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UNITED



NATIONS

BUDGET ESTIMATES
for
THE FINANCIAL YEAR 1953
and
INFORMATION ANNEX

GENERAL ASSEMBLY

OFFICIAL RECORDS : SEVENTH SESSION

SUPPLEMENT No. 5 (A/2125)

NEW YORK, 1952

202

UNITED NATIONS

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FOR
THE FINANCIAL YEAR 1953
and Information Annex



GENERAL ASSEMBLY
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NOTE

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

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BUDGET FOREWORD BY THE SECRETARY-GENERAL

1. I submit herewith the budget estimates for 1953, the eighth financial year of the United Nations.
2. Total expenditures are estimated at \$47 765 200, and income at \$6 112 500, leaving a net expenditure of \$41 652 700. The amount of \$47 765 200 for the year 1953 compares with an approved budget for 1952 of \$48 096 780, and a total expenditure for 1951 of \$48 628 383.
3. The main features of the budget estimates for 1953 are reflected in the following table, which shows a part-by-part comparison with the 1952 appropriation:

	1953	1952
	\$	\$
I. Sessions of the General Assembly, the Councils, Commissions and Committees	936 900	1 716 470
II. Investigations and Inquiries	2 565 200	2 867 450
III. Headquarters, New York	30 432 600	29 613 440
IV. United Nations Office at Geneva (includes Office of the High Commissioner for Refugees)	5 053 600	4 946 520
V. Information Centres (excluding Information Centre, Geneva)	892 300	892 300
VI. Regional Economic Commissions (other than Economic Commission for Europe)	1 924 800	1 708 500
VII. Hospitality	20 000	20 000
VIII. Contractual Printing	1 756 600	1 649 830
IX. Technical Programmes	1 392 900	1 392 900
X. Special Expenses	2 149 500	2 649 500
XI. International Court of Justice.....	640 800	639 860
TOTAL	\$47 765 200	\$48 096 780

4. The 1952 appropriation included an amount of \$776 500 to cover the 1952 expenses of the sixth session of the General Assembly in Paris, and a further sum of \$1 000 000 towards an amount of \$3 000 000 required for the completion of the permanent Headquarters. No such provisions are included in the 1953 estimates. Actual requirements in 1953 towards the additional \$2 000 000 authorized by the General Assembly for the completion of the Headquarters building in resolution 585 B (VI) are not as yet known; supplementary estimates will be submitted to the General Assembly as soon as they can be determined. In accordance with the Agreement concluded with the United States Government, however, the 1953 estimates include an increased provision for the amortization of the Headquarters Loan—\$1 500 000 in 1953, as against \$1 000 000 in 1952.

Other main increases in the 1953 estimates cover: expansion of the activities of the Economic Commission for Asia and the Far East and the Economic Commission for Latin America (\$215 000); operation and maintenance throughout a full year of the Headquarters buildings, including the General Assembly Hall (\$370 000); increase in Common Staff Costs at Headquarters, especially on account of home leave, pension contributions, and children's allowances (\$315 000); and an increase in the publications programme (\$100 000). The additional requirement at Headquarters and in branch offices for within-grade increments (approximately \$750 000) is offset by savings resulting from the suppression of a num-

ber of established posts at Headquarters (\$200 000), a reduction in the number of political missions (\$350 000), and a reduction in the cost of permanent equipment (\$295 000). Examination of the estimates in this way reveals an apparent increase in comparable items of \$945 000 in 1953.

5. I have referred to the sizeable decrease in part I of the budget, which results from the fact that the 1952 appropriation provided for the 1952 expenses of the sixth session of the General Assembly in Paris. With the exception of the Economic Commissions for Asia and the Far East and for Latin America, estimates throughout this part are based on the assumption that all meetings of the General Assembly, the Councils and Commissions will be held at Headquarters in 1953. Estimates for the Economic and Social Council, its Commissions and Committees are based on resolutions adopted by the Council at its thirteenth session. Should the Council, in reviewing the 1953 calendar of conferences at its fourteenth session, decide otherwise, supplementary estimates will need to be submitted to the General Assembly.

It will be my policy as expressed in previous years to secure, as far as possible, the most complete use of the Headquarters facilities for meetings of the various organs—this, not only because of the additional cost which arises when meetings are held elsewhere, but because of the necessity to ensure that as little disruption as possible is caused to the technical services of the Organization. The maintenance of these services at a level necessary to deal effectively with the considerable workload arising from a full conference programme is expensive in cost. The United Nations must aim to secure the best possible result from expenditure of this order. The experience of 1951 shows to what extent administrative difficulties multiply through displacement over a prolonged period of a sizeable proportion of the staff and by that fact alone reduce the effective output and the total work accomplished. At present the translation services at Headquarters are faced with a backlog of some 20 000 pages of French translation accumulated during the course of the past year. I am not asking for any increase in staff to work this off. I shall devise other means to accomplish this end. But I cite the example to show how rapidly technical services which are the heart of our conference work and which have been built up through the overcoming of innumerable difficulties in recruitment and at considerable cost, can be disrupted through displacement. The answer lies through balanced conference programmes arranged well in advance according to a schedule rigidly adhered to. I do not think that the United Nations Headquarters programme should be shifted in any sizeable proportion to Geneva. The *Palais des Nations* is already fully occupied and the conference facilities available in Geneva can take care of a Geneva-based programme and secure the adequate utilization of the facilities there. The specialized agencies and the Economic Commission for Europe have between them a considerable conference workload and with appropriate planning by all the competent bodies concerned, Member Governments can ensure the most effective possible use of the services in the Geneva centre.

6. The estimates for part II (Investigations and Inquiries) are provisional as in previous years. The discontinuation of the Office of the Commissioner in Libya, the United Nations Special Committee on the Balkans, and the United Nations

Commission for Eritrea, which has taken place or will take place in the course of 1952, allow some reduction in estimated total expenditures as at present foreseen.

7. Under part III (Headquarters, New York), the total increase for 1953 as compared with 1952 is \$819 160.

To ensure strict economy in the utilization of the resources provided, the administrative organization of the Secretariat is kept continually under review so that its work may be conducted with the greatest possible efficiency. With this point in mind every effort has been made to keep costs down to a minimum; a reading of the budget text will show this to be the case. The estimates for 1953 show a reduction in the number of established posts, from 4 032 in 1952 to 4 013 in 1953. This reduction is the more marked in the case of the Headquarters departments alone, where an over-all reduction of thirty-seven posts has been made. I am not proposing an increase in establishment for any single Headquarters department. Further, although some thirty posts are proposed for reclassification downwards, upward reclassifications have been limited to a bare minimum—nine at Headquarters, two in Geneva.

If the annual workload remains constant, I do not at this stage foresee any increase in the number of Headquarters staff, and Member Governments can reasonably consider that both in size and composition, stability in the regular international Secretariat has been largely achieved. It will be the endeavour of the Secretariat, working together with other organs of the United Nations, to regulate completion of the tasks assigned without necessity to increase staff beyond its existing level.

8. As a further measure of budgetary control, I have continued to apply to the total for each manning table presented, a reduction of 4 per cent as in 1952 and 1951 to take into account both turnover of staff and delayed recruitment to vacant posts. A budget reduction of \$1 122 500 is achieved in this way. This sum substantially exceeds the total requirement for annual increments, which is of the order of \$750 000.

Security of tenure for staff members tends to increase efficiency and to reduce turnover. While this is very desirable and must be encouraged, it obviously makes it increasingly difficult to continue to reduce the budget total each year by a significant sum for delayed recruitment and turnover of staff.

9. I shall mention two other points which are directly related to the question of a stabilized Secretariat. When the staff regulations were being considered by the General Assembly at its sixth session, I announced my plan for a review of temporary staff members appointed prior to 1 January 1950 to determine which of them should be granted permanent contracts, which should be given a further probationary period of one year and which should be terminated. To assist in this task I proposed to appoint a small committee of able and objective Secretariat members under the leadership of an administrator from outside the Secretariat.

I have now appointed a Selection Committee, the work of which is steadily progressing, and I hope during the seventh session of the General Assembly to be able to report specifically on the results of the first phase of the Committee's work.

Adoption of the new staff regulations at the sixth session of the General Assembly has necessitated a revision of the staff rules. This revision is going forward and will be completed during the course of this year, as early as possible before the seventh regular session of the Assembly. I am con-

fidant that the efforts expended in all these important staff questions will work to the benefit of the Organization and will constitute a marked step forward towards the realization of an international Secretariat of proved merit and ability, in which the proportion of staff members not measuring up to the high standards demanded by the Charter is reduced, and the remainder—and I have always believed that this was the greater proportion of the Secretariat—are guaranteed a reasonable minimum of security and stability in their employment.

10. Estimates for consultants and for temporary assistance are kept approximately at the 1952 level. In spite of savings from reductions in posts amounting to some \$200 000, the estimates for salaries and wages are \$432 000 above the 1952 figures; this is due to the cost of within-grade increments. A further increase of \$370 000 is due to the cost of maintaining the total permanent Headquarters throughout a full year, which shows in the budget for the first time, and to the increase in costs of certain supplies and services.

11. The budget estimates for 1953 show the reorganization of the Department of Political and Security Council Affairs necessitated by the consolidation of functions of the Atomic Energy Commission and the Commission for Conventional Armaments in a new Disarmament Commission (General Assembly resolution 502 [VI]). In consequence, the Atomic Energy Commission Group and the Armaments and Enforcement Measures Section have been merged into a Disarmament Affairs Group with two sections. Reorganization of the Administrative and General Division has also been effected in line with the recommendations of the Advisory Committee in its second report of 1951¹ that functions be re-assigned to meet the current workload requirements.

The Buildings Management Service will remain in Administrative and Financial Services only until the end of 1952. You will recall my announced intention to return this service to Conference and General Services on the completion of the construction programme in 1952. This transfer is accordingly shown in the 1953 budget estimates. The internal structure of the Service will remain unchanged.

12. The increase in the estimates under part IV (United Nations Office at Geneva) is due chiefly to within-grade increments. The staff has been kept at the 1952 level, with the exception of a slight adjustment in the Office of the High Commissioner for Refugees.

It was necessary, in 1952, to adjust the salaries of the General Service staff in Geneva by a non-pensionable increase of 5 per cent to bring them into line with the best prevailing local rates. This action, taken during the course of 1952, was discussed beforehand with the Advisory Committee at its spring session.

The International Bureau for Declarations of Death is likely to be established in Geneva in the near future as a result of the accession of a sufficient number of States to the Convention. Since the actual date for establishing the Bureau is still uncertain I am proposing that authorization again be given to finance its activities from the Working Capital Fund, should the necessity arise.

13. So far as the Information Centres, part V, are concerned, the estimates reflect the suppression of the Warsaw Information Centre and assume that the Shanghai Information Centre will not be fully active in the course of 1953.

¹ See *Official Records of the General Assembly, Sixth Session, Supplement No. 7*, paras. 100-102.

The Economic and Social Council, at its thirteenth session, considered the future of the regional Economic Commissions (part VI) and decided that these Commissions should be continued on a permanent basis. While it has been possible for the Economic Commission for Europe to stabilize its expenditures, I consider it necessary to request an additional \$70 000 for the Economic Commission for Asia and the Far East and \$145 000 for the Economic Commission for Latin America, to permit effective accomplishment of the workload, as augmented by the decisions taken by the two Commissions.

14. In connexion with part X, Special Expenses, I have already mentioned that no provision is included in the estimates of any sum for the completion of the construction of the permanent Headquarters and that supplementary estimates might be submitted subsequently to the General Assembly.

The estimates for 1953 for this item show a reduction of only \$500 000 as compared with 1952, as a result of the higher provision for the amortization of the Headquarters Construction Loan.

15. The estimates for the International Court of Justice, under part XI, are submitted as presented by the Court.

16. The estimates for the Technical Assistance Programme deserve special comment. In accordance with the wishes of the Fifth Committee, sections 9, 27, 28, and 29 of the Budget give an over-all appraisal of the technical programmes covering both that portion in cost which will fall on the United Nations budget, proposed at the same level as in previous years, and the additional portion to be financed from the United Nations share of the voluntary contributions supporting the Expanded Programme. The General Assembly will receive from the Economic and Social Council comprehensive reports showing the considerable progress and development of these activities. I need only mention in this statement that as far as the United Nations Technical Assistance Administration is concerned the programme is rapidly reaching its planned level. Emphasis will be given to further improvement of services to recipient countries and to the administration and control of these activities to ensure that effective achievements justify the generous contributions made towards this effort. I regard it as a notable achievement that so many and varied administrative difficulties have been faced and overcome in so short a while, to establish this programme as a continuing and major contribution to the promotion of economic and social progress and development in so wide an area of the world.

17. Income estimates for next year again include an appropriate sum for anticipated revenue from the United Nations

Postal Administration. For 1953, this sum approximates a total of \$400 000. Although every effort is made to increase revenue and to diminish annual assessment on Member States, there is a point beyond which it is not wise to forecast income figures if the estimates are to be realistic. I have accordingly based the income estimate for 1953 on actual experience to date.

18. Members will recall the concern which I expressed at the last session of the General Assembly regarding the ratio of the Working Capital Fund to the level of annual expenditure which could be reasonably anticipated, and regarding the difficulties which militate against the sound financing of a total annual programme for the Organization pending receipt of contributions.

I trust that I shall be in a position to report to the seventh regular session of the Assembly on the methods whereby, within the limits of their constitutional processes, Member Governments may be able to pay a substantial proportion of their contributions within the first quarter of each year. Since difficulties in this respect have persisted during 1952, it might be necessary for me to propose at the next session of the General Assembly that the surplus on the 1951 appropriation be transferred as a credit to the Working Capital Fund in a manner similar to that authorized for the 1950 surplus.

19. In preparing these estimates, I have kept constantly in mind the many and serious difficulties of a practical nature facing Member States which have international financial commitments of which their share to the United Nations budget represents but a small proportion. Consequently, I present the estimates for the eighth financial year only at a level which I believe to be justified to secure a total programme which has already received the support of the majority of Member States and completion of which represents the wishes of the General Assembly. For it is on decisions of this order that these estimates are based, and I present them, confident in the knowledge that Member States will appreciate the absolute necessity of carrying out the planned programme of the Organization during a difficult but eventful period of its being.



Trygve LIE,
Secretary-General

16 June 1952

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

A. DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1953

The General Assembly

Resolves that for the financial year 1953:

1. Appropriations totalling \$US 47 765 200 are hereby voted for the following purposes:

A. UNITED NATIONS

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

<i>Section</i>	<i>Amount in U.S. dollars</i>	
	674 000	
1. The General Assembly, Commissions and Committees	—	
2. The Security Council, commissions and committees	89 000	
3. The Economic and Social Council, commissions and committees	23 700	
3a. Permanent Central Opium Board and Drugs Supervisory Body	100 200	
3b. Regional economic commissions	<u>100 200</u>	
	212 900	
4. The Trusteeship Council, commissions and committees	<u>50 000</u>	
TOTAL, PART I		\$ 936 900

PART II. INVESTIGATIONS AND INQUIRIES

5. Investigations and inquiries	2 000 000	
5a. United Nations Field Service	<u>565 200</u>	
TOTAL, PART II		\$ 2 565 200

PART III. HEADQUARTERS, NEW YORK

6. Executive Office of the Secretary-General	467 100	
6a. Library	<u>491 400</u>	
	958 500	
7. Department of Political and Security Council Affairs	769 200	
8. Military Staff Committee secretariat	137 400	
9. Technical Assistance Administration	386 700	
10. Department of Economic Affairs	2 348 500	
11. Department of Social Affairs	1 776 500	
12. Department of Trusteeship and Information from Non-Self-Governing Territories	963 700	
13. Department of Public Information	2 775 000	
14. Legal Department	462 100	
15. Conference and General Services	9 527 500	
16. Administrative and Financial Services	1 620 600	
17. Common staff costs	4 459 900	
18. Common services	3 934 100	
19. Permanent equipment	282 200	
19a. Improvements to premises	<u>30 700</u>	
TOTAL, PART III		\$30 432 600

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 Drugs Supervisory Body)	4 323 600	
Chapter III, joint secretariat of the Permanent Central Opium Board and Drugs Supervisory Body	<u>56 100</u>	
	4 379 700	
20a. Office of the High Commissioner for Refugees	<u>673 900</u>	
TOTAL, PART IV		\$ 5 053 600

PART V. INFORMATION CENTRES

<i>Section</i>	<i>Amount in U.S. dollars</i>
21. Information centres (other than the Information Centre at Geneva)	892 300
TOTAL, PART V	\$ 892 300

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

22. Economic Commission for Asia and the Far East	1 043 800
23. Economic Commission for Latin America	881 000
TOTAL, PART VI	\$ 1 924 800

PART VII. HOSPITALITY

24. Hospitality	20 000
TOTAL, PART VII	\$ 20 000

PART VIII. CONTRACTUAL PRINTING

25. Official records (excluding chapter VI, Permanent Central Opium Board and Drugs Supervisory Body)	788 720
Chapter VI, Permanent Central Opium Board and Drugs Supervisory Body	11 780
26. Publications	800 500
TOTAL, PART VIII	956 100
	\$ 1 756 600

PART IX. TECHNICAL PROGRAMMES

27. Social activities	768 500
28. Economic development	479 400
29. Public administration	145 000
TOTAL, PART IX	\$ 1 392 900

PART X. SPECIAL EXPENSES

30. Transfer of the assets of the League of Nations to the United Nations	649 500
31. Amortization of the Headquarters construction loan	1 500 000
TOTAL, PART X	\$ 2 149 500

B. THE INTERNATIONAL COURT OF JUSTICE

PART XI. THE INTERNATIONAL COURT OF JUSTICE

32. The International Court of Justice	640 800
TOTAL, PART XI	\$ 640 800
GRAND TOTAL	\$47 765 200

2. The appropriations voted by paragraph 1 shall be financed by contributions from Members after adjustment as provided by the Financial Regulations. For this purpose, miscellaneous income for the financial year 1953 is estimated at \$US 6 112 500.

3. The Secretary-General is authorized:

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

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

4. In addition to the appropriations voted by paragraph 1, an amount of \$US 13 000 is hereby appropriated for the purchase of books, periodicals, maps and library equipment, from the income of the Library Endowment Fund, in accordance with the objects and provisions of the endowment.

B. DRAFT RESOLUTION RELATING TO UNFORESEEN AND EXTRAORDINARY EXPENSES

The General Assembly

Resolves that, for the financial year 1953,

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

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

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

- (i) By the designation of *ad hoc* judges (Statute, Article 31),
 - (ii) By the appointment of assessors (Statute, Article 30) or of witnesses and experts (Statute, Article 50),
 - (iii) By the holding of sessions of the Court away from The Hague (Statute, Article 22),
- and not exceeding \$24 000, \$25 000, and \$75 000 respectively under each of the above three headings;

(c) Such commitments as are required for the establishment of an International Bureau for Declarations of Death, in accordance with the terms of article 8 of the Convention on the Declaration of Death of Missing Persons;

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

C. DRAFT RESOLUTION RELATING TO THE WORKING CAPITAL FUND

The General Assembly

Resolves that:

1. The Working Capital Fund shall be maintained for the financial year 1953 at the amount of \$US 21 239 203, consisting of:

(a) \$20 000 000 being cash advances by Members in accordance with the provisions of paragraphs 2 and 3 of the present resolution;

(b) \$1 239 203 being a temporary transfer of the balance of surplus account as at 31 December 1950 not already applied against Members' assessments for 1951, in accordance with General Assembly resolution 585A (VI).

2. Members shall make cash advances to the Working Capital Fund as required under paragraph I (a) above in accordance with the scale adopted by the General Assembly for contributions of Members to the eighth 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 1952, under General Assembly resolution 585A (VI), paragraph 2, provided that, should such advance paid by any Member to the Working Capital Fund for the financial year 1952 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 eighth annual budget, or any previous budget;

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

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

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

(c) Such sums as, together with net sums outstanding for the same purposes, do not exceed \$250 000 to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities. Advances in excess of the total of

\$250 000 may be made with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions. The Secretary-General shall submit, with the annual accounts, an explanation of the outstanding balance of the revolving fund at the end of each year;

(d) Loans to specialized agencies and preparatory commissions of agencies to be established by inter-governmental agreement under the auspices of the United Nations to finance their work, pending receipt by the agencies concerned of sufficient contributions under their own budgets. In making such loans, which shall normally 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 \$420 000 to continue the Staff Housing Fund in order to finance rental payments, guarantee deposits and working capital requirements for housing the staff of the Secretariat. Such advances shall be reimbursed to the Working Capital Fund following the recovery of rental advances, guarantee deposits and working capital advances;

(f) Such sums not exceeding \$90 000 as may be required to finance payments of advance insurance premiums and deposits where the period of insurance extends beyond the end of the financial year in which payment is made. This amount may be increased with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions. The Secretary-General shall make provision in the budget estimates of each year during the life of the related policies to cover the charges applicable to each such year;

(g) Such sums, if any, as may be necessary to reimburse staff members for national income taxes paid by them in respect of payments received from the United Nations during 1953, or in respect of prior years for which reimbursement has not previously been made.

D. INFORMATION CONCERNING THE DRAFT RESOLUTIONS

DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1953

The text of this draft resolution should be read in comparison with General Assembly resolutions 583 (VI) and 592 (VI).

Resolution 583 (VI), adopted prior to 1 January 1952, covered in paragraphs 3 and 6 the exceptional requirements which arose because the session continued into 1952. Similar provisions will not be needed in the appropriation resolution for 1953. No other changes are proposed in the draft appropriation resolution as compared with resolution 583 (VI).

A resolution similar to 592 (VI) will not be required for 1953.

DRAFT RESOLUTION RELATING TO UNFORESEEN AND EXTRAORDINARY EXPENSES

No provision is required in 1953 similar to items (iii) and (v) of paragraph (b) of resolution 584A (VI), since no election of judges of the International Court of Justice is expected to take place in 1953.

A provision concerning the establishment of an International Bureau for Declarations of Death is again included in the resolution for 1953, in case it should not be possible to establish this Bureau in 1952.

No provision is made in the draft resolution similar to paragraphs (d) and (e) of resolution 584B (VI): these paragraphs related to expenditures to implement the programme of the *Ad Hoc* Committee on Forced Labour and to provide for a visit to Trust Territories. The estimates included in sections 3 and 4 of the budget respectively cover the requirements for 1953 in this connexion, as at present foreseen.

DRAFT RESOLUTION RELATING TO THE WORKING CAPITAL FUND

With reference to paragraphs 1 to 3 of this draft resolution, it is proposed to keep the fund in 1953 at the level of \$21 239 203 by maintaining in it the balance of surplus account as at 31 December 1950, in the amount of \$1 239 203; this sum was temporarily transferred to the Working Capital Fund by resolution 585A (VI).

As compared with 1951, there has been a slight improvement in the early receipt of contributions. But this improvement has not been sufficiently marked to change in any sense the ratio of funds available to meet essential expenditures during the first part of the year. The situation in this respect continues to show a serious defect in the financial processes of the Organization. Not only is it imperative to maintain the Working Capital Fund at the level approved in 1952, but it might be necessary to propose to the seventh session of the General Assembly a further increase in the amount of this Fund.

No mention has been made in paragraph 4 (d) of the draft resolution of the outstanding loans to the Interim Commission for the International Trade Organization. The General Assembly will be informed of the actual position in this connexion during its seventh session.

A paragraph relating to the authority given under resolution 585B (VI) to finance completion of the Headquarters is omitted from the draft resolution. To the extent that the Secretary-General will be able to advise the seventh session of the General Assembly on actual expenditures to be incurred in 1952 or 1953, supplementary estimates may need to be submitted and the text of this draft resolution modified accordingly.

A paragraph similar to paragraph (i) of resolution 585B (VI), relating to advances for assistance to Palestine refugees, has been omitted from the draft resolution pending discussion of this item at the seventh session of the General Assembly.

CATEGORIES, LEVELS AND SALARY RANGES OF SALARY SCHEME

<i>Category and level</i>	<i>Step I</i>	<i>Step II</i>	<i>Step III</i>	<i>Step IV</i>	<i>Step V</i>	<i>Step VI</i>	<i>Step VII</i>	<i>Step VIII</i>	<i>Step IX</i>	<i>Step X</i>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Assistant Secretary-General										
Gross.....	23 000									
Net.....	15 000									
Director and Principal Officer										
Principal Director										
Gross.....	17 000	18 000								
Net.....	12 000	12 500								
Director										
Gross.....	15 000	15 800	16 600	17 400						
Net.....	11 000	11 400	11 800	12 200						
Principal Officer										
Gross.....	13 330	14 000	14 670	15 400	16 200	17 000				
Net.....	10 000	10 400	10 800	11 200	11 600	12 000				
Professional										
Senior Officer										
Gross.....	11 310	11 690	12 080	12 500	13 000	13 500	14 000	14 500	15 000	
Net.....	8 750	9 000	9 250	9 500	9 800	10 100	10 400	10 700	11 000	
First Officer										
Gross.....	9 140	9 460	9 790	10 150	10 540	10 920	11 310	11 690	12 080	12 500
Net.....	7 300	7 525	7 750	8 000	8 250	8 500	8 750	9 000	9 250	9 500
Second Officer										
Gross.....	7 330	7 600	7 870	8 180	8 500	8 820	9 140	9 460	9 790	10 150
Net.....	6 000	6 200	6 400	6 625	6 850	7 075	7 300	7 525	7 750	8 000
Associate Officer										
Gross.....	5 750	6 000	6 270	6 530	6 800	7 070	7 330	7 600	7 870	
Net.....	4 800	5 000	5 200	5 400	5 600	5 800	6 000	6 200	6 400	
Assistant Officer										
Gross.....	4 250	4 500	4 750	5 000	5 250	5 500	5 750	6 000		
Net.....	3 600	3 800	4 000	4 200	4 400	4 600	4 800	5 000		
General Service										
Principal										
Gross.....	4 250	4 500	4 750	5 000	5 250	5 500	5 750	6 000	6 270	6 530
Net.....	3 600	3 800	4 000	4 200	4 400	4 600	4 800	5 000	5 200	5 400
Senior										
Gross.....	3 530	3 710	3 880	4 060	4 250	4 440	4 620	4 810	5 000	
Net.....	3 000	3 150	3 300	3 450	3 600	3 750	3 900	4 050	4 200	
Intermediate										
Gross.....	3 060	3 180	3 300	3 410	3 530	3 650	3 760	3 880	4 000	4 120
Net.....	2 600	2 700	2 800	2 900	3 000	3 100	3 200	3 300	3 400	3 500
Junior										
Gross.....	2 590	2 710	2 820	2 940	3 060	3 180	3 300	3 410	3 530	
Net.....	2 200	2 300	2 400	2 500	2 600	2 700	2 800	2 900	3 000	
Messenger										
Gross.....	2 230	2 350	2 470	2 590	2 710	2 820	2 940	3 060		
Net.....	1 900	2 000	2 100	2 200	2 300	2 400	2 500	2 600		
Field Service										
Principal Field Service Officer										
Gross.....	4 730	4 990	5 250	5 510	5 780	6 040	6 300	6 580	6 860	
Net.....	3 980	4 190	4 400	4 610	4 820	5 030	5 230	5 440	5 650	
Senior Field Service Officer										
Gross.....	3 710	3 900	4 070	4 260	4 460	4 660	4 850	5 050	5 250	
Net.....	3 150	3 320	3 460	3 610	3 770	3 930	4 080	4 240	4 400	
Intermediate Field Service Officer										
Gross.....	2 960	3 090	3 210	3 340	3 470	3 580	3 710	3 830	3 950	
Net.....	2 520	2 630	2 730	2 840	2 950	3 040	3 150	3 260	3 360	
Junior Field Service Officer										
Gross.....	2 470	2 590	2 720	2 850	2 960	3 090	3 210	3 340	3 470	
Net.....	2 100	2 200	2 310	2 420	2 520	2 630	2 730	2 840	2 950	
Guard										
Gross.....	2 120	2 230	2 350	2 470	2 590	2 720	2 850	2 960	3 090	
Net.....	1 800	1 900	2 000	2 100	2 200	2 310	2 420	2 520	2 630	
Messenger										
Gross.....	1 880	2 000	2 120	2 230	2 350	2 470	2 590			
Net.....	1 600	1 700	1 800	1 900	2 000	2 100	2 200			

	Executive Office of the Secretary- General	Library	Dept. of Political and Security Council Affairs	Military Staff Committee Secretariat	Dept. of Economic Affairs	Dept. of Social Affairs	Dept. of Trusteeship and Information from Non-Self- Governing Territories	Dept. of Public Informa- tion	Legal Dept.
<i>I. Assistant Secretary-General</i>	—	—	1	—	1	1	1	1	1
<i>II. Director and Principal Officer</i>									
Principal Director.....	2	—	1	—	1	1	1	1	1
Director.....	—	1	2	—	3	4	1	2	2
Principal Officer.....	2	—	5	—	7	3	2	7	2
<i>Total, II</i>	<u>4</u>	<u>1</u>	<u>8</u>	<u>—</u>	<u>11</u>	<u>8</u>	<u>4</u>	<u>10</u>	<u>5</u>
<i>III. Professional</i>									
Senior Officer.....	6	2	10	—	28	19	13	18	5
First Officer.....	—	3	9	1	42	31	21	46	9
Second Officer.....	7	6	13	9	35	29	13	45	2
Associate Officer.....	2	14	6	—	27	25	19	26	6
Assistant Officer.....	—	10	11	—	38	20	6	9	—
<i>Total, III</i>	<u>15</u>	<u>35</u>	<u>49</u>	<u>10</u>	<u>170</u>	<u>124</u>	<u>72</u>	<u>144</u>	<u>22</u>
TOTALS I, II, III	<u>19</u>	<u>36</u>	<u>58</u>	<u>10</u>	<u>182</u>	<u>133</u>	<u>77</u>	<u>155</u>	<u>28</u>
<i>V. General Service</i>									
Principal level.....	7	1	3	1	6	11	4	16	2
Senior level.....	6	10	9	2	29	22	5	37	8
Intermediate level.....	14	19	19	7	65	50	23	73	14
Junior level.....	—	14	1	—	7	3	5	10	—
Messenger level.....	—	—	—	—	—	—	—	—	—
<i>Total, IV</i>	<u>27</u>	<u>44</u>	<u>32</u>	<u>10</u>	<u>107</u>	<u>86</u>	<u>37</u>	<u>136</u>	<u>24</u>
<i>V. Field Service</i>									
Principal Field Service Officer.....									
Senior Field Service Officer.....									
Intermediate Field Service Officer.....									
Junior Field Service Officer.....									
Guard.....									
Messenger.....									
<i>Total, V</i>									
GRAND TOTAL	<u>46</u>	<u>80</u>	<u>90</u>	<u>20</u>	<u>289</u>	<u>219</u>	<u>114</u>	<u>291</u>	<u>52</u>
AUTHORIZED POSTS 1952	<u>50</u>	<u>80</u>	<u>93</u>	<u>21</u>	<u>289</u>	<u>219</u>	<u>114</u>	<u>296</u>	<u>52</u>

¹ Exclusive of the International Court of Justice.

DISTRIBUTION BY CATEGORY AND POST LEVEL

<i>Dept. of Conference and General Services</i>	<i>Dept. of Adminis- trative and Financial Services</i>	<i>Headquarters TOTAL</i>	<i>Field Service</i>	<i>Geneva Office</i>	<i>Office of the High Commissioner for Refugees</i>	<i>Informa- tion Centres</i>	<i>Regional Economic Commis- sions</i>	<i>GRAND TOTAL</i>	
1	1	8	—	—	1	—	—	9	<i>I. Assistant Secretary-General</i>
									<i>II. Director and Principal Officer</i>
1	2	11	—	2	1	—	2	16	Principal Director
2	3	20	—	4	—	—	—	24	Director
5	5	38	1	6	4	4	4	57	Principal Officer
<u>8</u>	<u>10</u>	<u>69</u>	<u>1</u>	<u>12</u>	<u>5</u>	<u>4</u>	<u>6</u>	<u>97</u>	<i>Total, II</i>
									<i>III. Professional</i>
12	8	121	—	16	10	8	12	167	Senior Officer
125	26	313	2	37	5	17	33	407	First Officer
280	28	467	2	60	9	7	34	579	Second Officer
52	21	198	3	22	5	1	14	243	Associate Officer
12	6	112	—	36	13	1	7	169	Assistant Officer
<u>481</u>	<u>89</u>	<u>1 211</u>	<u>7</u>	<u>171</u>	<u>42</u>	<u>34</u>	<u>100</u>	<u>1 565</u>	<i>Total, III</i>
<u>490</u>	<u>100</u>	<u>1 288</u>	<u>8</u>	<u>183</u>	<u>48</u>	<u>38</u>	<u>106</u>	<u>1 671</u>	TOTALS, I, II, III
									<i>IV. General Service</i>
65	10	126	—	420	57	37	164	2 230	Principal level
186	36	350	2						Senior level
375	50	709	3						Intermediate level
274	9	323	—						Junior level
39	—	39	—						Messenger level
<u>939</u>	<u>105</u>	<u>1 547</u>	<u>5</u>	<u>420</u>	<u>57</u>	<u>37</u>	<u>164</u>	<u>2 230</u>	<i>Total, IV</i>
									<i>V. Field Service</i>
			3					3	Principal Field Service Officer
			10					10	Senior Field Service Officer
			19					19	Intermediate Field Service Officer
			60					60	Junior Field Service Officer
			20					20	Guard
			—					—	Messenger
			<u>112</u>					<u>112</u>	<i>Total, V</i>
<u>1 429</u>	<u>205</u>	<u>2 835</u>	<u>125</u>	<u>603</u>	<u>105</u>	<u>75</u>	<u>270</u>	<u>4 013</u>	GRAND TOTAL
<u>1 453</u>	<u>205</u>	<u>2 872</u>	<u>134</u>	<u>603</u>	<u>100</u>	<u>75</u>	<u>248</u>	<u>4 032</u>	AUTHORIZED POSTS 1952

BUDGET ESTIMATES
FOR THE FINANCIAL YEAR 1953

BUDGET ESTIMATES 1953 — DETAILED SCHEDULE

	Estimates—1953			1952	1951	1950
	Article \$	Chapter \$	Section \$	Approved Estimate \$	Expenditures \$	Expenditures \$
A. UNITED NATIONS						
PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COM- MITTEES						
<i>Section 1. The General Assembly, Commissions and Committees</i>						
Chapter I. The General Assembly session						
(i) Travel of representatives.....	186 000			186 000		186 000
(ii) Travel and subsistence of staff.....	15 000			15 000		11 663
(iii) Temporary assistance.....	218 000			187 970	*	283 873
(iv) Overtime and night differential.....	55 000			50 600		84 820
(v) Maintenance of other equipment....	22 500			21 630		21 000
(vi) Radio services.....	8 000			7 500		11 500
(vii) Local transportation.....						102 000
(viii) Telephone services.....						11 216
(ix) Utilities.....						27 838
(x) Miscellaneous supplies and services..						4 918
(xi) Maintenance of premises.....						23 046
(xii) Losses on cafeteria.....						8 297
Sixth Session of the General Assembly.....				776 500 ^b	1 573 440 ^c	
Fifth Session of the General Assembly.....					129 291 ^d	
		504 500		1 245 200	1 702 731	776 171 ^e

* For appropriations of Seventh Session only.

^b Appropriation for Sixth Session after 1 January 1952.

^c Expenditures of Sixth Session up to 31 December 1951.

^d Expenditures of Fifth Session during 1951.

^e Expenditures of Fifth Session during 1950.

