 420	336 530
	111 <sup>1</sup>	117	\$799 560	\$15 390	\$44 170	\$25 820	\$833 300

<sup>1</sup> The total number of posts shown for 1949 (111 posts) is twelve posts below the number of posts shown in document A/556. The reduction was made in order to keep within the reduced amount appropriated by the General Assembly for the Section.

(ii) *Consultants* .....\$ 4 000  
1949: 5 000  
1948: 243

The estimate provides for one consultant for ten days on problems of social welfare in Non-Self-Governing Territories and for three consultants for an average of fifteen days each for special problems related to the activities of the Trusteeship Council, the Special Committee on Article 73 e and the visiting mission. This amount includes travelling expenses of the consultants. The expenditure in 1947 was \$3 137.

(iii) *Temporary assistance* .....\$ 9 900  
1949: 9 920  
1948: 8 735

This estimate provides for the replacement of staff members on annual, home, sick or maternity leave and for additional temporary assistance for work of the Trusteeship Council sessions, Special Committee meetings and the headquarters work related to visiting missions.

(iv) *Overtime* .....\$ 2 500  
1949: 2 520  
1948: 2 181

The estimate for 1950 is based on actual expenditure in 1949.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....\$117 000  
1949: 144 000  
1948: 86 394

(i) *Travel on official business* .....\$ 12 000  
1949: 15 000  
1948: 7 064

This estimate is based on thirteen trips to various parts of the world (London, Paris, Beirut, Geneva, New Caledonia, Curaçao, etc.) for contacts with Governments and specialized agencies, and for visits of departmental personnel to Trust and Non-Self-Governing Territories for studies and research, plus twenty-five short trips within the continent.

(ii) *Travel on home leave* .....\$ 72 400  
1949: 94 000  
1948: 59 360

For forty-four staff members and their dependents eligible for home leave in 1950.

(iii) *Cables, telegraph, wireless communications and long distance telephone* .....\$ 3 000  
1949: 5 000  
1948: 1 312

This estimate is based on the experience of the first months of 1949.

(iv) *Air freight* .....\$ 3 000  
1949: 3 000  
1948: 1 030

This estimate is based on the actual expenditure of the first months in 1949.

(v) *Contractual printing* .....\$ 26 600  
1949: 27 000  
1948: 17 628

The estimate provides for the following publications:

	Text pages in English	No. copies		Estimated cost \$
		English	French	
Background working papers on Trusteeship System .....	150	5 000	2 000	4 000
Non-Self-Governing Territories, Summaries of Information .....	785	6 000	2 000	22 000
Revised Standard Form .....	12	3 000	1 000	600
				26 600

Revenue to derive from the sale of publications issued by the Department in 1950 is estimated at \$1 500.

## Section 13. Department of Public Information, \$3 355 000

(1949: \$3 323 020 1948: \$3 221 308<sup>1</sup>)

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 for 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). It is proposed that the library be attached to the Executive Office of the Secretary-General; this is covered in section 7 a of the estimates.

The functions of research and opinion survey however, are to be detached from those of the library and will be performed within the Department of Public Information in the Press and Publications Bureau.

During 1949 a reallocation of duties, with consequent reduction in some services, took place to achieve a rationalization of the administration of the information centres. The External Services Division was abolished and its functions and staff were transferred into other administrative units. Changes were effected in the grading pattern and in the number of posts of the divisions without, however, exceeding the limits in grading and total establishment approved by the General Assembly for the Department as a whole.

During 1949, the Telecommunications Section was abolished and its functions transferred to Conference and General Services.

The figure shown for 1949 for the Department reflects the above organizational changes. The \$68 260 increase above the 1949 original appropriation results from:

(a) The transfer of an amount of \$21 000 to section 15, made with the concurrence of the Advisory Committee on Administrative and Budgetary Questions, following the transfer of the functions of the Telecommunications Section to the Department of Conference and General Services.

(b) The addition of a sum of \$89 260, equal to the amount appropriated for the Opinion Survey and Research Sections transferred from the Library Services.

CHAPTER I. SALARIES AND WAGES.....\$2 037 130  
1949: 2 037 620<sup>2</sup>  
1948: 1 769 120<sup>3</sup>

(i) *Established posts* .....\$1 992 110  
1949: 1 981 470<sup>2</sup>  
1948: 1 705 365<sup>3</sup>

A total of 312 posts is requested as follows:

(a) Budget estimates for 1949 (document A/556) ..... 313

(b) *Less*

Nine posts abolished as part of a lump sum reduction of \$125 000 approved by the General Assembly and redistribution of the External Services functions ..... - 9

Transfer of two printing officers to Conference and General Services..... - 2

Transfer of four professional and clerical posts to the Telecommunications Services Division of Conference and General Services... - 4

(c) *Plus*

Transfer of the Opinion and Research Sections from the Library Services..... + 13

One additional post for the Research Section ..... + 1  
312

Three reclassifications are proposed. These are from 16 to 17 for the post of editor-in-chief and from 15 to 16 for the post of chief of the Russian Section, both in the Press and Publications Bureau. A reclassification from 15 to 16 for the post of chief of the Visual Information Section is also requested.

<sup>2</sup> Includes Opinion Survey and Research Sections (transferred from the Library Services), and excludes the staff of the former Telecommunications Section (transferred to Conference and General Services).

<sup>3</sup> Includes expenses for the Library Services.

<sup>1</sup> Includes expenses for Library Services.

Table 13-1. Office of Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	-	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	-	-	28 500
1	1	-	Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	18	Principal officer	1@ 14 830	14 830	-	-	14 830
1	1	17	Information officer	1@ 11 300	11 300	-	-	11 300
1	1	11	Information officer	1@ 5 260	5 260	530	-	5 790
1	1	9	Clerk	1@ 4 710	4 710	530	70	5 310
1	1	8	Secretary	1@ 4 210	4 210	530	70	4 810
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
2	2	6	Secretarial and clerical	1@ 3 780 1@ 3 230	7 010	1 060	90	8 160
2	2	5	Secretarial and clerical	1@ 3 230 1@ 3 070	6 300	1 060	220	7 580
1	1	3	Clerk	1@ 2 780	2 780	530	-	3 310



Table 13-1. Office of Assistant Secretary-General (cont'd.)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Executive Office</i>								
1	1	18	Principal officer	1@ 13 830	13 830	-	250	14 080
1	1	15	Administrative officer	1@ 9 360	9 360	420	-	9 780
2	2	12	Administrative officer	2@ 6 600	13 200	1 060	-	14 260
1	1	11	Clerk	1@ 5 260	5 260	530	240	6 030
4	4	6	Secretarial and clerical	1@ 3 590				
				3@ 3 400	13 790	2 120	520	16 430
3	3	5	Secretarial and clerical	1@ 3 400				
				1@ 3 070				
12	12			1@ 2 920	9 390	1 590	200	11 180
<i>Sales and Circulation Services</i>								
1	1	16	Administrative officer	1@ 9 960	9 960	-	440	10 400
1	1	14	Administrative officer	1@ 8 290	8 290	420	-	8 710
1	1	13	Administrative officer	1@ 7 400	7 400	530	-	7 930
2	2	11	Administrative officer	1@ 5 890				
				1@ 5 260	11 150	1 060	510	12 720
1	1	9	Clerk	1@ 4 710	4 710	530	70	5 310
4	4	7	Secretarial and clerical	2@ 3 990				
				2@ 3 780	15 540	2 120	220	17 880
3	3	6	Secretarial and clerical	1@ 3 590				
				2@ 3 400	10 390	1 590	200	12 180
4	4	5	Secretarial and clerical	3@ 3 400				
				1@ 3 070	13 270	2 120	80	15 470
1	1	4	Clerk-typist	1@ 3 070	3 070	530	-	3 600
2	2	3	Clerk	2@ 2 640	5 280	1 060	170	6 510
20	20				\$260 780	\$20 450	\$3 350	\$284 580
45	45							
Less: Adjustment for turnover of staff.....								8 540
TOTAL								\$276 040

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 Services Section.

Following the abolition of the Division of External Services the immediate staff of the Assistant Secretary-General is responsible for the substantive direction of the information centres.

The Executive Office co-ordinates all departmental directives and is responsible for the organization

and administration of the Department and of the information centres and direction of the Sales and Circulation Services.

The Sales and Circulation Services Section is responsible for the sale of all United Nations publications and arranges for the distribution of the publications of the Department. Revenue to derive from sales of United Nations publications and documents in 1950 is estimated at \$150 000.

No changes are requested in the staff of the Office of the Assistant Secretary-General for 1950.

Table 13-2. Press and Publications Bureau

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost-of-living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director.....	2	2	21 490	-	530	660	21 360
Central Information and Press Services.....	52	53	309 640	5 500	22 350	10 120	327 370
Publications and Periodicals Services.....	42	43	262 520	5 370	18 860	8 610	278 140
	96	98	\$593 650	\$10 870	\$41 740	\$19 390	\$626 870

The Press and Publications Bureau (table 13-2) consists of ninety-eight posts. This is an increase of two posts in comparison with the 1949 budget provision, allowing for the transfer of the Opinion Survey Section (Press and Radio Abstracting Section) and the Research Section from the Library Services. One new post is proposed for the Research

Section, the additional post is transferred from the Radio Division.

The Bureau is organized into an Office of the Director and two main services, the Central Information and Press Services and the Publications and Periodicals Services.

Table 13-2-1. Office of the Director

No. of established posts		Grade	Classification	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	—	—	17 500
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	—	4 520
2	2				\$21 490	\$530	—	\$22 020
Less: Adjustment for turnover of staff.....								660
TOTAL								\$21 360

No changes are requested in the Office of the Director.

Table 13-2-2. Central Information and Press Services

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 12 000	12 000	—	—	12 000
2	2	17	Information officer	2@ 12 000	24 000	—	420	24 420
7	7	16	Information officer	4@ 10 610 1@ 9 960 2@ 9 360	71 120	—	1 680	72 800
3	3	15	Information officer	2@ 9 360 1@ 8 290	27 010	1 260	430	28 700
3	3	13	Information officer	1@ 7 400 2@ 6 600	20 600	1 590	220	22 410
5	5	11	Information officer	3@ 5 890 2@ 5 260	28 190	2 650	790	31 630
1	1	10	Clerk	1@ 5 260	5 260	530	80	5 870
3	3	9	Information assistant	1@ 4 710 2@ 4 210	13 130	1 590	410	15 130
2	2	8	Clerk	2@ 4 210	8 420	1 060	—	9 480
3	3	7	Secretarial and clerical	2@ 3 990 1@ 3 780	11 760	1 590	180	13 530
5	5	6	Secretarial and clerical	3@ 3 780 1@ 3 590 1@ 3 230	18 160	2 650	210	21 020
1	1	6	Office machine operator	1@ 3 780	3 780	530	—	4 310
5	6	5	Secretarial and clerical	1@ 3 400 1@ 3 230 1@ 3 070 1@ 2 920 2@ 2 780	18 180	3 180	430	21 790
2	2	5	Office machine operator	2@ 3 400	6 800	1 060	—	7 860
2	2	4	Clerk-typist	1@ 3 070 1@ 2 780	5 850	1 060	90	7 000
1	1	3	Clerk-typist	1@ 2 380	2 380	530	70	2 980
46	47							

## Opinion Survey Section

1	1	15	Information officer	1@ 9 360	9 360	420	150	9 930
1	1	13	Information officer	1@ 7 400	7 400	530	150	8 080
1	1	10	Information officer	1@ 5 260	5 260	530	—	5 790
1	1	7	Clerk	1@ 3 990	3 990	530	70	4 590
1	1	6	Secretary	1@ 3 590	3 590	530	120	4 240
1	1	5	Clerk-typist	1@ 3 400	3 400	530	—	3 930
6	6							
52	53				\$309 640	\$22 350	\$5 500	\$337 490
Less: Adjustment for turnover of staff.....								10 120
TOTAL								\$327 370

The Central Information and Press Services (table 13-2-2) cover all United Nations activities at headquarters serving the needs of the Press and of the other divisions of the Department of Public Information.

It arranges for the accreditation of correspondents, general Press conferences and individual interviews, issues Press releases on all meetings, reports and other important activities of the Organization, gives verbal briefings, co-operates closely with the delegations and specialized agencies which use the facilities of the Department for issuing material to correspondents and arranges for all other technical and administrative services needed by the Press at headquarters. All Press releases are carried on a teletype circuit to newspaper and news agency offices in the New York City area covering thirty-five subscribers representing twelve countries.

Central Information and Press Services also serve the daily, weekly and periodical Press not represented at headquarters through United Nations information centres and mail services. An Overseas Desk, allied to the Central Desk of the Bureau, provides the information centres with a daily file of material for feature and reference use. In addition, the language and geographical resources of the Bureau are utilized to develop material of special regional interest, which is disseminated to newspapers and magazines through the information centres.

In the early part of 1949, 430 Press and radio correspondents were accredited to the United Nations headquarters. They represented over 230 newspapers, news agencies, periodicals and radio organizations. During the first part of the third session of

the General Assembly in Paris, 1 500 correspondents were accredited.

The Press releases, briefings, replies to verbal enquiries and services of documentation enable the Press to cover the United Nations, and serve all other media divisions of the Department, in particular the Radio Division, whose Radio News Desk is allied to the Central Desk of the Bureau.

More than 4 750 releases were issued in the last twelve months. This total included several hundred full texts of speeches by representatives issued to assist the delegations in serving the Press and almost 1 000 releases received from specialized agencies.

The Opinion Survey Section which it is proposed to attach to the Central Information and Press Services is responsible for the compilation of periodic reviews based mainly on studies of world-wide Press and radio comment. The reviews are summaries of editorial reactions to the activities of the United Nations and specialized agencies. The Section also prepares, at the request of United Nations commissions or other departments of the Secretariat, special reviews of newspaper and radio comment concerning their activities. The summaries are used in part as a basis for radio programmes by the Radio Division and by the radio networks.

Within the limits of available resources, the Section undertakes on request other assignments such as collation and distribution of newspaper clippings, etc., on specific topics.

The only changes requested for the Central Information and Press Services for 1950 is one clerical post transferred from the Radio Division.

Table 13-2-3. Publications and Periodicals Services

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	18	Principal officer	1@ 12 000	12 000	-	-	12 000
-	1	17	Information officer	1@ 11 300	11 300	-	-	11 300
3	5	16	Information officer	1@ 10 610				
				2@ 9 960				
				2@ 9 360	49 250	-	180	49 430
5	1	15	Information officer	1@ 8 290	8 290	420	-	8 710
7	7	13	Information officer	3@ 7 400				
				2@ 7 000				
				2@ 6 600	49 400	3 710	1 840	54 950
2	2	12	Information officer	2@ 6 600	13 200	1 060	-	14 260
6	7	11	Information officer	2@ 5 890				
				3@ 5 570				
				2@ 5 260	39 010	3 710	1 170	43 890
1	-	10	Information officer	-	-	-	-	-
7	7	6	Secretarial and clerical	3@ 3 780				
				1@ 3 590				
				2@ 3 230				
				1@ 3 070	24 460	3 710	490	28 660
2	3	5	Secretarial and clerical	2@ 3 230				
				1@ 3 070	9 530	1 590	330	11 450
1	1	4	Clerk-typist	1@ 2 920	2 920	530	40	3 490
35	35							

Table 13-2-3. *Publications and Periodicals Services (cont'd.)*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
<i>Research Section</i>									
1	1	15	Information officer	1@ 8 290	8 290	420	510	9 220	
2	2	13	Information officer	1@ 7 400					
				1@ 6 600	14 000	1 060	360	15 420	
1	1	11	Information officer	1@ 5 890	5 890	530	90	6 510	
-	1	9	Information assistant	1@ 4 210	4 210	530	-	4 740	
1	1	7	Clerk	1@ 3 780	3 780	530	200	4 510	
2	2	6	Secretary	1@ 3 590					
				1@ 3 400	6 990	1 060	160	8 210	
7	8								
42	43				\$262 520	\$18 860	\$5 370	\$286 750	
Less: Adjustment for turnover of staff.....								8 610	
								TOTAL	\$278 140

The Publications and Periodicals Services (table 13-2-3) are responsible for the publication of the following periodicals:

1. *The United Nations Bulletin*. Published twice a month. This is the only complete periodical record of the activities of the United Nations and the specialized agencies. The *Bulletin* is published in English, French and Spanish editions. The French edition is printed in Geneva, the Spanish edition in Mexico City. An edition in Russian will be published as soon as the necessary arrangements for staff and distribution can be completed. In early 1949, circulation of the *Bulletin* in all editions was over 21 000 each issue.

2. *The United Nations Newsletter*. A monthly paper of eight pages intended primarily for members of non-governmental organizations and educational institutions. Circulation of the English edition in the United States has reached 20 000 copies. Scandinavian and Dutch editions have been launched and are now produced under local sponsorship without cost to the United Nations.

3. *Everyman's United Nations*. A popular shortened version of the United Nations Yearbook for which commercial publication has been secured. The content is prepared by the staff of the Research Section.

4. *The Yearbook of the United Nations*. The second edition of this annual publication is now at press. Commercial publication has been arranged for editions in both English and French. The original printing of the first edition was exhausted and the second printing is nearly sold out. The *Yearbook* has already established itself as the standard reference work on the United Nations for government libraries, scholars, and other users.

*The Weekly News Features*. A "clipsheet" with copy and illustrations issued in English, French and Spanish now reaches 9 000 newspapers and magazines in forty Member countries. It is sent only on request. The English edition goes to 4 103 users, the French edition to 1 175 users, the Spanish edition to 1 875 users and translations in the Scandinavian languages to an additional 2 200 users.

Special picture lay-outs supplied in cardboard matrices supplement the regular weekly services from time to time.

Other publications. A basic folder *The United Nations—What It is . . . What It Does . . . How It Works* has now been published in nineteen languages: English, French, Russian, Chinese, Spanish, Arabic, Czech, Danish, Polish, Dutch, Norwegian, Portuguese, Swedish, Hindi, Urdu, Serbo-Croat, German, Italian, and Turkish. Editions in Amharic and Hebrew are in preparation.

Similar folders on the specialized agencies exist in the same series. Most of these are available in English, French and Spanish and are kept up to date.

Booklets and pamphlets include: *Guide to the United Nations Charter*, in English, French, Spanish and Russian; *ECE in Action*, in English and French; *To the Children—From the United Nations*, in English and French; *How Peoples Work Together*, in English; *Universal Declaration of Human Rights*, pocket booklet editions in English, French, Spanish, Russian and Chinese.

In the series *What the UN is Doing*: For Better World Trade; For the Status of Women; For Refugees and Displaced Persons; For Non-Self-Governing Territories; Economic Commission for Latin America; World War on Tuberculosis; Economic Commission for Asia and the Far East; Convention on Genocide, all in two or more languages.

The Research Section which it is proposed to attach to the Publications and Periodicals Services, prepares and edits information papers on the purposes, functions, structure, procedures and activities of the organs of the United Nations and the specialized agencies; on the history of international organizations; 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 encyclopedias, annuals, almanacs, etc. An additional post of information assistant 9 is proposed for the Section.

Table 13-3. Radio Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	19	Director	1@ 15 000	15 000	-	-	15 000
1	1	18	Principal officer	1@ 13 830	13 830	-	260	14 090
3	3	17	Information officer	1@ 13 830 2@ 12 000	37 830	-	420	38 250
7	7	16	Information officer	5@ 10 610 1@ 9 960 1@ 9 360	72 370	-	550	72 920
25	24	15	Information officer	1@ 10 610 14@ 9 360 4@ 8 800 5@ 8 290	218 300	2 100	2 260	222 660
2	2	14	Information officer	1@ 8 290 1@ 7 830	16 120	950	-	17 070
9	7	13	Information officer	1@ 7 830 1@ 7 400 3@ 7 000 2@ 6 600	49 430	3 710	590	53 730
7	7	11	Information officer	1@ 6 240 4@ 5 890 2@ 5 260	40 320	3 710	60	44 090
7	7	9	Information assistant	3@ 4 710 3@ 4 460 1@ 4 210	31 720	3 710	870	36 300
1	1	9	Clerk	1@ 4 460	4 460	530	-	4 990
2	2	8	Clerk	1@ 4 210 1@ 3 990	8 200	1 060	200	9 460
3	4	7	Secretarial and clerical	2@ 3 990 1@ 3 780 1@ 3 590	15 350	2 120	20	17 490
16	15	6	Secretarial and clerical	2@ 3 990 5@ 3 780 4@ 3 590 2@ 3 400 1@ 3 230 1@ 3 070	54 340	7 950	920	63 210
8	8	5	Secretarial and clerical	4@ 3 400 1@ 3 070 2@ 2 920 1@ 2 780	25 290	4 240	470	30 000
1	1	3	Clerk	1@ 2 640	2 640	530	70	3 240
93	90				\$605 200	\$30 610	\$6 690	\$642 500
Less: Adjustment for turnover of staff.....								19 280
TOTAL								\$623 220

The Radio Division (table 13-3) has two main responsibilities: it provides services and facilities for existing broadcasting agencies and correspondents, and directs the United Nations own broadcasting services. The main output of the Division continues to be in the five official languages.

Implementing the plan outlined in last year's budget estimate, the Division has increased the number of languages so that at least five minutes a day are available on a regular basis to all Member States wishing to relay over their local transmitters topical news reports prepared by the United Nations. As of May 1949, news programmes in twenty-five languages were broadcast daily and relayed over the local radio systems in thirty-three countries on a

daily basis. In addition to the daily transmissions, special weekly programmes and reports on subjects of special interest have been made widely available so that during the year the radio system of every Member State has received and made use of material supplies by the Division.

The average transmission time, as of May 1949, calculated on a yearly basis, is approximately eighty-five hours per week and this level will not be exceeded in 1950.

In order to implement this programme, ninety posts are requested which represent, in comparison to 1949, a decrease of three posts transferred to Films and Visual Information (two) and Press and Publications Bureau (one).

Table 13-4. Films and Visual Information Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950.	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	19	Director	1@ 13 330	13 330	—	—	13 330	
1	1	18	Principal officer	1@ 12 000	12 000	—	830	12 830	
2	2	17	Information officer	1@ 12 000					
				1@ 10 610	22 610	—	—	22 610	
1	2	16	Information officer	1@ 10 610					
				1@ 9 360	19 970	—	—	19 970	
2	1	15	Information officer	1@ 9 360	9 360	—	—	9 360	
1	1	14	Information officer	1@ 8 290	8 290	420	—	8 710	
2	2	14	Photographer	2@ 8 290	16 580	840	—	17 420	
1	1	14	Sound equipment personnel	1@ 8 290	8 290	420	—	8 710	
4	4	13	Information officer	2@ 7 400					
				2@ 7 400	28 800	2 120	630	31 550	
2	2	12	Information officer	2@ 6 600	13 200	1 060	100	14 360	
3	3	11	Information officer	1@ 5 890					
				1@ 5 570					
				1@ 5 260	16 720	1 590	400	18 710	
1	1	11	Photographer	1@ 5 890	5 890	530	140	6 560	
1	1	10	Photographer	1@ 5 260	5 260	530	—	5 790	
3	4	9	Information assistant	3@ 4 710					
				1@ 4 210	18 340	2 120	220	20 680	
2	2	9	Photographer	1@ 4 710					
				1@ 4 210	8 920	1 060	220	10 200	
2	2	9	Clerk	2@ 4 210	8 420	1 060	220	9 700	
1	1	8	Photo technician	1@ 3 990	3 990	530	110	4 630	
2	2	8	Clerk	2@ 4 210	8 420	1 060	110	9 590	
2	3	7	Photo technician	2@ 3 990					
				1@ 3 400	11 380	1 590	100	13 070	
3	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	60	9 100	
5	5	6	Secretarial and clerical	1@ 3 780					
				2@ 3 590					
				2@ 3 400	17 760	2 650	450	20 860	
7	9	5	Secretarial and clerical	2@ 3 400					
				3@ 3 230					
				1@ 3 070					
				1@ 2 920					
				2@ 2 780	28 040	4 240	400	32 680	
1	1	5	Photo technician	1@ 3 400	3 400	530	—	3 930	
3	2	3	Secretarial and clerical	1@ 2 510					
				1@ 2 380	4 890	1 060	240	6 190	
53	55				\$301 840	\$24 470	\$4 230	\$330 540	
Less: Adjustment for turnover of staff.....								9 920	
								TOTAL	\$320 620

The Films and Visual Information Division (table 13-4) is responsible for the use of all visual media in carrying out the Department's programme. Fifty-five posts are proposed. This represents an increase of two posts over the 1949 budget estimates. The additional posts were obtained by transfer from the Radio Division.

The Division consists of the Office of the Director, the Films and Television Section and the Visual Information Section.

The Films and Television Section is responsible for the production of films, either through its own resources or those of governmental or non-governmental film organizations, and arranges for their world-wide distribution. This Section also arranges for newsreel and television film coverage of United Nations activities and maintains a small technical and film library unit.

Up to May 1949, a total of nineteen films were completed, including short screen magazines, some in as many as twelve languages. Distribution is rapidly

growing and some of these films have already been distributed in forty-six countries and two Non-Self-Governing Territories. It is estimated that a total of 250 million people have already seen United Nations films. Other films are being fed into this distribution pattern, which is expanding.

Effective coverage of field missions and activities has been developed in using the short screen magazine type of film which is particularly suited to these activities. The newsreel unit shot approximately 111 000 feet of film on United Nations proceedings in the year ending May 1949. Material was furnished to newsreel and television companies in nine countries and to newsreels reaching all Latin-American countries.

The Section also promotes external production of films on United Nations subjects.

To carry out the film programme, twenty-one posts are necessary; of these fourteen are professional and seven are secretarial and clerical.

The Visual Information Section, consisting of twenty-eight posts, records through photography and other graphic media, including filmstrips, the work and purposes of the United Nations and its specialized agencies, both at headquarters and in the field; disseminates visual information material; stimulates direct coverage of the work and deliberations of the United Nations organs by the world Press and supplements such coverage to the extent deemed necessary to ensure its thoroughness and objectivity, and sets up a comprehensive photographic library and pictorial record for the official United Nations archives.

Early in 1949, the Filmstrip Unit was transferred from the Films and Television Section to the Visual

Information Section, where its work could be integrated with the photographic activity. Thirteen filmstrips were completed up to May 1949 and are being distributed in sixty-three countries and twenty-three Non-Self-Governing Territories. To date, more than 80 000 copies of these filmstrips have been distributed.

The output of photographs has increased, in response to requests, from an average of 12 000 per month in the first half of 1948 to 17 000 in the first months of 1949. The photo library comprises an active file of 25 000 catalogued negatives. Three specially planned picture features were released as of early 1949.

Table 13-5. Special Services Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	18	Principal officer	1@ 13 830	13 830	-	250	14 080
2	1	16	Information officer	1@ 10 610	10 610	-	470	11 080
2	2	15	Information officer	1@ 9 360				
				1@ 8 800	18 160	840	530	19 530
-	1	13	Administrative officer	1@ 6 600	6 600	530	-	7 130
4	4	13	Information officer	2@ 7 400				
				2@ 7 000	28 800	2 120	520	31 440
1	1	12	Information officer	1@ 6 600	6 600	530	100	7 230
1	-	11	Administrative officer		-	-	-	-
2	2	9	Clerk	2@ 4 710	9 420	1 060	100	10 580
2	2	7	Secretarial and clerical	1@ 3 990				
				1@ 3 780	7 770	1 060	170	9 000
5	5	6	Secretarial and clerical	1@ 3 780				
				1@ 3 590				
				3@ 3 400	17 570	2 650	500	20 720
4	5	5	Secretarial and clerical	2@ 3 400				
				1@ 3 230				
				2@ 3 070	16 170	2 650	250	19 070
24	24				\$135 530	\$11 440	\$2 890	\$149 860
Less: Adjustment for turnover of staff.....								4 500
<b>TOTAL</b>								<b>\$145 360</b>

The Special Services Division (table 13-5) is mainly concerned with promotion of understanding about the United Nations through non-governmental organizations, lecture services and educational channels (the last named in close co-operation with UNESCO and national authorities). It offers services in its field to all Member nations in a manner parallel to that of the Press, Radio and Films Divisions of the Department. To perform these functions, the Division is organized in the following sections: (1) Non-Governmental Organizations, (2) Education and (3) Lectures, Inquiries and Reception.

As the Division is also responsible for answering public information correspondence and for public visits to the United Nations, two volunteer groups, set up by the American Association for the United Nations, assists Section (3) above, in taking care of local national needs.

1. The Section for Non-Governmental Organizations works with both national and international organizations. At Headquarters, it arranges for accreditation, briefing and servicing of information observers from such organizations and for the holding from time to time of conferences of their representatives.

Seventy-three national non-governmental organizations representing eight Member States and thirty-three international organizations representing all Member nations maintain resident observers at Lake

Success. During sessions of the General Assembly the number of resident observers rose to over 250. All dispatch regular news and feature bulletins for relaying through meetings and publications of their organizations. In addition to coverage by these observers, approximately 6 000 of their members were brought to Headquarters in 1948-1949 to see for themselves the United Nations at work. Furthermore, over 1 500 national organizations representing almost every Member State and 314 international non-governmental organizations are supplied by mail with documents and publications selected to meet their requests.

Some idea of the number of people reached through these channels can be gained from the fact that the number covered by accredited observers at Lake Success is estimated at over 40 million and that four of the largest international organizations, with the bulk of their members in Europe and Asia, comprise over 276 million.

2. The Education Section, in co-operation with UNESCO, works with national education authorities. Special agreements divide responsibilities between the Department and UNESCO. Under them, the Section, in addition to taking full charge of work with the fifteen Member States which are not members of UNESCO, is allotted responsibility for working with all Member States on the content of teaching about the United Nations and the provision of information facilities: UNESCO is concerned with

methods of presentation, curriculum planning and an over-all programme for international understanding.

In accordance with General Assembly resolution 137 (II), the Section, working with UNESCO, assists educational authorities of all Member States in making information about the United Nations an official part of the curriculum of every school and college. On the advice of national authorities, it has developed and works with approximately 1 800 general reference centres which are supplied with selected background material and cover 47 Member countries and 12 colonial dependencies: in this way pupils and teachers have a centre to turn to for information and guidance.

In accordance with resolution 158 (VII) of the Economic and Social Council, the Section is concerned with the preparation, in co-operation with UNESCO, of basic materials on the United Nations and its specialized agencies in forms suitable for national adaptation. The Section also works for similar purposes with educational periodicals and textbook writers. To make these services more widely available to all Member countries, UNESCO has been invited by the Economic and Social Council to provide fellowships to help mature educators from different Member nations to work at United Nations Headquarters.

Finally, the section is concerned with the development of volunteer speakers' units, involving no expense other than the supply of selected information materials; these units promote adult education facilities. Two hundred and three such units have been set up to date in the countries of 42 Member nations.

3. The Section for Lectures, Inquiries and Reception is responsible for accepting engagements for public speaking and finding official speakers to fill them; for briefing and servicing speakers; for public

training courses on the United Nations; for answering letters from the public and from educational institutions; for receiving groups of visitors, briefing them and arranging for their attendance at public meetings — arranging lectures and film showings for them when no meetings are in session.

Over 500 public lectures were arranged in 1948-1949 at various important meetings in North America; lectures by staff on home leave were arranged in almost every Member country. Authoritative courses on the United Nations are arranged and serve lecturers and teachers in training and public leaders in general.

Approximately 1 000 letters per month are answered: the volunteer unit of the American Association for the United Nations as mentioned above assists in this work. Some 8 000 special visitors were served during 1948-1949: a further 40 000 visitors per year, particularly from schools, are served by a second volunteer unit of the American Association for the United Nations, working under supervision.

Particular attention is paid to persons from different nations travelling through or studying in North America. Arrangements are made for them to visit United Nations Headquarters to see for themselves how the United Nations works so that, on their return to their home countries, they may help spread better understanding. More than 25 000 advanced students come from overseas to America every year, including representatives from every Member of the United Nations.

Attached to the Section is an admissions office concerned with arrangements for seating the general public at meetings of the organs of the United Nations. During the year, this unit has handled some 250 000 reservations for approximately 60 000 separate plenary sessions, commission or committee meetings.

Table 13-6. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Assistant Secretary-							
General and Executive Office...	45	45	260 780	3 350	20 450	8 540	276 040
Press and Publications Bureau...	96	98	593 650	10 870	41 740	19 390	626 870
Radio Division .....	93	90	605 200	6 690	30 610	19 280	623 220
Films and Visual Information Division .....	53	55	301 840	4 230	24 470	9 920	320 620
Special Services .....	24	24	135 530	2 890	11 440	4 500	145 360
	<u>311</u>	<u>312</u>	<u>\$1 897 000</u>	<u>\$28 030</u>	<u>\$128 710</u>	<u>\$61 630</u>	<u>\$1 992 110</u>

(ii) *Consultants* ..... \$ 9 000  
1949: 9 000  
1948: 14 939

The estimate, based on 1949 experience, provides for the engagement of outside experts for technical projects.

(iii) *Temporary assistance* ..... \$ 30 000  
1949: 33 480  
1948: 46 593<sup>1</sup>

Provision is made for temporary replacement of staff members on leave, and for additional staff during special peak periods other than the General Assembly session.

(iv) *Overtime* ..... \$ 5 000  
1949: 10 330  
1948: 1 833<sup>1</sup>

Overtime will be incurred in connexion with con-

ference and commission meetings to be serviced beyond regular office hours.

(v) *Night differential* ..... \$ 1 020  
1949: 3 340  
1948: 390

Covers night differential payments in the Radio Division and the Press and Publications Bureau.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES ..... \$1 317 870  
1949: 1 285 400  
1948: 1 440 987

(i) *Travel on official business* ..... \$ 30 000  
1949: 30 000  
1948: 22 000<sup>1</sup>

The estimate provides for:

(a) Authorized travel of staff members. \$ 28 000  
(b) Travel of staff members invited to address educational and scientific societies. 2 000

<sup>1</sup> Includes expenses of the Library Services.



(ii) <i>Travel on home leave</i> .....	\$115 000
1949:	113 220
1948:	106 154

For 84 staff members and their dependents eligible for home leave in 1950.

(iii) <i>Cable, telegraph, wireless communication and long-distance telephone</i> ....	\$ 49 000
1949:	51 940
1948:	48 655 <sup>1</sup>

The estimate covers the following items:

(a) Cable, telegraph and wireless communications at \$3 000 a month .....	\$ 36 000
(b) Long-distance and overseas calls at \$250 per month .....	3 000
(c) Additional costs during the General Assembly period .....	10 000
TOTAL	\$ 49 000

(iv) <i>Teletype and telecommunications services</i> .....	\$ 6 470
1949:	26 470
1948:	— <sup>1</sup>

Provision is made for:

(a) Share in the teletype circuit Washington, headquarters, Montreal .....	\$ 4 000
(b) Press circuit .....	2 470
TOTAL	\$ 6 470

(v) <i>Radio services</i> .....	\$398 490
1949:	350 210
1948:	412 644

The estimate provides for programme operations and rental of transmitting facilities. The latter are provided so far by the United States Department of State (Voice of America).

The increase of \$48 000 in the estimate is due to the fact that payments to the State Department in 1950 will cover the full amount of transmitting time, in contrast to previous years when a charge was made for only part of the time used. No increase is contemplated in the number of transmitting hours.

Television in certain regions is now developing into a medium of major significance and it is to be expected that some of the proposed radio features would be transferred to this new medium in regions where it is felt that a greater audience could be reached in this way.

<i>European service</i> .....	\$ 62 380
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#### A. Programme operations

(a) Regular broadcasts in French each weekday relayed in France (2), Canada, Indo-China, Haiti. All five-minutes duration;

(b) Special transcription programmes (quarter and half-hour) on major departmental projects prepared approximately every two weeks in French. Sent to France, Belgium, Luxembourg, Switzerland, Canada, French stations in Africa and West Indies (Radio Maroc, Brazzaville, Martinique), Haiti, Indo-China;

(c) Russian. Twenty-five-minute programme directed to the Soviet Union every weekday,

Dutch. Seven-minute bulletin, Mondays through Fridays, directed to the Netherlands. Relayed by Radio-Unie in the Netherlands,

Five-minute bulletin every weekday directed to Indonesia, and Dutch listeners in the Far East, Icelandic. Five-minute bulletin, Mondays through Fridays (rebroadcast by Radio Reykjavik Tuesdays through Saturdays),

Greek. Five-minute bulletin, Mondays through

Fridays (rebroadcast by Radio Athens, Tuesdays through Saturdays),

Czech. Five-minute bulletin, Mondays through Fridays (rebroadcast by Radio Prague, Tuesdays through Saturdays),

Polish. Five-minute bulletin, Mondays through Fridays (rebroadcast by Radio Warsaw, Tuesdays through Saturdays),

Serbo-Croat. Five-minute bulletin, Mondays through Fridays (rebroadcast by Radio Belgrade, Tuesdays through Saturdays).

Transcription programmes on the United Nations and the specialized agencies on special occasions in Dutch, Swedish, Norwegian, Danish, Czech, Polish, Serbo-Croat, Greek, Icelandic.

Translating and voicing in non-official languages at \$340 per week .....

\$17 680

Production of 12 special features at \$950 (monthly) .....

11 400

TOTAL \$29 080

#### B. Rental of facilities (pro rata)

1. United States Department of State \$ 7 800

2. Circuit to Canadian Broadcasting Corporation .....

13 500

The CBC makes time available without charge. The costs involved are for the rental of programme circuit connecting Lake Success and CBC.

3. RCA rental of RCA transmitter on Long Island with relay at Tangiers for transmission to eastern and south-eastern Europe .....

12 000

TOTAL \$33 300

<i>Middle East service</i> .....	\$ 60 160
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#### A. Programme operations

Arabic. Ten-minute broadcast, Mondays through Fridays (reception Tuesdays through Saturdays) for Egypt, Syria, Lebanon, Iraq, Saudi-Arabia, Yemen, Near East Arab broadcasting station and Omdurman (Sudan);

Turkish. Five-minute broadcast, Mondays through Fridays (rebroadcast by Radio Ankara, Tuesdays through Saturdays);

Persian. Five-minute broadcast, Mondays through Fridays (rebroadcast by Radio Teheran, Tuesdays through Saturdays);

Hebrew. Five-minute broadcast, Mondays through Fridays (rebroadcast by Kol Israel, Tuesdays through Saturdays);

Pushtu. Five-minute broadcast, Mondays through Fridays (rebroadcast by Radio Kabul, Tuesdays through Saturdays);

Amharic. Five-minute broadcast, Mondays through Fridays (rebroadcast by Radio Addis Ababa, Tuesdays through Saturdays).

Transcription programmes on the United Nations and the specialized agencies in Arabic, Turkish, Persian, and Afghani-Persian sent out at regular intervals.

Translating and voicing in non-official languages at approximately \$340 per week .....

\$17 860

Production of 12 special features at \$500 (monthly) .....

6 000

TOTAL \$23 860

#### B. Rental of facilities (pro rata)

1. United States Department of State \$ 7 800

2. Programme circuit to Montreal (CBC transmitter) .....

4 500

<sup>1</sup> Included under (v).

3. RCA transmitter — Long Island and Tangiers .....	24 000
	<u>TOTAL \$36 300</u>

*Latin-American service* .....\$ 60 000

#### A. Programme operations

Two hours broadcasting every weekday in Spanish and Portuguese (1 hour, 45 minutes Spanish and 15 minutes Portuguese for Brazil). Twenty-five stations in Latin America rebroadcast part of these programmes.

Special feature programmes on the work of the United Nations and the specialized agencies are broadcast direct and sent by transcription to sixty stations in Latin America.

Translating and voicing in non-official language at \$65 per week..... \$ 3 400

Production of weekly feature at \$300 per week ..... 15 600

Production of four major feature programmes at \$500 each..... 2 000

TOTAL \$21 000

#### B. Rental of facilities (pro rata)

1. United States Department of State \$26 000

2. RCA Long Island transmitter required for regular service at periods when State Department facilities are unavailable ..... 13 000

TOTAL \$39 000

*Trans-Pacific services* .....\$ 59 400

#### A. Programme of operations

Chinese. Twenty-minute programme every weekday (rebroadcast on twelve stations in China);

Tagalog. Ten-minute programme every weekday (rebroadcast by Manila);

Hindustani. Seven-minute programme every weekday (rebroadcast by All India Radio, New Delhi, India);

Urdu. Seven-minute programme every weekday (rebroadcast by Radio Pakistan);

Burmese. Five-minute programme every weekday (rebroadcast by Radio Rangoon);

Siamese. Five-minute programme every weekday (rebroadcast by Radio Bangkok, Siam);

Malay. Five-minute programme every weekday for listeners in Indonesia.

(All these services received in Far East Tuesdays through Sundays. Also regular services in English, French and Dutch for listeners in the Far East. See English and European Services.)

Special transcription programme on United Nations activities and the work of the specialized agencies in Chinese, Tagalog, Hindustani, Urdu, Burmese and Siamese sent out at regular intervals.

Special talks and interviews with representatives and Secretariat members sent by transcription to stations in the Far East.

Translating and voicing in non-official languages at \$250 per week..... \$13 000

Production of 12 special features at \$400 (monthly) ..... 4 800

TOTAL \$17 800

#### B. Rental of facilities (pro rata)

1. United States Department of State \$31 200

2. BBC transmitter for relay to India, Pakistan ..... 1 300

3. RCA transmitter feeding BBC relay transmitter ..... 9 100

TOTAL \$41 600

*English language service* .....\$ 60 000

(Note. English feature scripts are widely used by other regions)

#### A. Programme operations

(a) "United Nations Today", a review of the day's activities in the United Nations, broadcast Mondays through Fridays over 164 stations in the USA, 20 stations in Canada, in the Pacific Service to Australia and New Zealand and to South Africa. Two hundred and sixty programmes at \$27..... \$ 7 000

(b) "Memo from Lake Success", a weekly programme of news, interviews, and behind-the-scenes activities of the United Nations. Broadcast over CBS network in USA (94 stations) and trans-Canada network (14 stations). Fifty-two programmes at \$100..... 5 200

(c) "Two Billion Strong", a weekly half-hour programme. A personal report on the peoples of the United Nations. Scripts distributed to English-speaking countries over ABC network in the USA (210 stations). Fifty-two programmes at \$300 ..... 15 600

(d) Radio education kits sent out to 270 school systems in the United States and many other parts of the world once a month. (Hawaii, The Philippines, India, Pakistan, etc.) Twelve months at \$150 per month ..... 1 800

(e) Special programmes on major United Nations projects—i. e., Human Rights, Genocide, Status of Women, etc. For world transmission over national networks in all English-speaking countries. Four programmes at \$2 000 each..... 8 000

(f) Transcription programmes on the United Nations and the specialized agencies, sent to radio stations in nine English-speaking countries (approximately 25 programme items per month). Three hundred programmes at \$10 each..... 3 000

(g) "UN Story" (UN Reporter), a weekly quarter-hour programme broadcast over 17 independent stations in the United States and distributed to other countries. Fifty-two programmes at \$50 each ..... 2 600

TOTAL \$43 200

#### B. Rental of facilities (pro rata)

1. Programme circuit to Montreal for programmes to New Zealand, Australia, Union of South Africa via CBC..... \$ 9 000

2. Programme circuit for distribution of programmes to North-American stations ..... 7 800

TOTAL \$16 800

*General services* .....\$ 96 550

This includes central operating expenses which cannot appropriately be allocated to any specific region, i. e., rental of transmitting facilities for the actual broadcasting of the principal meetings.

#### Technical Facilities

Broadcasting of the principal United Nations meetings, \$52 000.

Point-to-point facilities for international use in channelling special programmes into national networks. Established tariff \$4.00 per minute for a minimum of ten minutes for each usage. It is anti-

pated on the basis of previous experience that three ten-minute periods per week will be required, \$6 200.

Lines, Lake Success to Flushing, New York City, \$3 000.

Miscellaneous, other costs, \$15 750.

Miscellaneous programme costs, copyright, record library, performing rights, etc., \$19 600.

TOTAL (*services*) ..... \$398 490

(vi) *Air freight* ..... \$ 45 000

1949: 45 000

1948: 45 160

For publications, radio material, films, filmstrips dispatched by air.

(vii) *Contractual printing* ..... \$340 000

1949: 340 000

1948: 349 493

The estimate is based on the following printing programme:

	No. of copies	Cost \$
<i>United Nations Bulletin</i> .		
Semi-monthly, 4 languages...		118 000
English .....	24 000	
French .....	5 000	
Spanish .....	10 000	
Russian .....	4 000	
News feature services, 6 languages .....		75 000
News-sheets .....	400 000	
Matrices and plates.....	100 000	
<i>United Nations Newsletter</i> .		
Monthly. All language editions	400 000	9 000
<i>United Nations Yearbook</i> , English and French .....		4 000
<i>Everyman's United Nations</i> , English and French .....		2 000
(Only charges are promotion copies bought by United Na- tions)		
Reprints and new editions in 22 languages of the "What It Is" series. Total in 22 lan- guages .....	1 000 000	14 000
Basic information material (including reprints on the Charter, the Declaration of Human Rights, etc.). Total in 10 languages .....	250 000	10 000
A series of pamphlets on what the United Nations is doing (some specifically writ- ten and some reprints from the <i>Bulletin</i> , including roundups). Total in 5 languages.....	500 000	34 000
Discussion guides, outline lectures, filmstrip booklets, "model" basic texts with alter- native language editions for use through non-governmental organization adult study groups and for the joint United Na- tions-UNESCO series on Teaching about the United Na- tions. Total in 10 languages...	250 000	24 000
Photopanel and photo- spreads with alternate lan- guage text. This covers the cost of printing 400 000 copies to be distributed in forty coun- tries in the national language. Total in 40 languages.....	400 000	36 000

	No. of copies	Cost \$
Radio programme booklets in English, French and Span- ish. Total in 3 languages.....	100 000	5 000
Sales promotion leaflets and promotional materials for United Nations publications. (This will be sent to sales agents and other distribution outlets in order to increase sales of United Nations pub- lications and documents.)....		9 000
TOTAL		\$340 000

(viii) *Photographic supplies and services*.. \$ 58 000

1949: 30 000

1948: 21 193

The estimate provides for the following items:

(a) Photographic supplies for the photo unit ..... \$30 000

(b) Purchase of pictures for United Nations publications and contracts with outside photographers to cover United Nations film operations and the Missions when such activity cannot be covered by the staff of photographers (not provided in 1949 estimates) ..... 6 000

(c) Filmstrip operation: Production of ten filmstrips, including special art work, preparation of titles in at least five languages, mounting, re-photographing, processing and raw materials; 65 000 distribution prints and duplicate negatives plus reorders on previous film strips..... 22 000

In order to expand distribution to meet growing demand without increasing the estimate, negatives for duplication instead of prints in quantity are now being supplied to group users, wherever possible.

Item (c) was previously included in the estimate for "Motion picture supplies and services".

(ix) *Motion picture supplies and services*.. \$256 740

1949: 278 890

1948: 404 164

The estimate provides for the following items:

A. Production

1. Production of two short documentary films at \$15 000 each, dealing with the activities of the United Nations..... \$30 000

2. United Nations Screen Magazine, six issues at \$6 000 each, including cost of film, laboratory work, library material, narration, music, recording, etc. The screen magazine is of particular value for educational purposes in showing current phases of United Nations activities, and is intended principally for non-theatrical distribution.. 36 000

3. Field coverage, six sequences at \$2 000 each. All films on United Nations subjects made either at the expense of the United Nations or by others without cost to the organization require sequences in the Member countries which are not available in film libraries and which are needed to show current activity. Where sequences are necessary for films produced by others, the United Nations provides these in order to encourage financial sponsorship of films needed by the organization. Increasing United Nations field activity makes this coverage extremely important..... 12 000

4. Research treatment and script outlines, sixteen 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

TOTAL, A \$84 400

#### B. Distribution

Preparation of language versions of completed United Nations films and films for which appropriations are requested for 1950, which must be distributed as widely as possible in the Member States in order to make the film information programme effective.

Experience has shown a rapidly growing demand for United Nations films, and distribution is increasing. To meet this demand, as well as to secure the most advantageous use of the films, it will be necessary to provide the following initial materials, which are basic to film distribution:

1. Preparation of language versions, eight films in three languages — including recording, re-recording, narrator, titles, laboratory, etc. at \$900 each, plus seven additional language versions of two films..... 34 200

2. Lavenders for reproduction; two films completed in 1949; two short films to be completed in 1950; four screen magazines completed in 1949; six screen magazines to be completed in 1950; lavenders in various languages to twenty countries on each film at \$60 each, plus lavenders of additional language versions on six pictures to eight countries. (Lavenders are sent to distributors in the Member countries so that they may make their own distribution prints.).. 20 640

3. 35mm preview prints of eight short films, twenty prints of each, in three languages at \$50 each, plus ten prints of two pictures in seven languages..... 31 000

4. 16mm preview prints of eight short films, twenty prints of each, in three languages at \$40 each, plus ten prints of two pictures in seven languages. (A minimum of twenty prints is necessary for preview purposes at headquarters and the information centres, as well as for loan to educational institutions and non-theatrical organizations.) ..... 24 800

TOTAL, B \$110 640

#### C. Newsreel camera unit operations

1. Raw stock, negative and sound.....\$ 8 000

2. Processing and printing ..... 15 000

3. Special film interviews with representatives for newsreel release (two interviews each representative twice a year at \$50).. 5 800

TOTAL, C \$ 28 800

#### D. Film footage library

1. Lavenders of commercial newsreel footage on United Nations activities.....\$ 6 000

2. Prints, dupe negatives and master positives of incoming footage for library purposes ..... 6 000

3. Provision of raw stock to producers of films on United Nations affairs in countries where it is difficult to obtain..... 10 000

(Provision of United Nations newsreel material and raw stock is an inducement to producers to finance films on United Nations subjects.)

TOTAL, D \$ 22 000

#### E. Rentals and services

1. Cutting room, equipped.....\$ 5 400

2. Bonded film storage vaults..... 1 800

3. Projection room, Manhattan, 200 hrs. @ \$7 50 ..... 1 500

4. Projection services at headquarters.. 1 000

5. Rental of additional equipment outside of headquarters ..... 1 200

(United Nations newsreel operations, preparation of language versions, and related film activities require rental of cutting, storage and projection facilities in Manhattan, as they are not available at Lake Success for clearance and exhibition to representatives requiring projection services. The estimates are based on 1948 and 1949 expenditures. Films must also be shown at Lake Success.)

TOTAL, E \$ 10 900

TOTAL, A, B, C, D, E \$256 740

(x) *Travel and subsistence of representatives of national and international organizations* .....\$ 14 670  
1949: 14 670  
1948: 20 876

The estimate provides for visits to headquarters over a period of about twenty days for twelve representatives of important national and international organizations.

(xi) *Newspapers and periodicals*.....\$ 2 000  
1949: 2 500  
1948: 1 316

Covers subscriptions to newspapers and technical periodicals required by the Press and the Radio News Desks and the operating divisions.

(xii) *Subscriptions to telegraph reports from news agencies*.....\$ 2 500  
1949: 2 500  
1948: 2 832

Incoming telegraph reports of international agencies are used by the Press and the Radio News Desk.

## Section 14. Department of Legal Affairs, \$531 300

(1949: \$567 110 1948: \$364 389)

The Legal Department 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, and maintaining liaison with the International Court of Justice.

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 conventions 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, Development and Codification of International Law, and Privileges and Immunities and Registration of Treaties.

CHAPTER I. SALARIES AND WAGES.....\$398 140  
1949: 416 240  
1948: 288 350

(i) *Established posts* .....\$384 640  
1949: 399 410  
1948: 278 432

The decrease shown for 1950 is due to the fact that additional expenses in connexion with within-grade increments and with the requested establishment of a new professional officer post, grade 16, is more than offset by the proposed reclassifications (five downgradings and one upgrading) and the reduction for turnover of staff and delayed recruitment.

Table 14-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	-	Assistant Secretary-General	1@ 20 000 + 8 500 allowance	28 500	-	-	28 500
1	1	-	Top-ranking director	1@ 15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	11	Professional officer	1@ 5 570	5 570	530	320	6 420
1	1	9	Administrative assistant	1@ 4 460	4 460	530	230	5 220
1	1	8	Secretary	1@ 4 210	4 210	530	30	4 770
2	3	7	Secretarial and clerical	2@ 3 990 1@ 3 780	- 11 760	- 1 590	- 200	- 13 550
3	2	6	Secretarial and clerical	1@ 3 780 1@ 3 400	- 7 180	- 1 060	- 70	- 8 310
1	1	5	Secretarial and clerical	1@ 2 780	2 780	530	240	3 550
1	-	4	Clerk-typist	-	-	-	-	-
12	11				\$82 460	\$4 770	\$1 090	\$88 320
Less: Adjustment for turnover of staff.....								5 300
TOTAL								\$83 020

The Office of the Assistant Secretary-General (table 14-1) is a central co-ordinating and administrative unit of the Department. The Assistant Secretary-General and the Top-ranking Director, in addition to directing the work of the Department, participate personally in negotiations on agreements

and contracts, in rendering legal opinions to the Secretary-General and in making appearances in judicial proceedings, including the International Court of Justice. The staff proposed for this Office consists of eleven posts, a decrease of one post as compared with 1949.

Table 14-2. General Legal Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	19	Director	1@ 13 330	13 330	-	-	13 330
1	1	18	Principal officer	1@ 12 830	12 830	-	830	13 660
1	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
2	3	16	Professional officer	3@ 9 360	28 080	420	800	29 300
2	2	14	Professional officer	1@ 8 290	-	-	-	-
				1@ 7 400	15 690	1 060	220	16 970
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	-	9 040
2	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
-	1	5	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930
11	12				\$97 090	\$3 600	\$1 850	\$102 540
<i>Less: Adjustment for turnover of staff.....</i>								6 700
<b>TOTAL</b>								<b>\$ 95 840</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 other departments of the Secretariat. Its main activities in 1950 will fall in the following fields:

*1. Preparation of legal opinions and studies requested by Councils, Commissions and Committees*

There continue to be frequent requests on the part of Councils and their subsidiary bodies for legal opinions and analyses of precedents to be prepared by the Legal Department. In many cases, comprehensive studies are required involving several months' work on a single subject.

*2. Legal advice to the Secretary-General and the Departments of the Secretariat*

The internal administration and operations of the Organization necessitate an increasing amount of legal work, particularly on staff problems, International Children's Emergency Fund, and financial administration; numerous legal opinions are requested by the substantive departments in connexion with economic, social and trusteeship questions.

*3. Drafting of international conventions and resolutions*

The drafting of international conventions, mainly in the economic and social fields, constitutes an important area of work for this Division and often requires attendance of legal advisers at international conferences sponsored by the United Nations. The Division is also called upon by other units of the Secretariat for assistance in drafting proposed resolutions.

*4. Drafting and negotiation of major contracts involving supplies and financial arrangements*

The main work in this field is connected with the construction of the permanent headquarters. There has been an expansion of similar work due to the increasing activities of the Organization. This contract work has particular importance in effective financial control and is essential to assure proper use of funds.

*5. The handling of claims and litigation*

There has been a substantial increase in the workload of this Division due to the assignment to the United Nations by UNRRA of claims amounting to several millions of dollars. This work entails the supervision of litigation currently proceeding on behalf of the United Nations, and in many cases the direct handling of negotiations for the settlement of such claims. In addition, the Division is frequently called upon to recover sums owed on contracts, or as a result of damage to the Organization, and to consider claims against the Organization by private individuals.

In order to meet the new responsibilities of the Division, particularly as a result of the assignment of claims by UNRRA, it is necessary to provide one additional professional post 16. In this connection, an agreement has been reached with the International Children's Emergency Fund whereby the Secretariat will be reimbursed by the Fund for 75 per cent of the cost of this post, since the greater part of the work involves the handling of claims for the benefit of the Children's Fund.

Table 14-3. Division for Development and Codification of International Law

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	-	-	17 500
1	1	18	Principal officer	1@ 12 830	12 830	-	830	13 660
1	1	17	Principal officer	1@ 11 300	11 300	-	700	12 000
4	4	16	Professional officer	2@ 10 610 2@ 9 960	41 140	-	750	41 890
1	1	13	Professional officer	1@ 7 000	7 000	530	330	7 860
2	2	11	Professional officer	1@ 5 890 1@ 5 260	11 150	1 060	480	12 690
1	-	7	Secretarial and clerical	-	-	-	-	-
3	4	6	Secretarial and clerical	3@ 3 590 1@ 3 230	14 000	2 120	410	16 530
14	14				\$114 920	\$3 710	\$3 500	\$122 130
Less: Adjustment for turnover of staff.....								7 470
TOTAL								\$114 660

The Division for Development and Codification of International Law (table 14-3) is responsible for: (1) preparing studies and recommendations aimed to encourage the progressive development of international law and its codification, as provided for in Article 13, 1a of the Charter; (2) compiling and editing documents in this general field; and (3) promoting or organizing conferences of experts and assisting the organ or organs of the United Nations established by the General Assembly for the implementation of Article 13, 1a.

The Division serves as the Secretariat of the International Law Commission. On the instructions of the International Law Commission, the Division will do research work and prepare studies for codification by the Commission. These studies will cover:

(a) The formulation of the principles of the Nuremberg Charter and Judgment and the preparation of a draft code of offences against the peace and security of mankind. (General Assembly resolution 177 (II) );

(b) The 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 (III) B);

(c) Treaties;

(d) Arbitral procedure;

(e) The regime of the high seas.

These last three subjects have been selected by the International Law Commission for codification.

In addition, the Division is engaged in studies for a systematic annotation of the Charter and prepares legal opinions on the Charter.

Although the work being entrusted to the Division by the International Law Commission has increased considerably the workload of the Division, no request is made at present for additional posts for 1950. It is thought that a part of the work may be performed, when necessary, by temporary assistants or consultants employed on short-term contracts.

Table 14-4. Division on Privileges and Immunities and Registration of Treaties

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	-	-	17 500
2	1	16	Professional officer	1@ 9 360	9 360	-	300	9 660
-	1	15	Professional officer	1@ 9 360	9 360	420	300	10 080
1	1	14	Professional officer	1@ 8 290	8 290	530	180	9 000
1	1	12	Professional officer	1@ 6 600	6 600	530	170	7 300
1	1	12	Administrative officer	1@ 6 600	6 600	530	-	7 130
1	1	9	Administrative assistant	1@ 4 710	4 710	530	-	5 240
1	1	7	Secretarial and clerical	1@ 3 780	3 780	530	210	4 520
4	2	6	Secretarial and clerical	1@ 3 780 1@ 3 400	7 180	1 060	-	8 240
2	4	5	Secretarial and clerical	2@ 3 400 2@ 2 920	12 640	2 120	270	15 030
-	1	4	Clerk-typist	1@ 2 510	2 510	530	130	3 170
14	15				\$88 530	\$6 780	\$1 560	\$96 870
Less: Adjustment for turnover of staff.....								5 750
TOTAL								\$91 120

The Division (table 14-4) is responsible for two main groups of activity: Privileges and Immunities and the Registration of Treaties. In addition, it handles also a number of miscellaneous matters of a legal character.

1. The Division acts on behalf of the Secretary-General on questions of Privileges and Immunities of the Organization as established in Articles 104 and 105 of the Charter, the Convention on Privileges and Immunities of the United Nations and the Headquarters Agreement between the United States and the United Nations, and any other agreements on Privileges and Immunities concluded between the United Nations and Member Governments. The Division advises permanent delegations and members of the Secretariat on these matters, and upon request gives assistance to the specialized agencies. It also prepares studies on new aspects in the field of privileges and immunities of the United Nations.

2. The functions conferred upon the Secretariat by virtue of Article 102 of the Charter as implemented by resolution 97 (I) and 172 (II) are performed by this Division. In accordance with resolution 254 (III), a special effort is made to ensure that treaties and agreements are published with the least possible delay and that translations reach the highest possible level of accuracy and precision.

The Department, through this Division, acts as a centre of information for Governments, public and private institutions concerning treaties and other international instruments (see Document A/698).

3. The Division acts on behalf of the Secretary-General in the performance of his functions as de-

pository of various treaties and conventions. This duty entails a thorough study of formal clauses of treaties and instruments received from the Governments concerned as to their entry into force, signature, ratification, adherence, reservations, etc. In carrying out these functions there is considerable correspondence involved as each interested Government has to be notified of any action relating to the treaties and conventions deposited. This Division also collaborates in the drafting of the formal clauses of treaties and agreements concluded under the auspices of the United Nations and upon request assists specialized agencies in this respect.

4. The Division acts on behalf of the Secretary-General in review of credentials of representatives to the various organs of the United Nations and the permanent representatives. Resolution 257 (III) conferred new responsibilities on the Secretary-General in this respect. The Division deals with questions relating to the full powers of plenipotentiaries of Governments who sign the various conventions for which the Secretary-General acts as depository. This involves, besides the checking of the credentials, clarification of related legal questions and also the gathering of material required by the Credentials Committee of the General Assembly and other organs of the United Nations.

Experience during the past year has shown that the Division has a large amount of routine typing which does not require special skill, but demands much time. It is proposed that two secretarial posts be down-graded from 6 to 5 and one additional post, clerk 4, be established.

Table 14-5. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost- of- living adjustment	Adjustment for turnover of staff	Total
	1949	1950					
Office of the Assistant Secretary-General ...	12	11	\$ 82 460	\$ 1 090	\$ 4 770	\$ 5 300	\$ 83 020
General Legal .....	11	12	97 090	1 850	3 600	6 700	95 840
Development and Codifi- cation of International Law .....	14	14	114 920	3 500	3 710	7 470	114 660
Privileges and Immuni- ties and Registration of Treaties .....	14	15	88 530	1 560	6 780	5 750	91 120
	<u>51</u>	<u>52</u>	<u>\$383 000</u>	<u>\$8 000</u>	<u>\$18 860</u>	<u>\$25 220</u>	<u>\$384 640</u>

(ii) *Consultants and contingency for legal fees* .....\$ 5 000  
1949: 7 500  
1948: 3 800

Provision is made for the retention of special counsel to prosecute claims, especially when such action is to be taken away from headquarters, as experience has shown that the number of claims and litigations with which the United Nations has to deal is steadily increasing.

(iii) *Temporary assistance* .....\$ 7 500  
1949: 7 440  
1948: 5 687

Provision is made for the 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* .....\$ 1 000  
1949: 1 890  
1948: 431

This estimate provides for about ninety overtime hours per quarter based on past experience.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....\$133 160  
1949: 150 870  
1948: 76 039



(i) *Travel on official business* .....\$ 9 000  
 1949: 10 000  
 1948: 6 301

This estimate provides for journeys to The Hague to attend sessions of the International Court (two journeys); two journeys to Europe to attend conferences and meetings of specialized agencies; unforeseen travel in connexion with bodies concerned with international law problems; and other short journeys.

(ii) *Travel on home leave* .....\$ 19 500  
 1949: 13 000  
 1948: 15 855

Provision is made for fifteen staff members and their dependents entitled to home leave in 1950.

(iii) *Cable, telegraph, wireless communication and long distance telephone* .....\$ 2 000  
 1949: 2 250  
 1948: 1 488

The estimate is based on actual expenditure during recent months, the average being \$160 per month.

(iv) *Air freight* .....\$ 500  
 1949: 500  
 1948: 452

Provision is made for occasional air express shipment of documents or other material.

(v) *Contractual printing* .....\$102 160  
 1949: 125 120  
 1948: 51 943

This estimate provides for the following publications:

PB serial no.	Title	English text pages	Language	Number of copies	Estimated cost \$
1.	Treaty Series (12 vols.).....	6 000	multilingual	1 800	54 000
2.	Index of Treaty Series (2 vols.).....	1 000	multilingual	1 800	12 500
3.	Signatures, reservations and accessions (bi-annual publication) .....	100 110	E/F	2 200 E 1 000 F	1 050 1 200
4.	Systematic Survey of Arbitration Conventions	100	bilingual	2 000	1 100
5.	Documents prepared pursuant to Arts. 16 and 21 of the Statute of the International Law Commission .....	600 660	E/F	2 100 E 1 000 F	5 850 6 500
6.	Compilation of national laws regarding international law problems.....	350 E 385 F	E/F	2 100 E 1 000 F	3 450 3 835
7.	Digests of National Practice in International Law Problems .....	250 E 275 F	E/F	2 100 E 1 000 F	2 475 2 800
8.	Reports of International Arbitral Awards (Vols. 4 and 5).....	600	bilingual	2 000	5 400
9.	Printing of briefs and litigations.....				2 000
					\$102 160

Revenue to derive from sale of publications issued by the Department is estimated at \$7 500 for 1950.

## Section 15. Conference and General Services, \$8 928 700

(1949: \$8 494 800 1948: \$6 596 319)

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; provides the administrative channel for communications between the headquarter's organization and the European Office. These functions require the Department to co-operate with other departments concerned in scheduling conferences and meetings and to provide language, document, procurement, transportation, building management, communications and other services.

As a result of a realignment of functions during 1949 a new division, namely the Telecommunications Services Division, was established in the Bureau of General Services comprising the staff of the Sound and Recording Section of the Maintenance and Engineering Division and four posts from the Department of Public Information. Two posts were transferred from the Bureau of Finance, Department of Administrative and Financial Services, to the Purchase and Supply Division. Further concentration of responsibility for all printing in the Bureau of Documents resulted in the transfer of two posts from the Department of Public Information.

CHAPTER I. SALARIES AND WAGES . . . . \$8 524 700  
1949: 8 248 300  
1948: 6 195 197

(i) *Established posts* . . . . . \$8 191 700  
1949: 7 695 000  
1948: 5 858 484

The increase in the estimate for established posts is due to:

Cost of within-grade increments . . . . . \$ 244 970  
Cost of 101 additional posts and 103 reclassifications (48 involving upgradings, 55 downgradings) . . . . . 505 100  
*Less: adjustment for turnover of staff* . . . . . —253 370  
\$ 496 700

Estimates for 1949 as revised and approved by the General Assembly provided 1 519 established posts for Conference and General Services. The transfer into the Department of the posts mentioned above accounted for an increase of eight posts to 1 527. The adjustments proposed in these estimates would result in an increase to 1 628 in 1950. Explanations for the proposed modifications in 1950 are offered in connexion with the various divisions, sections and offices.

The Department, as now organized, consists of the Office of the Assistant Secretary-General, the Bureau of General Services with five divisions, and the Bureau of Documents with four divisions and the Documents Control Staff.

Table 15-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Executive Office of the Assistant Secretary-General</i>								
1	1	—	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	—	—	28 500
1	1	—	Top-ranking director	15 000 + 3 000 allowance	18 000	—	—	18 000
1	1	18	Principal officer	1@ 13 830	13 830	—	250	14 080
1	1	14	Administrative officer	1@ 8 290	8 290	420	—	8 710
1	1	13	Administrative officer	1@ 7 400	7 400	530	120	8 050
3	3	7	Secretarial and clerical	2@ 3 990 1@ 3 780	11 760	1 590	—	13 350
1	—	6	Secretarial and clerical	—	—	—	—	—
9	8							
<i>Conference Division</i>								
1	1	19	Director	1@ 15 000	15 000	—	—	15 000
—	1	17	Principal officer	1@ 11 300	11 300	—	—	11 300
1	—	16	Administrative officer	—	—	—	—	—
3	3	14	Administrative officer	3@ 8 290	24 870	—	330	25 200
2	2	13	Administrative officer	1@ 7 400 1@ 7 000	14 400	1 060	420	15 880
1	1	12	Administrative officer	1@ 6 600	6 600	530	60	7 190
5	5	11	Administrative officer	5@ 6 600	33 000	2 650	290	35 940
1	1	8	Clerk	1@ 4 460	4 460	530	20	5 010
4	3	7	Secretarial and clerical	3@ 3 990	11 970	1 590	70	13 630

Table 15-1. Office of the Assistant Secretary-General (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
4	5	6	Secretarial and clerical	1@ 3 780 2@ 3 590 2@ 3 400	17 760	2 650	250	20 660	
3	3	5	Secretarial and clerical	1@ 3 400 2@ 3 230	9 860	1 590	70	11 520	
25	25								
34	33				\$237 000	\$13 140	\$1 880	\$252 020	
Less: Adjustment for turnover of staff.....								7 520	
								TOTAL	\$244 500

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, special conferences and missions, in addition to providing general secretariat services. This group comprises eight posts which is one less than in 1949; one post of secretary 6 is transferred to the Office of the Director, Bureau of General Services.

The Overseas Offices Division, shown as a part of the Office of the Assistant Secretary-General in the 1949 estimates, has been abolished, the functions being assigned elsewhere throughout the Secretariat.

The Conference Division remains unchanged in organization and numbers of staff as compared to 1949. In addition to the responsibility for co-ordinating dates, location and technical services required for all conferences of organs and other bodies convening under the auspices of United Nations, this Division has been given the responsibility for the control and co-ordination of the administration of overseas missions and special investigating committees; it also acts as the co-ordinating medium between the Department of Conference and General Services and the Geneva Office. The Division prepares conference and mission budgets, allotment requests and manning tables, reviews and

analyzes mission expenditures, and prepares and issues statistical data on conferences and meetings at headquarters and elsewhere.

The Conference Division comprises an Office of the Director and three sections. A post of deputy director was found necessary during 1949 to supervise the administrative management and co-ordination of mission activities. The reclassification of a post of administrative officer 16 to principal officer 17 is accordingly proposed.

The Conference Management Section appraises the physical and technical requirements of meetings and assures that all necessary services are provided.

The Planning Section prepares and reviews estimates of requirements for space, personnel services and supplies for conferences and meetings, compiles statistics relating to the annual calendar and issues charts reflecting past and projected conference workload.

The Accounts Control Section prepares budget allotment requests and requisitions for supplies and services required. It continually reviews conference costs for meetings held at headquarters and overseas, and certifies vouchers for payment.

The total staff provided for this Division is: one Director, one deputy, eleven administrative officers, and twelve secretarial-clerical posts, totaling twenty-five posts. One secretarial post is downgraded.

Table 15-2. Bureau of Documents — Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	19	Director	1@ 13 330 + 2 500 allowance	15 830	-	700	16 530	
-	1	16	Administrative officer	1@ 9 360	9 360	420	-	9 780	
1	-	14	Administrative officer	-	-	-	-	-	
-	1	14	Administrative officer	1@ 7 400	7 400	530	100	8 030	
-	2	11	Administrative officer	2@ 5 260	10 520	1 060	-	11 580	
2	3	7	Secretarial and clerical	2@ 3 990 1@ 3 780	11 760	1 590	140	13 490	
-	1	6	Secretarial and clerical	1@ 3 590	3 590	530	-	4 120	
-	2	5	Secretarial and clerical	1@ 3 230 1@ 3 400	6 630	1 060	50	7 740	
4	11				\$65 090	\$5 190	\$990	\$71 270	
Less: Adjustment for turnover of staff.....								2 140	
								TOTAL	\$69 130

The Office of the Director, Bureau of Documents, directs and co-ordinates the activities of the Bureau. Considerable strengthening of this Office is proposed to provide better integration of interpretation, the production of official records, and the translation, editing, mimeographing, printing and distribution of documents.

An increase of seven posts is shown in the staff of this Office for 1950. Of these, only one is a new post, five are transfers from other parts of the Bureau, and one represents the restoration of a secretarial post budgeted for 1949, but deleted to conform with an overall reduction made by the third session of the General Assembly.

The new post (administrative officer 14) is requested to provide a post for the secretary to the Publications Board, as the greater portion of its work is directly related to the activities of this Bureau. Adequate service to the Board has not been possible through the part-time arrangements and other expedients which have been tried in the past.

The five posts to be transferred from other parts

of the Bureau include: one administrative officer 11, transferred from the Documents Control Staff, where it was budgeted for 1949 at grade 10, to analyse and co-ordinate all the work-production records and work-load records maintained at the operational level throughout the Bureau; one post of administrative officer 11, transferred from the Reproduction and Distribution Division, to serve as assistant to the executive officer of the Bureau, to remove from the latter the large portion of routine administrative work which passes through this Office for checking and certification prior to submission to the Bureau of Personnel and the Bureau of Finance; three clerical posts, one 7 and two 5, transferred from the Translation Division, to control and issue office equipment and supplies for the Bureau.

One reclassification is proposed, from administrative officer 14 to 16, for the post of executive officer of the Bureau, to make the grade of this post the same as other comparable posts in the Secretariat.

Table 15-3. Documents Control Staff

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830	
-	-	16	Administrative officer	-	-	-	-	-	
-	1	16	Linguistic research adviser	1@ 9 360	9 360	-	-	9 360	
2	4	15	Editor	2@ 9 360	-	-	-	-	
				1@ 8 800	-	-	-	-	
				1@ 7 400	34 920	-	50	34 970	
6	4	14	Editor	3@ 8 290	-	-	-	-	
				1@ 7 400	32 270	2 120	-	34 390	
-	1	14	Administrative officer	1@ 8 290	8 290	530	-	8 820	
-	3	14	Linguistic research adviser	1@ 8 800	-	-	-	-	
				2@ 8 290	25 380	1 590	220	27 190	
1	-	13	Administrative officer	-	-	-	-	-	
1	1	12	Editor	1@ 6 600	6 600	530	40	7 170	
-	2	12	Linguistic research adviser	2@ 6 600	13 200	1 060	70	14 330	
-	2	11	Document officer	2@ 5 260	10 520	1 060	240	11 820	
1	-	10	Administrative officer	-	-	-	-	-	
4	2	9	Document officer	1@ 4 460	-	-	-	-	
				1@ 4 210	8 670	1 060	380	10 110	
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	100	9 140	
5	8	6	Secretarial and clerical	3@ 3 590	-	-	-	-	
				3@ 3 400	-	-	-	-	
				1@ 3 230	-	-	-	-	
				1@ 3 070	27 270	4 240	750	32 260	
6	5	5	Secretarial and clerical	2@ 3 400	-	-	-	-	
				1@ 3 230	-	-	-	-	
				1@ 3 070	-	-	-	-	
				1@ 2 780	15 880	2 650	310	18 840	
-	1	3	Office machine operator	1@ 2 510	2 510	530	60	3 100	
30	37				\$216 680	\$16 430	\$2 220	\$235 330	
Less: Adjustment for turnover of staff.....								7 060	
								TOTAL	\$228 270

The Documents Control Staff comprised thirty posts in 1949, divided into two units, namely the Editorial Control Unit and the Production Control Unit. For this work, the same staff is proposed, except for the decrease of one post to be transferred to the Office of the Bureau Director, and the addition of one clerical post 6. The functions of the two units will include the scrutinizing of all ma-

terial submitted for processing by the various divisions of the Bureau, to eliminate verbosity and the unnecessary reproduction of material, to improve presentation, to insure the use of correct references, and to provide general control of workload in relation to the capacity of production of the various divisions.

In addition, the Terminology Section, which dur-

ing 1949 was located in the Translation Division and comprised seven posts, is to be transferred to this staff for 1950. However, the gradings are adjusted from one 15, four 14, one 7 and one 5 to three 14, two 12 and two 6. This Section which compiles glossaries and reference indexes to assist in the standardization of terminology used in official documentation, serves not only the Translation Division but other divisions of the Bureau and the Secretariat and also specialized agencies.

Reclassifications are proposed as follows: two

posts of editor 14 are reclassified to 15 to allow for wider flexibility in language and subject coverage; two document officers 9 are reclassified to 11 in order to provide two officers at the reception counter able to deal directly with the more complicated material submitted. One post of administrative officer 16 is changed to linguistic research adviser at the same grade. In addition, an error in document A/556 requires correction of administrative officer 13 to read administrative officer 14. One post 5 is downgraded to 3.

Table 15-4. Interpretation Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	18	Principal officer	1@ 12 830	12 830	-	840	13 670	
2	1	17	Principal officer	1@ 10 610	10 610	-	-	10 610	
5	6	16	Interpreter	6@ 10 610	63 660	-	1 260	64 920	
1	-	15	Administrative officer	-	-	-	-	-	
16	26	15	Interpreters	3@ 10 610					
				15@ 9 360					
				7@ 8 800					
				1@ 8 290	242 120	420	-	242 540	
1	-	14	Sound equipment personnel	-	-	-	-	-	
11	22	14	Interpreters	7@ 8 290					
				10@ 7 830					
				5@ 7 400	173 330	10 890	260	184 480	
29	11	13	Interpreters	11@ 7 400	81 400	5 830	-	87 230	
1	-	9	Documents officer	-	-	-	-	-	
1	1	9	Administrative assistant	1@ 4 710	4 710	530	-	5 240	
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520	
69	69				\$592 650	\$18 200	\$2 360	\$613 210	
Less: Adjustment for turnover of staff.....								18 400	
								TOTAL	\$594 810

This Division provides all interpretation services, simultaneous or consecutive, to all meetings, conferences and missions, except regular meetings at Geneva.

The total staff proposed for 1950 shows no increase over 1949. However, the following changes are made: one administrative officer post 15 is abolished, one sound equipment personnel 14 was transferred, during 1949, to the Maintenance and Engineering Division, and one documents officer 9 was transferred during 1949 to the Publications Division. For 1950, three new interpreter posts have been added, making the total, for 1950, sixty-six interpreters, one director, one administrative assistant 9, one clerk 7.

The additional interpreter posts allow the Division to provide simultaneous interpretation to five meetings at a time compared to four in the past, and, in addition, to provide consecutive interpretation to three meetings at a time. Thus, a total of eight meetings can be serviced concurrently, or sixteen meetings in any one day instead of fourteen. This service could not, however, be maintained over an extended period.

The provision of three new posts does not by itself make possible the servicing of two additional meetings a day with simultaneous interpretation. This is achieved only by a combination of the new posts together with increased language qualifications of the existing posts. In order to secure these increased qualifications, which allow the Divi-

sion to service more meetings than in 1947 with considerably less staff, the following reclassifications are proposed: ten interpreter posts 13 are upgraded to 15, and eight interpreter posts 13 are upgraded to 14. One post 17 is downgraded to 16.

An endeavour has been made, in accordance with the policy laid down by the General Assembly in 1947, to achieve as complete an integration as possible of staff employing the techniques of simultaneous and consecutive interpretation. As a result, it seems possible at this stage to present the above tentative pattern which will combine a maximum economy in the numbers and grading of posts with a minimum of interference with the flexibility necessary to enable the Division to take care of the varying types and numbers of meetings which it is called upon to service. This pattern has been based upon an estimate of requirements taking into account language qualifications and, as far as can be determined from present experience, the necessary degree of interchangeability of staff between the two systems.

It is proposed to study the implications of this pattern upon the organization and output of this Division with a view to further ascertaining whether it will achieve the best results with particular regard to the flexibility necessary to give the United Nations the best possible service in this field. In this connexion it must be noted that it has not yet been feasible to devote sufficient attention to the important factor of specialization of interpreters in particular subjects.

It is hoped that the result of this experience will enable the Secretary-General to submit a finalized pattern in the 1951 budget estimates which will

represent the permanent staffing needs of this Division, subject, of course, to possible changes in workload.

Table 15-5. Publications Division

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director.....	-	7	29 900	830	2 650	1 000	32 380
Distribution Section .....	66	80	283 980	3 630	42 400	10 530	319 480
Printing Section .....	43	53	277 960	3 340	26 920	8 730	299 490
Reproduction Section .....	115	112	376 530	7 620	59 360	13 310	430 200
	<u>224</u>	<u>252</u>	<u>\$968 370</u>	<u>\$15 420</u>	<u>\$131 330</u>	<u>\$33 570</u>	<u>\$1 081 550</u>

In 1949, reproduction, distribution and printing functions of the Secretariat were executed by two divisions, namely, the Reproduction and Distribution Division and the Printing Division. A total of 224 established posts was provided for these two divisions during that year.

Although the control and procedures in relation to reproduction and printing have been progressively strengthened, many problems in connexion with distribution still existed early in 1949.

In an attempt to solve the distribution problems within the Secretariat, three document sub-stations were established on an experimental basis, each to service one or more departments. The main objectives of these sub-stations are as follows:

(a) To analyse the real requirements of each department on the basis of daily usage, and to establish the most economical distribution pattern for each category of documentation.

(b) To provide documentation and reference assistance to departments and thereby save the time of high graded professional staff, and also prevent the accumulation of individual sets of document files.

(c) To make a primary distribution daily and to retrieve as much as possible of this documenta-

tion within a limit of two to three days for requirements outside the Secretariat.

(d) To maintain a small stock of documentation to meet the secondary requirements of departments.

(e) To provide a minimum number of conference folders for the use of professional staff attending meetings.

As the sub-stations are so intimately connected with main distribution, and are able to provide useful information on overall documentation requirements, their amalgamation with the reproduction, printing and distribution services is considered to be desirable.

Bringing the external printing and internal reproduction services together will also make possible the solution of problems arising out of the Organization's publications programme, with consequent savings and improved service from the various possible combinations of these facilities. For example, the combination of letterpress composition under contract with the use of internal offset facilities is being studied as a possible means of achieving both economy and speed in production for some types of documents. Hence, it is proposed to form one division with reproduction, printing and distribution forming separate sections within that division.

Table 15-5-1. Office of the Chief

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
-	1	18	Principal officer	1@ 11 300	11 300	-	350	11 650
-	1	16	Administrative officer	1@ 9 360	9 360	-	400	9 760
-	1	11	Administrative officer	1@ 5 260	5 260	530	-	5 790
-	1	7	Secretarial and clerical	1@ 3 400	3 400	530	80	4 010
-	2	6	Secretarial and clerical	1@ 3 780				
				1@ 3 400	7 180	1 060	-	8 240
-	1	5	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930
-	7				<u>\$29 900</u>	<u>\$2 650</u>	<u>\$830</u>	<u>\$33 380</u>
Less: Adjustment for turnover of staff.....								1 000
TOTAL								<u>\$32 380</u>

This Office directs the activities of the Division, and is responsible for the formulation of the distribution, printing and internal reproduction programmes. It maintains close relationship through the Bureau Director with the Publications Board, and implements policy decisions taken by that Board.

Seven posts are proposed for this Office for 1950.

four of which are to be transferred as follows: one post of principal officer 18 from the Printing Division, and one administrative officer 16, one secretary 6 and one clerk 5 from the former Reproduction and Distribution Division. The remaining three posts, administrative officer 11, clerk 7 and secretary 6, are new posts.

Table 15-5-2. Distribution Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	2	13	Documents officer	1@ 7 400				
				1@ 6 600	14 000	1 060	-	15 060
1	-	12	Documents officer	-	-	-	-	-
3	2	11	Documents officer	2@ 5 890	11 780	1 060	300	13 140
-	1	10	Documents officer	1@ 5 260	5 260	530	-	5 790
7	9	9	Clerk	4@ 4 710				
				2@ 4 460				
				3@ 4 210	40 390	4 770	670	45 830
4	7	8	Clerk	2@ 4 210				
				1@ 3 990				
				4@ 3 780	27 530	3 710	-	31 240
-	4	7	Secretarial and clerical	2@ 3 990				
				1@ 3 590				
				1@ 3 400	14 970	2 120	170	17 260
2	6	6	Secretarial and clerical	4@ 3 780				
				2@ 3 070	21 260	3 180	160	24 600
45	39	5	Secretarial and clerical	21@ 3 400				
				8@ 3 230				
				3@ 3 070				
				7@ 2 920	126 890	20 670	1 930	149 490
-	4	3	Secretarial and clerical	2@ 2 380				
				2@ 2 260	9 280	2 120	250	11 650
-	2	1	Secretarial and clerical	2@ 1 860	3 720	1 060	90	4 870
<i>Manual Workers</i>								
1	1	3	Office labourer	1@ 2 260	2 260	530	60	2 850
2	3	2	Office labourer	2@ 2 255				
				1@ 2 130	6 640	1 590	-	8 230
66	80				\$283 980	\$42 400	\$3 630	\$330 010
Less: Adjustment for turnover of staff.....								10 530
<b>TOTAL</b>								<b>\$319 480</b>

This Section distributes all United Nations documentary material, both internally reproduced and externally printed, to the delegations, Secretariat, Member nations, depository libraries, overseas offices, and certain governmental and non-governmental organizations, according to established distribution patterns. The Section is also responsible for the maintenance of stocks of such material.

In 1949 the Section formed part of the Reproduction and Distribution Division and comprised sixty-six posts. For 1950, provision is made for eighty posts, the increase of fourteen posts being accounted for by the transfer of thirteen posts from the Documentation and Reference Section of the Translation Division, and one post from the Interpretation Division. This transfer is made so that all staff engaged on distribution will be centralized in the

Distribution Section. The staff of the three documents sub-stations established during 1949 is absorbed in this Section for 1950 without any increase in posts. This achievement is due to the reduction in volume of secondary distribution which has occurred as a direct result of the sub-stations. However, in consolidating this staff in 1950 it is not possible to achieve immediately the desired grading pattern for the Section. The following reclassifications are considered necessary; one documents officer 12 upgraded to 13, three clerks 6 upgraded to 7, four clerks 5 upgraded to 6, two documents officers 11 downgraded to 10 and 8 respectively, and six secretarial and clerical posts 5 downgraded, four to 3 and two to 1. In addition, one post 5 is abolished and one new post of office labourer established.

Table 15-5-3. Printing Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	18	Principal officer	-	-	-	-	-
-	1	16	Administrative officer	1@ 9 360	9 360	-	-	9 360
1	1	15	Editor	1@ 8 290				
1	1	15	Administrative officer	1@ 9 960	18 250	420	490	19 160
2	-	14	Administrative officer	-	-	-	-	-
1	4	13	Administrative officer	1@ 7 000				
				3@ 6 600	26 800	2 120	300	29 220

Table 15-5-3. Printing Section (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
3	3	13	Presentation personnel	3@ 7 400	22 200	1 590	500	24 290
2	-	12	Administrative officer	-	-	-	-	-
1	1	11	Administrative officer	1@ 5 570	5 570	530	-	6 100
18	18	11	Printing proof-reader	9@ 5 890				
				6@ 5 570				
				3@ 5 260	102 210	9 540	1 290	113 040
-	4	11	Presentation personnel	1@ 5 890				
				1@ 5 570				
				2@ 5 260	21 980	2 120	120	24 220
3	3	10	Administrative officer	3@ 5 260	15 780	1 590	-	17 370
1	-	10	Presentation personnel	-	-	-	-	-
1	4	9	Clerk	4@ 4 210	16 840	2 120	-	18 960
-	1	9	Presentation personnel	1@ 4 210	4 210	530	-	4 740
1	1	7	Secretarial and clerical	1@ 3 990	3,990	530	-	4 520
3	1	6	Secretarial and clerical	1@ 3 400	3 400	530	210	4 140
1	4	5	Secretarial and clerical	1@ 3 400				
				1@ 3 070				
				2@ 2 780	12 030	2 120	140	14 290
1	4	4	Secretarial and clerical	1@ 2 920				
				1@ 2 640				
				2@ 2 510	10 580	2 120	210	12 910
2	2	3	Secretarial and clerical	2@ 2 380	4 760	1 060	80	5 900
43	53				\$277 960	\$26 920	\$3 340	\$308 220
Less: Adjustment for turnover of staff.....								8 730
								TOTAL \$299 490

This Section is responsible for all external printing including that for the Department of Public Information, the latter work being absorbed during 1949 in accordance with a recommendation of the Advisory Committee on Administrative and Budgetary Questions. The Section prepares material for printing; controls printing production (quality, costs and schedules); issues work orders to printers; ensures a steady flow of work to the printers, and expedites printing; assists departments in estimating costs; does all proof-reading; maintains daily control of printing accounts; and performs graphic and cartographic services for the Secretariat including lay-out and typographic design.

For 1949 this Section was on a divisional status and forty-one posts were provided. With the transfer of the printing functions from the Department of Public Information, two posts were transferred from that Department, making a total of forty-three posts, of which one is to be transferred to the new divisional office. The 1950 provision of fifty-three posts thus represents a net increase of eleven posts.

One new post of administrative officer 16 is established to direct the activities of the Section. Two new posts, administrative officer 13, are established to provide specialized copy preparation services for

the English and French Proof-reading Units. No provision for this function existed in 1949, copy being prepared by proof-readers.

Three new posts, clerk 9, are provided to meet the increased volume of proof-reading; compared with 40 827 printed pages proof-read in 1948, the estimated volume will be 92 250 pages in 1950.

One new post of presentation personnel 11 is provided to meet the demands for cartographic services, which have steadily increased from a rate of five maps per month in 1946 to twenty maps per month in 1949.

One new post, clerk 5, is provided for the Presentation Unit which requires some clerical assistance for which no provision was made in 1949; three additional posts, clerk 4, are provided for copy-holders, to assist the proof-readers in the increased volume of material anticipated in 1950.

In addition, two administrative officer posts 14 are downgraded to 13 and 9 respectively, two administrative officer posts 12 are replaced by two presentation personnel 11, two secretarial and clerical posts 6 are downgraded to 5, and one presentation personnel 10 is upgraded to 11.

The 1950 provisions for this Section therefore show an overall increase of eleven posts, plus one upward reclassification and six downgradings.



Table 15-5-4. *Reproduction Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	16	Administrative officer	-	-	-	-	-
3	3	12	Administrative officer	3@ 6 600	19 800	1 590	310	21 700
1	1	9	Administrative assistant	1@ 4 710	4 710	530	100	5 340
1	1	9	Clerk	1@ 4 710	4 710	530	70	5 310
4	4	9	Reproduction machine operator	1@ 4 460				
				3@ 4 210	17 090	2 120	830	20 040
5	-	8	Clerk	-	-	-	-	-
4	4	8	Photographic technician	3@ 4 210				
				1@ 3 780	16 410	2 120	310	18 840
2	2	7	Reproduction machine operator	1@ 3 990				
				1@ 3 780	7 770	1 060	240	9 070
-	5	7	Secretarial and clerical	5@ 3 990	19 950	2 650	80	22 680
21	22	6	Reproduction machine operator	9@ 3 780				
				5@ 3 590				
				1@ 3 400				
				7@ 3 230	77 980	11 660	1 830	91 470
1	1	6	Office machine operator	1@ 3 070	3 070	530	80	3 680
1	1	6	Photographic technician	1@ 3 780	3 780	530	-	4 310
5	4	6	Secretarial and clerical	4@ 3 780	15 120	2 120	-	17 240
2	2	5	Photographic technician	2@ 2 920	5 840	1 060	300	7 200
2	1	5	Reproduction machine operator	1@ 3 070	3 070	530	150	3 750
7	7	5	Secretarial and clerical	2@ 3 400				
				2@ 3 230				
				3@ 3 070	22 470	3 710	560	26 740
1	1	4	Bookbinder	1@ 2 780	2 780	530	50	3 360
17	17	4	Secretary and typists	12@ 3 070				
				1@ 2 920				
				4@ 2 640	50 320	9 010	590	59 920
34	33	3	Office machine operator	9@ 2 780				
				9@ 2 640				
				5@ 2 510				
				8@ 2 380				
				2@ 2 260	84 890	17 490	2 120	104 500
-	1	2	Office machine operator	1@ 2 260	2 260	530	-	2 790
<i>Manual Workers</i>								
1	-	13	Duplicating machine repairman	-	-	-	-	-
2	2	2	Office labourer	2@ 2 255	4 510	1 060	-	5 570
115	112				\$376 530	\$59 360	\$7 620	\$443 510
Less: Adjustment for turnover of staff.....								13 310
TOTAL								\$430 200

This Section performs all the internal reproduction work for the Secretariat, including official documentation and domestic papers, and in certain cases for delegations and specialized agencies. The various reproduction processes used include mimeograph, vartype and offset printing, offset lithography, ozalid, photostat, multigraph and addressograph.

This Section formed part of the Reproduction and Distribution Division in 1949 and comprised 115 posts. For 1950, provision is made for 112 posts making a net decrease of three posts.

The following changes are made for 1950; one post of administrative officer 16 is transferred to

the new divisional office, five posts, clerk 8, are downgraded to 7, one post office machine operator 3 is downgraded to 2, one post reproduction machine operator 5 is abolished, and one post of an hourly-rate employee is abolished.

The workload of the Section has increased during the first four months of 1949 due to the additional number of meetings serviced and to the fact that during the General Assembly period the daily *Journal* was reproduced by this Section. By careful planning, this additional work has been absorbed with additional temporary assistance at peak periods. Similar provision has been made under temporary assistance to meet peak workloads during 1950.

Table 15-6. Translation Division

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director.....	29	16	79 280	1 740	7 420	2 650	85 790
Terminology Section .....	7	-	-	-	-	-	-
English Section .....	45	29	172 410	4 920	13 450	5 720	185 060
French Section .....	84	100	567 510	6 630	48 610	18 690	604 060
Spanish Section .....	66	77	414 620	7 550	37 700	13 800	446 070
Chinese Section .....	38	78	420 260	9 570	38 740	14 060	454 510
Russian Section .....	89	92	494 530	8 330	44 900	16 430	531 330
Treaties Section .....	10	6	39 210	530	2 650	1 270	41 120
	<u>368</u>	<u>398</u>	<u>\$2 187 820</u>	<u>\$39 270</u>	<u>\$193 470</u>	<u>\$72 620</u>	<u>\$2 347 940</u>

The Translation Division translates, revises and edits, in the five official languages, all documents, treaties and publications. It also translates, revises and edits all official records in other than the working languages as required by the rules of procedure of the various organs and their subsidiary bodies.

For 1949 the Division comprised a Divisional Office, a Terminology Section, a Documentation and Reference Section and five Translation Sections, one for each official language. In 1950 it is proposed to transfer the Terminology Section to the Documents Control Staff, and to transfer thirteen posts from the Documentation and Reference Sec-

tion to the Distribution Section of the new Publications Division.

A total of 398 posts is provided in 1950 for this division which represents an increase of thirty posts over the 1949 provision. The additional work involved in the adoption of Spanish as a working language for the General Assembly, in so far as translation work is concerned, is absorbed within this increase.

The changes proposed for each of the five translation sections as compared to the approved 1949 estimation are given below. Certain adjustments of posts between sections were made during 1949 in an effort to approach the pattern proposed for 1950.

Table 15-6-1. Office of the Director

No. of estab- lished posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of- living for each grade \$	Additional increments for each grade \$	Total \$	
1949	1950								
1	1	19	Director	1@ 15 000	15 000	-	-	15 000	
1	1	18 <sup>a</sup>	Principal officer	1@ 12 830	12 830	-	750	13 580	
1	-	12	Administrative officer	-	-	-	-	-	
-	1	11	Administrative officer	1@ 5 260	5 260	530	-	5 790	
1	-	11	Document officer	-	-	-	-	-	
1	-	9	Clerk	-	-	-	-	-	
2	-	8	Clerk	-	-	-	-	-	
8	7	7	Secretarial and clerical	6@ 3 780	-	-	-	-	
				1@ 3 590	26 270	3 710	810	30 790	
6	3	6	Secretarial and clerical	1@ 3 590	-	-	-	-	
				2@ 3 230	10 050	1 590	180	11 820	
8	3	5	Secretarial and clerical	2@ 3 400	-	-	-	-	
				1@ 3 070	9 870	1 590	-	11 460	
<u>29</u>	<u>16</u>				<u>\$79 280</u>	<u>\$7 420</u>	<u>\$1 740</u>	<u>\$88 440</u>	
Less: Adjustment for turnover of staff.....								2 650	
								<b>TOTAL</b>	<b>\$85 790</b>

The reduction in the number of posts for the Office of the Director reflects the transfer of thirteen posts from the former Documentation and Reference Section, as mentioned above. Three posts transferred from the English Section are offset by three posts transferred to the Office of the Bureau Director. Of the seven posts remaining with this Division from the former Documentation and Ref-

erence Section, four are reference clerks whose duties include the assembling of material referred to in original texts for the use of translators at the time of translation; and three are registry clerks whose duties involve the recording of all work received and completed by the Division. One reclassification is proposed, involving the downgrading of an administrative officer 12 to 11.

Table 15-6-2. English Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 11 300	11 300	-	-	11 300
4	2	16	Translator (Reviser)	1@ 10 610				
				1@ 9 960	20 570	-	680	21 250
3	3	15	Translator (Reviser)	3@ 8 800	26 400	1 260	1 500	29 160
7	4	13	Translator	2@ 7 400				
				1@ 7 000				
				1@ 6 600	28 400	2 120	650	31 170
9	7	12	Translator	1@ 6 600				
				6@ 6 240	44 040	3 710	1 440	49 190
-	1	9	Clerk	1@ 4 210	4 210	530	-	4 740
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	100	4 410
<i>Typing Pool</i>								
2	1	7	Secretarial and clerical	1@ 3 990	3 990	530	100	4 620
17	8	5	Secretarial and clerical	3@ 3 400				
				3@ 3 230				
				2@ 2 920	25 730	4 240	450	30 420
45	29				\$172 410	\$13 450	\$4 920	\$190 780
Less: Adjustment for turnover of staff.....								5 720
TOTAL								\$185 060

The English language is the original language of the greater portion of documents of the United Nations. The volume of work of the English Section is, therefore, least of the five. During 1948 this Section produced, apart from treaties which will be considered under a separate heading, 14 000 pages of English text. The volume anticipated for 1949 is 16 200, based on the experience of the first five months. The same volume has been taken as the basis for the 1950 estimates. The daily rate of production of each translator in this Section is eight 30-line pages per day. The number of working days in a year has been calculated at 205. This allows for annual leave, a proportion of sick leave and official holidays. Completion of 16 200 pages of translation therefore requires ten translators. In addition, two translators are required to meet mission requirements, making a total of twelve translators for the Section. The ratio of revisers to translators has been improved over 1949 from one to two to one to two and a half. On the basis of ten translators, four revisers are proposed for 1950. The 1950 requirements for translators and revisers show the following reductions as against 1949, two translators grade 16, three translators grade 13, two translators grade 12.

The stenographic staff has been computed for 1950 on a more factual basis than 1949. In 1949 the stenographic staff was provided in relation to translators on a standard ratio of one to one; for 1950 the actual estimated number of pages of typing has been used. Pages of translation (30 lines) have been adjusted to 40-line pages, and the volume doubled, as most pages are typed twice during the process of translation and revision. For this Section, the volume of typing in 1950 is estimated at 24 300 pages. Each stenographer types sixteen pages a day and on the basis of 205 working days eight stenographers will be required for this work. Consequently, a reduction of nine secretarial posts is proposed. In addition one pool supervisor is requested for 1950 compared to two for 1949. One additional post of clerk 9 is required to assist in the assembling, preparation and preliminary checking of material to be edited or concurred by the Section.

The 1950 proposal shows a reduction of seventeen posts and an increase of one post, making a net reduction of sixteen posts, which during 1949 have been assigned to other sections. No reclassifications are proposed.

Table 15-6-3. French Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	-	420	12 420
7	5	16	Translator (Reviser)	3@ 10 610				
				2@ 9 960	51 750	-	1 240	52 990
7	11	15	Translator (Reviser)	7@ 9 360				
				4@ 8 290	98 680	4 620	-	103 300
19	19	13	Translator	8@ 7 400				
				8@ 7 000				
				3@ 6 600	135 000	10 070	2 300	147 370

Table 15-6-3. French Section (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
14	17	12	Translator	1@ 7 400 6@ 6 600 8@ 6 240 2@ 5 890	108 700	9 010	2 000	119 710
-	1	9	Clerk	1@ 4 210	4 210	530	-	4 740
1	1	7	Secretarial and clerical	1@ 3 590	3 590	530	90	4 210
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
1	2	5	Secretarial and clerical	2@ 3 400	6 800	1 060	-	7 860
				<i>Typing Pool</i>				
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	40	9 080
3	3	6	Secretarial and clerical	2@ 3 590 1@ 3 400	10 580	1 590	180	12 350
28	37	5	Secretarial and clerical	29@ 3 400 8@ 3 230	124 440	19 610	360	144 410
84	100				\$567 510	\$48 610	\$6 630	\$622 750
Less: Adjustment for turnover of staff.....								18 690
<b>TOTAL</b>								<b>\$604 060</b>

This Section produced, in 1948, 43,000 pages of translation. However, during the first four months of 1949 the average monthly production was 5,500 pages. If this production continues, the annual workload will be approximately 66,000 pages. It is considered that the first four months of 1949 were heavy months in terms of number of meetings and demands for documentation. For 1950 it is considered reasonable to anticipate a volume of work for this Section of approximately 52,800 pages. The daily rate of production of each translator in this Section is the same as the English Section. Hence, to complete this volume of work, thirty-two translators will be required. In addition, three translators are required for mission requirements, making a total of thirty-five translators. For revision the same ratio of one reviser to two and a half translators is used, and provision is made accordingly for thirteen revisers. During 1949 great difficulty was experienced in the final editing and concordance of material prior to publication, particularly in respect to resolutions drafted hurriedly during meetings. It is therefore proposed to add four translators for final editing and concordance work in 1950. The 1950 requirements for translators and revisers thus show a total increase of five posts, two translators 15, and three translators 12.

Two translators 16 have been downgraded to 15.

The stenographic staff for 1950 has been computed on the same basis as for the English Section. The volume of typing to be produced is estimated at 79,200 pages, which will require twenty-five secretarial posts. Four additional posts are required to retype finally edited material and special French stencils for the substantive departments, and three posts for the insertion of corrections in all final typed copy after proof-reading. For proof-reading, a team of two clerks can read and correct eighty pages a day; provision is therefore made for four teams or eight clerks. The total stenographic requirement for 1950 is thus forty posts compared to thirty-one posts in 1949, or a net increase of nine secretarial and clerical posts.

Two additional clerical posts are required, one clerk 9 to cover the work of assembling, preparation, and preliminary checking of material to be edited or concorded by the Section, and one clerk 5 to provide for the maintenance of work schedule records, specifically for work done on the night shift or on overtime. Two pool supervisors, provided in 1949, are continued for 1950.

In summary, the 1950 proposal shows an increase of sixteen posts and two downward reclassifications.

Table 15-6-4. Spanish Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 11 300	11 300	-	230	11 530
3	3	16	Translator (Reviser)	1@ 9 960 2@ 9 360	28 680	-	620	29 300
8	9	15	Translator (Reviser)	1@ 9 360 2@ 8 800 6@ 8 390	76 700	3 780	1 060	81 540
13	10	13	Translator	5@ 7 000 5@ 6 600	68 000	5 300	2 570	75 870
10	21	12	Translator	1@ 6 600 1@ 6 240 19@ 5 890	124 750	11 130	870	136 750

Table 15-6-4. Spanish Section (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
2	1	7	Secretarial and clerical	1@ 3 990	3 990	530	30	4 550
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	90	4 020
<i>Typing Pool</i>								
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	110	4 630
5	5	6	Secretarial and clerical	3@ 3 590				
				2@ 3 400	17 570	2 650	470	20 690
22	25	5	Secretarial and clerical	3@ 3 400				
				7@ 3 230				
				5@ 3 070				
				2@ 2 920				
				8@ 2 780	76 240	13 250	1 500	90 990
66	77				\$414 620	\$37 700	\$7 550	\$459 870
Less: Adjustment for turnover of staff.....								13 800
TOTAL								\$446 070

The work of translation to be done in Spanish is conditioned by the following factors:

(a) Spanish is a working language for the General Assembly and its Committees;

(b) Delegations have the privilege of requesting the translation of documents of other organs into Spanish;

(c) Translation into Spanish of the current records of the General Assembly will be made by staff from this Section on assignment to the Official Records Division;

(d) A backlog of translation of Official Records in Spanish exists (records of the Security Council and the General Assembly prior to the third session).

Based on actual production during 1948 and the first few months of 1949, the following estimate of work has been compiled for 1950:

	Pages
Substantive studies .....	3 500
General Assembly, fifth session, working documents .....	9 700
Requests for working documents of other organs and their subsidiary bodies.....	1 000
Translation into Spanish of Official Records of fifth session of the General Assembly .....	11 000
Translation into Spanish of Official Records of the Security Council for the current year .....	10 000
TOTAL	35 200

However, it will be noted the greater portion of this work is in respect of the fifth session of the General Assembly, for which approximately 20 000 pages will be translated. This volume of translation has to be accomplished in five months (two months preparation and three months of actual meetings). This will entail a production of 4 000 pages a month.

The daily rate of production of each translator in this Section is the same as the English and French Sections and therefore it will be necessary to have a staff of thirty-one translators, irrespective of the total volume of work shown in the table above. Based on production during the first four months of 1949, the anticipated volume of backlog of Official Records for translation into Spanish remaining on 1 January 1950 will be 39 700 pages. The staff of thirty-one translators required as shown above because of the volume and time limitation of the General Assembly documentation, if employed on a full-year basis, could produce 50 840 pages of translation. Therefore they will be able to accomplish the current work as estimated and in addition complete approximately 15 400 pages of the backlog.

The same ratio of revisers to translators has been used in this Section as for the English and French Sections of one to two and a half. For thirty-one translators it will be necessary to have a staff of twelve revisers.

The 1950 requirements for translators and revisers show a total increase of nine posts; one translator 15, and eight translators 12; in addition, three translators 13 are downgraded to 12.

The stenographic staff for 1950 has been computed on the same basis as the equivalent staff of the English and French Sections. The volume of typing to be produced is estimated at 76 400 pages, requiring twenty-four secretarial posts. The proof-reading is done in teams of two clerks, and six posts are provided for this work. The number of section clerks is reduced by one clerk 7, making two posts for this work. One pool supervisor is provided.

The 1950 requirements for secretarial and clerical posts, therefore, total thirty-three posts, an increase of two posts over the 1949 provisions (one clerk 7 abolished; three secretarial 5 established).

The 1950 proposal for the Section shows a net increase of eleven posts, and three reclassifications all involving downgradings.

Table 15-6-5. Chinese Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
1	1	16	Translator (Reviser)	1@ 10 610	10 610	-	230	10 840
6	13	15	Translator (Reviser)	13@ 8 290	107 770	5 350	1 500	114 620
3	3	13	Translator	1@ 7 000				
				2@ 6 600	20 200	1 590	600	22 390
17	30	12	Translator	3@ 6 600				
				3@ 6 240				
				24@ 5 350	179 880	15 900	5 040	200 820
2	2	7	Secretarial and clerical	1@ 3 940				
				1@ 3 400	7 390	1 060	110	8 560
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
7	27	5	Secretarial and clerical	2@ 3 400				
				2@ 3 230				
				3@ 3 070				
				4@ 2 920				
				16@ 2 780	78 630	14 310	2 090	95 030
38	78				\$420 260	\$38 740	\$9 570	\$468 570
Less: Adjustment for turnover of staff.....								14 060
TOTAL								\$454 510

The estimated work for this Section for 1950 is computed as follows, in terms of pages of original text, mainly English, to be translated:

(a) Substantive studies .....	Pages 500
(b) Official Records of the General Assembly, fourth session.....	16 000
(c) Official Records of the Security Council, current year.....	8 000
(d) Requests for working documents of all organs and their subsidiary bodies....	500
TOTAL	25 000

The daily rate of production of each translator in this Section during the past year has been four and a half pages per translator. Accordingly, provision is made for twenty-seven translators. In addition, six posts are provided to complete approximately 6 000 pages of the backlog of Official Records. During 1949 provision was made to complete a portion of this work. However, due to delay in recruitment this

will not be achieved, and it is possible that the volume may increase slightly during this year. The volume estimated for 1 January 1950 is 33 000 pages. The number of revisers is proposed at fourteen, computed on the same basis as the English Section, namely one reviser to two and a half translators. The total requirements for 1950 in respect to translators and revisers are therefore forty-seven posts. This represents an increase of twenty posts, seven translators 15, thirteen translators 12.

The copyists are provided on a basis of one and a half copyist posts for each reviser post, so that twenty copyists are required. Four teams of readers are required to proofread the final texts, and eight posts are provided for this purpose. The clerical staff of the Section remains at two posts, the same as 1949. The total secretarial and clerical staff of the Section provided for 1950 is thirty posts, a net increase of twenty over 1949. All are at grade 5.

The total proposal for the Section for 1950 involves an increase of forty posts. No reclassifications are proposed.

Table 15-6-6. Russian Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	17	Principal officer	1@ 12 000	12 000	-	420	12 420	
4	4	16	Translator (Reviser)	2@ 10 610					
				2@ 9 960	41 140	-	1 920	43 060	
9	10	15	Translator (Reviser)	3@ 8 800					
				7@ 8 290	84 430	4 090	1 350	89 870	
12	8	13	Translator	4@ 7 400					
				2@ 7 000					
				2@ 6 600	56 800	4 240	1 160	62 200	
20	26	12	Translator	6@ 6 600					
				5@ 6 240					
				15@ 5 890	159 150	13 780	1 650	174 580	
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	30	4 550	
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930	
2	2	5	Secretarial and clerical	1@ 3 400					
				1@ 2 920	6 320	1 060	80	7 460	
				<i>Typing Pool</i>					
2	1	7	Secretarial and clerical	1@ 3 990	3 990	530	30	4 550	
12	7	6	Secretarial and clerical	7@ 3 780	26 460	3 710	-	30 170	
25	31	5	Secretarial and clerical	9@ 3 400					
				11@ 3 230					
				1@ 2 920					
				10@ 2 780	96 850	16 430	1 690	114 970	
89	92				\$494 530	\$44 900	\$8 330	\$547 760	
Less: Adjustment for turnover of staff.....								16 430	
								TOTAL	\$531 330

Based on actual production during 1948 and the first four months of 1949, the following estimate of work has been compiled for 1950:

	Pages
Substantive studies .....	1 000
Official Records of the General Assembly, fourth session .....	15 000
Official Records of the Security Council for the current year.....	10 000
Requests for working documents of all organs and their subsidiary bodies.....	14 000
TOTAL	40 000

The daily rate of production of each translator in this Section is seven 30-line pages of translation. On the basis of 205 working days in one year, twenty-eight translators are required to complete this volume of work. In addition, the volume of backlog of Official Records as at 1 January 1950 to be translated into Russian is estimated at 39 000 pages. The requests for translation into Russian of working documents have been so much greater than anticipated during the first four months of 1949 that the volume of backlog completed during the year will be well below the original estimate, and will approximate 3 000 pages. In order to reduce the volume of backlog in 1950 by approximately 10 000 pages, six additional translator posts are provided. The same ratio of revisers to translators

are proposed for this Section as for the English and French Sections, namely one to two and a half; therefore fourteen revisers are included. The 1950 requirements for translators and revisers total forty-eight posts. This is an increase over 1949 of three posts, one translator 15 and two translators 12. Four translators 13 are downgraded to 12.

The stenographic staff requirements have been computed on the same basis as for the English and French Sections, with the exception of the daily rate of production, which for this Section is twelve pages per stenographer. The lower rate results from the necessity of typing on both Russian and English-French typewriters. The volume of typing in 1950 is estimated at 60 000 pages, and will require twenty-five secretarial posts; in addition, the backlog will require five secretarial posts, making a total of thirty posts. Four teams of readers are required on the same basis as the English Section, and eight secretarial posts are provided for this purpose. One clerk 7 is required to serve as pool supervisor. The Section's clerical staff of four posts in 1949 remains unchanged for 1950. The 1950 requirements for clerical and secretarial staff therefore total forty-three posts, which shows no net change over 1949. One clerk 7 is downgraded to 6, and six secretarial posts 6 are downgraded to 5.