	Estimates, 1953			1952	1951
	Article \$	Chapter \$	Section \$	approved estimate \$	expenditures \$
<i>Brought forward (from chapter I, above)</i>					
Chapter II. Advisory Committee on Administrative and Budgetary Questions		504 500		1 245 200	1 702 731
(i) Travel and subsistence of members.....	50 000			46 000	52 974
(ii) Travel and subsistence of staff.....					3 520
		50 000		46 000	56 494
Chapter III. Committee on Contributions					
(i) Travel and subsistence of members.....	10 000			12 000	4 545
		10 000		12 000	4 545
Chapter IV. International Law Commission					
(i) Travel and subsistence of members.....	63 500			59 100	55 256
(ii) Consultants.....					450
(iii) Travel and subsistence of staff.....					14 926
		63 500		59 100	70 632
Chapter V. Board of Auditors					
(i) External audit casts.....		36 000		36 000	35 010
Chapter VI. Administrative Tribunal					
(i) Travel and subsistence of members.....	10 000			10 000	11 278
(ii) Travel and subsistence of staff.....					2 761
		10 000		10 000	14 039

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Conference on status of refugees.....					
(i) Travel and subsistence of staff.....					2 857
Committee on International Criminal Jurisdiction....					
(i) Travel and subsistence of staff.....					5 327
<i>Ad Hoc</i> Committee on the Questions of Prisoners of War					
(i) Travel and subsistence of members.....				25 000	5 057
(ii) Travel and subsistence of staff.....					1 036
				25 000	6 093
Special Committee on Information transmitted under Article 73e of the Charter					
(i) Travel and subsistence of staff.....					9 475
Committee on Freedom of Information					
(i) Local transportation.....					530
International Commission to Investigate Possibility of Free Elections throughout Germany					
(i) Travel and subsistence of members.....				8 000	
(ii) Travel and subsistence of staff.....				5 600	
(iii) Communication services.....				1 500	
(iv) Miscellaneous supplies and services.....				2 000	
				17 100	
				\$ 674 000	\$ 1 450 400
TOTAL, section 1				\$ 1 907 733	
 <i>Section 2. The Security Council, Commissions and Committees</i>					
TOTAL, section 2				—	—
 <i>Section 3. The Economic and Social Council, Commissions and Committees</i>					
 Chapter I. The Economic and Social Council					
(i) Travel and subsistence of staff.....					274 956
(ii) Cable, telegraph, wireless and long-distance telephone.....					6 374
(iii) Freight, cartage and express.....					16 462
(iv) Local transportation.....					769
(v) Temporary assistance.....					2 610
(vi) Miscellaneous supplies and services.....					1 669
(vii) Insurance.....					1 577
					304 417
Chapter II. Commission on Human Rights					
(i) Travel and subsistence of members.....	10 800			10 800	10 210
(ii) Consultants.....	900			900	
(iii) Travel and subsistence of staff.....					13 102
		11 700		11 700	23 312
Chapter III. Commission on Narcotic Drugs					
(i) Travel and subsistence of members.....	9 000			9 000	9 453
(ii) Consultants.....	2 600			2 600	
		11 600		11 600	9 453
Chapter IV. Population Commission					
(i) Travel and subsistence of members.....	7 200				7 419
(ii) Local transportation.....	1 300				320
		8 500			7 739

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter V. Fiscal Commission					
(i) Travel and subsistence of members.....	9 000				9 727
(ii) Local transportation.....					535
		9 000			10 262
Chapter VI. Transport and Communications Commission					
(i) Travel and subsistence of members.....		9 000			10 016
Chapter VII. Interim Co-ordinating Committee for International Commodity Arrangements					
(i) Travel and subsistence of members.....	2 000			2 700	
(ii) Travel and subsistence of staff.....	1 100			1 100	
		3 100		3 800	
Chapter VIII. <i>Ad Hoc</i> Advisory Committee of Experts on Prevention of Crime and Treatment of Offenders					
(i) Travel and subsistence of members.....		6 100			
Chapter IX. <i>Ad Hoc</i> Committee on Forced Labour					
(i) Travel and subsistence of members.....	5 800			20 000	4 118
(ii) Consultants.....				25 000	
(iii) Travel and subsistence of staff.....	5 800			9 700	1 930
(iv) Temporary assistance.....	18 400			9 500	—
		30 000		64 200	6 048
Chapter X. Social Commission					
(i) Travel and subsistence of members.....				10 800	10 787
(ii) Travel and subsistence of staff.....					13 846
				10 800	24 633
Chapter XI. Sub-Commission on Prevention of Discrimination and Protection of Minorities					
(i) Travel and subsistence of members.....					9 823
Chapter XII. Sub-Commission on Freedom of Information and of the Press					
(i) Travel and subsistence of members.....				14 700	
Chapter XIII. Economic, Employment and Development Commission					
(i) Travel and subsistence of members.....					11 620
Chapter XIV. Statistical Commission					
(i) Travel and subsistence of members.....				9 000	8 369
(ii) Local transportation.....					497
				9 000	8 866
Chapter XV. Sub-Commission on Statistical Sampling					
(i) Travel and subsistence of members.....					4 395
(ii) Consultants.....					1 191
(iii) Travel and subsistence of staff.....					2 613
					8 199
Chapter XVI. Expert Committee on Recognition and Enforcement abroad of Maintenance Obligations					
(i) Travel and subsistence of members.....				4 100	
(ii) Travel and subsistence of staff.....				2 100	
				6 200	
Chapter XVII. Group of Experts on Road Signs and Signals					
(i) Travel and subsistence of members.....				9 970	

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter XVIII. Commission on the Status of Women					
(i) Travel and subsistence of members.....				7 800	9 365
(ii) Local transportation.....					668
				<u>7 800</u>	<u>10 033</u>
Committee of Experts on Uniform System of Road Signs and Signals					
(i) Travel and subsistence of members.....					7 656
(ii) Travel and subsistence of staff.....					3 576
					<u>11 232</u>
<i>Ad Hoc</i> Committee on Slavery					
Mission on Tropical Housing.....					5 909
(i) Consultants.....					8 320
					<u>14 229</u>
					<u>11 232</u>
					<u>5 909</u>
					<u>8 320</u>
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					<u>14 229</u>
					<u>11 232</u>
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					<u>11 232</u>
					<u>5 909</u>
					<u>8 320</u>
					<u>14 229</u>
					<u>11 232</u>
					<u>5 909</u>
					<u>8 320</u>

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(vii) Local transportation				62 800	81 533
(viii) Operation and maintenance of transportation equipment				10 000	
(ix) Freight, cartage and express				15 000	3 556
(x) Insurance				7 500	5 725
(xi) Miscellaneous supplies and services				12 000	14 383
(xii) Transportation equipment				10 000	1 645
(xiii) Miscellaneous equipment				14 500	7 088
(xiv) Hospitality				500	684
(xv) Consultants					539
				<hr/> 680 000	<hr/> 637 791 ^a
Chapter III. Commission for Indonesia					74 253
Chapter IV. Repatriation of Greek Children					
(i) Temporary assistance				14 000	12 206
(ii) Travel and subsistence of staff				12 000	7 547
(iii) Communications services				1 000	834
(iv) Miscellaneous supplies and services				3 000	3 572
				<hr/> 30 000	<hr/> 24 159
Chapter V. United Nations Conciliation Commission for Palestine					
(i) Temporary assistance				120 700	199 177
(ii) Travel and subsistence of members				25 000	21 621
(iii) Travel and subsistence of observers and mili- tary technical staff				117 360	167 154
(iv) Travel and subsistence of staff				149 740	224 313
(v) Communications services				8 000	12 949
(vi) Rental and maintenance of premises				10 000	17 259
(vii) Stationery and office supplies				3 600	4 335
(viii) Local transportation				2 000	936
(ix) Operation and maintenance of transportation equipment				25 000	34 360
(x) Freight, cartage and express				3 000	5 976
(xi) Insurance				5 600	4 656
(xii) Miscellaneous supplies and services				14 000	6 808
(xiii) Contractual support services (plane)				43 500	40 346
(xiv) Furniture and fixtures				1 000	306
(xv) Purchase of motor vehicles				15 000	36 861
(xvi) Miscellaneous equipment				1 000	902
(xvii) Hospitality				500	457
				<hr/> 545 000	<hr/> 778 416
Chapter VI. Commission for the Unification and Re- habilitation of Korea					
(i) Temporary assistance				39 500	103 907
(ii) Travel and subsistence of members				15 500	58 649
(iii) Travel and subsistence of staff				70 000	170 886
(iv) Communications services				8 000	48 356
(v) Rental and maintenance of premises				1 000	3 827
(vi) Stationery and office supplies				1 000	2 486
(vii) Local transportation				500	672
(viii) Operation and maintenance of transportation equipment				4 500	35 730
(ix) Freight, cartage and express				2 000	11 205
(x) Insurance				1 800	210
(xi) Miscellaneous expenses				1 000	134 336
(xii) Furniture and fixtures				200	
(xiii) Improvement to premises				4 000	
(xiv) Miscellaneous equipment				1 000	2 441
(xv) Consultants					1 010

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(xvi) Travel and subsistence of observers					1 854
(xvii) Transportation equipment					16 822
(xviii) Hospitality					164
				150 000	592 555
Chapter VII. Commission for Libya					
(i) Temporary assistance				35 000	277 134
(ii) Travel and subsistence of members				8 700	40 320
(iii) Travel and subsistence of staff				30 300	169 242
(iv) Communications services				1 500	14 062
(v) Rental and maintenance of premises				750	7 811
(vi) Stationery and office supplies				100	2 079
(vii) Local transportation				5 000	52 468
(viii) Operation and maintenance of transportation equipment				500	5 510
(ix) Freight, cartage and express				500	4 416
(x) Insurance				150	732
(xi) Miscellaneous supplies and services				300	4 189
(xii) Furniture and fixtures					3 939
(xiii) Transportation equipment					2 243
(xiv) Miscellaneous equipment					652
(xv) Hospitality					770
				83 000	585 567 ^b
Chapter VIII. Advisory Council for Italian Somaliland					
(i) Temporary assistance				46 850	45 879
(ii) Travel and subsistence of members				26 500	21 551
(iii) Travel and subsistence of staff				45 200	46 993
(iv) Communications service				6 600	5 053
(v) Alterations to premises				1 500	317
(vi) Rental and maintenance of premises				4 200	2 709
(vii) Stationery and office supplies				3 000	2 366
(viii) Operation and maintenance of transportation equipment				3 700	1 923
(ix) Freight, cartage and express				3 800	2 297
(x) Insurance				1 000	309
(xi) Miscellaneous supplies and contractual services				6 700	3 769
(xii) Furniture and fixtures				1 200	194
(xiii) Library books and maps				750	
(xiv) Miscellaneous equipment				9 000	2 401
(xv) Local transportation					262
(xvi) Hospitality					545
				160 000	136 568
Chapter IX. United Nations Commission for Eritrea					
(i) Consultants				11 000	12 841
(ii) Temporary assistance				75 300	115 974
(iii) Travel and subsistence of staff				32 700	71 852
(iv) Communications services				2 000	4 327
(v) Rental and maintenance of premises				2 700	3 200
(vi) Stationery and office supplies				1 800	1 224
(vii) Local transportation				4 500	6 978
(viii) Freight, cartage and express				2 000	4 933
(ix) Insurance				100	504
(x) Miscellaneous supplies and contractual services				2 500	4 878
(xi) Furniture, fixtures and office equipment				200	2 722
(xii) Miscellaneous equipment				200	750
(xiii) Transportation equipment					4 267
(xiv) Hospitality					450
				135 000	234 900
Chapter X. Korean Service Medals					
(i) Miscellaneous supplies and services				327 500	
				327 500	

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
PART III. HEADQUARTERS, NEW YORK					
<i>Section 6. Executive Office of the Secretary-General</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	410 600			426 600	376 031
(ii) Consultants.....	1 000			1 000	9 796
(iii) Temporary assistance.....	12 000			18 500	79 431
(iv) Overtime and night differential.....	3 500			3 760	2 090
		427 100		449 860	467 348
Chapter II. Other departmental costs					
(i) Travel on official business.....	25 000			25 000	22 163
(ii) Housing accommodation for the Secretary-General.....	15 000			15 000	12 324
		40 000		40 000	34 487
TOTAL, section 6			\$ 467 100	\$ 489 860	\$ 501 835
<i>Section 6a. Library</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	440 100			425 950	381 159
(ii) Consultants.....	900			900	846
(iii) Temporary assistance.....	32 000			29 900	41 129
(iv) Overtime and night differential.....	1 400			1 400	468
		474 400		458 150	423 602
Chapter II. Other departmental costs					
(i) Travel on official business.....	2 000			2 000	1 113
(ii) Contractual library services.....	15 000			13 300	13 112
		17 000		15 300	14 225
TOTAL, section 6a			\$ 491 400	\$ 473 450	\$ 437 827
<i>Section 7. Department of Political and Security Council Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	749 200			766 190	678 155
(ii) Consultants.....	3 000			3 000	1 200
(iii) Temporary assistance.....	6 500			8 400	9 821
(iv) Overtime and night differential.....	4 500			6 450	2 164
		763 200		784 040	691 340
Chapter II. Other departmental costs					
(i) Travel on official business.....		6 000		7 000	4 832
TOTAL, section 7			\$ 769 200	\$ 791 040	\$ 696 172
<i>Section 8. Military Staff Committee Secretariat</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	136 700			139 800	106 689
(ii) Temporary assistance.....	500			530	537
(iii) Overtime and night differential.....	100			370	
		137 300		140 700	107 226

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter II. Other departmental costs					
(i) Travel on official business		100		100	1
TOTAL, section 8			\$ 137 400	\$ 140 800	\$ 107 227
<i>Section 9. Technical Assistance Administration</i>			\$ 386 700	\$ 386 700*	\$ 351 420*
<i>Section 10. Department of Economic Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts	2 183 500			2 146 360	1 867 014
(ii) Consultants	40 200			73 500	63 593
(iii) Temporary assistance	56 700			56 700	52 844
(iv) Overtime and night differential	5 350			5 350	3 787
		2 285 750		2 281 910	1 987 238
Chapter II. Other departmental costs					
(i) Travel on official business		28 000		28 000	39 398
Chapter III. <i>Ad hoc</i> meetings of experts					
(i) Consultants		34 750		—	—
TOTAL, section 10			\$ 2 348 500	\$ 2 309 910	\$ 2 026 636
<i>Section 11. Department of Social Affairs</i>					
Chapter I. Salaries and wages					
(i) Established posts	1 670 000			1 597 080	1 362 690
(ii) Consultants	43 000			45 000	54 384
(iii) Temporary assistance	34 000			36 150	40 905
(iv) Overtime and night differential	4 500			4 680	2 539
		1 751 500		1 682 910	1 460 518
Chapter II. Other departmental costs					
(i) Travel on official business		25 000		21 500	27 655
TOTAL, section 11			\$ 1 776 500	\$ 1 704 410	\$ 1 488 173
<i>Section 12. Department of Trusteeship and Information from Non-Self-Governing Territories</i>					
Chapter I. Salaries and wages					
(i) Established posts	941 200			916 700	822 187
(ii) Consultants	4 000			2 000	440
(iii) Temporary assistance	10 000			5 670	13 001
(iv) Overtime and night differential	2 500			2 100	2 437
		957 700		926 470	838 065
Chapter II. Other departmental costs					
(i) Travel on official business		6 000		7 500	4 078
TOTAL, section 12			\$ 963 700	\$ 933 970	\$ 842 143
<i>Section 13. Department of Public Information</i>					
Chapter I. Salaries and wages					
(i) Established posts	2 145 750			2 112 460	1 961 210
(ii) Consultants	4 800			5 000	8 932

Budget Estimates 1953 — Detailed Schedule

	<i>Estimates, 1953</i>			<i>1952 approved estimate</i> \$	<i>1951 expenditures</i> \$
	<i>Article</i> \$	<i>Chapter</i> \$	<i>Section</i> \$		
(iii) Temporary assistance.....	41 000			49 700	51 099
(iv) Overtime and night differential.....	6 000			6 250	6 506
		2 197 550		2 173 410	2 027 747
Chapter II. Other departmental costs					
(i) Travel and subsistence of representatives of national and international organizations.....	6 000			6 000	14 670
(ii) Travel on official business.....	21 000			20 000	20 645
(iii) Photographic supplies and services.....	38 000			38 000	37 293
(iv) Motion picture supplies and services.....	168 600			168 600	227 515
(v) Radio services.....	340 850			323 000	340 973
(vi) Teletype and telecommunications services....	1 700			2 000	5 914
(vii) Subscriptions to news agency services.....	1 300			1 300	3 457
		577 450		558 900	650 467
TOTAL, section 13			\$ 2 775 000	\$ 2 732 310	\$ 2 678 214
 <i>Section 14. Legal Department</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	443 700			436 600	393 834
(ii) Consultants.....	4 000			4 000	2 351
(iii) Temporary assistance.....	7 500			6 800	8 103
(iv) Overtime and night differential.....	1 200			1 270	748
		456 400		448 670	405 036
Chapter II. Other departmental costs					
(i) Travel on official business.....		5 700		5 700	5 632
TOTAL, section 14			\$ 462 100	\$ 454 370	\$ 410 668
 <i>Section 15. Conference and General Services</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	9 019 600			8 779 530	7 929 250
(ii) Consultants.....	2 000			4 000	505
(iii) Temporary assistance.....	175 000			201 900	314 096
(iv) Overtime and night differential.....	190 000			177 300	194 933
		9 386 600		9 162 730	8 438 784
Chapter II. Other departmental costs					
(i) Travel on official business.....		8 500		8 500	9 032
Chapter III. United Nations Postal Administration					
(i) Established posts.....	39 000			23 650	33 842
(ii) Temporary assistance.....	69 400			91 950	62 227
(iii) Travel on official business.....	2 000			2 500	1 017
(iv) Printing of postage stamps.....	20 000			15 000	23 949
(v) Miscellaneous supplies and services.....	2 000			300	291
		132 400		133 400	121 326
TOTAL, section 15			\$ 9 527 500	\$ 9 304 630	\$ 8 569 142^d
 <i>Section 16. Administrative and Financial Services</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	1 379 270			1 342 600	1 324 200
(ii) Consultants.....	25 200			21 000	29 236

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(iii) Temporary assistance	33 500			38 430	82 788
(iv) Overtime and night differential	5 100			11 420	6 346
		1 443 070		1 413 450	1 442 570
Chapter II. Other departmental costs					
(i) Travel on official business	17 400			25 600	15 181
(ii) Miscellaneous supplies and services	500				1 950
		17 900		25 600	17 131
Chapter III. Overseas recruiting programme					
(i) Honoraria and temporary assistance	5 500			5 000	5 287
(ii) Travel on official business	2 000			3 500	662
(iii) Miscellaneous supplies and services	6 500			7 500	6 325
		14 000		16 000	12 274
Chapter IV. Advisory Committee Secretariat					
(i) Established posts		17 000		16 800	
Chapter V. Secretariat of the Administrative Tribunal, Joint Appeals Board and Joint Disciplinary Committee					
(i) Established posts	26 070			26 860	
(ii) Travel on official business	1 500			1 500	
		27 570		28 360	
Chapter VI. Joint Staff Pension Board and United Nations Staff Pension Committee					
(i) Established posts	51 860			51 000	
(ii) Consultants	12 500			10 000	
(iii) Temporary assistance	4 000			280	
(iv) Travel and subsistence of members	9 000			1 000	6 944
(v) Travel on official business	3 200				5 555
		80 560		62 280	12 499
Chapter VII. International Civil Service Advisory Board					
(i) Travel and subsistence of members		9 000		9 700	7 223
Chapter VIII. Investment Committee					
(i) Travel and subsistence of members		2 500		2 900	1 435
Chapter IX. Selection Committee		9 000			
			\$ 1 620 600	\$ 1 575 090	\$ 1 493 132 ^e
TOTAL section 16					
<i>Section 17. Common Staff Costs</i>					
Chapter I. Recruitment, installation and termination costs					
(i) Travel and removal of staff and dependants	362 750			379 500	335 445
(ii) Installation payments	62 000			70 200	57 086
(iii) Separation payments	232 000			211 500	269 603
(iv) Repatriation grants	63 000			58 200	15 484
		719 750		719 400	677 618
Chapter II. Staff benefit costs					
(i) Contributions, Staff Pension Fund	2 153 500			1 998 700	2 035 132
(ii) Children's allowances, education grants and related travel	452 000			410 000	419 931
(iii) Contributions, medical and group life insur- ance	133 400			110 000	106 079
(iv) Losses on housing project	20 000			25 000	11 232

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(v) Compensatory payments, social security scheme.....	51 000			50 100	9 601
(vi) Travel on home leave.....	838 000			732 240	838 481
(vii) Rental allowances.....	—				398 753
		3 647 900		3 326 040	3 819 209
Chapter III. Staff training and welfare					
(i) Staff training.....	63 250			70 560	77 520
(ii) Intern training.....	25 000			25 000	21 345
(iii) Staff welfare.....	4 000			4 000	1 538
		92 250		99 560	100 403
Reimbursement for national income taxation.....					1 391 000
TOTAL, section 17			\$ 4 459 900	\$ 4 145 000	\$ 5 988 230^f
Section 18. Common Services					
Chapter I. Telephone and postal services and freight, cartage and express					
(i) Telephone services (including long-distance) ..	254 200			217 400	216 288
(ii) Cable, telegraph and wireless.....	50 000			71 000	90 585
(iii) Postal services.....	163 000			163 000	207 316
(iv) Freight, cartage and express.....	32 000			32 000	41 964
(v) Air freight.....	54 000			55 000	70 137
		553 200		538 400	626 290
Chapter II. Rental and maintenance of premises					
(i) Rental of premises.....	800				800
(ii) Supplies for maintenance of premises.....	310 500			256 000	118 502
(iii) Contractual services for maintenance of premises.....	1 299 000			1 162 900	789 337
(iv) Utilities.....	614 000			535 400	380 217
(v) Alterations to premises.....	25 000			30 000	14 768
		2 249 300		1 984 300	1 303 624
Chapter III. Stationery and supplies					
(i) Stationery and office supplies.....	130 000			150 000	115 209
(ii) Internal reproduction supplies.....	300 000			305 000	330 656
		430 000		455 000	445 865
Chapter IV. Rental and maintenance of equipment					
(i) Telecommunications supplies.....	70 000			60 000	44 067
(ii) Operation and maintenance of telecommunications equipment.....	440 000			360 000	302 295
(iii) Rental of office and other equipment.....	22 100			21 000	22 546
(iv) Maintenance of office and other equipment...	19 500			19 500	20 303
(v) Operation and maintenance of transportation equipment.....	15 000			15 000	20 570
		566 600		475 500	409 781
Chapter V. Other supplies and services					
(i) Insurance.....	66 000			55 000	52 967
(ii) Miscellaneous supplies and services.....	39 000			34 000	16 994
(iii) Newspapers and periodicals.....	15 000			15 000	16 805
(iv) Losses on cafeteria operations.....					8 266
		120 000		104 000	95 032
Chapter VI. Ex gratia payments and miscellaneous claims and adjustments					
(i) Ex gratia payments.....	14 000			6 000	6 295
(ii) Miscellaneous claims and adjustments.....	1 000			100	4 044
		15 000		6 100	10 339
TOTAL, section 18			\$ 3 934 100	\$ 3 563 300^b	\$ 2 890 931^e

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
<i>Section 18a. Transfer to Permanent Headquarters</i>					\$ 658 524
<i>Section 19. Permanent Equipment</i>					
Chapter I. Furniture, fixtures and office equipment					
(i) Furniture and fixtures	83 000			285 000	277 791
(ii) Office equipment	111 400			92 700	129 873
(iii) Telecommunications equipment	5 000			10 000	8 992
		199 400		387 700	416 656
Chapter II. Library books and equipment					
(i) Library books and maps	35 400			46 900	34 760
(ii) Library equipment	3 500			3 500	30 372
		38 900		50 400	65 132
Chapter III. Information services equipment					
(i) Photographic and motion picture equipment		7 700		39 200	44 618
Chapter IV. Other permanent equipment					
(i) Transportation equipment	21 200			16 800	6 555
(ii) Miscellaneous equipment	15 000			23 000	48 899
		36 200		39 800	55 454
TOTAL, section 19			\$ 282 200	\$ 517 100	\$ 581 860
<i>Section 19a. Improvements to premises</i>			30 700	91 500	
TOTAL, PART III			\$30 432 600	\$29 613 440	\$29 722 134

PART IV. UNITED NATIONS OFFICE AT GENEVA

Section 20. United Nations Office at Geneva

Chapter I. General services					
(i) Established posts	1 909 010			1 832 470	1 742 837
(ii) Consultants	1 500			1 500	—
(iii) Temporary assistance	60 000			68 000	346 889
(iv) Overtime and night differential	16 000			18 500	21 761
(v) Casual labour	25 000			86 000	76 038
(vi) Travel on official business	9 000			9 800	6 251
		2 081 510		2 016 270	2 193 776

* Includes \$86 700 transferred: from section 18 \$9 600, section 20 \$53 400, section 26 \$23 700 in respect of Technical Assistance Administration.

^b \$9 600 transferred to section 9 in respect of Technical Assistance Administration.

* Includes \$64 931 transferred: from section 20 \$53 250, section 26 \$11 681 in respect of Technical Assistance Administration.

^d Includes \$1 327 402 transferred from section 16 in respect of Buildings Management Service.

* Transferred \$1 494 085 as follows: \$109 813 to section 5a in

respect of Field Service, \$1 327 402 to section 15 in respect of Buildings Management Service, \$52 826 to section 17 in respect of Junior Professional Trainee Programme, \$4 044 to section 18 in respect of Claims Adjustment and Losses on Accounts Receivable.

^f Includes \$52 826 transferred from section 16 in respect of Junior Professional Trainee Programme whilst \$6 295 was transferred to section 18 in respect of *ex gratia* payments.

* Includes \$4 044 transferred from section 16 in respect of Claims Adjustment and Losses on Accounts Receivable and \$6 295 from section 17 in respect of *ex gratia* payments.

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter II. Information centre					
(i) Established posts	90 790			81 700	89 678
(ii) Temporary assistance	500			500	115
(iii) Overtime and night differential	100			200	
(iv) Travel on official business	1 400			1 400	1 270
(v) Radio services	4 000			6 000	4 789
(vi) Photographic supplies and services	200			200	214
(vii) Miscellaneous supplies and services	1 200			—	—
		98 190		90 000	96 066
Chapter III. Secretariat of the Permanent Central Opium Board and Drug Supervisory Body					
(i) Established posts	43 600			52 200	52 153
(ii) Temporary assistance	10 000			1 000	511
(iii) Travel on official business	2 500			2 500	691
		56 100		55 700	53 355
Chapter IV. Economic Commission for Europe					
(i) Established posts	924 100			909 920	893 298
(ii) Consultants	25 000			25 000	9 550
(iii) Temporary assistance	39 000			39 000	51 714
(iv) Overtime and night differential	1 000			1 000	1 603
(v) Travel on official business	25 000			34 000	28 510
		1 014 100		1 008 920	984 675
Chapter V. Common staff costs					
(i) Travel and removal of staff and dependants	35 000			44 000	39 155
(ii) Installation payments	20 000			30 000	19 850
(iii) Separation payments	22 000			30 000	19 188
(iv) Contributions—Staff Pension Fund	370 000			355 350	348 862
(v) Repatriation grants	15 000			15 000	4 893
(vi) Children's allowances	90 000			80 600	82 949
(vii) Contributions—medical insurance	15 000			14 000	12 076
(viii) Travel on home leave	41 000			31 700	32 866
(ix) Staff training	8 500			9 000	7 693
(x) Staff welfare	1 000			1 000	5 013
(xi) Contributions—social insurance	1 300			1 300	193
		618 800		611 950	572 738
Chapter VI. Common services					
(i) Telephone services	19 000			19 000	17 157
(ii) Cable, telegraph, wireless and long-distance telephone	21 000			34 080	26 612
(iii) Postal services	50 000			45 000	56 438
(iv) Contractual services for maintenance of prem- ises	68 000			68 630	47 677
(v) Utilities	59 600			51 000	48 672
(vi) Stationery and office supplies	34 000			34 000	25 306
(vii) Internal reproduction supplies	107 000			108 000	93 608
(viii) Telecommunications supplies	1 500			—	1 695
(ix) Rental of office and other equipment	10 000			7 100	6 395
(x) Operation and maintenance of transportation equipment	5 500			5 000	4 729
(xi) Freight, cartage and express	14 000			7 000	12 797
(xii) Air freight	2 500			1 000	2 180
(xiii) Insurance	6 900			6 900	5 624
(xiv) Losses on cafeteria operations	1 500			3 000	4 015
(xv) Miscellaneous supplies and services	4 500			4 370	10 811
(xv.a) Medical supplies	3 000			3 000	—
(xvi) Rental of telecommunications equipment	—			—	2 798
		408 000		397 080	366 514

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter VII. Permanent equipment					
(i) Furniture and fixtures	30 000			43 000	24 610
(ii) Office equipment	24 500			30 000	26 948
(iii) Telecommunications equipment	500			5 000	5 204
(iv) Library books and maps	27 000			24 000	19 400
(v) Transportation equipment	3 000			—	—
(vi) Improvements to premises	12 000			17 000	77 566
(vii) Miscellaneous equipment	6 000			8 500	6 168
		103 000		127 500	159 896
TOTAL, section 20			\$ 4 379 700	\$ 4 307 420^a	\$ 4 427 020^b
<i>Section 20a. Office of the High Commissioner for Refugees</i>					
Chapter I. Headquarters Office of the High Commissioner					
(i) Established posts	281 000			257 000	151 529
(ii) Consultants	1 000			2 000	2 268
(iii) Temporary assistance	1 000			14 000	8 734
(iv) Overtime and night differential	200			200	—
(v) Travel on official business	22 000			22 000	14 909
		305 200		295 200	177 440
Chapter II. Branch offices					
(i) Established posts	245 700			205 100	22 695
(ii) Temporary assistance	1 000			1 000	392
(iii) Overtime and night differential	1 000			1 000	—
(iv) Travel and removal of staff and dependants	7 000			11 000	309
(v) Installation payments	4 000			11 000	1 040
(vi) Contributions—Staff Pension Fund	30 000			23 000	2 016
(vii) Children's allowances	5 000			8 000	192
(viii) Contributions—medical insurance	2 000			2 000	25
(ix) Travel on home leave	2 000			—	—
(x) Travel on official business	19 000			15 800	2 203
(xi) Communication services	10 500			12 000	354
(xii) Rental and maintenance of premises	24 000			18 800	595
(xiii) Stationery and office supplies	7 000			7 200	158
(xiv) Operation and maintenance of transportation equipment	7 000			4 000	—
(xv) Miscellaneous supplies and services	2 500			4 000	292
(xvi) Miscellaneous equipment	1 000			20 000	10 642
		368 700		343 900	40 913
TOTAL, section 20a			\$ 673 900	\$ 639 100	\$ 218 353
TOTAL, PART IV			\$ 5 053 600	\$ 4 946 520^a	\$ 4 645 373^b

PART V. INFORMATION CENTRES (EXCLUSIVE OF THE INFORMATION CENTRE AT GENEVA)

Section 21. Information Centres

Chapter I. Salaries and wages

(i) Established posts	445 960			470 180	416 368
(ii) Temporary assistance	20 800			20 200	31 315
(iii) Overtime and night differential	3 000			3 300	3 181
(iv) Casual labour	38 950			42 600	39 752
		508 710		536 280	490 616

^a Excludes \$53 400 transferred to section 9 in respect of Technical Assistance Administration.

^b Excludes \$53 250 transferred to section 9 in respect of Technical Assistance Administration.

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$	
	Article \$	Chapter \$	Section \$			
Chapter II. Common staff costs						
(i) Travel and removal of staff and dependants . . .	5 000			5 000	3 814	
(ii) Contributions—Staff Pension Fund	55 200			55 000	45 362	
(iii) Repatriation grants	1 000			1 000	87	
(iv) Children's allowances	13 780			12 310	12 179	
(v) Travel on home leave	21 830			7 200	15 125	
(vi) Contributions—medical and social insurance .	2 250			6 580	4 798	
(vii) Installation and separation payments	6 600			4 000	8 262	
		105 660		91 090	89 627	
Chapter III. Other costs						
(i) Travel on official business	35 000			30 000	33 309	
(ii) Postal services	24 250			24 000	23 490	
(iii) Communication services	31 250			32 250	28 607	
(iv) Radio, photographic and motion picture supplies and services	7 050			6 980	4 876	
(v) Rental and maintenance of premises and equipment	62 550			62 650	60 324	
(vi) Stationery and office supplies	17 500			18 000	14 041	
(vii) Internal reproduction supplies	21 700			21 000	16 881	
(viii) Operation and maintenance of transportation equipment	8 730			11 350	8 936	
(ix) Freight, cartage and express	17 350			15 500	16 996	
(x) Miscellaneous supplies and services	42 000			28 750	28 572	
		267 380		250 480	236 032	
Chapter IV. Permanent equipment						
(i) Furniture and fixtures	3 900			2 850	14 149	
(ii) Library books and maps	4 950			7 800	4 256	
(iii) Transportation equipment	—			2 000	1 375	
(iv) Radio, photographic and motion picture equipment	1 700			1 800	2 025	
		10 550		14 450	21 805	
TOTAL, section 21 (PART V)				\$ 892 300	\$ 892 300	\$ 838 080

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

Section 22. Economic Commission for Asia and Far East

Chapter I. Salaries and wages					
(i) Established posts	610 600			584 600	485 028
(ii) Consultants	18 000			15 000	14 364
(iii) Temporary assistance	16 000			17 500	6 116
(iv) Overtime	2 800			1 500	2 847
		647 400		618 600	508 355
Chapter II. Bureau of Flood Control					
(i) Established posts	70 450			73 600	60 832
(ii) Consultants	15 000			15 000	12 672
		85 450		88 600	73 504
Chapter III. Common staff costs					
(i) Travel and removal of staff and dependants . . .	24 000			16 000	22 538
(ii) Contributions—Staff Pension Fund	65 000			64 000	57 997
(iii) Repatriation grants	5 000			1 000	1 306
(iv) Children's allowances	34 000			32 700	28 162
(v) Travel on home leave	35 000			24 500	19 446

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(vi) Staff training.....	500			500	
(vii) Staff welfare.....	500			400	899
(viii) Contributions—medical insurance.....	6 000			6 000	1 014
(ix) Installation and separation payments.....	11 000			9 000	20 004
		181 000		154 100	151 366
Chapter IV. Other costs					
(i) Travel on official business.....	50 000			50 000	35 124
(ii) Communications services.....	18 000			13 000	17 915
(iii) Contractual services for maintenance of premises.....	6 000			5 000	5 138
(iv) Stationery and office supplies.....	22 000			17 000	25 004
(v) Operation and maintenance of transportation equipment.....	7 500			7 500	6 869
(vi) Freight, cartage and express.....	10 000			6 000	11 399
(vii) Miscellaneous supplies and services.....	6 000			4 000	6 901
		119 500		102 500	108 350
Chapter V. Permanent equipment					
(i) Furniture and fixtures.....	6 450			6 000	6 965
(ii) Library books and maps.....	4 000			4 000	3 753
		10 450		10 000	10 718
TOTAL, section 22			\$ 1 043 800	\$ 973 800	\$ 852 293
 <i>Section 23. Economic Commission for Latin America</i>					
Chapter I. Salaries and wages					
(i) Established posts.....	549 700			481 800	318 034
(ii) Consultants.....	75 000			54 400	70 857
(iii) Temporary assistance.....	25 000			8 200	27 606
(iv) Overtime and night differential.....	1 500			1 500	1 721
		651 200		545 900	418 218
Chapter II. Common staff costs					
(i) Travel and removal expenses of staff and dependants.....	15 000			15 000	15 348
(ii) Contributions—Staff Pension Fund.....	60 000			50 000	34 321
(iii) Repatriation grants.....	1 000			1 000	
(iv) Children's allowances, education grants and related payments.....	16 500			17 000	10 162
(v) Travel on home leave.....	16 000			16 000	6 244
(vi) Staff welfare.....	1 700			2 000	1 555
(vii) Medical insurance.....	10 000				
(viii) Installation and termination payments.....	8 000			9 000	6 157
		128 200		110 000	73 787
Chapter III. Other expenses					
(i) Travel on official business.....	40 000			28 600	34 104
(ii) Communications services.....	7 300			10 000	9 340
(iii) Contractual services for maintenance of premises.....	29 500			15 700	13 979
(iv) Stationery and office supplies.....	6 000			7 000	12 646
(v) Operation and maintenance of transportation equipment.....	800			1 000	811
(vi) Freight, cartage and express.....	5 000			6 000	9 096
(vii) Miscellaneous supplies and services.....	2 000			2 500	1 351
		90 600		70 800	81 327

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter IV. Permanent equipment					
(i) Furniture and fixtures	7 000			4 000	5 359
(ii) Library books and maps	4 000			4 000	2 661
(iii) Transportation equipment					2 250
		11 000		8 000	10 270
TOTAL, section 23			\$ 881 000	\$ 734 700	\$ 583 602
TOTAL, PART VI			\$ 1 924 800	\$ 1 708 500	\$ 1 435 895

PART VII. HOSPITALITY

Section 24. Hospitality

TOTAL, section 24 (PART VII)	\$ 20 000	\$ 20 000	\$ 18 251
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PART VIII. CONTRACTUAL PRINTING

Section 25. Official Records

Chapter I. The General Assembly, Commissions and Committees	446 000		500 000	431 377
Chapter II. The Security Council, Commissions and Committees	161 000		80 030	75 209
Chapter III. The Economic and Social Council, Commissions and Committees	41 120		48 320	72 820
Chapter IV. The Trusteeship Council, Commissions and Committees	40 600		50 030	60 448
Chapter V. Committees and Commissions of Investigation and Inquiry			23 500	21 890
Chapter VI. Permanent Central Opium Board and Narcotic Drug Supervisory Body	11 780		8 960	7 956
Chapter VII. Official Records (Backlog 1946-1949)	100 000		90 000	111 414
Chapter VIII. United Nations Scientific Conference on Conservation and Utilization of Resources			22 690	44 293
TOTAL, section 25	\$ 800 500	\$ 823 530	\$ 825 407	

Section 26. Publications

Chapter I. Publications of Headquarters Departments				
(i) Executive Office of the Secretary-General	3 500		4 990	1 445
(ii) Library	7 250		6 580	7 022
(iii) Department of Political and Security Council Affairs	4 650		2 780	858
(iv) Department of Economic Affairs	206 090		185 730	199 658
(v) Department of Social Affairs	142 790		123 550	98 790
(vi) Department of Trusteeship and Information from Non-Self-Governing Territories	34 620		24 820	31 615
(vii) Department of Public Information	252 650		220 000	319 884
(viii) Legal Department	108 350		95 830	100 310

* Excludes \$3 917 transferred to section 3b in respect of ECAFE conference on trade promotion.

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
(ix) Conference and General Services.....	10 000			7 360	12 170
(x) Administrative and Financial Services.....	1 000			1 630	4 048
(xi) Sales promotion.....	22 000			17 980	29 376
		792 900		691 250	805 176
Chapter II. Publications of the United Nations Office at Geneva					
(i) General services.....	9 000			7 360	10 207
(ii) Information services.....	2 300			670	952
(iii) Economic Commission for Europe.....	78 300			63 840	52 844
		89 600		71 870	64 003
Chapter III. Publications of the Economic Commission for Asia and the Far East.....		40 600		31 680	22 752
Chapter IV. Publications of the Economic Commission for Latin America.....		33 000		31 500	24 810
TOTAL, section 26			\$ 956 100	\$ 826 300 ^a	\$ 916 741 ^b
TOTAL, PART VIII			\$ 1 756 600	\$ 1 649 830 ^a	\$ 1 742 148 ^b

PART IX. TECHNICAL PROGRAMMES

Section 27. Social Activities

Chapter I. Advisers					
(i) Salaries, wages and other staff costs.....				162 100	122 859
(ii) Travel.....				30 000	37 280
(iii) Other costs.....				7 900	441
				200 000	160 580
Chapter II. Fellowships and scholarships					
(i) Stipends.....				280 000	241 269
(ii) Travel.....				104 000	112 987
(iii) Other costs.....				16 000	8 940
				400 000	363 196
Chapter III. Demonstration projects and training centres					
(i) Salaries, wages and other staff costs.....				20 000	
(ii) Travel.....				4 000	
(iii) Other costs.....				1 000	
(iv) Miscellaneous equipment.....				50 000	
				75 000	
Chapter IV. Technical publications and films					
(i) Technical literature.....				20 600	
(ii) Photographic and motion picture equipment..				25 000	
				45 600	
Chapter V. Regional seminars					
(i) Salaries, wages and other staff costs.....				23 000	21 120
(ii) Travel.....				11 000	10 593
(iii) Other costs.....				4 500	3 123
(iv) Hospitality.....					269
				38 500	35 105

Excludes \$23 700 in respect of Technical Assistance Administration.
Excludes \$11 681 in respect of Technical Assistance Administration.