The 1950 proposal for the Section, therefore, shows a net increase of three posts. Eleven reclassifications are proposed, all involving downgradings.

Table 15-6-7. *Treaties Section*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	16	Translator (Reviser)	1@ 10 610	10 610	-	-	10 610
1	-	15	Translator (Reviser)	-	-	-	-	-
4	3	13	Translator	2@ 7 400				
				1@ 7 000	21 800	1 590	360	23 750
4	2	5	Secretarial and clerical	2@ 3 400	6 800	1 060	170	8 030
10	6				\$39 210	\$2 650	\$530	\$42 390
Less: Adjustment for turnover of staff.....								1 270
TOTAL								\$ 41 120

The quantity of translation anticipated in 1950 is twelve volumes of treaties, each volume containing approximately 240 pages of translation. The estimate is provided by the Legal Department and is based to a certain extent on past experience. The daily rate of production of each translator on this

type of material averages five pages, and therefore a staff of three translators is provided, together with one reviser and two stenographers. The total staff of six represents a decrease of four posts as against the 1949 provision. No reclassifications are proposed for this Section.

Table 15-7. *Official Records Division*

Division or office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost of living adjustment	Adjustment for turnover of staff	Total
	1949	1950					
Office of the Director.....	7	7	48 260	1 500	2 650	1 570	50 840
English Section .....	67	81	451 230	11 630	37 790	15 020	485 630
French Section .....	74	89	496 890	10 670	43 090	16 520	534 130
Russian and Spanish Section.....	11	11	73 380	680	4 970	2 370	76 660
	159	188	\$1 069 760	\$24 480	\$88 500	\$35 480	\$1 147 260

This Division provides verbatim reporting and precis writing services to all meetings in accordance with the rules of procedure of the various organs, and translates, revises, edits and concords

all written official records of meetings in the working languages. The Division comprises the Office of the Director, the English Section, French Section and the Russian and Spanish Section.

Table 15-7-1. *Office of the Director*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 15 000	15 000	-	-	15 000
1	1	18	Principal officer	1@ 13 830	13 830	-	840	14 670
1	1	11	Administrative officer	1@ 5 260	5 260	530	260	6 050
1	-	9	Administrative assistant	-	-	-	-	-
-	1	7	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
3	3	6	Secretarial and clerical	1@ 3 590				
				2@ 3 400	10 390	1 590	400	12 380
7	7				\$48 260	\$2 650	\$1 500	\$52 410
Less: Adjustment for turnover of staff.....								1 570
TOTAL								\$ 50 840

The Office of the Director represents no change over 1949 except for one reclassification of admin-

istrative assistant 9 downgraded to clerk 7.



Table 15-7-2. English Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$	
1949	1950								
1	1	17	Principal officer	1@ 10 610	10 610	—	520	11 130	
1	1	16	Translator (Reviser-Editor)	1@ 9 360	9 360	—	450	9 810	
4	6	15	Translator (Reviser-Editor)	1@ 9 360 5@ 8 290	50 810	1 260	1 470	53 540	
1	1	15	Verbatim reporter	1@ 8 800	8 800	—	470	9 270	
10	10	14	Verbatim reporter	1@ 9 360 8@ 8 290 1@ 7 400	83 080	3 890	1 540	88 510	
6	7	14	Editor	2@ 8 290 5@ 7 400	53 580	3 490	1 320	58 390	
9	9	13	Translator (and précis writer)	1@ 7 400 1@ 7 000 7@ 6 600	60 600	4 770	2 070	67 440	
6	9	12	Translator (and précis writer)	2@ 6 600 5@ 6 240 2@ 5 890	56 180	4 770	720	61 670	
2	2	9	Clerk	2@ 4 710	9 420	1 060	—	10 480	
1	1	7	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310	
2	3	6	Secretarial and clerical	1@ 3 590 2@ 3 070	9 730	1 590	160	11 480	
24	31	5	Secretarial and clerical	1@ 3 590 4@ 3 400 6@ 3 230 3@ 3 070 16@ 2 920 1@ 2 780	95 280	16 430	2 910	114 620	
67	81				\$451 230	\$37 790	\$11 630	\$500 650	
Less: Adjustment for turnover of staff.....								15 020	
								TOTAL	\$485 630

Table 15-7-3. French Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	17	Principal officer	1@ 11 300	11 300	—	530	11 830
1	1	16	Translator (Reviser-Editor)	1@ 9 960	9 960	—	490	10 450
4	6	15	Translator (Reviser-Editor)	2@ 8 800 4@ 8 290	50 760	1 680	950	53 390
1	1	15	Verbatim reporter	1@ 9 360	9 360	—	450	9 810
11	11	14	Verbatim reporter	8@ 8 290 1@ 7 830 2@ 7 400	88 950	4 950	1 130	95 030
6	7	14	Editor	1@ 8 290 2@ 7 830 4@ 7 400	53 550	3 600	1 100	58 250
13	13	13	Translator (and précis writer)	4@ 7 000 9@ 6 600	87 400	6 890	2 880	97 170
5	8	12	Translator (and précis writer)	2@ 6 600 3@ 6 240 3@ 5 890	49 590	4 240	1 000	54 830
2	2	9	Clerk	1@ 4 710 1@ 4 210	8 920	1 060	190	10 170

Table 15-7-3. French Section (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$	
1949	1950								
1	1	7	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310	
3	3	6	Secretarial and clerical	1@ 3 990					
				1@ 3 400					
				1@ 3 230	10 620	1 590	320	12 530	
26	35	5	Secretarial and clerical	16@ 3 400					
				10@ 3 230					
				7@ 2 920					
				2@ 2 780	112 700	18 550	1 630	132 880	
74	89				\$496 890	\$43 090	\$10 670	\$550 650	
Less: Adjustment for turnover of staff.....								16 520	
								TOTAL	\$534 130

The English and French Sections are increased, for 1950, by fourteen posts and fifteen posts respectively. These increases are justified due to the rise in the average number of meetings to be serviced with précis writers. In the periods other than the regular General Assembly session, the number of meetings requiring such service increased from 102 meetings per month in 1948 to 158 per month in 1949. During the General Assembly session, the number of such meetings will exceed ten per day, and may reach fifteen or sixteen. Provision is made under section 1 of the estimates for this peak period.

The following table indicates the number of meetings per day requiring précis writers in the thirty-five-week week period prior to the regular General Assembly session:

Number of meetings per day	Number of weeks	
	1949	1950
9 or more	14	15
8	6	9
7	1	4
6	4	-
5	3	1
4	6	3
3	1	3
	35	35

In the 1949 estimates, staff was provided to service six meetings a day with précis writers. However, it will be seen from the above table that on the basis of the actual meetings in 1949 this staff was inadequate. In fact, additional staff equivalent to that requested for 1950 was secured in February 1949 on a temporary basis.

Experience in 1948 and 1949 indicates that sessions tend to continue beyond the anticipated closing date. Thus the forecast for 1950 should be viewed as a minimum estimate. As shown in the above table, sufficient staff to service eight meetings per day will be required in at least twenty-four weeks in 1950, in addition to the General Assembly period. The remaining weeks must be used to arrange for annual and home leave, as no other provision is made for leave in the calculation of staff requirements.

On this basis, additional posts required are:

*English Section.* Fourteen posts: two translators 15, one editor 14, three précis writer-translators 12, one secretarial post 6 and seven secretarial posts 5.

*French Section.* Fifteen posts: two translators 15, one editor 14, three précis writer-translators 12, nine secretarial posts 5.

The verbatim reporting staff remains unchanged in these two sections for 1950 and is staffed to cover one meeting for each half working day, i.e., two meetings a day but not simultaneously.

Table 15-7-4. Russian and Spanish Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$	
1949	1950								
1	2	15	Verbatim reporter	1@ 8 800					
				1@ 8 290	17 090	420	330	17 840	
4	3	14	Verbatim reporter	2@ 8 290					
				1@ 7 400	23 980	1 370	220	25 570	
4	4	12	Verbatim reporter	1@ 6 600					
				3@ 6 240	25 320	2 120	-	27 440	
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	130	4 250	
1	1	5	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930	
11	11				\$73 380	\$4 970	\$680	\$79 030	
Less: Adjustment for turnover of staff.....								2 370	
								TOTAL	\$76 660

The Russian and Spanish Section which provides verbatim reporting coverage for these two languages remains unchanged for 1950. The additional staff required for the preparation of Spanish verbatim records of the General Assembly plenary meetings and the meetings of one of its committees are provided under section 1 of the budget. One reclassification is proposed in this Section for 1950 for

the chief Spanish verbatim reporter from 14 to 15. This action is to recognize the additional supervisory responsibilities which have arisen since the adoption of Spanish as a working language.

The provisions for 1950 for this Division therefore show a net increase of twenty-nine new posts, one reclassification from 14 to 15, and one from 9 to 7.

Table 15-8. Bureau of General Services—Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	19	Director	1@ 15 000 + 2 500 allowance	17 500	—	—	17 500	
—	1	16	Administrative officer	1@ 9 960	9 960	—	—	9 960	
1	—	15	Administrative officer	—	—	—	—	—	
—	1	12	Administrative officer	1@ 6 600	6 600	530	—	7 130	
—	1	11	Administrative officer	1@ 5 260	5 260	530	140	5 930	
1	1	8	Secretarial and clerical	1@ 4 210	4 210	530	—	4 740	
1	2	7	Secretarial and clerical	1@ 3 990	—	—	—	—	
—	1	6	Secretarial and clerical	1@ 3 780	7 770	1 060	120	8 950	
—	1	6	Secretarial and clerical	1@ 3 590	3 590	530	160	4 280	
4	8				\$54 890	\$3 180	\$420	\$58 490	
Less: Adjustment for turnover of staff.....								1 760	
								TOTAL	\$56 730

The Office of Director of the Bureau of General Services directs and co-ordinates the work of the Bureau. The staff proposed for this Office for 1950 represents an increase of four posts over the number provided in the 1949 estimates as approved by the General Assembly. This increase is due to a centralization of the administrative work of the Bureau in the Director's Office, coupled with a further delegation of responsibility from the Office of the Assistant Secretary-General to the two Bureaux. Two administrative officer posts, previously in the Communications and Records Division, and the Maintenance and Engineering Division, are to be transferred to this Office, where all the necessary general administrative work of the Bureau will be performed. Each division will maintain a clerical post for the compilation of leave and attendance records and other routine administrative records which can be maintained effectively only at division

level. This reorganization will lead to more direct control over administrative activities, and will result in a net reduction of two administrative officer posts in other divisions of the Bureau. One clerical post is to be transferred to this Office from the Office of the Assistant Secretary-General and one new post of clerk 7 is added.

One reclassification is proposed for 1950, namely the post of executive officer to be upgraded from administrative officer 15 to 16. The executive officer of the Bureau is primarily responsible for all personnel and financial administration, as well as special projects for the Bureau Director and for the Office of the Assistant Secretary-General. In view of the additional responsibility for administrative matters now placed in the Bureau Director's Office, this reclassification is required to place the grade of this post on the same level as other comparable posts in the Secretariat.

Table 15-9. Communications and Records Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	—	70	12 070
1	—	9	Administrative assistant	—	—	—	—	—
1	1	7	Secretarial and clerical	1@ 3 930	3 930	530	—	4 460
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
2	2	5	Secretarial and clerical	2@ 3 400	6 800	1 060	—	7 860
<i>Correspondence Unit</i>								
1	2	10	Administrative officer	2@ 4 710	9 420	1 060	—	10 480
—	3	5	Secretarial and clerical	3@ 2 780	8 340	1 590	140	10 070
—	1	4	Secretarial and clerical	1@ 2 510	2 510	530	140	3 180
—	1	3	Secretarial and clerical	1@ 2 260	2 260	530	60	2 850
7	12							

Table 15-9. Communications and Records Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
<i>Archives</i>									
1	1	14	Communications and records officer	1@ 8 290	8 290	320	130	8 740	
1	1	11	Communications and records officer	1@ 5 570	5 570	530	-	6 100	
3	3	10	Communications and records officer	1@ 5 260 2@ 4 710	14 680	1 590	420	16 690	
1	1	9	Communications and records officer	1@ 4 710	4 710	530	-	5 240	
3	3	8	Communications and records officer	2@ 4 210 1@ 3 780	12 200	1 590	110	13 900	
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310	
3	2	5	Secretarial and clerical	1@ 3 400 1@ 3 230	6 630	1 060	-	7 690	
5	5	4	Secretarial and clerical	1@ 3 070 2@ 2 920 1@ 2 780	14 330	2 650	360	17 340	
3	3	3	Secretarial and clerical	1@ 2 640 1@ 2 510 2@ 2 380	7 270	1 590	240	9 100	
21	20	<i>Registry and Communications Section</i>							
-	1	16	Administrative officer	1@ 9 960	9 960	-	-	9 960	
1	-	15	Administrative officer	-	-	-	-	-	
1	1	14	Communications and records officer	1@ 8 290	8 290	420	-	8 710	
1	1	13	Communications and records officer	1@ 7 400	7 400	530	-	7 930	
4	4	11	Communications and records officer	1@ 5 890 3@ 5 570	22 600	2 120	900	25 620	
1	1	10	Communications and records officer	1@ 4 710	4 710	530	-	5 240	
12	10	9	Communications and records officer	4@ 4 710 6@ 4 460	45 600	5 300	830	51 730	
1	-	8	Communications and records officer	-	-	-	-	-	
22	23	7	Secretarial and clerical	1@ 4 210 14@ 3 990 7@ 3 780 1@ 3 590	90 120	12 190	1 240	103 550	
6	5	6	Secretarial and clerical	2@ 3 590 3@ 3 400	17 380	2 650	440	20 470	
1	-	5	Chauffeur	-	-	-	-	-	
33	35	5	Secretarial and clerical	1@ 3 590 7@ 3 400 17@ 3 230 10@ 3 070	113 000	18 550	1 640	133 190	
6	6	4	Secretarial and clerical	3@ 3 070 3@ 2 920	17 970	3 180	20	21 170	
7	5	3	Secretarial and clerical	2@ 2 780 1@ 2 640 2@ 2 510	13 220	2 650	520	16 390	
5	2	2	Messenger	1@ 2 640 1@ 2 510	5 150	1 060	-	6 210	
29	40	1	Messenger	9@ 2 260 3@ 2 150 13@ 2 050 15@ 1 950	82 690	21 200	2 200	106 090	
130	134								
158	166								
Less: Adjustment for turnover of staff.....					\$564 590	\$86 600	\$9 460	\$660 650	
								19 430	
								TOTAL	\$641 220

This Division provides registry, communications, archival, cable and wireless, postal, messenger and pouch services. The provisions for 1950 reflect a reorganization of this Division, which is being implemented during 1949. This reorganization provides for the establishment of two sections, namely: the Archives and the Registry and Communications Sections, compared with four sections under the previous structure. This new arrangement was developed to secure a stronger control of the daily operations by a more direct line of supervision, less supervisors because of a reduction in the number of sub-units, and the assignment of certain of the present members of the Communications Service staff to registry work to absorb the large increase in workload in this field.

The staff of the Office of the Chief is increased by five posts in 1950 due to the establishment in the Department of a Correspondence Unit responsible for (a) the final preparation and dispatch of certain classes of official correspondence, such as communications to Governments, specialized agencies, heads of delegations and presidents and chairmen of United Nations organs, and (b) the preparation and dispatch of replies to all unofficial correspondence. Six additional posts are provided for these functions (of which three are specifically offset by equivalent reductions elsewhere in the Secretariat). Savings at least equivalent to the remaining three posts are anticipated, but cannot be identified in the form of "whole" posts. One post of administrative assistant has been transferred to the Office of the Bureau of Director as part of the scheme for the centralization of all general administrative work.

The volume of unofficial correspondence in 1950 is estimated at the same rate as in 1949, or about 900 letters per month. The workload concerning official correspondence is classified into two groups, (a) printed letters and (b) other letters including multiple letters. An average of two and a half to three printed letters a day and approximately twenty to thirty other letters, including multiple letters in one language being sent to more than nine addressees are anticipated in 1950 based on actual experience in 1948. For this programme, the Correspondence Unit will be provided with seven posts, including two administrative assistants 10, one for supervision of the Unit and all official correspondence, the other for unofficial correspondence. The remaining five posts are secretarial and clerical.

The Archives Section comprises a staff of twenty posts for 1950 as compared to twenty-one for 1949, showing a net decrease of one post. Increased workload of the Section is being absorbed by increased experience and more efficient performance of the staff. The estimated workload is presented in tabular form below:

	1948 (actual)	1949 (estimated)	1950 (estimated)
Current documents to be indexed .....	1 474	900	900
Non-current documents to be indexed .....	3 716	5 000	5 000
Number of United Nations documents to be received, registered, and filed	60 169	65 000	65 000
Number of sound recording discs to be received, registered, and filed.....	8 838	17 500	17 500
Number of still photographs to be identified, appraised, and processed.....	6 410	5 000	5 000

Number of feet of motion picture film to be screened, appraised, and described...	44 323	100 000	100 000
Number of document pages to be microfilmed.....	157 759	175 000	175 000
Number of reference requests to be handled.....	2 807	5 000*	6 000
Number of cubic feet of non-current records to be accessioned .....	1 739	2 500	12 500

The Registry and Communications Section comprises 134 posts for 1950, an increase of four posts over the 1949 provision. The Section is organized under the Chief of Section into two services, the Registry Service with forty-seven posts to provide all registry facilities and cable editing, and the Communications Service with eighty-six posts to provide all cable, wireless, mail and messenger services. Due to the reorganization, it will be possible to increase, by eight posts, the staff performing registry work by transfer from within the Division. The registry provides service throughout the Secretariat through the eight branch registries. It allocates incoming mail to departments according to subject, maintains subject indexes, and indexes, classifies and files all communications; it further maintains master files of documents pertinent to the work of each department. In each branch registry provision is made for a branch registrar together with two or three file classifiers, two registry assistants and, in the larger branch registries, a filing clerk. Of the total of forty-four posts provided for registry work, thirty-nine are assigned to the branch registries. The Control Office, which is responsible for the allocation of incoming mail to departments through the branch registry and the maintenance of subject indexes, is comprised of seven posts, of which three are cable editors.

The Communications Service is composed of four units, the Administrative Unit comprising one post, the Code Unit comprising two posts, the Transmission and Service Unit comprising thirteen posts and the Mail and Messenger Unit comprising seventy posts.

The Code Unit is responsible for developing and maintaining a United Nations code to be used by headquarters, missions and overseas offices for traffic where savings will result from coded messages. The Transmission and Service Unit is responsible for the sending, receiving and distribution of cables. The Mail Unit is responsible for the sorting, weighing and dispatch of all incoming and outgoing mail. The Messenger Service is responsible for providing all messenger services for headquarters. Eight additional messenger posts are proposed for 1950 to improve distribution of documents and mail throughout the Secretariat. This increase is largely due to the problems now being faced in the interim headquarters building, and reductions may be possible once the Secretariat has moved to the permanent headquarters. Offsetting the additional messenger posts, two posts of communications and records officers 9, and two secretarial and clerical posts 3 are abolished. A table indicating the trend in workload for the Registry and Communications Section is given below:

	1948	Monthly average	
		1949 First quarter	1950 Estimated
Cables			
Incoming cable wordage..	146 626	107 589	—
Outgoing cable wordage..	121 746	82 310	—
Mail			
Incoming mail (pieces)..	80 300	82 520	85 000
Outgoing mail (pieces)..	84 630	90 000	95 000
Outgoing air express (packages) .....	283	300	300
Route messengers (stops)	56 340	56 340	56 340
Special messengers (stops)	not available	22 290	26 000
Material filed in branch registries .....	212 697	455 363	500 000
Files handled in branch registries .....	11 647	27 670	30 000

The large increase in material to be filed is due to the delayed opening of registries in 1948 and the inclusion of internal registrable administrative material connected with the Accounts Division and the Purchase and Supply Division, not included in the 1948 figure.

Three reclassifications are proposed in 1950, namely; the post of administrative officer 15 upgraded to 16, as the incumbent, under the reorganization, assumes full responsibility for the Registry and Communications Section. One post clerk 8 is downgraded to 7; and one secretarial and clerical post 6 is downgraded to 5.

Table 15-10. Maintenance and Engineering Division

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Chief.....	10	7	44 630	920	2 650	930	47 270
Manhattan Office .....	24	24	71 800	980	12 720	2 560	82 940
Space and Telephone Control Sec- tion .....	40	39	132 980	2 250	20 140	4 660	150 710
Security Section .....	68	71	220 580	4 270	37 630	7 870	254 610
Safety Section .....	14	14	54 110	580	7 420	1 860	60 250
Maintenance Section .....	134	125	337 250	360	65 720	12 120	391 210
	<u>290</u>	<u>280</u>	<u>\$861 350</u>	<u>\$9 360</u>	<u>\$146 280</u>	<u>\$30 000</u>	<u>\$986 990</u>

The Maintenance and Engineering Division is responsible for the acquisition, maintenance and allocation of buildings and space, and provision of telephone facilities. The Division plans and maintains the security and safety programmes for the protection of personnel and property. During 1949

the functions of providing sound and recording services were transferred to the newly established Telecommunications Services Division. The activities of the Division have otherwise remained stable except for an increase in activity in the Manhattan Office Building.

Table 15-10-1. Office of the Chief

No. of estab- lished posts	Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of- living for each grade \$	Additional increments for each grade \$	Total \$	
								1949
—	1	18 Principal officer	1@ 12 830	12 830	—	—	12 830	
1	—	17 Principal officer	—	—	—	—	—	
1	1	16 Administrative officer	1@ 10 610	10 610	—	630	11 240	
1	1	12 Administrative officer	1@ 6 600	6 600	530	—	7 130	
1	—	11 Administrative officer	—	—	—	—	—	
1	—	9 Clerk	—	—	—	—	—	
1	1	7 Secretarial and clerical	1@ 3 990	3 990	530	100	4 620	
2	2	6 Secretarial and clerical	1@ 3 780	3 780	—	—	3 780	
			1@ 3 590	7 370	1 060	80	8 510	
2	1	5 Secretarial and clerical	1@ 3 230	3 230	530	110	3 870	
<u>10</u>	<u>7</u>			<u>\$44 630</u>	<u>\$2 650</u>	<u>\$920</u>	<u>\$48 200</u>	
Less: Adjustment for turnover of staff.....							930	
							<b>TOTAL</b>	<b>\$47 270</b>

The Office of the Chief directs the activities of the Division. The seven posts proposed for 1950 represent a reduction of three posts, as compared to the total for 1949; one post clerk 9 and one post clerk 5 are transferred to the Telecommunications Services Division, and one post administrative

officer 11 is transferred to the Office of the Director of the Bureau. For 1950, the reclassification of the Chief of the Division from grade 17 to 18 is proposed, on the basis of the size and scope of responsibilities.

Table 15-10-2. Manhattan Office

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	11	Administrative officer	1@ 5 570	5 570	530	110	6 210
1	1	7	Guard	1@ 3 990	3 990	530	-	4 520
1	-	6	Secretarial and clerical	-	-	-	-	-
-	1	5	Secretarial and clerical	1@ 3 230	3 230	530	110	3 870
1	1	5	Telephone operator	1@ 3 230	3 230	530	110	3 870
7	8	4	Guard	1@ 3 070				
				5@ 2 920				
				1@ 2 780				
				1@ 2 510	22 960	4 240	530	27 730
1	-	3	Secretarial and clerical	-	-	-	-	-
5	5	3	Telephone operator	5@ 2 780	13 900	2 650	-	16 550
<i>Hourly rate employees</i>								
4	4	10	Maintenance man	4@ 2 944	11 776	2 120	-	13 896
-	1	7	Labour foreman	1@ 2 674	2 674	530	-	3 204
1	2	3	Elevator operator	2@ 2 235	4 470	1 060	120	5 650
1	-	2	Matron	-	-	-	-	-
1	-	2	Porter	-	-	-	-	-
24	24				\$71 800	\$12 720	\$980	\$85 500
Less: Adjustment for turnover of staff.....								2 560
TOTAL								\$82 940

There is no change in the number of posts proposed for 1950 in respect to the Manhattan Office. For 1949 the twenty-four posts involved were included in the estimates within the various sections of the Division and were not shown separately as is the case for 1950. However, within the overall total certain changes are proposed for 1950 which include the establishment of one new post of guard

due to the increased activity at the site of the permanent headquarters. One clerical post is abolished. One labour-foreman and one elevator operator, required due to the increased activity in this building, are substituted for a matron and porter. One downward reclassification is proposed, secretary 6 to 5. Cleaning services will continue to be provided by contract.

Table 15-10-3. Space and Telephone Control Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	15	Administrative officer	1@ 9 960	9 960	-	380	10 340
-	1	12	Space officer	1@ 6 240	6 240	530	-	6 770
2	1	11	Space officer	1@ 5 260	5 260	530	-	5 790
1	1	9	Administrative assistant	1@ 4 710	4 710	530	140	5 380
1	1	8	Secretarial and clerical	1@ 3 780	3 780	530	110	4 420
1	-	8	Draughtsman	-	-	-	-	-
1	1	7	Draughtsman	1@ 3 990	3 990	530	20	4 540
1	1	7	Secretarial and clerical	1@ 3 590	3 590	530	100	4 220
4	4	6	Secretarial and clerical	1@ 3 990				
				1@ 3 780				
				1@ 3 400				
				1@ 3 230	14 400	2 120	260	16 780
6	6	5	Secretarial and clerical	3@ 3 400				
				3@ 3 230	19 890	3 180	400	23 470
3	3	5	Telephone operator	3@ 3 230	9 690	1 590	270	11 550
2	2	4	Secretarial and clerical	1@ 2 920				
				1@ 2 780	5 700	1 060	140	6 900
4	4	3	Secretarial and clerical	4@ 2 780	11 120	2 120	-	13 240
12	12	3	Telephone operator	4@ 2 780				
				3@ 2 640				
				4@ 2 510				
				1@ 2 380	31 460	6 360	430	38 250
<i>Hourly rate employees</i>								
1	1	13	Sign painter	1@ 3 190	3 190	530	-	3 720
40	39				\$132 980	\$20 140	\$2 250	\$155 370
Less: Adjustment for turnover of staff.....								4 660
TOTAL								\$150 710

The Space and Telephone Control Section is reduced by one post making a net total of thirty-nine posts for 1950. The reduction is achieved by the abolition of one post of draughtsman. This Section is responsible for the acquisition and allocation of space planning, building alterations, and the provision of telephone services. During 1950 the space

officers of this Section will be assigned to the preparation of plans in connexion with the allocation of space to departments and divisions for occupancy at the new headquarters building. One space officer incorrectly listed in the 1949 estimates at grade 11, is shown at 12 for 1950.

Table 15-10-4. Security Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	14	Administrative officer	-	-	-	-	-
1	1	11	Administrative officer	1@ 5 570	5 570	530	290	6 390
1	1	9	Administrative assistant	1@ 4 460	4 460	530	-	4 990
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	70	4 590
5	5	7	Guard	5@ 3 990	19 950	2 650	210	22 810
14	14	5	Guard	10@ 3 400				
				4@ 3 230	46 920	7 420	460	54 800
6	5	5	Secretarial and clerical	1@ 3 400				
				1@ 3 230				
				3@ 3 070	15 840	2 650	370	18 860
35	35	4	Guard	6@ 3 070				
				22@ 2 920				
				5@ 2 780				
				2@ 2 640	101 840	18 550	2 260	122 650
-	1	3	Secretarial and clerical	1@ 2 640	2 640	530	130	3 300
4	7	3	Guard	1@ 2 510				
				3@ 2 380				
				3@ 2 260	16 430	3 710	480	20 620
<i>Hourly rate employees</i>								
-	1	10	Maintenance man	1@ 2 940	2 940	530	-	3 470
68	71				220 580	37 630	4 270	262 480
Less: Adjustment for turnover of staff.....								7 870
TOTAL								\$254 610

The Security Section, consisting of seventy-one posts for 1950, reflects an increase of three posts over a total of sixty-eight provided for 1949. This increase is due to the transfer of three posts of guard trainees (formerly office labourers) from the Purchase and Supply Division. The incumbents of these posts prepare and arrange meeting rooms and

assist in the cloak rooms after adjournment of the meetings. One administrative officer 14 is abolished and one post of locksmith, a manual employee, is transferred to this Section from the Maintenance Section. One secretarial and clerical post is downgraded from 5 to 3.

Table 15-10-5. Safety Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	13	Fire protection personnel	1@ 7 400	7 400	530	-	7 930
4	4	8	Fire protection personnel	4@ 4 210	16 840	2 120	-	18 960
4	4	6	Fire protection personnel	4@ 3 590	14 360	2 120	580	17 060
1	1	5	Secretarial and clerical	1@ 3 230	3 230	530	-	3 760
4	4	4	Guard	4@ 3 070	12 280	2 120	-	14 400
14	14				54 110	7 420	580	62 110
Less: Adjustment for turnover of staff.....								1 860
TOTAL								\$ 60 250

The Safety Section with fourteen posts provided in 1949 remains unchanged.



Table 15-10-6. Maintenance Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	16	Administrative officer	-	-	-	-	-
1	1	14	Maintenance engineer	1@ 8 800	8 800	-	-	8 800
1	-	14	Sound equipment personnel	-	-	-	-	-
1	1	12	Maintenance engineer	1@ 6 600	6 600	530	-	7 130
2	-	12	Sound equipment personnel	-	-	-	-	-
1	1	11	Administrative officer	1@ 5 570	5 570	530	-	6 100
1	1	9	Administrative assistant	1@ 5 260	5 260	530	-	5 790
3	2	5	Secretarial and clerical	1@ 3 400	-	-	-	-
				1@ 3 070	6 470	1 060	-	7 530
-	1	4	Secretarial and clerical	1@ 2 510	2 510	530	70	3 110
<i>Hourly rate employees</i>								
1	1	19	General foreman (electrician)	1@ 3 654	3 654	530	-	4 184
1	1	18	Air conditioning operator	1@ 3 591	3 591	530	-	4 121
1	1	18	General foreman (plumber)	1@ 3 591	3 591	530	-	4 121
3	3	14	Air conditioning operator	3@ 3 257	9 771	1 590	-	11 361
4	4	14	Plumber	4@ 3 257	13 028	2 120	-	15 148
3	3	14	Carpenter	3@ 3 257	9 771	1 590	-	11 361
-	2	14	Maintenance mechanic	2@ 3 111	6 222	1 060	160	7 442
1	1	13	General foreman (grounds)	1@ 3 195	3 195	530	-	3 725
3	3	12	Air conditioning operator	3@ 3 069	9 207	1 590	-	10 797
2	2	11	Labour foreman	2@ 2 896	5 792	1 060	-	6 852
17	14	10	Maintenance man	14@ 2 944	41 216	7 420	-	48 636
2	2	9	Carpenter	2@ 2 819	5 638	1 060	-	6 698
6	5	7	Labour foreman	5@ 2 674	13 370	2 650	-	16 020
1	2	5	Tool crib attendant	1@ 2 506	-	-	-	-
				1@ 2 380	4 886	1 060	70	6 016
5	5	5	Helper trades	5@ 2 506	12 530	2 650	-	15 180
4	4	5	Gardener	4@ 2 506	10 024	2 120	-	12 144
1	1	3	Elevator operator	1@ 2 234	2 234	530	60	2 824
5	5	2	Grounds labourer	5@ 2 255	11 275	2 650	-	13 925
56	52	2	Porter	52@ 2 255	117 260	27 560	-	144 820
7	7	2	Matron	7@ 2 255	15 785	3 710	-	19 495
134	125				\$337 250	\$65 720	\$360	\$403 330
Less: Adjustment for turnover of staff.....								12 120
TOTAL								\$391 210

The Maintenance Section comprising 125 posts for 1950, is decreased by nine from the 1949 provision. This decrease is accounted for by the transfer of five posts to the newly established Telecommunications Services Division, the transfer of one locksmith to the Security Section, the abolition of four posts of porter (manual employees), and the establishment of one new post of tool crib attendant. In addition, three reclassifications are proposed amongst the manual employees involving the upgrading of two maintenance men 10 to maintenance

mechanics 14 and one labour foreman 7 to clerk. The latter reclassification is to provide a work order control system and to develop costs for job orders received in terms of man-hours and material. The two posts of maintenance men are upgraded to maintenance mechanics, in conformity with their assigned responsibility as full journeymen mechanics.

In summary, the total staff provided for the Division for 1950 is 280 posts, a decrease of ten posts as compared to 1949. Four upward reclassifications are proposed, and two downgradings.

Table 15-11. Purchase and Supply Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Office of the Director</i>								
1	1	19	Director	1@ 15 000	15 000	—	—	15 000
1	—	7	Secretarial and clerical	—	—	—	—	—
—	1	6	Secretarial and clerical	1@ 3 400	3 400	530	100	4 030
2	2							
<i>Standards Section</i>								
1	1	15	Procurement officer	1@ 9 360	9 360	—	250	9 610
1	3	10	Procurement officer	1@ 5 260				
				1@ 4 980				
				1@ 4 710	14 950	1 590	310	16 850
2	2	5	Secretarial and clerical	1@ 3 400				
				1@ 3 230	6 630	1 060	—	7 690
4	6							
<i>Purchase Section</i>								
2	2	16	Administrative officer	2@ 10 610	21 220	—	610	21 830
1	1	15	Procurement officer	1@ 9 360	9 360	—	230	9 590
1	2	14	Procurement officer	1@ 8 290				
				1@ 7 000	15 690	730	330	16 750
1	1	12	Procurement officer	1@ 5 890	5 890	530	—	6 420
1	—	10	Procurement officer	—	—	—	—	—
2	2	6	Secretarial and clerical	1@ 3 400				
				1@ 3 230	6 630	1 060	220	7 910
8	8							
<i>Invoice Control and Clerical Section</i>								
1	—	12	Administrative officer	—	—	—	—	—
—	1	9	Administrative assistant	1@ 4 980	4 980	530	—	5 510
—	1	8	Clerk	1@ 3 780	3 780	530	—	4 310
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	—	4 520
2	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
5	4	5	Secretarial and clerical	1@ 3 400				
				1@ 3 230				
				1@ 3 070				
				1@ 2 920	12 620	2 120	280	15 020
—	2	4	Secretarial and clerical	1@ 2 780				
				1@ 2 510	5 290	1 060	180	6 530
3	3	3	Secretarial and clerical	2@ 2 780				
				1@ 2 260	7 820	1 590	60	9 470
12	13							
<i>Stores Section</i>								
1	1	11	Administrative officer	1@ 5 890	5 890	530	30	6 450
—	1	9	Clerk	1@ 4 210	4 210	530	230	4 970
4	3	7	Secretarial and clerical	2@ 3 990				
				1@ 3 590	11 570	1 590	290	13 450
—	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
1	1	5	Secretarial and clerical	1@ 3 230	3 230	530	130	3 890
11	11	3	Secretarial and clerical	5@ 2 780				
				3@ 2 640				
				3@ 2 510	29 350	5 830	350	35 530
<i>Hourly rate employees</i>								
1	1	12	Typewriter repairman	1@ 3 070	3 070	530	—	3 600
6	6	9	Typewriter repairman	6@ 2 820	16 920	3 180	—	20 100
2	1	7	Labour foreman (carpenter)	1@ 2 680	2 680	530	—	3 210
2	2	6	Labour foreman (carpenter)	2@ 2 610	5 220	1 060	—	6 280
3	3	4	Labour foreman	3@ 2 410	7 230	1 590	—	8 820
14	9	2	Office labourer	9@ 2 260	20 340	4 770	—	25 110
45	40							
71	69				\$263 880	\$33 590	\$3 600	\$301 070
Less: Adjustment for turnover of staff.....								9 030
TOTAL								\$292 040

The Purchase and Supply 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.

The Office of the Director directs the operations of the Division, and includes one general administrative officer and one secretary. The post of secretary is reclassified downward from 7 to 6.

The Standards Section develops standards and specifications for supply and equipment items, and establishes inspection procedures. Two additional posts are proposed for this Section for 1950 in order to achieve greater economies through the purchase of standardized items and by investigation of the need and type of non-expendable equipment to perform specific operations. One of the additional posts will be used primarily to develop standard specifications and to make investigations of the market to locate equipment meeting all requirements at the most reasonable purchase price. The other post will be assigned to making continuous investigations of the use of non-expendable equipment and expendable supplies by the staff. Two posts were transferred to this Section during 1949 from the Bureau of Finance to maintain expendable store records.

The Purchase Section procures all required supplies, services and equipment. Funds to finance such

purchases are included in sections 18 and 19 of the estimates. A staff of six professional posts and two secretaries, as in 1949, is proposed for 1950. In addition two reclassifications are proposed for procurement officers: one from grade 12 to 14 to bring the post to the full journeyman level for procurement officer; one from 10 to 12 to bring the incumbent above trainee status.

The Invoice Control and Clerical Section is provided with thirteen posts in 1950 as compared with twelve in 1949, one new clerical post 4 being required in connexion with the additional functions on expendable stores records. Three reclassifications are proposed, one secretarial and clerical post 6 upgraded to 8, one administrative officer post 12 downgraded to 9 and one secretarial and clerical post 5 downgraded to 4.

The Stores Section issues supplies and equipment, maintains and repairs typewriters and business machines and prepares supplies and equipment for shipment abroad. The preventative maintenance programme begun in 1949 has resulted in tangible savings due to the reduced number of office service calls, thereby enabling more shop overhauls to be performed. A total of forty posts is provided for this Section in 1950 as compared to forty-five posts in 1949. The decrease of five posts is due to the transfer of three office labourers to the Maintenance and Engineering Division, the abolition of two office labourers and one labour foreman post, and the establishment of one new secretarial and clerical post 6. In addition one reclassification is proposed of clerk 7 to 9.

Table 15-12. *Transportation Division*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of the Chief</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	110	12 110
1	-	14	Administrative officer	-	-	-	-	-
1	-	11	Administrative officer	-	-	-	-	-
-	1	7	Secretarial and clerical	1@ 3 400	3 400	530	100	4 030
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
3	2	5	Secretarial and clerical	2@ 3 400	6 800	1 060	100	7 960
2	-	2	Messenger	-	-	-	-	-
9	5							
<i>Passenger Service Section</i>								
2	2	14	Travel and accommodations officer	2@ 8 290	16 580	740	600	17 920
-	1	13	Travel and accommodations officer	1@ 6 600	6 600	530	200	7 330
1	1	11	Travel and accommodations officer	1@ 5 260	5 260	530	-	5 790
4	3	9	Travel and accommodations officer	2@ 4 710 1@ 4 210	13 630	1 590	90	15 310
1	-	8	Clerk	-	-	-	-	-
2	2	7	Secretarial and clerical	1@ 3 990 1@ 3 780	7 770	1 060	20	8 850
5	6	6	Secretarial and clerical	3@ 3 780 3@ 3 590	22 110	3 180	100	25 390
4	5	5	Secretarial and clerical	4@ 3 400 1@ 3 070	16 670	2 650	100	19 420
3	1	4	Secretarial and clerical	1@ 3 070	3 070	530	-	3 600
1	1	3	Secretarial and clerical	1@ 2 510	2 510	530	80	3 120
-	1	2	Messenger	1@ 2 510	2 510	530	-	3 040
23	23							

## Transportation Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Freight and Local Transport Section</i>								
1	1	14	Travel and accommodations officer	1@ 8 290	8 290	420	—	8 710
1	1	11	Travel and accommodations officer	1@ 5 570	5 570	530	290	6 390
1	3	9	Travel and accommodations officer	3@ 4 710	14 130	1 590	50	15 770
2	—	7	Secretarial and clerical	—	—	—	—	—
2	1	6	Secretarial and clerical	1@ 3 590	3 590	530	—	4 120
6	7	5	Secretarial and clerical	2@ 3 400 2@ 3 230 3@ 3 070	22 470	3 710	580	26 760
9	10	5	Chauffeur	10@ 3 780	37 00	5 300	660	43 760
57	54	4	Chauffeur	38@ 3 070 9@ 2 920 4@ 2 780 3@ 2 640	161 980	28 620	1 470	192 070
1	1	3	Secretarial and clerical	1@ 2 780	2 780	530	—	3 310
80	78							
112	106				\$379 300	\$55 220	\$4 550	\$439 070
Less: Adjustment for turnover of staff.....								13 690
TOTAL								\$425 380

This Division is composed of an administrative staff and two sections, namely the Passenger Service Section and the Freight and Local Transport Section, as compared to four sections existing early in 1949.

During 1949, the Passenger Reservation Section and the Authorization and Passports Section were consolidated into the Passenger Service Section, and the Freight Section was combined with the Local Transportation Section to form a Freight and Local Transport Section. This action resulted in the elimination of six posts.

The administrative staff represented by the Office of the Chief is now established at five posts as compared to nine in the 1949 approved estimates. One post of administrative officer 14 is downgraded to 13 and transferred to the Passenger Service Section. The post of administrative officer 11 is transferred to the Freight and Local Transport Section and downgraded to 9. Two posts of messenger are eliminated from the Office, one being abolished and the other being transferred to the Passenger Service Section. One clerk 7 is provided, by transfer from the Freight and Local Transport Section to handle minor administrative details, and one post clerk 5 is transferred to the Passenger Service Section.

The Passenger Service Section is maintained at the same number of staff as authorized for the two sections of which it is now constituted, although the workload is expected to be higher in 1950 because of the home leave programme.

Changes within the overall total of twenty-three posts include: one post of travel and accommodations officer 13 provided by transfer from the Of-

fice of the Chief for special assignments concerning the charter of transportation facilities and other unusual programmes requiring transportation assistance; one clerical post 5 and one messenger post 2 are transferred to this Section from the Office of the Chief; one clerical post 6 is transferred from the Freight and Local Transport Section; and one travel and accommodations officer 9 and one travel and accommodations officer 8 (downgraded to 5) are transferred to the Freight and Local Transport Section. Two clerks 4 are abolished.

The Freight and Local Transport Section is provided with seventy-eight posts in 1950 as compared to eighty posts in 1949. The reduction is achieved by reducing the number of chauffeurs from sixty-six to sixty-four.

As noted above, one post from the Office of the Chief and two posts from the Passenger Service Section are transferred to this Section, and one post is transferred from this Section to each of the other two units. In addition, one post 7, is abolished. One chauffeur's post is reclassified from 4 to 5 for the driver of a heavy truck.

This Section prepares clearance papers for all shipments of incoming and outgoing freight and baggage including supplies, documents, personal and household effects. It procures shipping space and determines the most economical method for shipments.

In 1950 the motor vehicle fleet at headquarters will consist of twenty-three passenger cars, two messenger automobiles, nine trucks and one motorcycle. In addition this Division has custodial responsibilities for one station wagon used by the Films Division of the Department of Public Information and one fire wagon.

Table 15-13. Telecommunications Services Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	19	Director	1@ 14 170	14 170	—	280	14 450
—	1	17	Principal officer	1@ 10 610	10 610	—	—	10 610
—	1	14	Sound equipment personnel	1@ 8 290	8 290	120	210	8 920
1	1	13	Sound equipment personnel	1@ 7 400	7 400	530	—	7 930
1	2	12	Sound equipment personnel	2@ 6 600	13 200	1 060	230	14 490
—	1	9	Clerk	1@ 4 980	4 980	530	—	5 510
1	2	6	Secretarial and clerical	2@ 3 590	7 180	1 060	220	8 460
—	2	5	Secretarial and clerical	2@ 3 400	6 800	1 060	—	7 860
4	11				\$ 72 630	\$4 660	\$940	\$78 230
Less: Adjustment for turnover of staff.....								2 350
TOTAL								\$ 75 880

The Telecommunications Services Division was organized in May 1949 by combining the activities previously performed in the Department of Public Information related to technical telecommunications problems with those of the Sound and Recording Section, Maintenance and Engineering Division.

This new Division is charged with the planning, supervision and control of all phases of United Nations telecommunications activities including the installation, replacement, and maintenance of technical equipment required for broadcasting, sound transcription and operation of the simultaneous interpretation equipment. The staff conducts studies concerning the proposed United Nations telecom-

munications system and assists the Headquarters Planning Office with the development and installation of the technical sound recording and transcription equipment required at the new headquarters.

A total of eleven posts is provided in 1950 for this Division, four being transferred from the Department of Public Information and seven from the Maintenance and Engineering Division (one post 12 being replaced by a secretarial post 6). One reclassification is proposed for the post of deputy director from administrative officer 16 to principal officer 17, to recognize the increased responsibilities falling on this post as the result of the merger.

Table 15-14. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost of living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Assistant Secretary-General ...	34	33	237 000	1 880	13 140	7 520	244 500
Bureau of Documents — Office of Director....	4	11	65 090	990	5 190	2 140	69 130
Documents Control Staff	30	37	216 680	2 220	16 430	7 060	228 270
Interpretation Division...	69	69	592 650	2 360	18 200	18 400	594 810
Publications Division...	224	252	968 370	15 420	131 330	33 570	1 081 550
Translation Division....	368	398	2 187 820	39 270	193 470	72 620	2 347 940
Official Records Division .....	159	188	1 069 760	24 480	88 500	35 480	1 147 260
Bureau of General Services — Office of Director .....	4	8	54 890	420	3 180	1 760	56 730
Communications and Records Division ....	158	166	564 590	9 460	86 600	19 430	641 220
Maintenance and Engineering Division ....	290	280	861 350	9 360	146 280	30 000	986 990
Purchase and Supply Division .....	71	69	263 880	3 600	33 590	9 030	292 040
Transportation Division	112	106	379 300	4 550	55 220	13 690	425 380
Telecommunication Services Division .....	4	11	72 630	940	4 660	2 350	75 880
	1 527	1 628	\$7 534 010	\$114 950	\$795 790	\$253 050	\$8 191 700

(ii) <i>Consultants</i> .....	\$11 000
1949:	12 500
1948:	5 378

The estimate provides for the employment of specialists on a short-term basis, to provide services which cannot be furnished by the regular staff.

The principal item of \$6 000 will permit the employment of outside translators or translation services for the translation of official documents from those languages not covered by the staff of the Bureau of Documents.

The remaining \$5 000 is designed to permit the employment of experts in specialized fields such as telecommunications and recording systems, to render technical assistance and advice on major problems facing the Department.

(iii) <i>Temporary assistance</i> .....	\$120 000
1949:	314 000
1948:	169 759

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 personnel, specifically in the case of guards, porters, messengers, manual workers and reproduction machine operators.

(iv) <i>Overtime</i> .....	\$155 000
1949:	170 100
1948:	121 976

Expenditures under this heading are subject to particularly close control, and overtime work is authorized only when the servicing of urgent meetings, the fulfilment of an approved departmental programme, or a project of an emergency nature is involved.

The pattern of expenditures has become generally standardized, and based upon experience the expenditures for the Bureau of General Services are estimated at \$95 000 for the year, and those of the Bureau of Documents at \$60 000.

The reduction from the 1949 estimate results from the increasing productivity of the staff and the rearrangement of certain shifts.

(v) <i>Night differential</i> .....	\$47 000
1949:	56 700
1948:	39 600

This estimate covers the differential of 10 per cent paid to staff members whose regular hours of duty are at night. The night shifts are now well-established and the amount required will remain fairly constant in 1950.

The amount required for the Bureau of General Services is \$32 900, and for the Bureau of Documents, \$14 100.

The reduction in the estimate is possible because of higher standards of production generally, with a consequent decrease in the number of personnel on extra shifts.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....	\$404 000
1949:	246 500
1948:	401 122

(i) <i>Travel on official business</i> .....	\$ 10 000
1949:	14 800
1948:	5 757

It is anticipated that local travel and travel within North America on purchasing, printing, transportation, and communications matters will require \$6 000. An amount of \$4 000 is provided for overseas trips in connexion with departmental activities and meetings of specialized agencies which will require the presence of the Assistant Secretary-General or his principal assistants.

(ii) <i>Travel on home leave</i> .....	\$358 700
1949:	194 000
1948:	367 477

For 379 staff members and their dependants eligible for home leave in 1950.

(iii) <i>Cable, telegraph, wireless communications and long distance telephone</i> .....	\$15 700
1949:	11 700
1948:	11 874

An amount of \$7 800 is provided for costs of cable, telegraph and wireless communication, and \$3 900 is provided for costs of long distance telephone calls. The majority of the latter are made to points in North America, on purchasing, printing and transportation matters. An amount of \$4 000 is included for the rental of private transmission lines connecting sound and radio booths with the central control unit and the recording room. Provision for this was previously made under Section 13.

(iv) <i>Air freight</i> .....	\$ 3 600
1949:	9 500
1948:	3 060

This estimate is designed to cover the shipment by air of urgently needed supplies, special documents, and other miscellaneous materials in connexion with departmental activities. Prior approval by the responsible certifying officer is now required before such shipments are authorized, and approval is granted only when evidence indicates the inadequacy of less expensive types of transportation.

(v) <i>Contractual printing</i> .....	\$16 000
1949:	16 500
1948:	12 954

The estimate provides for the printing of snap-out and other forms, seals, labels, and letterheads, \$10 000; preparation of plates for use in printing covers of official documents and publications, \$2 000; and printing of charts and certificates, \$1 000. Items of this nature are printed internally, whenever facilities of the Publications Division permit. These estimates cover requirements of all departments, except for the charts and certificates of the Department of Public Information.

In addition, an amount of \$3 000 is provided for additional printing in connexion with the United Nations Code Book for use in the coding of communications. The provisional printing of the code book will take place in 1949. This amount is for the inclusion of corrections and final issuance after a year's experimentation.

## Section 16. Administrative and Financial Services, \$1 758 400

(1949: \$1 646 420 1948: \$1 772 057)

The Department of Administrative and Financial Services plans and executes the budgetary, personnel and fiscal programme of the United Nations; 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 accordance with the proposals made in the 1949 approved estimates, a major organizational change within the Department was put into effect in the beginning of 1949. The former Bureau of the Comptroller and the Bureau of Administrative Management and Budget were merged into the new Bureau of Finance, and the Inspection Service was established. The new organizational arrangement is working satisfactorily.

The 1950 estimates reflect a few minor reorganizations within the Department:

(a) The Health Clinic is transferred from the Bureau of Personnel to the Office of the Assistant Secretary-General;

(b) As a further step in the amalgamation of the former Bureau of the Comptroller and the Bureau of Administrative Management and Budget, the functions of the Claims Section of the Accounts Division are redistributed between the Budget and Control Division and the Accounts Division.

(c) A Recruitment and Training Division is established in the Bureau of Personnel to co-ordinate, in one office, all recruiting, testing and training activities previously performed in two offices of the Bureau of Personnel.

These reorganizations will involve no increase in the total number of posts for the Department, the six additional posts shown for the whole Department being due to the inclusion, in the 1950 estimates, of the International Centre for Training in Public Administration. Although the increased functions of the Health Clinic require four additional posts, and an additional secretarial post is required for the Inspection Service, the total number of posts for the whole Department, exclusive of the six mentioned above, is the same as for 1949, i. e. 218. This has been made possible by a reduction of four posts in the Bureau of Finance (two abolished and two transferred to Conference and General Services) and of one post in the Bureau of Personnel. Thirteen reclassifications of posts upwards are proposed: two in the Office of the Assistant Secretary-General (Appeals Board secretariat and Health Clinic); six in the Bureau of Finance; and five in the Bureau of Personnel. Ten reclassifications downwards are proposed: one in the immediate office of the Assistant Secretary-General; six in the Bureau of Finance; and three in the Bureau of Personnel.

The increase shown in the 1950 estimates over the 1949 appropriations (\$112 010) reflects the inclusion of two new programmes in this section of the budget: (a) International Centre for Training in Public Administration; and (b) Recruitment Programme for Trainees. These two programmes account for \$114 700, while the total amount of \$1 643 730 required in the 1950 estimates for the other departmental items compares with \$1 646 420 appropriated in 1949 for the corresponding items, i. e., an actual decrease of \$2 690.

CHAPTER I. SALARIES AND WAGES.....\$1 502 430  
1949: 1 449 100  
1948: 1 249 860

(i) *Established posts* .....\$1 402 410  
1949: 1 355 780  
1948: 1 116 313

Estimates for established posts are set out in detail under the following headings: Office of the Assistant Secretary-General; Inspection Service; Bureau of Finance; and Bureau of Personnel.

Table 16-1. Office of the Assistant Secretary-General

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of the Assistant Secretary-General</i>								
1	1	-	Assistant Secretary-General	20 000 + 8 500 allowance	28 500	-	-	28 500
1	1	18	Principal officer	1@ 13 830	13 830	-	750	14 580
1	1	14	Administrative officer	1@ 8 290	8 290	420	-	8 710
1	-	8	Secretary	-	-	-	-	-
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	2	5	Secretarial and clerical	1@ 3 230 1@ 2 920	6 150	1 060	210	7 420
6	6							

Table 16-1. Office of the Assistant Secretary-General (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Advisory Committee Secretariat</i>								
1	1	16	Administrative officer	1@ 10 610	10 610	—	—	10 610
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	110	4 230
2	2							
<i>Appeals Board Secretariat</i>								
1	1	12	Administrative officer	1@ 6 240	6 240	530	270	7 040
—	1	7	Secretarial and clerical	1@ 4 210	4 210	530	—	4 740
1	—	6	Secretarial and clerical	—	—	—	—	—
2	2							
<i>Health Clinic</i>								
1	1	19	Medical officer	1@ 15 000	15 000	—	—	15 000
—	1	16	Medical officer	1@ 9 360	9 360	—	400	9 760
—	1	11	Administrative officer	1@ 5 890	5 890	530	—	6 420
1	1	10	Health clinic personnel	1@ 5 260	5 260	530	—	5 790
1	—	9	Administrative officer	—	—	—	—	—
3	3	8	Health clinic personnel	1@ 4 710				
				1@ 4 210				
				1@ 3 990	12 910	1 590	130	14 630
—	1	7	X-ray technician	1@ 3 590	3 590	530	130	4 250
—	1	6	Laboratory technician	1@ 3 070	3 070	530	80	3 680
2	3	5	Secretarial and clerical	2@ 3 230				
				1@ 2 920	9 380	1 590	320	11 290
8	12							
18	22				\$149 870	\$8 900	\$2 400	\$161 170
Less: Adjustment for turnover of staff.....								4 830
TOTAL								\$156 340

The Office of the Assistant Secretary-General 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.

The secretariats of the Advisory Committee, and of the Appeals Board, as well as the staff of the Health Clinic, are attached to the Office of the Assistant Secretary-General for general administrative purposes.

On 1 May 1949, the Health Clinic was transferred from the Bureau of Personnel to the Office of the Assistant Secretary-General. At that time the clinic underwent reorganization and instituted an expanded medical services programme. X-ray equipment was installed and a clinical laboratory was

established. A programme of annual medical examinations for all staff members at headquarters (approximately 3 200) was put into operation. Examinations required for entrance to the Staff Pension Fund, which were previously conducted by a professional service on a contractual fee basis and for which an amount of \$12 500 was provided in the 1949 budget, became the responsibility of the Health Clinic.

Other new programmes include health education, investigations and recommendations on ventilation, lighting and similar problems. These services, measured in terms of benefits to the Organization and to the staff members, are considered adequate but not elaborate. In addition to two full time medical officers, the services of physicians on a part time basis will be required. The requirements are listed under (ii) *Consultants*. Part of this service will be in specialized fields for which full time personnel is not required. As a result of the reorganization of the Health Clinic and of increased functions, four additional posts are required for 1950: one assistant medical officer, one X-ray technician, one laboratory technician, and one secretarial and clerical post.



Table 16-2. Inspection Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	19	Director	13 330 + 2 500 allowance	15 830	-	770	16 600	
1	1	17	Accountant	1@ 10 610	10 610	-	350	10 960	
2	2	16	Administrative officer	2@ 10 610	21 220	-	-	21 220	
1	1	16	Accountant	1@ 10 610	10 610	-	130	10 740	
3	3	14	Administrative officer	2@ 8 290 1@ 7 400	23 980	1 590	-	25 570	
2	2	14	Accountant	1@ 7 830 1@ 7 400	15 230	1 060	870	17 160	
1	1	12	Accountant	1@ 5 890	5 890	530	180	6 600	
1	1	8	Administrative assistant	1@ 4 210	4 210	530	-	4 740	
1	1	8	Clerk	1@ 3 780	3 780	530	110	4 420	
2	2	7	Secretarial and clerical	2@ 3 400	6 800	1 060	300	8 160	
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	70	4 190	
-	1	5	Secretarial and clerical	1@ 2 780	2 780	530	110	3 420	
16	17				\$124 530	\$6 360	\$2 890	\$133 780	
Less: Adjustment for turnover of staff.....								4 010	
								TOTAL	\$129 770

The Inspection Service assists the Assistant Secretary-General for Administrative and Financial Services in the execution of overall administrative and financial control. All activities relating to inspection, administrative review and internal audit are centralized in this Service. It is responsible for:

(a) Examining and reviewing periodically all 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.

(b) Reviewing systematically the administrative procedures of the Secretariat from the viewpoint of effectiveness, efficiency and maximum utilization of staff and equipment.

(c) Examining questions of administrative control, work records and standards of performance.

(d) Reviewing and approving forms and related office methods.

(e) Conducting specific administrative inquiries relating to questions of organization, operating effectiveness and personnel utilization.

(f) Reporting findings and recommendations to the Assistant Secretary-General for Administrative and Financial Services.

An additional secretarial and clerical post 5 is required for 1950. Experience has shown that the number of auxiliary posts authorized for 1949 was insufficient for purposes of efficiency and the smooth running of the Service.

Table 16-3-1. Bureau of Finance — Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1		Top-ranking director	1@ 15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	19	Deputy director	1@ 13 330	13 330	-	-	13 330
1	1	16	Administrative officer	1@ 10 610	10 610	-	400	11 010
1	1	10	Administrative officer	1@ 4 980	4 980	530	210	5 720
2	2	10	Accountant	1@ 5 260 1@ 4 980	10 240	1 060	50	11 350
1	1	7	Secretarial and clerical	1@ 3 780	3 780	530	150	4 460
7	7							
<i>Secretarial and Clerical Pool</i>								
3	3	6	Secretarial and clerical	2@ 3 590 1@ 3 400	10 580	1 590	390	12 560
6	6	5	Secretarial and clerical	1@ 3 400 2@ 3 230 2@ 3 070 1@ 2 920	18 920	3 180	510	22 610

Table 16-3-1. Bureau of Finance — Office of the Director (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
3	3	4	Secretarial and clerical	1@ 2 920 1@ 2 780 1@ 2 640	8 340	1 590	350	10 280	
12	12								
19	19				\$98 780	\$8 480	\$2 060	\$109 320	
Less: Adjustment for turnover of staff.....								3 280	
								TOTAL	\$106 040

The Director of the Bureau of Finance 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 all funds; maintaining liaison with specialized agencies on all questions relating to budget, salaries, allowances and finance; examining, clearing and issuing all administrative directives; making studies and recommendations on all questions involving financial policy. The details of these activities are set forth in support of the estimates for each of the divisions within the Bureau.

The immediate Office of the Director of Finance consists of a deputy, two administrative officers,

two accountants (finance officer trainees) and one secretary. A secretarial and clerical pool, which services the whole Bureau and comprises twelve posts, is attached to the Office of the Director.

The budget proposals for 1950 for this Office reflect the transfer of five posts shown in the 1949 estimates in other offices within the Bureau of Finance: one administrative officer 16 from the former Treasury Division; two accountants 10 from the Office of Chief, Accounts Division; two clerk-typists 4, one from the Claims Section and one from the General Accounts Section of the Accounts Division. A secretarial and clerical post 5 is transferred from this Office to the General Accounts Section of the Accounts Division.

Table 16-3-2. Policy Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	17	Principal officer	1@ 10 610	10 610	—	630	11 240	
1	1	16	Administrative officer	1@ 10 610	10 610	—	—	10 610	
1	1	15	Administrative officer	1@ 9 360	9 360	—	350	9 710	
1	1	14	Administrative officer	1@ 8 290	8 290	400	50	8 740	
2	2	12	Administrative officer	1@ 6 240 1@ 5 890	12 130	1 060	440	13 630	
1	1	9	Administrative assistant	1@ 4 710	4 710	530	—	5 240	
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310	
8	8				\$59 490	\$2 520	\$1 470	\$63 480	
Less: Adjustment for turnover of staff.....								1 900	
								TOTAL	\$61 580

The functions of the Policy Division 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 admin-

istrative 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.

The only change in relation to the 1949 estimates refers to the shifting of a secretarial post. One secretarial and clerical post 5, shown in the 1949 budget, is transferred to the General Accounts Section of the Accounts Division, and one secretarial and clerical post 6, from the latter to this Division.

Table 16-3-3. Budget and Control Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 11 300	11 300	-	580	11 880
1	1	16	Accountant	1@ 10 610	10 610	-	-	10 610
2	2	16	Administrative officer	1@ 9 960	9 960	-	-	9 960
				1@ 9 360	19 320	-	490	19 810
1	1	15	Administrative officer	1@ 9 360	9 360	-	-	9 360
3	3	14	Administrative officer	1@ 8 290	8 290	-	-	8 290
				1@ 7 830	7 830	-	-	7 830
				1@ 7 400	23 520	1 360	800	25 680
1	1	14	Accountant	1@ 7 400	7 400	530	370	8 300
2	2	13	Administrative officer	2@ 7 400	14 800	1 060	210	16 070
1	1	13	Accountant	1@ 6 600	6 600	530	90	7 220
1	-	12	Administrative officer	-	-	-	-	-
1	1	10	Accountant	1@ 4 710	4 710	530	200	5 440
1	1	8	Clerk	1@ 4 210	4 210	530	-	4 740
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	90	3 850
16	15				\$115 060	\$5 070	\$2 830	\$122 960
Less: Adjustment for turnover of staff.....								3 690
TOTAL								\$119 270

The functions of the Budget and Control Division 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 study and make recommendations on the grade and number of posts required by each depart-

ment and to prepare appropriate manning tables covering all headquarters and overseas activities;

6. 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;
7. To examine monthly accounting reports and to supervise the financial transactions of missions and of offices away from headquarters, except the Geneva Office.

The budget proposals for 1950 for this Division reflect the transfer of five posts from the Claims Section of the Accounts Division: one accountant 16; one accountant 14; one accountant 13; one accountant 10; and one clerk 8. One post of administrative officer 12, authorized for 1949, is abolished in the 1950 estimates.

Table 16-3-4. Accounts Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of Chief</i>								
1	1	17	Principal officer	1@ 12 000	12 000	-	-	12 000
1	1	6	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930
2	2							
<i>General Accounts Section</i>								
1	1	16	Accountant	1@ 10 610	10 610	-	-	10 610
1	-	14	Accountant	-	-	-	-	-
-	1	13	Accountant	1@ 7 000	7 000	530	-	7 530
3	2	12	Accountant	1@ 6 600	6 600	-	-	6 600
				1@ 5 890	12 490	1 060	240	13 790
2	4	10	Accountant	2@ 5 260	10 520	-	-	10 520
				2@ 4 980	20 480	2 120	380	22 980
4	4	8	Clerk	2@ 4 210	8 420	-	-	8 420
				2@ 3 990	16 400	2 120	340	18 860
1	1	7	Secretarial and clerical	1@ 3 590	3 590	530	130	4 250

Table 16-3-4. Accounts Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
4	4	6	Secretarial and clerical	2@ 3 780 1@ 3 590				
				1@ 3 400	17 550	2 120	240	16 910
9	8	5	Secretarial and clerical	2@ 3 400 3@ 3 230 2@ 3 070				
				1@ 2 920	25 550	4 240	540	30 330
25	25							
<i>Staff Accounts Section</i>								
1	1	16	Accountant	1@ 10 610	10 610	-	-	10 610
1	-	15	Accountant		-	-	-	-
-	1	13	Accountant	1@ 6 600	6 600	530	-	7 130
1	-	12	Accountant		-	-	-	-
-	1	11	Accountant	1@ 5 260	5 260	530	-	5 790
1	-	10	Accountant		-	-	-	-
-	1	9	Clerk	1@ 4 460	4 460	530	-	5 990
3	2	8	Clerk	1@ 4 210 1@ 3 990	8 200	1 060	130	9 390
1	1	8	Office machine operator	1@ 3 780	3 780	530	120	4 430
-	5	7	Secretarial and clerical	1@ 3 990 3@ 3 590 1@ 3 400	18 160	2 650	400	21 210
5	1	6	Secretarial and clerical	1@ 3 780	3 780	530	-	4 310
1	1	6	Office machine operator	1@ 3 590	3 590	530	80	4 200
1	1	5	Office machine operator	1@ 3 230	3 230	530	-	3 760
-	1	5	Secretarial and clerical	1@ 3 070	3 070	530	70	3 670
2	1	4	Office machine operator	1@ 2 920	2 920	530	70	3 520
1	1	4	Secretarial and clerical	1@ 2 780	2 780	530	130	3 440
1	1	3	Secretarial and clerical	1@ 2 510	2 510	530	50	3 090
19	19							
46	46				\$205 020	\$22 790	\$2 920	\$230 730
Less: Adjustment for turnover of staff.....								6 920
TOTAL								\$223 810

The budget proposals for 1950 for the Accounts Division reflect some organizational changes. The former Claims Section is abolished, part of its functions being now assigned to the Budget and Control Division, part to the General Accounts Section, and part to the Purchase and Supply Division of Conference and General Services.

The Division consists of the Office of the Chief, the General Accounts Section, and the Staff Accounts Section, with a total of forty-six posts. Details for each Section are set forth below.

*Office of the Chief.* Supervises and co-ordinates the work of the sections of the Division. Two posts of accountant (trainee), 10, shown in the 1949 budget estimates, are transferred to the Office of Director, Bureau of Finance.

*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 officers at Geneva and The Hague;
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 delegation

members of commissions (mostly travel claims);  
7. To bill individuals and organizations for supplies and services rendered by the United Nations.

The Section comprises twenty-five posts as against fourteen posts shown in the 1949 budget estimates. The increase in staff is due to the absorption by this Section of part of the functions of the former Claims Section. The eleven additional posts have been provided for by transfers within the Department, mostly from the former Claims Section. A post of accountant, authorized in 1949 at grade 14, is downgraded to 13. A post of accountant 12 is downgraded to 10. A secretarial and clerical post 5 is substituted by a post of accountant 10.

*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.

A post of administrative officer 15, shown in the Budget and Control Division, is transferred to this Section and changed to accountant 13. One post of accountant 12 is downgraded to 11. One post of accountant 10 is changed to clerk 9. One post of clerk 8 is downgraded to 7. Four secretarial and clerical posts 6 (payroll examiners), are upgraded to 7. One secretarial and clerical post 4 is upgraded to 5.

Table 16-3-5. Treasury

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	-	17	Principal officer	-	-	-	-	-
1	1	16	Administrative officer	1@ 10 610	10 610	-	350	10 960
1	1	14	Accountant	1@ 8 290	8 290	420	130	8 840
2	2	12	Administrative officer	2@ 6 600	13 200	1 060	-	14 260
1	1	10	Accountant	1@ 4 710	4 710	530	180	5 420
1	1	8	Clerk	1@ 4 210	4 210	530	-	4 740
2	2	7	Secretarial and clerical	2@ 3 990	7 980	1 060	130	9 170
1	1	5	Secretarial and clerical	1@ 3 400	3 400	530	-	3 930
1	1	4	Secretarial and clerical	1@ 2 920	2 920	530	50	3 500
11	10				\$55 320	\$4 660	\$840	\$60 820
Less: Adjustment for turnover of staff .....								1 830
TOTAL								\$ 58 990

The Treasury 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 checks for all payments made by the United Nations.

A post of principal officer 17, authorized for 1949, is abolished in the 1950 estimates, and a post of administrative officer 16 is transferred to the Office of the Director.

Table 16-4-1. Bureau of Personnel — Office of Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	-	Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	19	Deputy director	1@ 14 170	14 170	-	350	14 520
1	1	14	Personnel officer	1@ 7 830	7 830	480	190	8 500
1	1	13	Administrative officer	1@ 7 400	7 400	530	-	7 930
-	1	12	Personnel officer	1@ 5 890	5 890	530	180	6 600
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	120	4 240
1	1	5	Secretarial and clerical	1@ 3 070	3 070	530	80	3 680
7	8							
<i>Executive Office</i>								
1	1	12	Administrative officer	1@ 6 240	6 240	530	360	7 130
1	1	10	Administrative officer	1@ 4 710	4 710	530	180	5 420
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	190	4 310
1	1	5	Secretarial and clerical	1@ 3 070	3 070	530	30	3 630
4	4							
<i>Central Services Section</i>								
1	1	10	Administrative officer	1@ 4 710	4 710	530	140	5 380
2	1	9	Clerk	1@ 4 710	4 710	530	230	5 470
2	2	6	Secretarial and clerical	2@ 3 590	7 180	1 060	150	8 390
3	3	4	Secretarial and clerical	2@ 2 920 1@ 2 640	8 480	1 590	170	10 240
1	-	3	Secretarial and clerical	-	-	-	-	-
9	7							
20	19				\$106 630	\$8 960	\$2 370	\$117 960
Less: Adjustment for turnover of staff .....								3 530
TOTAL								\$114 430

The Director of the Bureau of Personnel is responsible to the Assistant Secretary-General 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 secretariats of the International Civil Service Advisory Board and the Staff Pension Committee; 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. Staff Regulations Division;
3. Recruitment and Training Division;
4. Appointments and Staff Relations Division;
5. Housing Section.

The total number of established posts required for 1950 is eighty-one, which shows an actual reduction

of one post in relation to the posts shown in the 1949 estimates, as eight posts included in 1949 in the Health Clinic have been transferred to the Office of the Assistant Secretary-General.

The Office of the Director of the Bureau of Personnel directs and co-ordinates the work of all divisions and sections of the Bureau and exercises control of all matters relating to personnel policy in all offices of the United Nations.

Assisting the Director in his functions are a deputy director and an administrative officer. Also assigned to the Director's Office is a welfare officer (personnel officer 14). In 1950 an additional post of assistant welfare officer (personnel officer 12) is proposed to provide adequate counselling service for members of the staff. Secretarial assistance is furnished by three secretaries.

Also reporting to the Director is the Executive Office of the Bureau. This office comprises two administrative officers and two secretaries, and a Central Services Section. The latter staff, reduced from nine posts in the 1949 budget to seven, is responsible for determining eligibility for home leave and allowances, typing of all personnel actions, visa negotiations and maintenance of various records and controls.

Table 16-4-2. Staff Regulations Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000	
2	2	14	Personnel officer	2@ 8 290	16 580	630	260	17 470	
1	—	13	Personnel officer	—	—	—	—	—	
—	1	12	Personnel officer	1@ 6 600	6 600	530	200	7 330	
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	190	4 310	
1	1	5	Secretarial and clerical	1@ 3 230	3 230	530	60	3 820	
5	6				\$42 000	\$2 220	\$710	\$44 930	
Less: Adjustment for turnover of staff.....								1 350	
								TOTAL	\$43 580

This Division deals with the administrative work involved in the formulation and interpretation of the personnel policies of the United Nations Secretariat. It performs necessary liaison functions in all matters pertaining to the co-ordination of personnel policies of the specialized agencies and the United Nations.

The secretariat of the International Civil Service

Advisory Board is provided by this Division. This involves research and preparation of reports necessary to and resulting from the Board's discussions. During 1949 the International Civil Service Advisory Board held one meeting and in 1950 two meetings are planned.

One professional post, authorized at grade 13 in 1949, is downgraded to 12 in the present estimates.

Table 16-4-3. Recruitment and Training Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Office of Chief</i>								
1	1	17	Principal officer	1@ 11 300	11 300	—	470	11 770
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	130	4 250
2	2							
<i>Testing Section</i>								
1	1	15	Administrative officer	1@ 9 360	9 360	210	260	9 830
1	1	14	Personnel officer	1@ 7 830	7 830	530	350	8 710
1	1	8	Clerk	1@ 3 990	3 990	530	110	4 630
2	2	5	Secretarial and clerical	1@ 3 400				
				1@ 2 920	6 320	1 060	150	7 530
1	—	3	Clerk-typist	—	—	—	—	—
6	5							
<i>Recruitment Section</i>								
1	1	14	Personnel officer	1@ 7 830	7 830	530	—	8 360
—	1	11	Personnel officer	1@ 5 890	5 890	530	—	6 420
1	—	10	Personnel officer	—	—	—	—	—
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	—	4 520
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	130	4 250
1	1	3	Clerk-typist	1@ 2 510	2 510	530	110	3 150
5	5							
<i>Training Section</i>								
1	1	16	Administrative officer	1@ 9 360	9 360	—	—	9 360
1	1	10	Personnel officer	1@ 5 260	5 260	530	60	5 850
1	1	6	Secretarial and clerical	1@ 3 590	3 590	530	190	4 310
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	80	3 530
4	4							
<i>Staff Activities Section</i>								
1	1	13	Administrative officer	1@ 7 400	7 400	530	—	7 930
—	1	12	Administrative officer	1@ 6 240	6 240	530	—	6 770
1	1	9	Personnel officer	1@ 4 710	4 710	530	—	5 240
2	2	6	Secretarial and clerical	1@ 3 780				
				1@ 3 230	7 010	1 060	200	8 270
1	1	5	Secretarial and clerical	1@ 3 230	3 230	530	90	3 850
5	6							
22	22				\$115 920	\$10 280	\$2 330	\$128 530
Less: Adjustment for turnover of staff.....								3 860
<b>TOTAL</b>								<b>\$124 670</b>

In 1949 this Division was organized to co-ordinate, in one office, all recruiting, testing and training activities previously performed in two divisions in the Bureau of Personnel, namely, the Appointments and Staff Regulations Division, and the Training Division. This consolidation is resulting in a more effective recruitment programme. The use of competitive examinations is being extended, and on-the-job training in various fields of work is being stimulated throughout the Secretariat.

The Division consists of the Office of the Chief and four sections, a Testing Section, a Recruitment Section, a Training Section, and a section which deals with staff activities and interne programmes.

The Testing Section 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.

The Recruitment Section is responsible for all recruiting activities on a world-wide basis. All persons applying personally for employment are interviewed in this office and referrals to placement sections are made of those persons qualified for vacant

posts. Liaison with recruiting representatives in fourteen countries is carried out in this Section. In addition, this Section reviews and classifies all mail and applications for employment.

The Training Section is responsible for all administrative and language training programmes for the Secretariat. In 1950 the administrative training will include training of the twenty junior professional trainees being recruited by competitive examination in India and Latin America in 1949, as well as on-the-job training for supervisors, administrative assistants, committee secretaries, and secretarial and clerical staff. Language courses provide training in five official languages. Two series of classes are given each year. Enrolment in the first series for 1949 totalled 837 persons in fifty-one different classes — six classes in English, nineteen classes in French, three classes in Chinese, eight classes in Russian, and fifteen classes in Spanish.

The Staff Activities Section is concerned with the development and administration of an interne training programme for nationals of Member Governments. Three programmes, of eight weeks duration each, are scheduled for 1949 and a similar number

are planned for 1950. The production of the bi-weekly staff journal, the "Secretariat News," is performed in this Section, which is also responsible for the direction of approximately thirty volunteer workers who organize recreational activities for members of the staff. Liaison with educational institutions in the headquarters area is also carried out here. Secretarial assistance to the elected committee

of the United Nations Staff Association is provided by this Section.

One clerical post is abolished in the Testing Section. One professional post in the Recruitment Section is reclassified from grade 10 to 11. One additional post of administrative officer 12 is required in the Staff Activities Section to handle the additional work involved in the organizing of staff recreational facilities.

Table 16-4-4. *Appointments and Staff Relations Division*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of Chief</i>								
1	1	18	Principal officer	1@ 12 000	12 000	-	-420	12 420
1	1	11	Personnel officer	1@ 5 890	5 890	530	60	6 480
2	2	6	Secretarial and clerical	1@ 3 590				
				1@ 3 230	6 820	1 060	320	8 200
4	4							
<i>Administrative Placement Section</i>								
1	1	16	Personnel officer	1@ 10 610	10 610	-	-410	11 020
2	2	14	Personnel officer	1@ 8 290				
				1@ 7 400	15 690	950	220	16 860
1	1	12	Personnel officer	1@ 6 240	6 240	530	360	7 130
2	1	7	Secretarial and clerical	1@ 3 990	3 990	530	-	4 520
1	1	6	Secretarial and clerical	1@ 3 070	3 070	530	80	3 680
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	130	3 580
8	7							
<i>Social Sciences Placement Section</i>								
1	1	16	Personnel officer	1@ 9 960	9 960	-	330	10 290
1	-	15	Personnel officer	-	-	-	-	-
-	1	14	Personnel officer	1@ 7 400	7 400	530	220	8 150
1	1	13	Personnel officer	1@ 7 400	7 400	530	-	7 930
-	1	11	Personnel officer	1@ 5 890	5 890	530	-	6 480
1	-	10	Personnel officer	-	-	-	-	-
-	1	6	Secretarial and clerical	1@ 3 590	3 590	530	190	4 310
1	1	5	Secretarial and clerical	1@ 2 920	2 920	530	80	3 530
1	-	3	Clerk-typist	-	-	-	-	-
6	6							
<i>Conference and General Services Placement Section</i>								
1	1	16	Personnel officer	1@ 10 610	10 610	-	580	11 190
1	-	15	Personnel officer	-	-	-	-	-
2	2	14	Personnel officer	1@ 8 290				
				1@ 7 400	15 690	950	220	16 860
-	1	12	Personnel officer	1@ 5 890	5 890	530	-	6 420
-	1	11	Personnel officer	1@ 5 890	5 890	530	30	6 450
1	-	10	Personnel officer	-	-	-	-	-
-	1	6	Secretarial and clerical	1@ 3 400	3 400	530	80	4 010
2	2	5	Secretarial and clerical	2@ 2 920	5 840	1 060	240	7 140
1	-	3	Clerk-typist	-	-	-	-	-
8	8							
26	25				\$151 710	\$10 910	\$4 030	\$166 650
Less: Adjustment for turnover of staff.....								4 990
TOTAL								\$161 660

This Division deals with all appointments to the Secretariat and with all administrative questions affecting the relations of staff members to the Organization, e. g., promotions, reassignments, separations and contract changes.

The Division consists of an Office of the Chief and three placement sections.

The Chief of this Division is responsible for the

direction and co-ordination of the sections. A personnel officer is assigned to this Office and is responsible for the placement of all staff in grades 1 through 7, for which the Bureau of Personnel now has sole responsibility. This officer has one clerk to assist in this work, performing such duties as record keeping, preliminary interviewing, etc.

Each placement section is assigned departments



of the Secretariat and in those areas is responsible for all personnel matters and for liaison with administrative officials in those departments.

The Social Sciences Placement Section has responsibility for all substantive departments, the Economic Commissions and the Military Staff Committee. The Executive Office of the Secretary-General, the Department of Public Information, and Administrative and Financial Services are assigned to the Administrative Placement Section, together with all special committees and commissions established by the General Assembly or the Security Council. Conference and General Services is the responsibility of a placement section so named. This

Section is also responsible for liaison with the European Office on all personnel questions.

One clerical post is abolished in the Administrative Placement Section. One professional post 15 is downgraded to 14 in the Social Sciences Placement Section. One professional post 10 is upgraded to 11, and one clerical post 3 is substituted by a secretarial and clerical post 6 in the same Section. In the Conference and General Services Placement Section, one professional post 15 is downgraded to 12; one professional post 10 is upgraded to 11; and a clerical post 3 is substituted by a secretarial and clerical post 6.

Table 16-4-5. Staff Pensions Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 11 300	11 300	—	410	11 710
1	1	13	Administrative officer	1@ 7 400	7 400	530	—	7 930
—	1	12	Administrative officer	1@ 6 240	6 240	530	120	6 890
1	1	7	Secretarial and clerical	1@ 3 590	3 590	530	100	4 220
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
4	5				\$32 310	\$2 120	\$630	\$35 060
Less: Adjustment for turnover of staff.....								1 050
TOTAL								\$34 010

This Division provides the secretariat for the Staff Pension Committee and deals with other phases of the Administration's personnel insurance programme, including workmen's compensation, social security, and health insurance. The staff of this Division will carry an increasingly heavy workload due to:

1. The decision of the General Assembly to include in pension scheme all temporary personnel upon completion of one year's service; and
2. The entrance of specialized agencies into the

scheme. The World Health Organization joined in May 1949, and it is expected that the United Nations Educational, Scientific and Cultural Organization, the International Civil Aviation Organization, and the International Labour Organisation will join by the early part of 1950.

A professional post 12 has been added to the staff to deal with insurance work.

On 1 April 1949 there were 3 144 participants in the Pension Scheme, of which 1 169 entered during the first three months of 1949.

Table 16-4-6. Housing Section

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	10	Administrative officer	1@ 5 260	5 260	530	—	5 790
1	1	9	Clerk	1@ 4 710	4 710	530	—	5 240
1	1	7	Secretarial and clerical	1@ 3 990	3 990	530	—	4 520
1	1	6	Secretarial and clerical	1@ 3 780	3 780	530	—	4 310
4	4				\$17 740	\$2 120	—	\$19 860
Less: Adjustment for turnover of staff.....								600
TOTAL								\$19 260

This Section serves delegates and staff members in matters of housing accommodation, and deals with all administrative matters connected with the United Nations housing projects. It also handles applications for telephone priorities.

During the first three months of 1949 the work of the Section included:

- Assignments of houses and apartments, 103;
- Assignments of rooms, 70;
- Leases of project apartments, 58;
- Inspections of project apartments, 116;
- Rental allowances processed, 200;
- Telephone priority applications, 48.

Table 16-4-7. International Centre for Training in Public Administration

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
-	1	19	Director	1@ 13 330	13 330	-	-	13 330	
-	1	18	Principal officer	1@ 12 000	12 000	-	-	12 000	
-	1	17	Principal officer	1@ 12 000	12 000	-	830	12 830	
-	1	8	Clerk	1@ 3 780	3 780	530	200	4 510	
-	2	6	Secretarial and clerical	1@ 3 230					
				1@ 3 070	6 300	1 060	340	7 700	
-	6				\$47 410	\$1 590	\$1 370	\$50 370	
Less: Adjustment for turnover of staff.....								1 370	
								TOTAL	\$49 000

Included in the text of section 25 (b) is a programme of the activities anticipated in 1950 for the International Centre for Training in Public Administration, for which the above staff is required.

Pursuant to General Assembly resolution 246 (III), operational expenditures in connexion with the centre are included in section 25 (b) of the estimates.

Table 16-5. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1949	1950					
Office of the Assistant Secretary-General .....	18	22	149 870	2 400	8 900	4 830	156 340
Inspection Service .....	16	17	124 530	2 890	6 360	4 010	129 770
Bureau of Finance							
Office of the Director.....	19	19	98 780	2 060	8 480	3 280	106 040
Policy Division .....	8	8	59 490	1 470	2 520	1 900	61 580
Budget and Control Division...	16	15	115 060	2 830	5 070	3 690	119 270
Accounts Division .....	46	46	205 020	2 920	22 790	6 920	223 810
Treasury .....	11	10	55 320	840	4 660	1 830	58 990
Bureau of Personnel							
Office of the Director.....	20	19	106 630	2 370	8 960	3 530	114 430
Staff Regulations Division.....	6	6	42 000	710	2 220	1 350	43 580
Recruitment and Training Division .....	22	22	115 920	2 330	10 280	3 860	124 670
Appointments and Staff Relations Division .....	26	25	151 710	4 030	10 910	4 990	161 660
Staff Pensions Division.....	4	5	32 310	630	2 120	1 050	34 010
Housing Section .....	4	4	17 740	-	2 120	600	19 260
International Centre for Training in Public Administration.....	-	6	47 410	1 370	1 590	1 370	49 000
	216	224	\$1 321 790	\$26 850	\$96 980	\$43 210	\$1 402 410

(ii) Consultants .....\$ 47 150  
1949: 30 900  
1948: 10 383

For the Health Clinic — to provide for part time physicians, based on 560 sessions of four hours at the rate of \$30 a session: \$16 800; for an expert who will be responsible for the overall administration of the medical services including Health Clinic programme, advising and counselling on policies relating to improvement of health conditions, maintaining liaison with Bureau of Personnel on matters of health policy, liaison insurance plans and medical societies: \$7 500 (150 days at \$50). Total, \$24 300.

For the Inspection Service — to cover special con-

sultant contractual services in the field of organizational planning and audit, including the cost of employing outside officers to carry out the audit of the accounts of the Economic Commission for Latin America, \$5 000.

For the Bureau of Finance — to cover contractual investment services (\$5 500); public accounting services (\$1 500); cost-of-living surveys (\$1 000); and other services (\$500). Total, \$8 500.

For the Bureau of Personnel — to provide for special research projects required by the International Civil Service Advisory Board (\$1 650); for rating of special examinations (\$1 500); for Staff Pension actuarial consultant (\$3 000); for consult-

ants in the various fields of public administration, to advise on the programme of the International Centre for Training in Public Administration (\$3 200). Total, \$9 350.

(iii) *Temporary assistance* .....\$ 44 120  
1949: 70 330  
1948: 112 389

The estimate is to provide for temporary assistance as follows:

Office of the Assistant Secretary-General (\$720) and Health Clinic (\$1 900), \$2 620;

Inspection Service, \$1 500;

Bureau of Finance, \$18 000;

Bureau of Personnel, \$22 000.

In addition to making provision for the replacement of staff on leave, annual or sick leave, there are peakloads of work which do not justify the establishment of permanent posts, e.g., budget preparation, year-end closing of accounts, reconciliations, etc.

(iv) *Overtime* .....\$ 8 650  
1949: 8 830  
1948: 10 697

Provision is made for payment of overtime to staff members who may be called to work beyond the normal hours of duty, as follows:

Office of the Assistant Secretary-General (Health Clinic only), \$200;

Inspection Service, \$150;

Bureau of Finance, \$7 500;

Bureau of Personnel, \$800.

Payroll work in the Machine Records Unit of the Bureau of Finance involves overtime work regularly each pay period.

(v) *Night differential* .....\$ 100  
1949: 250  
1948: 78

Staff in the Health Clinic may be assigned to duties after 6 p.m.

CHAPTER II. OTHER DEPARTMENTAL EXPENSES .....\$157 770  
1949: 126 000  
1948: 120 978

(i) *Travel on official business* .....\$ 39 500  
1949: 31 900  
1948: 14 478

Funds are requested as follows:

Office of the Assistant Secretary-General, \$2 500;

Inspection Service — for inspection and general survey of the Geneva Office and other offices in Europe, one journey, six to eight weeks (\$1 850); for audit of the accounts of same offices, two journeys, six weeks (\$2 850); for audit of United Nations offices and commissions in the Far East, one journey, five weeks, travel costs expected to be shared by the International Children's Emergency Fund (\$1 500); for miscellaneous assignments of brief duration, mostly in the United States (\$800). Total, \$7 000;

Bureau of Finance — to cover liaison with specialized agencies and other offices on budgetary and accounting matters, \$5 000;

Bureau of Personnel — for two journeys to Geneva in connexion with the first 1950 meeting of the International Civil Service Advisory Board (\$4 000); for special recruiting journeys in con-

nexion with overseas examinations, and journeys undertaken in liaison duties with field representatives (\$15 700); for local journeys in connexion with the administration of United Nations housing projects and staff counselling (\$300); for travel in connexion with the administration of the programme of the International Centre for Training in Public Administration (\$5 000). Total, \$25 000.

(ii) *Travel on home leave* .....\$106 770  
1949: 80 500  
1948: 95 616

For eighty-five staff members and their dependents eligible for home leave in 1950.

(iii) *Cable, telegraph, wireless communication and long distance telephone* .....\$ 6 900  
1949: 7 850  
1948: 6 887

Estimates are based on actual expenditures in 1948 and during the first quarter of 1949.

Office of the Assistant Secretary-General, \$750;

Inspection Service, \$650;

Bureau of Finance, \$2 500;

Bureau of Personnel, \$3 000.

(iv) *Air freight* .....\$ 600  
1949: 750  
1948: 326

Estimates are based on expenditure figures of the first quarter of 1949.

Bureau of Finance, \$100.

Bureau of Personnel, for the transfer of personnel records and documents and for the despatch by air of examination papers and reports: \$500.

(v) *Contractual printing* .....\$ 4 000  
1949: 3 000  
1948: 3 671

Bureau of Finance, for binding of staff accounts records, \$750.

Bureau of Personnel, for printing of the administrative training manual and of the orientation pamphlet, in English, French and Spanish (\$750); and for printing of technical papers, training material and special reports in connexion with the International Centre for Training in Public Administration (\$2 500). Total, \$3 250.

CHAPTER III. OVERSEAS RECRUITING PROGRAMME .....\$ 20 000  
1949: 36 500  
1948: 24 300

Overseas recruiting operations embrace two main phases of activity:

1. An organization of a field team of experienced recruiting officers established in a number of centres throughout the world and each servicing a wide area.

2. Competitive examinations for trainees in junior professional posts and technical language posts.

The system established to operate the overseas recruiting programme has been largely the use of field representatives who receive an honorarium plus a fixed allowance for miscellaneous expenditures. Where special increased activity in a given centre is needed, offices may be opened for short periods and secretarial help recruited to deal with the handling of correspondence necessary in the examination of applications and in arranging suitable interviews for prospective applicants. A provision for travel is proposed, varying with the centre concerned, to enable

the representative to travel himself or to call for interview applicants who seem to possess the qualifications necessary. Wherever possible, the recruiting representative is assisted by a local voluntary interviewing board. Details of vacant posts are mailed to the representatives together with an indication of the number and category of posts which may be filled by candidates from their areas.

Representatives will be located in the following places covering areas as indicated:

Australia;  
 Argentina (Argentina, Chile, Paraguay, Uruguay);  
 Brazil;  
 Canada;  
 China (China, Philippines, Thailand);  
 Colombia (Colombia, Ecuador, Venezuela);  
 Costa Rica (Costa Rica, Nicaragua, Panama);  
 Cuba (Cuba, Dominican Republic, Haiti);  
 Guatemala (El Salvador, Honduras, Guatemala);  
 India;  
 Mexico;  
 New Zealand;  
 Pakistan;  
 Peru (Bolivia and Peru);  
 South Africa.

Concerning the examination programme — competitive examinations for trainees in junior professional posts in Latin America and in India and Pakistan are being held in 1949 and 1950. Further examinations of this type are planned for 1951. Examinations for the purpose of recruiting competent technical staff to fill such positions as interpreters, translators, and editors will be held as required in different centres. These examinations involve liaison with field representatives who make arrangements for advertising, secretarial assistance and rental of office space and examination rooms, the acknowledgement of applications, preliminary evaluation of applications, and establishment of interview boards.

(i) *Temporary assistance* .....\$ 11 000  
 1949: 13 500  
 1948: 12 196

For field representatives, covering honoraria and miscellaneous expenses (\$8 000); for trainee and junior professional examinations covering secretarial assistance and honoraria for interview boards (\$1 000); for examinations for technical staff, covering secretarial assistance, honoraria for interview boards and proctors of examinations (\$2 000). Total, \$11 000.

(ii) *Travel on official business* .....\$ 4 700  
 1949: 13 500  
 1948: 5 755

For field representatives (\$2 100); for trainee and junior professional examinations, covering fares of candidates selected for interview (\$1 000); for technical examinations, to cover fares of candidates selected for interview (\$1 600). Total, \$4 700.

(iii) *Miscellaneous supplies and contractual services* .....\$ 4 300  
 1949: 9 500  
 1948: 6 349

For trainee and junior professional examinations, covering advertising, rental of office space and examination rooms, equipment, air freight, cables, postage, and stationery (\$1 000); for technical ex-

aminations, covering similar expenses (\$4 400). Total, \$4 300.

CHAPTER IV. ADMINISTRATIVE COMMITTEES .....\$ 23 200  
 1949: 18 120<sup>1</sup>  
 1948: —

The only expenditures covered under this chapter in the 1949 estimates were in connexion with the meetings of the International Civil Service Advisory Board. The 1950 estimates include the International Civil Service Advisory Board, the Investments Committee, and the United Nations Staff Pension Committee. The amount of \$18 120 shown above for 1949 includes \$10 000 for the International Civil Service Advisory Board and \$8 120 for the special salary survey.

(i) *International Civil Service Advisory Board* .....\$ 19 500  
 1949: 10 000  
 1948: —

This Board was established by resolution 13 (I) of the General Assembly. It is a continuing body composed of a chairman and eight other members appointed by the Secretary-General, with the advice and consent of the Co-ordination Committee. The Board holds two regular meetings each year, plus any extraordinary meetings which may be convened by the Secretary-General, either on his own initiative or at the request of the Co-ordination Committee.

Expenses for meetings of the Board — i.e., travel and allowances — are shared between the United Nations and other agencies. The amount of \$10 000 shown in the 1949 estimates represented only the share of the United Nations. The 1950 estimate covers the full cost of the Board's meetings, the contribution of the other agencies (\$9 750) being included in the 1950 budget as miscellaneous income.

It is anticipated that the Board will hold two sessions in 1950, one at headquarters (seven days) and one at Geneva (ten days).

The estimates cover:  
 Travel fares for nine members.....\$ 14 000  
 Per diem for twenty-nine days, including travel time ..... 5 500  
 TOTAL \$ 19 500

(ii) *Investments Committee* .....\$ 2 900  
 1949: —  
 1948: —

This Committee was established by resolution 155 (III) of the General Assembly. Provision for its meeting was made under *Consultants* (chapter I, item (ii)) in the 1949 estimates.

The estimates are based on a meeting of two weeks and cover:

Travel of members.....\$ 1 600  
 Subsistence of members..... 1 100  
 Local transportation ..... 200  
 TOTAL \$ 2 900

Printing of the report of the Committee is included under section I.

<sup>1</sup> Includes \$ 8 120 for expenses of Committee of Experts on Salary, Allowances and Leave Systems, for which no provision is made in 1950.

(iii) <i>United Nations Staff Pension Committee</i> .....	\$ 800
1949:	—
1948:	—

The Committee holds an average of one meeting one day 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, 12 times.....\$320

Per diem, 12 days, 2 members at \$10 and 1 member at \$20..... 480

TOTAL \$800

#### CHAPTER V. JUNIOR PROFESSIONAL

TRAINEE PROGRAMME .....	\$ 55 000
1949:	—
1948:	—

This provision is to cover the salary costs during 1950 of twenty trainees, for junior professional posts, who will be selected by competitive examination in 1949 in Latin America and in India. Training of these recruits during the first year of service will

be organized and directed by the Bureau of Personnel. After this period the trainees will be assigned to regular posts within the departments.

Provision is made in these estimates for base salary costs only for two groups of ten trainees at grade 8, recruited on 1 January 1950 and 1 September 1950, an adjustment being made for deferred recruitment.

All other costs in connexion with this programme are covered in appropriate sections of the estimates.

(i) *Salaries and wages*.....\$55 000

For 10 junior professional trainees recruited 1 January 1950.....\$43 100

For 10 junior professional trainees recruited 1 September 1950..... 14 360

(Annual base salary \$3 780. Annual cost of living allowance \$530)

\$57 460

Less adjustment for deferred recruitment ..... 2 460

TOTAL \$55 000

## Section 17. Common Staff Costs, \$3 948 550

(1949: \$4 502 900 1948: \$4 502 571)

## CHAPTER I. RECRUITMENT AND INITIAL

ORGANIZATION COSTS .....\$1 230 750  
 1949: 1 722 300  
 1948: 2 210 019

(i) *Travel and removal of staff and dependants* .....\$438 500  
 1949: 421 500  
 1948: 384 235

Provision is made for the following:

## 1. Travel of staff members:

In order to carry out the overseas recruitment programme for 1950 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 Secretariat, provision is made for travel expenses of 335 staff members at an average cost of \$600 each. Of this number, 115 are accounted for as a result of increased staff, 110 separations, and 110 replacements. Total, \$201 000.

## 2. Travel of dependants:

Provision is made for the travel of 300 dependants (wives and children) during 1950 in connexion with recruitment, transfer or repatriation of headquarters staff at an average cost of \$500. Total, \$150 000.

## 3. Removal of household goods:

It is expected that 125 staff members will remove their household goods on recruitment, transfer or separation during 1950 at an average cost of \$700. Total, \$87 500.

The higher cost estimate for 1950 as compared with 1949 and 1948 is accounted for by the higher average unit costs for travel and removal of staff, which are based on an analysis of actual expense figures.

(ii) *Daily living allowances and installation grants* .....\$141 750  
 1949: 175 900  
 1948: 175 405

## 1. Daily living allowances:

This estimate covers the daily living allowances paid on behalf of a staff member and his dependants during the first sixty days after arrival from outside the headquarters area to meet initial extraordinary living expenses at the duty station. Provision is made for the payment of this allowance to 225 staff members during 1950 at an average cost of \$465. Total, \$104 625.

## 2. Installation grants:

It is estimated that the installation grant, which is designed to help the staff member arriving from outside the headquarters area to meet the cost of establishing a new home, will be payable during 1950 to 225 staff members at an average cost of \$165. Total, \$37 125.

(iii) *Termination pay and commutation of annual leave* .....\$180 000  
 1949: 184 500  
 1948: 325 000

## 1. Termination pay:

It is estimated that 400 staff members will be separated during 1950, of which seventy-five will be entitled to receive termination pay equivalent to twenty-five days' salary at an average cost of \$400 per staff member. Total, \$30 000.

## 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 \$375 per staff member. Total, \$150 000.

(iv) *Local staff transportation*.....\$ 32 500  
 1949: 35 000  
 1948: 30 192

In the absence of adequate transportation facilities between certain points in the headquarters area and Lake Success, the United Nations has made arrangements with local transportation companies to provide special bus transportation for the Secretariat.

Because of fluctuating revenues received by the transportation companies, the United Nations has agreed to supplement their revenues to the extent necessary to ensure a fair income on the operations.

(v) *Rental allowances* .....\$410 000  
 1949: 400 000  
 1948: 325 245

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 the average 25 per cent higher than for persons established in the area.

(vi) *Losses on housing projects*.....\$ 28 000  
 1949: 25 400  
 1948: 287

Provision is made for losses during 1950 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 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 when staff are separated, result in losses to the Organization.

CHAPTER II. STAFF BENEFIT COSTS.....\$2 632 000  
 1949: 2 688 100  
 1948: 2 251 470

(i) *Contributions. Staff Provident Fund and Staff Pension Fund*.....\$1 760 000  
 1949: 1 759 000  
 1948: 1 309 071

## 1. Staff Pension Fund:

Provision is made for an anticipated increase in the number of headquarters staff members covered by the Staff Pension Scheme from 2 700 as of 31 December 1949 to 2 800 by the end of 1950 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 2 750 staff members, during 1950, at a cost of \$640 each.

## 2. Staff Provident Fund:

No specific provision is made for contributions to the Staff Provident Fund since all but a few of the staff previously under this Fund were transferred to the Staff Pension Fund at the beginning of the year 1949.

(ii) <i>Expatriation allowances</i> .....	\$475 000
1949:	471 000
1948:	480 447

Provision is made for payment of expatriation allowance during 1950 at an average cost of \$380 for each of 1 250 staff members (payable at \$250 for single staff members and \$500 for staff with dependants).

This estimate assumes continuation of payments during 1950 on the same basis as in 1949. The General Assembly approved funds for continuing the allowance through the year 1949, pending conclusion of the comprehensive review of the salary and allowance system by the Committee of Experts.

(iii) <i>Children's allowances, education grants and related travel</i> .....	\$285 000
1949:	338 000
1948:	275 153

#### 1. Children's allowances:

It is estimated that children's allowances will be payable during 1950 at the full-year rate of \$200 for 1 300 children of headquarters staff members. Total, \$260 000.

#### 2. Education grants and related travel:

Provision of \$10 000 is made for payment of the education grant plus related travel for children anticipated to be returning to their home countries for schooling during 1950. 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, \$25 000.

The lower cost estimate for 1950 as compared to 1949 reflects experience in 1948 and 1949 that only a relatively small number of staff members' children return home for schooling, and that very few children attend special national schools in the headquarters area. The 1950 estimate assumes that an international school will be in operation at Headquarters for the first two primary grades.

(iv) <i>Contributions, medical and group life insurance</i> .....	\$ 66 000
1949:	59 100
1948:	57 773

#### 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 1950 on the average for 1 500 staff members at an average cost for the year of \$43. Total, \$64 500.

#### 2. Group life insurance:

Provision is made for partial payment of group life insurance premiums for 1 500 staff members at an average cost of \$1 00 each. Total, \$1 500.

The higher cost estimate for 1950 as compared to 1949 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 this coverage.

(v) <i>Compensatory and ex gratia payments</i> .....	\$ 11 000
1949:	11 000
1948:	16 798

Provision is made for a nominal amount for (a) compensatory payments which may be justified where a case is not specifically covered under the

Joint Staff Pension Scheme, and (b) *ex gratia* payments which may be made in cases where there is no legal liability on the part of the United Nations to make the payment, such as compassionate payments to staff members for physical injury or because of illness attributable to conditions of employment, or payments made to a staff member for personal property lost or damaged at the place of employment.

(vi) <i>Workmen's compensation</i> .....	\$ 35 000
1949:	50 000
1948:	112 228

Provision is made to cover all staff members with a compensation insurance plan against injury incurred during the course of their employment. In 1949 arrangements have been made in conjunction with New York State authorities for the United Nations to establish a self-insuring workmen's compensation plan.

### CHAPTER III. STAFF TRAINING AND WEL-

FARE .....	\$ 85 800
1949:	92 500
1948:	41 082

(i) <i>Staff training</i> .....	\$ 42 000
1949:	37 500
1948:	25 578

The estimate covers:

1. Language training, \$32 000. The language training programme for the first half of 1949 enrolled 837 staff members in fifty-one different classes in the official languages. A like number of classes and students are expected in the second half of 1949, with a similar pattern in 1950. In addition, a new programme will be instituted to provide training in the working languages for recruits from countries in which the languages are rarely used. The amounts proposed include the cost of necessary materials, pamphlets, books, and similar teaching equipment. The estimate covers:

(a) Two sessions, 26 courses, 15 weeks, 3 hours per week at \$7 50 per hour .....	\$ 16 625
(b) One session, 20 courses, 30 weeks, 1½ hours per week at \$7 50 per hour .....	6 750
(c) Two sessions, 6 courses, 15 weeks, 1 hour per week at \$7 50 per hour .....	1 350
(d) Newcomers' courses. Four sessions, 5 courses, 15 weeks, 3 hours per week at \$7 50 per hour .....	6 750
	\$ 31 475
(e) Equipment and supplies for all courses .....	525
	<u>TOTAL \$ 32 000</u>

2. Administrative training, \$10 000. Instruction for in-service training for clerical, supervisory and technical staff and special training for the junior professional trainees recruited in 1949 by competitive examinations in Latin America and India.

(ii) <i>Interne training</i> .....	\$ 30 000
1949:	30 000
1948:	—

The estimate provides for funds to subsidize three internship training programmes similar to those provided in 1949. One programme will provide interne training to international civil servants and others working in the international field who desire to study organization and methods of the Secre-

tariat; a second, also for civil servants, is to be directed to a study of the General Assembly, its organization, working methods and procedures, and will be held concurrently with the fifth session of the General Assembly in 1950; a 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 compensate internes for living allowances, \$400 to civil servant internes and \$300 for student internes, the difference being attributable to the fact that the latter are in session during summer when university residences are available and living expenses can be reduced. 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 recreation, health and welfare...* \$ 13 800  
 1949: 25 000  
 1948: 15 504

This estimate covers the following items:

1. Staff recreation, \$5 000. Includes educational and language excursions for staff groups from other countries, lecture series for all staff members, orientation lectures for non-American staff members, forum and study series, staff library, and other staff activities of a recreational nature. Included in the estimate is a grant to the Recreation Council of \$1 500 for expenditure on recreational activities for all staff members.

2. Medical examinations, \$1 300. For examinations prerequisite to admittance to the Pension Fund of fifty staff members serving in field missions; and to cover costs of medical appeal cases resulting from failure to pass medical examinations.

3. Medical supplies (Health Clinic), \$5 000. Equipment (Health Clinic), \$2 500.



## Section 18. Common Services, \$2 215 000

(1949: \$2 048 700 1948: \$1 951 052)

CHAPTER I. TELEPHONE AND POSTAL SERVICES, AND FREIGHT, CARTAGE AND EXPRESS .....	\$363 500
1949:	347 000
1948:	345 948

(i) Telephone services (excluding long distance) .....	\$159 500
1949:	146 000
1948:	161 278

This item covers the costs of telephone services with the exception of long distance calls, which appear under the various departmental headings. Costs of rentals, assembly and installation of equipment are included.

The estimate represents the minimum amount necessary to provide adequate services without interference with important activities. Rental costs will be \$110 000, charges for additional local calls, \$4 000, and charges for service connexions, installations, and other services, \$5 500.

It is anticipated that 1949 requirements will be at the level of 1948 expenditures, so by comparison there will be no actual increase in expenditures in 1950.

(ii) Postal services .....	\$168 000
1949:	152 000
1948:	158 583

The estimate provides for postal expenses in connexion with all outgoing mailings, including those related to the regular session of the General Assembly. The 1948 expenditure figure does not include an amount of \$13 000 expended during the General Assembly session in Paris.

Requirements of the Department of Public Information are estimated at \$105 000, the same amount as for 1949.

All other requirements total \$63 000. Of this amount, General Assembly mailings account for \$10 000, regular overseas air mail, \$20 000, and regular overseas surface mail, \$15 500. Domestic surface mail is estimated at \$13 000 and domestic air mail at \$4 500. The increase over the 1949 estimate results largely from higher United States postal rates placed in effect on 1 January 1949, and partially from increased overseas activities. No provision is made for an increase in postal rates now under consideration.

(iii) Freight, cartage and express (excluding air freight) .....	\$ 36 000
1949:	49 000
1948:	26 087

This heading covers the costs of incoming and outgoing shipments of goods via commercial carriers. It includes neither the removal of household goods (see section 17), nor air freight shipments, which are covered under the departmental estimates (section 15).

Shipments for the Department of Public Information are estimated at \$19 000.

The balance of \$17 000 will provide for all other expenditures in this category, including local cartage and rail freight expenses, and purchases of materials for packing and crating.

The substantial reduction in comparison with 1949 is due largely to the greater utilization of United Nations trucks for local carting.

CHAPTER II. RENTAL AND MAINTENANCE OF PREMISES .....	\$831 700
1949:	840 100
1948:	820 279

(i) Rental of premises .....	\$400 700
1949:	389 000
1948:	392 070

The estimate provides for the costs of renting lands and buildings, including charges for utilities and other services as stipulated in the tenancy agreement.

The estimate is substantially the same as that for 1949, except that rental charges for the Lake Success property are estimated at approximately \$11 000 higher, or \$329 800, owing to an increase in rates for certain local governmental services. The cost of renting additional warehouse space remains at \$66 000, and miscellaneous requirements total \$4 900.

(ii) Maintenance of premises .....	\$198 000
1949:	203 100
1948:	186 136

This item includes the costs of supplies and materials for the repair and maintenance of the various buildings occupied by the Organization, as well as the costs of certain custodial and maintenance services supplied on a contractual basis.

An amount of \$76 500 is included for supplies and materials, of which the major items are \$20 000 for electrical supplies, \$17 000 for building service supplies, and \$11 000 for plumbing and heating supplies. Contractual electrical maintenance costs at Lake Success are estimated at \$63 000, the same figure as in 1949. Contractual custodial, maintenance, and electrical services at the Manhattan Office are estimated at \$39 500, representing an increase over the 1949 estimate, which in the main is due to the opening for occupancy of the basement and sub-basement. Other items, including flags, uniforms, and security equipment of an expendable nature, will cost \$19 000.

Although additional funds will be required for the maintenance of the Manhattan Office, a reduction in the general estimate compared with that for 1949 has been achieved by severely limiting the purchasing programme for expendable supplies and equipment. Inventories and services will be curtailed in 1950 in view of the early removal from the Lake Success building.

(iii) Utilities (light, heat, power and water) .....	\$233 000
1949:	248 000
1948:	242 073

This heading covers the costs of light, heat, power, water, gas, oil, electricity, coal and sewage disposal at all buildings except the General Assembly Hall at Flushing. Estimates for the latter are shown under section 1.

Provision is made for the following costs at Lake Success and the Manhattan Office; electricity \$138 500, heat \$75 000, water \$12 000, and sewage disposal \$5 000. \$2 500 has been included for electricity at the warehouse. A reduction in the rate charged for steam is reflected in the estimate.

CHAPTER III. STATIONERY AND SUPPLIES .....	\$508 700
1949:	460 000
1948:	315 676

(i) Stationery and office supplies.....	\$159 400
1949:	154 500
1948:	112 553

This item includes the costs of expendable supplies and materials for office use.

The comparatively low expenditure figure for 1948 resulted from the carrying over of large inventories from 1947, thus permitting issuances of stocks in excess of purchases. The total value of issues and purchases during 1948 amounted to \$169 200. The inventory dollar values at the end of 1948 were 40 per cent less than at the end of 1947, and the present policy of year-end reduction of inventories means that the 1950 stocks will not be affected by large carry-overs from 1949.

Stock items, which include pencils, inks, file folders, stationery, envelopes, and desk accessories, are estimated at \$115 000 against a valuation of \$114 750 on the corresponding issues in 1948. Non-stock items, including rubber stamps, non-standard binders, columnar papers, and forms, are estimated at \$12 000, as compared with an actual issuance figure of \$15 200 in 1948. Costs of writing papers are estimated at \$17 000 for 1950, against actual issuances valued at \$23 900 in 1948. \$15 400 has been included for the purchase of payroll accounting cards, checks, registers, listing papers, and other financial forms for the Bureau of Finance, representing a decrease by comparison with the 1949 estimate, due to a change in the system of payroll accounting.

(ii) Supplies for internal reproduction....	\$312 300
1949:	261 000
1948:	203 123

Costs of paper, stencils, chemicals, offset plates, and similar supplies used for the internal reproduction of documents and forms are covered under this heading, which includes requirements for the regular session of the General Assembly.

The expenditure figure for 1948 is exclusive of an amount of \$85 000 for extra requirements of the General Assembly in Paris. In addition, paper issues valued at \$57 000 were made in 1948 out of inventories carried over from 1947, a practice which—with the planned reduction of inventories at the end of each year—could not be continued in the following years.

The estimate, comprising \$210 200 for the purchase of various papers used in reproduction processes, \$65 000 for chemicals, films, photographic papers and inks, and \$37 100 for stencils, plates, and plate regrainings, reflects the continuing upward trend of documentation. The total of impressions produced internally, which had amounted in 1947 to 195 750 000, reached a figure of 241 190 000 in 1948, a 23 per cent increase.