Budget Estimates 1953 — Detailed Schedule

	<i>Estimates, 1953</i>			<i>1952 approved estimate</i> \$	<i>1951 expenditures</i> \$
	<i>Article</i> \$	<i>Chapter</i> \$	<i>Section</i> \$		
Chapter VI. Evaluation of resolution 58 (1)					
(i) Salaries, wages and other staff costs.....				7 000	
(ii) Travel.....				2 400	
				<hr/>	
				9 400	
Equipment.....					118 055
Community centres and development.....					8 563
				<hr/>	<hr/>
TOTAL, section 27			\$ 768 500	\$ 768 500	\$ 685 499
			<hr/>	<hr/>	<hr/>

Section 28. Economic Development

Chapter I. Experts					
(i) Salaries, wages and other staff costs.....				215 000	140 610
(ii) Travel on official business.....				40 000	7
(iii) Other costs.....				11 000	65
				<hr/>	<hr/>
				266 000	140 682
Chapter II. Fellowships and scholarships					
(i) Stipends.....				117 000	122 277
(ii) Travel on official business.....				43 300	86 056
(iii) Other costs.....				7 000	5 631
				<hr/>	<hr/>
				167 300	213 964
Chapter III. Training centres and demonstration projects					
(i) Salaries, wages and other staff costs.....				10 000	37 202
(ii) Travel on official business.....				2 000	
(iii) Other costs.....				1 000	7 157
				<hr/>	<hr/>
				13 000	44 359
Chapter IV. Guides for development of basic statistics					
(i) Salaries, wages and other staff costs.....				30 600	10 669
(ii) Travel on official business.....				2 500	80
				<hr/>	<hr/>
				33 100	10 749
Comprehensive missions.....					68 971
				<hr/>	<hr/>
TOTAL, section 28			\$ 479 400	\$ 479 400	\$ 478 725
			<hr/>	<hr/>	<hr/>

Section 29. Public Administration

Chapter I. Seminars on problems of public administration					
(i) Subsistence allowances.....				15 000	19 137
(ii) Travel.....				10 000	
(iii) Other costs.....				500	160
(iv) Salaries and wages and other costs.....					9 300
				<hr/>	<hr/>
				25 500	28 597
Chapter II. Fellowships and scholarships					
(i) Stipends.....				75 000	73 257
(ii) Travel.....				30 000	28 531
(iii) Other costs.....				4 500	2 881
				<hr/>	<hr/>
				109 500	104 669

Budget Estimates 1953 — Detailed Schedule

	Estimates, 1953			1952 approved estimate \$	1951 expenditures \$
	Article \$	Chapter \$	Section \$		
Chapter III. Assistance to International Institute of Public Administration					
(i) Assistance to International Institute of Public Administration				10 000	10 000
TOTAL, section 29			\$ 145 000	\$ 145 000	\$ 143 266
TOTAL, PART IX			\$ 1 392 900	\$ 1 392 900	\$ 1 307 490
PART X. SPECIAL EXPENSES					
<i>Section 30. Transfer of the Assets of the League of Nations to the United Nations</i>					
			649 500	649 500	649 470
<i>Section 31. Amortization of Headquarters Construction Loan</i>					
			1 500 000	1 000 000	1 000 000
<i>Section 31a. Permanent Headquarters Construction Cost</i>					
				1 000 000	
TOTAL, PART X			\$ 2 149 500	\$ 2 649 500	\$ 1 649 470
B. INTERNATIONAL COURT OF JUSTICE					
PART XI. INTERNATIONAL COURT OF JUSTICE					
<i>Section 32. The International Court of Justice</i>					
Chapter I. Salaries and expenses of members of the Court					
(i) Salaries and allowances of the President, the Vice-President and the Judges	307 800			307 800	293 309
(ii) Contributions—Pension Fund	100			—	—
(iii) Pensions	13 750			1 750	1 133
(iv) Travel on official business	2 250			2 250	551
(v) Annual journeys and journeys on leave	18 000			15 000	8 219
(vi) Travel and removal expenses of members of the Court and dependants	1 000			1 000	757
(vii) Miscellaneous supplies and services	200			200	139
(viii) Judges <i>ad hoc</i> , assessors, witnesses and experts					3 848
			343 100	328 000	307 956
Chapter II. Salaries, wages and expenses of the Registry					
(i) Established posts	158 000			152 380	149 675
(ii) Temporary assistance	28 000			33 700	37 690
(iii) Overtime	900			900	669
(iv) Travel and removal of staff and dependants	600			1 000	609
(v) Installation payments	700			—	735
(vi) Contributions—Staff Pension Fund	21 550			20 730	19 351
(vii) Children's allowance, education grant and related travel	5 900			5 900	4 888
(viii) Contributions, medical and group life insurance	1 000			1 420	80
(ix) Compensatory payments	150			150	—
(x) Travel on home leave	1 000			3 500	726
(xi) Staff welfare	200			200	106
(xii) Travel on official business	9 500			11 500	4 865
			227 500	231 380	219 304

Budget Estimates 1953 — Detailed Schedule

	<i>Estimates, 1953</i>			<i>1952 approved estimate</i> \$	<i>1951 expenditures</i> \$
	<i>Article</i> \$	<i>Chapter</i> \$	<i>Section</i> \$		
Chapter III. Common services					
(i) Contribution to the Carnegie Foundation.....	18 000			18 000	12 632
(ii) Amortization of cost of installation of new premises.....	2 640			2 640	2 631
(iii) Supplementary amortization of cost of new premises.....	2 640			2 640	2 631
(iv) Cost of distribution of documents.....	1 420			1 200	1 428
(v) Telephone services.....	900			900	787
(vi) Cable, telegraph and wireless.....	1 800			1 800	1 625
(vii) Postal services.....	2 300			2 300	2 015
(viii) Stationery and office supplies.....	7 500			7 000	7 116
(ix) Contractual printing.....	25 000			36 000	31 931
(x) External audit costs.....	500			500	
(xi) Miscellaneous supplies and services.....	700			700	295
(xii) Miscellaneous expenses (Nurnberg archives) ..	100			100	
		63 500		73 780	63 091
Chapter IV. Permanent equipment					
(i) Furniture and installation of additional fittings..	3 500			3 500	3 620
(ii) Library.....	3 200			3 200	2 568
		6 700		6 700	6 188
TOTAL, section 32 (PART XI)			640 800	639 860	596 539
GRAND TOTAL			<u>\$17 765 200</u>	<u>\$48 096 780</u>	<u>\$48 628 383</u>

**COMPUTATION OF 1952 APPROVED SECTION TOTALS AS SHOWN ON
BUDGET ESTIMATES 1953 — DETAILED SCHEDULE**

1953 Budget Section	Approved 1952 estimate Res: 583 (vi) 1 592 (vi) 1	Transfers authorized			Plus or minus for comparison purposes	Section totals per detailed schedule
		5th committee 337th meeting	Res: 592 (vi) 2 (i)	Res: 592 (vi) 2 (ii)		
A. UNITED NATIONS						
	\$	\$	\$	\$	\$	\$
PART I. SESSIONS OF THE GENERAL ASSEMBLY						
1.	The General Assembly, Commissions and Committees	1 401 500		42 100	6 800	1 450 400
2.	The Security Council, Commissions and Committees					
3.	The Economic and Social Council, Commissions and Committees	130 300	9 500	9 970		149 770
3a.	Permanent Central Opium Board and Drug Supervisory Body	16 000				16 000
3b.	Regional Economic Commissions	50 300				50 300
4.	The Trusteeship Council, Commissions and Committees	50 000				50 000
	TOTALS, PART I	\$ 1 648 100	\$ 9 500	\$ 52 070	\$ 6 800	\$ 1 716 470
PART II. INVESTIGATIONS AND INQUIRIES						
5.	Investigations and Inquiries			2 350 300		2 350 300
5a.	United Nations Field Service			510 000	7 160	517 160
	TOTALS, PART II			2 860 300	7 160	2 867 460
PART III. HEADQUARTERS, NEW YORK						
6.	Executive Office of the Secretary-General	465 700			24 160	489 860
6a.	Library	440 000			33 450	473 450
7.	Department of Political and Security Council Affairs	743 800			47 240	791 040
8.	Military Staff Committee Secretariat	131 200			9 600	140 800
9.	Technical Assistance Administration	300 000				386 700
10.	Department of Economic Affairs	2 167 200			142 710	2 309 910
11.	Department of Social Affairs	1 605 000	(9 500)		108 910	1 704 410
12.	Department of Trusteeship and Information from Non-Self-Governing Territories	875 000			58 970	933 970
13.	Department of Public Information	2 587 400			144 910	2 732 310
14.	Legal Department	428 000			26 370	454 370
15.	Conference and General Services	7 275 000			536 940	9 304 630
16.	Administrative and Financial Services	2 800 000		100 000	167 700	1 575 090
17.	Common Staff Costs	4 130 000			15 000	4 145 000
18.	Common Services	3 572 900				3 563 300
18a.	Transfer to Permanent Headquarters					
19.	Permanent Equipment	517 100				517 100
19a.	Improvements to Premises	91 500				91 500
	TOTALS, PART III	\$28 129 800	(\$ 9 500)	\$ 100 000	\$1 316 040	\$ 29 613 440
PART IV. UNITED NATIONS OFFICE AT GENEVA						
20.	United Nations Office at Geneva	4 340 820		20 000		4 360 820
20a.	Office of the High Commissioner for Refugees	500 000		139 100		639 100
	TOTALS, PART IV	\$ 4 840 820		\$ 159 100		\$ 5 000 000
PART V. INFORMATION CENTRES						
21.	Information Centres	892 300				892 300
	TOTALS, PART V	\$ 892 300				\$ 892 300
PART VI. REGIONAL ECONOMIC COMMISSIONS						
22.	Economic Commission for Asia and the Far East	973 800				973 800
23.	Economic Commission for Latin America	734 700				734 700
	TOTALS, PART VI	\$ 1 708 500				\$ 1 708 500

	\$	\$	\$	\$	\$	\$
PART VII. HOSPITALITY						
24. Hospitality.....	\$ 20 000					\$ 20 000
TOTALS, PART VII	\$ 20 000					\$ 20 000
PART VIII. CONTRACTUAL PRINTING						
25. Official Records.....	825 000		23 500			823 530
26. Publications.....	850 000		(24 970)		(23 700) ^a	826 300
TOTALS, PART VIII	\$ 1 675 000		(\$ 1 470)		(\$ 23 700)	\$ 1 649 830
PART IX. TECHNICAL PROGRAMMES						
27. Social Activities.....	768 500					768 500
28. Economic Development.....	479 400					479 400
29. Public Administration.....	145 000					145 000
TOTALS, PART IX	\$ 1 392 900					\$ 1 392 900
PART X. SPECIAL EXPENSES						
30. Transfer of the Assets of the League of Nations to the United Nations.....	649 500					649 500
31. Amortization of the Headquarters Construction Loan	1 000 000					1 000 000
31a. Permanent Headquarters Construction Cost.....			1 000 000			1 000 000
TOTALS, PART X	\$ 1 649 500		1 000 000			2 649 500
B. INTERNATIONAL COURT OF JUSTICE						
PART XI. INTERNATIONAL COURT OF JUSTICE						
32. The International Court of Justice.....	\$ 639 860					639 860
TOTALS, PART XI	\$ 639 860					\$ 639 860
C. SUPPLEMENTARY PROVISIONS						
PART XII. SUPPLEMENTARY PROVISIONS						
33. Investigations, Inquiries and other Activities.....	5 500 000		(5 500 000)			—
34. Cost of Living Adjustment at Headquarters.....			1 330 000		(1 330 000)	—
TOTALS, PART XII	\$ 5 500 000		(\$4 170 000)		(\$1 330 000)	—
GRAND TOTAL	\$48 096 780					\$48 096 780

^a Transfers of the provisions for Technical Assistance Administration from Sections 18, 20, and 26 to Section 9.

^b Transfers of the provisions for the Buildings Management Service from Section 16 to Section 15.

**INFORMATION ANNEX TO
UNITED NATIONS BUDGET ESTIMATES
FOR THE FINANCIAL YEAR 1953**

A. United Nations

PART I

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

\$936 900

(1952: \$1 716 470 1951: \$2 496 591)

Section 1. The General Assembly, Commissions and Committees

\$674 000

(1952: \$1 450 400¹ 1951: \$1 907 733²)

CHAPTER I

The General Assembly session \$504 500
1952: 468 700
1950: 776 171³

The estimates for the eighth regular session of the General Assembly are based on the participation of representatives from sixty Member States in a session of ten weeks' duration, at Headquarters.

The figures shown under this chapter for 1952 relate only to that part of the 1952 appropriation for chapter I which covers the requirements for the seventh session of the General Assembly to be held in the autumn of 1952 at Headquarters. The 1952 appropriation included, in addition to the above amount of \$468 700, a provision of \$776 500 to cover the 1952 expenditures of the sixth session of the General Assembly in Paris.

The 1951 expenditures for this chapter (\$1 702 731) are not shown as they relate to the 1951 expenditures for the sixth session held in Paris (\$1 573 440) and for the extended fifth session held at Flushing Meadow between January and June (\$129 291) and cannot therefore serve as a basis for comparison. Figures for 1950 expenditures are given instead, covering the costs of the fifth regular session of the General Assembly, also held at Flushing Meadow.

(i) *Travel of representatives* \$186 000
1952: 186 000
1950: 186 000

Provision is made for travel of five representatives from each of the sixty Member nations to and from the regular session of the General Assembly. The 1953 estimate is based on an average expenditure of \$620 per representative.

(ii) *Travel of subsistence of staff* \$ 15 069
1952: 15 000
1950: 11 663

The estimate is to meet the recruitment cost of eight Spanish verbatim reporters, four French verbatim reporters and eleven non-locally recruited temporary staff.

(iii) *Temporary assistance* \$218 000
1952: 187 970
1950: 283 873

¹ Includes an amount of \$25 000 for the *Ad Hoc* Commission on the Question of Prisoners of War, and an amount of \$17 100 for the International Commission to Investigate Possibility of Free Elections Throughout Germany.

² Includes amounts of \$2 857 for the Conference on the Status of Refugees, \$5 327 for the Committee on International Criminal Jurisdiction, \$6 093 for the *Ad Hoc* Commission on the Question of Prisoners of War, \$9 475 for the Special Committee on Information transmitted under Article 73 e of the Charter, and \$530 for the Committee on Freedom of Information.

³ Includes a total of \$177 515 for items related to the operation of the Flushing building, namely, local transportation, telephone services, utilities, miscellaneous supplies and services, maintenance of premises, and losses on cafeteria operations.

The number and cost of temporary staff required to cope with the additional facilities required for the General Assembly session are estimated as follows:

	Number	Cost
Executive Office of the Secretary-General	3	2 250
Department of Political and Security Council Affairs	2	1 330
Department of Public Information	35	29 870
Administrative and Financial Services	6	4 000
Conference and General Services		
Conference Section	4	3 440
Bureau of General Services		
Communications and Records	20	10 000
Purchase and Transportation	6	3 800
Buildings Management Service	45	26 690
Bureau of Documents		
Language Services	20	41 700
Stenographic Service	43	38 500
Documents Control	5	4 790
Publishing Division	57	51 630
TOTAL	246	218 000

Though the number of staff is reduced from 272 to 246 and the average duration of service is limited to eleven weeks, as against twelve weeks in 1952, a larger estimate than in 1952 is requested due to the increase in local salary rates which took place after the preparation of the 1952 estimates.

(iv) *Overtime and night differential* \$ 55 000
1952: 50 600
1950: 84 820

The estimate includes an amount of \$47 500 for overtime and \$7 500 for night differential and special night shifts required to deal with the General Assembly work-load. While showing a reduction as compared with 1950 expenditure related to the session held at Flushing, the estimate is higher than the 1952 appropriation as a result of the increase in local salary rates.

(v) *Maintenance of other equipment* \$ 22 500
1952: 21 630
1950: 21 000

The estimate covers the cost of technicians needed for the operation of simultaneous interpretation, sound and recording equipment. It provides for seven technicians for eleven weeks and eight technicians for twelve weeks at the rate of \$130 (gross) per man per week.

(vi) *Radio services* \$ 8 000
1952: 7 500
1950: 11 500

The estimate covers rental of transmission facilities for Saturday broadcasts for the duration of the General Assembly.

CHAPTER II

The Advisory Committee on Administrative and Budgetary Questions \$ 50 000
 1952: 46 000
 1951: 56 494

Number of sessions : three
 Location : Headquarters
 Duration : twenty-three weeks
 Number of members: nine

(i) *Travel and subsistence of members* \$ 50 000
 1952: 46 000
 1951: 52 974

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

As experts, the members receive subsistence allowance at the rate of \$25 per day. Provision is made for a period of 160 days for three sessions, including travel time.

(ii) *Travel and subsistence of staff* \$ —
 1952: —
 1951: 3 520

No provision is required under this heading as the Committee will meet at Headquarters.

CHAPTER III

The Committee on Contributions \$ 10 000
 1952: 12 000
 1951: 4 545

Number of sessions : one
 Location : Headquarters
 Duration : four weeks
 Number of members: ten

(i) *Travel and subsistence of members* \$ 10 000
 1952: 12 000
 1951: 4 545

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

As experts, the members receive subsistence allowance at the rate of \$25 per day. Provision is made for a period of thirty-five days, including travel time.

* Includes expenditures for consultants (\$450) and travel and subsistence of staff (\$14 926).

CHAPTER IV

The International Law Commission \$ 63 500
 1952: 59 100
 1951: 70 632*

Number of sessions : one
 Location : Headquarters
 Duration : twelve weeks
 Number of members: fifteen

(i) *Travel and subsistence of members* \$ 63 500
 1952: 59 100
 1951: 55 250

The Commission is composed of expert members elected by the General Assembly. As experts, the members receive subsistence allowance at the rate of \$35 per day as provided in General Assembly resolution 485 (V) and travel at an average of \$600 per member.

Provision is made for a period of eighty-four days including travel time.

An amount of \$9 000 to cover honoraria for the Chairman and five rapporteurs is included.

In compliance with the recommendation made by the Advisory Committee in 1949, provision is made under this heading for the cost of travel and subsistence for the Chairman of the International Law Commission, who will attend the General Assembly as a representative of the Commission (\$1 400).

CHAPTER V

The Board of Auditors \$ 36 000
 1952: 36 000
 1951: 35 010

The estimate, based on past experience, will cover costs in 1953 of the Board of Auditors appointed under General Assembly resolutions 74 (I) and 150 (II); it also provides for participation of the members of the Board in the Panel of Auditors for the United Nations and the specialized agencies.

CHAPTER VI

The Administrative Tribunal \$ 10 000
 1952: 10 000
 1951: 14 039

It is recommended that an amount equal to that approved in 1952 be budgeted for 1953.

Section 2. The Security Council, Commissions and Committees

\$ —

(1952: \$ — 1951: \$ —)

This section is maintained in the budget document, bearing in mind the possibility of the Security Council holding a session away from Headquarters. Should this be the case, supplementary estimates will be presented to the General Assem-

bly at the appropriate time for expenses other than contractual printing.

Estimates for printing the official records of the Council are submitted under section 25 of the budget estimates.

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

\$89 000

(1952: \$149 770 1951: \$469 882)

1. In this section, provision is made only for the sessions of the Economic and Social Council, Commissions and Committees authorized prior to 1 April 1952.

2. The estimates for two sessions of the Council in 1953 and one session of the functional Commissions noted, are based upon meetings at Headquarters. Meetings of two expert bodies are scheduled for Geneva. In the light of particular decisions adopted by the Council during its review of the 1953 calendar of conferences, supplementary estimates, if required, will be presented by the Secretary-General to the seventh session of the General Assembly.

3. The average cost of return travel of representatives from their capital cities to Headquarters is approximately \$815. Since past experience indicates that Member States frequently select representatives who do not actually travel from their capital cities, an average travel cost of \$600 is considered appropriate for the estimates for functional commissions, although the actual representation at each Commission may necessitate subsequent adjustment between chapters.

4. General Assembly resolution 231 (III) authorizes payment of subsistence to members of expert bodies only. In appropriate cases provision is accordingly made at the rate of \$25 per day at Headquarters and \$20 at Geneva.

5. Provision for printing the reports of the Council, its Commissions and Committees has been included in the estimates for section 25.

6. The 1952 appropriations do not fully compare with the 1953 estimates in view of the fact that most of the Commissions, Sub-commissions and Committees which met in 1952 will not meet in 1953 while some of the bodies which are not to meet in 1952 will meet in 1953. Also, provision has been made for the *Ad Hoc* Committee on Forced Labour for only six months in 1953 as against provision for a full year's operation contained in the 1952 appropriations. The 1951 expenditure figure includes the cost of the two sessions of the Council held away from Headquarters (one in Santiago and the other in Geneva) and is therefore not comparable with either 1952 or 1953 figures.

CHAPTER I

The Economic and Social Council	\$ —
	1952: —
	1951: 304 417

It is assumed that the 1953 sessions of the Council will be held at Headquarters.

CHAPTER II

Commission on Human Rights	\$ 11 700
	1952: 11 700
	1951: 23 312 ¹

Duration: five weeks.

Number of members: eighteen.

(i) <i>Travel and subsistence of members</i>	\$ 10 800
	1952: 10 800
	1951: 10 210

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 900
	1952: 900
	1951: —

In accordance with Economic and Social Council resolu-

¹ Includes \$13 102 for travel and subsistence of staff, as the session was held at Geneva.

tion 46 (IV), provision is made for travel of a representative of the Commission on the Status of Women, and subsistence at \$25 a day.

CHAPTER III

Commission on Narcotic Drugs	\$ 11 600
	1952: 11 600
	1951: 9 453

Duration: four weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9 000
	1952: 9 000
	1951: 9 453

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 2 600
	1952: 2 600
	1951: —

In accordance with Economic and Social Council resolutions 9 (I) and 201 (VIII), provision is made for travel of one representative of the Permanent Central Opium Board, and one representative of the Narcotic Drugs Supervisory Body with subsistence at \$25 a day.

CHAPTER IV

Population Commission	\$ 8 500
	1952: —
	1951: 7 739

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel and subsistence of members</i>	\$ 7 200
	1952: —
	1951: 7 419

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 1 300
	1952: —
	1951: 320

In accordance with Economic and Social Council resolution 3 (III), provision is made for travel of a representative of the Statistical Commission and a representative of the Social Commission, with subsistence at \$25 a day.

CHAPTER V

Fiscal Commission	\$ 9 000
	1952: —
	1951: 10 262

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9 000
	1952: —
	1951: 9 727

Provision covers travel only.

CHAPTER VI

Transport and Communications Commission ...	\$ 9 000
	1952: —
	1951: 10 016

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9 000
	1952: —
	1951: 10 016

Provision covers travel only.

CHAPTER VII

Interim Co-ordinating Committee for International Commodity Arrangements	\$ 3 100
1952:	3 800
1951:	—

Location: Geneva.

Duration: two weeks.

Number of members: three.

(i) <i>Travel and subsistence of members</i>	\$ 2 000
1952:	2 700
1951:	—

Provision is made for travel and subsistence at \$20 a day.

(ii) <i>Travel and subsistence of staff</i>	\$ 1 100
1952:	1 100
1951:	—

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

CHAPTER VIII

<i>Ad Hoc Advisory Committee of Experts on Prevention of Crime and Treatment of Offenders</i>	\$ 6 100
1952:	—
1951:	—

Duration: one week.

Number of members: seven.

General Assembly resolution 415 (V) approved the establishing of a small international *Ad Hoc* Advisory Committee of Experts to advise the Secretary-General and the Social Commission in the formulation of programmes for study on an international basis, and of policies for international action in the field of the prevention of crime and the treatment of offenders. It is proposed to hold the first meeting of the Committee in 1953; thereafter it will meet annually at Headquarters. The Committee will consist of not more than seven members.

(i) <i>Travel and subsistence of members</i>	\$ 6 100
1952:	—
1951:	—

Provision is made for the travel and subsistence of seven experts.

CHAPTER IX

<i>Ad Hoc Committee on Forced Labour</i>	\$ 30 000
1952:	64 200
1951:	6 048

Location: Geneva.

Duration: six weeks.

Number of members: three.

The *Ad Hoc* Committee on Forced Labour was established in accordance with Economic and Social Council resolution 350 (XII) as a joint committee of the United Nations and the International Labour Office.

The two organizations have agreed to share equally the total expenditures actually incurred by both organizations in the course of a year, the Secretary-General and the Director-General of ILO providing in the first instance for appropriate professional and clerical assistance to the Committee from the funds of their respective organizations.

The Committee's work programme for 1953 is dependent on decisions reached at its second and third sessions in 1952.

Accordingly, the estimates for the fourth session, noted below, are confined to expenditures in 1953 which it can be reasonably certain will be incurred in that year and for which the United Nations will be responsible for initial payment. Changes in the programme necessitating a revision of these estimates, e.g., for on-the-spot inquiries or employment of consultants, will be notified to the General Assembly at its seventh session, together with an indication of the anticipated total requirements for 1952 and of the revenue which will accrue to the United Nations as a result of the agreement with ILO. Actual expenditure in 1952 is expected to be considerably below the sum authorized.

At its sixth session the General Assembly, by resolution 583 (VI), appropriated a sum of \$73 165, \$64 200 in section 3, the balance in other sections, and provided by resolution 584 B (VI) for possible withdrawal from the Working Capital Fund of additional funds not exceeding \$72 000 to finance aspects of the programme following specific decisions of the Committee during its second and third sessions.

In a similar manner the 1953 estimates, limited to a provisional total of \$30 000 for expenditures which can be readily foreseen, may need to be supplemented to provide for completion of a total programme in accordance with the Committee's proposals.

(i) <i>Travel and subsistence of members</i>	\$ 5 800
1952:	20 000
1951:	4 118

Provision is made for: travel of three members and subsistence at a rate of \$20 a day for each member for a six weeks' period.

(ii) <i>Travel and subsistence of staff</i>	\$ 5 800
1952:	9 700
1951:	1 930

(a) Travel of the Committee Secretary and of two professional officers from New York to Geneva to service the meeting (\$4 200);

(b) Travel of a Technical Adviser and subsistence for a period of two months for purposes of consultation (\$1 600).

(iii) <i>Temporary assistance</i>	\$ 18 400
1952:	9 500
1951:	—

(a) To provide for temporary posts of one Second Officer and three intermediate Secretaries needed for the Committee's secretariat \$7 400

(b) To provide for one temporary post of Associate Officer (2 months) to assist the Chairman of the Committee. \$1 000

(c) To provide for temporary assistance requirements in connexion with translation of original documents and the Committee's report, together estimated at 2 000 pages. \$10 000

Common staff costs in connexion with the above temporary posts, estimated at \$1 000, will be provided from section 17 of the estimates.

(iv) <i>Consultants</i>	\$ —
1952:	25 000
1951:	—

Should consultant services be needed in 1953, a supplementary estimate will be submitted.

Further expenditures estimated at \$1 000 for miscellaneous supplies and services and \$4 600 for printing the Committee's report are covered in the estimates for sections 18 and 25 respectively.

mission (Highway and Railway Sub-Committees to meet in India; Waterway Sub-Committee in Burma; Electric Power and Iron and Steel Sub-Committees in Saigon). The travel of staff for servicing the meetings of the Sub-Committees will, as far as possible, be planned in conjunction with travel on official business to the areas concerned so that the total expenses are kept to minimum level. The estimate is thus limited to \$3 000.

(ii) *Communications* \$ 1 300
 1952: —
 1951: —

Provision is made for costs of cables and postage.

(iii) *Miscellaneous supplies and services* \$ 1 300
 1952: —
 1951: —

This provision is intended to cover costs of stationery, local transportation, and other incidental expenses.

CHAPTER IV

Economic Commission for Latin America \$ 59 700
 1952: 22 300
 1951: 37 456

Number of sessions: one.

Duration: two to three weeks.

Location: Rio de Janeiro.

Number of members: twenty-four.

(i) *Travel and subsistence of staff* \$ 50 000
 1952: 20 000
 1951: 23 909

Provision is made for travel and subsistence for fifty staff members comprising eleven Substantive and two Information Officers, twelve Interpreters, fourteen Translator-Précis Writers, three Telecommunications Operators, five Documents Officers and three Administrative Officers. Thirteen staff members will be from Santiago, two from Mexico, two from Washington and thirty-three from Headquarters.

(ii) *Rental of telecommunications equipment* ... \$ 2 700
 1952: 1 500
 1951: 1 846

Covers provision for simultaneous interpretation services, particularly rental and maintenance of head sets, transmitters or similar equipment and installation of interpreters' booths.

(iii) *Freight, cartage and express* \$ 5 000
 1952: 500
 1951: 5 640

Covers the cost of shipment of necessary documents, supplies, materials and equipment.

(iv) *Communication services* \$ 1 000
 1952: 300
 1951: 1 341

(v) *Miscellaneous costs* \$ 1 000
 1952: —
 1951: 220

(vi) *Temporary assistance* \$ —
 1952: —
 1951: 1 400

(vii) *Stationery and office supplies* \$ —
 1952: —
 1951: 3 100

Section 4. The Trusteeship Council, Commissions and Committees

\$50 000

(1952: \$50 000 1951: \$44 388)

CHAPTER I

The Trusteeship Council	\$	—
		1952: —
		1951: 2 876

On the assumption that both sessions of the Trusteeship Council in 1953 will be held at Headquarters, no provision is requested under this heading. Estimates for printing the official records of the Council are submitted under section 25 of the budget estimates.

CHAPTER II

1953 Visiting Mission	\$	50 000
		1952: 50 000
		1951: 41 512

The visiting missions of the Trusteeship Council are intended to perform the functions foreseen in Article 87 c of

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

The Council, however, has not yet decided on the detailed arrangements for the 1953 visiting mission. Pending this decision, a token amount of \$50 000 is included for this purpose. Supplemental estimates, if necessary, will be submitted after the Trusteeship Council takes action in the matter.

PART II

INVESTIGATIONS AND INQUIRIES

\$2 565 200

(1952: \$2 867 460 1951: \$4 172 495)

Section 5. Investigations and Inquiries

\$2 000 000

(1952: \$2 350 300 1951: \$3 636 112)

Provision was made under this section in 1952 to cover the requirements, throughout the year, of the United Nations Military Observer Group in India and Pakistan, the United Nations Conciliation Commission for Palestine and the United Nations Truce Supervision Organization in Palestine, the United Nations Tribunals in Libya and Eritrea, and the United Nations Advisory Council for the Trust Territory of Somaliland under Italian Administration. Funds were also provided for the continuation of the Office of the United Nations Commissioner in Eritrea throughout September 1952, of the United Nations Commission for the Unification and Rehabilitation of Korea through the first months of 1952, and for the liquidation of the Special Committee on the Balkans and of the Office of the United Nations Commissioner in Libya. In addition, provision was also made to meet the costs of manufacturing Korean Service Medals and to defray the expenses incurred by international Red Cross organiza-

tions in connexion with the activities for the repatriation of Greek children.

Since the United Nations Special Commission on the Balkans and the Office of the United Nations Commissioner in Libya have been liquidated, and the United Nations Commissioner in Eritrea is expected to conclude his work during 1952, no expenditures for these organs are anticipated for 1953. The extension of the work of the other organs and the scope of their activities in 1953 depend on actions to be taken by the Security Council and the General Assembly. Detailed estimates concerning their requirements in 1953 will therefore be presented in the course of the seventh session of the General Assembly in the light of decisions made.

To assist in the over-all appraisal of the 1953 budget, the requirements under this section are estimated tentatively at \$2 000 000.

Section 5a. United Nations Field Service

\$565 200

(1952: \$517 160 1951: \$536 383)

The primary functions of the United Nations Field Service, operating both at Headquarters and in the field offices, are to provide for and supervise efficient administration of the overseas political or other special missions of United Nations.

In accordance with the recommendation of the Advisory Committee on Administrative and Budgetary Questions in its thirty-second report of 1951 (A/1649),¹ and following the presentation adopted in the 1952 budget, estimates covering the whole of the United Nations Field Service, including the staff functioning at Headquarters, are consolidated under this section of the budget. The duties and organization of the Field Service at Headquarters, are described in section 13 of the *Administrative Manual*, Volume I, Organization, responsibility for the activities of the Field Service remaining within the competence of the Department of Administrative and Financial Services.

Total number of posts has been reduced from 134 as approved for 1952 to 125. The Headquarters Staff (table 5a-1) has been reduced by one professional post at the senior level. The Field Service staff (table 5a-2) has been reduced by eight posts.

CHAPTER I

Salaries and wages.....	\$439 700
1952:	396 360
1951:	417 573
(i) <i>Established posts</i>	\$426 700
1952:	376 660
1951:	395 770

To keep within the 1952 appropriation based on an establishment of 134 posts, the Secretary-General delayed recruitment for some posts, and deferred recruitment entirely for others. A review of the 1953 requirements at this stage indicates that the 1952 establishment can be reduced by nine posts: one professional post at senior level in the Headquarters Staff (table 5a-1), and eight Field Service posts (table 5a-2).

These estimates accordingly provide for a total of 125 posts in the two units. They include \$6 760 for cost of living adjustment, \$120 for language allowance and \$480 for non-resident's allowance for the staff at Headquarters.

Salaries of the members of the Field Service have been adjusted effective 1 January 1952. The increase approved (5 per cent) is in line with prevailing remuneration for General Service staff of equivalent level in Geneva.

Table 5a-1. Headquarters Staff

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
1	1	Principal Officer	13 330
		<i>Professional</i>	
1	—	Senior Officer	—
2	2	First Officer	19 580
2	2	Second Officer	15 430
3	3	Associate Officer	22 050
		<i>General Service</i>	
2	2	Secretarial and Clerical (senior)	10 150
3	3	Secretarial and Clerical (intermediate)	14 620
14	13		95 160
Add: Cost-of-living adjustment.....			6 760
			101 920
Deduct: Adjustment for turnover of staff.....			4 090
TOTAL			\$ 97 830

Table 5a-2. Field Service

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
3	3	Principal Field Service Officer	14 650
10	10	Senior Field Service Officer	38 310
20	19	Intermediate Field Service Officer	58 660
67	60	Junior Field Service Officer	170 680
20	20	Guards	60 340
120	112		342 640
Deduct: Adjustment for turnover of staff.....			13 770
TOTAL			\$328 870

Table 5a-3. Recapitulation

Division or office	1952	1953	Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
			\$	\$	\$	\$
Headquarters Staff.....	14	13	95 160	6 760	4 090	97 830
Field Service.....	120	112	342 640	—	13 770	328 870
TOTAL	134	125	\$437 800	\$6 760	\$17 860	\$426 700

(ii) <i>Temporary assistance</i>	\$ 8 000
1952:	12 000
1951:	16 742

Provision is required to cover the recruitment of instructors on a temporary basis for technical training, and for

¹ See *Official Records of the General Assembly, Fifth Session, Annexes*, agenda item 39.

replacement of staff on annual, home and sick leave.

(iii) <i>Overtime and night differential</i>	\$ 5 000
1952:	7 700
1951:	5 061

The estimate provides for payment of overtime to Field Service personnel who have to keep irregular hours in connexion with communication and security duties.

CHAPTER II

Other departmental costs \$ 26 000
 1952: 31 500
 1951: 70 396

(i) *Travel on official business* \$ 5 000
 1952: 8 000
 1951: 16 781

The estimate covers travel expenses for liaison with overseas missions and for training of Field Service personnel.

(ii) *Operation and maintenance of transportation equipment* \$ —
 1952: 1 000
 1951: 86

(iii) *Miscellaneous supplies and services* \$ 18 000
 1952: 19 500
 1951: 36 261

The estimate covers procurement of uniforms, \$300 *per annum* for new staff members, and \$150 *per annum* for other staff. It also includes provision for miscellaneous items required by Field Service personnel in the course of duty.

(iv) *Miscellaneous equipment* \$ 3 000
 1952: 3 000
 1951: 17 268

Covers replacement and procurement of equipment for the communications network.

CHAPTER III

Common staff costs \$ 99 500
 1952: 89 300
 1951: 48 414

(i) *Travel and removal of staff and dependants* . . \$ 5 500
 1952: 10 000
 1951: 11 158

Provision is made to cover travel expenses of personnel on recruitment or repatriation at an average cost of \$550 per person.

(ii) *Installation payments* \$ 5 000
 1952: 10 500
 1951: 15 171

Whilst at Headquarters, Field Service personnel are paid subsistence allowance at the rate of \$5 per day for the first ninety days and at \$2.65 per day thereafter for the duration of the assignment. It is anticipated there will be an average of three to six Field Service personnel at Headquarters during the year.

(iii) *Children's allowances* \$ 13 000
 1952: 7 000
 1951: 10 397

On the basis of experience, provision is made for payment of the allowance to sixty-five dependent children at the rate of \$200 per annum.

(iv) *Contributions to Staff Pension Fund* \$ 46 000
 1952: 42 000
 1951: 11 688

The estimate covers United Nations contributions to the Joint Staff Pension Fund for those members of the Service who have qualified for participation in the Fund.

(v) *Travel on home leave* \$ 30 000
 1952: 19 800
 1951: —

Provision is made to cover actual travel expenses by the most economical routes of thirty Field Service personnel entitled to home leave in 1953.

PART III

HEADQUARTERS, NEW YORK

\$30 432 600

(1952: \$29 613 440 1951: \$29 722 134)

Section 6. Executive Office of the Secretary-General

\$467 100

(1952: \$489 860 1951: \$501 835)

The structure and functions of the Executive Office of the Secretary-General are explained in the *Administrative Manual*, Volume I, Organization.

CHAPTER I

Salaries and wages \$427 100
 1952: 449 860
 1951: 467 348

A reduction of four posts is proposed for 1953. A further decrease is proposed for temporary assistance, overtime and night differential. It is thus possible to provide for normal salary increments within a total appropriation lower than the sum provided in 1952.

(i) Established posts \$410 600
 1952: 426 600
 1951: 376 031

The estimate provides for forty-seven established posts (table 6-1), as against fifty-one approved for 1952, and includes \$22 620 for cost-of-living adjustment, \$740 for language allowance and \$1 920 for non-resident's allowance.

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

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
1	1	Secretary-General	
		Salary.....	33 000
		Allowance.....	20 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary.....	18 000
		Representation allowance.....	5 500
1	1	Principal Director	
		Salary.....	18 000
		Representation allowance.....	3 000
2	2	Principal Officer	31 070
		<i>Professional</i>	
7	6	Senior Officer	74 480
		Representation allowance for one Senior Officer.....	1 000
5	6	Second Officer	50 980
1	1	Second Officer (administrative)	8 930
4	2	Associate Officer	15 200
		<i>General Service</i>	
7	7	Professional Assistant (principal)	39 090
1	—	Professional Assistant (senior)	—
6	6	Secretarial and Clerical (senior)	27 900
15	14	Secretarial and Clerical (intermediate)	58 960
51	47		405 110
Add:		Cost-of-living adjustment.....	22 620
			427 730
Deduct:		Adjustment for turnover of staff.....	17 130
		TOTAL	\$410 600

The forty-six posts requested, apart from the Secretary-General's post, are distributed in the following units:

(a) The *Office of the Executive Assistant to the Secretary-General* comprises twelve posts: one Principal Director, one Principal Officer, two Senior Officers, one Associate Officer, three Professional Assistants (principal) and four Secretarial and Clerical posts; a reduction of two posts compared with 1952. One post of Second Officer has been transferred to the General Assembly Affairs and Administrative Section, while one Secretarial and Clerical post at the senior level has been abolished. One Associate Officer post has been down graded to Professional Assistant (principal).

(b) The *General Assembly Affairs and Administrative Section* comprises twelve posts: one Senior Officer, three Second Officers (one administrative) and eight Secretarial and Clerical posts; a reduction of two posts compared with 1952. A general re-distribution of functions throughout the Executive Office results in certain changes in the staffing of this section: the suppression of four posts, Senior Officer, Associate Officer, Professional Assistant (senior) and Secretarial and Clerical (intermediate), the establishment of a new Secretarial and Clerical post (senior) and the transfer into the section of a Second Officer post from the Office of the Executive Assistant.

(c) The *Protocol and Liaison Section* comprises eight posts: one Senior Officer, two Second Officers, three Professional Assistants (principal) and two Secretarial and Clerical posts; an increase of one post compared with 1952. One of the two posts of Second Officer is presently being carried against temporary assistance; since the functions of the post are of a permanent character, it is proposed to establish it in 1953.