(iii) Supplies for sound and transcription..	\$ 37 000
1949:	44 500
1948:	—

The estimate provides for the purchase of all blank recording discs with the exception of those used by the Department of Public Information in connexion with the world-wide distribution of radio broadcast multiple recordings (section 13).

Approximately 25 000 discs, size 16-inch, at \$1 40 each and 2 500 discs, size 12-inch, at \$.85 each will be required, including a supply for the regular session of the General Assembly. The reduction from the 1949 estimate is due to the establishment of rigid controls over recording activities.

In the 1948 budget, the costs of these supplies were carried under a general heading entitled "Miscellaneous Supplies and Contractual Services".

#### CHAPTER IV. RENTAL AND MAINTENANCE

OF EQUIPMENT .....	\$452 600
1949:	334 100
1948:	330 661

(i) Rental and maintenance of furniture and fixtures .....	\$ 2 000
1949:	2 100
1948:	—

This item covers the costs of paint, lumber, hardware and other expendable supplies used in repairing and refinishing furniture. No rentals of furniture or fixtures are anticipated.

In 1948, the item appeared under "Maintenance of Other Equipment".

(ii) Rental and maintenance of internal reproduction equipment .....	\$ 6 000
1949:	11 700
1948:	6 487

Under this heading are covered rental charges for reproduction equipment and the costs of replacement parts and maintenance services used in the upkeep of owned equipment.

Costs of parts and repair services are estimated at \$1 700 for mimeographing equipment, \$1 800 for offset equipment, and \$2 500 for equipment used in photostating, ozalid work, addressographing and other miscellaneous processes. No provision has been made for the rental of equipment in 1950.

The production of over 240 million impressions in 1948, with increases anticipated for 1949 and 1950, makes constant and careful maintenance of machines necessary. The reduction from the 1949 estimate is due to the planned replacement of certain obsolete and worn-out equipment, with consequent savings in maintenance costs.

(iii) Rental and maintenance of sound and transcription equipment .....	\$148 400
1949:	108 840
1948:	—

This estimate covers the contractual employment of technicians required to operate and maintain the sound and transcription equipment used by the Organization. Purchase costs of supplies and spare parts for this equipment are also included. No rentals are anticipated in 1950.

The major item in the estimate is \$128 000 for the employment by contract of nineteen technicians at the prevailing average rate of \$130 per week, including overtime and night differential. While the number of staff has been reduced by three (as compared with the 1949 budget), a higher expenditure is called for because of a general increase in wages.

As in the 1949 estimate, \$15 000 is included for spare parts and supplies. \$5 400 is required for the improvement of existing equipment.

Expenses for 1948 appear under "Maintenance of Other Equipment", and "Miscellaneous Supplies and Contractual Services".

(iv) Rental and maintenance of simultaneous interpretation equipment.....	\$ 82 000
1949:	48 480
1948:	—

This item includes rental charges for wireless receivers and associated equipment, costs of supplies and parts for maintenance and improvement of the existing system, and costs of technicians employed on a contractual basis.

An amount of \$61 000 covers the contractual employment of nine maintenance and operational technicians at an average cost of \$130 per week inclusive of overtime and night differential. Owing to the increased use of simultaneous interpretation, three additional technicians are needed in 1950. The balance of the increase in the estimate is due to a rise in wage rates (see (iii) above).

Spare parts, maintenance supplies, and batteries for wireless receivers at \$16 000 show no change from the 1949 estimate. An amount of \$5 000 has again been included for the rental of wireless receivers and associated equipment for periods of exceptional demand.

In 1948, expenses under this heading were met under "Maintenance of Other Equipment".

(v) <i>Rental and maintenance of other office equipment</i> .....	\$ 33 200
1949:	21 300
1948:	34 099

This estimate provides for the rental and maintenance of payroll equipment, dictating equipment, typewriters, calculating and adding machines, and other office equipment.

Rental charges for equipment required for payroll accounting purposes will amount to \$19 500, as compared to \$13 200 in 1949. The increase is due to an extension of the mechanical payroll accounting system in the Bureau of Finance. Rentals of postage meters and other miscellaneous equipment will cost \$500.

An amount of \$13 200 is included for maintenance costs of dictating equipment, typewriters, calculating machines, stenographic machines, time stamps, cash registers, and other office equipment. The increase over the 1949 figure of \$6 100 results principally from the expiration of one-year warranties and free maintenance services on 107 pieces of dictating equipment purchased since 1 January 1948.

(vi) <i>Maintenance of radio equipment</i> .....	\$133 000
1949:	85 680
1948:	—

This item relates to the contractual services of technicians in connection with the operation and maintenance of radio studios and equipment, as well as to the cost of spare parts and maintenance supplies.

Provision to an amount of \$128 000 is made for a contractual staff of nineteen technicians at an average rate of \$130 per week including overtime and night differential. In spite of a reduction in staff from twenty-two to nineteen, the 1949 estimate has proved insufficient, since it was based upon a considerably lower wage scale. \$5 000 is included for the purchase of spare parts and maintenance supplies to be used for the maintenance of radio equipment.

In 1948 these costs were included under "Maintenance of Other Equipment".

(vii) <i>Maintenance and operation of transportation equipment</i> .....	\$ 37 000
1949:	42 000
1948:	36 110

The 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.

As compared to 1949, reduction in the estimate has been made, although total anticipated mileage is 1 000 000 miles, the same as for 1949. The fleet

will contain twenty-three passenger cars, nine trucks, and one motorcycle.

Expenditure in 1948 was lessened through a decreased use of the fleet during the General Assembly session in Paris.

(viii) <i>Rental and maintenance of other equipment</i> .....	\$ 11 000
1949:	14 000
1948:	253 965

Costs of renting and maintaining equipment not classified elsewhere are entered under this heading.

Provision is made for the contractual maintenance and purchase of supplies and parts for the following categories of equipment; fire and safety, buildings and grounds, maintenance and custodial, and shops. No rentals are planned for 1950.

The 1948 expenditure figure includes a large number of items now charged under other headings, including the maintenance of radio, sound, and simultaneous interpretation equipment.

CHAPTER V. OTHER SUPPLIES AND SERVICES .....	\$ 58 500
1949:	67 500
1948:	138 488

(i) <i>Insurance</i> .....	\$ 32 500
1949:	32 500
1948:	68 458

This estimate provides for the following:

1. Fire insurance covering:

(a) The Lake Success building occupied by the United Nations and property of the United Nations in the building .....	\$ 7 000
(b) The Manhattan Building and property of the United Nations in the building .....	2 000
(c) United Nations' property in the warehouse at Long Island City .....	1 000

2. Air travel accident insurance covering all authorized personnel travelling by air on United Nations' instructions .....	6 000
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3. Public liability insurance covering liability of the United Nations for bodily injuries or property damages sustained by any person other than United Nations' employees as a result of the operations of the United Nations in the United States .....	8 750
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4. Marine insurance covering all marine shipments of United Nations' property .....	6 000
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5. Truck cargo insurance covering goods transported in United Nations' trucks .....	750
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6. Automobile fire and theft insurance on motor vehicles owned by the United Nations .....	600
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7. Personal property insurance covering property of the United Nations installed in the residence of the Secretary-General .....	400
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The relatively high 1948 expenses were due primarily to increased coverage for air travel insurance, marine insurance, and public liability insurance necessitated by the holding of the General Assembly session in Paris.

(ii) <i>Miscellaneous supplies and contractual services</i> .....	\$ 26 000
1949:	35 000
1948:	70 030

This item includes the costs of contractual services and supplies not covered elsewhere.

The estimate comprises: towel and linen supply services, \$14 500; classified advertising, \$3 800; dry cleaning and pressing service, \$3 200; Western Union time service, \$1 200; and miscellaneous supplies, including mailbags, illustration boards, cloths, and layout pads, \$3 300.

The 1948 expenditure figure includes the costs of discs for sound and recording purposes, now shown under "Supplies for Sound and Transcription", and contractual library services for the library now shown under section 7-A.

## Section 19. Permanent Equipment, \$244 800

(1949: \$370 090 1948: \$482 958)

## CHAPTER I. FURNITURE, FIXTURES AND

OFFICE EQUIPMENT .....	\$ 83 800
	1949: 164 990
	1948: 157 723
(i) <i>Furniture and fixtures</i> .....	\$ 25 000
	1949: 25 330
	1948: 36 898

The estimate provides for purchases of furniture and fixtures for office use.

The major items include 200 sections of shelving, 150 filing cabinets, 300 transfer cases, and sixty bookcases. In addition, there are smaller requirements for card cabinets, lamps, carpets, tables, and typewriter stands. All of these items are necessary either as replacements or to meet needs resulting from expanded activities of the organization.

All items to be purchased under this heading will be suitable for use in the new headquarters building.

(ii) <i>Internal reproduction equipment</i> .....	\$ 8 800
	1949: 16 120
	1948: 25 423

This heading covers purchases of duplicating machines and their installation costs.

The principal items include four mimeograph machines and three spirit-type duplicating machines as replacements for worn-out equipment; offset equipment accessories to modernize and improve existing facilities; and a small collating machine for use in the production of snapout and other multiple copy carbonized forms.

No major additions to the present reproduction equipment inventory are planned. Major categories of equipment now owned include thirty-one mimeograph machines, twenty-four spirit-type duplicators and two large, two medium, and thirteen small offset presses.

(iii) <i>Sound and transcription equipment</i> .....	\$ 9 000
	1949: 20 690
	1948: 13 280

Purchases of equipment used for sound and recording purposes are covered under this estimate.

In 1950, purchases will be made principally for the purpose of replacing worn out equipment. While major changes in the present facilities are not envisaged, it is necessary to maintain the highest standard of efficiency in this type of equipment.

(iv) <i>Simultaneous interpretation equipment</i> .....	\$ 8 000
	1949: 8 000
	1948: —

The estimate, covering purchases of equipment for simultaneous interpretation, both wireless and wired, comprises \$3 000 for the building of a microphone console for use in connection with a portable wireless set, and \$5 000 for the replacement of worn-out and defective equipment.

Present installations include wireless equipment in the two Council chambers and the General Assembly Hall, and wired equipment in four conference rooms and one committee room.

(v) <i>Other office equipment</i> .....	\$ 33 000
	1949: 94 850
	1948: 82 122

Purchases of typewriters, calculating machines, adding machines and related equipment are covered under this heading.

The major portion of the estimate is for the replacement of the 150 oldest typewriters in stock, at a cost of \$19 500, as part of the regular replacement programme. Machines owned by the Organization, as reflected in the 1948 year-end inventory, include 2 061 standard models, 520 electromatics, and forty portables. The total number will not be increased in 1950.

Two additional calculating machines will be purchased, and eighteen of the oldest machines presently in use will be replaced, at a total cost of \$8 000. The number of calculating machines now on hand is 162. Recording and transcribing equipment for dictating purposes, time stamps, numbering machines, seals, slide rules, pen sets, and desk card files account for the remainder of the estimate.

## CHAPTER II. LIBRARY BOOKS AND EQUIP-

MENT .....	\$ 63 000
	1949: 88 000
	1948: 94 365

(i) <i>Library books, periodicals and maps</i> .....	\$ 59 000
	1949: 80 000
	1948: 91 642

This provides for purchases of books, periodicals, newspapers, maps, and other publications for the Library or for reference use in the various departments. The estimate also covers binding costs.

It is planned to purchase approximately 8 500 volumes for the library at an average cost of \$3 50 per volume, or a total of \$29 750. Subscriptions to magazines, newspapers and other reference materials for departmental use will require \$19 000.

Binding expenses will amount to an average of \$3 10 per volume for 3 300 volumes, or a total of \$10 230. Documents of the United Nations, the specialized agencies, and Member Governments will be bound, as well as various periodicals. It is anticipated that 1 500 books will require rebinding.

(ii) <i>Library equipment</i> .....	\$ 4 000
	1949: 8 000
	1948: 2 723

This estimate covers the purchase of all equipment used by the library other than standard office equipment. Items to be purchased in 1950 include microfilm and microcard reading machines, book-trucks, visible index files, card cabinets, map cabinets, pamphlet binders, book-ends, catalogue card cases and minor library shelving.

## CHAPTER III. INFORMATION SERVICES

EQUIPMENT .....	\$ 23 000
	1949: 27 410
	1948: 45 093

(i) <i>Photographic and motion picture equipment</i> .....	\$ 15 000
	1949: 17 410
	1948: 12 977

Motion picture equipment to be purchased in 1950 will cost \$11 400. The major item is a professional 16mm camera with accessories, amounting to \$5 500, to be used principally in filming for television projection. Lenses, a 35mm camera with accessories, a 35mm and a 16mm projector, additional lighting equipment and testing equipment will also be acquired.

Still photography equipment, to an amount of \$3 600, comprises a copying camera and related equipment, as the principal item, together with two cameras and accessories, lenses and a lensboard for enlargements.

(ii) <i>Radio equipment</i> .....	\$ 8 000
	1949: 10 000
	1948: 32 116

The estimate provides for the purchase of a console and other newly developed receiving and transmitting equipment, with a view to a full use of existing radio facilities.

CHAPTER IV. OTHER PERMANENT EQUIP- MENT .....	\$ 75 000
	1949: 89 690
	1948: 185 777

(i) <i>Transportation equipment</i> .....	\$ 48 000
	1949: 44 690
	1948: 60 801

This item provides for the gross purchase costs of automobiles, trucks and motorcycles.

Provision is made for replacing the entire fleet of twenty-two passenger cars at a cost of \$44 500, and one truck at \$3 500. Advantageous purchasing arrangements make it possible to secure new cars at considerable discounts. Anticipated revenue from the sale of the present fleet is \$45 500, thus establishing the net cost for an entirely new fleet in 1950

at \$2 500. Even if market changes materially reduce the revenue from sale of present vehicles, lower maintenance and running costs resulting from these purchases will produce net savings.

(ii) <i>Alterations and improvements to leased premises</i> .....	\$ 15 000
	1949: 30 000
	1948: 90 441

This item provides for supplies, materials and services required for the alteration or improvement of lands and buildings.

Severe restrictions have been placed on alterations to the Lake Success building, and these will be continued and extended in 1950. Occasional changes in office layouts will, however, have to be made as a result of major reorganizations and new activities. The Maintenance and Engineering Division now performs most of the required alterations without the assistance of contractual staff.

(iii) <i>Miscellaneous equipment</i> .....	\$ 12 000
	1949: 15 000
	1948: 34 535

The estimate provides for the purchase of non-expendable equipment not covered elsewhere.

Fire-fighting and safety equipment will amount to \$2 000, maintenance and custodial equipment for buildings and grounds to \$4 500, and specialized equipment, such as time clocks and cash registers, to \$5 500.

## SUMMARY OF PART III

HEADQUARTERS, NEW YORK

Section	Chapter	Established posts	Consultants	Temporary assistance	Overtime	Night differential	Travel on official business	Travel on home leave	Cable, telegraph, wireless communication and long distance telephone	Air freight	Contractual printing	Undistributed totals	Totals of sections
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
7	Executive Office of the Secretary-General	413 640	3 000	8 500	3 500		20 000	20 760	10 000	100	1 500		
	Housing accommodation for the Secretary-General											15 000	496 000
7a	Library	400 500	900	36 000	2 500		2 500	9 500	2 000	500		20 000	474 400
	Contractual Library Services												
8	Department of Security Council Affairs	724 100	4 000	16 000	6 000		6 000	50 000	8 000	600	10 000		824 700
9	Military Staff Committee Secretariat	175 250			1 000		100	22 300	250				198 900
10	Department of Economic Affairs	2 005 100	54 000	30 000	5 000		60 000	88 300	22 000	5 000	250 000		2 519 400
11	Department of Social Affairs	1 354 300	42 300	42 000	4 400		30 000	70 500	6 000	500	150 000		1 700 000
12	Department for Trusteeship and Information from Non-Self-Governing Territories	833 300	4 000	9 900	2 500		12 000	72 400	3 000	3 000	26 600		966 700
13	Department of Public Information	1 992 110	9 000	30 000	5 000	1 020	30 000	115 000	49 000	45 000	340 000		
	Teletype and telecommunication services											6 470	
	Radio services											398 490	
	Photographic supplies and services											58 000	
	Motion picture supplies and services											256 740	
	Subscriptions to telegraphic reports from news agencies											2 500	
	Newspapers and periodicals											2 000	
	Travel and subsistence of representatives of national and international organizations											14 670	3 355 000
14	Department of Legal Affairs	384 640	5 000	7 500	1 000		9 000	19 500	2 000	500	102 160		531 300
15	Conference and General Services	8 191 700	11 000	120 000	155 000	47 000	10 000	358 700	15 700	3 600	16 000		8 928 700
	<i>Carried forward</i>	\$16 474 640	\$133 200	\$299 900	\$185 900	\$48 020	\$179 600	\$826 960	\$117 950	\$58 800	\$896 260	\$ 773 870	\$19 995 100

## SUMMARY OF PART III (continued)

## HEADQUARTERS, NEW YORK

Section Chapter	Established posts	Consultants	Temporary assistance	Overtime	Night differential	Travel on official business	Travel on home leave	Cable, telegraph, wireless communication and long distance telephone	Air freight	Contractual printing	Undistributed totals	Totals of sections
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$16 474 640	\$133 200	\$299 900	\$185 900	\$48 020	\$179 600	\$826 960	\$117 950	\$58 800	\$896 260	\$ 773 870	\$19 995 100
Brought forward												
Administrative and Financial Services	1 353 410	43 950	44 120	8 650	100	34 500	106 770	6 900	600	1 500		
Overseas Recruitment Programme... Miscellaneous supplies and contractual services			11 000			4 700						
IV Administrative Committees:											4 300	
(i) International Civil Service Advisory Board												
(ii) Investments Committee											19 500	
(iii) United Nations Staff Pension Committee											2 900	
V Junior Professional Trainee Programme			55 000								800	
VI International Centre for Training in Public Administration	49 000	3 200				5 000				2 500		1 758 400
Common Staff Costs <sup>1</sup>											3 948 550	3 948 550
Common Services <sup>1</sup>											2 215 000	2 215 000
Permanent Equipment <sup>1</sup>											244 800	244 800
TOTAL	\$17 877 050	\$180 350	\$410 020	\$194 550	\$48 120	\$223 800	\$933 730	\$124 850	\$59 400	\$900 260	\$7 209 720	\$28 161 850

<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

Section 20. United Nations Office at Geneva, \$4 312 600

(1949: \$4 228 050 1948: \$3 211 566)

The work of the United Nations Office at Geneva in 1950 falls broadly under the following heads:

(a) The provision of conference services and facilities for meetings held at Geneva, both of the United Nations and specialized agencies;

(b) The substantive work of the secretariat of the Economic Commission for Europe;

(c) The provision of office accommodation and/or other services for the secretariat of specialized agencies in Geneva. (Services to specialized agencies under (a) and (c) are revenue producing; total revenue for these services in 1950 is estimated at \$299 800);

(d) The maintenance of United Nations properties (former League of Nations properties);

(e) The local public information services, which have the primary task of gathering and disseminating information regarding United Nations activities at Geneva, together with the allied task of disseminating information regarding activities at New York;

(f) The local supervision of the joint secretariat of the Permanent Central Opium Board and Drug Supervisory Body and of staff members dealing with advisory social welfare activities in Europe;

(g) The necessary directing and administrative and financial work related to the above.

Important developments are, however, expected as the result of a decision by the World Health Organization to establish its permanent headquarters in Geneva. So far as possible the organization wishes to remain in the Palais des Nations, and an intensive study of existing space utilization is being made to determine to what extent additional personnel can be accommodated either with or without structural alterations or extensions. It is hoped that maximum use of common services can be achieved but pending the results of the study mentioned and experience of the full scale operations of the World Health Organization, it is not possible to foresee with accuracy the impact of these developments on the conference and general services provided in the first instance on the budget of the United Nations Office at Geneva. Accordingly, except where expressly stated in the detail justifications, the present estimates do not take account of any increased use by WHO. When the position becomes clearer supplementary estimates will be submitted if necessary.

An additional factor which may affect the estimates is a possible considerable expansion of the International Trade Organization. Should this body remain in Geneva, whether or not it can remain in the Palais des Nations, it will probably make con-

siderable use of certain of the United Nations services. Here also, however, it is not possible at this stage to make rational provisions in the estimates.

It is felt that this method of excluding increases based on uncertain factors is most likely to result in economy. It should be noted that the same practice was followed with the 1949 Geneva estimates and that despite the fact that there has already been a considerable increase of WHO staff in the Palais des Nations, present indications are that expenditure will be fairly close to the estimate.

In general, the 1950 estimates for general services are based, as were those of 1949, on the assumption that the conference workload will consist of about four meetings per day plus four medium-to-large conferences (for example, two commissions meeting at approximately the same time, or the conference of a specialized agency). Experience has shown that this assumption is sound.

The 1949 appropriation for the staff and departmental costs of the United Nations Office at Geneva is \$4 228 050. Corresponding costs in 1950 are estimated at \$4 312 600; an increase of \$84 550.

In considering the increase of \$84 550 it is to be noted that: (a) an additional \$70 000 (as compared with 1949) is attributable to cost of within-grade increments; (b) \$7 000 is attributable to cost of increased scales of pay for manual workers; (c) \$38 000 is attributable to increased cost of contribution to the Pension Fund, resulting from higher membership; (d) \$40 000 has been included for provision of additional simultaneous interpretation equipment.

These increases total \$155 000. On the remainder of the estimates, therefore, a net reduction of \$870 000 has been achieved, notwithstanding the expansion in services provided to the World Health Organization and in the face of a workload which is not likely to diminish.

CHAPTER I. GENERAL SERVICES . . . . .	\$1 895 540
	1949: 1 878 940
	1948: 1 498 574

The 1948 figure includes departmental costs of the local information services and the secretariat of the Permanent Central Opium Board, which in 1949 and 1950 are included in separate chapters.

(i) Established posts (including cost of living allowances) . . . . .	\$1 646 440
	1949: 1 659 300
	1948: 1 272 989

Table 20-1-1. Office of the Director

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1		Top-ranking director	15 000 + 3 000 allowance	18 000	-	-	18 000
2	1	17	Principal officer	1@ 12 830	12 830	-	-	12 830
1	1	14	Professional officer	1@ 8 290	8 290	-	-	8 290
1	1	10	Administrative officer	1@ 5 570	5 570	-	-	5 570
1	1	7	Secretarial and clerical	1@ 3 780	3 780	-	110	3 890
2	3	6	Secretarial and clerical	1@ 3 590 1@ 3 230 1@ 3 070	9 890	-	170	10 060
3	1	4	Clerk-typist	1@ 3 070	3 070	-	-	3 070
1	1	3	Clerk	1@ 2 640	2 640	-	80	2 720
12	10				\$64 070	-	\$360	\$64 430
Less: Adjustment for turnover of staff.....								1 930
TOTAL								\$62 500

The immediate Office of the Director comprises, in addition to the Director and his secretarial staff, a Cable and Registry Unit and a Liaison Unit.

The Liaison Unit consists of two officers, responsible administratively to the Director, with the duty of maintaining liaison with specialized agencies and non-governmental organizations and who carry

out also certain substantive tasks required by the headquarters departments.

There is a saving of two posts as compared with 1949. A professional post 17 is abolished in the Liaison Unit, and cessation of the teleprinter circuit has resulted in the saving of one clerical post. A secretarial post is upgraded from 4 to 6 as a bilingual secretary is needed.

Table 20-1-1A. Advisory Social Welfare Unit

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	17	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	14	Social welfare officer	1@ 8 290	8 290	-	-	8 290
1	1	12	Social welfare officer	1@ 6 240	6 240	-	240	6 480
1	1	8	Administrative assistant	1@ 4 210	4 210	-	-	4 210
1	2	6	Secretarial and clerical	1@ 3 780 1@ 3 070	6 850	-	80	6 930
1	1	5	Secretarial and clerical	1@ 3 230	3 230	-	-	3 230
6	7				\$42 650	-	\$320	\$42 970
Less: Adjustment for turnover of staff.....								1 290
TOTAL								\$41 680

The Advisory Social Welfare Unit provides the following regional services for the social welfare programme:

1. Administration of the programme of advisors provided in Europe, North Africa and the Middle East;

2. Receiving and placing of United Nations social welfare fellowship holders, as well as fellows of the specialized agencies which have requested the Secretariat to administer their fellowship programmes in order to prevent overlapping and duplication of expenses;

3. Providing the Secretariat, in agreement with the Governments concerned, and through the voluntary assistance of national working groups of experts,

with all the necessary documentation for the studies requested by the Social Commission and the Economic and Social Council;

4. Giving assistance to the organization of seminars in the above-mentioned areas.

The estimated costs of the salaries for 1949 were originally included in section 25, Advisory Social Welfare Functions. Upon recommendation of the Advisory Committee on Administrative and Budgetary Questions, the estimates for this Unit, as well as certain administrative expenses connected with the operation of this Unit were transferred to section 20.

The only change from 1949 is the addition of one secretarial and clerical post 6, necessary in view of increased workload.

Table 20-1-2. Library Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	17	Principal officer	1@ 12 000	12 000	—	70	12 070
—	1	14	Librarian	1@ 7 400	7 400	—	—	7 400
1	—	13	Librarian	—	—	—	—	—
1	1	11	Librarian	1@ 5 890	5 890	—	—	5 890
1	1	10	Administrative officer	1@ 5 260	5 260	—	—	5 260
—	1	9	Librarian	1@ 4 460	4 460	—	—	4 460
5	4	8	Librarian	3@ 4 210	—	—	—	—
				1@ 3 990	16 620	—	130	16 750
2	3	7	Secretarial and clerical	2@ 3 990	—	—	—	—
				1@ 3 780	11 760	—	—	11 760
6	5	6	Secretarial and clerical	2@ 3 590	—	—	—	—
				3@ 3 400	17 380	—	400	17 780
1	2	5	Secretarial and clerical	1@ 3 230	—	—	—	—
				1@ 2 780	6 010	—	70	6 080
—	1	4	Clerk-typist	1@ 2 510	2 510	—	60	2 570
2	2	3	Clerk	1@ 2 640	—	—	—	—
				1@ 2 510	5 150	—	110	5 260
20	22				\$94 440	—	\$840	\$95 280
Less: Adjustment for turnover of staff.....								2 860
TOTAL								\$92 420

The Library at Geneva remains responsible to the Director, subject to general policy control from headquarters.

Two additional secretarial and clerical posts, grade 4 and 5, are requested, together with three upgradings—librarian 13 to 14, librarian 8 to 9, secretarial and clerical post 6 to 7. These changes result from the activity which is due to increased material received (governmental and otherwise) and increased usage of the Library. An additional reading room has been opened, and the new clerical posts will release qualified librarians for professional work.

In 1948 the Library acquired 8 191 books through purchases, gifts and exchanges, compared with 4 931 in 1947 (the increase was wholly in gifts and exchanges); 2 080 periodical publications (1 795 in 1947); 5 391 official documents (4 607 in 1947); and 2 201 periodicals (1 777 in 1947).

Loans and circulations totalled 26 000 (17 000 in 1947) with a further 16 000 books fetched for reference readers. Attendances in reading rooms totalled 20 160 (18 000 in 1947). Reference telephone calls totalled 18 000 (13 000 in 1947).

Table 20-1-3. Office of the Assistant Director for Conference and General Services

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	18	Principal officer	1@ 12 830	12 830	—	500	13 330
1	1	11	Administrative officer	1@ 5 570	5 570	—	80	5 650
1	—	7	Secretarial and clerical	—	—	—	—	—
—	2	6	Secretarial and clerical	1@ 3 230	—	—	—	—
				1@ 3 070	6 300	—	160	6 460
1	—	5	Secretarial and clerical	—	—	—	—	—
1	—	4	Clerk	—	—	—	—	—
5	4				\$24 700	—	\$740	\$25 440
Less: Adjustment for turnover of staff.....								760
TOTAL								\$24 680

The Assistant Director is responsible for all the conference and general services in Geneva.

Of the other three posts in the Office, one is a personal secretary; the other two perform all conference work—planning and order-of-the-day functions

at Geneva. It is considered necessary to strengthen this Office Unit by upgrading a secretarial and clerical post from 4 to 6. A clerical post has been transferred to the Languages and Stenographic Service for control purposes.

Table 20-1-4. Languages and Stenographic Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	17	Principal officer	1@ 11 300	11 300	—	170	11 470	
1	1	17	Interpreter	1@ 12 830	12 830	—	—	12 830	
1	1	16	Translator	1@ 10 610	10 610	—	—	10 610	
5	5	15	Interpreter	2@ 10 610					
				1@ 9 960					
				1@ 9 360					
				1@ 8 800	49 340	—	—	49 340	
6	6	15	Translator	3@ 9 360					
				3@ 8 290	52 950	—	1 290	54 240	
1	1	14	Interpreter	1@ 7 830	7 830	—	270	8 100	
2	3	14	Translator	1@ 7 830					
				2@ 7 400	22 630	—	820	23 450	
1	1	13	Interpreter	1@ 7 400	7 400	—	70	7 470	
12	12	13	Translator	1@ 7 830					
				4@ 7 400					
				1@ 7 000					
				6@ 6 600	84 030	—	2 000	86 030	
14	13	12	Translator	2@ 7 000					
				1@ 6 600					
				5@ 6 240					
				5@ 5 890	81 250	—	2 040	83 290	
1	1	11	Translator	1@ 5 260	5 260	—	210	5 470	
1	1	9	Administrative assistant	1@ 4 710	4 710	—	—	4 710	
1	1	8	Administrative assistant	1@ 4 210	4 210	—	20	4 230	
—	1	7	Secretarial and clerical	1@ 3 990	3 990	—	—	3 990	
1	7	6	Secretarial and clerical	7@ 3 590	25 130	—	100	25 230	
12	6	5	Secretarial and clerical	3@ 3 070					
				3@ 2 920	17 970	—	360	18 330	
44	44	4	Secretarial-typist	21@ 3 070					
				12@ 2 920					
				11@ 2 780	130 090	—	2 190	132 280	
4	5	4	Clerk	4@ 2 920					
				1@ 2 780	14 460	—	180	14 640	
26	26	3	Clerk-typist	1@ 2 920					
				18@ 2 780					
				4@ 2 640					
				3@ 2 510	71 050	—	600	71 650	
134	136				\$617 040	—	\$10 320	\$627 360	
Less: Adjustment for turnover of staff.....								18 820	
								TOTAL	\$608 540

The functions and working of the Languages and Stenographic Service were explained on page 173 of the 1949 estimates (A/556).

A number of minor grading changes are proposed, principally the upgrading of the six heads of shifts in the stenographic pool to grade 6, that is, one grade higher than any of the staff supervised. These upgradings will involve no immediate extra cost, but will extend the maxima of the staff concerned.

In addition to the clerical post transferred from the Office of the Assistant Director, one new clerical post 5 is requested to assist translators by finding references, quotations, etc.

In 1948 the staff carried the following workload, with the assistance, at peak periods, of additional temporary staff:

- (i) "Interpreter-meetings", 3 780;
- (ii) Meetings requiring précis-writers, 702;
- (iii) Pages of editing, 6 546;

(iv) Pages of translation, 45 525;

(v) Detached: the equivalent of over eight full time stenographers for secretarial work of conferences or the staff of the Geneva Office;

(vi) Pages of dictation transcribed, 65 153;

(vii) Pages of copy-typing and stencil cutting, 139 914.

A good deal of the work of the stenographic pool is difficult tabular statistical work for the Economic Commission for Europe. The workload is expected to continue in 1949 and 1950 at the same level, or (depending on developments in specialized agencies against which no provision is asked at present) on an increased level.

Records are now being established by which output *per capita* will be readily assessable after taking account of temporary assistance or staff loaned from headquarters.

Table 20-1-5. Documents Registry and Distribution Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
-	1	15	Administrative officer	1@ 8 800	8 800	-	470	9 270	
1	-	14	Communications and records officer	-	-	-	-	-	
2	2	11	Communications and records officer	2@ 6 240	12 480	-	120	12 600	
1	1	9	Administrative assistant	1@ 4 710	4 710	-	-	4 710	
3	3	8	Communications and records officer	3@ 4 210	12 630	-	150	12 780	
2	2	8	Administrative assistant	2@ 4 210	8 420	-	100	8 520	
3	4	7	Secretarial and clerical	4@ 3 990	15 960	-	-	15 960	
6	5	6	Secretarial and clerical	3@ 3 590	10 770	-	-	10 770	
5	5	5	Secretarial and clerical	2@ 3 400	6 800	-	290	7 090	
5	5	5	Secretarial and clerical	4@ 3 230	12 920	-	-	12 920	
1	1	5	Office machine operator	1@ 2 920	2 920	-	520	3 440	
7	7	4	Clerk	5@ 2 920	14 600	-	80	14 680	
1	1	4	Office machine operator	2@ 2 780	5 560	-	390	5 950	
11	11	3	Clerk	1@ 2 780	2 780	-	130	2 910	
5	5	3	Office machine operator	4@ 2 640	10 560	-	-	10 560	
5	5	3	Office machine operator	6@ 2 510	15 060	-	480	15 540	
5	5	3	Office machine operator	1@ 2 780	2 780	-	-	2 780	
5	5	3	Office machine operator	1@ 2 640	2 640	-	-	2 640	
5	5	3	Office machine operator	2@ 2 510	5 020	-	-	5 020	
4	5	2	Clerk	1@ 2 380	2 380	-	240	2 620	
4	5	2	Clerk	1@ 2 380	2 380	-	-	2 380	
4	5	2	Clerk	3@ 2 260	6 780	-	-	6 780	
20	20	2	Office machine operator	1@ 2 050	2 050	-	50	2 100	
20	20	2	Office machine operator	15@ 2 380	35 700	-	-	35 700	
2	3	1	Office machine operator	1@ 1 950	1 950	-	190	2 140	
2	3	1	Office machine operator	2@ 2 150	4 300	-	-	4 300	
2	3	1	Office machine operator	1@ 1 950	1 950	-	-	1 950	
74	76				\$228 260	-	\$4 340	\$232 600	
Less: Adjustment for turnover of staff.....								6 980	
								TOTAL	\$225 620

The functions of this Service were described on page 174 of the 1949 estimates (A/556).

There are considerable fluctuations in workload; for example, in 1948 mimeograph output per month ranged from under 3 million to over 10 million impressions. Temporary assistance is therefore frequently needed, and since this can readily be found locally at low rates of pay the established staff requirements are based on the lower levels of monthly output.

In 1948 the workload was as follows:

Twenty-three thousand, one hundred and ten jobs received for processing, of which 40 per cent were specialized agency documents. One hundred and nineteen thousand stencils were dealt with (39 per

cent for specialized agencies), 60 million impressions being produced (30 per cent for specialized agencies). The Distribution Section distributed 7 753 300 copies of documents (25 per cent for specialized agencies).

It should be particularly noted that in the 1949 estimate no account was taken of the possible expansion of WHO (see page 170, para. 1, document A/556). As compared with early 1948, that organization has already doubled in strength, and two additional clerical posts, grade 3 and 2 respectively, are now requested for the Distribution Service. No account is taken, however, of probable further expansion of WHO by 1950.

The post of Chief of Service has been upgraded from 14 to 15. One other upgrading of a clerical post from 6 to 7 is proposed.

Table 20-1-6. Publications and Sales Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Printing Section</i>								
1	1	14	Administrative officer	1@ 8 800	8 800	-	-	8 800
1	1	11	Proof-reader	1@ 5 570	5 570	-	160	5 730

Table 20-1-6. Publications and Sales Service (Cont'd.)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
8	8	9	Proof-reader	5@ 4 710 2@ 4 460 1@ 4 210	36 680	-	250	36 930
1	1	6	Secretarial and clerical	1@ 3 780	3 780	-	-	3 780
2	2	1	Clerk	1@ 2 260 1@ 2 050	4 310	-	50	4 360
13	13		<i>Sales Section</i>					
1	1	9	Administrative assistant	1@ 4 710	4 710	-	20	4 730
1	1	7	Secretarial and clerical	1@ 3 990	3 990	-	-	3 990
2	2	6	Secretarial and clerical	1@ 3 590 1@ 3 230	6 820	-	180	7 000
1	1	4	Clerk	1@ 2 920	2 920	-	-	2 920
-	1	3	Clerk	1@ 2 380	2 380	-	70	2 450
1	1	2	Clerk	1@ 2 050	2 050	-	50	2 100
6	7							
19	20				\$82 010	-	\$780	\$82 790
Less: Adjustment for turnover of staff.....								2 480
TOTAL								\$ 80 310

The Publications and Sales Service consists of a Printing Section (thirteen posts) and a Sales Section (seven posts).

The Printing Section is responsible for preparing manuscripts for printing, placing the necessary contracts, proof-reading and concurring. No staff changes are proposed for 1950.

The Section was not fully recruited until late in 1948, as the expected workload had not in fact materialized. In that year 17 668 pages of print were processed of which 50 per cent was for specialized agencies and 33 per cent for headquarters. The capacity of the Section is estimated to be 22 500 printed pages a year, and there should be no difficulty in fully employing this Section with non-urgent printing from headquarters, and with work from the

Geneva Office itself and from specialized agencies. The Section now regularly undertakes the processing of the French edition of the *United Nations Bulletin*.

The Sales Section deals with 240 agents and clients in Europe. Stocks in the hands of agents at 31 December 1948 were valued at about \$100 000 (\$3 000 of specialized agencies). In 1948 the Section dealt with 5 945 invoices, 6 364 letters (1947 figures: 3 986 and 5 292 respectively) and collected approximately 109 000 Swiss francs as receipts (65 000 francs in 1947). Of these receipts, 9 000 francs related to specialized agency publications and 39 000 francs to League of Nations publications.

One additional post, clerk 3, is requested for 1950 in the Sales Section as a result of the increase of work since 1947 and also to enable daily sales of publications to be made in the building.

Table 20-1-7. Purchase, Supply and Travel Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
<i>Office of the Chief</i>								
1	1	14	Administrative officer	1@ 7 830	7 830	-	380	8 210
1	-	10	Administrative officer	-	-	-	-	-
1	1	6	Secretarial and clerical	1@ 3 590	3 590	-	100	3 690
1	-	2	Clerk	-	-	-	-	-
4	2		<i>Purchase Section</i>					
-	1	12	Administrative officer	1@ 5 890	5 890	-	-	5 890
1	-	10	Procurement officer	-	-	-	-	-
-	1	8	Administrative assistant	1@ 5 260	5 260	-	-	5 260
2	1	5	Clerk	1@ 3 230	3 230	-	-	3 230
-	1	5	Secretarial and clerical	1@ 3 070	3 070	-	80	3 150
2	1	4	Clerk	1@ 3 070	3 070	-	-	3 070
5	5		<i>Supply Section</i>					
1	1	8	Clerk	1@ 4 210	4 210	-	150	4 360
3	3	5	Clerk	3@ 3 230	9 690	-	80	9 770

Table 20-1-7. Purchase, Supply and Travel Service (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
2	3	3	Clerk	1@ 2 780 1@ 2 640 1@ 2 510	7 930	-	80	8 010
2	2	2	Clerk	1@ 2 380 1@ 2 260	4 640	-	120	4 760
8	9	<i>Travel and Accommodations Section</i>						
3	2	8	Clerk	2@ 4 210	8 420	-	150	8 570
1	1	6	Clerk	1@ 3 590	3 590	-	-	3 590
1	2	5	Clerk	2@ 3 070	6 140	-	80	6 220
2	2	4	Clerk	2@ 2 780	5 560	-	140	5 700
-	2	4	Chauffeur	2@ 2 780	5 560	-	190	5 750
5	3	3	Chauffeur	1@ 2 640 1@ 2 510 1@ 2 380	7 530	-	240	7 770
12	12							
29	28							
Less: Adjustment for turnover of staff.....								2 910
							TOTAL	\$ 94 090

The Purchase, Supply and Travel Service is organized into an Office of the Chief, a Purchase Section, a Supply Section and a Travel and Accommodation Section.

Twenty-eight posts are proposed in 1950 compared with twenty-nine in 1949. One post is suppressed in 1950 as a result of the absorption by the Personnel Section of responsibility for staff accommodation problems.

The Office of the Chief consists of two posts in 1950 against four requested for 1949. The deputy chief, originally included in this office with direct responsibility for travel functions, is being put in charge of the Purchase Section while retaining his responsibility as deputy head of the whole Division. Another clerical post has been transferred to the Supply Section.

The Purchase Section consists of five posts as in 1949.

Adjustments in the grades of three posts are requested as follows:

(a) The reclassification of the administrative officer post 10 to 12 in view of the increased responsibilities assigned to this post (as noted above).

(b) The downward reclassification of a grade 10 post to grade 8.

(c) Substitution of a secretarial post 5 for a clerical post 4 that was included in the 1949 table.

The Section requires additional bilingual secretarial service.

During 1948, 1 500 purchase orders were placed (of which 385 were for the specialized agencies). The number of stock items is 625. During the year 2 240 indents were dealt with.

The Supply Section will need nine posts for 1950 against eight posts that were requested for 1949. During 1949, however, one post has been transferred from the Office of the Director. The only adjustment requested for 1950 is the reclassification of a clerk 2 to 3.

The Travel and Accommodations Section will comprise twelve posts in 1950 as for 1949. A grade 8 post in charge of local transport has been exchanged for a grade 4 post in the Freight Section. In view of this, some of the responsibilities that were originally carried by the grade 8 clerk were added to the duties of one of the chauffeurs. The reclassification of this post from 3 to 4 as well as a reclassification of a second chauffeur from 3 to 4 are provided for in the 1950 estimates.

The Travel Section arranged 3 062 journeys (including changes or cancellations) of which 905 were for specialized agencies and 244 for delegations; 2 126 visas were obtained. The Accommodation Section made 3 184 hotel reservations and dealt with a large number of housing queries from the staff.

Table 20-1-8. Building Management and Engineering Service

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Office of the Chief</i>								
1	1	15	Maintenance engineer	1@ 8 800	8 800	-	470	9 270
-	1	10	Administrative officer	1@ 4 710	4 710	-	-	4 710
1	-	8	Administrative assistant	-	-	-	-	-



Table 20-1-8. Building Management and Engineering Service (Cont'd.)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	6	Secretary	1@ 3 590	3 590	-	100	3 690
1	1	5	Secretary	1@ 3 070	3 070	-	120	3 190
4	4		<i>Material Service Section</i>					
1	1	10	Administrative officer	1@ 5 260	5 260	-	-	5 260
-	1	8	Clerk	1@ 3 780	3 780	-	-	3 780
1	-	7	Secretarial and clerical	-	-	-	-	-
1	1	4	Clerk	1@ 2 920	2 920	-	80	3 000
3	3		<i>Telephone Unit</i>					
1	1	5	Telephone operator	1@ 3 230	3 230	-	10	3 240
1	1	4	Telephone operator	1@ 3 070	3 070	-	-	3 070
3	3	3	Telephone operator	3@ 2 640	7 920	-	140	8 060
5	5		<i>Technical Section</i>					
-	2	11	Administrative officer	2@ 5 260	10 520	-	-	10 520
1	-	10	Administrative officer	-	-	-	-	-
1	-	9	Administrative assistant	-	-	-	-	-
-	1	5	Secretarial and clerical	1@ 2 780	2 780	-	70	2 850
1	1	4	Clerk	1@ 2 780	2 780	-	70	2 850
3	4		<i>House Staff</i>					
1	1	6	Guard	1@ 3 590	3 590	-	100	3 690
3	3	5	Guard	1@ 3 230	3 230	-	-	3 230
				2@ 3 400	10 030	-	100	10 130
4	4	4	Guard	1@ 3 070	3 070	-	-	3 070
				3@ 2 920	11 830	-	170	12 000
25	25	3	Guard	5@ 2 780	13 900	-	-	13 900
				11@ 2 640	29 040	-	-	29 040
				9@ 2 510	22 590	-	1 370	23 960
8	12	2	Messenger	1@ 2 510	2 510	-	-	2 510
				5@ 2 260	11 300	-	-	11 300
				4@ 2 150	8 600	-	-	8 600
				2@ 2 050	4 100	-	810	4 910
-	1	2	Guard	1@ 2 050	2 050	-	100	2 150
56	62				181 970	-	3 710	185 680
Less: Adjustment for turnover of staff.....								5 570
TOTAL								180 110

Table 20-1-9. Manual Workers

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Computed in dollars</i>								
<i>Technical Unit</i>								
8	8	6	Electrician/mechanic/ carpenter	1@ 2 930				
				2@ 2 860				
				1@ 2 850				
				3@ 2 700				
				1@ 2 580	22 180	-	-	22 180
5	6	5	Electrician/mechanic	3@ 2 540				
				1@ 2 520				
				2@ 2 420	14 980	-	-	14 980

Table 20-1-9. Manual Workers (Cont'd.)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
2	2	4	Assistants	1@ 2 130 1@ 2 030	4 160	-	-	4 160
15	16		<i>Gardening Unit</i>					
1	1	5	Gardener	1@ 2 973	2 973	-	-	2 973
4	4	4	Gardener	2@ 2 405 1@ 2 351	9 395	-	-	9 395
2	2	2	Gardener labourer	1@ 2 234 2@ 2 141	4 282	-	-	4 282
7	7		<i>Cleaning Unit</i>					
2	1	4	Cleaner (foreman)	1@ 2 400	2 400	-	-	2 400
2	3	3	Cleaner (forewoman)	3@ 1 930	5 790	-	-	5 790
11	11	2	Cleaner	1@ 2 140 3@ 1 920 2@ 1 880 5@ 1 840	20 860	-	-	20 860
1	1	3	Linen maid	1@ 1 930	1 930	-	-	1 930
1	1	2	Assistant linen maid	1@ 1 590	1 590	-	-	1 590
49	-	1	Cleaner	-	-	-	-	-
66	17							
88	40				\$90 540	-	-	\$90 540
Less: Adjustment for turnover of staff.....								2 710
<b>TOTAL</b>								<b>\$87 830</b>

The Building Management and Engineering Service consists of an Office of the Chief (four posts); an Internal Services Section (three posts); a Telephone Unit (five posts); a Technical Section (four posts); and a House Staff—guards and messengers (forty-six posts).

These sections are supported by an additional staff of manual workers. The responsibilities of the Service were explained on pages 178-9 of the 1949 estimates, (A/556).

For 1949, small increases were requested over 1948 for specified reasons, but no account was taken of additional work arising from expansion of the World Health Organization, since it was then not even known for certain if WHO would remain in Geneva.

For 1950, by contrast, it is clear that the building will be used to capacity, and staff increases are unavoidable. (The increases requested still leave the staff below the level of 1938-9, when occupancy was less.)

The increases requested are:

One additional guard (grade 2) for gate duty. At present there are only two guards to watch three adjacent gates between the hours of 8 a.m. and 10 p.m.

Four additional messengers, of whom two will be for the sorting stations, and two for duty on the various floors. The messenger service at present is unsatisfactory, two messengers having to serve 100 offices. The total staff of messengers, huissiers and guards will be forty-six. (In 1938-9 there were seventy-seven, and fewer offices were then in use.)

Even with the foregoing increases, the staff will be inadequate to carry the leave factor fully, and

temporary assistance will be required for leave replacements as well as for peak conference loads.

Increases are also required in the technical staff. One radio-technician 5 is required primarily for maintenance of the simultaneous interpretation equipment installed in one room in 1948, and for general electrical work. One additional electrician-mechanic is requested: this post is necessary for the adequate maintenance of the electrical equipment in the building.

A number of grading changes are proposed. It has for long been felt that the structure of the divisional hierarchy was weak: the post of head of the building services is accordingly proposed for upgrading from 10 to 11, while the post of head of the technical (mechanical, electrical, etc.) services is proposed for upgrading from 9 to 11. A post of administrative assistant 8 in the office of the divisional head is replaced by an administrative officer 10. The post of the officer in charge of space allocation requires upgrading from 7 to 8. The changes will result in a more satisfactory line of authority and promotion.

One further factor has affected the estimates. A detailed survey of the rates of pay of manual workers in outside employment (particularly in public services) disclosed that in a number of cases the United Nations rates were substantially below those rates, and had been so for twelve months. In consequence United Nations rates and the classification system have been revised: the classification system of the Geneva canton has been adopted, and the rates of pay of the latter have been adopted with (a) compensating adjustments (upwards or downwards) where conditions of service are unavoidably different; (b) a very slight betterment to compensate

for the lesser security in United Nations employment amounting to 2 or 3 per cent for single persons and (as a result of the operation of the staff assessment plan) 8 or 9 per cent for married persons.

The adjustment in rates is estimated to cost approximately \$10 000 gross in 1950, but, as existing staff retire and are replaced by recruits, the additional cost will fall.

Table 20-1-10. Administrative and Financial Services

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
<i>Office of the Head</i>								
1	1	17	Principal officer	1@ 11 300	11 300	—	640	11 940
—	1	13	Administrative officer	1@ 6 600	6 600	—	—	6 600
—	1	9	Administrative assistant	1@ 4 980	4 980	—	—	4 980
1	—	8	Administrative assistant	—	—	—	—	—
1	1	6	Administrative assistant	1@ 3 590	3 590	—	60	3 650
3	4							
<i>Personnel Service</i>								
1	1	16	Personnel officer	1@ 10 610	10 610	—	—	10 610
1	—	15	Personnel officer	—	—	—	—	—
1	1	13	Personnel officer	1@ 7 000	7 000	—	—	7 000
1	—	12	Personnel officer	—	—	—	—	—
—	1	11	Personnel officer	1@ 5 260	5 260	—	210	5 470
1	—	10	Personnel officer	—	—	—	—	—
—	1	8	Administrative assistant	1@ 3 780	3 780	—	—	3 780
1	1	6	Health clinic personnel	1@ 3 590	3 590	—	—	3 590
4	3	6	Secretarial and clerical	2@ 3 780	—	—	—	—
				1@ 3 070	10 630	—	80	10 710
1	2	5	Secretarial and clerical	2@ 3 230	6 460	—	140	6 600
2	2	4	Clerk-typist	1@ 3 070	—	—	—	—
				1@ 2 640	5 710	—	70	5 780
1	—	4	Clerk	—	—	—	—	—
1	1	3	Clerk-typist	1@ 2 640	2 640	—	80	2 720
15	13							
<i>Finance Service</i>								
1	—	16	Accountant	—	—	—	—	—
—	1	15	Accountant	1@ 9 360	9 360	—	400	9 760
2	2	13	Accountant	1@ 7 400	—	—	—	—
				1@ 7 000	14 400	—	440	14 840
1	1	12	Accountant	1@ 5 890	5 890	—	—	5 890
1	—	10	Accountant	—	—	—	—	—
3	3	8	Clerk	2@ 3 990	—	—	—	—
				1@ 3 780	11 760	—	400	12 160
1	3	7	Secretarial and clerical	1@ 3 990	—	—	—	—
				2@ 3 400	10 790	—	200	10 990
2	1	6	Secretarial and clerical	1@ 3 230	3 230	—	90	3 320
1	1	6	Machine operator	1@ 3 400	3 400	—	—	3 400
2	3	5	Secretarial and clerical	2@ 3 230	—	—	—	—
				1@ 2 780	9 240	—	230	9 470
1	—	4	Clerk-typist	—	—	—	—	—
15	15							
33	32				\$150 220	—	\$3 040	\$153 260
Less: Adjustment for turnover of staff.....								4 600
TOTAL								\$148 660

The Office of the Head of the Administrative and Financial Services has overall responsibility for all matters relating to the administrative and financial services of the Geneva office. It also deals with all matters of principle concerning immunities and privileges and resulting relations with the Swiss authorities. It provides secretarial services to (a) a local co-ordination committee of United Nations and the specialized agencies at Geneva, and (b) partially, with the Appeals Board at Geneva. In 1950 it is

expected to assume responsibility for the administration of a local staff sickness insurance scheme.

The grade 13 post now shown in the unit is not a new post, but a transfer from the Personnel Service where it was previously borne. In 1949 the post of administrative officer for the Economic Commission for Europe (grade 15) was abolished, the responsibility being taken over by the Administrative and Financial Services. Experience showed that it was necessary to assign an officer (grade 13) full time

to this work, although it was not necessary to ask for extra staff as a result.

The work of the Finance and Personnel Service was described on pages 180-181 of the 1949 estimates (A/556). During 1948 and 1949 these services have absorbed, without additional staff, the finance and personnel work of the Interim Commission of the International Trade Organization, which has thereby been able to dispense with any such services of its own. Should ICITO expand considerably, the services would however probably have to be expanded, unless ICITO established its own services: it might be possible to carry any additional staff required on the

ICITO payroll and to have a joint service so as to reduce overhead costs.

The proposed staff of the Finance Service remains unchanged, except for certain grading changes. One post of accountant is downgraded from 16 to 15; one secretarial and clerical post upgraded from 6 to 7 and one from 4 to 5; one secretarial and clerical post 7 (1950) is exchanged for a post of accountant 10 (1949). The Personnel Division will be reduced by two posts (one being transferred to the office of the head of the service as above). In addition it will absorb the work on staff accommodation, enabling one post to be abolished in the Purchase Supply — Travel Division.

Table 20-1-11. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost-of- living adjustment \$	Adjustment for turnover of staff \$	Total \$
	1949	1950					
Office of the Director.....	12	10	64 070	360	—	1 930	62 500
Social Welfare Unit.....	6	7	42 650	320	—	1 290	41 680
Library Service.....	20	22	94 440	840	—	2 860	92 420
Office of Assistant Director.....	5	4	24 700	740	—	760	24 680
Languages and Stenographic Ser- vices.....	134	136	617 040	10 320	—	18 820	608 540
Documents Registry and Distribu- tion Service.....	74	76	228 260	4 340	—	6 980	225 620
Publications and Sales Service....	19	20	82 010	780	—	2 480	80 310
Purchase, Supply and Travel Ser- vice.....	29	28	95 210	1 790	—	2 910	94 090
Building, Management and Engi- neering Service.....	56	62	181 970	3 710	—	5 570	180 110
Manual Workers.....	88	40	90 540	—	—	2 710	87 830
Administrative and Financial Ser- vices.....	33	32	150 220	3 040	—	4 600	148 660
	476	437	\$1 671 110	\$26 240	—	\$50 910	\$1 646 440

(ii) *Consultants* .....\$ 500  
1949: 1 000  
1948: 397

A token provision is requested.

(iii) *Temporary assistance* .....\$112 000  
1949: 133 280  
1948: 138 073

This provision is based on the level of 1949 expenditure excluding the 1949 appropriation in respect of the Economic and Social Council.

This sum includes an amount of \$8 000 for special work as follows:

The Documents Service holds 250 000 old League documents (rhone and printed) in stocks ranging from four to 1000. No complete sets of these documents exist either in the Geneva or Lake Success libraries and it is desirable to go through the documents, sort them, compile two sets for each library and reduce remaining stocks of each document to not more than 100 (400 in case of Treaty Series). Existing staff have been doing this work as a "spare time" job, but progress is extremely slow. It is estimated on the basis of experience so far that the complete job would take 800 man-weeks at a total cost of \$40 000. It is proposed to spread this work over five years, using temporary assistance, the amount of which will vary according to the pressure on established staff.

(iv) *Casual labour (part-time cleaners)*...\$ 58 000  
1949: —  
1948: —

The 1949 budget provided sixty-four posts for cleaners of which forty-nine were half-time. Since the time that that budget was prepared, the Ariana Wing has been fully occupied and the villa "La Pelouse" has been rented as office space for delegations. To clean this additional space, nine half-time cleaners have had to be engaged on a temporary basis. This augmented staff has, even so, proved unable to deal with all necessary cleaning work. At the present time, cleaners in the Palais have to cover sixteen offices each, and adjacent corridors, whereas a normal average is ten. With increasing occupancy, it is considered essential to engage additional cleaners in 1950, so that cleaners will have to deal on an average with thirteen rooms each in four hours. The forty-nine posts shown as established posts in 1949 have been excluded from the established manning tables since it is considered more appropriate in the circumstances to set up a special budgetary credit for this work.

(v) *Overtime* .....\$ 16 500  
1949: 16 520  
1948: 15 156

Provision is requested at the same rate as in 1949. The 1948 figure includes overtime for the Information Services and Permanent Central Opium Board staff, which is shown separately for 1949 and 1950.

(vi) *Night differential* .....\$ 9 500  
1949: 9 440  
1948: 8 832

Provision is requested at the existing rate of expenditure.

(vii) *Travel on official business* .....\$ 10 500  
 1949: 11 300  
 1948: 11 755

The estimate, based on 1948 experience, provides \$7 500 for the Geneva Office, and \$3 000 for the Advisory Social Welfare Unit.

(viii) *Travel on home leave*.....\$ 16 000  
 1949: 25 500  
 1948: 11 374

The estimate is based on a person-by-person survey and covers actual costs for entitled personnel and their dependants.

(ix) *Cables, telegraph, wireless and long distance telephone* .....\$ 13 000  
 1949: 11 000  
 1948: 22 786

The estimates are based on experience. In late 1948 the teleprinter circuit between Geneva and New York was discontinued: experience since has shown that the resulting drop in traffic is sufficient to effect economy (notwithstanding higher costs per word) except at short peak periods — for example during a large visiting conference. This provision includes a sum of \$2 000 for the Advisory Social Welfare Unit.

Additional expenses are covered in appropriate chapters for Information Services and Permanent Central Opium Board, which in 1948 were charged to the one account.

(x) *Air freight* .....\$ 600  
 1949: 600  
 1948: 885

Provision is requested at existing rate of expenditure.

The 1948 figure includes the cost of Public Information Services air freight, which in 1950 is shown separately.

(xi) *Contractual printing* .....\$ 12 500  
 1949: 11 000  
 1948: 16 327

The estimate covers:

Local printing of forms .....	\$ 3 500
Cataloguing of periodicals (300 pages)	1 500
Monthly list of books catalogued (576 pages) .....	3 000
Monthly list of selected articles (192 pages) .....	2 500
Bibliographical cards (approximately 4 000 in 20 copies) .....	1 500
Miscellaneous .....	500

The library publications have appeared regularly for many years; they are distributed free, far more than their value being received by way of "free exchanges". The increase over 1949 arises from (a) increased size of the Monthly List, (b) increased requirements for forms. Costs are based on experience.

The 1948 figure includes Permanent Central Opium Board printing, which for 1949 and 1950 is shown separately.

CHAPTER II. PUBLIC INFORMATION SERVICES .....\$125 200  
 1949: 119 430  
 1948: —

In 1948, expenditures were charged partly to accounts now included in chapter I above, partly to the headquarters budget.

The increase of \$5 700 over 1949 results from (a) withingrade increases and (b) the fact that, as a result of personnel transfers, two posts expected to be filled at step 1 are in fact filled at higher steps, while a grade 12 post has been replaced by a grade 15 post transferred from the London Information Centre with corresponding reduction in that Centre.

(i) *Established posts (including cost of living allowances)* .....\$104 200  
 1949: 89 050  
 1948: —

The 1948 figure is included in chapter I above.

Table 20-2-1. Information Services

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	18	Principal officer	1@ 13 830	13 830	—	250	14 080	
1	1	16	Information officer	1@ 9 960	9 960	—	542	10 502	
—	1	15	Information officer	1@ 9 360	9 360	—	150	9 510	
5	5	13	Information officer	1@ 8 290 2@ 7 400 2@ 7 000	37 090	—	656	37 746	
1	—	12	Information officer	—	—	—	—	—	
1	1	9	Administrative assistant	1@ 5 890	5 890	—	—	5 890	
1	1	9	Photographer	1@ 4 210	4 210	—	208	4 418	
1	1	7	Secretary	1@ 3 990	3 990	—	147	4 137	
3	3	6	Secretary	3@ 3 590	10 770	—	443	11 213	
1	1	6	Clerk	1@ 3 400	3 400	—	95	3 495	
—	1	5	Radio technician	1@ 3 070	3 070	—	133	3 203	
—	1	5	Secretary	1@ 3 070	3 070	—	133	3 203	
2	—	4	Clerk-typist	—	—	—	—	—	
17	17				\$104 640	—	\$2 757	\$107 397	
Less: Adjustment for turnover of staff .....								3 197	
								TOTAL	\$104 200

As compared with 1949, a grade 12 post has been dropped, but in its place a grade 15 post has been transferred from London. An additional post is

requested for a technician who has hitherto been employed full time on a contractual basis, but the cost of the post is more than offset by the reductions made

in item (ix) below. In addition a clerk-typist post is suppressed.

While the local staff remains as in 1949, it is proposed to make a distinct change in the emphasis of their work, which in future will be devoted less to the coverage of meetings and the issue of Press releases thereon, and more to the preparation of background and feature material, as well as a more active policy of making contact with European countries in which there are no information centres.

(ii) *Temporary assistance* .....\$ 500  
1949: —  
1948: —

A small sum is required for secretarial replacements.

(iii) *Overtime* .....\$ 500  
1949: 1 180  
1948: —

As a result of the reduction in emphasis upon covering meetings, it is expected that overtime will be reduced. The 1948 figure is included in chapter I above.

(iv) *Travel on official business*.....\$ 2 000  
1949: 1 000  
1948: —

As a result of the more active nature of work to be done, public information officials will need to maintain closer contacts with other European centres, and will pay more visits to countries having no information centres. The estimate will cover approximately one journey of several days to each European country. The 1948 figure was included in chapter I above.

(v) *Travel on home leave* .....\$ 3 000  
1949: 1 200  
1948: —

The 1950 estimate is based on a person-by-person survey. The 1948 figure was included in chapter I above.

(vi) *Cables, telegraph, wireless and long distance telephone*.....\$ 5 000  
1949: 9 300  
1948: —

The reduction from the 1949 level results from the changed policy, which will mean *inter alia* less cabling of Press reports to headquarters.

(vii) *Air freight* .....\$ 600  
1949: 600  
1948: —

The estimate covers principally the costs of air distribution of a number of copies of the French edition of the *United Nations Bulletin*, which is printed locally.

(viii) *Radio services* .....\$ 6 900  
1949: 14 100  
1948: —

Purchase of recording discs (see (a) below) .....\$ 1 200

Rental of land lines and transmitters (see (c) below) ..... 2 800

Miscellaneous repairs (see (d) below) 900

Technical assistance in recording..... 2 000

TOTAL 6 900

Of the reduction from 1949, \$3 500 results from the fact that a substantial part of the technical assistance for broadcasting and recording, formerly provided wholly by contractual services, is now provided by a staff member for whom an additional post has been requested under article (i) above.

Other reductions result from (a) decreased purchase of discs; (b) purchase in the United States of America where prices are lower than local prices; (c) reduction in cost of land lines; (d) decreased repair work resulting from replacement of old League equipment.

(ix) *Photographic and motion picture supplies and services* .....\$ 1 500  
1949: 3 000  
1948: —

The reduction results from elimination of provision for minor motion film services, which it is thought will not be needed in 1950.

(x) *Contractual printing* .....\$ 1 000  
1949: —  
1948: —

The estimate provides \$1 000 for local printing of publicity pamphlets, etc.

CHAPTER III. SECRETARIAT OF THE PERMANENT CENTRAL OPIUM BOARD AND NARCOTIC DRUGS SUPERVISORY BODY .....\$ 53 410  
1949: 53 160  
1948: —

1948 figures are included in chapter I above.

(i) *Established posts (including cost of living allowances)* .....\$ 47 500  
1949: 47 610  
1948: —

Table 20-3-1. Joint Secretariat of the Permanent Central Opium Board and Narcotic Drugs Supervisory Body

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	18	Principal officer	1@ 13 830	13 830	—	330	14 160
—	1	16	Professional officer	1@ 9 960	9 960	—	—	9 960
1	—	14	Professional officer	—	—	—	—	—
2	2	11	Professional officer	2@ 5 890	11 780	—	240	12 020
1	1	9	Administrative assistant	1@ 4 710	4 710	—	90	4 800
1	1	7	Clerk	1@ 3 990	3 990	—	—	3 990
1	1	7	Secretary	1@ 3 990	3 990	—	—	3 990
7	7				\$48 260	—	\$660	\$48 920
Less: Adjustment for turnover of staff.....								1 420
								TOTAL \$47 500

The nature of the work and status of the staff was explained on page 185 of the 1949 estimates (A/556).

(ii) *Temporary assistance* .....\$ 1 500  
1949: —  
1948: —

It is probable that by 1950 the Board will have added responsibilities in the field of synthetic drugs newly brought under control by international agreement. There may also be additional work on the preparation of a unified convention, for which the Economic and Social Council has already received a request from the Narcotics Commission.

The present small staff of the Board could not undertake substantial additional work, and provision for temporary assistance is accordingly requested equivalent to four months' work by two statistical or secretarial temporary staff.

(iii) *Travel on official business* .....\$ 2 800  
1949: 2 600  
1948: —

The estimate covers journeys for two officials to Helsinki, and two to Teheran, the programme having been approved by the Board.

(iv) *Travel on home leave* .....\$ 110  
1949: 950  
1948: —

The estimate covers one member of the staff, entitled to home leave to the United Kingdom.

(v) *Cables, telegraph, and long distance telephone* .....\$ 1 500  
1949: 2 000  
1948: —

As compared with 1949 a reduction of \$500 in this estimate is made.

CHAPTER IV. ECONOMIC COMMISSION  
FOR EUROPE .....\$1 110 250  
1949: 1 148 880  
1948: 726 023

The Secretariat of the Economic Commission for Europe is responsible for servicing the Commission, its committees and their subsidiary organs. It assists in completion of the operational programmes which have been assigned to them by resolutions adopted by the Economic Commission, related to the economic reconstruction of Europe.

(i) *Established posts (including cost of living allowance)* .....\$959 550  
1949: 990 400  
1948: 613 728

Table 20-4-1. Central Office of the Economic Commission for Europe

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	—	Executive secretary	15 000 + 6 000 allowance	21 000	—	—	21 000
1	1	19	Director	1@ 14 170	14 170	—	280	14 450
—	1	18	Principal officer	1@ 12 830	12 830	—	170	13 000
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
1	1	16	Professional officer	1@ 10 610	10 610	—	170	10 780
1	1	14	Professional officer	1@ 8 290	8 290	—	—	8 290
1	1	10	Administrative officer	1@ 5 260	5 260	—	—	5 260
1	—	9	Administrative officer	—	—	—	—	—
2	2	7	Secretarial and clerical	1@ 3 990 1@ 3 780	7 770	—	90	7 860
5	5	6	Secretarial and clerical	2@ 3 590 2@ 3 400 1@ 3 230	17 210	—	240	17 450
—	1	5	Secretarial and clerical	1@ 3 070	3 070	—	80	3 150
2	—	4	Clerk-typist	—	—	—	—	—
16	15				\$112 210	—	\$1 030	\$113 240
Less: Adjustment for turnover of staff.....								3 400
								TOTAL \$109 840

The Central Office of the Economic Commission for Europe has the following main tasks:

To co-ordinate the work of the research and operational divisions of the Commission; to service the sessions of the Economic Commission; to handle the administration of the Commission; to deal with Governments and specialized agencies on the general matters relative to the Commission; to supervise and co-ordinate the programmes of work of the operational divisions; to undertake special assignments, e.g., the draft relative to the Commission's share in the Economic Department's technical assistance scheme; liaison on substantive matters with the Department of Economic Affairs.

The Central Office, set up in April 1947, consists of the following sub-sections: Office of the Executive Secretary (4 posts); Office of the Special Assistants (8 posts); Administrative Unit (3 posts).

Fifteen posts are requested for 1950 as against sixteen in 1949.

A post of principal officer 18 is included in this office and two posts, administrative officer 9 and a clerical post, are suppressed. Steps have been taken to organize a central typing pool, the staff for which will be drawn from existing secretarial posts attached to all divisions.

Table 20-4-2. Research and Planning Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$	
1949	1950								
1	1	19	Director	1@ 13 580	13 580	-	-	13 580	
3	2	17	Principal officer	1@ 11 300					
				1@ 10 610	21 910	-	-	21 910	
3	3	16	Professional officer	1@ 9 960					
				2@ 9 360	28 680	-	1 170	29 850	
3	1	15	Professional officer	1@ 8 290	8 290	-	420	8 710	
5	6	14	Professional officer	1@ 8 290					
				1@ 7 830					
				4@ 7 400	45 720	-	930	46 650	
1	1	13	Professional officer	1@ 7 400	7 400	-	-	7 400	
4	4	12	Professional officer	3@ 6 240					
				1@ 5 890	24 610	-	710	25 320	
2	3	11	Professional officer	3@ 5 890	17 670	-	120	17 790	
3	2	10	Professional officer	1@ 4 980					
				1@ 4 710	9 690	-	210	9 900	
1	1	10	Documents officer	1@ 5 260	5 260	-	-	5 260	
8	7	9	Professional assistant	1@ 4 980					
				2@ 4 710					
				2@ 4 460					
				2@ 4 210	31 740	-	610	32 350	
-	1	9	Administrative assistant	1@ 4 710	4 710	-	-	4 710	
-	3	8	Clerk	1@ 4 210					
				1@ 3 990					
				1@ 3 780	11 980	-	-	11 980	
2	1	7	Professional assistant	1@ 3 590	3 590	-	90	3 680	
2	2	7	Secretarial and clerical	1@ 3 780					
				1@ 3 400	7 180	-	-	7 180	
5	4	6	Secretarial and clerical	2@ 3 400					
				1@ 3 230					
				1@ 3 070	13 100	-	490	13 590	
17	16	5	Secretarial and clerical	1@ 3 230					
				13@ 3 070					
				1@ 2 920					
				1@ 2 780	48 840	-	980	49 820	
2	5	4	Clerk-typist	1@ 2 920					
				2@ 2 780					
				2@ 2 510	13 500	-	240	13 740	
62	63				\$317 450	-	\$5 970	\$323 420	
Less: Adjustment for turnover of staff.....								9 700	
								TOTAL	\$313 720

The Research and Planning Division has the following principal functions:

To prepare periodic analyses of the economic situation of Europe, giving special attention to major problems as they develop from time to time;

To provide research and statistical assistance to the operating divisions of the Economic Commission for Europe secretariat on specific problems in particular industries and commodities for which the various technical committees of the Commission are responsible; to review measures under consideration in these committees and in the ECE secretariat with regard to their economic interrelationships and consistency, and in general to provide guidance on the ways in which the activities of the Commission and its committees can best contribute to economic recovery and development;

To provide the basic data and analyses necessary to the work of the Trade Committee;

To co-ordinate and centralise as far as practicable, statistical activities undertaken in the various operating divisions of the Economic Commission for Europe secretariat.

The main components of the division are the Office of the Director and four sections, each of which is further divided into two or more units as follows:

*Office of the Director.*

*Statistics Section.* (a) Production and General Statistics Unit; (b) Trade Statistics Unit; (c) Operational Statistics Unit; (d) Reference Materials Unit.

*Economics Section.* (a) Survey Unit; (b) Monetary and Fiscal Policy Unit.

*Industrial Analysis and Development Section.* (a) National Plans and Development Unit; (b) Industry and Productivity Analysis Unit.

*Trade Section.* (a) Commercial Policy Unit; (b) Trade and Balance of Payments Analysis Unit.

The clerical staff is concentrated in the Statistics Section, where they have specific and regular duties and are available for assignment, under the direction of the Chief of the Statistical Section, to assist other sections as required on specific projects. This concentration serves a twofold purpose: (a) it provides maximum flexibility and economy in the use of the



staff and helps to ensure an even distribution of the workload; (b) it means that all statistical operations connected with the Division's work are kept under central review, both with regard to sources and methods employed and with regard to relative priorities assigned to different projects.

On the treatment of regional and country assignments within the Division, every effort is made to utilize the existing staff to the greatest advantage. Some degree of regional specialization is essential because, first, many key problems requiring attention are problems of specific countries, second, the mass of basic data utilized for all international economic analyses is derived from national statistical and other sources, requiring familiarity and continued experience with the languages, publications, and methods employed in each case. On the other hand, the functional approach is likewise indispensable, since a co-ordinated international research programme requires training in and continued attention to such specialized fields as international trade, balance of payments, commercial policies, national income, capital formation, industrial structure, productivity of labour, and statistical methods. The Research and Planning Division, as now constructed, gives secondary regional or country responsibilities to individual staff members who have primary functional duties under the Division's general plan or organization. There thus exists a kind of "shadow" regional organization behind the formal functional structure.

Finally, the Division has made considerable use of *ad hoc* working groups assigned to cover specific projects which cut across organizational lines. The present research work on the steel project is being handled on this basis, and much of the work on the last survey was similarly organized.

Apart from its contribution embodied in the reports prepared by other divisions of the secretariat for the ECE technical committees, the published results of the Research and Planning Division's work up to this time have been incorporated chiefly in the following documents:

(1) *Report on Shortages in the Field of Industry and Materials*, October 1947;

(2) *A Survey of the Economic Situation and Prospects of Europe*, April 1948;

(3) *Potentialities for Increased Trade and Accelerated Industrial Development in Europe*, August 1948;

(4) *Economic Survey of Europe in 1948*, April 1949.

In addition, there should be mentioned the extensive and detailed documentation prepared for the meeting of European statisticians in March 1949 and also a monograph recently completed on post-war changes in the population of Europe, now being reviewed for possible publication as a special study.

As compared with 1949, an additional clerk-typist post 4 is requested. A number of staff changes have been made, however, which summarize as follows:

Reduction in number of principal officer posts 17, from three to two; a reduction in number of professional posts 15 by one and a downgrading of an additional grade 15 post to 14; reduction in the number of professional assistant posts 7 from two to one. Three posts of clerk 8 are included to cover adequately the workload of the Division in statistical and other senior clerical duties. A post of professional assistant 9 has been exchanged for one of administrative assistant 9, since there is need for someone to arrange for temporary overflows of work from one section to another. A post of professional officer 10 has been upgraded to 11.

Table 20-4-3. Transport Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	19	Director	1@ 15 000	15 000	-	-	15 000
4	4	16	Professional officer	1@ 10 610				
				3@ 9 360	38 690	-	900	39 590
1	-	15	Professional officer					
3	3	14	Professional officer	1@ 8 800				
				1@ 7 830				
				1@ 7 400	24 030	-	360	24 390
-	2	13	Professional officer	2@ 6 600	13 200	-	670	13 870
5	2	12	Professional officer	2@ 6 600	13 200	-	-	13 200
1	1	11	Professional officer	1@ 5 890	5 890	-	-	5 890
-	1	9	Professional assistant	1@ 4 710	4 710	-	220	4 930
1	1	9	Administrative officer	1@ 4 210	4 210	-	-	4 210
1	1	7	Secretarial and clerical	1@ 3 990	3 990	-	-	3 990
6	5	6	Secretarial and clerical	1@ 3 780				
				2@ 3 590				
				1@ 3 400				
				1@ 3 230	17 590	-	490	18 080
4	5	5	Secretarial and clerical	2@ 3 230				
				2@ 3 070				
				1@ 2 780	15 380	-	380	15 760
27	26				\$155 890	-	\$3 020	\$158 910
Less: Adjustment for turnover of staff.....								4 770
TOTAL								\$154 140

The Economic Commission for Europe, in establishing the Inland Transport Committee, laid on it the general responsibility for following developments within its field including, *inter alia*, the study of the co-ordination of various forms of international inland transport. This includes facilities for combined transport, the removal of discriminatory action and unnecessary restriction, and the duty of collecting documentation within this field.

In implementing the above policy, the work of the Transport Division is divided into the following four major fields:

(1) *Problems concerning more than one means of transportation*

The general basis for work under this heading has developed from the continuous collection of transport statistics. A special project on perishable foodstuffs transportation has been completed during the current year. Certain work has also been undertaken relative to European touring problems, which is also of a continuous nature. In 1950 it is expected that a new study on transport co-ordination will be undertaken which will involve considerable work during that year.

(2) *Transport by rail*

The projects currently undertaken within this field include:

- (a) Rolling stock — restitution and re-distribution, identification, repair statistics, programmes of renewal and construction, standardization;
- (b) Simplification of border formalities;
- (c) Uniform system for railway accounting;
- (d) Revision of the Berne Conventions.

There will be some diminution in the volume of work regarding item (a), but an increase is likely in work relating to items (b) and (d).

(3) *Transport by road*

Within this field the most important problems are:

- (a) Freedom of transit and freedom of traffic other than in transit;
- (b) Fiscal charges and tariff regulations;
- (c) International road networks;
- (d) Rules of the road;
- (e) Customs formalities;
- (f) Rules governing contracts for international transport of goods and persons.

It is anticipated that work on international road networks (c) and rules of the road (d) will probably diminish in 1950, but work on the other problems is likely to increase.

(4) *Transport on Inland Waterways and through Maritime Ports*

No specific projects are being dealt with at present within this field. It is possible, however, that the matter will be taken up during the current year with some possibility of action during 1950.

This Division comprises an Office of the Director (eight posts) and five sections, including a secretarial pool: General Transport Section (four posts), Railways Section (four posts), Roads Section (three posts), Waterways Section (one post), and Typing Pool (six posts). Compared with 1949, one professional post 15 and one at 12 are exchanged for two posts at 13. A further professional post 12 (1949) is exchanged for a professional assistant post 9 (1950).

Table 20-4-4. Coal Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	-	19	Director	-	-	-	-	-
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	16	Professional officer	1@ 9 360	9 360	-	400	9 760
2	2	15	Professional officer	2@ 9 360	18 720	-	-	18 720
1	2	14	Professional officer	1@ 8 290	-	-	-	-
				1@ 7 400	15 690	-	-	15 690
4	2	13	Professional officer	2@ 7 400	14 800	-	-	14 800
-	1	11	Professional officer	1@ 5 260	5 260	-	-	5 260
1	1	10	Professional officer	1@ 5 260	5 260	-	-	5 260
3	-	9	Professional assistant	-	-	-	-	-
1	-	9	Administrative assistant	-	-	-	-	-
1	3	8	Clerk	1@ 3 990	-	-	-	-
				2@ 3 780	11 550	-	-	11 550
5	4	6	Secretarial and clerical	2@ 3 590	-	-	-	-
				1@ 3 400	-	-	-	-
				1@ 3 230	13 810	-	300	14 110
3	3	5	Secretarial and clerical	2@ 3 230	-	-	-	-
				1@ 3 070	9 530	-	10	9 540
2	2	4	Clerk-typist	2@ 3 070	6 140	-	-	6 140
26	22				\$123 950	-	\$710	\$124 660
Less: Adjustment for turnover of staff.....								3 740
<b>TOTAL</b>								<b>\$120 920</b>

The Coal Division stemmed from the taking over of the European Coal Organization by the ECE in December 1947. The actual Division has functioned as an operational part of ECE since early 1948.

The functions of the Division cover:

- (1) Allocation of pitch and pitwood;
- (2) Mining equipment bottlenecks;

- (3) Allocation of coal;
- (4) Statistics and other relevant information;
- (5) New projects.

Of the above items (1) and (2) have now reached such a point as to make it unnecessary to continue further work within this field. As regards (3) and (4), both are likely to continue as main functions.

Regarding (5), so far as can be foreseen it is likely that studies will be made on the following subjects:

(a) A study in production, imports, exports, and consumption trends with a view to assessing probable requirements and availabilities during the next four years. It is anticipated that this study will assist the Coal Committee in forestalling future problems, and will enable it to continue its functions as the clearing house of the European coal market;

(b) A study on coal utilization—this has been authorized by the Coal Committee and is likely to become a permanent function;

(c) A study on classification—this has also been authorized by the Coal Division;

(d) A study of coal prices—this has not been authorized by the Coal Committee, but some preliminary work has already been initiated in anticipation.

The Division comprises the following units:

Office of Director (four posts), Allocation Unit (two posts), Classification Unit (one post), Statistics Unit (four posts), Production Unit (two posts), Movements and German Liaison Unit (one post), Typing Pool (eight posts).

The post of Director at grade 19 is suppressed: (directing functions will continue with the existing principal officer 18), together with two professional posts at 13, and one at 9, and a secretarial and clerical post 6.

A new professional post 14 is included for the Classification Unit, and two further posts, grade 9 (1949), are exchanged for clerical posts at grade 8 (1950).

A total of twenty-two posts for the Division is requested as against twenty-six in 1949.

Table 20-4-5. *Electric Power Division*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	18	Principal officer	1@ 13 830	13 830	—	—	13 830
1	1	17	Principal officer	1@ 12 000	12 000	—	—	12 000
2	1	16	Professional officer	1@ 9 360	9 360	—	430	9 790
1	3	12	Professional officer	1@ 6 240	18 020	—	330	18 350
				2@ 5 890				
1	—	11	Professional officer	—	—	—	—	—
—	1	10	Professional officer	1@ 4 980	4 980	—	140	5 120
1	1	9	Administrative assistant	1@ 4 460	4 460	—	170	4 630
1	1	7	Professional assistant	1@ 3 780	3 780	—	160	3 940
4	3	6	Secretarial and clerical	1@ 3 590	10 390	—	280	10 670
				2@ 3 400				
2	1	5	Secretarial and clerical	1@ 3 070	3 070	—	130	3 200
2	1	4	Clerk-typist	1@ 2 780	2 780	—	120	2 900
16	14				\$82 670	—	\$1 760	\$84 430
Less: Adjustment for turnover of staff.....								2 530
TOTAL								\$81 900

The terms of reference of the ECE Power Committee, which is serviced by the Electric Power Division, require it to keep under review problems relative to electricity supply, to assemble data on the different energy resources within Europe still capable of exploitation, to study current problems for increased production, and to consider the ultimate co-ordination of all related developments. The above Division was set up following the Electric Power Committee meeting held in July 1947. The problems studied concern both thermal and hydro sources of power. The Power Committee, at its March 1949 meeting, clarified the issues respecting its future activities, in the light of which the main emphasis in the future work of the Division will be along the following lines:

#### (1) *Hydro*

(a) To continue investigations on the legal aspects of hydro electric developments of international waterways and lakes;

(b) The international aspects of power transmission;

(c) A comparative review of national legislation;

(d) A comparative economic study of specific projects under discussion by the Power Committee, i.e., Lunersee, Otztal, Fessenheim, and Val di Lei.

#### (2) *Thermal*

(a) Continuation of the study of utilization of Polish low-grade fuel for power-raising purposes and transmission to remote centres of consumption, including Germany;

(b) Continuation of consideration of the implications of European inter-connexion;

(c) Continuation of the study on the capacity of the power plant equipment industry and to determine the degree of utilization of the present potential capacity.

In addition to the above, the Division is also concerned with the economic aspects of the River Our pumped storage project and a comparable source of thermal energy.

This Division comprises an Office of the Director (three posts), a Hydro Section (five posts) and a Thermal Section (six posts).

One professional post 16 is given up, together with three secretarial posts grades 6, 5 and 4. Two new posts 12, one in each of the two sections are requested. An existing professional post 11 is downgraded to 10.

Fourteen posts are requested for 1950 as against sixteen in 1949.

Table 20-4-6. Industry and Materials Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	18	Principal officer	1@ 13 830	13 830	—	—	13 830	
—	1	17	Principal officer	1@ 10 610	10 610	—	—	10 610	
2	1	16	Professional officer	1@ 9 960	9 960	—	—	9 960	
1	2	15	Professional officer						
				2@ 8 800	17 600	—	380	17 980	
1	2	14	Professional officer	1@ 8 800					
				1@ 7 830	16 630	—	—	16 630	
2	1	13	Professional officer	1@ 7 000	7 000	—	370	7 370	
—	1	8	Clerk	1@ 3 990	3 990	—	—	3 990	
1	—	7	Professional assistant	—	—	—	—	—	
1	—	7	Administrative assistant	—	—	—	—	—	
5	3	6	Secretarial and clerical	3@ 3 400	10 200	—	240	10 440	
2	3	5	Secretarial and clerical	2@ 3 070					
				1@ 2 780	8 920	—	180	9 100	
1	1	4	Clerk-typist	1@ 2 780	2 780	—	100	2 880	
17	16				\$101 520	—	\$1 270	\$102 790	
Less: Adjustment for turnover of staff.....								3 170	
								TOTAL	\$99 620

The Industry and Materials Division services the Industry and Materials Committee. This Committee was established at the second session of the ECE (E/451, part III) with the following terms of reference:

"The Committee on Industry and Materials and its various sub-committees, each within its field of competence, shall

"Provide a forum for discussion and the exchange of information on industrial problems which do not fall within the scope of activities of the Committees on Coal, Electric Power, Transport and any other committees which may be set up by the Commission;

"Be empowered to initiate studies and make recommendations on the means whereby the European production of certain scarce commodities and equipment may be increased, their utilization improved, and further economy in their consumption achieved, provided the Committee takes no action in respect of any country without the agreement of the Government of that country, and provided that the division of responsibility between these Committees and other international organizations concerned in similar functions be respected;

"Be empowered to recommend, where appropriate, through or in consultation with other international organizations concerned in similar functions, the allocation of materials in short supply for which the Committee or the Commission itself feel that this procedure should be adopted and which are declared available for allocation."

A Panel on Housing Problems, subsequently transformed into the Housing Sub-Committee, and the Fertilizers Sub-Committee were set up to deal with

these specific problems. The Housing Sub-Committee had working parties on programmes and resources and on technical problems.

The Division has the following functions:

(1) To service the Industry and Materials Committee and its subsidiary bodies;

(2) To undertake special studies and investigations,

(a) Arising from the work of the Industry and Materials Committee,

(b) Referred to it by the Trade Committee or the Committee on Agricultural Problems,

(c) Undertaken as comparative projects with other specialized agencies, e.g., the World Health Organization,

(d) On miscellaneous special projects referred to the Division by the Executive Secretary, e.g., certain phases of the technical assistance programme.

The Division comprises an Office of the Director (five posts), a Technical Unit (five posts) and a Typing Pool (six posts).

A post of professional assistant 7, and one secretarial and clerical post are suppressed. One professional 16 (1949) is exchanged for a post 15 (1950). An additional post 15 is included, which has been carried in 1949 on a temporary basis for projects relative to maintenance supplies for industrial and agricultural equipment, and scientific equipment for production of certain medical and pharmaceutical supplies. One professional post 13 is upgraded to 14 and an administrative assistant post 7 (1949) is exchanged for a clerk 8 (1950).

Sixteen posts are requested in 1950 as against seventeen in 1949.

Table 20-4-7. Steel Division

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	1	18	Principal officer	1@ 13 830	13 830	—	—	13 830
1	1	16	Professional officer	1@ 9 360	9 360	—	500	9 860
1	1	14	Professional officer	1@ 7 400	7 400	—	360	7 760

Table 20-4-7. Steel Division (Cont'd)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	-	13	Professional officer	-	-	-	-	-
1	1	9	Professional assistant	1@ 4 460	4 460	-	120	4 580
1	2	6	Secretarial and clerical	1@ 3 590	6 990	-	140	7 130
				1@ 3 400	-	-	-	-
1	-	5	Secretarial and clerical	-	-	-	-	-
1	1	4	Clerk-typist	1@ 2 640	2 640	-	120	2 760
8	7				\$44 680	-	\$1 240	\$45 920
Less: Adjustment for turnover of staff.....								1 380
TOTAL								\$44 540

The Steel Committee, which is serviced by the Steel Division, was originally an integral part of the Industry and Materials Committee, but was raised to the status of a full committee in April 1948 at the third session of the Commission, upon which the Steel Division came into being.

The functions of this Division are:

- (1) To service the Steel Committee meetings;
- (2) To publish a statistical bulletin;
- (3) To handle allocations of metallurgical coke;
- (4) To assist in the location of scrap steel;
- (5) To compile from published sources, data on new supply possibilities of iron ore;

(6) To study the nomenclature of iron and steel production relative to a standard form of classification.

Of the above, (4) will shortly come to an end as far as the Division is concerned. It is expected that (3) will continue until the end of 1949 when it should cease, since better supply possibilities are likely to exist. The remaining functions are of a continuous nature.

The Division functions as a unit organization. A professional post 13 is given up. The other staff change represents an upgrading of a secretarial and clerical post from 5 to 6.

Seven posts are requested in 1950 against eight in 1949.

Table 20-4-8. Frankfurt Office

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	15	Professional officer	1@ 9 360	9 360	-	-	9 360
1	1	6	Secretarial and clerical	1@ 3 590	3 590	-	80	3 670
2	2				\$12 950	-	\$80	\$13 030
Less: Adjustment for turnover of staff.....								390
TOTAL								\$12 640

There is no change proposed in the Frankfurt Office which continues to serve as a liaison office for the Economic Commission.

Table 20-4-9. Joint Economic Commission for Europe/Food and Agriculture Organization Project (Timber)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
-	1	7	Secretarial and clerical	1@ 3 590	3 590	-	140	3 730
-	2	6	Secretarial and clerical	1@ 3 590	6 820	-	290	7 110
-	4	5	Secretarial and clerical	2@ 3 070	11 700	-	380	12 080
				2@ 2 780	-	-	-	-
-	7				\$22 110	-	\$810	\$22 920
Less: Adjustment for turnover of staff.....								690
TOTAL								\$22 230

At its second session, in July 1947, the Economic Commission for Europe established the Committee on Industry and Materials, and *inter alia*, a sub-committee on timber. The establishment of the Sub-Committee on Timber followed negotiations with the Food and Agriculture Organization in spring 1947 concerning the actions to be taken with regard to the then existing bottleneck, and agreement was made whereby the Timber Sub-Committee would be serviced by a joint secretariat, FAO undertaking to provide the technical staff, and the ECE assuming responsibility for furnishing clerical assistance, office accommodation, the servicing of meetings, and documentation. The joint secretariat was organized as of 15 September 1947. At the third session of the Commission it was decided, in view of developments, to establish the Timber Sub-committee as a full committee reporting directly to the Commission. As a corollary to this, the Timber Section of the

Industry and Materials Division became established as a full Timber Division in May 1948.

The work of the joint secretariat is in two main categories, namely, those activities pertaining to ECE and those pertaining to the FAO. The secretariat is, therefore, on the one hand the Timber Division of ECE, and on the other hand the European Forestry Office of the FAO, functioning as a branch of the FAO Regional European Office, whose headquarters are at Rome.

To implement the arrangement whereby the ECE would furnish the necessary secretarial assistance for the joint project, six posts were set up in 1949 (three on a temporary assistance basis and three detached from other divisions).

Establishment of these posts in this particular Section is proposed for 1950. An additional post is included since this secretarial group carries a heavier workload than was originally anticipated.

Table 20-4-10. Recapitulation

Division or office	Posts		Salaries (including increments on 1 Jan. 1950)	Additional increments in 1950	Cost of living adjustment	Adjustment for turnover of staff	Total
	1949	1950	\$	\$	\$	\$	\$
Central Office .....	16	15	112 210	1 030	—	3 400	109 840
Research and Planning Division..	62	63	317 450	5 970	—	9 700	313 720
Transport Division .....	27	26	155 890	3 020	—	4 770	154 140
Coal Division .....	26	22	123 950	710	—	3 740	120 920
Electric Power Division.....	16	14	82 670	1 760	—	2 530	81 900
Industry and Materials Division..	17	16	101 520	1 270	—	3 170	99 620
Steel Division .....	8	7	44 680	1 240	—	1 380	44 540
Frankfurt Office .....	2	2	12 950	80	—	390	12 640
Joint ECE/FAO Project (Timber) .....	—	7	22 110	810	—	690	22 230
	174	172	\$973 430	\$15 890	—	\$29 770	\$959 550

(ii) *Consultants* .....\$ 30 000  
1949: 24 780  
1948: 15 246

The work of the Commission necessarily entails study of highly specialized and technical subjects, and recourse to consultants is of great advantage. In some cases experts are loaned free by Governments, only travel and subsistence costs being borne by the United Nations.

The estimate is held at the 1949 level despite the fact that suppression of certain posts in the secretariat will probably result in additional need for consultants.

The estimate comprises:

(a) Costs of expert assistance on technical subjects in fields not covered by secretariat staff .....\$ 17 000

(b) Subsistence allowances and travel costs of experts loaned by Governments, at no cost in salaries ..... 4 500

(c) Subsistence allowances and travel costs for FAO technical experts seconded for *ad hoc* studies for the benefit of ECE and FAO jointly ..... 8 500

Particular projects already in mind under (a) and (b) are:

Survey of the co-ordination of inland transport, required by resolution at the seventh session of Economic and Social Council: three experts for two months.

Studies on oil, natural gas, plastics and non-ferrous metals, required by the Industry and Materials Division: five experts for one month.

Study on equipment modernization and productivity, in relation to timber: one expert for two months.

(iii) *Temporary assistance* .....\$ 20 000  
1949: 29 750  
1948: 21 884

The ECE secretariat contains very few local recruits, with the result that nearly half the staff is entitled to home leave each year. There is accordingly a relatively substantial need for temporary replacements on secretarial and junior officer levels.

(iv) *Overtime* .....\$ 1 200  
1949: 1 950  
1948: 303

As far as possible, overtime is compensated by time off in lieu of payment but this is not always possible.

(v) *Travel on official business* .....\$ 40 000  
1949: 39 000  
1948: 46 671

The nature of the Commission's work requires the secretariat to travel frequently to study problems on the spot and to have close contact with Government departments, while several transatlantic journeys will be necessary in connexion with attendance at meetings of the Economic and Social Council and other bodies, and for co-ordination with headquarters.

The estimate has been framed in the light of experience and considerable detailed justification is available: the total covers,

Six transatlantic journeys at \$1 400.....	\$ 8 400
Thirty long European journeys at \$390..	11 700
One hundred and fifty short European journeys at \$130 .....	19 500
Thirty journeys inside Switzerland at approximately \$25 .....	800

TOTAL \$ 40 400

(vi) <i>Travel on home leave</i> .....	\$ 21 500
1949:	25 000
1948:	1 846

The estimate is based on a detailed costing of journeys to be performed by seventy-four entitled staff members and their dependants.

(vii) <i>Cable, telegraph, wireless and long distance telephone</i> .....	\$ 7 000
1949:	14 000
1948:	10 227

The estimate provides \$4 000 for long distance telephones, based on 1948 experience, and \$3 000 for cables, over which control has been tightened up. No provision is made for teleprinter.

(viii) <i>Air freight</i> .....	\$ 1 000
1949:	1 000
1948:	582

The estimate covers transport of documents by air.

(ix) <i>Printing</i> .....	\$ 30 000
1949:	23 000
1948:	15 536

The estimate covers:

1. Maps, charts and statistical tables..	\$ 2 000
2. <i>Annual Survey of European Economy</i> (English and French) .....	10 000
3. Quarterly supplement to <i>Survey</i> (3 issues, English only) .....	3 000
4. Monographs on economic studies (English and French) .....	2 000
5. Quarterly <i>Bulletin on Transport</i> (4 issues, English and French) .....	1 800
6. Final acts of customs conventions and road transport conventions. Survey on co-ordination of transport .....	1 500
7. <i>Monthly Coal Statistical Bulletin</i> (12 issues, English and French) .....	4 200
8. Surveys on coal utilization and classification .....	750
9. Two statistical bulletins, industry and materials .....	900
10. Quarterly <i>Steel Bulletin</i> (4 issues, English and French) .....	1 800
11. Quarterly <i>Timber Bulletin</i> (4 issues, English and French) .....	1 800

TOTAL \$ 29 750

CHAPTER V. COMMON STAFF COSTS .....	\$617 800
1948:	589 640
1948:	516 515

(i) <i>Travel and removal expense of staff and dependants</i> .....	\$ 40 000
1949:	60 500
1948:	36 283

Turnover of staff in established posts is high: as much as 20 per cent in grades 4 and 5. It is expected that fifty posts filled by non-local staff must be refilled in 1950. To improve geographical distribution, some must be filled with non-European recruits. The estimate provides for journeys of fifty staff members plus thirty dependants at an average cost of \$100 each (\$8 000).

Travel costs on termination should be slightly less than the costs of refilling posts, as the staff leaving will be mostly European (\$5 000).

Non-local temporary staff is required to meet peak workloads during large conferences. Provision is made for 100 journeys at an average cost of \$80 each return journey (\$8 000). The number of temporary staff recruited for conferences may well exceed the figure of 100 by a substantial margin. Comparatively few staff members were entitled to remove their effects by 1948. By late 1949, however, as a result of completion of two years' service and because unfurnished accommodation is becoming available in Geneva, a considerable number of eligible staff members are expected to exercise their rights. The estimate provides for twelve removals to Geneva and four removals from Geneva at an average cost \$1 000 (\$16 000).

Provision is made additionally in a sum of \$3 000 for transportation cost of staff members (and dependants) who are transferred to other offices, and for candidates called for interview prior to recruitment.

(ii) <i>Daily living allowances and installation grants</i> .....	\$ 40 000
1949:	43 300
1948:	97 356

The 1948 and 1949 figures included provision for payment of a small subsistence allowance to non-local staff recruited for conferences. In 1950, this element has been incorporated in temporary assistance salaries. The reduction which would have accrued from this factor alone is however offset because:

(a) Staff with temporary indefinite contracts are now eligible for installation grant;

(b) Turnover of staff continues at a higher rate than anticipated.

(iii) <i>Termination pay and commutation of annual leave</i> .....	\$ 25 000
1949:	22 440
1948:	22 243

Owing to continuous pressure of work, staff at Geneva is unavoidably building up substantial balances of leave. The amounts payable on termination are increased, not only because of increasing length of service but because final payments under the Staff Assessment Plan are on a gross basis. There is, however, a corresponding increase in miscellaneous income.

(iv) <i>Contribution to the Staff Pension Fund</i> .....	\$307 000
1949:	269 900
1948:	194 254

The General Assembly decided, in 1948, that in addition to those staff members with contracts of one year or more, all staff members with one year's service are eligible for inclusion in the pension plan.

The estimate is based upon 90 per cent of the net salary total for established posts. United Nations contribution is 14 per cent of this latter sum.

(v) <i>Expatriation allowances</i> .....	\$119 000
1949:	103 700
1948:	106 850

Provision is made to cover continuing payment of expatriation allowance at the existing level with a compensating reduction of 3 per cent because of turnover of staff.

(vi) <i>Children's allowances, education grants, and related travel</i> .....	\$ 56 000
1949:	72 000
1948:	54 410

The estimate is based upon actual entitlement for existing staff members.

(vii) <i>Contributions—medical and group life insurance</i> .....	\$ 22 000
1949:	12 800
1948:	1 766

The estimate provides for the operation in 1950 of a scheme for medical insurance comparable to that at headquarters, covering 500 staff members and their families at an average cost to the United Nations of \$40 a year for each staff member.

(The 1948 figure is not comparable as the former League scheme, then in existence, covered very few staff members and none of their families.)

An additional \$2 000 is proposed for the introduction of a group life insurance scheme similar to that at Lake Success.

(viii) <i>Compensatory and ex gratia payments</i> .....	\$ 1 000
1949:	1 000
1948:	131

Provision at the 1949 level is maintained.

(ix) <i>Staff health and welfare</i> .....	\$ 7 800
1949:	4 000
1948:	3 222

This estimate covers:

(a) United Nations share of salary costs for a medical adviser appointed jointly by the United Nations and the specialized agencies in Geneva, \$3 500;

(b) United Nations share of salary costs for nurse similarly appointed, \$1 300;

(c) Medical supplies, \$1 500;

(d) Special medical examinations which cannot be carried out by the staff doctor, \$500;

(e) Grants in support of staff activities, \$1 000.

CHAPTER VI. COMMON SERVICES .....	\$349 300
1949:	320 000
1948:	357 745

#### TELEPHONE AND POSTAL SERVICES, FREIGHT, CARTAGE AND EXPRESS

(i) <i>Telephone services (excluding long distance)</i> .....	\$ 15 500
1949:	13 200
1948:	15 895

The estimate is made up as follows:

Fixed rental charges .....	\$ 7 000
Local calls .....	6 000
Alterations, etc. ....	2 500

By 1950 the occupancy of the Palais des Nations will have increased, but the present switchboard is unable to take additional internal extensions; these could only be provided by relatively heavy capital expenditure on a new switchboard. This is not proposed in the estimate, but as a result there will inevitably be additional charges for alterations and removals of telephones to offices where they are most needed.

Local calls average less than one per head per day.

(ii) <i>Postal services</i> .....	\$ 35 000
1949:	33 000
1948:	35 374

The estimates are based on a slightly higher volume of traffic than in 1948, chiefly as a result of increasing distribution by the local information services. In that year however postal rates were substantially lower for the first two months than they now are. The introduction of a "diplomatic pouch" service to Lake Success has enabled the estimates to be maintained at the level of 1948 expenditure.

(iii) <i>Freight, cartage and express</i> .....	\$ 7 000
1949:	5 000
1948:	7 325

The estimate is based on 1948 experience; expenditure has continued at this level in 1949.

#### PREMISES

(iv) <i>Rental and maintenance of premises</i> ..	\$ 50 000
1949:	43 400
1948:	54 139

The estimate is based on an itemized list of jobs needed to preserve minimum maintenance standards at the Palais des Nations and the four villas, all of which are now let.

(v) <i>Utilities</i> .....	\$ 63 500
1949:	63 500
1948:	56 610

The estimate reflects:

(a) The increase in occupancy by the World Health Organization;

(b) The fact that the villa "La Pelouse" is now let and must be heated. A similar provision for 1950 as for 1949 must be regarded as a minimum requirement. The estimate assumes that there will be no heavy use of the Assembly Block in winter.

#### STATIONERY AND SUPPLIES

(vi) <i>Stationery and office supplies</i> .....	\$ 35 000
1949:	43 500
1948:	34 611

Actual consumption in 1948 was at the level of the 1949 estimate, but stricter controls have now been instituted and a marked reduction is expected. Within the reduced total estimate, it will be necessary to find \$1 200 to meet additional stationery costs arising from increased local distribution of publicity material. Issues to WHO or other agencies are on a repayment basis.

Present purchasing arrangements provide that:

(a) Where United Nations and a specialized agency in the Palais des Nations use identical types of supplies, all purchases of such supplies are made by the United Nations Purchasing Section, the requirements of the agencies being met by issues on repayment;

(b) Where a specialized agency requires items which are not used by the United Nations, the purchase is made by the United Nations Purchasing Section but the bill is passed to the specialized agency for payment and direct charge to the agency budget.

(vii) <i>Supplies for internal reproduction</i> ..	\$110 000
1949:	92 000
1948:	124 534

The 1949 estimate was substantially too low, as a result of its being based on experience in the first quarter of 1948, which proved misleading in the light of the exceptionally heavy workload which materialized later. For 1950 provision is requested at the same level as 1948 expenditure, with a reduction of \$15 022—the cost of supplies attributable to the Economic and Social Council session.

The principal items in the estimate are:

Roneo paper .....	\$ 80 000
Stencils .....	10 000



Ink .....	16 000
Miscellaneous .....	4 000

In 1948, 59 505 000 impressions were produced. This quantity of impressions is estimated to require 80 000 reams of paper at 4.80 francs. Estimates for stencils and ink, etc., equal the value of those supplies issued in 1948.

## RENTAL AND MAINTENANCE OF EQUIPMENT

(viii) <i>Rental and maintenance of furniture and fixtures</i> .....	\$ —
1949:	500
1948:	—

No estimate is submitted.

(ix) <i>Rental and maintenance of internal reproduction equipment</i> .....	\$ 2 000
1949:	2 400
1948:	719

The estimate covers maintenance only: a reduction is made because a number of new machines is being bought.

(x) <i>Rental and maintenance of other office equipment</i> .....	\$ 2 500
1949:	2 500
1948:	2 226

There is considerable need for calculating machines in the Economic Commission for Europe, and because of the possible short term need it is thought preferable to rent the machines.

(xi) <i>Maintenance and operation of transportation equipment</i> .....	\$ 6 000
1949:	6 000
1948:	4 695

The estimate covers:

(a) Petrol, oil, lubricants, etc. (based on experience) .....	\$ 3 000
(b) Special snow tyres for part-time use .....	500
(c) Repairs and replacements .....	1 500
(d) Purchase of winter uniforms and overcoats for chauffeurs .....	1 000
	\$ 6 000

As regards (d), the chauffeurs have hitherto worn spare huissiers' uniforms, which are no longer available for the purpose.

(xii) <i>Rental and maintenance of other equipment</i> .....	\$ 1 500
1949:	1 000
1948:	7 523

The estimate covers items such as repair and overhaul of electrical equipment, lifts, fire extinguishers, and is based on 1948 experience, except that it is necessary to buy ten additional fire extinguishers as a result of increased occupancy of the building and consequential increase in fire risk.

The 1948 figure includes \$5 602 relating to sound equipment used by the Information Services, and included in chapter II on 1950.

## OTHER SUPPLIES AND SERVICES

(xiii) <i>Insurance</i> .....	\$ 9 300
1949:	9 000
1948:	9 021

The estimate covers:

Motor vehicle insurance .....	\$ 1 000
Other property insurance .....	4 000
Workmen's compensation .....	4 000
Public liability insurance .....	300

The insurance on the building and contents, which has previously been on their book value, has been

increased to cover a more appropriate value in the light of present-day prices.

As the building has again been opened to large numbers of visitors a public liability insurance has been effected.

These increases have however been largely offset through a reduction obtained in workmen's compensation insurance premium.

(xiv) <i>Miscellaneous supplies and contractual services</i> .....	\$ 7 000
1949:	5 000
1948:	5 073

The estimate covers mainly laundry and dry cleaning of overalls, uniforms, curtains etc., which alone is estimated to cost \$6 000, due to increased occupancy of the building. The permanent staff alone (including specialized agencies) numbered 715 in January 1948 and approximately 950 at December 1948.

(xv) <i>Cafeteria</i> .....	\$ 5 000
1949:	—
1948:	—

For replacement of crockery, cutlery and glass following contractual arrangement with cafeteria operators. The increased occupancy of the building entails not only initial purchase of capital equipment but replacement of existing equipment, due to continual use. The total value of crockery, cutlery and glassware is approximately \$35 000.

CHAPTER VII. PERMANENT EQUIPMENT .....	\$161 100
1949:	118 000
1948:	112 709

## FURNITURE, FIXTURES AND EQUIPMENT

(i) <i>Furniture and fixtures</i> .....	\$ 42 000
1949:	31 000
1948:	34 221

The estimate provides:

(a) \$26 000 for the second instalment of the five-year plan to complete the furnishing of the Palais des Nations (see p. 197 of 1949 estimates, A/556);

(b) \$8 000 for purchase of miscellaneous equipment such as file cabinets, Cardexes, and replacement of worn furniture — mainly chairs;

(c) \$3 000 for shelving for the Documents Service, to store the increasing volume of United Nations documents.

(ii) <i>Internal reproduction equipment</i> .....	\$ 12 000
1949:	6 000
1948:	1 799

The estimate covers:

(a) Cost of replacement of five mimeograph machines dating from 1938 .....
 \$ 3 000 |

(b) Purchase of one machine for reproduction of wide statistical tables and a machine to fold them .....
 2 000 |

(There is a large volume of work in ECE which requires the use of these machines.)

(c) Cost of replacement of existing multi-graph equipment which dates from 1932 ..
 7 000 |

(iii) <i>Simultaneous interpretation equipment</i> .....	\$ 40 000
1949:	—
1948:	25 834

One conference room was equipped with telephone interpretation equipment in 1948, (the Assembly Hall was so equipped by the League) the equipment being largely furnished from Lake Success.

For reasons of economy, it was decided not to proceed with a proposal to equip a second room in 1949. The 1950 estimate is a resubmission of the 1949 request, and covers \$24 000 for equipment plus \$16 000 for installation.

(iv) <i>Other office equipment</i> .....	\$ 25 000
1949:	46 000
1948:	16 394

Substantial progress has been made in 1949 in replacing the large stock of old typewriters and other office equipment taken over from the League. By the end of 1949 however, there will still remain 123 typewriters over ten years old; twenty-three adding or calculating machines over fifteen years old.

It is proposed:

(i) To replace seventy-five old standard typewriters at a gross cost of .....	\$ 10 500
(ii) To purchase fifteen wide-carriage machines at a cost of .....	4 500
(iii) To replace the twenty oldest calculating or adding machines at a cost of .....	10 000
	<u>\$ 25 000</u>

#### LIBRARY BOOKS AND EQUIPMENT

(v) <i>Library books, periodicals and maps</i> .....	\$ 22 000
1949:	22 000
1948:	19 968
(vi) <i>Library equipment</i> .....	\$ —
1949:	—
1948:	179

Following the terms of the Rockefeller Endowment, the Library has available, in 1949, in addition to the normal appropriations, approximately \$23 000 from income of the Endowment. In 1950 the income from the Endowment derives from a shorter period and is expected to total approximately \$14 000.

In 1949 the total available moneys is expected to be spent as follows:

Purchases .....	\$ 11 000
Subscriptions .....	15 000
Binding .....	11 500
Equipment .....	7 500
	<u>\$ 45 000</u>

For 1950 requirements are estimated at:

Purchases .....	\$ 11 000
Subscriptions .....	7 500
Binding .....	12 000
Equipment .....	5 500
	<u>\$ 36 000</u>

#### OTHER PERMANENT EQUIPMENT

(vii) <i>Transportation equipment</i> .....	\$ —
1949:	—
1948:	7 056

The Office at present possesses four large cars and one small one. No additional purchase is proposed in 1950.

(viii) <i>Alterations and improvements to premises</i> .....	\$ 10 600
1949:	8 000
1948:	2 724

The only items of work included in this estimate are those which will be necessary irrespective of the decision to be taken regarding accommodation for the World Health Organization.

The estimate covers:

(a) Construction of partition to separate cafeteria from the entrance hall .....	\$ 1 600
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(Note. It had been intended to carry out this work under the 1949 budget, but unexpected priority demands in connexion with simultaneous interpretation entailed postponement.)

(b) Provision for miscellaneous partitions and construction of connecting doors in existing offices .....	2 000
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(c) Partitioning of two large rooms in Assembly Block, to provide six small offices for use of visiting conference staffs and delegations .....	5 500
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(d) Repair and reconditioning of the lodge at the villa "Le Chêne" .....	1 000
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(e) Installation of pump and thermostat to prevent risk of corrosion in smoke box of heating plant .....	500
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(ix) <i>Medical equipment</i> .....	\$ 3 000
1949:	—
1948:	—

The Geneva Office has, jointly with the specialized agencies in Geneva, engaged a medical officer. His surgery, in the Palais des Nations, is lacking in modern equipment. It is necessary to purchase an X-ray apparatus and certain minor items of other equipment. It is proposed to test all staff for tuberculosis each year, and as compared with the cost of outside X-rays the purchase of apparatus will represent an economy.