A representation allowance of \$1 000 is proposed for the Chief of the Protocol and Liaison Section in order to meet the heavy hospitality expenses which arise in connexion with his duties.

(d) The *Office of the Director of Co-ordination for Specialized Agencies and Economic and Social Matters* and the *Specialized Agencies Section*.

The Office of the Director comprises seven posts as in 1952: one Principal Director, one Principal Officer, one Senior Officer, one Professional Assistant (principal) and three Secretarial and Clerical posts.

Under the Director of Co-ordination, the Specialized Agencies Section comprises seven posts: one Senior Officer, two Second Officers, one Associate Officer, and three Secretarial and Clerical posts, a reduction of one post of Professional Assistant (principal) compared with 1952.

(ii) Consultants \$ 1 000
 1952: 1 000
 1951: 9 796

This estimate, which provides for consultant services to the Secretary-General on special problems which arise from time to time, is based on a period of twenty days at \$50 per day.

(iii) <i>Temporary assistance</i>	\$ 12 000
1952:	18 500
1951:	79 431

The estimate provides for temporary assistance during periods of emergency workload and for replacement of Secretarial and Clerical staff on annual, home or sick leave.

(iv) <i>Overtime and night differential</i>	\$ 3 500
1952:	3 760
1951:	2 090

Provision is made for reimbursement of General Service staff members required to work overtime during periods of emergency and peak load.

CHAPTER II

Other departmental costs	\$ 40 000
1952:	40 000
1951:	34 487
(i) <i>Travel on official business</i>	\$ 25 000
1952:	25 000
1951:	22 163

The estimate provides for necessary official journeys of the Secretary-General, as well as of senior members of the Executive Office.

(ii) <i>Housing accommodation for the Secretary-General</i>	\$ 15 000
1952:	15 000
1951:	12 324

Provision is made for rental (\$10 000) and maintenance (\$5 000) of the Secretary-General's residence.

Contractual printing

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

Section 6a. Library

\$491 400

(1952: \$473 450 1951: \$437 827)

The organization and functions of the Library are explained in the *Administrative Manual*, Volume I, Organization.

In compliance with a recommendation of the Advisory Committee contained in its second report of 1951 to the General Assembly (A/1853, paragraph 92)¹, a review has been conducted, with the help of an outside expert, of the utilization of the staff in both the main Library and the departmental libraries.

A careful and systematic effort has been made in the course of this review to reassess the Library's operations and workloads in the light of over one year's experience in the present building. The results of this review fully justify continuance of the Library's present organizational structure and operational procedures.

CHAPTER I

Salaries and wages	\$474 400
	1952: 458 150
	1951: 423 602
(i) <i>Established posts</i>	\$440 100
	1952: 425 950
	1951: 381 159

The same number of posts as provided in 1952 is requested for 1953. The increase reflects normal salary increments. The provision includes \$32 500 for the cost-of-living adjustment, \$1 350 for language allowance and \$960 for non-resident's allowance.

Table 6a. Library

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$ 15 400
<i>Professional</i>			
2	2	Senior Officer	24 070
3	3	First Officer	28 880
5	5	Second Officer	39 300
1	1	Second Officer (administrative)	9 460
14	14	Associate Officer	89 820
11	10	Assistant Officer	52 270
<i>General Service</i>			
1	1	Administrative Assistant	5 250
3	3	Professional Assistant (senior)	13 380
6	7	Secretarial and Clerical (senior)	28 690
19	19	Secretarial and Clerical (intermediate)	75 250
14	14	Secretarial and Clerical (junior)	44 210
80	80		425 980
Add: Cost-of-living adjustment.....			32 500
			458 480
Deduct: Adjustment for turnover of staff.....			18 380
TOTAL			\$440 100

Office of the Director

The Office of the Director comprises five posts: one Director, one Second Officer (administrative), one Administrative Assistant (principal) and two Secretaries, one senior and one intermediate.

¹ See *Official Records of the General Assembly, Sixth Session, Supplement No. 7.*

Processing Section

The Office of the Chief of the Processing Section consists of a Senior Officer and a Secretary (intermediate). This section also includes the following three units:

Acquisition Unit: It is estimated that in 1953 the Unit will receive 9 500 book titles amounting to 13 300 volumes; 1 900 periodical and newspaper titles amounting to 65 000 issues (approximately 110 000 pieces); 2 550 document titles amounting to 102 500 pieces; 1 350 pamphlets; 10 newspaper titles on microfilm amounting to 155 reels. In addition, 44 200 issues of periodicals and 61 000 issues of documents will be routed to the Secretariat upon receipt.

Of the 9 400 book titles received in 1951, approximately 5 300 were purchased and 4 100 were gifts and exchanges. It is estimated that during 1953 about 5 000 will be purchased and between 4 000 and 4 500 will be received under the gift and exchange programme. Of the 1 719 periodical titles received for addition to the collections in 1951, 769 were purchased and 950 were received as gifts and exchanges. In 1951, 500 additional gift titles of periodicals were rejected, discarded or removed, either because they did not deal with subjects within the immediate fields of interest of the United Nations or because they had ceased publication. An equal number of document titles was removed from the records. This elimination is indicative of the efforts of the Library to keep its collections within desirable limits.

Comparative statistics indicate that since 1950 the percentage of periodicals acquired by purchase has declined from 50 to 45, while those received by gift and exchange has risen in proportion. It is anticipated that this trend will continue during 1953.

Documents of fifty-two Member Governments and seventy Trust Territories and Non-Self-Governing Territories are received almost entirely as gifts; documents of twenty non-member Governments are received, chiefly by gift or in exchange for United Nations documents.

Of the private organizations and institutions with which the Library has gift and exchange relations, two-thirds send their material as outright gifts and one-third receive United Nations documents in exchange. Among these last are forty-one libraries in nineteen countries which have been designated depositories for United Nations documents in the category of international study centres. Another 144 depository libraries also constitute occasional sources for material to be acquired in exchange.

The Unit also orders books, documents, periodicals, newspapers, microfilms and photostats for the use of Information Centres, Missions and Commissions, and for departments of the Secretariat which distribute such materials to countries in which special programmes of development are being undertaken. During the three years prior to 1951, an average of 430 such requisitions, representing 6 900 items, were processed annually. In 1951 the number of items amounted to 9 365 with a dollar value of \$29 900. The increase is due to the book distribution programme of the Technical Assistance Administration, and this trend is expected to continue during 1953. During 1951, the sum of money involved in such acquisitions exceeded purchases with Library funds of books and maps.

Fourteen posts are requested for this Unit: one First Officer, one Second Officer, one Associate Officer, one Assistant Officer, one Professional Assistant (senior) and nine Secretarial and

Clerical posts (one senior, four intermediate and four junior). This is one more than in 1952. One Associate Officer post has been transferred to this Unit from the Documents Index Unit.

Catalogue Unit: It is expected that the Unit will process in 1953 about 9 000 new books, documents, serials and other library materials for the main and the departmental libraries (compared with 7 563 titles in 1951 and an estimated 8 300 titles in 1952). This will involve (a) the preparation of about 50 000 catalogue cards as against 40 000 in 1951 and an estimated 45 000 in 1952; (b) the preparation of about 18 000 volumes for shelving (i.e., marking, insertion of book pockets, etc.); (c) the preparation of about 8 350 volumes for binding.

Current receipts and transfers from the departmental libraries and from special collections will necessitate the shelf-listing of about 22 000 volumes in 1953 as against 15 693 volumes in 1951 and an estimated 18 000 volumes in 1952. Shelf-listing of a greater number of serials is mainly responsible for the increase and represents an estimated total of 12 000 volumes in 1953 as compared with 7 361 volumes in 1951 and an estimated 9 000 volumes in 1952.

The Unit compiles and edits the monthly acquisition list, *New Publications in the United Nations Headquarters Library*.

Twelve posts are requested for this Unit: one First Officer, three Associate Officers, one Assistant Officer and seven Secretarial and Clerical posts (three senior, two intermediate and two junior). One additional Clerical post to meet the increasing workload of the shelf-listing of serials has been provided by the transfer from the Service to Readers Unit of one post downgraded from the Assistant Officer level to Senior Clerical level.

Documents Index Unit: This Unit handles about 95 000 individual documents of the United Nations and the specialized agencies each year, including multiple copies, of which about 10 000 are analysed, listed by series symbols, and indexed by subject and author. The card indexes thus maintained in the Library, together with a series of publications, provide bibliographical control over the vast documentation of the United Nations and the specialized agencies.

The 1953 publishing programme of the Unit calls for the preparation of the following publications:

1. Twelve issues of the monthly *United Nations Documents Index*;
2. The cumulative annual index to the *United Nations Documents Index*, Vol. 3, 1952;
3. One volume of the continuing *General Index* to the *United Nations Treaty Series*, in two separate versions, English and French;
4. Six issues of the *Disposition of Agenda Items* series;
5. Six issues of the *Index Notes* series (indexes of resolutions of main organs, etc.).

To compile and edit these publications, seven indexers are required: five to index documents of the *United Nations Documents Index* and to prepare the *Disposition Series* and the *Index Notes*; one to edit the *United Nations Documents Index* and its *Cumulative Index*; one to index the *Treaty Series*.

The Unit comprises sixteen posts, one less than in 1952: one Second Officer, three Associate Officers, four Assistant Officers, and eight Secretarial and Clerical posts (one senior, five intermediate and two junior). One Associate Officer post has been eliminated from the manning table of this Unit owing to the completion of the *Check List of United Nations Documents, 1946-1949*. One Clerical post (senior) has been

transferred to the Service to Readers Unit in exchange for one at the intermediate level.

Reference and Documentation Section

The Office of the Chief of the Reference and Documentation Section consists of one Senior Officer and one Secretary (intermediate).

The services of the Section have continued to be adjusted to the conditions in the present building. Collections and services, reorganized experimentally after the move to New York, have been co-ordinated with a view to achieving maximum efficiency in its two units.

Service to Readers Unit: Through the facilities of the main Library and by close co-ordination with the four departmental libraries, the Unit performs the following services:

1. Reference services consisting of:
 - (a) Serving the readers who visit the main Library and departmental libraries to borrow or consult materials or to obtain research assistance;
 - (b) Answering a daily average of 310 queries.
2. Loan services consisting of:
 - (a) Circulation of approximately 56 480 books, documents and periodicals annually. Two-thirds of these items must be recalled thus adding to the total clerical workload;
 - (b) Routing of some 117 000 documents and periodicals from departmental libraries to various individuals and offices;
 - (c) Negotiation of loans from other libraries of books, periodicals and documents not available at Headquarters. About 6 500 volumes are borrowed annually; this involves searching for bibliographical information on titles and writing of individual query forms to other libraries.
3. Bibliographical services consisting of:
 - (a) Compilation of monthly selected bibliographies on the United Nations and the specialized agencies;
 - (b) Compilation of a yearly average of over thirty-five special bibliographies and reading lists for the Secretariat, some of considerable extent, including those planned by the Unit for preparation under the contractual services programme;
 - (c) Indexing and annotating articles on the United Nations and the specialized agencies in many periodicals in various languages. An average of 150 cards is produced monthly for this index.

In order to provide for the above services, the Unit will continue to maintain and service:

- (a) The main book collection of approximately 135 000 volumes housed in the main Library;
- (b) A collection of about 10 000 volumes in the main reference room;
- (c) A collection of current periodicals and newspapers to which about 20 000 issues are added annually;
- (d) A collection of government documents and official gazettes, with some 30 000 new items annually;
- (e) A collection of newspapers and official gazettes on microfilm;
- (f) A pamphlet file to which some 1 350 items are added annually;
- (g) A substantial map collection receiving about 3 000 new maps annually;
- (h) A complete collection of documents and publications of the United Nations and the specialized agencies, in all languages, as well as selected material about them. Some 95 000 documents are filed annually and 2 000

Section 7. Department of Political and Security Council Affairs

\$769 200

(1952: \$791 040 1951: \$696 172)

The structure and functions of the Department are explained in the *Administrative Manual*, Volume I, Organization, the title having been changed to Department of *Political and Security Council Affairs* in order to describe more properly its functions.

By General Assembly resolution 502 (VI) the Atomic Energy Commission was dissolved and a Disarmament Commission was established under the Security Council. Further, as recommended by this resolution, the Security Council took action at its 571st meeting, on 30 January 1952, to dissolve the Commission for Conventional Armaments. Pursuant to these changes and in the light of the comments of the Advisory Committee on Administrative and Budgetary Questions in its second report of 1951, the Department has been reorganized. The principal features of this reorganization are: (a) the establishment of a Disarmament Affairs Group, headed by a Director, and including the two Sections previously servicing the Atomic Energy Commission and the Commission for Conventional Armaments; and (b) a reduction in the number of sections and in the staff of the Administrative and General Division.

The reorganization allows a reduction of three posts and reclassification downwards of four other posts in 1953. A further decrease is proposed for temporary assistance, overtime and night differential, and travel on official business. It is thus possible to absorb the normal salary increments within a reduced appropriation as compared to 1952.

CHAPTER I

Salaries and wages	\$763 200
1952:	784 040
1951:	691 340
(i) Established posts	\$749 200
1952:	766 190
1951:	678 155

This estimate provides for ninety posts, a reduction of three posts compared with 1952. It includes \$47 070 for cost-of-living adjustment, \$1 770 for language allowance and \$2 450 for non-resident's allowance.

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

Number of established posts		Category and post level	Gross salaries
1952	1953		
1	1	Assistant Secretary-General	\$
		Salary	23 000
		Allowance	7 000
		Director and Principal Officer	
1	1	Principal Director	
		Salary	18 000
		Representation allowance	3 500
		Professional	
1	1	First Officer	9 790
1	1	Assistant Officer	5 370
		General Service	
2	2	Secretarial and Clerical (senior)	9 780
6	6		76 440
Add:		Cost-of-living adjustment	3 360
			79 800
Deduct:		Adjustment for turnover of staff	3 190
		TOTAL	\$76 610

The Office of the Assistant Secretary-General (table 7-1) comprises six posts, as in 1952.

Table 7-2. General Political Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
		Director and Principal Officer	\$
1	1	Director	
		Salary	17 400
		Representation allowance	1 200
3	2	Principal Officer	31 680
		Professional	
5	6	Senior Officer	75 490
5	4	First Officer	41 730
5	7	Second Officer	57 930
5	4	Associate Officer	26 950
4	5	Assistant Officer	23 330
		General Service	
3	2	Secretarial and Clerical (senior)	10 350
8	9	Secretarial and Clerical (intermediate)	39 810
1	1	Secretarial and Clerical (junior)	3 170
40	41		329 040
Add:		Cost-of-living adjustment	21 870
			350 910
Deduct:		Adjustment for turnover of staff	14 070
		TOTAL	\$336 840

The requested number of posts for the *General Political Division* (table 7-2) is forty-one, one post more than in 1952, a post of First Officer being transferred to this Division from the Administrative and General Division. One senior Secretarial and Clerical post has been transferred from this Division to the Disarmament Affairs Group in exchange for an intermediate Secretarial and Clerical post. Four downward reclassifications are proposed: one Principal Officer to Senior Officer, two First Officer posts to Second Officer and one Associate Officer to Assistant Officer. The above-mentioned actions and certain transfers within the Division result in the following distribution of posts among the different units:

(1) The *Office of the Director* comprises three posts: one Director and two Secretarial and Clerical posts.

(2) The *General Political Problems and Procedures of Pacific Settlements Section* comprises eleven posts: one Principal Officer, two First Officers, two Second Officers, one Associate Officer, two Assistant Officers and three Secretarial and Clerical posts.

(3) The *European Affairs Section* comprises eight posts: three Senior Officers, one First Officer, two Assistant Officers and two Secretarial and Clerical posts.

(4) The *Middle East and African Affairs Section* comprises seven posts: one Senior Officer, three Second Officers, one Associate Officer and two Secretarial and Clerical posts.

(5) The *Asia and Pacific Affairs Section* comprises eight posts: one Principal Officer, one Senior Officer, one First Officer, one Second Officer, two Associate Officers, and two Secretarial and Clerical posts.

(6) The *Western Hemisphere Affairs and Regional Arrangements Section* comprises four posts: one Senior Officer, one Second Officer, one Assistant Officer and one Secretarial and Clerical post.

Table 7-3. Administrative and General Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	-	Director	\$
2	2	Principal Officer	30 340
<i>Professional</i>			
4	3	Senior Officer	36 490
2	1	First Officer	10 000
1	1	First Officer (administrative)	9 790
2	2	Second Officer	16 450
2	2	Associate Officer	12 500
5	5	Assistant Officer	24 460
<i>General Service</i>			
3	3	Administrative Assistant	17 300
2	2	Secretarial and Clerical (senior)	9 480
9	8	Secretarial and Clerical (intermediate)	34 870
33	29		201 680
Add: Cost-of-living adjustment			13 820
			215 500
Deduct: Adjustment for turnover of staff			8 620
TOTAL			\$206 880

A reorganization of the Administrative and General Division (table 7-3) has reduced the number of sections from four to three, as the Interim Committee Group as such has been abolished and reduced to a unit to be incorporated in one of the two substantive Sections. The names of two of the Sections have been changed, and in the Substantive Servicing of Political Committees Section, two units have been included, the Interim Committee Unit and the Peace Observation Commission and Balkan Sub-Commission Unit.

Twenty-nine posts are required for this Division, a reduction of four posts compared with 1952. The post of Director has been transferred to the new Disarmament Affairs Group; a First Officer post has been transferred to the General Political Division, and two posts have been abolished, a Senior Officer post and an intermediate Secretarial and Clerical post. The above-mentioned actions (including a transfer of post within the Division) result in the following distribution of posts among the different units.

The Division now consists of the following three Sections:

(1) The *Substantive Servicing of the Security Council Section* (formerly Services to the Security Council Section) comprises twelve posts: one Principal Officer, one Senior Officer, one First Officer, one Second Officer, one Associate Officer, three Assistant Officers, one Administrative Assistant and three Secretarial and Clerical posts.

(2) The *Substantive Servicing of Political Committee Section* (formerly Services to Committees Section) comprises

eleven posts: one Principal Officer, two Senior Officers, one Second Officer, one Associate Officer, two Assistant Officers and four Secretarial and Clerical posts.

(3) The *Administrative Section* comprises six posts: one First Officer (administrative), two Administrative Assistants and three Secretarial and Clerical posts.

Table 7-4. Disarmament Affairs Group

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
-	1	Director	\$ 16 130
1	1	Principal Officer	16 400
<i>Professional</i>			
1	1	Senior Officer	13 370
2	2	First Officer	22 910
4	4	Second Officer	33 390
<i>General Service</i>			
2	3	Secretarial and Clerical (senior)	15 420
3	2	Secretarial and Clerical (intermediate)	8 600
1	-	Secretarial and Clerical (junior)	-
14	14		126 220
Add: Cost-of-living adjustment			8 020
			134 240
Deduct: Adjustment for turnover of staff			5 370
TOTAL			\$128 870

This newly established group (table 7-4) shows fourteen posts, the same number authorized in 1952 for the two Sections previously servicing the Atomic Energy Commission and the Commission for Conventional Armaments.

The Director's post has been transferred from the Administrative and General Division. A junior Secretarial post has been abolished. A senior Secretarial post has been transferred to this Group from the General Political Division in exchange for an intermediate Secretarial post.

The Group consists of the following three units:

(1) The *Office of the Director* comprises two posts: Director and one senior Secretarial post;

(2) The *Atomic Energy Section* (formerly the Atomic Energy Commission Group) comprises six posts: one Principal Officer, three Second Officers and two Secretarial and Clerical posts.

(3) The *Conventional Armaments and Enforcement Measures Section* (formerly the Armaments and Enforcement Measures Section) comprises six posts: one Senior Officer, two First Officers, one Second Officer and two Secretarial and Clerical posts.

Table 7-5. Recapitulation

Division or unit	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
Office of the Assistant Secretary-General	6	6	76 440	3 360	3 190	76 610
General Political Division	40	41	329 040	21 870	14 070	336 840
Administrative and General Division	33	29	201 680	13 820	8 620	206 880
Disarmament Affairs Group	14	14	126 220	8 020	5 370	128 870
TOTAL	93	90	\$733 380	\$47 070	\$31 250	\$749 200

(ii) <i>Consultants</i>	\$ 3 000
1952:	3 000
1951:	1 200

Consultants' services are required when scientific matters are under consideration, particularly in connexion with the Disarmament Commission. Specifically, the Department is planning to continue issuance of supplements to the already published bibliographies on the scientific aspects and on the political, economic and social aspects of atomic energy.

(iii) <i>Temporary assistance</i>	\$ 6 500
1952:	8 400
1951:	9 821

Provision is made for the temporary replacement of staff members on leave and for periods of peak-load. This estimate shows a reduction of \$1 900 from the 1952 appropriation.

(iv) <i>Overtime and night differential</i>	\$ 4 500
1952:	6 450
1951:	2 164

Staff members in the Secretarial and Clerical groups are frequently called upon to work overtime to provide records and minutes of meetings immediately. This estimate shows a reduction of \$1 950 from the 1952 appropriation.

CHAPTER II

Other departmental costs	\$ 6 000
1952:	7 000
1951:	4 832

(i) <i>Travel on official business</i>	\$ 6 000
1952:	7 000
1951:	4 832

This estimate showing a reduction of \$1 000 from the 1952 appropriation is based on past experience.

Contractual printing

Details of the publications programme of the Department of Political and Security Council Affairs are submitted under section 26 of the budget estimates.

Section 8. Military Staff Committee Secretariat

\$137 400

(1952: \$140 800 1951: \$107 227)

The secretariat of the Military Staff Committee, organized as an independent unit because of the nature of the Military Staff Committee, serves the Committee in all of the functions delegated to it by the Security Council under the provisions of Article 47 of the Charter of the United Nations. The structure and functions of the secretariat are detailed in the *Administrative Manual*, Volume I, Organization.

CHAPTER I

Salaries and wages	\$137 300
1952:	140 700
1951:	107 226
(i) <i>Established posts</i>	\$136 700
1952:	139 800
1951:	106 689

The estimate provides for the cost of twenty posts (table 8-1), one less than the number approved for 1952, and includes \$9 770 for cost-of-living adjustment, \$540 for language allowance and \$1 440 for non-resident's allowance.

Table 8-1. Military Staff Committee Secretariat

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
		\$	
1	1	First Officer	12 400
8	8	Second Officer	68 030
1	1	Second Officer (administrative)	7 330
<i>General Service</i>			
1	—	Administrative Assistant	—
1	1	Professional Assistant (principal)	5 830
1	1	Professional Assistant (senior)	4 170
1	1	Machine Operator (senior)	4 990
1	1	Machine Operator (intermediate)	4 490
6	6	Secretarial and Clerical (intermediate)	25 400
21	20		132 640
Add: Cost-of-living adjustment			9 770
			142 410
Deduct: Adjustment for turnover of staff			5 710
TOTAL			\$136 700

The twenty posts are distributed by the three units of the secretariat as follows:

(a) *Administrative Unit*, consisting of one Second Officer (administrative), the post of Administrative Assistant having been suppressed for 1953.

(b) *Documents Unit*, comprising two Professional Assistants, two Machine Operators and six Secretarial and Clerical posts.

(c) *Languages Unit*, comprising one First Officer and eight Second Officer posts.

In 1951, the secretariat of the Military Staff Committee serviced eighty-two meetings of the Committee and issued a total of 668 documents totalling 5 169 pages before reproduction and 865 891 impressions after reproduction, and performed 4 823 pages of translation in the four languages used in the Committee; 2 054 of these pages of translation were performed for other departments of the United Nations Secretariat. The Military Staff Committee secretariat also furnished to other departments 293 man-days of administrative, interpretation and translation services by loan of personnel. During the first quarter of 1952, eighteen meetings of the Military Staff Committee were serviced, 221 documents were issued totalling 1 452 pages before reproduction and 164 563 impressions after reproduction, and 1 331 pages of translation were performed, which included 631 pages of translation for other departments of the Secretariat. In addition, 64 man-days of administrative, interpretation and translation services were furnished to other departments by loan of personnel during this period.

(ii) <i>Temporary assistance</i>	\$ 500
1952:	530
1951:	537

Provision is made for replacement of General Service staff on sick, annual and home leave.

(iii) <i>Overtime and night differential</i>	\$ 100
1952:	370
1951:	—

Provision is made for reimbursement to General Service staff members who may be called upon to work overtime in order to provide immediate records and minutes of meetings.

CHAPTER II

Other departmental costs	\$ 100
1952:	100
1951:	1

(i) <i>Travel on official business</i>	\$ 100
1952:	100
1951:	1

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

Section 9. Technical Assistance Administration

\$386 700

(1952: \$386 700 1951: \$351 420¹)

The activities of the United Nations in the technical assistance field are organized into a consolidated programme operated in co-operation with substantive departments by the Technical Assistance Administration. The programme is financed from two sources: (a) funds budgeted for administrative and operational costs in connexion with General Assembly resolution 418 (V) on advisory social welfare services, resolution 200 (III) on economic development of underdeveloped countries, and resolution 246 (III) on training in public administration; and (b) allocations made to the United Nations out of voluntary funds contributed to the Special Account established under General Assembly resolution 304 (IV) on an expanded programme of technical assistance.

Administrative requirements for the consolidated programme in 1953 have been forecast in the light of the experience in 1951 and 1952, and upon the assumption that the programme in 1953 (including administrative costs) will be at a level of about \$10 000 000.

The total operational costs for the three main fields of activity are estimated at \$8 850 000, and on that basis the present estimates for central administrative and indirect operational expenditures have been assessed. On the basis of requests received and negotiations with governments during the past two years, the TAA can see clearly the scope of its programme in the field of public administration (see section 29) to which considerable thought has been given in advance planning. Expenditures for 1953 in this respect are not proposed to exceed a total of \$1 410 000 in order to maintain a balanced proportion of expenditures for main fields of activity within the total programme. The same considerations have led to a limitation of expenditures for social welfare activities in 1953 to a total of \$1 615 000 (see section 27). The largest volume of expenditures will occur in the field of economic development (see section 28). Requests already received or expected from governments in 1952, taken with new requests in 1953, which are expected to be received at a reduced rate as compared with that for 1952, indicate that the total estimated expenditure in 1953 will be of the order of \$5 825 000.

The estimated cost of administration next year is \$1 639 000 gross (\$1 370 900 net of staff assessment). An amount of \$386 700 is requested as a budget appropriation towards these requirements, the sum being the same as that appropriated for 1951 and again for 1952 under section 9 (\$300 000), section 18 (\$9 600), section 20 (\$53 400) and section 26 (\$23 700). For 1953, it is proposed that this net sum constitute a lump-sum contribution towards the administration of the integrated programme, in recognition of continuing administrative requirements related to the appropriated portion of the operational parts of the programme.

A detailed explanation of total administrative costs foreseen for 1953 is given below, in consequence of General Assembly resolution 594 (VI), which provides that the administrative part of the technical assistance programme of the United Nations shall be subject to the same scrutiny on the part of the Advisory Committee as is applied to expenses proposed under the regular budget. The description of the

¹ For accounting reasons, expenditures for common staff and common services items made on behalf of technical assistance personnel engaged in administration of the budgeted operational programmes have not been included in the 1951 expenditure figure for section 9, but are included in the comparable figures under sections 17 and 18.

organization and functions of TAA replaces that contained in the *Administrative Manual*, Volume I, Organization. The distinction made between central administrative and indirect operational costs, shown at the end of the present section, is in accordance with the requirements established by the Technical Assistance Board for the reporting to it of expenses under the Special Account.

CHAPTER I

Salaries and wages	\$1 340 900
1952:	1 023 100
1951:	735 613
(i) <i>Established posts</i>	\$1 144 900
1952:	877 700
1951:	644 743

A total of 162 posts is contemplated for the Technical Assistance Administration at Headquarters in 1953, compared to 144 in 1952. While manning tables are presented for each major organizational unit, the Secretary-General believes that until the programme on its present scale has

Table 9-1. Office of the Director-General

Number of posts		Category and post level	Gross salaries
1952	1953		
1	1	Director-General	\$
		Salary	23 000
		Allowance	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary	18 000
		Representation allowance	2 650
		<i>Professional</i>	
1	1	Second Officer	7 690
		<i>General Service</i>	
1	1	Professional Assistant (principal)	6 270
2	2	Secretarial and Clerical (senior)	8 810
1	1	Secretarial and Clerical (intermediate)	3 260
7	7		76 680
		Add: Cost-of-living adjustment	3 510
			80 190
		Deduct: Adjustment for turnover of staff	3 190
		TOTAL	\$77 000

been in operation for a longer period, he would wish to retain a measure of freedom in the distribution of posts within the total. In addition it is proposed that twenty posts (eighteen in 1952) be assigned to the European office and other field locations as shown in tables 9-11 and 9-12.

The *Office of the Director-General* consists of the Director-General and his immediate staff.

Central Administrative Services fulfills the administrative functions comparable to those of other departments and, in addition, is responsible for financial planning and for technical supervision and control of the administrative aspects of the technical assistance programme. In 1952, some functions of the office relating to preparation of project budgets and administrative relationships with experts in the field have been transferred to operating divisions, together with two Associate Officer and one Secretarial (intermediate) posts. It is expected that by 1953 it will be possible to transfer certain accounting functions to the Bureau of Finance; hence a

Table 9-2. Central Administrative Services

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			\$
1	1	Senior Officer (administrative)	11 820
1	1	Second Officer (administrative)	7 920
<i>General Service</i>			
1	1	Administrative Assistant (principal)	6 160
3	2	Secretarial and Clerical (senior)	9 390
3	2	Secretarial and Clerical (intermediate)	6 940
1	1	Secretarial and Clerical (junior)	3 140
10	8		45 370
Add: Cost-of-living adjustment			3 410
			48 780
Deduct: Adjustment for turnover of staff			1 980
TOTAL			\$46 800

Table 9-3. Directorate of Co-ordination and Planning

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Director	
		Salary	15 800
		Representation allowance	1 000
<i>Professional</i>			
3	3	Senior Officer	38 430
1	1	First Officer	11 110
3	3	Second Officer	26 140
2	2	Assistant Officer	10 830
<i>General Service</i>			
1	1	Professional Assistant (principal)	6 220
1	1	Secretarial and Clerical (senior)	5 030
3	4	Secretarial and Clerical (intermediate)	15 230
1	2	Secretarial and Clerical (junior)	5 400
16	18		135 160
Add: Cost-of-living adjustment			9 190
			144 350
Deduct: Adjustment for turnover of staff			5 750
TOTAL			\$138 600

reduction of one Clerical (senior) post is proposed. One Secretarial (intermediate) post is transferred to the pool.

The Directorate of Co-ordination and Planning is primarily responsible for representation and liaison activities and for project planning.

The function of representation and liaison includes the following:

(a) Preparation and negotiation of agreements with governments which have requested technical assistance;

(b) Liaison, on behalf of the United Nations, with other multi-lateral or bilateral programmes of technical assistance;

(c) Principal responsibility for representing the United Nations at meetings of the Technical Assistance Board and for the development, through the Inter-Departmental Committee on Technical Assistance and in consultation with the Executive Secretariat of the Technical Assistance Board or other agencies, of policy positions on questions dealt with by the Technical Assistance Board; those questions include the presentation to the Board of requests for allocations of funds, review of projects proposed to the Board by specialized agencies which relate to activities of the United Nations, the settlement of policy issues concerning relationships with recipient governments, problems in connexion with the use of

particular contributions, field administration, and many other matters;

(d) Responsibility for documentation on technical assistance required for the General Assembly, the Economic and Social Council and its commissions.

The project-planning function includes the following responsibilities, carried out in consultation with operating divisions:

(a) Review of all country requests for experts and all requests and proposals for seminars, training centres and demonstration and pilot projects, and formulation of ways and means of implementation consonant with a balanced and integrated total programme;

(b) Co-ordination of the programme of fellowship and scholarship awards with the provision of expert advice in countries;

(c) Integration within the total programme of the work of economic and social welfare advisers operating at the regional level;

(d) Co-ordination with specialized agencies in respect of individual projects of common concern, particularly joint projects;

(e) Through close co-operation with the substantive departments, application in the technical assistance programme of recommendations of the functional and regional commissions of the Council relating to policies for rendering technical assistance or to the use of technical assistance funds for specific purposes.

To handle the increasingly heavy workload, this office will require two additional Secretarial posts (one intermediate and one junior) in 1953.

Table 9-4. Directorate of Operations

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Director	
		Salary	16 330
		Representation allowance	1 000
<i>Professional</i>			
1	1	Second Officer	7 530
<i>General Service</i>			
1	1	Administrative Assistant	5 990
1	1	Secretarial and Clerical (senior)	3 910
1	1	Secretarial and Clerical (intermediate)	3 120
5	5		37 880
Add: Cost-of-living adjustment			2 300
			40 180
Deduct: Adjustment for turnover of staff			1 580
TOTAL			\$38 600

The Directorate of Operations is responsible for supervising all operational aspects of the programme, including the activities of the Missions, Fellowships and Training, Special Projects and Reports Divisions.

The Missions Division is responsible for organizing and servicing missions of technical assistance experts, including drafting of post descriptions, consultation with the Bureau of Personnel on recruitment, briefing of experts, and administrative servicing in the field. It also briefs and services Resident Representatives of the Technical Assistance Board. The Division provides information and advice on programme proposals and on the preparation of agreements to the Co-ordination and Planning Directorate. It prepares briefing and other material for senior officers of the Technical Assist-

Table 9-5. Missions Division

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Principal Officer	14 390
<i>Professional</i>			
1	1	Senior Officer	12 500
3	4	First Officer	40 460
3	3	Second Officer	25 080
3	3	Associate Officer	19 050
3	3	Assistant Officer	13 720
<i>General Service</i>			
-	2	Secretarial and Clerical (senior)	7 060
8	8	Secretarial and Clerical (intermediate)	30 930
22	25		163 190
Add: Cost-of-living adjustment.....			11 570
			174 760
Deduct: Adjustment for turnover of staff.....			6 960
TOTAL			\$167 800

ance Administration and other departments for purposes of attendance at meetings or on the occasion of visits to selected countries. The Division makes a preliminary study of experts' reports and participates in the development of future programmes. It deals with governments and other participating organizations in respect of the operational details of missions.

The staff of the Division has been organized into specialized Area Groups, each of which is responsible for expert and mission activities within the geographical area of its assignment.

In view of the increase in workload, one additional post of First Officer is contemplated to provide a full-time chief for one of the Area Groups. To handle the increasing volume of work entailed in processing correspondence from experts in the field and in servicing experts during their period of briefing at Headquarters, two additional Secretarial and Clerical posts (senior) are required.

Table 9-6. Special Projects Division

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			\$
1	2	Senior Officer	22 840
2	1	First Officer	11 920
3	3	Second Officer	24 590
2	2	Associate Officer	12 170
2	2	Assistant Officer	10 870
<i>General Service</i>			
1	1	Secretarial and Clerical (senior)	3 620
4	4	Secretarial and Clerical (intermediate)	15 150
2	2	Secretarial and Clerical (junior)	5 330
17	17		106 490
Add: Cost-of-living adjustment.....			7 970
			114 460
Deduct: Adjustment for turnover of staff.....			4 560
TOTAL			\$109 900

The Special Projects Division collaborates with the Directorate of Co-ordination and Planning in the preparation of the annual programme of seminars, conferences and demonstration and training centres, exclusive of those in the field

of public administration. It is responsible for the implementation of approved projects, including all preparatory work, and the direction and administrative servicing of projects. In preparing the programme of a special project, choosing appropriate training materials, and arranging for selection of participants, the Division utilizes the technical resources of the substantive departments and of regional commissions.

The Division is organized into two sections covering projects in the economic and social areas respectively. In view of the increasing complexity of activities in the economic area, it is proposed to provide one post of Senior Officer, in addition to the post of Chief of the Division, to supervise the area.

Table 9-7. Fellowship and Training Division

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			\$
1	1	Senior Officer	11 530
2	2	First Officer	21 810
3	3	Second Officer	23 750
5	6	Associate Officer	37 410
1	1	Assistant Officer	5 730
<i>General Service</i>			
3	4	Professional Assistant (principal)	19 300
4	4	Secretarial and Clerical (senior)	19 590
8	8	Secretarial and Clerical (intermediate)	29 270
1	1	Secretarial and Clerical (junior)	2 650
28	30		171 040
Add: Cost-of-living adjustment.....			12 830
			183 870
Deduct: Adjustment for turnover of staff.....			7 370
TOTAL			\$176 500

The Fellowship and Training Division receives and appraises nominations from governments for fellowships and scholarships, services the inter-departmental committees on selection and placement of fellows and scholars and, in co-operation with substantive departments, receives, analyses, evaluates and follows up the reports of fellows who have completed their assignments. It is responsible for the administrative servicing of fellows and scholars during their period of study.

The Division is organized into three main groups covering economic developments, social welfare, and public administration activities. One additional Associate Officer post and one Professional Assistant (principal) post are to be added in the field of public administration, which has now developed to a level justifying that expansion.

The Reports Division develops instructions on the form and content of reports to be submitted by field personnel and receives and edits all interim (monthly) and final reports of experts, and all final reports of training and demonstration centres, conferences and seminars. It undertakes necessary clearances with substantive departments and others on the substance of final reports, advises on the content and arranges for reproduction and distribution of reports. It also extracts from reports suggestions and proposals of particular value to the planning and operating units in connexion with the development of new programmes.

To enable the Technical Assistance Administration to assist and guide experts throughout the period of their assignments, the procedures for submission of monthly progress reports

Table 9-8. Reports Division

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
		\$	
1	1	Senior Officer	14 290
1	2	First Officer	19 800
1	2	Second Officer	14 980
2	3	Assistant Officer	14 070
<i>General Service</i>			
-	1	Administrative Assistant	4 250
3	4	Secretarial and Clerical (intermediate)	13 950
1	1	Secretarial and Clerical (junior)	2 710
9	14		84 050
Add: Cost-of-living adjustment.....			6 180
			90 230
Deduct: Adjustment for turnover of staff.....			3 630
TOTAL			\$86 600

and prompt submission of final reports are being considerably improved. These improvements place a much heavier workload upon the Reports Division than was previously the case. It is estimated that approximately 2 400 monthly and 240 final reports will require processing in 1953. It is therefore necessary to augment the staff in the Division by adding posts of one First Officer, one Second Officer and one Assistant Officer, as well as one Administrative Assistant and one Secretary (intermediate).

Table 9-9. Public Administration Division

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
		\$	
1	1	Principal Officer	14 910
<i>Professional</i>			
2	2	Senior Officer	23 000
1	1	First Officer	9 270
2	2	Second Officer	16 430
1	2	Associate Officer	12 710
1	1	Assistant Officer	4 330
<i>General Service</i>			
4	4	Secretarial and Clerical	13 540
12	13		94 190
Add: Cost-of-living adjustment.....			6 660
			100 850
Deduct: Adjustment for turnover of staff.....			4 050
TOTAL			\$96 800

The *Public Administration Division* has primary operational responsibility for seminars, training centres and other training projects in the field of public administration. It must also carry on related research and planning, since far less assistance from the substantive departments is available for that activity than for most other subject-matter fields.

The Division undertakes the following principal functions:

(a) To collect technical information in the field of public administration with a view to the selection and development of effective methods for technical assistance in that field and the increase of knowledge concerning factual conditions and possible needs for such assistance in under-developed areas;

(b) To stimulate and facilitate the collection and exchange of such information, in collaboration with the International Institute of Administrative Sciences and other appropriate institutions;

(c) To analyse problems of public administration, with particular reference to under-developed areas, and to study their relation to economic and social development;

(d) To develop and administer a programme of seminars, conferences and working-groups on subjects of importance for the improvement of public administration including advice and assistance to governments in the establishment and improvement of national and regional institutions for public-administration training in under-developed areas;

(e) To assist in the selection, briefing and placement of fellows and scholars in the field of public administration;

(f) To assist in the development and implementation of technical assistance projects involving public administration, by aiding in the recruitment and briefing of experts and the evaluation of their reports.

It is believed that technical assistance activities in the field of public administration will increase markedly in 1953. While a portion of the increase will be met by the existing staff, the addition of one Associate Officer post is considered necessary. The provisions made for temporary assistance funds take into account the possibility that staff in excess of the thirteen posts proposed may be required in the course of 1953.

Table 9-10. Secretarial and Clerical Pool

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>General Service</i>			
		\$	
-	1	Secretarial and Clerical (principal)	4 990
9	11	Secretarial and Clerical (intermediate)	37 900
9	13	Secretarial and Clerical (junior)	35 840
18	25		78 730
Add: Cost-of-living adjustment.....			7 600
			86 330
Deduct: Adjustment for turnover of staff.....			3 430
TOTAL			\$82 900

The Secretarial Pool was established in 1952. One post is transferred from Central Administrative Services and six additional posts are proposed for inclusion in the Pool in 1953. In addition to performing normal Secretarial and Clerical duties for the department, the Pool will provide Secretarial and typing services for experts temporarily at Headquarters, particularly in connexion with the preparation of final reports.

Field Staff are responsible for assisting in the clarification and development of requests and the negotiation of agreements not handled at Headquarters, and for such operational functions as may be delegated to them. The personnel assigned to Asia and the Far East, and to Latin America, are stationed at the Headquarters of regional economic commissions and have the additional responsibility of maintaining working relationships between the Administration and the commissions on technical assistance matters.

Table 9-11. Field Staff

Number of posts		Category and post level	Gross salaries	
1952	1953		\$	\$
ASIA AND THE FAR EAST (BANGKOK)				
<i>Professional</i>				
1	1	Senior Officer	11 850	
-	1	Assistant Officer	4 250	
			<u>16 100</u>	
<i>Add: Salary differential (10% plus on 75% of salaries)</i>				
			1 210	
			<u>17 310</u>	
<i>General Service</i>				
-	1	Secretary (Level 5)	1 230	18 540
LATIN AMERICA (SANTIAGO)				
<i>Professional</i>				
1	1	Senior Officer	11 500	
<i>General Service</i>				
1	1	Secretary (Level 5)	1 860	13 360
AFRICA AND THE MIDDLE EAST (BEIRUT)				
<i>Professional</i>				
2	2	First Officer	18 060	
<i>General Service</i>				
1	1	Secretarial and Clerical	1 800	
6	8			19 860
				51 760
<i>Deduct: Adjustment for turnover of staff</i>				2 060
TOTAL			\$49 700	

Table 9-12. Technical Assistance Administration Unit, European Office

Number of posts		Category and post level	Gross salaries	
1952	1953		\$	\$
<i>Professional</i>				
2	2	Senior Officer	28 130	
1	1	First Officer	9 850	
1	1	Second Officer	7 620	
1	1	Associate Officer	7 420	
1	1	Assistant Officer	4 930	
			<u>57 950</u>	
<i>Deduct: Differential (5% on 75% of salaries)</i>				2 170
				<u>55 780</u>
<i>General Service</i>				
<i>Dollar equivalent of Swiss Francs per Geneva General Service salary scales</i>				
1	1	Administrative Assistant (G-6)	4 810	
3	3	Secretarial and Clerical (G-5)	9 730	
2	2	Secretarial and Clerical (G-4)	5 400	
12	12		<u>19 940</u>	
<i>Add: Cost-of-living adjustment</i>				1 000
				<u>20 940</u>
				76 720
<i>Deduct: Adjustment for turnover of staff</i>				3 020
TOTAL			\$73 700	

The unit acts for Headquarters on such matters as recruitment and briefing of European experts; placement of fellows in countries of Europe; operation of the European exchange plan for social welfare advisers and other social welfare activities. It also maintains liaison with specialized agencies with headquarters in Geneva concerning technical assistance problems, and is used to obtain clarification of requests, negotiation of agreements and development of programmes with certain governments on the European continent which are receiving technical assistance.

Table 9-13. Recapitulation

Division or Office	Number of posts		Gross salaries 1953	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
			\$	\$	\$	\$
Office of Director-General	7	7	76 680	3 510	3 190	77 000
Central Administrative Services	10	8	45 370	3 410	1 980	46 800
Directorate of Co-ordination and Planning	16	18	135 160	9 190	5 750	138 600
Directorate of Operations	5	5	37 880	2 300	1 580	38 600
Missions Division	22	25	163 190	11 570	6 960	167 800
Special Projects Division	17	17	106 490	7 970	4 560	109 900
Fellowship and Training Division	28	30	171 040	12 830	7 370	176 500
Reports Division	9	14	84 050	6 180	3 630	86 600
Public Administration Division	12	13	94 190	6 660	4 050	96 800
Secretarial and Clerical Pool	18	25	78 730	7 600	3 430	82 900
Field Staff	6	8	51 760	—	2 060	49 700
Technical Assistance Administration Unit, European Office	12	12	76 720	—	3 020	73 700
TOTAL	162	182	\$1 121 260	\$71 220	\$47 580	\$1 144 900

(ii) <i>Consultants</i>	\$ 8 000
1952:	7 000
1951:	15 470

The need for consultants arises in respect of over-all planning in specialized fields of activity where the advice and services of recognized authorities are believed essential to the progress of the programme and where specialized knowledge is not available within the Secretariat. The need for consultants to assist in development of the programme is particularly important in highly technical and industrial fields of economic development.

(ii) <i>Temporary assistance</i>	\$185 500
1952:	135 900
1951:	73 600

The estimate takes account of:

(a) Normal leave replacement needs;

(b) The necessity, in certain instances, of providing temporary staff to other departments of the Secretariat which are carrying out important functions for the Technical Assistance Administration in excess of their budgetary limits.

In 1952, eighteen posts were detailed to assisting departments from temporary assistance funds as follows: Bureau of Personnel, to carry out recruitment programmes for mission and project personnel, fourteen posts; Bureau of Finance, to perform accounting and disbursement functions relating to missions, special projects, and fellows and scholars, four posts.

The element of increase in the estimate over 1952 represents provision for a reserve of staff in the light of the programme target for 1953 at the level of about \$10 000 000. Should the actual programme achieved fall substantially short of that goal, the funds proposed for temporary assistance would not be fully utilized.

(iii) <i>Overtime and night differential</i>	\$ 2 500
1952:	2 500
1951:	1 800

Provision is made for overtime for peak periods in the workload.

CHAPTER II

Other departmental costs and common services ..	\$ 90 500
1952:	114 700
1951:	76 501

(i) <i>Travel on official business</i>	\$ 52 500
1952:	52 500
1951:	45 350

The estimated requirements for travel are based upon:

(a) The necessity for representation at meetings of the Technical Assistance Board, which usually alternates its meetings between United Nations Headquarters and the headquarters, in Europe, of participating organizations;

(b) The necessity of field trips in connexion with the recruitment of experts, particularly short journeys to various countries in Europe;

(c) The maintenance of limited personal contacts with the field officers stationed at the regional economic commissions and the occasional necessity for representation of Senior Officers of the Administration in conferences with governments on matters of technical assistance.

The estimate takes into account the necessity of co-ordinating such travel as much as possible with the home leave programme.

(ii) <i>Communications services, including long-distance telephone</i>	\$ 35 000
1952:	36 000
1951:	18 023

The estimate is based principally upon the rate of expenditure in 1952. It contemplates replacing cables, to the largest extent possible, by surface and airmail communication.

(iii) <i>Air freight</i>	\$ 1 000
1952:	1 000
1951:	244

Provision is made for shipment by air of documents and miscellaneous items to regional offices, conferences etc.

(iv) <i>Printing</i>	\$ 1 000
1952:	23 700
1951:	11 681

Provision is made for miscellaneous printing requirements not allocable to individual projects. The reduction from the 1952 amount represents a transfer of printing costs clearly associated with projects to the operational budgets for those projects (see sections 27, 28 and 29).

(v) <i>Miscellaneous common services</i>	\$ 1 000
1952:	1 500
1951:	1 203

Provision is made for miscellaneous supplies and contractual services not allocable to project costs.

CHAPTER III

Common staff costs	\$207 600
1952:	152 500
1951:	63 663

Provision is made for common staff requirements in respect of the posts shown in chapter I of the present estimates. The amounts proposed are calculated on the basis of actual requirements where known and, otherwise, on the basis of the formulae used for the other departments of the Secretariat in section 17 of the estimates.

(i) <i>Travel and removal of staff and dependants</i> ..	\$ 11 000
1952:	11 000
1951:	4 100

(ii) <i>Installation payments</i>	\$ 9 600
1952:	7 000
1951:	4 600

(iii) <i>Termination payments</i>	\$ 6 000
1952:	6 000
1951:	4 800

(iv) <i>Contributions—Staff Pension Fund</i>	\$124 000
1952:	90 000
1951:	35 820

(v) <i>Repatriation grants</i>	\$ 3 500
1952:	3 500
1951:	700

(vi) <i>Children's allowances, education grants and related travel</i>	\$ 20 000
1952:	18 000
1951:	11 570

(vii) <i>Contributions—group medical and life insurance</i>	\$ 2 500
1952:	2 000
1951:	—

(viii) <i>Travel on home leave</i>	\$ 31 000
1952:	15 000
1951:	2 073

DISTRIBUTION OF ESTIMATED EXPENDITURES FOR 1953 BETWEEN CENTRAL ADMINISTRATIVE AND INDIRECT OPERATIONAL COSTS

The following breakdown follows the reporting pattern required by the Technical Assistance Board. The definitions of the two types of costs are set out in TAB/R.137 Rev.1/Add 2. Central administrative costs are Headquarters costs related to:

(a) Over-all functions such as those performed by staff responsible for determining general policies and for planning the over-all programmes;

(b) Costs related to general office services; and

(c) Travel and related costs of United Nations representatives attending Technical Assistance Board meetings.

Indirect operational costs include costs which are not directly identifiable with specific projects, but are of an operational nature.

	Central administrative costs	Indirect operational costs	Total
	\$	\$	\$
CHAPTER I. SALARIES AND WAGES			
(i) Established posts.....	301 000	843 900	1 144 900
(ii) Consultants.....	3 000	5 000	8 000
(iii) Temporary assistance.....	90 000	95 500	185 500
(iv) Overtime.....	800	1 700	2 500
TOTAL	\$394 800	\$946 100	\$1 340 900

	Central administrative costs	Indirect operational costs	Total
CHAPTER II. OTHER DEPARTMENTAL COSTS			
(i) Travel on official business..	25 000	27 500	52 500
(ii) Communications services...	17 500	17 500	35 000
(iii) Air freight.....	—	1 000	1 000
(iv) Printing.....	200	800	1 000
(v) Miscellaneous common services.....	200	800	1 000
TOTAL	\$ 42 900	\$ 47 600	\$ 90 500
CHAPTER III. COMMON STAFF COSTS			
(i) Travel and removal of staff and dependants.....	2 750	8 250	11 000
(ii) Installation payments.....	1 600	8 000	9 600
(iii) Termination payments.....	1 500	4 500	6 000
(iv) Contributions, Staff Pension Fund.....	30 000	94 000	124 000
(v) Repatriation grants.....	1 000	2 500	3 500
(vi) Children's allowances etc....	6 000	14 000	20 000
(vii) Contributions, group medical and life insurance....	900	1 600	2 500
(viii) Travel on home leave.....	10 000	21 000	31 000
TOTAL	\$ 53 750	\$ 153 850	\$ 207 600
GRAND TOTAL	\$491 450	\$1 147 550	\$1 639 000
Less anticipated income from Staff Assessment Plan.....	79 050	189 050	268 100
NET TOTAL	\$412 400	\$ 958 500	\$1 370 900

Section 10. Department of Economic Affairs

\$2 348 500

(1952: \$2 309 910

1951: \$2 026 636)

The structure and functions of the Department of Economic Affairs are set out in detail in the *Administrative Manual*, Volume I, Organization.

No change as compared with 1952 is proposed in the organization of the Department or in the number of established posts. The only reclassification proposed is for the post of Chief of the Fiscal Division. Apart from this item the increase of \$37 140 in the estimate for established posts is due solely to within-grade increments.

An amount of \$34 750 is included in a new chapter III of the estimates for expenditures necessary to the convening of *ad hoc* meetings of experts. In consequence, the provision for consultants which in previous years covered similar meetings is correspondingly reduced. The amounts requested for other departmental costs have been kept at the 1952 level.

CHAPTER I

Salaries and wages	\$2 285 750
	1952: 2 281 910
	1951: 1 987 238
(i) <i>Established posts</i>	\$2 183 500
	1952: 2 146 360
	1951: 1 867 014

The estimate provides for the same number of posts as in 1952 and includes \$145 900 for cost-of-living adjustment, \$3 080 for language allowance and \$6 950 for non-resident's allowance.

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

Number of established posts 1952	Number of established posts 1953	Category and post level	Gross salaries
1	1	Assistant Secretary-General	\$
		Salary	23 000
		Allowance	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary	17 000
		Representation allowance	2 000
1	1	Principal Officer	16 400
		<i>Professional</i>	
2	2	Senior Officer	26 330
1	1	Senior Officer (administrative)	12 080
1	1	First Officer	9 790
1	1	First Officer (administrative)	9 790
2	2	Second Officer	16 020
3	3	Assistant Officer	15 680
		<i>General Service</i>	
2	2	Professional Assistant (principal)	11 300
1	1	Administrative Assistant	5 460
3	3	Secretarial and Clerical (senior)	16 030
7	7	Secretarial and Clerical (intermediate)	30 430
1	1	Secretarial and Clerical (junior)	3 530
27	27		221 840
		Add: Cost-of-living adjustment	13 360
			235 200
		Deduct: Adjustment for turnover of staff	9 500
			225 700
		TOTAL	\$225 700

The Office of the Assistant Secretary-General consists of the immediate staff of the Assistant Secretary-General (four posts) the Executive Office (eight posts) and the substantive unit concerned with regional commissions, technical assistance and other department-wide activities (fifteen posts).

Table 10-2. Division of Economic Stability and Development

Number of established posts 1952	Number of established posts 1953	Category and post level	Gross salaries
		<i>Director and Principal Officer</i>	\$
1	1	Director	
		Salary	17 400
		Representation allowance	800
3	3	Principal Officer	49 800
		<i>Professional</i>	
15	15	Senior Officer	189 850
16	16	First Officer	160 310
14	14	Second Officer	117 870
8	8	Associate Officer	52 010
13	13	Assistant Officer	66 980
		<i>General Service</i>	
1	1	Administrative Assistant	6 070
1	1	Professional Assistant (senior)	5 210
5	5	Secretarial and Clerical (senior)	22 930
24	24	Secretarial and Clerical (intermediate)	100 060
4	4	Secretarial and Clerical (junior)	13 120
105	105		802 410
		Add: Cost-of-living adjustment	55 070
			857 480
		Deduct: Adjustment for turnover of staff	34 280
			823 200
		TOTAL	\$823 200

The Office of the Director comprises twelve posts, as in 1952: the Director, one Principal Officer, one Senior Officer, one Second Officer, one Associate Officer, one Assistant Officer, one Administrative Assistant, two Secretaries (senior level) and three Secretaries (intermediate level).

The Economic Stability Section comprises sixteen posts, as in 1952: one Principal Officer, two Senior Officers, two First Officers, four Second Officers, two Associate Officers, one Assistant Officer, one Secretary (senior level) and three Secretaries (intermediate level).

The Section is engaged in studies and analysis of the domestic economic situation of individual countries or groups of countries, involving continuing analyses of changes in production, consumption and investment, and reports currently on national and international measures to maintain full employment and to prevent inflation. These studies arise from Economic and Social Council resolutions 26 (IV), 61 (V), 102 (VI), 221 (IX) and 290 (XI), and General Assembly resolutions 118 (II) and 405 (V).

The Economic Development Section comprises forty-six posts, as in 1952: eight Senior Officers, nine First Officers, five Second Officers, two Associate Officers, six Assistant Officers, thirteen Secretarial and Clerical posts at the intermediate level and three Secretarial posts at the junior level.

The major fields of research in which the Section performs continuing studies and analyses fall under the following headings; in each such activity, specific studies are undertaken in sequence, the priority depending upon the decisions of the responsible United Nations organs and the availability of staff:

(a) *Work in respect of the progress and problems of economic development of under-developed countries*

The work of the Division under this heading covers the following specific fields:

(i) Research related to financing economic development of under-developed countries, including the prob-

lems and methods of domestic and external financing of non-self-liquidating projects;

- (ii) Review and analyses of progress achieved and of current economic problems in selected spheres of economic development, including the analysis of replies to the annual questionnaire on full employment, amended under Council resolution 371 B (XIII) and General Assembly resolution 520 B (VI). The first report is expected to be published in 1952 and others annually thereafter;
- (iii) Studies of the structure and analysis of changes and trends in world production, including comparisons of agricultural and industrial production, in under-developed and in industrialized countries. The results of these studies are used primarily in connexion with preparation of the *World Economic Report*.

The studies are carried under the authority of Economic and Social Council resolutions 26 (IV), 368 (XIII) and 371 B (XIII) and General Assembly resolutions 400 (V), 520 B (VI), 521 (VI), 522 (VI) and 523 (VI).

(b) *Work on resources and their utilization for economic development of under-developed countries*

This work covers:

- (i) Analyses of the potential availability of various resources and their production and utilization in relation to immediate and long-range requirements of industrialized countries and less-developed countries, supplemented by a presentation of modern techniques for the exploration, utilization and conservation of such resources. These studies are in accordance with Council resolution 26 (IV) and General Assembly resolutions 522 (VI) and 523 (VI);
- (ii) A survey and inventory of non-agricultural resources in accordance with Council resolution 345 A (XII). Iron ore has been selected as the first resource for expert investigation directed towards a world-wide appraisal of this particular resource. This study will be completed in 1953 and will be followed by other similar studies.

(c) *Studies on land reform*

These studies are undertaken under Council resolution 370 (XIII) and General Assembly resolution 524 (VI), in co-operation with the specialized agencies involved, and include:

- (i) An analysis of the information provided by governments in response to a periodic questionnaire on progress in land reforms. Under the present schedule the replies to the first questionnaire will be returnable in 1953 and an analysis of these replies will also be completed during that year;
- (ii) An analysis of the results obtained in various countries through agricultural co-operation and of the possibilities offered by the co-operative system in this field. This report is expected to be completed in 1953.

(d) *Analyses and reports on the economic situation and current economic developments in Africa and the Middle East*

The work is in accordance with Council resolutions 266 (X) and 367 B (XIII), and will be prepared either as contributions to studies on the progress of economic development or as independent supplements to the *World Economic Report*.

The *International Financial and Commercial Relations Section* comprises twenty-one posts, as in 1952: one Principal Officer, three Senior Officers, three First Officers, two Second Officers, two Associate Officers, four Assistant Officers, one

Professional Assistant (senior level) one Secretary (senior level), three Secretarial and Clerical posts (intermediate level), and one Secretary (junior level).

The section performs continuing study and analyses under the following headings:

(a) *International financial and commercial transactions*

Work in this field carried out in accordance with Economic and Social Council resolutions 26 (IV), 28 (IV), 290 (XI), 371 A (XIII), 374 (XIII) and 375 (XIII) and General Assembly resolutions 118 (II) and 405 (V) will cover the following specific fields:

- (i) Studies of balance of payments and related governmental policies and analysis of replies to the annual questionnaire. Preparation of special studies of international capital movements required for the *World Economic Report*, by regional economic commissions and specialized agencies;
- (ii) Studies of multi-lateral settlement of international accounts, analysing both development and decline of the multi-lateral system of trade;
- (iii) Studies of investments similar to *Policies affecting Private Foreign Investments* (E/1614/Rev.1), which is being revised for publication.

(b) *International Commodity Problems.*

This work includes preparation of studies for the Interim Co-ordinating Committee for International Commodity Arrangements which are contained in the annual publication *Review of International Commodity Problems* (Economic and Social Council resolutions 30 (IV) and 296 (XI)). These studies cover preparation of summaries of current trade in principal primary commodities, and a review of the problems included in such trade and of the action taken for dealing with them.

(c) In addition, this Section handles *ad hoc* projects in its field. In 1953 certain personnel originally assigned to the above tasks will be temporarily re-assigned to the following work:

- (i) Studies related to the work of the *ad hoc* Committee on Restrictive Business Practices in accordance with Economic and Social Council resolution 375 (XIII);
- (ii) Preparation of reports to the Economic and Social Council on production and distribution of newsprint and printing paper (Economic and Social Council resolution 374 (XIII)).

The *Current Trade Analysis Section* comprises ten posts, as in 1952: one Senior Officer, two First Officers, two Second Officers, one Associate Officer and one Assistant Officer, one Clerk (senior level) and two Secretaries (intermediate level).

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

The *Fiscal Division* works in accordance with the priority programme laid down by the Fiscal Commission (Economic and Social Council resolution 378 I (XIII)). Special emphasis has been placed on the management aspects of public finance, including government accounting and fiscal administration, and on the tax problems of under-developed

Table 10-3. Fiscal Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
-	1	Principal Officer	\$ 15 220
<i>Professional</i>			
2	1	Senior Officer	12 260
3	3	First Officer	30 660
2	2	Second Officer	15 070
3	4	Associate Officer	25 680
3	2	Assistant Officer	8 840
<i>General Service</i>			
1	1	Secretarial and Clerical (senior)	4 970
6	6	Secretarial and Clerical (intermediate)	24 230
20	20		136 930
Add: Cost-of-living adjustment.....			9 680
			146 610
Deduct: Adjustment for turnover of staff.....			5 860
TOTAL			\$140 750

countries. In view of the expanding demand for technical assistance in public finance the Division will continue to bear increasing responsibility in the fields of comparative fiscal administration, budgetary management and monetary and fiscal policy.

The establishment of twenty posts (table 10-3) remains the same as in 1952. The post of the Chief of the Division is proposed for reclassification from Senior Officer to Principal Officer in view of its increased responsibilities, particularly in the light of the Technical Assistance Programme, and of the level of similar posts in the Secretariat. One post of Assistant Officer is replaced by an Associate Officer, through exchange with the Division of Transport and Communications (see also table 10-4).

The *Office of the Director* comprises three posts, as in 1952: one Principal Officer (Senior Officer in 1952), one Administrative Assistant at the principal level and one Secretary at the intermediate level.

The *Budgetary Research Section* comprises nine posts, as in 1952: one Senior Officer, one First Officer, one Second Officer, two Associate Officers, one Assistant Officer, and three Secretaries in the intermediate level.

The work of the Section will cover the following fields:

- (i) Preparation of the public finance chapter of the United Nations Statistical Yearbook;
- (ii) Analysis of data from replies to the questionnaire issued jointly with the International Monetary Fund for publication in the International Monetary Fund bulletin *International Financial Statistics*;
- (iii) Preparation of Public Finance Information papers analysing data in selected countries and, in co-operation with the International Tax Section, Public Finance Surveys which offer a comprehensive review of developments in selected countries;
- (iv) Preparation of a new volume, *Public Finance Statistics*, scheduled for 1953, providing quantitative information on the nature of government expenditures, receipts and public debts;
- (v) In addition, the Section is engaged on *ad hoc* projects relating to problems of public finance administration and management; preparation of a study on budget execution, control and auditing; the prepara-

tion of a manual on the classification of budget accounts, with special reference to the needs of less-developed countries.

The *International Tax Section* comprises eight posts, as in 1952: two First Officers, one Second Officer, two Associate Officers, one Assistant Officer and two Secretaries at the intermediate level.

This Section is responsible for:

- (i) Production of the series *International Tax Agreements* (Economic and Social Council resolution 226 B (IX)), which incorporates the text and analyses the status of agreements for the avoidance of double taxation and the prevention of fiscal evasion;
- (ii) Review of the effects of taxation on foreign investment based on replies from governments to a questionnaire on the taxation of foreign nationals, assets and transactions (to facilitate continuing study on the tax systems of Member Governments, the Economic and Social Council has called for the initiation of a World Tax Service);
- (iii) Preparation (in co-operation with the Budgetary Research Section) of periodic reports on fiscal developments, requested by the Economic and Social Council under resolution 378 (XIII);
- (iv) *Ad hoc* projects relating chiefly to the role of taxation in economic development. A study on the fiscal problems of agriculture in under-developed countries to be undertaken at the request of, and in co-operation with, the Food and Agriculture Organization. A study requested by the Economic Commission for Latin America and carried out jointly with the secretariat of that Commission, evaluating the role of the tax systems of capital-exporting and importing countries in the flow of private investment to Latin America.

Table 10-4. Transport and Communications Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$
Salary.....			17 400
Representation allowance.....			1 200
<i>Professional</i>			
4	4	Senior Officer	53 680
5	5	First Officer	51 140
3	3	Second Officer	23 040
3	2	Associate Officer	15 010
0	1	Assistant Officer	5 250
<i>General Service</i>			
3	3	Secretarial and Clerical (senior)	16 050
7	7	Secretarial and Clerical (intermediate)	30 740
26	26		213 510
Add: Cost-of-living adjustment.....			14 140
			227 650
Deduct: Adjustment for turnover of staff.....			9 100
TOTAL			\$218 550

The number of staff of the *Transport and Communications Division* (table 10-4) remains the same as in 1952: one post of Associate Officer is replaced by a post of Assistant Officer (see table 10-3, Fiscal Division).

The Division will continue in 1953 to examine critically from the economic, technical and administrative point of view all questions of technical assistance possessing a transport

and communications interest which may be referred to the Department by the Technical Assistance Administration.

The Division will also continue to co-operate with the Statistical Office on questions relating to transport statistics.

In consultation with the competent international and, where appropriate, national bodies, the Division will continue to examine the various aspects of the problem of the transport of dangerous goods, to determine which aspects are appropriate for uniform or approximately uniform regulation with respect to the various means of transport (Economic and Social Council resolution 379 E (XIII)).

Among the continuing activities of the Division are problems relating to barriers to the international transport of goods, especially the simplification of customs and related formalities.

Office of the Director: The Office comprises five posts, as in 1952: one Senior Officer, one First Officer, one Administrative Assistant (senior level), one Secretary (senior level) and one Secretary (intermediate level).

Inland Transport Section: The Section comprises six posts, as in 1952: one Senior Officer, two First Officers, one Second Officer and two Secretaries (intermediate level).

Among the specific questions of inland transport, partly regional and partly world-wide, which the Inland Transport Section studies as a continuing function is the co-ordination of inland transport (Economic and Social Council resolution 298 H (XI)).

Among the continuing tasks of the Inland Transport Section are: review of developments in the field of international road transport with particular reference to international action required at the world-wide level to supplement the Convention on Road Traffic (Economic and Social Council resolution 272 (X)); preparation of special studies in the field of road transport relative to the problems of establishing a uniform system of road signs and signals (Economic and Social Council resolution 272 (X)), and the problem of establishing uniform regulations for the licensing of motor vehicle drivers (Economic and Social Council resolution 379 B (XIII)).

In accordance with Economic and Social Council resolution 35 (IV), the Section is responsible for following and reporting on international developments in the field of travel, with particular attention to the activities of the large number of international bodies engaged in this field. Furthermore, in accordance with resolution 227 F (IX) of the Economic and Social Council the Section surveys the progress in the implementation of the recommendations of the 1947 Meeting of Experts on Passports and Frontier Formalities.

As a special task in the field of travel, the Inland Transport Section will continue to study the problems connected with the possible conclusion on a world-wide basis of two conventions relating to customs formalities, one for the temporary importation of private vehicles and their equipment and the second for tourism (Economic and Social Council resolution 379 D (XIII)).

Aviation, Shipping and Communications Section: The Section comprises six posts, as in 1952: one Senior Officer, two First Officers, one Second Officer, and two Secretaries (intermediate level). In accordance with Economic and Social Council resolution 7 (II), it prepares studies on problems of discrimination in transport insurance and on implementation of those decisions of the Atlantic City Telecommunications Conferences of 1947 falling within its field. It keeps under constant review the progress of work of all specialized agencies which are either wholly or partly engaged in the field of

transport and communications, with particular reference to the co-ordination of their activities.

The Section also performs interim secretariat functions for the projected Inter-Governmental Maritime Consultative Organization, and reviews particularly questions of inter-governmental action on the unification of maritime tonnage measurement, and the question of pollution of sea water (Economic and Social Council resolution 379 F (XIII)).

Research Section: The Section comprises nine posts, as in 1952: one Senior Officer, one First Officer, one Second Officer, two Associate Officers, one Assistant Officer, one Secretarial-Clerical post (senior level) and two Secretaries (intermediate level).

This Section is responsible for the *Transport and Communications Review* (Economic and Social Council resolution 7 (II)), providing current information on international aspects of transport and communications and a conspectus of the activities of the United Nations, specialized agencies and non-governmental organizations in this field.

With particular reference to transport and communications questions the Section collects and indexes information and prepares bibliographies; it provides comments and research material in connexion with the preparation of surveys of world economic conditions and trends (Economic and Social Council resolution 26 (IV) and General Assembly resolution 118 (II)); it provides advice and assistance on the economic aspects of all inquiries made and projects submitted to the Division by the Technical Assistance Administration, and in collaboration with the Legal Department, it prepares periodic lists of multilateral conventions and agreements.

Table 10-5. *Statistical Office*

Number of posts		Category and post level	Gross salaries
established 1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$ 8 000
1	1	Principal Officer	14 670
<i>Professional</i>			
4	4	Senior Officer	53 350
13	13	First Officer	135 730
10	10	Second Officer	80 700
12	12	Associate Officer	74 870
19	19	Assistant Officer	98 880
<i>General Service</i>			
1	1	Administrative Assistant	5 320
6	6	Professional Assistant (senior)	26 820
8	8	Secretarial and Clerical (senior)	36 460
16	16	Secretarial and Clerical (intermediate)	60 840
1	1	Secretarial and Clerical (junior)	2 770
92	92		606 210
<i>Add:</i> Cost-of-living adjustment.....			43 480
<i>Deduct:</i> Adjustment for turnover of staff.....			649 690
			25 990
TOTAL			\$623 700

The *Statistical Office* acts as the central statistical secretariat for the United Nations and its organs.

Statistics for as many countries as possible are collected, analysed in systematic and comparable form and made available in yearbooks, quarterly and monthly publications and in unpublished forms, to other departments and to specialized agencies.

This interchange of statistics among international agencies reduces the cost to international agencies as a whole, and their

availability to national governments has relieved many governments of the need to make these compilations themselves.

The development of national statistics depends upon the completion of international standards and the development of operating manuals so that the requests of Member Governments for assistance in overhauling and improving their statistical systems to make them more directly useful as instruments for the solution of national and international economic and social problems may be effectively complied with. For example, the *Standard International Trade Classification* was developed after three years of intensive effort by the Office, the Statistical Commission and a group of expert consultants in consultation with the official statisticians of Member Governments. When this work was completed in 1950, it became necessary for the Office to work with many Member countries to install the new classification as a basis either for national trade statistics or for internationally comparable tables. Much of the work of implementation, particularly field work, is done in collaboration with the Technical Assistance Administration and with technical assistance divisions of specialized agencies. The work is accomplished through training centres or seminars or through the preparation of operating manuals or advice to expert statistical consultants requested by under-developed countries.

The work of the Statistical Office is performed in three Branches, each responsible for a main field: economic statistics (other than national income), demographic and social statistics, and national income and related statistics. The principal functions in the operation of each Branch are similar: (1) the collection and publication of statistics (including appraisal and evaluation), (2) the establishment of international standards in statistics and (3) advice on the development of national statistics.

Office of the Director: The Office comprises eighteen posts, as in 1952: one Director, one First Officer, one Assistant Officer, one Administrative Assistant, four Clerks (senior level), one Secretary (senior level), eight Secretary-Clerks (intermediate level) and one Secretary (junior level). This staff provides for a secretarial pool servicing the three Branches.

Economic Statistics Branch: This Branch comprises forty-one posts, as in 1952: one Principal Officer, two Senior Officers, six First Officers, five Second Officers, nine Associate Officers, eleven Assistant Officers, three Professional Assistants (senior level), one Secretary (senior level) and three Secretary-Clerks (intermediate level).

The publication programme of economic statistics is planned to be continued at about the same level in 1953. To increase the value of these publications, necessary adjustments will be made to accommodate new material developed by Member countries and to discard or subordinate material which has become less directly useful with the passage of time. In 1952, the tables in the *Monthly Bulletin of Statistics* were changed to include fewer years because of the increased availability and timeliness of annual data in the *Statistical Yearbook*. This change, accompanied by rotating and simplifying tables, permits the addition of new material from time to time without an increase in cost. The *Statistical Yearbook* to be issued in 1952 will be reduced somewhat in scope to avoid duplication with other specialized publications. Even though the whole programme may be considered relatively stable, there will be an increase in the data made available through the quarterly publication *Commodity Trade Statistics*. This follows as a result of the wider use of the *Standard International Trade Classification*, and consequent improvement and increased degree of comparability of trade figures.

Certain projects have been carried through the developmental stage and standard concepts, definitions and classifications have been established. Application to national statistics of those approved standards through the preparation of indexes, guides, coding manuals and direct advice to governments upon request is accorded the highest priority by the Statistical Commission.

Further development of international standards in Economic Statistics is expected to continue at the same level as heretofore.

Work is also in hand to finalize the recommended concepts and definitions for the collection and publication of industrial statistics, for which need is acute. This work is based upon the views of experts, comments from governments and the judgments of the Statistical Commission. The Commission considered this subject as meriting high priority at this time in view of the economic development plans of many countries and the fact that a number of them have not had sufficient experience with industrial operations to have established satisfactory methods of collecting industrial statistics. Similarly, development of standards for adequate statistics of the production and use of energy in all its forms is proceeding.

The Office is also engaged in developing standard concepts, definitions and classifications which would permit governments to prepare wholesale price statistics in a way which would serve current needs much more effectively than at present.

Another important activity concerns the preparation of standard definitions and the formulation of standard practices for the compilation of statistics of external trade. The work now under way continues earlier work undertaken by the League of Nations, especially that included in the *International Convention Relating to Economic Statistics* (1928).

The standard definitions and concepts for industrial statistics, wholesale price statistics and trade statistics will be implemented by the preparation of operating manuals requested by the General Assembly resolution 407 (V) which will describe the purposes, methods and procedures which can be usefully applied in the compilation of these statistics. Work in these fields will continue throughout 1953.

The Statistical Commission has stressed certain other projects for the development and improvement of economic statistics, but has recognized that all such projects cannot be pursued at the same time. Certain activities have, therefore, been accorded a second priority, including: (a) classification of commodities for general economic analysis; (b) methods of improving the accuracy of statistics; (c) censuses of distribution; (d) road accidents statistics; and (e) steel statistics. To the extent that staff is available, some of this work will be put in hand in 1953, but no substantial completion of it is anticipated in that year.

There has been a steady increase in the requirements placed upon the Office by virtue of its function as the central statistical secretariat of the United Nations. It is estimated that the requirements for this type of activity will remain about the same in 1953. Special attention is being given to the collection of statistics and the computation of index numbers of the cost of living of international staff. Recent developments have required a considerable increase in work for this purpose.

Demographic and Social Statistics Branch: This Branch comprises twenty-one posts as in 1952: one Senior Officer, five First Officers, two Second Officers, one Associate Officer, four Assistant Officers, three Professional Assistants (senior level), one Secretary (senior level) and four Secretary-Clerks (intermediate level).

During 1953, a large part of the programme of this Branch will consist of the day-to-day collection and publication of detailed data in the fields of demographic and social statistics in accordance with Economic and Social Council resolution 41 (IV).

During 1952, the emphasis of work in the field of demographic and vital statistics has been on the results of the mid-century censuses of population in terms of population totals. The results of these censuses are just now becoming available. In 1953 the work of obtaining, systematizing and publishing further results of the mid-century censuses will be continued. Special emphasis will be given to statistical analysis of the census results preparatory to the presentation of more comparable tables.

The *Demographic Yearbook*, published annually under authority of Economic and Social Council resolution 41 (IV), includes comprehensive data on population, birth and death statistics for all countries of the world for which data are available. For economy in staff effort and printing, a five-year programme of rotation has been developed; the 1949-50 issue provided extensive data on fertility, the 1951 volume gave more adequate information on death statistics than had hitherto been available, and the 1952 volume is centred upon the available results of the recent mid-century censuses of population, particularly in presenting totals by political and administrative units. The 1953 volume will emphasize cross classifications based on the mid-century population figures. It is anticipated that in the 1954 volume major consideration will be given to migration statistics. Current data on population totals will be continued in *Population and Vital Statistics Reports*.

Other major projects of the Branch include the improvement of statistical standards, the application of uniform and efficient procedures in collecting data, and advice upon the organization of the administrative machinery in countries in which these procedures are not now sufficiently developed.

The Statistical Commission has emphasized that the work on census methods, which was initiated in 1947 at the request of the Economic and Social Council, should be maintained at the necessary level as a matter of priority. While a number of countries have completed, or have largely completed their censuses, others are planning to take censuses during the next year or two. The Statistical Office will advise on census plans upon request and will collaborate with the Technical Assistance Administration in supplying expert consultants, to ensure maximum quality and comparability in the results and in their tabulation.

In 1953, preliminary examination of the experience of countries taking censuses in 1950-51 will be continued so as to incorporate their findings in a revised edition of the *Handbook* for issue in advance of the next cycle of decennial censuses.

The development of standards covering definitions and concepts for vital statistics on births and deaths, infant mortality, marriages and divorces has been carried forward as a first-priority activity and final approval of these principles is expected during 1952. As soon as the standards are completed and approved it will be necessary to prepare instructional materials on methods and procedures for applying them. These will be incorporated in a handbook similar to the *Population Census Handbook*, which will be issued as part of the response to General Assembly resolution 407 (V). This work will fall largely in 1953.

The application of the proposed standards will be facilitated by the handbook, by providing expert advice to requesting countries under the Technical Assistance Programme,

and by regional and national training centres in vital and health statistics similar to those already held in co-operation with the World Health Organization and the Technical Assistance Administration.