(x) <i>Miscellaneous equipment</i> .....	\$ 6 500
1949:	5 000
1948:	4 534

The estimate provides for:

(i) Minor office equipment (desk lamps, ash trays, etc.) .....	\$ 1 800
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(ii) Documents trolleys .....	1 100
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(iii) Workshop equipment (principally a lathe) .....	2 800
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(iv) Four vacuum cleaners and four electric polishers .....	800
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## SUMMARY OF PART IV

## EUROPEAN OFFICE

Section	Chapter	Established posts \$	Consultants \$	Temporary assistance \$	Casual labour \$	Overtime \$	Night differential \$	Travel on official business \$	Travel on home leave \$	Cable, telegraph, wireles, communication and long distance telephone \$	Air freight \$	Contractual printing \$	Undistributed totals \$	Totals of chapters \$
20	<i>European Office</i>													
I	General Services . . . . .	1 646 440	500	112 000	58 000	16 500	9 500	10 500	16 000	13 000	600	12 500		1 895 540
II	Information Services . . . . .			500		500		2 000	3 000	5 000	600	1 000	6 900	
	Radio Services . . . . .	104 200												
	Photographic and motion picture supplies and services . . . . .													1 500
III	Permanent Opium Board and Narcotic Drugs Supervisory Body . . . . .	47 500		1 500				2 800	110	1 500				53 410
IV	Economic Commission for Europe . . . . .	959 550	30 000	20 000		1 200		40 000	21 500	7 000	1 000	30 000		1 110 250
V	Common Staff Costs <sup>1</sup> . . . . .												617 800	617 800
VI	Common Services <sup>1</sup> . . . . .												349 300	349 300
VII	Permanent equipment <sup>1</sup> . . . . .												161 100	161 100
	TOTALS	\$2 757 690	\$30 500	\$134 000	\$58 000	\$18 200	\$9 500	\$55 300	\$40 610	\$26 500	\$2 200	\$43 500	\$1 136 600	\$4 312 600

<sup>1</sup> For details of these chapters see Detailed Schedule.

*PART V*

**INFORMATION CENTRES**

PART V

**INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION SERVICES IN GENEVA), \$858 400**

(1949: \$806 040 1948: \$511 071)

**Section 21. Information Centres, \$858 400**

(1949: \$806 040 1948: \$511 071)

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 would 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 available 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 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, exhibit, supply photographic and film material on United Nations activities, distribute posters and other visual information material. The centres also maintain reference services.

The information centres assisted the United Nations Appeal for Children campaign, and 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 delegates, secretariat, dependants and officials of specialized agencies.

The 1950 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 fifteen information centres that were authorized for 1949. A new centre will be established in Belgrade through a sub-division of the Warsaw Centre.

CHAPTER I. SALARIES AND WAGES.....\$488 910  
1949: 454 420  
1948: 261 129

(i) *Established posts* .....\$432 630  
1949: 420 300  
1948: 211 174

The estimate for established posts provides for seventy-three posts, the same number approved for 1949. One new post of information officer is provided in the New Delhi Centre, while in the London Centre one post is transferred from established posts to casual labour. The staff for the Belgrade Centre is provided by the transfer of two posts from the Warsaw Centre.

The headquarters salary scale is applied, subject to a differential.

Table 21-1. *Belgrade*

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
-	1	15	Information officer	1@ 8 290	8 290	-	-	8 290
-	1	6	Secretarial and clerical	1@ 3 070	3 070	-	80	3 150
-	2				\$11 360	-	\$80	\$11 440
Less: Adjustment for turnover of staff.....								340
TOTAL								\$11 100

The Belgrade Centre, which is due to open in January 1950, will provide information services for the whole of Yugoslavia. The cost of the posts is

offset by the abolition of two posts in the Warsaw Centre.

Table 21-2. Buenos Aires

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	15	Information officer	1@ 8 800	8 800	—	90	8 890	
1	1	6	Secretarial and clerical	1@ 3 230	3 230	—	120	3 350	
2	2				\$12 030	—	\$210	\$12 240	
Less: Adjustment for turnover of staff.....								370	
								TOTAL	\$11 870

This Centre which opened on 15 November 1948 was occupied, during the remainder of that year, chiefly with questions of organization. Nevertheless, it was able to commence the despatch

of the Press survey and to establish contact with some of the information media in the area. The Centre covers Argentina, Uruguay, Paraguay and Bolivia.

Table 21-3. Cairo

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	16	Information officer	1@ 9 360	9 360	—	450	9 810	
1	1	13	Information officer	1@ 6 600	6 600	—	300	6 900	
1	1	7	Secretarial and clerical	1@ 3 590	3 590	—	150	3 740	
1	1	3	Clerk-typist	1@ 2 380	2 380	—	90	2 470	
4	4				\$21 930	—	\$990	\$22 920	
Less: Adjustment for turnover of staff.....								690	
								\$22 230	
Differential, 15 per cent.....								3 330	
								TOTAL	\$25 560

The Cairo Centre, inaugurated on 1 April 1949, provides information services for Egypt, Ethiopia,

Iraq, Lebanon, Saudi Arabia, Syria and Yemen.

Table 21-4. Copenhagen

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								
1	1	16	Information officer	1@ 10 610	10 610	—	60	10 670	
1	1	14	Information officer	1@ 8 290	8 290	—	—	8 290	
1	1	6	Secretarial and clerical	1@ 3 590	3 590	—	190	3 780	
1	1	3	Clerk-typist	1@ 2 640	2 640	—	140	2 780	
4	4				\$25 130	—	\$390	\$25 520	
Less: Adjustment for turnover of staff.....								760	
								\$24 760	
Differential, 25 per cent.....								6 190	
								TOTAL	\$18 570

The Copenhagen Centre has been in operation since December 1946, serving Denmark, Iceland, Norway and Sweden. During 1948 the Centre started producing regular weekly releases in Danish, Norwegian and Swedish, comprising advance material received from Headquarters, as well as other news or information items. The Centre produced Danish and Norwegian editions of publications about the United Nations. Attention has been given to the production, at the expense of the distributors,

of local versions of United Nations films, and during 1948 the following films were completed or contracted for (with versions in Danish, Norwegian and Swedish): "Searchlight on the Nations", "Highlights of the United Nations Year", "First Steps". Production of United Nations films in Icelandic is also contemplated, with the assistance of the Icelandic Ministry of Education. Close contacts have been maintained with educational and with national and non-governmental organizations.

The Centre co-operated extensively in the activities of UNAC in Denmark, Iceland, Norway and Sweden, attending all committee meetings.

The Centre produced much material on the specialized agencies and widely distributed printed material on this subject.

Table 21-5A. London

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 12 000	12 000	—	550	12 550
2	2	15	Information officer	2@ 9 360	18 720	—	—	18 720
1	—	14	Information officer	—	—	—	—	—
1	1	8	Librarian	1@ 3 780	3 780	—	160	3 940
2	2	7	Secretarial and clerical	1@ 3 780	—	—	—	—
				1@ 3 590	7 370	—	110	7 480
1	1	6	Secretarial and clerical	1@ 3 590	3 590	—	70	3 660
1	1	5	Secretarial and clerical	1@ 3 070	3 070	—	60	3 130
9	8				\$48 530	—	\$950	\$49 480
Less: Adjustment for turnover of staff.....								1 480
								\$48 000
Differential, 25 per cent.....								12 000
TOTAL								\$36 000

The London Information Centre has been in operation since January 1947, serving the United Kingdom, Ireland and the Netherlands. A summary of the principal activities of the Centre during 1948 follows:

The Centre began publication of a new series of *specialized releases* for professional groups and the trade Press under fourteen subject headings covering the main aspects of the work of the United Nations and the specialized agencies. Classified mailing lists were drawn up and now average 400 addressees per subject. One hundred and forty-four releases in this series were issued. In addition, based on the recorded news broadcasts from Lake Success, 136 *general releases* were issued. A total of 280 releases were distributed by the Centre to a mailing list of 1 200 during the year.

A number of lectures were given in various parts of the country, notably to United Nations Association branches, and nine Press conferences were arranged.

The Centre has maintained close liaison with all *BBC Departments* and assisted in the production of programmes.

The Centre concluded agreements for the theatrical or non-theatrical *distribution of the following Film Board productions*: "Searchlight on the Nations" (General Film Distributors), "First Steps" (Central Film Library), "Maps We Live By" (United Artists), "Clearing the Way" (British Lion), "Highlights of the United Nations Year" (Central Film Library). "Look at Greece" (GFD) is also being theatrically distributed in the United Kingdom in direct agreement with Films Caravelle.

The British Film Academy offered an annual award for the film which in its opinion did most to promote international good-will. "Our Road to Peace" Exhibition, with filmstrip and motion picture screenings was on view in Liverpool and Southampton. The Centre arranged for the original designs

of the 1947 Poster Competition to be exhibited throughout the United Kingdom.

County education authorities were asked to act as local distribution points for *United Nations filmstrips*. As a result of excellent publicity in the technical Press, 1 100 strips were requested by schools and organizations. Strips were distributed to addressees in, among other places, the Gold Coast, Kenya, Malaya, Newfoundland, Nigeria, Netherlands and Netherland Indies, Rhodesia, Siam, Singapore, Sierra Leone, South Africa. Also 15 000 United Nations posters were distributed, many with the strips.

Enquiries averaged twenty a day and about 100 letters a month. Basic documents of United Nations and pamphlets were supplied to British Army and Air Force Education Directorates in the form of "kits", selected by the Centre, for use by service education officers in various parts of the world.

Arrangements for distribution of *United Nations material in the Netherlands* were extended in scope and intensified. Negotiations with representatives of the Netherlands Institute for International Affairs and the Netherlands United Nations Association (VIRO) resulted in a closer co-operation between the two organizations, and a co-ordination of their activities in a special committee under the direction of a Government representative. Later in the year, with the help of a Government grant, the committee was transformed into the Netherlands Information Service for the United Nations which opened its offices in October 1948.

Two hundred and fifty addressees in Holland receive the releases of the information centre, either direct or through the Netherlands Information Service. An Editorial Board has been set up in the Netherlands for the publication of a *Dutch edition of the United Nations "Newsletter"*.

The decrease of one post of information officer is due to the fact that the regional radio officer for Europe is now located in the Paris Centre.

Table 21-5B. London (Travel Unit)

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950		Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950				\$				
1	1	11	Travel and accommodations officer	1@	5 570	5 570	-	-	5 570
1	2	6	Secretarial and clerical	1@	3 590	6 990	-	310	7 300
				1@	3 400				
1	-	5	Secretarial and clerical		-	-	-	-	-
1	-	3	Clerk		-	-	-	-	-
4	3					\$12 560	-	\$310	\$12 870
<i>Less:</i> Adjustment for turnover of staff.....									380
									\$12 490
Differential, 25 per cent.....									3 120
									TOTAL \$ 9 370

A travel unit is attached to the London Information Centre to make travel arrangements for representatives and for staff members of the Secretariat and the specialized agencies.

A reclassification from clerk grade 5 to 6 is proposed in view of the increased responsibility of the work. A clerk grade 3 post is deleted, provision being made under Casual Labour.

Table 21-6. Mexico

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950		Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950				\$				
1	1	16	Information officer	1@	10 610	10 610	-	640	11 250
1	1	15	Information officer	1@	8 290	8 290	-	470	8 760
1	1	13	Information officer	1@	7 000	7 000	-	300	7 300
1	1	7	Secretarial and clerical	1@	3 780	3 780	-	60	3 840
1	1	3	Clerk-typist	1@	2 380	2 380	-	130	2 510
5	5					\$32 060	-	\$1 600	\$33 660
<i>Less:</i> Adjustment for turnover of staff.....									1 010
									TOTAL \$32 650

The Mexico City Centre was inaugurated in August 1947, to serve Mexico and the Central American countries.

During 1948, 800 Press releases were issued, of which 5 264 copies were distributed to local papers, and 4 228 copies to the provincial Press. 417 photographs were distributed to newspapers and magazines.

Approximately ninety-six radio talks on the work and principles of the United Nations were promoted during the year. Radio Station XEX began during the year to relay a seven-minute news bulletin from

Lake Success. The Centre provides local broadcasting stations with news items obtained from its monitoring services or from Press releases.

The Centre organized a series of lectures at the Institute of Fine Arts in Mexico City which ran throughout the year at three-weekly intervals.

During the past year, 4 190 copies of the United Nations Bulletin in Spanish, 13 557 copies of the Charter and other booklets and 18 119 posters were distributed, while some 1 500 callers visited the offices of the Centre.



Table 21-7. Moscow

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 12 830	12 830	—	1 000	13 830
1	1	15	Information officer	1@ 8 290	8 290	—	340	8 630
2	2	13	Information officer	1@ 7 000	7 000	—	—	7 000
				1@ 6 600	13 600	—	450	14 050
1	1	7	Secretarial and clerical	1@ 3 780	3 780	—	170	3 950
1	1	6	Secretarial and clerical	1@ 3 230	3 230	—	140	3 370
1	1	3	Clerk-typist	1@ 2 380	2 380	—	90	2 470
7	7				\$44 110	—	\$2 190	\$46 300
Less: Adjustment for turnover of staff.....								1 390
TOTAL								\$44 910

The Moscow Centre opened on 1 April 1948. Thirty Press releases were distributed during the year, and in view of the interest aroused, it was decided to issue these as often as material was available, rather than at fixed intervals.

A Russian edition of "Basic Facts" and "The United Nations, What It Is And What It Does" aroused considerable interest, and the Centre is therefore preparing to duplicate some of the reference documents from Headquarters.

In the visual field the Centre arranged for the

release through the Soviet Union Ministry of Cinematography of a General Assembly newsreel. Other United Nations films have also been shown, and a still photography file has been created.

In conjunction with the Soviet Union Foreign Ministry the Centre worked out a plan for celebrating United Nations Day. Apart from various features in the Press and on the radio, exhibitions were held, the United Nations newsreel was shown in the theatres, and a United Nations flag-raising ceremony was organized.

Table 21-8. New Delhi

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	16	Information officer	1@ 9 960	9 960	—	220	10 180
1	1	14	Information officer	1@ 8 290	8 290	—	—	8 290
—	1	13	Information officer	1@ 6 600	6 600	—	—	6 600
1	1	7	Secretarial and clerical	1@ 3 590	3 590	—	150	3 740
1	1	3	Clerk-typist	1@ 2 380	2 380	—	130	2 510
4	5				\$30 820	—	\$500	\$31 320
Less: Adjustment for deferred recruitment.....								\$250
Adjustment for turnover of staff.....								930
TOTAL								\$30 140

The New Delhi Centre, which opened in January 1947, provides information services for Burma, Ceylon, India and Pakistan.

Special attention was devoted during 1948 to the dissemination of information on the United Nations in schools and colleges. Substantial progress was achieved in making known the social and economic activities of the United Nations, in particular the UNAC campaign gave good results. The setting up of voluntary speakers' units in the provinces and of associations for the United Nations was instrumental in promoting knowledge of United Nations activities throughout the area.

A substantial widening of interest in visual education has been noted during the same period throughout India. Three films were financed by, and produced under the supervision of the United Nations, namely, "First Steps", "Mother Child" and "Community".

Voluntary educational centres dealing with United Nations affairs were established at several universities and educational institutions in India and Pakistan. The Centre supplied posters, literature, etc., and maintained contact with other organizations such as the Indian Council of World Affairs, YMCA, etc.

The Centre organized the information services for the session of ECAFE, which was attended by more than fifty accredited Press and radio correspondents.

The following international conferences which took place in New Delhi, were served by the Centre: the South East Asia Regional Conference of WHO, the International Meteorological Conference, the ICAO, ECAFE (in Ootacamund) and ILO in Kandy (Ceylon).

The estimates include provision for an additional information officer who will mainly assist the director of the Centre in the preparation and distribution of information material for Burma and Ceylon.

Table 21-9. Paris

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	18	Principal officer	1@ 12 000	12 000	—	550	12 550
—	1	17	Information officer	1@ 12 830	12 830	—	—	12 830
2	2	16	Information officer	1@ 10 610 1@ 9 960	20 570	—	170	20 740
1	1	14	Information officer	1@ 8 290	8 290	—	—	8 290
1	1	7	Secretarial and clerical	1@ 3 590	3 590	—	180	3 770
2	2	6	Secretarial and clerical	1@ 3 590 1@ 3 230	6 820	—	260	7 080
1	1	5	Secretarial and clerical	1@ 3 070	3 070	—	160	3 230
8	9				\$67 170	—	\$1 320	\$68 490
Less: Adjustment for turnover of staff.....								2 050
								\$66 440
Differential, 20 per cent.....								13 290
<b>TOTAL</b>								<b>\$53 150</b>

This Centre was opened in January 1947 and serves France, Belgium, Luxembourg, and French Africa.

During the year the Centre organized and participated in thirty-five conferences connected with United Nations activities.

Four courses on various United Nations subjects, intended for professors of educational centres were published, as well as forty-six United Nations News *Bulletins* and forty-four reference lists.

In agreement with the Ministry of National Education and the *Musée Pédagogique*, information material was distributed to 1 500 schools in France. Through a similar agreement with the Ministry of Public Instruction in Brussels, material was distributed to universities and secondary educational institutions in Belgium, and to educational institutions in Luxembourg.

Fifteen voluntary speakers' units were established in all parts of France and one in Gand (Belgium). Documentation centres were set up in Monte Carlo and Nice.

The Centre helped to organize an important exhibition in Brest and a celebration in Grenoble at which the United Nations flag was formally presented. An extensive distribution of posters was undertaken throughout France.

Close contacts were maintained with *Radio Diffusion Française*, which relayed material from Lake Success and gave full coverage to the Assembly session.

With the co-operation of the French authorities information material was distributed to the French Zone of Germany.

During 1948, several films on the subject of international co-operation were completed under the supervision of the United Nations Film Officer in Paris. The following language versions of "Defence of Peace" were made in Paris: French, English, Spanish, Czech, Polish, Portuguese, Danish, Swedish, Norwegian, Dutch, Arabic and Chinese. "*Feux de la Mer*" was made in the following versions: French, Spanish, Polish and Norwegian. "Green Gold" was made in French and Swedish versions.

United Nations films were sent to Film Festivals in Marianske Lazne (Czechoslovakia), Locarno and Venice. In Venice "First Steps" was awarded a silver medal.

A post of regional radio officer for Europe was established during 1949 with the main function of contact with broadcasting organizations and broadcasters throughout the area and to act as their link with the United Nations.

Table 21-10. Prague

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1	16	Information officer	1@ 9 960	9 960	—	330	10 290
1	1	14	Information officer	1@ 7 830	7 830	—	—	7 830
1	1	7	Secretarial and clerical	1@ 3 590	3 590	—	130	3 720
1	1	3	Clerk-typist	1@ 2 510	2 510	—	70	2 580
4	4				\$23 890	—	\$530	\$24 420
Less: Adjustment for turnover of staff.....								730
<b>TOTAL</b>								<b>\$23 690</b>

The Prague Centre, covering Czechoslovakia, has been in operation since 15 December 1947.

The Czechoslovak News Agency was supplied by the Centre with items during the whole year. Releases were also sent to various newspapers and agencies, and the Centre started publication of a regular news bulletin.

Contacts with the specialized agencies and their national committees have been strengthened during the year. The UNESCO Summer Seminary in Podebrady provided an opportunity for spreading information on its work and the work of the United Nations in general. International conferences were

covered from the information viewpoint and received appropriate assistance from the Centre.

Information work has also been carried out through the AFUN branches and the Central AFUN in Prague.

Relations have been maintained with URO (United Trade Unions), which distributed United Nations pamphlets and other documentation through its provincial branches.

An agreement was reached with the publishing house of Orbis for the publication of a Czech edition of *Basic Facts* prepared by the Centre.

Table 21-11. Rio de Janeiro

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	16	Information officer	1@ 10 610	10 610	—	—	10 610	
1	1	13	Information officer	1@ 6 600	6 600	—	250	6 850	
1	1	7	Secretarial and clerical	1@ 3 780	3 780	—	210	3 990	
1	1	3	Clerk-typist	1@ 2 640	2 640	—	60	2 700	
4	4				\$23 630	—	\$520	\$24 150	
Less: Adjustment for turnover of staff.....								720	
								TOTAL	\$23 430

This Centre, inaugurated in March 1947, provides information services throughout Brazil.

General information material has been sent to schools, cultural institutions and other groups, and is frequently used for special displays. The Centre's mailing list now includes 1 660 names. Marked progress has been made in securing publication of articles based on material furnished by the Centre. About 350 copies of news features were distributed weekly to individuals and institutions.

A considerable number of posters were distributed throughout Brazil to institutions and schools, and many individual requests were also met at the Centre.

The Centre started organizing film showings during the latter part of the year, and an average of two to three showings a week were held. Special displays of posters and other information material were arranged for these occasions. Filmstrips were supplied to cultural associations and schools.

Schedules of broadcasts, together with copies of the *Radio Newsletter* were sent to about 100 radio stations throughout Brazil.

Members of the staff of the Centre visited ten of the twenty-one states of Brazil and established contacts with local government representatives, the Press, radio and various associations. Volunteer correspondents have been selected in all the cities visited.

Table 21-12. Shanghai

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950								\$
1	1	18	Principal officer	1@ 12 830	12 830	—	340	13 170	
1	1	16	Information officer	1@ 10 610	10 610	—	180	10 790	
1	1	13	Information officer	1@ 7 400	7 400	—	—	7 400	
1	1	7	Secretarial and clerical	1@ 3 590	3 590	—	150	3 740	
1	1	6	Secretarial and clerical	1@ 3 230	3 230	—	120	3 350	
1	1	5	Secretarial and clerical	1@ 2 920	2 920	—	150	3 070	
6	6				\$40 580	—	\$940	\$41 520	
Less: Adjustment for turnover of staff.....								1 250	
								\$40 270	
Differential, 25 per cent.....								10 070	
								TOTAL	\$50 340

The Shanghai Centre was opened in March 1947 to serve China, the Philippines and Siam.

Two conferences of ECAFE held outside its area (Ootacamund and Lapstone) were covered by the Centre at the special request of the Commission.

Two major exhibitions were organized by the Centre with the co-operation of the Chinese authorities, the one in Hangchow in May, the other in Taiwan (Formosa) in October.

The Centre issued 336 Press releases in English and 345 in Chinese, and distributed 359 publications to newspapers and radio stations. Many of the releases covered the work of the specialized agencies in the Far East.

Over 600 photographs were distributed to the Press. One thousand, two hundred and fifty sets

of matrices were distributed. Five hundred and sixty-two filmstrips were sent to 104 schools and organizations. Forty-two prints of United Nations films were circulated among fifty educational and social organizations in all parts of the area. Over 110 000 posters of various kinds were distributed. Over 10 000 requests for pamphlets and information were answered. The mailing lists of the Centre have grown from 519 at the beginning of the year to 9 900 at the end of the year.

Arrangements were made for regular relays of United Nations broadcasts over eleven stations.

Close liaison has been maintained with the specialized agencies in China. At the initiative of the Centre, joint administrative conferences have been held with the specialized agencies to discuss problems of common interest.

Table 21-13. Sydney

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	15	Information officer	1@ 8 290	8 290	—	350	8 640
1	1	6	Secretarial and clerical	1@ 3 400	3 400	—	+0	3 440
2	2				\$11 690	—	\$390	\$12 080
Less: Adjustment for turnover of staff.....								360
Differential, 25 per cent.....								2 930
TOTAL								\$ 8 790

This Centre, which opened on 1 November 1948, serves Australia and New Zealand. Initial efforts were devoted to questions of organization and to preparations for coverage of the ECAFE session in

Lapstone. Forty-two Press and radio correspondents were accredited through the Australian Department of Information. Thirty-seven Press releases were issued during the session.

Table 21-14. Teheran

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	1	15	Information officer	1@ 8 290	8 290	—	430	8 720
1	1	6	Secretarial and clerical	1@ 3 230	3 230	—	120	3 350
2	2				\$11 520	—	\$550	\$12 070
Less: Adjustment for turnover of staff.....								360
TOTAL								\$11 710

This Centre is due to open during 1949 and will provide information services to Afghanistan and Iran.

Table 21-15. Warsaw

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950							
1	—	16	Information officer	—	—	—	—	—
—	1	15	Information officer	1@ 8 290	8 290	—	—	8 290
1	—	14	Information officer	—	—	—	—	—
1	—	7	Secretarial and clerical	—	—	—	—	—
—	1	6	Secretarial and clerical	1@ 3 590	3 590	—	—	3 590
1	—	3	Clerk-typist	—	—	—	—	—
4	2				\$11 880	—	—	\$11 880
Less: Adjustment for turnover of staff.....								360
TOTAL								\$11 520

The Warsaw Information Centre was inaugurated in November 1947 to provide information services throughout Poland.

Contact with the Press, radio, scientists, etc., was maintained and developed during 1948. The Centre held Press conferences during visits to Warsaw of outstanding personalities, and in connexion with general events of special interest to the Press. Conferences were also held in the provinces. Over 156 Press bulletins were released and twenty-one background papers dealing with problems on the General Assembly's agenda.

Three United Nations films have been shown in Poland: "People's Charter", "First Steps" and

"Searchlight on the Nations". Numerous photographs featuring United Nations events were distributed and subsequently published by the press. Posters were also in great demand and distributed in substantial numbers. The Polish Film Corporation "Film Polskie" is producing a film on children for the United Nations under the supervision of the Centre.

The Centre assisted UNICEF, WHO, FAO, and IRO in organizing Press conferences and covering their activities in its Press bulletins.

An abolition of two posts is made in order to provide the staff for the Belgrade Centre.

Table 21-16. Washington

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total	
1949	1950			\$	\$	\$	\$	\$	
1	1	17	Information officer	1@ 12 830	12 830	—	750	13 580	
1	1	15	Information officer	1@ 8 290	8 290	110	390	8 790	
1	1	7	Secretarial and clerical	1@ 3 780	3 780	530	170	4 480	
1	1	6	Secretarial and clerical	1@ 3 230	3 230	530	140	3 900	
4	4				\$28 130	\$1 170	\$1 450	\$30 750	
Less: Adjustment for turnover of staff.....								920	
								TOTAL	\$29 830

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.

Apart from local work, the Centre provided an additional link to overseas countries. It made available much material for both the State and War Departments' radio and library services throughout the world, including occupied territories; acted as a channel for communications to such territories; helped spread United Nations Day abroad through contacts with embassies and legations in Washington; and began contacts with other Centres.

Table 21-17. Recapitulation — Established Posts

Division or office	Posts 1949	Posts 1950	Salaries (including increments on 1 Jan. 1950) \$	Additional increments in 1950 \$	Cost-of-living adjustment \$	Adjustment for deferred recruitment \$	Adjustment for turnover of staff \$	Differential \$	Total \$
Belgrade .....	—	2	11 360	80	—	—	340	—	11 100
Buenos Aires .....	2	2	12 030	210	—	—	370	—	11 870
Cairo .....	4	4	21 930	990	—	—	690	+ 3 330	25 560
Copenhagen .....	4	4	25 130	390	—	—	760	— 6 190	18 570
London .....	9	8	48 530	950	—	—	1 480	— 12 000	36 000
London Travel Unit	4	3	12 560	310	—	—	380	— 3 120	9 370
Mexico .....	5	5	32 060	1 600	—	—	1 010	—	32 650
Moscow .....	7	7	44 110	2 190	—	—	1 390	—	44 910
New Delhi .....	4	5	30 820	500	—	250	930	—	30 140
Paris .....	8	9	67 170	1 320	—	—	2 050	— 13 290	53 150
Prague .....	4	4	23 890	530	—	—	730	—	23 690
Rio de Janeiro ....	4	4	23 630	520	—	—	720	—	23 430
Shanghai .....	6	6	40 580	940	—	—	1 250	+ 10 070	50 340
Sydney .....	2	2	11 690	390	—	—	360	— 2 930	8 790
Teheran .....	2	2	11 520	550	—	—	360	—	11 710
Warsaw .....	4	2	11 880	—	—	—	360	—	11 520
Washington .....	4	4	28 130	1 450	1 170	—	920	—	29 830
	73	73	\$457 020	\$12 920	\$1 170	\$250	\$14 100	— \$24 130	\$432 630

(ii) <i>Temporary assistance</i> .....	\$ 15 820
1949:	29 750
1948:	49 194

The estimate 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 functional functions of the Centres. Experience has shown that the 1949 requirements were underestimated.

Other personnel previously under this item is being requested under Casual Labour.

(iii) <i>Casual labour</i> .....	\$ 37 460
1949:	—
1948:	—

The estimate provides for casual labour for the maintenance of premises, and chauffeur, mimeograph operator, and messenger services, whether required on a temporary or an annual full-time basis.

(iv) <i>Overtime</i> .....	\$ 3 000
1949:	4 370
1948:	761

Less overtime is anticipated, in view of the engagement of permanent local staffs.

CHAPTER II. COMMON STAFF COSTS.....	\$ 81 160
1949:	53 220
1948:	51 673

Unless otherwise indicated, the estimates are of the same order as in 1949.

(i) <i>Travel and removal expenses of staff and dependants</i> .....	\$ 6 500
1949:	2 000
1948:	15 734

For expenses consequent upon the recruitment, transfer or termination of staff members. The increase compared to 1949 results from the new Centre and expiration of contracts.

(ii) <i>Installation and termination allowances and grants</i> .....	\$ 3 880
1949:	4 400
1948:	8 435

For expenses connected with the recruitment of staff members for new posts in Belgrade and New Delhi, and for termination payments.

(iii) <i>Contributions. Staff Pension Fund</i> ...	\$ 48 000
1949:	20 000
1948:	12 464

United Nations contributions are estimated in the light of available information concerning participants. The increase in the estimate is due mainly to the provision in General Assembly resolution 248 (III) whereby staff members automatically participate in the Pension Fund on completion of one year's service.

(iv) <i>Children's allowances, education grants and related travel</i> .....	\$ 11 100
1949:	15 200
1948:	9 258

The children's allowance is subject to the differential established for the area.

(v) <i>Expatriation allowances</i> .....	\$ 9 680
1949:	11 620
1948:	5 782

The estimate is based on available data of eligibility.

(vi) <i>Health and social insurance contributions</i> .....	\$ 2 000
1949:	—
1948:	—

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. No provision was included in previous budget estimates.

CHAPTER III. OTHER EXPENSES.....	\$261 050
1949:	265 550
1948:	164 091

(i) <i>Travel on official business</i> .....	\$ 39 550
1949:	33 950
1948:	27 978

The estimate provides for authorized travel of staff members for contacts in the areas covered by the Centres. The increase reflects the opening of an additional Centre and the full operation of the existing Centres.

(ii) <i>Travel on home leave</i> .....	\$ 9 000
1949:	11 000
1948:	167

The estimate is based on eligibility of six staff members for home leave during 1950.

(iii) <i>Communication services</i> .....	\$ 42 400
1949:	64 100
1948:	27 986

For cables, telephones, 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.

(iv) <i>Postal services</i> .....	\$ 22 500
1949:	19 200
1948:	14 068

For postal expenses for all classes of mail. The increase in 1949 is due to the opening of a new Centre and the expansion of the mailing lists of Centres established in 1949.

(v) <i>Air freight</i> .....	\$ 8 000
1949:	9 050
1948:	2 472

The estimate is based on available expenditure figures.

(vi) <i>Other freight, cartage and express</i> ....	\$ 11 500
1949:	18 750
1948:	— <sup>1</sup>

Provision for the inward and outward shipment of goods, publications and film, including the cost of packing and crating.

(vii) <i>Radio, photographic and motion picture supplies and services</i> .....	\$ 5 900
1949:	5 900 <sup>2</sup>
1948:	2 488 <sup>2</sup>

For the purchase of photographs, films, radio supplies, etc.

(viii) <i>Rental and maintenance of premises and equipment (including utilities)</i> ..	\$ 56 100
1949:	48 000
1948:	42 681

The estimate is based on existing rental contracts, with provision for maintenance and for rental of premises for the new Belgrade Centre.

<sup>1</sup> Included under article (xii).

<sup>2</sup> Exclusive of radio supplies.

(ix) *Stationery and office supplies*.....\$ 19 300  
 1949: 16 800  
 1948: 12 801

For stationery and other expendable office supplies and material. The increase is largely due to the new Centre.

(x) *Supplies for internal reproduction*....\$ 16 100  
 1949: 15 900  
 1948: 5 219

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.

(xi) *Rental and maintenance of transportation equipment* .....\$ 8 500  
 1949: 7 500  
 1948: 5 466

For repair and maintenance services, including gasoline, etc., in connexion with automobiles owned by the Centres and the Travel Unit. Transportation equipment has been bought only in places where local conditions justify the possession of an automobile. The increase is due to price rises.

(xii) *Miscellaneous supplies and contractual services* .....\$ 22 200  
 1949: 15 400  
 1948: 22 765

For contractual services and miscellaneous supplies not entered under other items. A higher estimate in 1950 is due to adjustments between this account and item (vi) above: other freight, cartage and express.

CHAPTER IV. PERMANENT EQUIPMENT...\$ 27 280  
 1949: 32 850  
 1948: 34 178

(i) *Office furniture, fixtures and equipment* .....\$ 11 880  
 1949: 12 000  
 1948: 15 929

The item includes office desks, chairs, tables, typewriters, fixtures, filing cabinets, card cabinets, library equipment, rugs, boards and similar items. The estimate covers the furnishing of the Belgrade Centre, shelves and other library equipment, and additional office furniture for the Centres.

(ii) *Library books, periodicals and maps*...\$ 12 400  
 1949: 11 600  
 1948: 5 736

For the purchase of books, periodicals, newspapers, maps and other publications, mainly for reference use in the various Centres. A new Centre accounts for the higher estimate.

(iii) *Transportation equipment* .....\$ —  
 1949: —  
 1948: 8 805

No purchases are contemplated in 1950.

(iv) *Radio, photographic and motion picture equipment* .....\$ 3 000  
 1949: 9 250  
 1948: 3 708

For the purchase of film strip projectors and radio recorders for the Information Centres in Belgrade, Sydney and Teheran.

Table 21-18. Recapitulation — Total estimates, Information Centres

Information centres	Chapter I. Salaries and wages \$	Chapter II. Common staff costs \$	Chapter III. Other expenses \$	Chapter IV. Permanent equipment \$	Totals \$
Belgrade .....	12 400	5 035	9 850	5 000	32 285
Buenos Aires .....	13 570	1 100	13 500	1 400	29 570
Cairo .....	27 660	3 010	12 250	1 300	44 220
Copenhagen .....	20 920	7 060	15 700	1 200	44 880
London .....	52 850	9 550	30 750	2 050	95 200
Mexico .....	35 750	6 435	13 250	1 400	56 835
Moscow .....	48 960	6 400	26 100	1 200	82 660
New Delhi .....	34 040	6 210	17 500	1 300	59 050
Paris .....	58 350	10 780	15 400	1 100	85 630
Prague .....	28 050	4 800	16 900	1 900	51 650
Rio de Janeiro .....	26 130	3 480	16 100	2 030	47 740
Shanghai .....	59 320	6 500	25 300	1 100	92 220
Sydney .....	10 090	1 319	12 450	1 900	25 759
Teheran .....	13 010	1 673	10 750	1 900	27 333
Warsaw .....	15 620	2 908	14 200	1 900	34 628
Washington .....	32 190	4 900	11 050	600	48 740
	\$488 910	\$81 160	\$261 050	\$27 280	\$858 400

*PART VI*

**REGIONAL ECONOMIC COMMISSIONS**

**(OTHER THAN ECONOMIC COMMISSION FOR EUROPE)**



PART VI

REGIONAL ECONOMIC COMMISSIONS (OTHER THAN ECONOMIC COMMISSION FOR EUROPE), \$1 086 400

Section 22. Economic Commission for Asia and the Far East, \$621 900

(1949: \$668 660 1948: \$305 995)

The Economic Commission for Asia and the Far East was established by the Economic and Social Council at its fourth session (resolution 37 (IV) of 28 March 1947). 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.

The amounts shown for 1949 for the section includes a sum of \$21 000 appropriated under section 25 for the Far Eastern Regional Unit. This sum was added to the 1949 original appropriation for comparison purposes as a result of the proposed transfer of the Unit to this section.

CHAPTER I. SALARIES AND WAGES.....\$336 900  
1949: 355 340  
1948: 200 718

(i) *Established posts* .....\$274 400  
1949: 285 270  
1948: 122 768

Provision is made for forty-seven established posts, or an increase of sixteen over the 1949 manning table. The total number of posts shown for 1949 includes two posts which were approved in 1949 under section 25, as a staff for the Far Eastern Regional Unit, responsible for administering the programme for social welfare advisers in that area; dispatching, receiving and placing fellows in Australia and New Zealand and more generally performing in the Far East the functions performed by the Geneva office in Europe. For administrative reasons it was thought appropriate to transfer the posts, as well as the funds required for the operation of the unit, to this section of the budget. The sixteen additional posts were carried in 1949 as temporary assistance and resulted from resolutions of the Economic and Social Council and the General Assembly concerning industrial development, technical training, expert assistance and agricultural projects. In view of the transfer of the Commission's temporary headquarters from Shanghai to Bangkok, no provision is included for a differential for non-locally recruited staff, against a sum of \$35 000 in respect of this item in the 1949 estimates. The cost of living in this area is under study.

Table 22-1. Economic Commission for Asia and the Far East

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
<i>Commission Secretariat</i>								
1	1	-	Top-ranking director	1@ 15 000 + 3 000 allowance	18 000	-	-	18 000
1	1	18	Principal officer	1@ 13 830	13 830	-	-	13 830
1	1	17	Principal officer	1@ 10 610	10 610	-	230	10 840
1	2	16	Professional officer	1@ 10 610	19 970	-	300	20 270
4	7	14	Professional officer	1@ 8 290 1@ 7 830 5@ 7 400	53 120	-	1 400	54 520
-	2	14	Administrative officer	2@ 7 400	14 800	-	350	15 150
-	4	13	Professional officer	4@ 6 600	26 400	-	400	26 800
2	2	13	Interpreter	2@ 6 600	13 200	-	400	13 600
1	1	13	Translator	1@ 7 000	7 000	-	200	7 200
1	-	13	Administrative officer					
1	-	12	Professional officer					
1	1	12	Administrative officer	1@ 5 890	5 890	-	260	6 150
1	2	11	Professional officer	2@ 5 260	10 520	-	320	10 840
1	3	9	Professional assistant	1@ 4 460				
				2@ 4 210	12 880	-	260	13 140
2	2	9	Administrative assistant	1@ 4 210				
				1@ 4 460	8 670	-	130	8 800
1	-	8	Clerk					

Table 22-1 — Continued

No. of established posts		Grade	Classification title	Number of posts by salary on 1 Jan. 1950	Total for each grade by category	Total cost-of-living for each grade	Additional increments for each grade	Total
1949	1950			\$	\$	\$	\$	\$
1	2	7	Secretarial and clerical	1@ 3 990				
				1@ 3 590	7 580	—	100	7 680
5	4	6	Secretarial and clerical	1@ 3 590				
				1@ 3 400				
				1@ 3 230				
				1@ 3 070	13 290	—	350	13 640
2	8	5	Secretarial and clerical	2@ 3 070				
				3@ 2 920				
				3@ 2 780	23 240	—	650	23 890
2	1	4	Clerk	1@ 2 640	2 640	—	70	2 710
—	1	4	Clerk-typist	1@ 2 640	2 640	—	70	2 710
<i>Far Eastern Regional Unit for Fellowships</i>								
1	1	16	Professional officer	1@ 9 360	9 360	—	400	9 760
1	1	6	Secretarial and clerical	1@ 3 070	3 070	—	250	3 320
31	47				\$276 710	—	\$6 140	\$282 850
Less: Adjustment for turnover of staff.....								8 450
TOTAL								\$274 400

The Commission's secretariat will be organized in 1950 in the following units:

1. The Executive Secretary's Office, four posts, the same number as in 1949;

2. Industry Unit, seven posts, four more than were approved in the 1949 budget. The additional posts were, however, carried on a temporary basis in 1949, and will again be required in 1950. The increase in staff derives from: (a) the Commission's terms of reference, which instruct the Commission's secretariat (i) to prepare reports on existing plans for promoting industrial development in each country of the region, and on the relation of these plans to the industrial progress of the area as a whole; and (ii) to compile a full documentation on industrial development plans drawn up in certain countries and on the need for the development of such plans for countries in which corresponding projects have not been undertaken; (b) the resolution approved at the Commission's fourth session affirming the Commission's continuing interest in the question of technical training in relation to economic development in the region. Finally, the scheme for technical assistance contemplated by the United Nations will entail responsibility for reporting to Headquarters on the regional needs in this field, and for assistance in the execution of approved projects;

3. Trade Unit, six posts: the increase of two professional posts is due to an extension of work resulting from resolutions adopted by the Commission. The resolutions necessitate the establishment of a working section (a) to plan and develop ways and means for augmenting trade between countries of Asia and the Far East and between those countries and other parts of the world; (b) to perform functions related to the promotion of trade; (c) to conduct research in trade problems in the region, furnish governments with advice and assistance in the development of trade, promote collaboration between governments, act as a clearing house on commercial information; (d) to gather and make available information regarding laws and regulations governing the treatment of foreign investments;

4. Research Unit, nine posts, five more than were approved in the 1949 budget. These posts, which were created in 1949 on a temporary basis, will again be required in 1950. The functions of the unit are to conduct research into economic questions of interest to Asia and the Far East; to arrange for the exchange of periodicals and publications of an economic character; to publish an annual economic survey of the region; to co-operate with FAO in the preparation of data and studies on regional agricultural problems; to supervise the reference library; and to assist other units with specific studies and investigations;

5. Statistics Unit, four posts. No specific provision was made in 1949 for this Unit. It is proposed that the posts now established on a temporary basis be approved for 1950. The functions of this Unit derive from the resolutions of the Commission which requested the secretariat (a) to collect, analyse and disseminate the statistical data available from the region to Member nations and other organizations requiring it (E/CN.11/63); and (b) to promote the statistical programme of the United Nations in the region, to help in strengthening and improving the statistical work of the Member countries, and to provide required statistical data for the work of committees, working parties and other staff units (E/CN.11/98);

6. Administrative and Conference Services Unit, fifteen posts, one more than was provided for 1949. The Unit is responsible for all functions relating to personnel; budget; conference planning and organization; finance, including disbursement of funds, requests for allotments, preparation of payrolls and financial statements; documentation, including production, indexing and distribution of documents, mail and registry, control of cable and postal accounts, receipt and dispatch of diplomatic pouches; purchasing, including storage and distribution of property and supplies, receiving and shipping; local transportation and travel; rental and maintenance of property; translation of documents and correspondence; interpretation during meetings.

(ii) <i>Consultants</i> .....	\$ 40 000
1949:	60 000
1948:	52 452

Provision for ten consultants at an average of 100 days at \$40 per day, in connexion with specific projects and reports to be presented to the Commission. Projects to be undertaken during 1950 include those related to problems of coal, electricity, iron, steel, transportation, finance, industry and trade.

(iii) <i>Temporary assistance</i> .....	\$ 22 000
1949:	10 070
1948:	25 498

For temporary assistance during meetings of the Commission and its committees, for the replacement of secretarial and clerical staff on leave and for the local employment of maintenance and custodial employees.

(iv) <i>Overtime</i> .....	\$ 500
1949:	—
1948:	—

The provision covers overtime during meetings of the Commission and its committees.

CHAPTER II. COMMON STAFF COSTS.....	\$ 83 500
1949:	79 920
1948:	44 431

(i) <i>Travel and removal of staff and dependents</i> .....	\$ 16 000
1949:	25 260
1948:	22 606

Owing to conditions of climate and environment, turnover of staff tends to be high, and in the light of experience provision for separation and recruitment costs of ten staff members is deemed necessary. This covers travel expenses of twenty dependents and costs of removal of staff members' effects. The estimate includes a provision of \$1 000 for the Far Eastern Regional Unit for fellowships.

(ii) <i>Installation and termination allowances and grants</i> .....	\$ 9 000
1949:	6 500
1948:	260

For allowances to new staff members and for any termination payments, in accordance with staff regulations.

(iii) <i>Contributions. Staff Pension Fund</i> ...	\$ 30 900
1949:	22 800
1948:	9 467

The estimate is based on 14 per cent of the total amount for salaries (net basis) of all staff members, and includes an amount of \$1 900 for the Far Eastern Regional Unit for fellowships.

(iv) <i>Children's allowances, education grants and related travel</i> .....	\$ 9 600
1949:	12 880
1948:	4 438

Provision is made for children's allowances in respect of thirty-two children (\$6 400) and for education grants and related travel (\$3 200). The estimate includes a provision of \$600 for the Far Eastern Regional Unit for fellowships.

(v) <i>Expatriation allowances</i> .....	\$ 16 000
1949:	10 550
1948:	7 655

Expatriation allowances for forty-two staff members (twenty-two with dependents). A sum of \$1 000 is included for the Far Eastern Regional Unit for fellowships.

(vi) <i>Medical and hospitalization insurance</i> ..	\$ 2 000
1949:	1 930
1948:	5

The estimate covers expenses for medical and hospitalization insurance on the basis of approximately 1 per cent of base salaries for established posts.

CHAPTER III. OTHER EXPENSES.....	\$ 93 500
1949:	115 000
1948:	56 390

(i) <i>Travel on official business</i> .....	\$ 27 500
1949:	40 000
1948:	—

Provision for travel of ECAFE secretariat and consultants on official business. It is anticipated that four staff members will attend meetings at Headquarters, and that thirty field trips within the region will be necessary. The estimate includes an amount of \$2 500 for the Far Eastern Regional Unit for fellowships.

(ii) <i>Travel on home leave</i> .....	\$ 26 500
1949:	10 000
1948:	—

For travel on home leave of twelve staff members with their dependents.

(iii) <i>Communication services (including postal)</i> .....	\$ 11 000
1949:	14 000
1948:	21 183

For telephone services (\$1 500), postal services (\$4 500), and cable, telegraph and wireless communication (\$5 000).

(iv) <i>Freight, cartage and express (including air freight)</i> .....	\$ 5 000
1949:	5 000
1948:	—

The estimate includes cost of shipping documents to Governments and to headquarters, including cost of diplomatic pouch service from Bangkok to New York. It also provides for the shipment of documents, supplies and equipment to the site of Commission meetings.

(v) <i>Rental and maintenance of premises and equipment (including utilities)</i> .....	\$ 5 000
1949:	26 200
1948:	12 312

No rentals are paid for the building occupied by the Commission in Bangkok. The estimate relates to maintenance costs only.

(vi) <i>Stationery and office supplies (including supplies for internal reproduction)</i> ..	\$ 7 000
1949:	4 800
1948:	5 357

For stationery and office supplies, and for supplies for internal reproduction.

(vii) <i>Rental and maintenance of transportation equipment</i> .....	\$ 3 500
1949:	5 000
1948:	4 565

The estimate covers cost of repairs and maintenance for three cars and three utility jeeps.

(viii) <i>Contractual printing</i> .....	\$ 7 000
1949:	10 000
1948:	4 874

The estimate provides for the printing of the annual economic survey (250 English text pages in two languages).

<sup>1</sup> Included in the total shown for article iii above.

(ix) <i>Miscellaneous supplies and contractual services</i> .....	\$ 1 000
	1949: —
	1948: 8 099

Provision is made for insurance, the payment of bank charges for conversion of funds and other miscellaneous supplies.

CHAPTER IV. PERMANENT EQUIPMENT...	\$ 8 000
	1949: 6 900
	1948: 4 456

(i) <i>Office furniture, fixtures and equipment</i> .....	\$ 4 000
	1949: 4 500
	1948: 3 660

For purchase of furniture, filing cabinets, typewriters, mimeograph equipment, etc.

(ii) <i>Library books, periodicals and maps</i> ...	\$ 4 000
	1949: 2 400
	1948: 796

For renewal of subscriptions for periodicals and purchase of reference material for regular use.

CHAPTER V. BUREAU OF FLOOD CONTROL...	\$100 000
	1949: 111 500
	1948: —

Resolution 144 (VII) (D), adopted by the Economic and Social Council on 19 August 1948, requests the Secretary-General to form a Bureau of Flood Control consisting of from three to five flood control experts and utilizing the services of experienced consultants. The Bureau will, it is expected, be established in 1949, and of necessity continue its work in 1950. In view of the fact that the Bureau has not yet been organized, the estimate is on a lump-sum basis.

## Section 23. Economic Commission for Latin America, \$464 500

(1949: \$408 550 1948: \$136 183)

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 development 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.

The amount shown for 1949 for the section excludes a sum of \$17 000 transferred to section 3a

with the concurrence of the Advisory Committee on Administrative and Budgetary Questions. An amount of \$10 000 was transferred from chapter I (i) Established posts and the surplus (\$7 000) from chapter III (i) Travel on official business.

CHAPTER I. SALARIES AND WAGES.....\$303 000  
1949: 266 050  
1948: 64 073

(i) *Established posts* .....\$256 500  
1949: 217 140  
1948: 44 904

A provisional scheme of organization for the Economic Commission for Latin America was set out in the 1949 estimates. In the interim report to the Council (E/1099) the Executive Secretary explained the work programme for the Commission as it developed following the first session of the Commission in June 1948.

Provision is made for 46 established posts—an increase of 10 over the 1949 manning table, to facilitate the operation of the programme in accordance with its needs.

Table 23-1. Economic Commission for Latin America

No. of established posts		Grade	Classification title	Number of posts of posts by salary on 1 Jan. 1950 \$	Total for each grade by category \$	Total cost-of-living for each grade \$	Additional increments for each grade \$	Total \$
1949	1950							
1	1		Executive secretary	1@ 15 000 + 3 000 allowance	18 000	—	—	18 000
1	1	18	Principal officer	1@ 12 830	12 830	—	640	13 470
1	1	17	Principal officer	1@ 11 300	11 300	—	470	11 770
3	3	16	Professional officer	1@ 10 610				
				2@ 9 360	29 330	—	900	30 230
1	1	14	Administrative officer	1@ 7 830	7 830	—	230	8 060
4	6	14	Professional officer	3@ 7 830				
				3@ 7 400	45 690	—	700	46 390
1	1	13	Translator	1@ 6 600	6 600	—	340	6 940
—	1	12	Administrative officer (finance)	1@ 6 240	6 240	—	240	6 480
2	2	12	Professional officer	1@ 6 240				
				1@ 5 890	12 130	—	420	12 550
3	3	12	Translators	3@ 6 240	18 720	—	350	19 070
—	1	11	Professional officer	1@ 5 260	5 260	—	—	5 260
1	1	10	Professional officer	1@ 4 710	4 710	—	—	4 710
2	3	9	Professional assistant	1@ 4 460				
				2@ 4 210	12 880	—	420	13 300
1	1	9	Clerk	1@ 4 710	4 710	—	—	4 710
—	1	9	Administrative assistant	1@ 4 210	4 210	—	250	4 460
—	1	9	Librarian	1@ 4 210	4 210	—	—	4 210
1	1	7	Secretarial and clerical	1@ 3 400	3 400	—	380	3 780
3	4	6	Secretarial and clerical	1@ 3 400				
				2@ 3 230				
				1@ 3 070	12 930	—	660	13 590
4	5	5	Secretarial and clerical	3@ 3 070				
				2@ 2 780	14 770	—	340	15 110
7	8	4	Clerk-typist	6@ 2 780				
				2@ 2 640	21 960	—	460	22 420
36	46				\$257 710	—	\$6 800	\$264 510
Less: Adjustment for turnover of staff.....								8 010
TOTAL								\$256 500

The additional posts proposed are as follows:

1. One professional officer 14 and one professional officer 11, for work on the annual economic survey and the country studies.

The distribution of work in the research field is:

Supervision: one professional officer 16;

Foreign trade: one professional officer 16, one professional assistant 9;

Industry: one professional officer 14, one professional officer 11 (new post);

Agriculture: one professional officer 14, one professional officer 10;

Printing: one professional officer 14;

Transportation: one professional officer 14 (new post);

Finance: one professional officer 14.

Research work in connexion with inland transport requires the establishment of one professional officer post. A post of junior economist is required because of urgent studies in industrial developments in Latin America, upon which only one economist is at present engaged.

2. One professional officer 14 and one professional assistant 9, for statistical services. For the annual economic survey, statisticians are needed for preparation of tables and preliminary analysis of data. The 1948 survey included, or made reference to, forty-four different statistical tables of this survey. A statistician from headquarters was assigned to compile or analyse these tables with the help of temporary personnel.

3. One librarian 9, one clerk-typist 5. The post of librarian has been carried on a temporary basis since the Commission was established. An established post is required to deal with the additional material now becoming available.

Cataloguing, indexing and classifying entail a volume of typing. A secretarial and clerical post 5 is needed both for this purpose and to deal with requests for publications, follow-up of subscriptions and similar matters.

4. One finance officer 12. A post of finance officer has been in existence on a temporary basis since the beginning of the Commission's operations, since it was found necessary to detach the function of financial control from that of administrative responsibility; it is proposed that this post be established.

5. The Commission has at present no documents officer nor assistant charged with the supervision of the communications and filing system. A post of administrative assistant 9 is proposed for the purpose.

6. Two secretarial and clerical posts, one at grade 6 and one at grade 5, to service the additional professional posts noted above.

(ii) *Consultants* .....\$ 35 000  
1949: 37 400  
1948: 11 642

The estimate is based on the employment of nine consultants for an average period of 100 days, at \$40 per day.

(iii) *Temporary assistance* .....\$ 11 000  
1949: 10 920  
1948: 7 097

Temporary assistance is required during the meetings of the Commission based on the employment for a period of thirty days of the following staff: four interpreters; four precis-writers; four translators and

six clerk-typists. In addition, funds are required for replacement of secretarial and clerical staff on leave.

(iv) *Overtime* .....\$ 500  
1949: 590  
1948: 430

The provision covers overtime during meetings of the Commission and its committees.

CHAPTER II. COMMON STAFF COSTS.....\$ 65 000  
1949: 61 250  
1948: 30 529

(i) *Travel and removal expenses of staff and dependents* .....\$ 15 000  
1949: 15 000  
1948: 15 443

This estimate covers expenses for travel on initial recruitment, travel of dependents and transfer of staff members' effects. In addition to recruitment costs of new posts, and those arising from anticipated turnover of staff already working for the Commission, provision should be made for staff members who will become entitled to transfer of effects during 1950.

(ii) *Installation and termination allowances and grants* .....\$ 3 000  
1949: 2 100  
1948: 8 575

For allowances to new staff members and for any termination payments, in accordance with staff regulations.

(iii) *Contributions. Staff Pension Fund*...\$ 27 000  
1949: 22 920  
1948: 3 682

The estimate is based on 14 per cent of the total amount for salaries (net basis) of staff members.

(iv) *Children's allowances, education grants and related travel*.....\$ 8 000  
1949: 12 300  
1948: 428

Provision is made for children's allowance in respect of twenty-five children (\$5 000), and for education grants and related travel (\$3 000).

(v) *Expatriation allowances* .....\$ 10 000  
1949: 8 930  
1948: 2 313

The estimate is based on payment of an expatriation allowance to staff members at present employed and an additional average amount of \$375 for each of the incumbents of eight of the new posts to be established.

(vi) *Medical and hospitalization insurance*.\$ 2 000  
1949: —  
1948: 88

The estimate covers expenses for medical and hospitalization insurance on the basis of approximately one per cent of base salaries for established posts.

CHAPTER III. OTHER EXPENSES.....\$ 85 000  
1949: 69 750  
1948: 21 924

(i) *Travel on official business*.....\$ 28 000  
1949: 18 900  
1948: —

Provision for travel of ECLA secretariat and consultants on official business is to cover:

(a) Field surveys by groups of specialists in connexion with the country studies and preparation of the annual economic survey;

(b) Representation at meetings of regional inter-American bodies;

(c) Travel of executive secretary and deputy for discussions with Governments.