The Statistical Commission has also given high priority to development and improvement of social statistics. This work is undertaken in collaboration with the specialized agencies having primary responsibility for particular aspects of this field. A progress report, to be submitted to the Statistical Commission in 1952, will show that considerable new work will have to be undertaken by the international agencies and the governments concerned if these statistics are to be substantially improved. The work would involve the development of adequate concepts and definitions as well as recommendations for new statistical methods to be applied to the collection and analysis of these statistics.

National Accounts and Financial Statistics Branch: This Branch comprises twelve posts as in 1952: one Senior Officer, one First Officer, three Second Officers, two Associate Officers, three Assistant Officers, one Secretary (senior level) and one Secretary-Clerk (intermediate level).

The compilation and publication of national income statistics and national accounts is a continuing project. It includes adjustments of published national income figures in accordance with proposed standard concepts and classifications. With more and more countries publishing national income statistics, the demand for this material is rapidly growing, not only on the part of international agencies, but also on the part of governments. This regular work includes the publications *National Income Statistics of Various Countries* and *Statistical Papers, Series H, Statistics of National Income and Expenditure*.

The promotion and development of international standards in national income statistics and related subjects has been given the highest priority by the Statistical Commission. It is expected that the work in 1953 will be considerably facilitated following recommendations for uniform concepts and classifications by the Committee of National Income Experts appointed by the Secretary-General in 1952.

Adoption of these standards as a basis for reporting national income statistics will, however, involve considerable initial work on the part of the Secretariat in advising countries on questions of interpretation and presentation of data.

The development of appropriate methods of estimating national income will also be expanded in the ensuing years as a result of recommendations of the Statistical Commission, particularly with a view to the application of such methods to studies of economic development. Part of this programme consists of assisting under-developed countries in applying standard concepts and definitions and work will go forward during 1953 for the preparation of a handbook on methods of estimating national income.

Study of the methods of preparing estimates of capital formation has also been given highest priority by the Statistical Commission. This study involves collection and appraisal of statistics of capital formation and studies of methods. A technical report on the definitions and measurement of capital formation will be completed in 1953 for the guidance of countries who wish advice on methods of preparing estimates.

The Branch is also carrying out the continuing responsibility of the Statistical Office in the field of statistical sampling. In discontinuing the Sub-Commission on Statistical Sampling, the Economic and Social Council directed that the work be taken over by the Secretariat or by *ad hoc* bodies, as appropriate. Work in this field includes the collection and

dissemination of technical information to governments on the application of sampling methods, advice in connexion with the implementation of recommendations of the Sub-Commission and an examination of sampling plans sent in by national statisticians for comment.

In 1953, a beginning will be made with a study of the methodological problems of measuring national income in constant prices which it was not possible to begin in 1952. Some attention will also have to be given to the collection and analysis of statistics on the distribution of income by size and by socio-economic groups as well as studies of methods of compilation.

No change is proposed in the Economic and Social Council secretariat, which remains at the 1952 level of nineteen posts (table 10-6).

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

Number of established posts 1952		Number of posts 1953		Category and post level	Gross salaries
				<i>Director and Principal Officer</i>	\$
1	1			Principal Officer	17 000
				<i>Professional</i>	
1	1			Senior Officer	12 120
3	3			First Officer	32 590
4	4			Second Officer	38 060
1	1			Associate Officer	7 940
				<i>General Service</i>	
1	1			Administrative Assistant	5 400
1	1			Professional Assistant (senior)	5 000
1	1			Secretarial and Clerical (senior)	4 970
5	5			Secretarial and Clerical (intermediate)	21 910
1	1			Secretarial and Clerical (junior)	2 800
19	19				147 790
<i>Add:</i> Cost-of-living adjustment					10 170
					157 960
<i>Deduct:</i> Adjustment for turnover of staff					6 360
				TOTAL	\$151 600

(ii) <i>Consultants</i>	\$ 40 200
1952:	73 500
1951:	63 593

Funds which are required to meet the expenses of *ad hoc* groups of experts set up by the Secretary-General to assist in the execution of assignments entrusted to him are shown separately under a new chapter III. This accounts for the reduction in the estimate for consultants compared with 1952.

This item refers to consultants other than those appointed in the *ad hoc* groups. Utilization of the funds provided often varies as the workload is adjusted to meet projects of higher priority. Certain of the established needs already foreseen for 1953 are as follows:

Division of Economic Stability and Development

1. Two consultants in connexion with studies on resources and their utilization for economic development of under-developed countries; one for six months concerning mineral fertilizers and one for two months concerning industrial construction materials.

2. Two consultants in connexion with work relating to the survey and inventory of non-agricultural resources; one for one month in connexion with the completion of the work on iron ore, and one for an average of two days per month for preparatory work on coal and lignite.

3. (a) One consultant for four months to analyse replies from governments to a questionnaire concerning land reform and to assist in the preparation of a report to the Economic and Social Council;

(b) One consultant for two months to assist in the completion of a report to the Economic and Social Council on agricultural co-operation.

Both these studies arise from Economic and Social Council resolutions 378 (XIII) and costs are shared equally with the Food and Agriculture Organization.

Fiscal Division

Three consultants for a period of six months each to assist the Secretariat on aspects of the 1953 work programme where a specialized knowledge either of an area or of techniques and methods for improving fiscal systems is required.

Statistical Office

1. One consultant for a period of four months to assist in the complex methodological study of measuring national income in constant prices and international comparisons of real income.

2. One consultant for a period of three months to assist in the preparation of a study of the adequacy of certain kinds of social statistics, which was assigned a high priority by the Statistical Commission at its sixth session.

(iii) <i>Temporary assistance</i>	\$ 56 700
1952:	56 700
1951:	52 844

This estimate provides for assistance at times of peak loads, particularly in relation to the meetings of the Economic and Social Council, during the preparation of yearbooks, and on similar occasions when a continuous post could not be justified, and for such replacement as is essential for staff members on annual, home, sick or maternity leave.

(iv) <i>Overtime</i>	\$ 5 350
1952:	5 350
1951:	3 787

Table 10-7. *Recapitulation*

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
Office of the Assistant Secretary-General	27	27	\$ 221 840	\$ 13 360	\$ 9 500	\$ 225 700
Division of Economic Stability and Development	105	105	802 410	55 070	34 280	823 200
Fiscal Division	20	20	136 930	9 630	5 860	140 750
Transport and Communications Division	26	26	213 510	14 140	9 100	218 550
Statistical Office	92	92	606 210	43 480	25 990	623 700
Economic and Social Council secretariat	19	19	147 790	10 170	6 360	151 600
TOTAL	289	289	\$2 128 690	\$145 900	\$91 090	\$2 183 500

This estimate provides for overtime on account of the conferences, commission meetings and Council meetings serviced by the Department and for peak periods of workload.

CHAPTER II

Other departmental costs	\$ 28 000
1952:	28 000
1951:	39 398
(i) <i>Travel on official business</i>	\$ 28 000
1952:	28 000
1951:	39 398

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 States 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 to be held away from Headquarters, and include provision for representation of the Secretary-General at the sessions of the three regional economic commissions.

CHAPTER III

<i>Ad hoc meetings of experts</i>	\$ 34 750
1952:	—
1951:	—

This new chapter shows separately the funds needed for *ad hoc* meetings of experts called by the Secretary-General, the cost of which in previous years was met from the provision for consultants.

Two *ad hoc* groups of experts are planned for 1953 for the following purposes:

1. Under Economic and Social Council resolution 376 (XIII), provision was made for a meeting of a group of experts in 1952 in connexion with the programme for an international inventory of iron ore resources. In 1953, a meeting is planned on coal and lignite resources at a similar cost (\$19 950), which covers travel costs of six experts and their fees and subsistence for a period of six to seven weeks.

2. The Sub-Commission on Statistical Sampling recommended at its fifth session that the Secretary-General convene an *ad hoc* meeting of experts during 1953 to make recommendations on (a) the development and application of survey and experimental design techniques with the object of improving and increasing agricultural and industrial production and (b) the development and application of statistical sampling to produce national aggregates of the most critical importance such as production, productivity, essential demographic statistics and national income totals in appropriate classifications. For this purpose it is considered that seven experts will be required to meet for a period of approximately two weeks. The cost in travel, fees and subsistence is estimated at \$14 800.

Printing

Details of the publication programme of the Department of Economic Affairs are submitted under section 26 of the Budget Estimates.

Section 11. Department of Social Affairs

\$1 776 500

(1952: \$1 704 410 1951: \$1 488 173)

The structure and functions of the Department of Social Affairs are described in the *Administrative Manual*, Volume I, Organization.

No change as compared with 1952 is proposed in the organization of the Department or in the number and level of the established posts.

Though there is a marked tendency for the total workload of the Department to expand, the Department anticipates that, by seeking a reasonable degree of flexibility in the utilization of its personnel, all presently foreseeable demands upon its services can be adequately met during 1953 within the limits of the appropriations requested.

CHAPTER I

Salaries and wages.....	\$1 751 500
	1952: 1 682 910
	1951: 1 460 518
(i) Established posts.....	\$1 670 000
	1952: 1 597 080
	1951: 1 362 690

Under this item provision is made for the cost of 219 established posts, the same number as approved for 1952. The estimate includes \$111 880 for cost-of-living adjustment, \$5 580 for language allowance and \$9 120 for non-resident's allowance.

Table 11-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
1	1	Assistant Secretary-General	
		Salary.....	23 000
		Allowance.....	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary.....	17 000
		Representation allowance.....	2 000
		<i>Professional</i>	
1	1	Senior Officer (administrative)	12 080
1	1	Senior Officer	11 500
1	1	Second Officer (administrative)	8 820
1	1	Second Officer	9 410
		<i>General Service</i>	
1	1	Administrative Assistant	6 580
1	1	Professional Assistant (principal)	5 440
3	3	Secretarial and Clerical (senior)	15 230
7	7	Secretarial and Clerical (intermediate)	26 520
18	18		144 580
		Add: Cost-of-living adjustment.....	8 600
			153 180
		Deduct: Adjustment for turnover of staff.....	6 130
			147 050
		TOTAL	\$147 050

The staff requested for the *Office of the Assistant Secretary-General* for 1953 is the same as that approved for 1952.

No major changes in the structure of the Division of Human Rights are envisaged for 1953. The staff will remain as stabilized in previous years at fifty-five established posts.

For administrative purposes the Division is organized into five sections. However, the Division's Assignments Board, successfully innovated several years ago, will continue to

Table 11-2. Division of Human Rights

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
1	1	Director	
		Salary.....	17 400
		Representation allowance.....	1 200
1	1	Principal Officer	16 140
		<i>Professional</i>	
5	5	Senior Officer	55 990
10	10	First Officer	101 070
8	8	Second Officer	68 130
6	6	Associate Officer	38 600
3	3	Assistant Officer	15 350
		<i>General Service</i>	
1	1	Administrative Assistant	5 870
2	2	Secretarial and Clerical (senior)	10 270
18	18	Secretarial and Clerical (intermediate)	80 430
55	55		410 450
		Add: Cost-of-living adjustment.....	28 860
			439 310
		Deduct: Adjustment for turnover of staff.....	17 570
			TOTAL \$421 740

review the constantly developing work programme and to assign staff to activities of highest immediate priority.

Office of the Director: The staff consists of the Director, one Principal Officer who exercises the functions of a Deputy Director, and two senior Secretaries.

Section I. The Section assists the Commission on Human Rights and assists the Economic and Social Council and the General Assembly when they consider reports and recommendations relating to the work of this Commission. At the request of the General Assembly (resolutions 421 and 422 (V) and 543-549 (VI)), the Commission has given priority to the drafting of a covenant on civil and political rights and a covenant on economic, social and cultural rights, a task of considerable magnitude both for the delegations and for the Secretariat. The more time is devoted to the drafting of the covenants, the more difficult and necessary becomes the Secretariat's task of systematic documentation on issues that arise and on views expressed by governments, specialized agencies and non-governmental organizations. In addition to the covenants, the Commission has had on its agenda a number of substantive items, including the establishment of a system of annual reports on human rights, the organization of national human rights committees, the revision and improvement of the present procedure of handling communications concerning human rights, and the preparation of recommendations or declarations or conventions concerning certain specific rights or groups of rights. The Commission is expected to establish a programme of priorities with respect to the substantive items on its agenda.

The staff of the Section comprises seven posts: one Senior Officer, two First Officers, two Second Officers and two Associate Officers.

Section II. The Section will continue to assist United Nations organs working in such fields as the following: freedom of information and of the Press, forced labour, allegations of infringements of trade union rights and alleviation of the plight of victims of so-called scientific experiments in concentration camps. In addition to this work, the

Section will continue to provide several professional officers, including its secretary, for the joint United Nations-International Labour Organisation secretariat of the *Ad Hoc* Committee on Forced Labour, which is conducting an inquiry into the nature and extent of systems of forced labour and the economic consequences of their application.

The staff of the Section comprises seven posts: one Senior Officer, three First Officers, two Second Officers and one Associate Officer.

Section III. The Section will continue to assist the organs of the United Nations when problems relating to the status of women are considered. The Section will work in 1953 on problems concerning the status of women in private law, including particularly:

(a) The compilation and analyses of laws relating to the position of women in the family and reports on the property rights of women, based on replies of governments to part II of the Questionnaire on the Legal Status and Treatment of Women;

(b) The compilation of replies of non-governmental organizations concerning changes considered desirable in family and property laws of various countries.

It will also prepare reports on political rights of women, on the status of women in Trust and Non-Self-Governing Territories, and on women in public services and functions.

The staff of the Section comprises six posts: one Senior Officer, one First Officer, one Second Officer, one Associate Officer and two Assistant Officers.

Section IV. The Section will continue to assist United Nations organs working in the following fields: prevention of discrimination, protection of minorities, abolition of slavery and servitude, and the problem of statelessness.

The staff of the Section comprises six posts: one Senior Officer, two First Officers, one Second Officer, one Associate Officer and one Assistant Officer.

Section V. This Section will continue to assist the *Ad Hoc* Commission on Prisoners of War. During 1953 it will secure from governments, compile and analyse information on prisoners taken in the course of the Second World War who have been neither repatriated nor otherwise accounted for (General Assembly resolution 427 (V)). In addition the Section's continuing responsibilities will include for 1953:

(a) Preparation of the 1952 *Yearbook on Human Rights* (ECOSOC resolution 303 H (XI));

(b) Implementation of ECOSOC resolutions 75(V) and 76(V), as amended, 116(VI) and 197(VIII) relating to the handling of human rights communications; and

(c) Preparation of special publications relating to human rights.

It will also be responsible for substantive aspects of co-operation with specialized agencies and non-governmental organizations in respect of human rights and for the educational programme in this field (General Assembly resolution 217 D(III) and ECOSOC resolutions 116 B(VI) and 303 G(XI)), including assistance in the preparation for the celebration of Human Rights Day (General Assembly resolution 423 (V)).

The staff of this Section comprises six posts: one Senior Officer, two First Officers, two Second Officers and one Associate Officer.

Administrative and secretarial pool. The pool comprises nineteen posts: one Administrative Assistant, seventeen intermediate Secretaries, and one intermediate Clerk.

Table 11-3. Division of Narcotic Drugs

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
<i>Director and Principal Officer</i>			
1	1	Director	16 530
		Representation allowance	1 500
<i>Professional</i>			
3	3	Senior Officer	41 500
4	4	First Officer	43 090
3	3	Second Officer	25 450
4	4	Associate Officer	25 350
2	2	Assistant Officer	10 270
<i>General Service</i>			
3	3	Professional Assistant (principal)	17 980
4	4	Professional Assistant (senior)	21 250
7	7	Secretarial and Clerical (intermediate)	29 300
1	1	Secretarial and Clerical (junior)	3 040
32	32		235 260
Add: Cost-of-living adjustment			15 940
			251 200
Deduct: Adjustment for turnover of staff			10 050
			TOTAL \$241 150

The Division of Narcotic Drugs undertakes the technical and international administrative work required to enable the Economic and Social Council, its Commission on Narcotic Drugs and the Secretary-General to exercise the powers and functions entrusted to them under the international narcotics treaties.

The Division's activities stem partly from the treaties themselves and partly from decisions taken by the Commission under its terms of reference, which include *inter alia* assistance to the Council in supervising the application of the narcotics treaties, advice to the Council on all matters connected with the international control machinery and the drafting of any necessary treaty instruments.

For administrative purposes, the Division will continue to be organized into three sections and one unit, all reporting to the Director. When necessity arises, however, the entire staff works as a unit, no rigid sectional grouping being maintained. With this qualification, the work of the Division is broadly divided between the sections as shown in the following paragraphs. The projects enumerated are all continuous except where indicated.

Section I. This Section is responsible for implementing existing treaties for the international control of narcotics, furnishing information to governments on their application, and carrying out decisions of the Commission on Narcotic Drugs concerning suppression of illicit traffic.

Its main tasks are:

1. Periodic revision of a list of governmental authorities empowered to issue import certificates and export authorizations for the international trade in narcotics (Assistance to governments in connexion with the implementation of chapter V of the 1925 Convention; Economic and Social Council resolution 49 (IV)).

2. Preparation of reports on the special governmental administrations created in accordance with article 15 of the 1931 Convention.

3. Publication of annual reports forwarded to the Secretary-General by parties to the 1931 Convention on the working of the Convention in their territories, and of an annual summary of these reports.

(Authority for (2) and (3): articles 15 and 21 of the 1931 Convention; decision of the Commission on Narcotic Drugs, first session, 1946; Economic and Social Council resolutions 123 A (VI) and 246 A (IX).)

4. Periodic revision of a list of firms authorized to manufacture narcotic drugs (article 20 of the 1931 Convention).

5. Preparation of bi-monthly summaries of illicit transactions in, and seizures of, narcotics and of an annual memorandum on illicit traffic. (Article 23 of the 1931 Convention; decisions of the Commission on Narcotic Drugs, first and second sessions; Economic and Social Council resolutions 49 (IV) and 123 (VI).)

6. Notifications to governments, the World Health Organization, the Commission on Narcotic Drugs, and the Permanent Central Opium Board regarding:

(i) The exemption of narcotic drugs from international control, and

(ii) The extension of international control to narcotic drugs not previously under such control.

The work in connexion with this project, which is periodic in character, has increased in volume during 1952 (article 8 and 10 of the 1925 Convention; article 11 of the 1931 Convention; articles 1, 2 and 3 of the 1948 Protocol).

7. Notification to governments of failures, or possible failures, of parties to Conventions to carry out their obligations (article 24 of the 1925 Convention and article 14 of the 1931 Convention).

8. Collection of supplementary or explanatory data on information supplied by Governments (Economic and Social Council resolution 248 B (IX)).

The staff of this section comprises six posts: one Senior Officer, one First Officer, one Associate Officer, two Professional Assistants (principal) and one Clerk (senior).

Section II. This Section conducts research, particularly of a legal and scientific character, in the field of narcotics and is at present engaged in the following tasks:

1. Publication of laws and regulations promulgated to give effect to the international treaties relating to narcotics (article 21 of the 1912 Convention; article 30 of the 1925 Convention; article 21 of the 1931 Convention, and article 16 of the 1936 Convention).

2. Preparation and publication of a listing, an annual summary and a digest of the laws and regulations referred to in (1) above. (Economic and Social Council resolution 49 (IV); decision of the Commission on Narcotic Drugs, fourth session; Economic and Social Council resolution 246 A (IX).)

3. Collection of information regarding the progress made towards the abolition of opium-smoking in the Far East. (Economic and Social Council resolution 159 II B (VII).)

4. Preparation of studies on *cannabis* with a view to the possible international control of this substance and of drugs made from it (Decision of the Commission on Narcotic Drugs, fourth session, 1949; Economic and Social Council resolution 246 (IX)).

5. Work in connexion with the report of the United Nations Commission of Inquiry on the Coca Leaf, the character of the work being dependent on decisions to be taken by the Economic and Social Council at its fourteenth session (General Assembly resolution 134 (II); Economic and Social Council resolutions 246 (IX) and 395 D (XIII)).

6. Scientific research into the nature of opium. This project, which has been broadened in scope since it was started in January 1949, is expected to continue for a number of

years (Economic and Social Council resolution 246 F (IX); decision of the Commission on Narcotic Drugs, fifth session, 1950; Economic and Social Council resolution 355 A (XII)).

7. Preparation, publication and revision of a "List of Drugs, Official Preparations and Proprietary Medicines coming under the International Narcotics Treaties" (Economic and Social Council resolution 49 (IV)).

The staff of this section comprises seven posts: one Senior Officer, one First Officer, one Second Officer, two Associate Officers, and two Assistant Officers.

Section III. This Section is responsible for the study and formulation of new measures to strengthen the international control of narcotics, and for the provision of secretariat and liaison services to organs of the United Nations and of the specialized agencies whose work is wholly or partially concerned with that control.

1. Formulation of such new measures as may, from time to time, become necessary to extend or reduce the scope of the international control of narcotics. (Economic and Social Council resolution 9 (I), and General Assembly or Council resolutions initiating such measures.)

2. Formulation and execution of measures to secure universal participation by States in the international treaties on narcotic drugs.

3. Periodic tasks related to the drafting and conclusion of a treaty to limit opium production, which will require several years.

4. Periodic tasks in relation to the drafting of a single convention on narcotic drugs to unify, and hence replace, the existing treaty instruments and to strengthen the international control of narcotics.

(Authority for (3) and (4): Economic and Social Council resolutions 246 D (IX) and 395 B (XIII) for project 3 and 355 B (XII) for project 4.)

5. This section is also responsible for items on the agenda of the General Assembly and the Economic and Social Council concerning narcotics; preparation as required of documentation for and attendance at meetings of the Permanent Central Opium Board and Supervisory Body; maintenance of a divisional reference centre and the provision of general research services, and provision of administrative and secretarial services for the Division.

The staff of this section comprises fifteen posts: two First Officers, one Second Officer, one Associate Officer, one Professional Assistant (principal), two Professional Assistants (senior), seven Secretaries (intermediate) and one Secretary (junior).

Bulletin and Publications Unit. 1. Preparation and publication of the *Bulletin on Narcotics*, which is published quarterly in English and French, with summaries in Chinese, Russian and Spanish (Economic and Social Council resolution 159 II F (VII)).

2. Preparation of material on narcotics for the use of the Department of Public Information.

The staff of the Bulletin Unit comprises three posts: one Senior Officer, one Second Officer and one Professional Assistant (senior).

As in 1952, the Division will have no sections; all staff members will be assigned to projects in accordance with workloads, priorities and deadlines.

In recommending that manning table strength be kept at the 1952 level, no account has been taken of proposals before the Economic and Social Council, such as that for holding a World Population Conference, which would require addi-

Table 11-4. Population Division

Number of established posts 1952		1953		Category and post level	Gross salaries
				<i>Director and Principal Officer</i>	\$
1	1	1	1	Director	15 800
1	1	1	1	Principal Officer	15 280
				<i>Professional</i>	
2	2	2	2	Senior Officer	23 580
3	3	3	3	First Officer	33 570
2	2	2	2	Second Officer	15 340
6	6	6	6	Associate Officer	37 720
10	10	10	10	Assistant Officer	47 790
				<i>General Service</i>	
1	1	1	1	Professional Assistant (principal)	5 290
2	2	2	2	Secretarial and Clerical (senior)	10 170
2	2	2	2	Secretarial and Clerical (intermediate)	7 330
30	30	30	30		211 870
Add: Cost-of-living adjustment.....					14 550
					226 420
Deduct: Adjustment for turnover of staff.....					9 060
				TOTAL	\$217 360

tional funds if acted upon favourably. The projects on which the present resources of the Division will be concentrated during 1953 are shown below.

1. *Demographic aspects of technical assistance for economic development of under-developed areas.* In addition to the continuing work of the Division in rendering assistance to the Technical Assistance Administration on demographic aspects of technical assistance, work will be done in 1953 on the following projects in this field:

(a) Preparation of a programme of training courses in demographic techniques and analysis;

(b) Preparation of a list of important sources of materials, relevant to techniques of demographic analysis, needed to meet requests from the governments of under-developed Member countries;

(c) Analysis of results of pilot studies being carried out by the Government of India, with technical assistance from the United Nations and the World Health Organization on interrelationships of demographic, social and economic factors in that country.

(Economic and Social Council resolution 308 (XI) and Population Commission reports E/1711, pp. 5-6, 8 and 25, and E/1989, paragraphs 25 and 45.)

2. *Relationships between population trends and social and economic factors.* One phase of this continuing project, the report summarizing the findings of existing studies in this field, will be completed in 1952. During the next year, the second phase, also of value to governments generally, will be undertaken in collaboration with certain especially interested governments:

(a) Field study of relationships between population trends and social and economic development, similar to that being carried out in India;

(b) Analysis of the results of population censuses in order to improve the basis for programmes of economic and social development.

(Economic and Social Council resolutions 41(IV) and 308(XI) and Population Commission reports E/1313, pp. 13 and 17, E/1711, pp. 6-9 and 24, and E/1989, paras. 12-15 and 36.)

3. *Demographic aspects of migration and improvement of migration data.* In addition to continuing activities, the following projects will be begun or carried forward:

(a) A concise demographic survey of international migration during 1951 and 1952 will be made as a practical contribution to the consideration of problems and the elaboration of plans in this field of special international importance.

(b) On the basis of documentation assembled in 1951 and 1952 and with the continuing co-operation of Member States and the International Labour Organisation, draft recommendations will be prepared for the collection and tabulation of data on international migrants by economic characteristics, for submission to the interested commissions;

(c) Work will continue on the following special topics:

(i) Emigration from Europe to under-developed areas, in collaboration with the International Labour Office and other specialized agencies and interested bodies. Particular attention will be paid to the influence of migration on the growth and structure of the total and economically active population.

(ii) Migration in the Far East, in collaboration with the secretariat of the Economic Commission for Asia and the Far East.

(Economic and Social Council resolutions 41(IV), 150(VII), 156(VII), 308 C(XI) and 389 B(XIII); Population Commission reports E/805, paras. 11-13; E/1313, paras. 22-28; E/1711, paras. 36-37, and E/1989, paras. 17, 18 and 45.)

4. *Preparation of estimates, projections and studies of trends of population growth.* In addition to the continuing activities under this heading, work will be done in 1953 on the following projects:

(a) Projections of future population by sex and age, to serve as a basis for estimating requirements for food and other commodities, manpower and employment needs, etc.;

(b) Manuals on methods of estimating present and future population, rates of population growth, present and future labour force, urban and rural population, and population in various ages and sex classes.

These manuals will serve as a guide to offices concerned with statistics, planning, and development in many countries, particularly in under-developed countries requesting technical assistance.

(Economic and Social Council resolution 41 (IV) and 308 (XI) and Population Commission reports E/805, p. 11; E/1711, p. 19, and E/1989, para. 25.)

5. *Demographic aspects of labour supply.* As part of its responsibilities within the general programme of work agreed between the United Nations and the International Labour Organisation, work will be done on the compilation and analysis of demographic characteristics of the economically active population, with a view to obtaining information on such numerical relationships as that between changes in the size and composition of the population on the one hand and, on the other, the size and composition of the labour force, length of working life, load of dependency, etc.

Population Commission reports E/1313, para. 40; E/1711, para. 43, and E/1989, para. 62.)

6. *Demographic aspects of the problem of retired and aged persons.* This study, which was begun in 1952, relates to the increasing number and proportion of elderly persons, differential rates of aging in various countries, differentials in aging of various groups of the population (including sex, ethnic, social and economic groups), these being factors

which affect employment and dependency among older people. The study is planned as a contribution to the broader study of problems of the aged being undertaken by the Secretary-General at the request of the Social Commission.

(Economic and Social Council resolution 309 D (XI) and Population Commission report E/1989, paragraphs 20-21.)

Table 11-5. *Division of Social Welfare*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	15 730
1	1	Principal Officer	15 400
<i>Professional</i>			
6	6	Senior Officer	79 160
13	13	First Officer	131 660
14	14	Second Officer	119 110
8	8	Associate Officer	55 080
5	5	Assistant Officer	25 170
<i>General Service</i>			
1	1	Administrative Assistant	6 050
3	3	Professional Assistant (principal)	17 550
8	2	Professional Assistant (senior)	37 660
3	3	Secretarial and Clerical (senior)	15 430
15	15	Secretarial and Clerical (intermediate)	64 410
2	2	Secretarial and Clerical (junior)	6 510
80	80		588 920
Add: Cost-of-living adjustment.....			41 550
			630 470
Deduct: Adjustment for turnover of staff.....			25 270
TOTAL			\$605 200

The organization of the Division was further consolidated in 1952 with the elimination of the Social Reference Centre as a separate section and its integration within the Social Services Section and the Office of the Director. A close study of the Centre in 1952 showed that it was understaffed in relation to its full task. The only alternative to a request for more staff appeared to be a limitation of the programme, which has been proposed to the Social Commission by the Secretary-General and re-organization to increase effective utilization of the available staff. Two of the main functions of the Centre, publication of the social welfare information series and collection and indexing of technical data in the social welfare field, will be related organically to the special projects carried out by the Social Services Section. The third main function of the Centre, publication of the *Legislative Series*, covers the main activities of the Division and its supervision will rest with the Office of the Director. One post at First Officer level has been freed for assignment to the high priority programme for study and promotion of community welfare centres in the Section of Social Policy and Development.

The organization of the Division will therefore consist of the Office of the Director and four sections (Social Policy and Development; Housing, Town and Country Planning; Social Defence, and Social Services). Emphasis will continue to be placed on projects which result in direct assistance to governments, such as extension of measures for maternal and child welfare, training of social welfare personnel, rehabilitation of the handicapped, low-cost housing and social defence. This emphasis entails day-to-day working relationships with the Technical Assistance Administration to assist in the planning and formulation of projects requested by governments and in the periodic review of current operations in the various regions and countries, so as to ensure that the con-

cern of the Economic and Social Council relative to social aspects of economic development is met. These programmes also require a high degree of collaboration with the World Health Organization, International Labour Organisation, United Nations Educational, Scientific and Cultural Organization and Food and Agriculture Organization and in the case of the child welfare programme, with the United Nations International Children's Emergency Fund. This collaboration is carried on through periodic meetings of technical officers in the working groups established by the Administrative Committee on Co-ordination and by correspondence. Experience has demonstrated that such simultaneous attention to the social, health, labour, and educational aspects of child welfare, rehabilitation, housing and community development is resulting in more effective aid to governments.

In addition, the seventh session of the Social Commission and the thirteenth session of the Economic and Social Council have placed new and important responsibilities on the Division for:

(a) Transmitting information to the Commission and the Council concerning the programmes of the specialized agencies for extending medical care, education and social security; and,

(b) Assisting the Council in analysing that information in terms of the basic social goals established by the General Assembly.

These tasks are best fulfilled as part of the Division's substantial continuing responsibilities for serving as a clearing-house for technical information. For example, the collection of data on methods for improving rural dwellings and on building techniques using local material (e.g., stabilized earth) provides an essential background for technical assistance projects in the low-cost housing field; studies on juvenile delinquency and minimum rules for treatment of offenders are basic to helping under-developed countries institute prison reforms. The broader function of providing data on world social conditions as a basis for national and international planning of measures to improve standards of living has had the repeated recognition of the General Assembly.

The authority for the specific projects listed below in justification of the budget estimates for 1953 is given for each project. Where no specific authority is cited, the projects fall within the long-range programme of the Social Commission (E/1982, annex III), approved by the Council in resolution 390 (XIII).

Office of the Director. The staff in this Office comprises seven posts: the Director, one Principal Officer, one Associate Officer, one Administrative Assistant, one Professional Assistant (principal) and two Secretaries (one senior and one intermediate). The staff of the *Legislative Series* which will be supervised by this office comprises three posts: one First Officer, one Second Officer and one Professional Assistant (senior). The secretarial pool, also supervised by the Office of the Director, comprises seven posts: one Supervisor (senior), five Secretaries (intermediate) and one Secretary (junior).

Social Policy and Development Section. In addition to the functions carried out in 1952, namely work on social conditions and development programmes, substantive liaison with the Technical Assistance Administration, and migration, this section in 1953 will be responsible for the work on community welfare centres, a priority programme for the period 1952-1954. The programme of major studies and reports of this section for 1953 consists of:

1. Use of community welfare centres as effective instruments to promote economic and social progress throughout

the world (Economic and Social Council resolution 390 D (XIII));

2. Legislative and administrative measures used successfully by governments since 1945 in fields of activity of direct concern to the Social Commission, for raising the standards of living of low-income groups;

3. Compilation of material in preparation for the Second Report on the World Social Situation;

4. Study of methods of appraising the findings of field investigations of living conditions in less-developed areas;

5. Social and economic results of economic measures in favour of the family;

6. Social effects of international technical assistance programmes in selected areas;

7. Studies concerning the social problems of the aboriginal population of the American Continent (three Governments have now requested help in this field) (Economic and Social Council resolution 313 (XI));

8. Assistance to indigent aliens: report;

9. Maintenance obligations: enforcement abroad;

10. Inventory of laws relating to the legal position of immigrants in various countries;

11. Study of various aspects of the status of migrants in their capacity as aliens;

12. Simplification of administrative procedures for migrants;

13. Social services for migrants.

The staff of this section comprises eighteen posts: three Senior Officers, five First Officers, three Second Officers, one Associate Officer, two Assistant Officers, two Professional Assistants (senior) and two Secretaries (one senior and one intermediate).

Housing and Town and Country Planning Section. This section covers social, economic, technological and administrative aspects of housing and town and country planning. It offers leadership to the secretariats of the regional Economic Commissions for the over-all planning and implementation of the housing programme. As a consequence of the expanding number of country requests for technical assistance in the housing field, there has been a noticeable increase in the demands upon the section. In 1953, the work programme of this section will be as follows:

1. Publication of the bulletin *Housing and Town and Country Planning* (three issues per year). For 1953 the publication of three special issues in two languages is envisaged. Material will be collected and special studies initiated and/or completed for these issues and for further special issues of the bulletin to be published in 1954.

2. Maintenance of a *Housing and Town and Country Planning Reference Centre*, in close co-operation with the International Council for Building Documentation, a non-governmental organization, for the purpose of facilitating the exchange of documentary information concerning the fields of housing and town and country planning and the building industry. In 1953 the Centre will:

(a) Produce abstracts and bibliographies directly related to special projects;

(b) Prepare a supplement to the catalogue of technical films available in these fields; and

(c) Publish for distribution to Member States, on standard reference sheets or cards, a selection of information material prepared by the International Council for Building Documentation and by the Centre itself.

3. Special studies authorized under Economic and Social Council resolution 390 (XIII) are:

(a) Study of available housing and present and future housing needs;

(b) Study of improvement of rural dwellings and amenities with special reference to tropical and under-developed areas;

(c) Study of methods of financing of housing;

(d) Study of community services and tenant co-operation;

(e) Study of technical reports on community development and social centres;

(f) Study of problems of urban and rural resettlement;

(g) Study of housing costs in relation to family income.

The staff in this section comprises ten posts: one Senior Officer, one First Officer, one Second Officer, two Associate Officers, one Assistant Officer, two Professional Assistants (senior), one Secretary (intermediate) and one Clerk (junior).

Social Defence Section. This section acts as the central unit in giving effect to the international leadership of the United Nations in the field of the prevention of crime and the treatment of offenders, and promotes activities in this field as well as in the field of the suppression of the traffic in persons and of the exploitation of the prostitution of others. The United Nations assumed this leadership with the transfer to it of the functions of the International Penal and Penitentiary Commission at the end of 1951 (General Assembly resolution 415 (V)). This integration called for several specific additions to social defence activities of the United Nations:

1. Transfer of the library and archives of the International Penal and Penitentiary Commission to the United Nations library in Geneva and archives at Headquarters;

2. The establishment of a comprehensive international network of official national correspondents;

3. The convening of biennial meetings of regional consultative groups;

4. The convening of the *ad hoc* Advisory Committee of Experts;

5. The holding of a quinquennial International Congress.

Under the terms of the annex to resolution 415 (V) of the General Assembly, one officer will be detailed from Headquarters to Geneva.

The programme for 1953 consists of:

(1) Publication of the *International Review of Criminal Policy* (issues three and four in two languages) (General Assembly resolution 415 (V));

(2) Preparation of the following meetings:

(a) Two regional consultative groups on questions relating to social defence, one in the Near and Middle East and another in the Far East and South East Asia;

(b) *Ad hoc* Advisory Group of Experts to advise the Secretary-General on technical problems, such as open institutions, and certain questions pertaining to the convening of the International Congress in 1955;

(3) The collection, analysis and appropriate dissemination of information from the national correspondents in the field of prevention of crime and the treatment of offenders;

(4) Special studies authorized under Economic and Social Council resolution 390 (XIII) are:

(a) Probation and related measures: (i) abridged version of the comprehensive study; (ii) systematic formulation of basic principles;

- (b) Juvenile delinquency in all its phases;
- (c) Standard classification of offences and uniform crime statistics (in co-operation with the Statistical Office);
- (d) Standard rules for the treatment of offenders;
- (e) Parole and after-care;
- (f) Open penal and correctional institutions;
- (g) Habitual offenders and recidivists;
- (h) The indeterminate sentence and other measures designed for adapting the duration of treatment in correctional or penal institutions to the needs of the individual offender and to the protection of society;
- (i) Selection and training of personnel for penal and correctional institutions;
- (j) Preparation of a programme of action for combating the traffic in persons and for the prevention and suppression of the exploitation of the prostitution of others;
- (k) Study of measures taken or recommended in application of article 16 of the International Convention of 2 December 1949, for the prevention of prostitution and the social rehabilitation of prostitutes.

The staff in this section comprises eleven posts: one Senior Officer, one First Officer, four Second Officers, two Associate Officers, one Assistant Officer and two Secretaries (intermediate).

Social Services Section. The programme of this Section for 1953, which has been developed under Social Commission decisions and recommendations of the Administrative Committee on Co-ordination, consists of:

1. Family and child welfare

- (a) Preparation of an integrated programme in the field of maternal and child welfare in co-operation with specialized agencies and UNICEF, including study and recommendations concerning the extension of measures for maternal, infant and child welfare;
- (b) Compilation of materials for the second biennial reports, comprising summaries of reports from governments on community, family, youth and child welfare and covering the years 1951-1952, will be completed for publication in 1954;
- (c) Study of problems of the adoption and guardianship of children deprived of a normal home life;
- (d) Study of equal treatment of legitimate and illegitimate children;
- (e) Study of welfare of mentally handicapped children;
- (f) Study of welfare of the aged.

2. Organization, administration and staffing for social welfare

- (a) Study of formulation of minimum standards for the training of social workers;
- (b) Study of training of personnel for the social rehabilitation of the physically handicapped.

3. Rehabilitation of the handicapped

- (a) Report on training and demonstration material;
- (b) Study of rehabilitation of the blind;
- (c) Study of rehabilitation of cripples;
- (d) Study in co-operation with specialized agencies of the rehabilitation of physically handicapped persons, especially in under-developed areas.