(ii) *Travel on home leave*.....\$ 10 000  
1949: 2 000  
1948: 86

For eleven staff members and their dependents eligible for home leave in 1950.

(iii) *Communication services (including postal)* .....\$ 8 500  
1949: 13 000  
1948: 4 084

For telephone and postal services, cables, telegraph and wireless communications. A reduction as compared with 1949 is proposed on the basis of the present rate of expenditure.

(iv) *Freight, cartage and express (including air freight)* .....\$ 3 000  
1949: 1 200  
1948: —

The estimate is based on the present rate of expenditure.

(v) *Rental and maintenance of premises and equipment (including utilities)*.....\$ 10 000  
1949: 11 700  
1948: 4 630

This estimate is based on the following items: (a) rental of premises, an average of \$630 a month; (b) maintenance of premises, an average of \$80 a month; (c) maintenance of office equipment, an average of \$40 a month; (d) light, heat, water and power, an average of \$100 a month.

(vi) *Stationery and office supplies (including supplies for internal reproduction)* . \$ 7 000  
1949: 7 000  
1948: 5 536

For stationery and office supplies and for supplies for internal reproduction.

(vii) *Maintenance and operation of transportation equipment*.....\$ 1 500  
1949: 1 650  
1948: 47

Provision is made for maintenance and operation of one motor vehicle.

(viii) *Miscellaneous supplies and contractual services* .....\$ 2 000  
1949: 300  
1948: 7 369

Provision is made for insurance, the payment of bank charges for conversion of funds and general banking service for the Commission and other miscellaneous services.

(ix) *Contractual printing* .....\$ 15 000  
1949: 14 000  
1948: 172

The estimate provides for printing the annual economic survey, the country studies, and reports by joint working parties of secretariat and specialized agencies relating to immigration and agriculture.

Five hundred and fifty English text pages in two languages.

CHAPTER IV. PERMANENT EQUIPMENT..\$ 11 500  
1949: 11 500  
1948: 19 657<sup>1</sup>

(i) *Office furniture, fixtures and equipment* .....\$ 7 500  
1949: 7 500  
1948: 16 409

For purchase of furniture necessitated by the increase in staff, and of calculating and adding machines needed for the statistical work. Expenses for adaptation of rooms for office use are also included under this heading.

(ii) *Library books, periodicals and maps*...\$ 4 000  
1949: 4 000  
1948: 1 274

For renewal of subscriptions for periodicals and purchase of reference material for regular use.

<sup>1</sup> Includes \$1 947 for transportation equipment.

## SUMMARY OF PART VI

## REGIONAL ECONOMIC COMMISSIONS (OTHER THAN ECONOMIC COMMISSION FOR EUROPE)

Chapter	Section 22 Economic Commission for Asia and the Far East \$	Section 23 Economic Commission for Latin America \$	Total Part VI \$
I <i>Salaries and wages</i>			
Established posts .....	274 400	256 500	530 900
Consultants .....	40 000	35 000	75 000
Temporary assistance .....	22 000	11 000	33 000
Overtime .....	500	500	1 000
Total, chapter I	<u>336 900</u>	<u>303 000</u>	<u>639 900</u>
II <i>Common staff costs</i>			
Travel and removal expenses of staff and dependants....	16 000	15 000	31 000
Installation and termination allowances and grants.....	9 000	3 000	12 000
Contributions, Staff Provident Fund, Staff Pension Fund	30 900	27 000	57 900
Children's allowances, education grants and related travel	9 600	8 000	17 600
Expatriation allowances .....	16 000	10 000	26 000
Medical and hospitalization insurance.....	2 000	2 000	4 000
Other contributions, allowances and payments.....	-	-	-
Staff recreation, health and welfare.....	-	-	-
Total, chapter II	<u>83 500</u>	<u>65 000</u>	<u>148 500</u>
III <i>Other expenses</i>			
Travel on official business.....	27 500	28 000	55 500
Travel on home leave.....	26 500	10 000	36 500
Communication services (including postal).....	11 000	8 500	19 500
Freight, cartage and express (including air freight)....	5 000	3 000	8 000
Rental and maintenance of premises and equipment (in- cluding utilities) .....	5 000	10 000	15 000
Stationery and office supplies (including supplies for in- ternal reproduction) .....	7 000	7 000	14 000
Rental and maintenance of transportation equipment....	3 500	1 500	5 000
Contractual printing .....	7 000	15 000	22 000
Miscellaneous supplies and contractual services.....	1 000	2 000	3 000
Total, chapter III	<u>93 500</u>	<u>85 000</u>	<u>178 500</u>
IV <i>Permanent equipment</i>			
Office furniture, fixtures and equipment.....	4 000	7 500	11 500
Library books, periodicals and maps.....	4 000	4 000	8 000
Transportation equipment .....	-	-	-
Miscellaneous equipment .....	-	-	-
Total, chapter IV	<u>8 000</u>	<u>11 500</u>	<u>19 500</u>
V <i>Bureau of Flood Control</i> ..... Total, chapter V	100 000	-	100 000
TOTAL, SECTIONS	<u>\$621 900</u>	<u>\$464 500</u>	<u>\$1 086 400</u>



*PART VII*

**HOSPITALITY**

**HOSPITALITY**

**Section 24. Hospitality, \$20 000**

(1949: \$20 000 1948: \$18 321)

Following the recommendations of the Advisory Committee on Administrative and Budgetary Questions concerning centralized control of hospitality expenses, hospitality provision for the whole Organization is grouped in this section covering hospitality expenditures incurred by officials of the Secretariat

not entitled to special allowances.

In accordance with the action of the General Assembly on the 1948 budgetary estimates, no provision is made for hospitality in connexion with meetings of the Councils, their commissions and committees.

*PART VIII*

**TECHNICAL PROGRAMMES**

**TECHNICAL PROGRAMMES, \$1 324 400**

(1949: \$895 420 1948: \$544 909)

**Section 25. Advisory Social Welfare Functions, \$635 900**

(1949: \$635 900 1948: \$544 909)

A provision of \$635 900, equal to the amount shown for 1949, is included in order to assist in the overall appraisal of the 1950 estimates.

A resolution by the Social Commission of 18 May 1949 that the present operation of the programme be maintained throughout 1950 at approximately the same level as in 1949 will be considered at the ninth session of the Economic and Social Council.

The amount now budgeted may be amended by supplementary estimates when it is decided by the Council if and at what scale these activities devolving from General Assembly resolution 58 (I) are to be continued in 1950.

The amount shown for 1949 is \$21 000 below the 1949 original appropriation as a sum of \$21 000 provided in 1949 in this section for the Far Eastern Unit for Social Welfare Fellowships is deducted from the appropriation and shown under section 22 (Economic Commission for Asia and the Far East) in accordance with the requested transfer of the unit to the latter Section and in order to facilitate comparisons.

The total of \$635 900 shown for 1950 would allow for the continuation throughout 1950 of the

current programmes for advisors (\$175 900), fellowships (\$300 000), regional seminars (\$80 000), demonstration equipment (\$50 000), and films (\$30 000).

The above figures are subject to change within the total provision for the section since the programmes depend upon the request from Members.

In addition to the total of \$635 900 shown in this section for 1950, other provisions are requested in various parts of the estimates, and especially under section 11, section 20 and section 22, to cover staff and other expenses to be incurred at headquarters, in Geneva and in Bangkok in administering the programme. These expenses, including common staff costs in the three offices (\$25 000), are estimated as follows:

Headquarters .....	\$69 800
Geneva .....	55 900
Bangkok .....	22 700
	<hr/>
	\$148 400

The total estimated provision for 1950 for the Advisory Social Welfare Programme is thus \$784 300. An equal amount was appropriated in 1949.

## Section 25a. Technical Assistance for Economic Development, \$539 000

(1949: \$259 520 1948: \$ - )

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 possible in the past. Paragraph 6 of the resolution recommends to the Economic and Social Council that "it review at each session the actions taken under the present resolutions and, when necessary, formulate recommendations concerning policy and budgetary action required by the General Assembly to carry on the functions instituted by the present resolutions". In accordance therewith, a first report (E/1174) was submitted to the Economic and Social Council at its eighth session, and a further report (E/1335) will be placed before the ninth session of the Council.

Provision of funds as now proposed is to enable the Secretary-General to ensure a steady development of the work already undertaken and to permit limited expansion of the programme. The resolution 200 (III) enables the Secretary-General to carry out the following functions, where appropriate in co-operation with the specialized agencies, 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 estimates presented take into account the observations made by the Fifth Committee during the third session of the General Assembly (A/745) that "the virtues of self-help should not be lost sight of and that governments, when framing their requests for assistance, should also take due account of the questions of sharing costs of services rendered". The estimates only include costs which, it can be expected, will be borne by the United Nations. It has been assumed that, as a minimum, all expenses to be incurred in the recipient countries are borne by the Governments that request advice.

The estimates for 1950 for this section exclude the salary costs of the administrative and substantive staff whose activities are connected entirely with the direction and operation of the programme and the estimated expenditures for cables and air freight. These estimates in the amount of \$137 000 are in-

cluded in section 10, Department of Economic Affairs. The total estimates for the financial year 1950 for the programme for technical assistance for economic development amount, therefore, to \$676 000.

The 1949 figure of \$259 520 is \$48 230 lower than the funds available for this programme in 1949 (\$307 750) because the salaries of the administrative unit connected with the administrative and substantive work on this programme are included in the 1949 figure for section 10.

The estimates shown for the various chapters are subject to change, since this programme depends upon requests from Members. The financial regulations, however, provide sufficient flexibility for transfers needed between chapters within the total provisions for the section.

In accordance with resolution 180 (VIII) passed by the Economic and Social Council, the Secretary-General will place before the ninth session of the Council a comprehensive plan for an expanded co-operative programme in this field through the United Nations and its specialized agencies (E/1327). The Secretary-General in that report assumes the continuance of the activities under resolution 200 (III) to the extent provided in this section.

CHAPTER I. COMPREHENSIVE MISSIONS...\$135 000  
1949: 111 520

It is anticipated that teams of experts in the economic field will be provided on the requests of Governments to such countries where a lack of personnel and technical organization impede economic development.

The supplementary appropriations for 1949 included \$105 520 (the net amount of \$94 000 was increased to \$105 520 in view of the introduction of the Staff Assessment Plan) for the functions set out in (a) above. This provided for net costs of three missions; it was assumed that the average size of such a mission would be eleven experts (five to be provided by the specialized agencies) and that the total period of the mission would be six months of which three would be spent in the field. For 1949, an additional amount of \$6 000 was provided for miscellaneous costs such as travel for exploratory visits.

For 1950 provision is requested also for three missions. It is now contemplated that the maximum size of a mission would be fourteen and that the minimum size of a mission would consist of eight experts. The average duration of the missions has been estimated to be five months, of which one month would be spent at Lake Success.

The estimates are based upon the assumption:

1. That the specialized agencies provide experts from their own staff and will bear the costs of their salaries and their fare and subsistence allowances to Lake Success and while there;

2. That the Governments will, as a minimum, bear all costs which can be paid in the Member's country, and will also provide accommodations and local assistance as their financial participation in the programme.

3. That the average costs of a mission will be about \$45 000 depending upon the size of the mission and other factors.

The maximum provision for a mission of fourteen experts (five to be provided by the specialized

agencies, five to be provided through the United Nations Secretariat and three staff members of the United Nations Secretariat, namely, the chief of the mission and two administrative or secretarial assistants) is estimated to be \$51 200 as follows:

(a) Salaries of five experts for five months at annual gross rate of \$10 000. . . .	\$ 20 825
(b) Travel to the specific area and return from mission at \$1 000 per member. . .	14 000
(c) Travel on recruitment to Lake Success for five experts at an average of \$500 per expert . . . . .	2 500
(d) Subsistence payments for five experts at Lake Success for thirty days. . . . .	1 875
(e) Printing costs of the report of the mission . . . . .	10 000
(f) Miscellaneous costs including costs for preliminary exploratory visits. . . . .	2 000
	<u>\$ 51 200</u>

CHAPTER II. EXPERTS . . . . . \$130 000  
1949: 4 500

It is anticipated that, in addition to missions, individual experts in the field of economic development will be requested by governments of countries which wish advice on specific problems. The experts selected on an international basis, might be provided for a period varying from three to twelve months.

The estimates are calculated on the following basis:

(a) Salary costs of nine experts on an annual basis:	
(1) Two industrial engineers (at a salary comparable with a grade 16 post) . . . . .	\$ 18 720
(2) Two experts in the field of transport and communication (at a salary comparable with a grade 16 post) . . . . .	18 720
(3) Two fiscal experts (at a salary comparable with a grade 15 post) . . . . .	17 420
(4) Three statistical experts (two at a salary comparable with a grade 15, and one with grade 14 post) . . . . .	25 350
	<u>\$ 80 210</u>
Less: Adjustment for deferred recruitment . . . . .	4 210
	<u>\$ 76 000</u>

(b) Salary costs of six experts to be engaged for an average period of three months at \$3 000 per expert. . . . . 18 000

(c) Travel costs (on recruitment and from Lake Success to the area on the assumption that the nine experts on an annual basis make two trips each and the six short-period experts make one trip each. . . . . 36 000

TOTAL \$130 000

CHAPTER III. FELLOWSHIP PROGRAMME. . \$200 000  
1949: 120 000

Provision is made for the training abroad of 100 experts of under-developed countries in the fields

of economic development (against provision in 1949 for sixty fellowships). The average study period contemplated is six months. The United Nations' share of the costs of a fellowship is estimated at \$2 000, assuming that recipient Governments bear an appreciable part of the total costs.

CHAPTER IV. TRAINING INSTITUTES AND SEMINARS . . . . . \$ 44 000  
1949: 22 320

(a) In regard to training within under-developed countries it is planned to organize four training institutes during 1950.

It is assumed that each of the four training institutes (two economic and two statistical institutes are planned) will last six to eight weeks and would be conducted as a rule by four to five experts provided by the United Nations. Experts from Member Governments, drawn for the most part from the host Government and from neighbouring under-developed countries, will participate. The salary and travel costs of the experts from the United Nations for the two statistical institutes are already included in the estimates for chapter II. The salary and travel costs for eight experts required for the two other institutes are estimated to be \$3 000 per expert (\$2 000 for salary costs and \$1 000 for travel costs). It is assumed that the host Government will provide facilities and local assistance and that the neighbouring Governments will pay the costs of their experts who will attend the institutes.

(b) In addition the organization of two seminars on special problems of economic development is proposed. The discussion of specific problems in this field by a small group of six to eight recognized experts on the basis of monographs prepared by them in advance, and the subsequent publication of both monographs and a record of their discussions is considered to be a valuable method of advancing the analysis of problems of economic development. The average cost of one seminar, including travel expenses and living allowances of the experts, the fee for the preparation of the monograph and the funds for the publication of a report is estimated at \$10 000.

Provision for the four institutes under (a) . . . . . \$ 24 000

Provision for the two seminars under (b) . . . . . 20 000

The 1949 appropriations for similar purposes were \$6 600 and \$15 720 respectively.

CHAPTER V. DISSEMINATION OF TECHNICAL DATA, ETC. . . . . \$ 30 000  
1949: 1 180

Provision is made for the printing of an economic development bulletin devoted to the dissemination and exchange of information on economic development in different areas and countries as well as for a series of technical handbooks dealing with problems of specific importance to the under-developed countries. The cost of three issues of the *Bulletin* to be published in three languages is estimated at \$15 000. The costs of preparing and printing five handbooks are estimated at \$15 000.

**Section 25b. International Centre for Training in Public Administration, \$149 500**

(1949: \$ - 1948: \$ - )

In direct relation to resolution 200 (III) supporting Technical Assistance for Economic Development (section 25a) and upon recommendation of the Fifth Committee, the General Assembly at its third session adopted resolution 246 (III) stating:

"An International Centre for Training in Public Administration shall be established under the direction of the United Nations;

"The Secretary-General shall report detailed arrangements for such a Centre to the Economic and Social Council for consideration;

"The Secretary-General shall include in his budget estimates for the financial year 1950 a programme implementing the objectives of the present resolution".

In accordance with the second paragraph of this resolution, the Secretary-General has presented a report for consideration by the Economic and Social Council at its ninth session (E/1336). This report presents a programme for 1950 which has been prepared after consideration of the discussion of the international centre by the Fifth Committee at the first part of the third session of the General Assembly, and after taking into account the advice of the International Civil Service Advisory Board, which held its first session in March 1949. The advice of this Board had been invited in accordance with the terms of the original Economic and Social Council resolution on this subject (132 (VI)).

The Board, in commending the objectives of the international centre, recommended that the United Nations should make a modest start, avoiding the risk of failure through over-expansion, avoiding the duplication of training institutions and facilities already existent, and ensuring the success of a limited, practical programme.

In accordance with the Board's views, the Secretary-General has modified the programme as originally proposed in A/C.5/252. The programme now being proposed for 1950 envisages the following activities:

1. Seminars on administrative problems for sixty senior civil servants.

2. Thirty fellowships and sixty scholarships in public administration to be used at national and international institutions or agencies.

3. Assistance to Governments in the development of public administration training facilities and programmes by the sending of experts.

4. Advice and assistance to Member Governments in arranging bilateral exchange of civil servants for study and work assignments in administration problems.

5. Encouragement and financial assistance to the International Institute of Administrative Sciences of Brussels for expanding the exchange of technical information on public administration subjects in various languages.

The direct administrative expenses of the staff who will be engaged with the operation of the programme are covered in section 16 (\$59 700.)

**CHAPTER I. SEMINARS IN ADMINISTRATIVE****PROBLEMS .....\$ 41 500**

The International Civil Service Advisory Board at its meeting of 16-22 March 1949 recommended that the promotion of seminars in public administration techniques be adopted as one of the programmes which could be administered by the International Centre for Training in Public Administration.

**(i) Subsistence allowances .....\$ 36 000**

It is envisaged that the United Nations will bear one half the costs of the subsistence allowance paid to participants in the seminars; sixty officials for a duration of three months at \$400 per month (United Nations to pay 50 per cent or \$200 per month).

**(ii) Travel during and in connexion with seminars .....\$ 4 000**

The United Nations will bear the costs of any travel necessary during and in connexion with the seminars.

Transportation costs to and from the place of study will be paid by Member Governments concerned.

**(iii) Miscellaneous expenses .....\$ 1 500**

This item is to provide for any unforeseen expenditure in the operation of the seminar programme.

**CHAPTER II. FELLOWSHIPS AND SCHOLAR-****SHIPS .....\$ 98 000**

This programme, in addition to the seminar programme, was recommended by the International Civil Service Advisory Board, as being feasible and practicable for the International Centre for Training in Public Administration to undertake in its initial years.

**(i) Fellowships .....\$ 18 000**

Thirty fellowships to be granted to senior and intermediate civil service officials of Member States at \$400 per month for three months, United Nations to pay 50 per cent or \$200 per month.

**(ii) Scholarships .....\$ 72 000**

Sixty scholarships to be granted for a period of one year to junior civil servants of Member States, at \$200 per month for six months only during 1950.

**(iii) Travel .....\$ 6 000**

To provide for travel costs incurred by fellows and scholars in the country selected for period of study.

Transportation costs to and from the place of study will be paid by Member Governments concerned.

**(iv) Miscellaneous expenses .....\$ 2 000**

To make provision for any unforeseen expenditure likely to arise in a programme of this nature.

**CHAPTER III. ASSISTANCE TO INTERNA-****TIONAL INSTITUTES OF PUBLIC ADMINI-****STRATION .....\$ 10 000**

Annual grant to the Committee of Administrative Practices of the International Institute of Administrative Science of Brussels for the exchange of technical information on public administration subjects in various languages.

*PART IX*

**SPECIAL EXPENSES**



*P A R T I X*

**SPECIAL EXPENSES, \$533 768**

(1949: \$ - 1948: \$533 767 21)

**Section 26. Transfer of the Assets of the League of Nations to the United Nations, \$533 768**

(1949: \$ - 1948: \$533 767 21)

The General Assembly made provision under resolution 250 (III) for the liquidation of credits due to certain Member States as a result of the transfer of the assets of the League of Nations to the United Nations.

Under this resolution credits of \$1 067 535 21, which relate to other than permanent capital assets, were to be liquidated in two instalments, the first in 1948 and the second in 1950. The amount of \$533 768 represents the second and final instalment in the liquidation of these credits.

*PART X*

**INTERNATIONAL COURT OF JUSTICE**

Section 27. The International Court of Justice, \$627 350

(1949: \$650 000 1948: \$596 658)

CHAPTER I. SALARIES AND EXPENSES OF MEMBERS OF THE COURT.....	\$340 650
1949:	375 000
1948:	340 911

(i) Salaries of the President, the Vice-President and the judges.....	\$311 770
1949:	311 321
1948:	311 321

(ii) Duty allowances of the Vice-President \$	3 780
1949:	3 774
1948:	1 396

The Court consists of fifteen members. According to Article 32 of the Statute of the Court, the members shall receive an annual salary. In addition, the President receives an annual allowance and the Vice-President a special allowance for each day he performs the functions of President. The salaries, allowances and compensation were fixed by the General Assembly, resolution 19 (I); they may not be decreased during the term of office (Article 32 of the Statute).

(iii) Contributions to the Pension Fund for members of the Court.....	\$ 100
1949:	4 000
1948:	—

Article 32 of the Statute of the Court provides that the General Assembly shall adopt regulations determining the conditions under which pensions will be given to the members of the Court. These regulations were adopted by the General Assembly, following a report of the joint sub-committee of the Fifth and Sixth Committees, resolution 20 (I). With regard to the financing of the pensions, the report considers the setting up of a special Pension Fund, but no decision has been taken regarding the method to be applied for financing the obligations assumed by the United Nations in this connexion.

(iv) Journeys on duty.....	\$ 4 000
1949:	4 000
1948:	1 438

(v) Annual journeys and journeys on leave.	\$ 17 000
1949:	18 000
1948:	11 841

(vi) Removal expenses on arrival and departure .....	\$ 3 000
1949:	3 000
1948:	—

Expenses for travel are provided in accordance with the regulations adopted by the General Assembly, resolution 85 (I).

(vii) Allowances of judges ad hoc and assessors, witnesses and experts.....	\$ —
1949:	24 000
1948:	13 954

Article 31 of the Statute of the Court provides that States which are parties to cases submitted to the Court may, on certain conditions, choose a person to sit as a 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 was determined by the General Assembly by resolution 19 (I).

Article 30 of the Statute states that the Court may provide for assessors to sit with the Court without the right to vote.

In accordance with Article 50 of its Statute, the Court may call for witnesses and experts.

The appointment of judges *ad hoc* and assessors, or the calling of witnesses, will under the resolutions call for potential expenditure of funds. No provision is included in the budget for such expenditures. However, the draft resolution concerning unforeseen and extraordinary expenditures has been drafted to provide that the Secretary-General may be authorized, in case of need, to draw on the Working Capital Fund in a manner similar to that adopted in the previous year with respect to assessors and experts.

(viii) Travelling expenses of judges ad hoc, assessors, witnesses and experts.....	\$ —
1949:	4 905
1948:	961

No provision is made under the chapter for travelling expenses of judges *ad hoc*, assessors, witnesses and experts. Such expenses would, in case of need, be covered by withdrawals from the Working Capital Fund.

(ix) Miscellaneous expenses .....	\$ 1 000
1949:	2 000
1948:	—

This estimate provides for any exceptional expenses such as those entailed in the participation of the Court as a body in public ceremonies.

CHAPTER II. SALARIES, WAGES AND EXPENSES OF THE REGISTRY.....	\$215 950 <sup>1</sup>
1949:	205 000 <sup>1</sup>
1948:	189 382

(i) Salary and allowance of the Registrar.	\$ 13 230
1949:	13 208
1948:	13 208

(ii) Salaries of the permanent staff.....	\$115 690
1949:	118 000
1948:	104 223

Under Article 21 of the Statute, the Court elects its Registrar. In conformity with the terms of the Article 32 of the Statute, the Registrar's salary was fixed by the General Assembly, resolution 85 (I), on the proposal of the Court.

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, all administrative work and 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 of the President, setting out in detail the duties of the Registry.

<sup>1</sup> In accordance with the request of the Court, all salaries and allowances for the Registrar and the members of the Registry are presented on a net basis, as not subject to the staff assessment plan.

Table 27-1. Registry of the Court

Number of established posts		Classification title	Base salary \$	Base salary amount \$
1949	1950			
1	1	Deputy Registrar	10 000	10 000
6	4	Secretaries	6 600	26 400
1	2	Private secretary	3 774	7 548
1	1	Private secretary	2 642	2 642
1	1	Establishment officer	4 717	4 717
1	1	Assistant to establishment officer	3 010	3 010
1	1	Clerk to establishment officer	1 774	1 774
1	1	Head of shorthand-typewriting department	3 010	3 010
2	1	Bilingual stenographer	2 410	2 410
1	2	Stenographer and bilingual typist	2 160	4 320
1	1	Archivist	3 774	3 774
1	1	First assistant to archivist	3 010	3 010
1	1	Second assistant to archivist	2 160	2 160
1	1	Indexer	3 774	3 774
1	1	Head of printing department	3 774	3 774
1	-	Assistant in printing department	2 642	-
-	1	Official dealing with proof-reading and sale of publications	2 642	2 642
1	1	Head of documentation service	3 774	3 774
1	1	Assistant to head of documentation service	2 410	2 410
5	5	Messengers	1 132	5 660
29	28			\$ 96 809
Plus: Adjustment for increments.....				18 881
				TOTAL \$115 690

To assist the Registrar in these 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 the Court, Article 17).

Twenty-eight officials are provided for in 1950, as compared with twenty-nine in 1949 and 1948. The Deputy Registrar, four secretaries, eighteen persons working in technical services (archives, accounts, typists, printing, library and publications) and five ushers and messengers. The posts are shown in table 26-1.

The classification system adopted by the Court for its officials corresponds, so far as the difference in the situation allows, to that employed in the Secretariat of the United Nations.

The somewhat high amount of the sum shown as "adjustment for annual increments, etc." is due to the fact that most of the officials are paid a salary higher than the base salary of the grade, since they have worked for many years in the service of the Permanent Court.

(iii) *Salaries of temporary staff*.....\$ 35 000  
1949: 19 000  
1948: 32 524

The permanent staff of the Registry is organized so that it can be readily supplemented by temporary staff which has to be called in when the Court hears a case: interpreters, translators, verbatim reporters, stenographers, etc.

Appointments to the temporary staff are made only as required by the work of the Court, either on a day-to-day or week-to-week basis.

(iv) *Overtime* .....\$ 1 750  
1949: 1 750  
1948: 670

Payments for overtime are made in the same circumstances and conditions as in the United Nations

Secretariat: only staff members in the lower categories are entitled to payment.

(v) *Contributions to the Pension Fund*....\$ 15 670  
1949: 17 085  
1948: 14 664

(vi) *Medical aid* .....\$ 5 160  
1949: 5 607  
1948: 62

(vii) *Family allowances and education grants* .....\$ 5 700  
1949: 7 500  
1948: 4 115

(viii) *Indemnities provided for in the staff regulations* .....\$ 750  
1949: 750  
1948: 84

(ix) *Statutory medical examinations* .....\$ 400  
1949: 400  
1948: —

It is provided that the staff of the Registry will, as far as possible, enjoy the same benefits as those extended to the staff of the United Nations Secretariat. However, it has not yet been possible to introduce a scheme for medical aid applicable to officials of the Registry.

(x) *Travel on duty* .....\$ 11 500  
1949: 12 000  
1948: 4 426

(xi) *Travel on home leave*.....\$ 3 200  
1949: 1 800  
1948: 1 045

(xii) *Removal expenses on arrival and departure* .....\$ 3 500  
1949: 3 500  
1948: 3 270

(xiii) <i>Travelling expenses of temporary staff</i> .....	\$ 4 000
1949:	4 000
1948:	2 693

The estimates are based on expenses in accordance with United Nations regulations and practices. Provision has been made for several official trips to New York in order to enable the Court to be represented at the General Assembly and also at United Nations headquarters for administrative and financial matters. Provision for travel on home leave and for removal expenses is based on a person-to-person survey.

(xiv) <i>Miscellaneous expenses</i> .....	\$ 400
1949:	400
1948:	8 398

This item is designed to meet any exceptional expenses such as ceremonies in which the Registry is obliged to participate.

CHAPTER III. COMMON SERVICES.....	\$ 60 750
1949:	60 000
1948:	56 882

(i) <i>Contribution to the Carnegie Foundation</i> .....	\$ 18 140
1949:	18 113
1948:	18 113

(ii) <i>Amortization of cost of installation in new premises</i> .....	\$ 3 780
1949:	3 774
1948:	3 774

(iii) <i>Supplementary amortization of cost of new premises</i> .....	\$ 3 780
1949:	3 774
1948:	3 774

These estimates are based on the provisions of the agreement between the United Nations and the Carnegie Foundation concerning the utilization of the Peace Palace at The Hague. This agreement, as approved by General Assembly, resolution 84 (I), implies the payment of the above annual contribution and amortization payments.

(iv) <i>Cost of distribution of documents</i> ....	\$ 2 500
1949:	2 500
1948:	1 094

(v) <i>Supplies</i> .....	\$ 9 000
1949:	9 000
1948:	8 983

(vi) <i>Postal, telegraph, telephone services</i> ..	\$ 4 000
1949:	3 289
1948:	3 359

(vii) <i>Insurance</i> .....	\$ —
1949:	—
1948:	47

(viii) <i>Welfare of staff</i> .....	\$ 150
1949:	150
1948:	89

Provision is made under this chapter to cover normal supplies, transport and contractual services and other expenses incurred as a result of the activities of the Court.

(ix) <i>Printing expenses</i> .....	\$ 19 000
1949:	19 000
1948:	17 398

This estimate provides in particular for the printing of pleadings, etc., and of the judgments and advisory opinions of the Court.

(x) <i>Cost of administration of the funds of the Court</i> .....	\$ 400
1949:	400
1948:	251

This estimate provides for bank charges.

CHAPTER IV. PERMANENT EQUIPMENT..	\$ 10 000
1949:	10 000
1948:	9 483

(i) <i>Furniture and installation of additional fittings</i> .....	\$ 5 000
1949:	5 000
1948:	4 679

(ii) <i>Library</i> .....	\$ 5 000
1949:	5 000
1948:	4 804

Provision under these articles is maintained at the level authorized for 1949.

## ESTABLISHED POSTS, 1950. DISTRIBUTION BY CLASSIFICATION TITLE AND GRADE

Classification title	Asst. Sect.- Gen. dir.	Top rank.	GRADE																	Hourly Total empl.	Classification title		
			19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3			2	1
1. Assistant Secretary-General	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	Assistant Secretary-General
2. Top-ranking director	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	Top-ranking director
3. Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33	Director
4. Principal officer	-	54	79	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	133	Principal officer
5. Administrative officer and assistant	-	-	2	1	23	6	28	20	21	29	17	37	10	2	1	-	-	-	-	-	-	197	Administrative officer and assistant
6. Information officer and assistant	-	-	11	32	49	7	35	5	5	24	1	15	-	-	-	-	-	-	-	-	-	179	Information officer and assistant
7. Personnel officer	-	-	-	3	-	8	2	4	4	5	-	1	-	-	-	-	-	-	-	-	-	23	Personnel officer
8. Professional officer and assistant	-	-	-	1	102	34	101	66	25	56	11	62	15	14	-	-	-	-	-	-	-	487	Professional officer and assistant
9. Protocol officer	-	-	-	1	-	1	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	5	Protocol officer
10. Communication and records officer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Communication and records officer
11. Documents officer	-	-	-	-	-	2	1	1	1	7	4	11	6	-	-	-	-	-	-	-	-	31	Documents officer
12. Procurement officer	-	-	-	-	2	2	-	1	1	4	3	2	-	-	-	-	-	-	-	-	-	11	Procurement officer
13. Space officer	-	-	-	-	-	-	-	-	1	1	3	-	-	-	-	-	-	-	-	-	-	8	Space officer
14. Travel and accommodation officer	-	-	-	-	-	-	-	3	1	3	-	6	-	-	-	-	-	-	-	-	-	13	Travel and accommodation officer
15. Accountant	-	-	-	3	1	4	4	4	4	1	-	8	1	-	-	-	-	-	-	-	-	27	Accountant
16. Chauffeur	-	-	-	-	-	-	-	-	-	1	1	33	49	13	7	10	56	3	8	2	-	69	Chauffeur
17. Clerk	-	-	-	-	-	-	-	-	-	1	1	1	1	1	7	23	31	31	8	2	-	181	Clerk
18. Documents index-analyst	-	-	-	-	-	-	-	1	1	3	-	5	1	-	-	-	-	-	-	-	-	10	Documents index-analyst
19. Draftsman	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	Draftsman
20. Editor	-	-	-	1	5	18	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	26	Editor
21. Escort	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Escort
22. Fire protection personnel	-	-	-	-	-	-	-	1	1	-	-	-	4	-	4	-	-	-	-	-	-	9	Fire protection personnel
23. Guard	-	-	-	-	-	-	-	-	-	-	-	-	6	1	17	51	32	1	-	-	-	108	Guard
24. Health clinic personnel	-	-	-	-	-	-	-	-	-	-	-	-	3	1	2	-	-	-	-	-	-	9	Health clinic personnel
25. Interpreter	-	-	-	1	7	31	32	14	14	-	-	-	-	-	-	-	-	-	-	-	-	85	Interpreter
26. Librarian	-	-	-	2	-	1	-	4	4	4	6	9	12	-	-	-	-	-	-	-	-	38	Librarian
27. Linguistic research advisor	-	-	-	1	-	3	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	6	Linguistic research advisor
28. Maintenance engineer	-	-	-	-	1	1	-	1	1	-	-	19	-	-	-	-	-	-	-	-	-	22	Maintenance engineer
29. Messenger	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	40	-	-	55	Messenger
30. Office machine operator	-	-	-	-	-	-	-	-	-	-	-	-	1	-	5	2	40	21	3	-	-	77	Office machine operator
31. Photographer	-	-	-	-	-	2	-	-	-	1	1	3	-	-	-	-	-	-	-	-	-	7	Photographer
32. Photographic technician	-	-	-	-	-	-	-	-	-	-	-	-	5	3	1	3	-	-	-	-	-	12	Photographic technician
33. Precise writer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Precise writer
34. Presentation personnel	-	-	-	-	-	-	-	-	3	4	-	1	-	-	-	-	-	-	-	-	-	8	Presentation personnel
35. Printing proof-reader	-	-	-	-	-	-	-	-	-	19	-	8	-	-	-	-	-	-	-	-	-	27	Printing proof-reader
36. Reproduction machine operator	-	-	-	-	-	-	-	-	-	-	-	4	2	23	1	1	137	79	2	-	-	31	Reproduction machine operator
37. Secretary and typist	-	-	-	-	-	-	-	-	-	-	-	-	6	181	410	593	137	79	-	-	-	1,408	Secretary and typist
38. Sound equipment personnel	-	-	-	-	-	2	1	2	1	2	-	-	-	-	1	-	-	-	-	-	-	6	Sound equipment personnel
39. Telephone operator	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	1	20	-	-	-	-	26	Telephone operator
40. Translator	-	-	-	-	64	3	83	134	1	2	-	-	-	-	-	-	-	-	-	-	-	306	Translator
41. Verbatim reporter	-	-	-	-	4	25	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	33	Verbatim reporter
42. Manual worker	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	176	Manual worker
TOTAL	8	14	34	56	94	195	243	235	209	163	69	208	113	223	460	642	271	205	45	47	176	3,908	TOTAL

## ESTIMATES OF MISCELLANEOUS INCOME

	<i>A. United Nations Headquarters and Offices in the Field</i>			<i>B. United Nations Geneva Office</i>		
	1950 estimate \$	1949 approved estimate \$	1948 actual \$	1950 estimate \$	1949 approved estimate \$	1948 actual \$
(i) Assessments on salaries and allowances of staff.....	3 542 000	4 006 000	-	493 000	-	-
(ii) Refund of prior years' expenditures .....	115 000	25 000	96 684	2 000	10 000	14 376
(iii) Sale of used office equipment, transportation equipment, etc..	49 000	57 000	56 873	3 750	9 000	3 032
(iv) Rental income .....	100 000	68 200	83 087	119 800	77 975	84 426
(v) Sale of publications.....	150 000	135 000	124 548	25 000	15 100	23 378
(vi) Reimbursement for staff and services furnished to specialized agencies .....	11 400	25 000	10 040	180 000	207 335	45 820
(vii) Interest on investments.....	130 000	50 000	100 927	-	-	-
(viii) Other interest income.....	15 500	17 300	19 413	1 000	200	-
(ix) Other receipts .....	20 000	22 000	52 698	10 000	6 000	9 262
(x) Reimbursement of expenditures, Lido Beach Hotel.....	38 000	38 000	38 275	-	-	-
(xi) Special contributions by the Lebanese Government .....	-	25 100	-	-	-	-
<b>TOTAL</b>	<b>\$4 170 900</b>	<b>\$4 468 600</b>	<b>\$582 545</b>	<b>\$834 550</b>	<b>\$325 610</b>	<b>\$180 294<sup>b</sup></b>

<sup>a</sup> Included under global headquarters estimate.

<sup>b</sup> Cash income only. In addition, income of about \$104 000 from specialized agencies was earned but not received in 1948 by the Geneva Office; total earned income for Geneva is, therefore, about \$284 294.

### *C. International Court of Justice*

	1950 estimate \$	1949 approved estimate \$	1948 actual \$
(i) Bank interest .....	175	40	155
(ii) Contributions of non-member States....	10 300	-	-
(iii) Sale of publications.....	600	300	171
<b>TOTAL</b>	<b>\$11 075</b>	<b>\$340</b>	<b>\$326</b>

### *Recapitulation of Miscellaneous Income*

	1950 estimate \$	1949 approved estimate \$	1948 actual \$
A. Headquarters and offices in the field.....	4 170 900	4 468 600	582 545
B. Geneva Office .....	834 550	325 610	180 294
C. International Court of Justice.....	11 075	340	326
<b>TOTAL</b>	<b>\$5 016 525</b>	<b>\$4 494 550</b>	<b>\$763 165</b>

#### (i) *Assessments on salaries and allowances of staff*

Income from this source at headquarters is estimated at \$3 542 000 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 \$493 000, bringing the total at headquarters and Geneva to \$4 035 000.

The 1950 estimate does not include provision for receipts from assessments on salaries of the Registry staff of the International Court of Justice. The salaries

of the Registry staff are being paid on a net basis as explained in section 27 of the budget estimates.

#### (ii) *Refund for prior years' expenditures*

The 1950 estimate is based on 1948 experience and 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.

#### (iii) *Sale of used office equipment, transportation equipment, etc.*

Income from this source at headquarters in 1950 is estimated at \$49 000, representing \$45 500 from

the sale of motor vehicles and \$3 500 from the sale of office equipment. At Geneva income of \$3 750 is expected from the sale of office equipment.

(iv) *Rental income*

Income of \$100 000 is expected at headquarters from the rental of office space in the Manhattan Building to delegations (\$52 600) and to the International Children's Emergency Fund (\$47 400).

At Geneva it is estimated that \$100 000 will be received from space charges to specialized agencies and \$19 800 from space charges to delegations, for a total of \$119 800.

(v) *Sale of publications*

Income from sale of publications at headquarters is estimated at \$150 000 and at Geneva at \$25 000.

(vi) *Reimbursement for staff and services furnished to specialized agencies*

On the basis of 1948 experience the income at Headquarters is estimated at \$11 400.

At Geneva, the income under this heading is estimated at \$180 000.

(vii) *Interest on investments*

The estimated income from interest on investments in 1950 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 1950, interest income of \$4 500 will be received on the Parkway Village housing project guarantee deposit, and \$11 000 on the amount receivable as a result of liquidation of the Lido Beach housing project, for a total of \$15 500.

At Geneva the interest income on bank deposits is estimated at \$1 000.

(ix) *Other receipts*

Income from miscellaneous sources, such as sale of photographs, commission on public telephones, gains on currency exchange, is estimated at \$20 000 at headquarters.

Miscellaneous income at Geneva is estimated at \$10 000.

(x) *Reimbursement for expenditures, Lido Beach Hotel*

Under the terms of liquidation of the Lido Beach housing project, an instalment of \$38 000 is payable to the United Nations in 1950.

*International Court of Justice*

The estimate of \$10 300 under (ii) represents the estimated 1950 contribution from Switzerland, a non-member State, to the defrayal of the expenses of the Court. An amount of \$15 807 has been received from Switzerland in 1949, representing contributions for 1948 and 1949.



## INFORMATION CONCERNING THE DRAFT RESOLUTIONS

### *Draft Appropriation Resolution for the Financial Year 1950*

The following changes are proposed to the text of the resolution approved for 1949:

1. Deletion of the provision made in paragraph 4 (ii) regarding the transfer of credits from section 26 (cost of the adoption of Spanish as a working language) and from section 31 (cost of converting salaries and allowances from net to gross and increase in headquarters cost-of-living allowances) to other sections of the budget. Expenses in connexion with these items are covered in the 1950 estimates under relevant sections of the budget.

2. Deletion of the provision made in paragraph 4 (iii) regarding the distribution of the reduction under section 32 (global reduction on provisions for contractual printing).

The amount of \$14 000 (U.S.) shown in paragraph 5 of the draft resolution as appropriated in addition to the appropriation granted by paragraph 1, for the purchase of books, periodicals, maps and library equipment, corresponds to the estimated income of the Library Endowment Fund during 1950. The estimated expenditures from the income of this Fund in 1950 are:

(i) Library books, periodicals and maps..	\$8 500
(ii) Library equipment .....	5 500
	TOTAL \$14 000

### *Draft Resolution Relating to Unforeseen and Extraordinary Expenses*

The following changes, as compared with the resolution for 1949, are proposed:

1. The text of paragraph (b) is amended to include also the Economic Commission for Europe in

the provision covering expenses occasioned by an eventual second session of the existing regional economic commissions. Provision for an eventual second session of the Social Commission is deleted, it being understood that such provision was made last year by the General Assembly on an exceptional basis.

2. The text of paragraph (d) (i) of the 1949 resolution, relating to the International Court of Justice, is amended to cover expenses occasioned by the appointment of judges *ad hoc* as well as of assessors or of witnesses and experts. Expenses in connexion with the appointment of such judges are in fact of the same contingent nature as those related to assessors, witnesses and experts. The ceiling for commitments under paragraph (d) (i) is consequently increased from \$25 000 to \$55 000.

### *Draft Resolution Relating to the Working Capital Fund*

The 1950 draft resolution contains three changes as compared with the 1949 resolution:

1. The specific provision made under paragraph 4 (d) for loans to the Interim Commission for the International Trade Organization is deleted. The general provisions of the paragraph are considered sufficient.

2. The provision for a revolving fund of \$75 000 to finance loans to certain staff members for purchase of furniture and household goods (paragraph 4 (f) of the 1949 resolution) is deleted. This provision is no longer required.

3. The 1949 provision for financial assistance to Palestine refugees (paragraph 4 (g)) is deleted from the 1950 draft resolution.

**INFORMATION ANNEX II**

**PROJECT ESTIMATES 1950**

## PROJECT ESTIMATES 1950

Project estimates were first prepared in connexion with the 1949 budget 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 1950 project estimates have been constructed along lines 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 department (including common staff costs), apportioned costs of the Bureau of Documents (documentation, interpretation, translation, etc.), 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 in Conference and 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 balances represent various costs not directly attributable to a particular project.

<i>Projects</i>	<i>Amount</i>
General Assembly, commissions and committees	\$ 3 731 000
Security Council, commissions and committees	8 064 000
Economic and Social Council, commissions and committees:	
(a) Economic programme.....	\$8 755 000
(b) Social programme.....	4 837 000
Trusteeship Council, commissions and committees	1 990 000
International law.....	1 481 000
Public information.....	5 610 000
Public administration.....	293 000
Transfer of League of Nations Assets to the United Nations.....	534 000
Undistributed expenses.....	9 019 398
<b>TOTAL</b>	<b>\$44 314 398</b>

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 \$27 377 000, and constitute 62 per cent of the total budget of \$44 314 398.

The major portion of the expenses of the Security Council and its commissions and committees is attributable to missions of investigation and inquiry, which comprise \$5 122 000 of the total of \$8 064 000. These amounts are 11.5 per cent and 18 per cent, respectively, of the budget total.

The costs of the Economic Programme amount to \$8 754 000, or 20 per cent of the total, and include: economic commissions, \$3 030 000; technical assistance for economic development, \$539 000; costs related to the Economic and Social Council and its commissions and committees in the economic field, \$1 688 000; and the Department of Economic Affairs, \$3 497 000.

The expenses of the Social Programme, \$4 837 000, represent 11 per cent of the budget. Of this amount, \$735 000 is related to the advisory social welfare programme; \$244 000 to narcotic drugs; \$1 450 000 to the Economic and Social Council and its commissions in the social field (exclusive of narcotics); and \$2 408 000 to the Department of Social Affairs.

Under the Trusteeship Programme (4.5 per cent of the total), the expenses of the Trusteeship Council amount to \$540 000; the expenses of visiting missions, \$205 000, and the Department for Trusteeship and Information from Non-Self-Governing Territories, \$1 245 000.

Under International Law the expenses of the International Court of Justice amount to \$628 000, the International Law Commission, \$370 000, and apportioned costs of the Legal Department directly related to international law, \$483 000. The total, \$1 481 000, is 3.3 per cent of the budget total.

The costs of the Public Information Programme amount to \$5 610 000, or 12.7 per cent of the total budget.

The total expenses of \$293 000 (0.7 per cent of the total) for the Public Administration Programme, include \$29 000 for administrative committees, \$55 000 for a junior professional trainee programme, \$149 000 for an international centre for training in public administration, and \$60 000 in apportioned costs of Administrative and Financial Services directly related to the International Centre.

The undistributed expenses amount to \$9 019 398, or 20 per cent of the total budget. This amount represents undistributed costs at headquarters and at the Geneva Office for such services and activities as messengers, local telephones, building rental 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 1950 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 summary 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*

	1950 estimates \$	1949 appropriations \$	1948 expenses \$
Salaries and wages .....	23 074 390	22 226 270	16 102 815
Travel .....	2 034 880	1 901 520	2 978 286
Local transportation .....	143 660	188 010	49 016
Contractual printing .....	2 084 380	1 987 200	1 192 729
Common staff costs .....	4 796 010	5 286 930	5 145 719
Permanent equipment .....	452 680	539 310	653 958
Telephone and postal services, and freight, cartage and express .....	440 500	421 950	427 725
Rental and maintenance of premises .....	1 031 300	1 047 900	1 005 645
Stationery and supplies .....	213 700	214 800	159 965
Rental and maintenance of equipment .....	478 100	360 650	355 902
Missions of investigation and inquiry .....	5 125 410	5 365 893	5 138 648
Other special projects and activities .....	1 479 400	1 006 920	544 909
International Court of Justice .....	627 350	650 000	596 658
Other miscellaneous items .....	2 332 638	2 289 745	4 037 556
<b>TOTAL</b>	<b>\$44 314 398</b>	<b>\$43 487 128</b>	<b>\$38 387 531</b>

### 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.

These summaries were first prepared in connexion with the 1949 budget estimates. The United Nations summary is included in the main budget document since it provides a grouping of expenses by object of expenditure not otherwise available in the document.

The form of the 1950 summary has been changed somewhat from that of the 1949 summary (document A/556/Add.1) in accordance with the consultations between the United Nations and the specialized agencies.

Group I (Meetings) has been divided into two

parts to show the costs of the General Assembly separately from the costs of the Councils, Commissions, Committees and other similar bodies. The number of objects of expenditure under the different group headings has also been reduced through the consolidation of closely related objects. The income of the Library Endowment Fund, appropriated by the General Assembly for expenses of the Library in addition to the regular appropriation, is included under group IV (Special Projects and Activities), but not added into the total, in order to show expenses financed from other than normal appropriations. Under group VIII (Casual Revenue) the income from services rendered to specialized agencies and the income from publications are shown separately because of their possible interest. The total revenue has been deducted from the total expenses to show the net cost of the Organization.

#### *Summary of budget estimates by objects of expenditure*

##### GROUP I. MEETINGS

##### A. Annual conference (General Assembly)

	1950 estimates \$	1949 appropriations \$	1948 expenses \$
Travel and subsistence:			
(i) Delegates .....	162 250	160 000	127 613
(ii) Staff .....	21 000	21 000	1 158 206
(iii) Consultants and liaison representatives .....	1 400	—	5 172
Temporary staff .....	220 000	184 140	308 475
Local transportation .....	98 000	150 000	29 233
Supplies and materials .....	10 000	10 000	9 454
Contractual printing .....	435 230	421 560	242 789
Premises and equipment .....	95 350	89 100	54 064
All other services .....	105 800	100 080	431 504
<b>TOTAL</b>	<b>1 149 030</b>	<b>1 171 880</b>	<b>2 366 510<sup>1</sup></b>

<sup>1</sup> Includes non-recurring expenses of the General Assembly session in Paris.

	1950 estimates \$	1949 appropriations \$	1948 expenses \$
Second special session of the General Assembly .....	-	-	165 787
Second part of the third ordinary session of the General Assembly .....	-	357 270	-
<b>B. Governing body, Council and other organizational meetings</b>			
Travel and subsistence:			
(i) Members .....	310 430	326 160	204 084
(ii) Staff .....	54 650	141 190	313 128
(iii) Consultants and liaison representatives .....	11 460	10 740	15 544
Temporary staff .....	2 600	1 600	-
Local transportation .....	45 660	38 010	19 783
Contractual printing .....	683 390	696 020	313 615
Other items .....	7 000	131 910	82 491
	<u>1 115 190</u>	<u>1 345 630</u>	<u>948 645</u>
<b>TOTAL, GROUP I</b>	<u>\$ 2 264 220</u>	<u>\$ 2 874 780</u>	<u>\$ 3 480 942</u>
<b>GROUP II. PERSONNEL SERVICES</b>			
<i>Salaries, wages and other pay items:</i>			
Established posts .....	21 598 270	20 517 945	14 652 933
Consultants .....	285 850	299 580	196 637
Temporary assistance .....	633 300	815 915	707 252
Overtime .....	216 750	245 370	168 583
Night differential .....	57 620	69 740	48 900
Reimbursement for national income taxation .....	-	480 000	969 655
	<u>22 791 790</u>	<u>22 428 550</u>	<u>16 743 960</u>
<i>Recruitment and termination expenses:</i>			
Travel and removal expenses of staff and dependants..	516 000	524 260	474 301
Installation allowances and grants .....	197 630	232 200	290 031
Termination pay and commutation of annual leave....	205 000	206 940	347 243
	<u>918 630</u>	<u>963 400</u>	<u>1 111 575</u>
<i>Staff benefits and allowances:</i>			
Staff Provident Fund — Staff Pension Fund .....	2 172 900	2 094 620	1 528 938
Children's allowances, education grants and related travel	369 700	450 380	343 687
Expatriation allowances .....	629 680	605 800	603 047
Rental allowances .....	410 000	400 000	325 245
Travel on home leave .....	1 019 840	773 210	855 837
Other .....	201 500	196 230	219 180
	<u>4 803 620</u>	<u>4 520 240</u>	<u>3 875 934</u>
Staff training, health and welfare .....	93 600	96 500	44 392
<b>TOTAL, GROUP II</b>	<u>\$28 607 640</u>	<u>\$28 008 690</u>	<u>\$21 775 861</u>
<b>GROUP III. GENERAL SERVICES</b>			
Travel and transport .....	430 650	451 100	286 901
Travel of members of administrative committees .....	23 200	18 120	11 801
Hospitality .....	20 000	20 000	18 321
Communication services .....	613 750	605 640	590 933
Information services .....	564 030	496 130	444 168
Information supplies and materials:			
(i) Information supplies and services .....	322 140	317 790	427 845
(ii) Information services equipment .....	26 000	36 660	48 801
Rental and maintenance of premises .....	1 031 300	1 047 900	1 005 645
Stationery and office supplies .....	213 700	214 800	159 965
Supplies for internal reproduction .....	489 400	425 200	343 769
Contractual printing .....	965 760	869 620	636 325
Rental and maintenance of furniture fixtures and equip- ment .....	288 600	212 820	305 019

	1950 estimates \$	1949 appropriations \$	1948 expenses \$
Freight, cartage and express .....	132 100	153 650	92 159
Other supplies and services .....	129 300	128 700	197 169
<b>TOTAL, GROUP III</b>	<u>\$ 5 249 930</u>	<u>\$ 4 998 130</u>	<u>\$ 4 568 821</u>
<b>GROUP IV. SPECIAL PROJECTS AND ACTIVITIES</b>			
<i>Missions of investigation and inquiry</i> .....	5 000 000	5 292 243	5 090 808
<i>Trusteeship visiting missions</i> .....	125 410	73 650	47 840
<i>Other special projects and activities:</i>			
Junior professional trainee programme .....	55 000	—	—
Bureau of Flood Control .....	100 000	111 500	—
Advisory Social Welfare Functions .....	635 900	635 900	544 909
Technical assistance for economic development .....	539 000	259 520	—
International Centre for Training in Public Administration .....	149 500	—	—
	1 479 400	1 006 920	544 909
<b>TOTAL, GROUP IV</b>	<u>\$ 6 604 810</u>	<u>\$ 6 372 813</u>	<u>\$ 5 683 557</u>
Appropriation of income from the Library Endowment Fund <sup>1</sup> .....	(8 000)	(23 000)	(—)
<b>GROUP IVa. INTERNATIONAL COURT OF JUSTICE</b>	<u>\$ 627 350</u>	<u>\$ 650 000</u>	<u>\$ 596 658</u>
<b>GROUP V. EQUIPMENT PURCHASE</b>			
Furniture, fixtures and office equipment .....	230 180	279 990	274 871
Library books, periodicals and maps .....	101 400	120 000	119 416
Other equipment .....	69 500	64 690	117 705
<b>TOTAL, GROUP V</b>	<u>\$ 401 080</u>	<u>\$ 464 680</u>	<u>\$ 511 992</u>
<b>GROUP VI. PROPERTY ACCOUNT</b>			
Alterations and improvements to leased premises .....	\$ 25 600	\$ 38 000	\$ 93 165
<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 .....	533 768	—	533 767
United Nations Appeal for Children .....	—	—	284 266
Loss on accounts receivable .....	—	—	92 653
Undistributed balance of the total of \$4 286 000 appropriated for converting salaries and allowances from net to gross and for the increase in headquarters cost-of-living adjustment .....	—	80 035	—
Expenses of the United Nations Conference on Trade and Employment borne by the United Nations (General Assembly resolution 244 (III) ) .....	—	—	765 849
<b>TOTAL, GROUP VII</b>	<u>\$ 533 768</u>	<u>\$ 80 035</u>	<u>\$ 1 676 535</u>
<b>TOTAL (per budget document)</b>	<u>\$44 314 398</u>	<u>\$43 487 128</u>	<u>\$38 387 531</u>
<b>GROUP VIII. CASUAL REVENUE</b>			
Estimated returns for services rendered to other agencies .....	291 400	310 310	140 286
Sale of publications .....	175 600	150 400	148 097
Other .....	4 549 525	4 333 840	474 771
<b>TOTAL, GROUP VIII</b>	<u>\$ 5 016 525</u>	<u>\$ 4 794 550</u>	<u>\$ 763 154</u>
<b>NET TOTAL</b>	<u>\$39 297 873</u>	<u>\$38 692 578</u>	<u>\$37 624 377</u>

<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.

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