4. *Social Reference Centre.* In order to maintain essential services within existing staff limits, efforts will be concentrated in 1953 on work for family and child welfare, training and rehabilitation. Specific projects to be undertaken will include: (a) establishment of country files of United Nations and specialized agencies in the field of child welfare as recommended by the Administrative Committee on Co-ordination; (b) continuation of the publication of the *Social Welfare*

Information Series, which include: (i) current literature and national conferences; (ii) current literature of international organizations; and (iii) a directory of nationwide family and child welfare agencies.

The staff of this section comprises twenty-four posts: one Senior Officer, five First Officers, five Second Officers, two Associate Officers, one Assistant Officer, two Professional Assistants (principal), three Professional Assistants (senior), four Secretaries (intermediate) and one Clerk (intermediate).

Table 11-6. *Cartographic Office*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 11 500
1	1	First Officer	13 160
1	1	Associate Officer	7 160
<i>General Service</i>			
1	1	Secretarial and Clerical (intermediate)	4 860
4	4		36 680
Add: Cost-of-living adjustment.....			2 380
			39 060
Deduct: Adjustment for turnover of staff.....			1 560
TOTAL			\$37 500

The *Cartographic Office* is responsible for the implementation of Economic and Social Council resolutions in the field of international co-operation on cartography. The main tasks for 1953 will be as follows:

1. Preparation and publication of an annual bulletin, in English and French, in accordance with Economic and Social Council resolution 261 (IX). The third issue will be published in 1953 and will include:

- (a) Reports by governments on activities in the field of cartography;
- (b) Technical studies by experts; and
- (c) Selected current bibliography to be compiled by the Office in co-operation with international scientific organizations working in the field of cartography;

2. Taking over the functions formerly assumed by the Central Bureau, One Millionth Map of the World and preparation of a report on the transfer of functions and assets of the Central Bureau to the United Nations for submission to the Economic and Social Council. Consultations with the Central Bureau regarding this transfer are proceeding during 1952. It is expected that the actual transfer will be completed in 1953 (Economic and Social Council resolution 412 A II (XIII));

3. Preparation of a study on means for furthering the completion of the International Map of the World on the Millionth Scale for submission to the sixteenth session of the Economic and Social Council (Economic and Social Council resolution 412 A II (XIII));

4. Collection of material for a preliminary study in connexion with the development of international standards in cartography (Economic and Social Council resolution 131 (VI));

5. Assistance in the co-ordination of cartographic programmes and activities of the specialized agencies and the international scientific organizations. Liaison with international scientific organizations with the object of: (a) furthering international co-operation in cartography; and (b) facilitating the international exchange of technical information (Economic and Social Council resolution 131 (VI) and 261 (IX));

Table 11-7. Recapitulation

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
			\$	\$	\$	\$
Office of the Assistant Secretary-General.....	18	18	144 580	8 600	6 130	147 050
Human Rights Division.....	55	55	410 450	28 860	17 570	421 740
Narcotics Division.....	32	32	235 260	15 940	10 050	241 150
Population Division.....	30	30	211 870	14 550	9 060	217 360
Social Welfare Division.....	80	80	588 920	41 550	25 270	605 200
Cartographic Office.....	4	4	36 680	2 380	1 560	37 500
TOTAL	219	219	\$1 627 760	\$111 880	\$69 640	\$1 670 000

6. Arrangements for and servicing of regional meetings of government experts in cartography, if so decided by the Economic and Social Council. The report on consultations with governments on this subject is being prepared (Economic and Social Council resolution 261 (IV)).

As in previous years the staff of this Office is composed of one Senior Officer, one First Officer, one Associate Officer, and one Secretary.

(ii) *Consultants* \$ 43 000
1952: 45 000
1951: 54 384

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.

One or more consultants will be needed in connexion with the subjects listed below:

Human Rights

(a) To prepare studies relating to human rights, including studies on forced labour, abolition of slavery and servitude, repatriation of prisoners of war, plight of survivors of concentration camps, status of women in public law and related subjects.

Population

(b) Consultations with demographers on current technical problems (compensation and travel expenses for three consultants for ten days each).

(c) Assistance in the preparation of the Multilingual Demographic Dictionary (Economic and Social Council resolution 41 (IV) and Population Commission report E/1313, paras. 8 and 9 and Annex I).

(d) Manuals on methods of population estimates (Population Commission report, document E/1989, para. 25).

(e) Study of fertility in a region undergoing economic development (Economic and Social Council resolution 308 D (XI)).

(f) Studies on the demographic aspects of migration (Economic and Social Council resolutions 150 (VII), 156 (VII), 308 C (XI) and 389 B (XIII)).

Social Welfare

(g) To assist in connexion with the Community Welfare Centres project;

(h) To assist in studies on available housing and present and future housing needs; housing and community improvement programmes in urban and rural areas; and policies, administration and legislation for housing and community improvement;

(i) To assist in preparation of studies on migration;

(j) To assist in studies on criminal statistics, open penal and correctional institutions and indeterminate sentence;

(k) To assist in studies on child welfare, rehabilitation of

the handicapped and training of social welfare personnel in under-developed areas.

Cartographic Office

(l) Assistance in the study of means for furthering completion of the International Map of the World on the Millionth Scale (Economic and Social Council resolution 412 A II (XIII)).

(iii) *Temporary assistance* \$ 34 000
1952: 36 150
1951: 40 905

The amount requested is needed to cover additional staff which will be needed for peak-load periods and for the temporary replacement of staff in connexion with annual, home sick and maternity leave.

(iv) *Overtime and night differential* \$ 4 500
1952: 4 680
1951: 2 539

An amount similar to that appropriated for 1952 will be required in 1953.

CHAPTER II

Other departmental costs \$ 25 000
1952: 21 500
1951: 27 655

(i) *Travel on official business* \$ 25 000
1952: 21 500
1951: 27 655

The estimate provides for authorized journeys of staff members for contacts with specialized agencies and non-governmental organizations, and for necessary journeys in connexion with particular studies as recommended by the Economic and Social Council or its Commissions. The estimate is based on past experience.

The detailed estimates, as now foreseen, provide for the following:

Travel by staff members designated by the Secretary-General to attend as his representative conferences of specialized agencies (Food and Agriculture Organization, International Labour Organisation, World Health Organization, United Nations Educational, Scientific and Cultural Organization).

Travel necessary to secure active co-operation of non-governmental organizations in implementation of programmes of the Council.

Provision for various journeys to Member States and to research institutions in connexion with current projects of the Department.

Printing

Details of the publication programme of the Department are submitted under section 26 of the Budget Estimates.

Section 12. Department of Trusteeship and Information from Non-Self-Governing Territories

\$963 700

(1952: \$933 970 1951: \$842 143)

The structure and functions of the Department of Trusteeship and Information from Non-Self-Governing Territories are explained in the *Administrative Manual*, Volume I, Organization.

No change as compared with 1952 is proposed in the organization of the Department or in the number and level of established posts. Although the total workload is steadily expanding it is hoped that, by suitable adjustments and with the greater efficiency and experience of the staff, it will be possible to deal with the increasing volume of normal and continuing functions, as well as with a number of additional projects and assignments, without seeking an increase of the establishment in the 1953 budget estimates. Every endeavour will thus be made to carry out the Department's increased functions and responsibilities within its existing establishment. To this end, it is the practice of the Department to exercise a reasonable degree of flexibility in the utilization of its staff, taking account of the relative urgency and importance of all work assignments. The functional units into which the Department as a whole is organized should therefore be regarded as indicative of the general workload distribution and not as rigidly limiting or restricting individual assignments. By means of this flexibility, together with the retarding or deferment where necessary of less urgent projects, every effort will be made to meet all presently foreseen workload requirements during 1953 within the limits of the appropriations requested.

CHAPTER I

Salaries and wages	\$957 700
	1952: 926 470
	1951: 838 065
(i) <i>Established posts</i>	\$941 200
	1952: 916 700
	1951: 822 187

Table 12-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
\$			
1	1	Assistant Secretary-General	
		Salary	23 000
		Allowance	7 000
<i>Director and Principal Officer</i>			
1	1	Principal Director	
		Salary	18 000
		Representation allowance	3 350
<i>Professional</i>			
1	1	Senior Officer (administrative)	12 080
1	1	Second Officer	10 150
1	1	Associate Officer (administrative)	7 160
<i>General Service</i>			
1	1	Professional Assistant (principal)	5 710
2	2	Secretarial and Clerical (senior)	10 420
13	13	Secretarial and Clerical (intermediate)	53 570
5	5	Secretarial and Clerical (junior)	14 220
26	26		164 660
Add: Cost-of-living adjustment			10 360
			175 020
Deduct: Adjustment for turnover of staff			7 000
TOTAL			\$168 020

Provision is made for the cost of 114 posts, the same number as was approved for 1952, the increase in the total sum requested being almost entirely due to normal within-grade salary increments. The estimate includes \$61,740 for cost-of-living adjustment, \$1 400 for language allowance and \$2 550 for non-resident's allowance.

In addition to the Assistant Secretary-General, the Office (table 12-1) comprises seven posts as in 1952; one Principal Director who also directs the work of the Trusteeship Division, one Senior Officer (administrative), one Second Officer, one Associate Officer (administrative), one Professional Assistant (principal) and two Secretarial and Clerical posts.

The Department's secretarial pool, consisting of one Senior Clerk (supervisor) and seventeen secretarial posts as in 1952, is under the supervision of the Executive Office and provides secretarial services for the whole Department.

The workload of the pool has been noticeably increased as a direct result both of the substantial increase in the number of petitions received by the Visiting Missions and of the change in the manner of processing petitions decided by the Trusteeship Council at its tenth session, which also established in place of the former *Ad Hoc* Committee on Petitions, a Standing Committee to meet throughout most of the year. The Trusteeship Council has further directed that all communications, which were formerly only summarized and called to the attention of the Council, must now be circulated in full to all members. Despite this considerable workload increase, no additional secretarial posts are being proposed at the present time.

Table 12-2. Division of Trusteeship

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 670
<i>Professional</i>			
7	7	Senior Officer	91 860
10	10	First Officer	104 270
6	6	Second Officer	49 740
10	10	Associate Officer	66 590
3	3	Assistant Officer	14 460
<i>General Service</i>			
2	2	Professional Assistant (principal)	11 050
1	1	Secretarial and Clerical (senior)	4 620
6	6	Secretarial and Clerical (intermediate)	28 540
46	46		386 800
Add: Cost-of-living adjustment			26 530
			413 330
Deduct: Adjustment for turnover of staff			16 530
TOTAL			\$396 800

The functioning of the system of international supervision, which is both substantive and operational, has imposed on the Trusteeship Division (table 12-2) a workload which has substantially increased as the system has achieved full operation during the past five years in relation to the eleven existing Trust Territories. The provisions of the Trusteeship Agreement for Somaliland and the establishment of the Advisory Council in Mogadiscio have placed additional duties on the Division, particularly in view of the requirements of the Advisory Council for special studies in con-

nexion with its responsibility for aiding and advising the Administering Authority on questions of policy in the political, economic, social and educational fields. The Division is called upon to assist the limited staff attached to the Advisory Council in the preparation of background papers necessary for the proper functioning of that body. In addition, it is anticipated that, with the ratification of the Peace Treaty with Japan, the United States of America will negotiate with the United Nations a Trusteeship Agreement on the Bonin and Ryukyu Islands, and this, in turn, will increase the number of Trust Territories to twelve, with resulting additional duties for the Division.

In addition to its continuing functions which were previously examined in detail in the Budget Estimates for 1952, the following specific points—which have bearing upon the additional duties facing the Division during 1953—are set out to show in which major areas increase in workload is anticipated.

In implementing the recommendations of General Assembly resolutions 432 (V) and 560 (VI), the Trusteeship Council has changed the form of its report to the General Assembly and the Division is required to draft all working papers necessary for its preparation. At least five working papers are required for each Trust Territory, including a comprehensive and factual outline of general conditions designed to give a complete picture of the political, economic, social and educational development in each of the eleven Trust Territories.

In accordance with General Assembly resolution 552 (VI), the Trusteeship Council, at its tenth session, constituted a Standing Committee on Petitions to meet whenever necessary. The servicing of this committee involves a substantial amount of additional work by the Division, both in documentation and in gathering of information from pertinent sources. Furthermore, a total of 320 petitions are awaiting action at the present time, as compared with a total of 386 acted upon over the last three years. A steady increase of petitions must be anticipated in the future.

In accordance with General Assembly resolution 553 (VI), the Trusteeship Council, at its tenth session, approved the report of its Committee charged with the examination of the General Assembly's recommendations regarding the organization and functioning of visiting missions. It is therefore anticipated that the duration of visiting missions in 1953 will be extended, involving the absence for a prolonged period of some five officers.

In addition to these recommendations concerning the organizational and procedural aspects of the Trusteeship Council's work, the General Assembly, at its fifth and sixth sessions, adopted a number of substantive recommendations which affect the work of the Division.

The Standing Committee on Administrative Unions, created by resolution 293 (VII) of the Trusteeship Council, is charged with studying all questions relating to administrative unions between Trust Territories and adjacent Non-Self-Governing Territories. It meets also between sessions and examines information furnished to it on matters within its competence. The Division is required to follow all developments regarding the legislation and practical application of measures which have a bearing on the functioning of such unions and to prepare suitable papers for the use of the Committee.

The General Assembly, at its sixth session, adopted resolution 563 (VI) which requested the Trusteeship Council to prepare a special report containing a complete analysis of

each of the administrative unions to which each Trust Territory is a party.

In connexion with this special report, the Division will provide the Standing Committee on Administrative Unions with all background papers and studies required by it, in particular on the French Union, a question which has not as yet been examined either by the Council or by the Standing Committee.

During its sixth session, the General Assembly adopted a further resolution on rural economic development (561 (VI)), supplementing its previous resolution 438 (V), in which it noted the complex and exacting technical nature of the study and recommended that the Trusteeship Council consider inviting the appropriate specialized agencies, particularly the Food and Agriculture Organization and the International Labour Organisation, as well as other experts, if necessary, to assist it in its study on the rural economic development of the Trust Territories.

In addition to servicing the Committee on Rural Economic Development and preparing complex working papers and background studies on the problem of land in the Trust Territories, the Division, pursuant to the resolution, will also consult the specialized agencies and co-operate with experts from these agencies. This work will undoubtedly be heavier in 1953, when it is expected that a more complete report for each of the eleven Trust Territories will be drafted on the basis of materials received and studies conducted.

Further, the Trusteeship Council at its tenth session adopted a resolution inviting the Secretary-General to co-operate with the Administering Authorities in the implementation of General Assembly resolution 556 (VI) by providing suitable and adequate information on the United Nations and on the International Trusteeship System in particular, and, in accordance with the Trusteeship Council's resolution 36 (III), to undertake further efforts to ensure the dissemination of that information, causing also an expanding need for visual information among the inhabitants and in the schools of the Trust Territories.

The Division consults with each of the Administering Authorities and with the Department of Public Information in order to provide the type of information suited to the situation within each Trust Territory and to co-operate in its distribution.

At its sixth session, the General Assembly adopted resolution 557 (VI) on educational advancement in Trust Territories, by which Member States of the United Nations were invited to make available to qualified students from Trust Territories fellowships, scholarships and internships, and to notify the Trusteeship Council concerning the availability of such fellowships. A detailed procedure has been established by the Trusteeship Council for the role of the Secretariat in this connexion, including arrangements with the United Nations Educational, Scientific and Cultural Organization and the preparation of reports for the governments of Member States and for the General Assembly.

In addition to its regular duties flowing from its responsibilities under Chapters XII and XIII of the Charter to assist the Council in the discharge of its functions, the Division is also responsible for assisting the *Ad Hoc* Committee on South West Africa, reconstituted by General Assembly resolution 570 (VI), to continue discussions on ways and means of implementing the advisory opinion of the International Court of Justice.

The Division has co-operated with other Departments in lending personnel with special qualifications for field work. Moreover, it has now become the responsibility of the Trus-

teeship Division to furnish the personnel of the secretariat for the Advisory Council in the Trust Territory of Somaliland, which will continue in being for a further period of eight years; at present three officers of the Division are detailed to this work.

The forty-six posts of the Division are distributed as follows:

The *Office of the Director* comprises seven posts, as in 1952; one Principal Officer, one First Officer, one Second Officer, one Associate Officer, one Professional Assistant and two Secretaries. The Principal Director of the Department, whose post is shown in the Office of the Assistant Secretary-General, is also the Director of the Trusteeship Division.

The *Trusteeship Agreements Section* comprises five posts, as in 1952; two Senior Officers, one First Officer, one Second Officer and one Secretary.

The extension of the Trusteeship System to Somaliland and the establishment of the Committee on South West Africa have expanded the responsibilities of the Section. The liaison with the secretariat of the Advisory Council for Somaliland and studies to be made in connexion with the examination of the annual reports on the administration of Somaliland, and petitions being received in increasing number, will require the full attention of this Section.

In addition, this Section is responsible for the implementation of General Assembly resolution 557 (VI) on educational advancement in the Trust Territories and for liaison with the Technical Assistance Administration in all matters concerning offers of scholarships, fellowships and internships for inhabitants of the Trust Territories.

The *Questionnaires and Territorial Reports Section* consists of seven posts, as in 1952; one Senior Officer, two First Officers, three Associate Officers and one Secretary. Administering Authorities have been requested by the Council to submit observations on the new draft Provisional Questionnaire.

It is anticipated that after the completion of the revision of the Provisional Questionnaire, the Council will proceed with the formulation of questionnaires specifically adapted to the conditions in each of the eleven Trust Territories. In this connexion, the Division must undertake thorough research concerning particular conditions in the Trust Territories and will prepare drafts of questions designed to elicit information required for appropriate consideration by the Council.

In addition, the Section is responsible, in co-operation with other Sections, for the analysis of the Annual Reports, distribution of Annual Reports and the collection of additional information.

The *Petitions Section* consists of seven posts as in 1952; one Senior Officer, one First Officer, two Associate Officers, one Assistant Officer, one Professional Assistant and one Secretary.

This Section has been and will continue to be confronted with a greatly increasing workload as noted in preceding paragraphs. It may be anticipated that the number of petitions will greatly increase in 1953, due to the fact that the Visiting Mission to West Africa, which is due to visit the Territories of the Cameroons under French administration, the Cameroons under British administration, Togoland under French administration and Togoland under British administration, in the fall of 1952, will undoubtedly receive a considerable number of petitions for examination by the Council in 1953.

The purely technical processing of this great number of

petitions and communications presents a considerable problem for the very limited staff available for this type of work in the Section. The Section is also charged with the servicing of the Standing Committee on Petitions, which is relying heavily on this assistance to expedite an extremely heavy task. In spite of this substantial increase of work, no additional post is being requested at the present time, as it is hoped that by more effective methods of work, with the greater efficiency of the staff available and improved co-ordination between all units, this Section will be able to discharge its duties properly.

The *Visits Section* comprises five posts as in 1952; one Senior Officer, two First Officers, one Associate Officer and one Secretary.

The prolongation of the duration of the visiting missions in the Trust Territories and the preparation of technical arrangements for such visits will add supplementary workload for the Section in 1953. The substantive papers and background information required by the missions are prepared in collaboration with other Sections of the Division; this work is getting more complicated with the number of problems raised in the Council or brought to its attention by numerous petitions and communications.

This Section is also responsible for the implementation of resolution 36 (III) of the Trusteeship Council, on provision of information to peoples of Trust Territories. The Trusteeship Council adopted a further resolution which requires the visiting missions to make arrangements for provision of information during their stay in the Trust Territories. The advisory and liaison functions with other Departments to secure adequate implementation of these resolutions falls to this Section.

The *Territorial Research and Analysis Section* consists of fifteen posts as in 1952; two Senior Officers, three First Officers, four Second Officers, three Associate Officers, two Assistant Officers and one Secretary.

This Section is composed of area specialists who are called upon to prepare, in collaboration with other Sections, expert analyses of the reports and petitions concerning them and background studies required by the Council and its committees. Increasing activity in the functional Sections following the substantive recommendations of the General Assembly to the Council brings a corresponding increase in the workload of this Section.

To the fullest extent practicable, this Section co-operates with and gives assistance to or requests assistance from, the appropriate units of the Division of Information from Non-Self-Governing Territories and other units in the Secretariat. Because of the largely operational character of the Trusteeship System, however, the research and analytical work of this Section differs markedly from that generally undertaken in the other Division. The emphasis, necessarily, is on specialists on specific territories and on spot studies and analyses which must be quickly prepared.

The *Division of Information from Non-Self-Governing Territories* (table 12-3) services the Fourth Committee of the General Assembly and the Committee on Information from Non-Self-Governing Territories¹ which examine summaries and analyses of information transmitted under Article 73 e of the Charter. It prepares studies required by these Committees and assists in the preparation of studies for other organs of the United Nations and for specialized agencies.

¹ In accordance with General Assembly resolution 569 (VI), the Committee heretofore known as Special Committee on Information transmitted under Article 73 e of the Charter "shall henceforth be known by the following title: 'Committee on Information from Non-Self-Governing Territories'".

Table 12-3. Division of Information from Non-Self-Governing Territories

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$
		Salary.....	17 400
		Representation allowance.....	1 200
1	1	Principal Officer	16 130
<i>Professional</i>			
5	5	Senior Officer	66 550
11	11	First Officer	112 770
6	6	Second Officer	49 430
8	8	Associate Officer	52 980
3	3	Assistant Officer	16 340
<i>General Service</i>			
1	1	Professional Assistant (principal)	6 000
2	2	Secretarial and Clerical (senior)	10 010
4	4	Secretarial and Clerical (intermediate)	18 440
42	42		367 250
Add: Cost-of-living adjustment.....			24 850
			392 100
Deduct: Adjustment for turnover of staff.....			15 720
TOTAL			\$376 380

The continuing assignments of the Division connected with the Fourth Committee and the Committee on Information are as follows:

1. The annual preparation of summaries and analyses of information transmitted to the Secretary-General supplemented by other governmental information (General Assembly resolutions 66 (I), 142 (II), 143 (II), 144 (II), 218 (III), 331 (IV), 333 (IV), 445 (V), 447 (V) and 564 (VI));

2. The preparation of memoranda setting forth the circumstances in cases where information ceases to be transmitted in respect of any territory (General Assembly resolution 222 (III), 448 (V) and 568 (VI));

3. Collaboration with the Economic and Social Council and the specialized agencies in work which includes within its scope economic and social conditions affecting Non-Self-Governing Territories and the preparation of memoranda on the resulting studies (General Assembly resolutions 220 (III) 221 (III), 331 (IV) and 564 (VI));

4. The annual preparation of information on technical assistance rendered by international bodies to Non-Self-Governing Territories (General Assembly resolutions 336 (IV) and 444 (V));

5. The annual preparation of information on the application of the Universal Declaration of Human Rights in Non-Self-Governing Territories (General Assembly resolutions 327 (IV), 446 (V) and 565 (VI));

6. Special studies as directed by the Committee on Information (General Assembly resolutions 333 (IV), 445 (V) and 565 (VI)).

Summaries and analyses. In compliance with paragraph 4 of the operative part of General Assembly resolution 218 (III), the Division prepares annually for the Committee on Information summaries and analyses of the information on economic, social and educational conditions transmitted by the Administering Members to the Secretary-General. In addition, material voluntarily transmitted is summarized. Owing to the more extensive use of supplemental information made increasingly available by governments in later years, the data to be examined has been substantially increased. Moreover, the revised Standard Form for the guidance of the Members in the transmission of information (General Assem-

bly resolution 551 (VI)) will result in the transmission of more detailed information on some items, as well as in the inclusion of topics previously of an optional character. Lastly, additional studies and correspondence are required as the result of General Assembly resolution 447 (V), which requires the Secretary-General to obtain the consent of the Member States in making use of comparable information involving conditions from other than Non-Self-Governing Territories.

Cessation of information. General Assembly resolution 222 (III) and 448 (V) respectively (a) invite the Administering Members to communicate to the Secretary-General information on reasons for the cessation of the transmission of information under Article 73 e and (b) request the Committee on Information to examine such information and to report to the General Assembly. In 1951 a communication of this character by the Government of the Netherlands led to the adoption of resolution 568 (VI), by which there is included in the agenda of the next regular session of the General Assembly the question of the cessation of information under Article 73 e of the Charter as regards the Netherlands Antilles and Surinam. The resolutions make it necessary to classify and summarize information so received, while relevant points contained in such information are to be placed at the disposal of the *Ad Hoc* Committee established to continue the study of the factors to be taken into account in determining whether a territory is or is not a territory whose peoples have not yet attained a full measure of self-government.

Economic and Social and Trusteeship Councils. The liaison between the Economic and Social Council and the Committee on Information has developed further, in particular with the consideration by the Committee in 1951 of economic conditions and development in the Non-Self-Governing Territories, the study of social conditions by the Committee in 1952 and the review of economic conditions in Africa, issued as a section of the *World Economic Report, 1949-1950*. The Secretary-General submits memoranda annually to the Committee on Information, informing it of the decisions of the Economic and Social Council on matters of interest to the Non-Self-Governing Territories, and to the Economic and Social Council, informing it of the recommendations made by the Committee on Information and resolutions adopted thereon by the General Assembly on matters of interest to the Council. This supply of information assists the two bodies of the United Nations in avoiding duplication of effort, and helps in the development of the activities of these bodies in the field of their competence in matters evolving from Chapter XI of the Charter.

Similar considerations apply to liaison with the Trusteeship Council, and in particular its Committee on Rural Development (General Assembly resolution 564 (VI)).

Technical assistance. By resolutions 336 (IV) and 444 (V), the General Assembly has indicated its continuing interest in action taken to extend technical assistance to the Non-Self-Governing Territories. In accordance with these resolutions information is supplied to the Secretary-General by the Governments concerned, and the Committee on Information is informed of developments, such as those reflected in special agreements, notifications from Governments, activities of the Technical Assistance Administration, the United Nations International Children's Emergency Fund, etc.

Human rights. General Assembly resolutions 327 (IV) and 446 (V), which led to the placing of the question of Human Rights in the revised Standard Form (General Assembly resolution 551 (VI)) under the heading of social conditions, led also to the recommendation that the Committee on Information consider in 1952 the problem of application of the

Declaration of Human Rights in connexion with its studies on social conditions (General Assembly resolution 565 (VI)).

Special studies. A cycle of special studies is established by General Assembly resolution 333 (IV), which considers that the value of the work of the Special Committee would be enhanced if, without prejudice to the annual consideration of all the functional fields enumerated in Article 73 e (economic, social and educational conditions), special attention were given to one field each year.

Such special attention having been given in 1950 to education, in 1951 the emphasis was on economic conditions and problems of development. Following inter-secretariat consultations, a programme of work was drawn up, as a result of which twenty-four special studies relating to economic conditions were presented to the Committee on Information, seven prepared by the Food and Agriculture Organization of the United Nations, three by the International Labour Organization and the remainder by the Division. By decision of the Committee these papers form an appendix to part III of the report of the Special Committee on Information transmitted under Article 73 e of the Charter (document A/1836). Part III is the approved report on economic conditions and development and, in accordance with General Assembly resolution 564 (VI), constitutes "a brief but considered indication of economic conditions in the Non-Self-Governing Territories and the problems of economic development".

While the emphasis laid by the Committee in 1951 on economic conditions necessitated the closest current co-operation with agencies such as the International Labour Organization and the Food and Agriculture Organization, working collaboration continued to be necessary with both the United Nations Educational, Scientific and Cultural Organization and the World Health Organization. Four studies on educational conditions were presented to the Committee, of which three were prepared by UNESCO and one by the Division.

At the same time, the Secretary-General remains under an obligation by General Assembly resolution 333 (IV) to provide information permitting the Committee to give annual consideration to all questions enumerated in Article 73 e, and therefore to prepare summaries and analyses of economic, social and educational conditions, as well as of information on the special study which is being undertaken in any one year.

General Assembly resolution 565 (VI) outlines the plan of work of the Committee on Information in 1952 with primary consideration to social conditions and development. The plan for such studies was submitted to the Committee after consultation with the Department of Social Affairs, ILO and WHO. It was, after approval, communicated to the Economic and Social Council and the Trusteeship Council, and to the specialized agencies concerned.

ILO and WHO have undertaken to co-operate with the work of the Committee and of the Secretariat by preparing studies within their programmes for the coming session. The ILO report of the Committee of Experts on Social Policy in Non-Metropolitan Territories, 26 November-8 December 1951, took note of the plan of work of the Committee on Information and stated ILO's special interest in a number of the subjects to be considered. Exchange of correspondence between the Division and the appropriate members of ILO secretariat has taken place and suggestions were advanced relating to aspects of pertinent problems to be covered without duplication by the United Nations and ILO. Since prominence in the work programme for 1952 was given by the Committee to questions relating to public health, WHO has undertaken to prepare studies and has arranged for a senior officer to spend a period of time for consultation in the Divi-

sion. It is also anticipated that a report of the Conference on the use of vernacular languages as vehicles of instruction, convened by UNESCO in Paris in November 1951 in response to General Assembly resolution 329 (IV), will reach the Committee in 1952.

Additional assignments. The following additional assignments have fallen on the Division by the instructions of the Committee on Information and the General Assembly.

1. On the basis of a study prepared by the Secretary-General for the Committee on Information in compliance with General Assembly resolutions 334 (IV) and 448 (V), the Committee appointed in 1951 a Sub-Committee to report for the former's consideration on factors which should be taken into account in deciding whether a territory is or is not a territory whose people have not yet attained a full measure of self-government. The report (part IV of the report of the Committee of the Whole, document A/1836) was examined by the Fourth Committee, which recommended means for the continuation of the study of these factors. The recommendation was adopted by the General Assembly as resolution 567 (VI) and by it an *Ad Hoc* Committee is established to meet one week before the opening of the 1952 session of the Committee on Information, and to report on its findings to the seventh session of the General Assembly. The same resolution invited all Members of the United Nations to transmit in writing by 1 May 1952 their views on the factors in question. Memoranda soliciting the replies have been sent by the Division on behalf of the Secretary-General and it will be the task of the Division to provide for secretariat servicing the *Ad Hoc* Committee, to classify the replies and undertake such other research as may be deemed necessary for proper functioning of the Committee. No estimate of the duration of the *Ad Hoc* Committee is possible.

2. In addition to the co-operation maintained with the specialized agencies, the Division collaborates as a matter of routine and on special studies with the Division of Trusteeship, the Departments of Economic and of Social Affairs and the Technical Assistance Administration. Co-operation with the specialized agencies has been further developed. In relation to studies affecting conditions in Non-Self-Governing Territories, the work of this Division and the work of the specialized agencies concerned have complemented each other so as to produce relevant treatment on such aspects of various problems as are required by the Committee for its consideration. Collaboration has also been maintained with the two regional Commissions (Caribbean and South Pacific) on the work of the United Nations in connexion with economic and social development of territories in the regions covered by the activities of these organizations (General Assembly resolution 336 (IV)).

3. General Assembly resolution 566 (VI), inviting the Committee on Information to examine the possibility of associating more closely the Non-Self-Governing Territories in its work and to report the results of its examination to the seventh session of the General Assembly, and commending the practice of admission of Non-Self-Governing Territories as associate members to some international bodies, makes it necessary to provide the members of the Committee with a paper informing them of the existing provisions in the constitutions of those international bodies which provide for such membership. Close contact on the issue is maintained with the Legal Department and with the Trusteeship Division regarding a similar issue which was considered by the Trusteeship Council at its tenth session and postponed till the next session.

4. The Division prepares for publication annual volumes of summaries and analyses of information (General Assem-

bly resolutions 218 (III), 335 (IV)). The Secretary-General is invited under General Assembly resolution 335 (IV) to publish periodical supplements to these annual volumes. No such publication was possible in 1951 or will be possible until late 1952, owing to other work requirements. Co-operation is established with the Department of Public Information on questions relating to Chapter XI of the Charter treated in United Nations publications. The Division answers communications relating to economic, social and educational conditions in the Non-Self-Governing Territories and supplies abstracts of the information communicated by the Administering Members when specifically requested.

Work programme for 1953. In 1952 the General Assembly will examine the question whether the Committee on Information should be renewed for a further period. Nevertheless, the work programme for 1953 can be estimated on the basis of General Assembly resolutions thus far adopted. The recommendations to be made in 1952 may indicate the degree of emphasis to be laid on some subjects over others. But the experience of the Division, which went through the stages of equal treatment of all subjects and preferential treatment of selected topics shows that, as regards workload, this element is of no major consequence. A further consideration regarding the scope of work of the Division is the length of sessions of the Committee on Information and the *Ad Hoc* Committee or any other committee the General Assembly may appoint. The number of meetings of the Committee, due to the increase of General Assembly recommendations, the widened scope of international co-operation, the revised Standard Form, the growing habit of entrusting matters of specialized character to sub-committees and the participation of selected advisers to single delegations, tends to be on the increase. In 1947, there were seventeen meetings; in 1948, twenty-one; in 1949, twenty; in 1950, twenty-nine meetings of the full Committee and seven meetings of its Sub-Committees; and in 1951, twenty-two meetings of the full Committee and fourteen meetings of its Sub-Committees.

The growing variety of aspects to be covered in order to cope with the instructions of the Committee on Information and the General Assembly makes it even more desirable and, indeed, necessary to apply the greatest possible flexibility in assigning work to individual members of the Division and selecting working groups. It is, however, indispensable that in order to maintain a high standard of work emerging from certain continuous assignments, which were outlined previously above, a number of officers will be encouraged to continue to work in specialized fields and will be assisted by junior officers trained for specialized jobs.

The Division has also co-operated with other Departments in assigning personnel with special qualifications for mission work. At present there is one Senior Officer in Eritrea and one Second Officer in Somaliland.

The Division comprises, in addition to the Office of the

Director, three Sections organized on a geographical basis, and a Specialists' Unit organized functionally. Subject to the application of flexibility, as indicated above, the geographical sections have as their responsibility the summarizing and classification of reports and laws from the Territories within their respective regions, and the maintenance of up-to-date information for servicing other units. The Specialists' Unit is primarily responsible for studies of particular conditions, taking account of comparable information from countries with similar problems and the studies of the Trusteeship Division, the Economic and Social Departments and the specialized agencies. The forty-two posts of the Division are distributed as follows.

The *Office of the Director* comprises, in addition to the Director, six posts, as in 1952; one Principal Officer, one Second Officer, two Associate Officers and two Secretaries. The Principal Officer also is in charge of the Specialists' Unit.

The *Caribbean Section* consists of five posts, as in 1952; one Senior Officer, one First Officer, one Second Officer, one Associate Officer and one Secretary.

The *Pacific-Asia Section* consists of six posts, as in 1952; one Senior Officer, three First Officers, one Associate Officer and one Secretary.

The *Africa Section* consists of twelve posts, as in 1952; two Senior Officers, two First Officers, one Second Officer, three Associate Officers, three Assistant Officers and one Secretary.

The *Specialists' Unit* comprises twelve posts, as in 1952; one Senior Officer, five First Officers, three Second Officers, one Associate Officer, one Professional Assistant and one Secretary. The existing collaboration between the Division and WHO has been further examined and developed and, in 1952, WHO assigned a Senior Medical Consultant to work in New York in close collaboration with the Division, with beneficial results to both organizations.

In 1952, the Committee on Information will give its primary consideration to social conditions in Non-Self-Governing Territories (General Assembly resolution 565 (VI)). These conditions have received careful treatment before and are, after 1952, likely to become the subject of even more intensive studies. Therefore, in the work of the Division, much space will have to be left to research and documentation on matters relating to social development. In addition, the co-operation with the Department of Social Affairs has developed further and this is evidenced by the results of the planning of the work of the Committee on Information for 1952. In this planning, the work programme of the Department of Social Affairs has been carefully taken into account. The Division has also regularly invited the advice and assistance of the Department of Social Affairs in matters relating to social problems generally, and provided it with information on social conditions in the Non-Self-Governing Territories.

Table 12-4. Recapitulation

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
			\$	\$	\$	\$
Office of the Assistant Secretary-General..	26	26	164 660	10 360	1 100	168 020
Division of Trusteeship.....	46	46	386 800	26 530	16 530	396 800
Division of Information from Non-Self-Governing Territories.....	42	42	367 250	24 850	15 720	376 380
TOTAL	114	114	\$918 710	\$61 740	\$39 250	\$941 200

(ii) <i>Consultants</i>	\$ 4 000
1952:	2 000
1951:	440

The estimate provides for daily fees plus travel and subsistence allowance for at least two experts on agriculture and land utilization who, in consultation with FAO and ILO, will prepare studies for the consideration of the Trusteeship Council and the Committee on Rural and Economic Development in accordance with General Assembly resolution 561(VI) and Trusteeship Council resolution 421(IX).

(iii) <i>Temporary assistance</i>	\$ 10 000
1952:	5 670
1951:	13 001

Provision is made for temporary replacement of Secretarial staff members absent on annual, home, sick and maternity leave and for additional Secretarial assistance during peak periods during sessions of the Trusteeship Council and the Committee on Information from Non-Self-Governing Territories. This estimate is based on past experience.

(iv) <i>Overtime and night differential</i>	\$ 2 500
1952:	2 100
1951:	2 437

This estimate provides for overtime secretarial and clerical work necessitated just prior to and during sessions of the Trusteeship Council and the Committee on Information from Non-Self-Governing Territories.

CHAPTER II

Other departmental costs	\$ 6 000
1952:	7 500
1951:	4 078

(i) <i>Travel on official business</i>	\$ 6 000
1952:	7 500
1951:	4 078

This estimate is based on seven trips to various parts of the world (Geneva, Paris, Rome, London, Trinidad, New Calidonia, Africa, etc.) for contacts with governmental officials and specialized agencies, as well as a number of short trips to Washington for research purposes.

Contractual printing

Details of the publications programme of this Department are submitted under section 26 of the Budget Estimates.

Section 13. Department of Public Information

\$2 775 000

(1952: \$2 732 310 1951: \$2 678 214)

The structure and functions of the Department of Public Information are explained in the *Administrative Manual*, Volume I, Organization.

As recommended by the General Assembly at its sixth session (resolution 595 (VI)), the budget estimates for 1953 have been prepared in conformity with the basic principles for the public information activities of the United Nations as revised by Sub-Committee 8 of the Fifth Committee and approved by the General Assembly at its 373rd meeting, and in light of paragraph 13 of the Sub-Committee's report (A/C.5/L.172). The appraisal of the main categories of services in terms of needs and effectiveness, suggested in paragraph 13 of the report, is included in chapter V of the Secretary-General's annual report dealing with the development of public understanding.

While reducing its total number of established posts from 296 to 291, the Department, within the framework of the 1952 allocations, with additional provisions only for the annual salary increments (\$42 170), intends during 1953 to continue its general efforts "to promote to the greatest possible extent, within its budgetary limitations, an informed understanding of the work and purposes of the Organization among the peoples of the world". It will "pay particular attention to the special problems and needs of those areas where, in relation to other areas, information media are less fully developed". Plans for a consequent adjustment in programmes and output have been made, and are incorporated in the detailed estimates for operations and production as listed below, with references to the above new policy as pertinent. The rearrangement of services will be mainly effected through and within the media of radio—for which an allocation of approximately 40 per cent of the total departmental budget is proposed—films and graphics. But certain changes in the publication programme, necessitated by the budgetary contractions already effected during 1952, will also be made to conform to the same regional pattern; the monthly *Revue des Nations Unies*, produced in France, is taking the place of the former French language edition of the United Nations Bulletin, while special emphasis will be given to the production of more language editions of pamphlets to meet regional demands.

The recommendation for increased use of revenue-producing and self-liquidating projects is reflected in the presentation of the film and printing programmes, allowing for an evaluation of the net expenditure in each case, as well as in the proposed allocation for participation in joint television coverage, where outside users are expected to bear the main cost.

The Department will continue intensified efforts to increase general distribution of its material by sales, and to encourage outside production by governmental and non-governmental agencies, without cost to the United Nations, of various types of information material on the Organization's aims and activities.

It will also continue to seek practical co-ordination with the public information divisions of the specialized agencies, especially for the purpose of securing increased coverage of joint United Nations activities in the field by common services.

CHAPTER I

Salaries and wages \$2 197 550
1952: 2 173 410
1951: 2 027 747

(i) *Established posts* \$2 145 750
1952: 2 112 460
1951: 1 961 210

Under this item provision is made for the cost of 291 posts, as against 296 approved for 1952. The estimate includes \$145 620 for cost-of-living adjustment, \$2 660 for language allowance and \$5 520 for non-resident's allowance.

Table 13-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
1	1	Assistant Secretary-General	\$
		Salary	23 000
		Allowance	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary	18 000
		Representation allowance	3 500
1	1	Principal Officer	16 530
		<i>Professional</i>	
1	1	Senior Officer	12 610
1	1	Associate Officer	6 870
		<i>General Service</i>	
1	1	Professional Assistant (principal)	6 070
3	3	Secretarial and Clerical (senior)	14 850
3	3	Secretarial and Clerical (intermediate)	11 630
12	12		120 060
		Add: Cost-of-living adjustment	5 970
			126 030
		Deduct: Adjustment for turnover of staff	5 040
			120 990
		TOTAL	\$120 990

The *Office of the Assistant Secretary-General* (table 13-1) assumes the over-all direction of the Department and policy control related to the information and public relations activities of the United Nations. Co-ordination with the Information Centres is maintained in the Office of the Assistant Secretary-General through External Services. In addition, External Services is responsible for co-ordination and liaison with the specialized agencies in the field of public information and serves as the secretariat of the Consultative Committee on Public Information for the United Nations and the Specialized Agencies.

The Office of the Assistant Secretary-General consists of the immediate staff of the Assistant Secretary-General, the Principal Director and the Director and Deputy Director for External Services.

The *Management and Circulation Division* (table 13-2) is responsible for the sales of all United Nations publications, the production of filmstrips and supervision of distribution of all information material, and negotiates and executes all the required contracts.

The estimated revenue from sales and distribution of information material is expected to reach \$255 000 in 1953. The network of sales agents and other outlets will continue to be expanded along with sales promotion efforts.

The organization and administration of the Department and the Information Centres are supervised through the Executive Office and its overseas administration unit.

Although increase in the workload is expected from the extension of the sales plan, essential for the higher revenue

Table 13-2. Management and Circulation Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Principal Officer	16 200
<i>Professional</i>			
1	1	Senior Officer	12 080
1	1	Senior Officer (administrative)	11 690
4	4	Second Officer	32 180
2	2	Second Officer (administrative)	15 990
1	1	Associate Officer (administrative)	7 070
1	1	Assistant Officer	5 230
<i>General Service</i>			
8	8	Secretarial and Clerical (senior)	38 830
14	15	Secretarial and Clerical (intermediate)	62 590
3	3	Secretarial and Clerical (junior)	10 260
36	37		212 120
Add: Cost-of-living adjustment.....			15 030
			227 150
Deduct: Adjustment for turnover of staff.....			9 090
TOTAL			\$218 060

goal, the Division will absorb this additional workload within the existing staff through time-saving machinery and other internal adjustments. Early in 1952, a Secretarial and Clerical (intermediate) post was transferred to this Division from the Press and Publications Bureau.

Table 13-3. Press and Publications Bureau

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Director	
		Salary.....	17 000
		Representation allowance.....	1 400
2	2	Principal Officer	27 410
<i>Professional</i>			
7	7	Senior Officer	88 400
14	13	First Officer	130 880
19	15	Second Officer	129 140
8	8	Associate Officer	54 040
4	3	Assistant Officer	15 300
<i>General Service</i>			
1	1	Administrative Assistant	5 270
1	1	Professional Assistant (principal)	5 750
1	1	Professional Assistant (senior)	4 580
5	5	Secretarial and Clerical (senior)	24 710
3	3	Machine Operator (senior)	13 670
23	22	Secretarial and Clerical (intermediate)	87 160
3	3	Secretarial and Clerical (junior)	8 870
92	86		613 580
Add: Cost-of-living adjustment.....			43 530
			657 110
Deduct: Adjustment for turnover of staff.....			26 290
TOTAL			\$630 820

The structure and operations of the *Press and Publications Bureau* (table 13-3), as in the case of other divisions of the Department of Public Information, have been reviewed in the light of the discussions in the Fifth Committee and Subcommittee 8 and the relevant decisions by the General Assembly. In line therewith, no basic reorganization of the Press and Publications Bureau is proposed for 1953 but certain readjustments both in structure and in operations have been made with a view to the most economic and effective use

of available funds, staff and facilities and the further development of services to meet varying special, regional and language needs in various parts of the world. These readjustments have made it possible to reduce the number of established posts in the Bureau from ninety-two to eighty-six, by the abolition of one First Officer post, three Second Officer posts and one Assistant Officer post, and by the transfer of one Secretarial and Clerical (intermediate) post to the Management and Circulation Division. They have also made it possible to reduce the net cost of the publications programme of the Department (see section 26) as well as the costs of distribution.

The Director's Office includes himself and two General Service posts. The Bureau continues to be divided into two main Services, namely the Central Information and Press Services and the Publications and Research Services, each headed by a Deputy Director.

Central Information and Press Services. The Services include one Principal Officer post, thirty Professional posts and twenty-five General Service posts. These are assigned to the Press Office, the Central Desk, the Overseas Desk and Language Desks, the Coverage teams, and Feature and Regional services. Their responsibilities include the following:

(1) Written coverage of all activities of the United Nations at Headquarters serving in a single operation: (a) the press and radio correspondents covering the United Nations; (b) all the other media services of the Department of Public Information; (c) the Information Centres. In addition, and for the same triple purpose, news and feature reports received from United Nations commissions and missions in the field and from specialized agencies are issued. In all, this means between 3 000 and 4 000 press releases a year.

(2) Press services such as accreditation of correspondents under the Headquarters Agreement with the United States, arranging press conferences, oral briefings, provision of working space and other facilities, assistance to individual correspondents and other outside writers. Accredited correspondents outside of Assembly sessions range from 400 to 500. During Assemblies the number increases to as high as 2 000.

(3) Provision of facilities and other assistance for delegations and/or delegation spokesmen in the issuance of delegation press statements and other releases, press conferences and briefings.

(4) Operation of a Documents Counter where, in addition to press releases, official documentation is made available to the Press and other divisions of the Department.

(5) Operation on a subscription basis of a teletype service on which press releases and important texts are made available to press associations, and newspaper, radio and delegation offices.

(6) Provision of daily and weekly air and surface mail service and limited weekly wireless transmissions to the Information Centres and United Nations missions in most parts of the world. This service includes the Daily Report to the Centres, the Weekly Summary, a selection of press releases and documents and other materials as noted below.

(7) Production for the above, and for selective mailing lists, of background and feature stories written in various language versions to help meet regional, language and specialized interests in the work of the United Nations in all parts of the world.

(8) Production of a printed and illustrated news feature service in several languages which is sent, on request only, to several thousand newspapers in forty countries, and is also used as a wall-sheet in several countries.

The programme for 1953 provides for more effective utilization of the languages, special knowledge and skills at the disposal of the Bureau for the benefit of Member States. This has entailed reductions and economies in some directions in order to make room for a greater degree of adaptation to the variety of interests, languages and needs in various parts of the world.

Although most of the basic coverage output of the Bureau is in English, the staff of the Bureau includes twenty-four nationalities who do produce materials in fifteen languages. In addition, the Press and Publications Bureau, the Radio Division and the Films and Visual Information Division share the language resources of their staffs so that materials can be produced in up to thirty languages. The Bureau maintains full-time French, Spanish and Arabic desks which perform press liaison functions and produce a steady flow of materials in these languages.

Publications and Research Services. The Services include one Principal Officer post, seventeen Professional posts and nine General Service posts.

In general, the 1953 publications programme has been planned with the goal of making objective information about the United Nations in printed form readily available in most of the languages of the Member States. To accomplish this by the United Nations' own production would cost many times the present budget. Therefore, the 1953 publications programme has been planned with the purpose of making available the basic minimum of necessary materials and seeking the co-operation of Member States, non-governmental organizations and outside publishers in the printing, translation and distribution of this production at their own expense.

The main productions of the Publication and Research Services include the following:

(1) Preparation and production of the semi-monthly *United Nations Bulletin* in two English language editions, one printed in New York and one printed in London in order to achieve a saving in printing and distribution costs. This magazine is written especially for editors, writers, commentators, teachers, government officials and others specializing in international affairs who are in a position to inform and influence public opinion in their respective fields. More than half of the total circulation of this magazine is paid circulation. Production plans for 1953 call for a reduction in the size of this magazine from the previous average of fifty-four to an average of forty pages, an increase in paid circulation of at least 5 000 copies and a further reduction in free distribution. These changes have made it possible to request a smaller provision for printing the *Bulletin*, even with an increase in the number of copies, and to increase revenue.

(2) *Revue des Nations Unies*. This replaces the former French edition of the *United Nations Bulletin*. It is written and produced by contractual arrangements in Paris on the basis of materials furnished from Headquarters and is edited with a view to the special needs of France and other French-speaking Member States. A substantial saving has been effected by this change while at the same time French language and regional needs are more effectively met than before.

(3) *Boletín de las Naciones Unidas*. This Spanish language magazine is also written and edited with the cultural and regional interests of Latin America in mind. Although its total circulation is much smaller than the English edition, it is gradually increasing and, like the English edition, more than half of the total circulation is paid. It is printed in Latin America.

(4) *United Nations Reporter*. This is an inexpensive English language monthly paper limited to eight quarter-size pages. It is written and edited by the Bureau but published on an outside contract. It is intended for use by non-governmental organizations, primarily on a bulk subscription basis. It is hoped to increase paid circulation during 1953 to close to 100 000 copies without additional cost to the United Nations. The only charge to the printing budget of the United Nations is for a limited number of copies purchased for Secretariat use. Scandinavian and Dutch editions are produced under local sponsorship without cost to the United Nations, and it is hoped to find similar sponsorship for other language editions in 1953.

(5) *United Nations Yearbook and Everyman's United Nations*. These are annual publications written and edited by the staff of the Publications and Research Services. The *Yearbook* is the only complete authoritative and documentary annual survey of each year's activities of the United Nations. In the past it has averaged over 1 100 pages but for reasons of economy a reduction to 900 pages is planned for 1953. For budgetary reasons provision has been made only for an edition in English. *Everyman's United Nations* is a popular, much shorter, cumulative review of the United Nations from its beginning to the present in English. Similar books in French and Spanish are produced biennially. Both the *Yearbook* and *Everyman's United Nations* in their English editions pay all their own printing costs with the exception of part of the cost of copies of the *Yearbook* purchased for free official distribution.

(6) *Pamphlet reprints*. In order to reduce printing costs, an important part of the 1953 pamphlets programme consists of reprints of special articles or groups of articles from the *United Nations Bulletin*, *Revue des Nations Unies* and *Boletín de las Naciones Unidas*. It is planned to issue 500 000 copies of these reprint pamphlets in 1953.

(7) *Booklets and leaflets*. A limited number of booklets and leaflets in titles and series which are in continued demand will again be produced in 1953. Special emphasis will be laid on booklets and leaflets in the languages of areas served by the Information Centres and on items of high sales value.

Table 13-4. Radio Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	
		Salary.....	16 530
		Representation allowance.....	800
1	1	Principal Officer	16 350
<i>Professional</i>			
6	6	Senior Officer	79 780
26	26	First Officer	270 560
11	11	Second Officer	92 440
8	8	Associate Officer	52 960
2	2	Assistant Officer	10 790
<i>General Service</i>			
1	1	Administrative Assistant	5 350
8	8	Professional Assistant (principal)	43 360
2	2	Professional Assistant (senior)	9 250
2	3	Secretarial and Clerical (senior)	13 520
20	19	Secretarial and Clerical (intermediate)	79 030
1	1	Secretarial and Clerical (junior)	2 980
89	89		693 700
Add: Cost-of-living adjustment.....			48 760
			742 460
Deduct: Adjustment for turnover of staff.....			29 700
			TOTAL \$712 760

(8) *United Nations Day materials*. Sharply limited quantities of special *United Nations Day* materials—leaflets, booklets, posters, etc., in possibly thirty to forty languages are planned for 1953. By far the greater part of the millions of copies required in the various Member countries for observance of *United Nations Day* will be paid for by the Governments and non-governmental organizations concerned.

The organization and proposed activity of the *Radio Division* (table 13-4) for 1953 reflect changes designed to implement the recommendations of the General Assembly concerning information. Reassignment of staff has been arranged with a view to ensuring that programme output is more closely geared to regional and national requirements, to provide greater concentration of effort on services to under-developed countries and to provide more concentrated supervision over programmes and programme expenditures. Provision, too, has been made for distribution on a balanced international scale of a limited amount of television coverage.

Details of the broadcasting projects planned for 1953 will be found under "Radio Services" in chapter II; it will be observed that the number of low-budget feature programmes has been increased as compared with previous years. Short-wave transmissions have correspondingly decreased. The staff for services to under-developed countries has been increased by four posts largely through transfers from the English Language Service Section. The programme budget for services to under-developed regions, particularly the Middle East and Asia, has increased, and now represents two-thirds of the entire divisional budget.

In the face of constantly growing demands and for budgetary reasons, the resources of the Division will be concentrated on services of a maximum effectiveness. Requests for material and facilities from national networks will continue to receive top priority; assistance to individual stations will have to be refused unless the request can be met without additional labour or expenditures. Programme production will be undertaken only to meet known requirements of high priority in terms of potential national audiences. With the exception of the daily broadcasts in Russian and Chinese, which are official languages, no programmes will be broadcast unless a rebroadcast over a national station or stations has been arranged. Shortwave broadcasting of meetings will be eliminated as during 1952.

On the basis of present operations, the programmes of the Radio Division are broadcast in twenty-five languages with daily rebroadcasts five days weekly over national networks or stations in thirty-nine countries (increasing to approximately forty-three during General Assembly periods). United Nations weekly programmes are rebroadcast in an additional five countries weekly (increasing to approximately seven during General Assembly periods).

The budget for Radio Services is approximately the same as in 1952. However, an addition of \$18 000 for Television Services brings the total to a figure of approximately \$341 000, which compares to the total expenditure for this account in 1951 of \$340 973. The Division will continue to make arrangements with television networks for television coverage by pool arrangements, the expenditure for technical services being reimbursed or paid by the television networks.

The manning table proposed for this Division for 1953 comprises the same number of posts as approved for 1952. One Secretarial and Clerical post is proposed to be reclassified from the intermediate to the senior level.

Every effort has been made in preparing the 1953 programme for the *Films and Visual Information Division* (table 13-5) to follow as closely as possible the recommendations

Table 13-5. *Films and Visual Information Division*

Number of established posts 1952		1953		Category and post level	Gross salaries
				<i>Director and Principal Officer</i>	\$
1	1			Principal Officer	14 970
				<i>Professional</i>	
2	2			Senior Officer	25 690
4	4			First Officer	39 870
6	6			Second Officer	51 240
8	8			Associate Officer	54 940
3	3			Assistant Officer	16 250
				<i>General Service</i>	
1	1			Administrative Assistant	5 580
1	1			Professional Assistant (principal)	5 500
4	4			Professional Assistant (senior)	17 800
1	2			Secretarial and Clerical (senior)	10 150
10	9			Secretarial and Clerical (intermediate)	37 100
3	3			Secretarial and Clerical (junior)	9 920
44	44				289 010
				Add: Cost-of-living adjustment.....	20 980
					309 990
				Deduct: Adjustment for turnover of staff.....	12 400
					TOTAL \$297 590

of the General Assembly at its sixth session. Adjustments to this end were begun already in the 1952 programme, especially with respect to the recommendation to pay particular attention to the special problems and needs of under-developed areas. No additional posts have been requested for 1953, the Division's personnel being held to forty-four posts, as compared with fifty-three in 1948. One Secretarial and Clerical post (intermediate) is proposed for upgrading to the next level. The manning table for the Division is about equally divided between the Film Section and the Visual Information Section, each of which employs different techniques, services different media and has different outlets for its material.

The Department's programme for servicing under-developed areas includes films, filmstrips, poster and other graphic exhibits which are especially effective where high rates of illiteracy prevail. The increased service requested for these areas is provided by reducing other film and visual services. However, in meeting these needs, the programme does not neglect the wide opportunities for achieving effective results offered by countries where mass information media and systems of popular education are highly developed. Furthermore, it is largely in these countries that revenue possibilities exist.

In the field of film, the whole programme is dependent on the basic services comprising coverage of meetings and field activities, preparation of research treatments and script outlines and the operation of the film footage library. These services make it possible to provide material to newsreel and television, to produce Screen Magazines for universal distribution, to make adaptations for special regional requirements and to promote externally financed and produced films on the United Nations. The expanding activities of the Organization make these services increasingly important.

A marked increase in coverage of United Nations activities by newsreel and television companies was noted at the sixth session of the General Assembly as well as at Headquarters. This has meant an increase in the demand for facilities for background information, for liaison with delegations and similar services which must be provided by the Film Section. This increased interest has also evidenced itself in a greater demand for film footage shot by the Section itself, to supple-

ment material shot by the newsreel cameramen as well as for newsreel and television companies in countries beyond the reach of Headquarters, who cannot cover United Nations activities with their own cameramen. The servicing of these disseminators is a vital part of the Section's work, which is aided to a considerable extent by requests from delegations for coverage of interest to their national newsreels. Special emphasis is also given to film coverage of the field work of the Organization, such as the technical assistance programme.

The growth of television in many Member States has added vastly to the multi-million daily audience of the newsreel cinemas throughout the world. In this connexion, film footage supplied by the Films and Visual Information Division makes it possible to have the United Nations presented not only on television news programmes but on feature programmes as well.

Promotion of externally financed and produced films on the United Nations continues to be a major objective. However, the very considerable effort required to achieve results makes it necessary to pursue this activity on a selective basis. Potential producers or sponsors rely on the Division for assistance in the form of basic material or active collaboration in the process of production.

Due to budgetary reductions the one remaining documentary film previously included in the internal film production programme was eliminated in 1952. The proposed programme for 1953 is, therefore, limited to six short Screen Magazines presenting major activities of the Organization as they develop. The same material used for newsreel and television release and for promotion purposes is used in the production of the Magazines. Economy in their production is achieved by utilizing sound recording, editing and similar facilities at Headquarters. They are designed for universal distribution as well as for theatrical and non-theatrical audiences, thereby reaching maximum audiences in both highly developed and less developed countries through repeated showings over extended periods of time.

For economy reasons, the necessary regional adaptations will be completed at Headquarters, using internal facilities. Expenditures for other film operations have been reduced in order to provide these increased regional services, including more language versions.

Film distribution throughout the past year has shown a steady increase in the number of outlets and their feeding remains a primary function of the Division.

Films are now in active distribution in up to twenty-six different language versions in some seventy countries and Non-Self-Governing Territories. In most cases film distribution is arranged with the active co-operation of Member States. The results achieved in relation to the initial cost of production are indicated by a continually expanding audience which makes the film medium a comparatively inexpensive one.

In the future, the increasing availability of language versions and proposed regional adaptations will allow increased film distribution in under-developed areas. Thus in 1951 a successful promotion to increase distribution in the Latin-American countries was undertaken. In 1952 a similar effort is being made in the Middle East and Europe and in 1953 this will be extended to cover South-East Asia.

One major change was effected during 1952 in the visual information services, namely the discontinuation of distribution of spot-news pictures of general interest with a view to greater economy, and to a further strengthening of its regional service by distribution of photographs to the Press according to their national or local interest. This regionalization process

will be continued and intensified in 1953. For reasons of economy and greater efficiency, the release of picture sheets to large magazines and newspapers will, in the future, be made on a monthly basis instead of the more frequent but irregular releases of previous years. A further innovation is the production of pictorial exhibitions adapted to the needs of different regions. These exhibitions, consisting of offset-printed photographs, prove less expensive to produce than an identical number of actual photographic enlargements. Furthermore, they are well received by users all over the world. Special instructions on the mounting and display of these sheets make it possible for untrained voluntary workers to set up the exhibitions effectively. It is proposed to further develop this approach to the exhibition technique in 1953. Finally, the Section is planning production for sale of more revenue-producing and partly self-liquidating projects, such as photo-albums, postcards, photo exhibits, etc. Mailing lists have been revised and compressed in fully-developed areas, while new outlets have been found in other areas. This was done without increasing the over-all volume of the Section's physical output, which had reached its maximum level in previous years.

In order to increase the actual scope of its visual information without a corresponding increase in staff or budget, the Section has sought and received the assistance of commercial picture syndicates and national information services for the distribution of United Nations photographs to the Press in several countries which, because of the Section's limited facilities, could not be otherwise reached effectively. Non-governmental organizations have also played a valuable part in disseminating visual materials, especially wall-sheets and other exhibitions. In addition, an ever-increasing number of accredited photographers and Press correspondents have, with the help of the Section, produced their own photo-reportages on United Nations activities for their respective publications. The stimulation of these independent efforts is an important function of the visual information services.

Table 13-6. *Special Services Division*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 14 000
<i>Professional</i>			
3	3	First Officer	32 940
6	6	Second Officer	51 590
<i>General Service</i>			
2	2	Professional Assistant (principal)	12 510
4	4	Professional Assistant (senior)	20 520
2	2	Secretarial and Clerical (senior)	8 330
5	5	Secretarial and Clerical (intermediate)	21 190
23	23		161 080
Add: Cost-of-living adjustment.....			11 350
			172 430
Deduct: Adjustment for turnover of staff.....			6 900
TOTAL			\$165 530

The work of the *Special Services Division* (table 13-6) has continued to develop along the lines of the special importance attached by the sixth session of the General Assembly to the requirement that "the Department of Public Information should primarily assist and rely upon the services of existing official and private agencies of information, educational institutions and non-governmental organizations".¹

The Division has to meet growing demands from public

¹ See *Official Records of the General Assembly, Sixth Session, Annexes*; agenda item 41, document A/C.5/L. 172, annex.

leaders, educators and students to visit the United Nations to study its activities at first hand; from educational institutions in organizing institutes, forums and model United Nations meetings; from all quarters for Secretariat officials and delegates to lecture on the United Nations and specialized agencies; and from non-governmental organizations for documentation and facilities to observe and report on United Nations meetings, as well as for materials and advice for volunteer information work. The Division consists of three Sections, more or less equally divided in staff, to take care of these demands.

With the same number of staff, the Division would not be able to keep up the workload were it not for a progressive devolution thereof upon Information Centres.

As the work develops with the more than 2 000 national non-governmental organizations served by correspondence with basic documentation and information materials, the primary responsibility for maintaining contacts and providing services has been transferred to Information Centres wherever possible. By the middle of 1952, this transfer will be completed and a similar transfer will then be made of extending and maintaining services for the 385 Voluntary Educational Centres established in sixty-four countries and 295 Voluntary Correspondent Speakers' Units in fifty-seven countries.

This devolution enables the Division to meet the inescapable demands made upon it and to devote special consideration, asked by the sixth session of the General Assembly, to the needs of those areas where information units are less fully developed.

During 1951, 885 requests for speakers were received, of which 502 were filled by Secretariat officials, 171 by representatives and 212 referred to the Voluntary Correspondent Speakers' Units or other outside sources of lecturers on the United Nations. An average of 3 500 replies per month were made to written requests on the United Nations. A large number of visiting groups from educational institutions and non-governmental organizations were taken care of at Headquarters in 1951 in addition to hundreds of such groups for which facilities and briefings were provided at the General Assembly in Paris. Demands have greatly increased with the

beginning of full activities at Headquarters in 1952.

In the promotion of teaching about the United Nations, emphasis has been placed, first on the development of basic source material on the United Nations system and the stimulation of native language texts in Member countries, particularly in countries using languages other than the official languages of the United Nations; secondly, on having available at central points materials which explain the aims, purposes, principles, achievements and background of the United Nations; and thirdly, on experimenting with techniques for increasing public awareness and understanding of the United Nations. A small number of special educational booklets are prepared to meet the needs of different age groups and different educational levels, to serve as sources for the development of native language textbooks in the educational systems of Member countries. There is full co-operation with UNESCO in the educational field in accordance with resolution 314 (XI) of the Economic and Social Council.

The core of the work with non-governmental organizations is provided by "observers" of organizations of recognized standing, both national and international, accredited along the lines of press correspondents and provided with facilities to attend meetings, documentation and the opportunity to meet officials for further briefings. As many as 200 organizations, including sixty international ones, have maintained observers at Headquarters at one time. At the sixth session of the General Assembly in Paris the number of observers rose to 400.

Approximately 450 international non-governmental organizations are provided with information materials and official documentation as required, and are invited to regular conferences on United Nations information, either at Headquarters or at the European Office in Geneva. Action is carried through by a chain of regional conferences in which national organizations participate. In organizing and directing these conferences, the Division enlists the aid of Information Centres and Missions as well as the aid of staff on home leave and official travel for other activities, and receives full co-operation from appropriate services of the specialized agencies.

Although the work of the Division in all these activities is expected to increase in 1953, no additional staff is requested.

Table 13-7. Recapitulation

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
Office of the Assistant Secretary-General and External Services	12	12	\$ 120 060	\$ 5 970	\$ 5 040	\$ 120 990
Management and Circulation Division	36	37	212 120	15 030	9 090	218 060
Press and Publications Bureau	92	86	613 580	43 530	26 290	630 820
Radio Division	89	89	693 700	48 760	29 700	712 760
Films and Visual Information Division	44	44	289 010	20 980	12 400	297 590
Special Services Division	23	23	161 080	11 350	6 900	165 530
TOTAL	296	291	\$ 2 089 550	\$ 145 620	\$ 89 420	\$ 2 145 750
(ii) <i>Consultants</i>			\$ 4 800			
			1952: 5 000			
			1951: 8 932			
(iii) <i>Temporary assistance</i>			\$ 41 000			
			1952: 49 700			
			1951: 51 099			
(iv) <i>Overtime and night differential</i>			\$ 6 000			
			1952: 6 250			
			1951: 6 506			

The estimate is based on the need for occasional hiring of outside experts for technical projects, mainly in the field of radio-telecommunications frequencies, etc.

Provision is required for temporary replacement of staff members—mainly in the Secretarial and Clerical category on leave, during illness and for additional help during peak periods other than General Assembly sessions.

The estimate is based on the payment of overtime and night differential, in accordance with the prevailing practice, for servicing of meetings beyond regular office hours.

CHAPTER II

Other departmental costs.....	\$577 450
1952:	558 900
1951:	650 467
(i) <i>Travel and subsistence of representatives of national and international organizations</i>	\$ 6 000
1952:	6 000
1951:	14 670

Provision is made for travel to United Nations Regional Offices or Information Centres of representatives of important national and international organizations—principally winners of local essay contest competitions in the Information Centres. The previous provisions for travel to and studies at United Nations Headquarters have been abolished.

(ii) <i>Travel on official business</i>	\$ 21 000
1952:	20 000
1951:	20 645

The estimate is based on experience during previous years, and covers only the most necessary travel for the Department.

(iii) <i>Photographic supplies and services</i>	\$ 38 000
1952:	38 000
1951:	37 293

The following breakdown shows a reduction of \$5 000 in the amount requested for photographic supplies and basic services and a similar reduction in the funds requested for filmstrip operations compared with the 1952 appropriation, allowing \$10 000 for the preparation of exhibit materials. This change has been made in accordance with paragraph 8 of the Revised Basic Principles, which states that "the Department of Public Information should . . . where necessary participate in the production of . . . posters and other graphic exhibits on the work of the United Nations." The Department does not intend to engage in the construction of large displays which necessitate more expensive crating and shipping. It plans to prepare inexpensive materials which, by their nature, lend themselves to multiple adaptations for regional use. The distribution of visual materials is made only on request for purposes of publication or exhibition.

	Estimated expenditure \$	Estimated revenue \$	Net total \$
1. <i>Photo laboratory supplies; basic services</i> such as acquisition of photographs for use in relation to the world Press and publications and in visual information media listed below	15 000		
2. <i>Operations in the following media:</i>			
(a) <i>Exhibition materials:</i> including raw materials, design, art work, regional adaptations ..	10 000		
(b) <i>Filmstrips:</i> including art work, titles in five languages, rephotographing, processing and raw material; distribution prints and duplicate negatives, plus reorders of previous filmstrips	13 000	10 000	
TOTAL	\$38 000	\$10 000	\$28 000

It is estimated that revenue from sale of photographs, filmstrips, etc. will amount to \$10 000 (included in estimates for miscellaneous income). When offset against the above expenditure estimate, this revenue will therefore bring the net expenditure under this account down to \$28 000.

(iv) <i>Motion picture supplies and services</i>	\$168 600
1952:	168 600
1951:	227 515

In preparing the estimates for this item, the Department has again followed the policy recommendation made by the sixth session of the General Assembly, with particular regard to rendering services on a regional basis and to under-developed areas. In order to achieve an increase of services requested and also meet the increased requests for films for television use, a system of selective priorities has been introduced in the operations.

The estimate provides for the following items:

1. <i>Basic Services</i>	\$ 57 100
The following items represent operating costs for the basic services in covering Headquarters and field activities, for the preservation of this material for record purposes, to service newsreels, television and external producers. The film footage of these operations is also used in the production of the Screen Magazines and regional adaptations. The basic services include costs in preparing materials to enable the promotion of externally financed and produced films. Television organizations, including tele-newsreel agencies, call on these basic services for material to include in their news programmes and feature programmes, for presentation as film, or for incorporation with live programmes, and are dependent on these services if they are to show the widespread activities of the Organization, including technical assistance.	
(a) Newsreel and telefilm operations. Raw stock (\$12 400) and processing costs (\$14 000) for covering United Nations proceedings	\$ 26 500
(b) Rental of equipment, infrequent use of which does not warrant purchase	\$ 900
(c) Field coverage. Six sequences at average cost of \$2 000 each. United Nations activities in the field are filmed for record purposes.	\$ 12 000
(d) Research treatments and script outlines. Eleven at \$300 each. These treatments organize basic subjects in script form.	\$ 3 300
(e) Raw stock for producers, especially in under-developed countries, to encourage collaboration on regional projects and to encourage external production...	\$ 2 500
(f) Film footage library. Estimate covers cost of obtaining pertinent commercial newsreel footage and working materials, prints, master positives and duplicating negatives of incoming footage	\$ 12 000

<p>2. <i>Production of United Nations Screen Magazines</i> Six issues at an average cost of \$7 000 each. These films showing current phases of United Nations activities are prepared for universal distribution through theatres, schools, organizations and television on a world-wide basis. The subjects are treated in a manner that ensures their continued value for information purposes through constant showings over several years, after which they retain an historical value.</p>	\$ 42 000	<p>(b) 35mm. prints for preview and distribution. These are furnished to Information Centres and to areas where the films would not otherwise receive distribution. Forty-eight prints each of six films in official languages and three prints each of six films in seven additional languages for regional use \$ 10 764</p>	\$
<p>3. <i>Regional Services</i> In order to enable United Nations films to reach the widest possible audience in as many regional and language groups as possible, language versions and regional adaptations must be prepared to meet the information needs of the countries concerned more effectively. This applies both to current production and to earlier films. Other film items in the motion picture supplies and services estimates have been reduced in order to cover costs for increased regional services.</p>	27 500	<p>(c) 16mm. prints for preview and distribution. These prints are furnished to Information Centres for non-theatrical use in areas where they would not otherwise be distributed. One hundred and eight prints each of six films in official languages; five prints each of six films in seven additional languages; five prints each of three regional versions in two languages \$ 9 480</p> <p>(d) 35mm. and 16mm. prints for regional distribution of existing subjects. Together with prints of new films provided for above, under-developed areas will be fully supplied with many of the earlier films as well. \$ 7 503</p>	
<p>(a) Regional adaptations of United Nations Screen Magazines. Three regional adaptations each of three screen magazines: Editing, writing and additional local coverage for these adaptations to be done in regions concerned to meet local requirements. Recording and technical completion to be done at Headquarters with United Nations facilities for economy reasons. . . \$ 12 000</p>		<p>Estimated expenditure \$168 600</p>	
<p>(b) Language versions: Six screen magazines in seven languages: six earlier films in three languages. Sixty reels at \$200 each using internal facilities \$ 12 000</p>		<p>Estimated revenue \$ 45 000</p>	
<p>(c) Special film interviews with delegates, for national newsreel and television use in appropriate languages \$ 3 500</p>		<p>Net total expended \$123 600</p>	
<p>4. <i>Distribution</i> In order to achieve increased distribution in under-developed territories, where laboratory and reproduction facilities do not exist, use of the funds requested will be devoted in larger measure to distribution in these areas. All distribution is handled through established national distribution channels reaching theatres and non-theatrical audiences in communities, organizations, churches and schools, as well as television where existing. Many of the distribution arrangements in more developed countries are self-liquidating, while in these same countries television is also an increasingly important outlet for United Nations film.</p>	42 000	<p>The estimated revenue from sale of films is \$45 000. This income, offset against the expenditure estimate, brings the real net expenditure figure to an estimated total of \$123 600 for motion picture supplies and services.</p>	
<p>(a) Materials for reproduction. Duplicate lag material furnished to distributors to make their own distribution prints without cost to the United Nations. For six films, twelve each 35mm. fine grains, twelve each 35mm. separate sound track, twelve each 16mm. duplicating negative. . . . \$ 14 253</p>		<p>(v) <i>Radio services</i> \$340 850 1952: 323 000 1951: 340 973</p>	
		<p>This estimate provides for a programme output geared to regional and national requirements. Guided particularly by the revised "Basic principles underlying the public information activities of the United Nations" (A/C.5/L.172) and taking into consideration the relative importance of the radio media in the different parts of the world, the estimate is broken down into regional budgets which provide for programme production and a <i>pro rata</i> charge for the rental of transmitter facilities.</p>	
		<p>An amount of \$18 000 is also provided for participation by the United Nations in specific projects for television coverage, since the importance of this particular medium is now becoming really significant in large areas of the world.</p>	

MIDDLE EAST SERVICE \$ 67 700

1. Programme operations

- (a) Daily half-hour programme in Arabic.
- (b) Daily ten to fifteen-minute bulletins in Amharic, Hebrew, Persian, Pushtu, Turkish.
- (c) Weekly transcription programmes in the above languages.
Translating and voicing of daily bulletins at \$500 per week.... \$26 000
Production of weekly half-hour programme, 40 weeks at \$200.. 8 000
Production of weekly fifteen-minute feature at \$100, fifty-two weeks 5 200
\$39 200

2. Facilities (pro rata)

Rental of facilities for transmission of programmes to above areas..... \$28 500

TRANS-PACIFIC SERVICE 72 050

1. Programme operations

- (a) Daily news bulletins in Chinese, Indonesian, Korean, Tagalog, Thai, Urdu
- (b) Translation and voicing of daily bulletins at \$400 per week, fifty-two weeks \$20 800
- (c) Fifteen-minute feature programmes, four weekly at \$100, forty weeks 16 000
\$36 800

2. Facilities (pro rata)

Rental of facilities for transmission of programmes to above areas..... \$35 250

LATIN-AMERICAN SERVICE 66 220

1. Programme operations

- (a) One and one-half hours daily in Spanish, fifteen-minutes daily in Portuguese.
- (b) Production of daily news broadcast—260 programmes at \$32.... \$ 8,320
- (c) Half-hour feature programme, forty weeks at \$450..... 18 000
- (d) Fifteen-minute feature programmes at \$200, fifty-two weeks. 10 400
\$36 720

2. Facilities (pro rata)

Processing of transcriptions and rental of transmitting facilities (pro rata) for distribution of programmes to above areas \$29 500

EUROPEAN SERVICE \$ 58 200

1. Programme operations

- (a) Daily broadcasts in French, Russian, Dutch, Greek, Icelandic, Serbo-Croat.
- (b) Weekly programmes in Czech, Norwegian, Danish, Swedish.
- (c) Voicing and translation of daily news bulletins in four languages, fifty-two weeks at \$400..... \$20 800
- (d) Fifteen-minute feature programmes, four weekly at \$80, forty weeks 12 800
\$33 600

2. Facilities (pro rata)

Rental of facilities for transmission of programmes to above areas..... \$24 600

ENGLISH LANGUAGE SERVICE 42 180

1. Programme operations

- (a) "United Nations Today", daily newsbroadcast carried throughout the United States and Canada: 260 programmes at \$32..... \$ 8 320
- (b) "Spotlight on the UN", a weekly fifteen-minute programme carried on 300 stations over Liberty Network in the United States, fifty-two weeks at \$32..... 1 660
- (c) "On the Record", weekly broadcast of news and interviews over national networks in the United States, Canada, New Zealand, Australia, South Africa, fifty-two weeks at \$75 3 900
- (d) "UN Story", fifteen-minute programme on United Nations and specialized agencies, broadcast by transcription over 500 stations in the United States and English-speaking countries throughout the world, forty weeks at \$300..... 12 000
\$25 880

2. Facilities (pro rata)

Processing of transcriptions and rental of transmitting facilities (pro rata) for distribution of programmes to above areas 16 300

	\$
GENERAL SERVICES	34 500

This includes operating expenses for facilities of value to all services, such as news dispatches giving coverage to Commissions in various parts of the world, and cannot be appropriately allocated to any specific service.

1. *Radio services*

- | | |
|--|----------|
| (a) Point-to-point facilities for international use in channelling programmes to national networks and for bringing incoming programme material to Headquarters. For these purposes commercial carriers are used at established tariffs. | \$14 000 |
| (b) Production costs of annual Human Rights Concert | 2 500 |
| | \$16 500 |

2. *Television*

United Nations contribution to operational and production costs of international television pool to provide live coverage and kinescope recordings of United Nations programmes to networks subscribing to this new service.	\$18 000
--	----------

- | | |
|--|-------------|
| (vi) <i>Teletype and telecommunications services</i> | \$ 1 700 |
| | 1952: 2 000 |
| | 1951: 5 914 |

The estimate covers actual expenses for rentals.

- | | |
|--|-------------|
| (vii) <i>Subscriptions to news agency services</i> | \$ 1 300 |
| | 1952: 1 300 |
| | 1951: 3 457 |

This estimate provides for actual expenditures for subscriptions to incoming telegraphic reports from international news agencies for use by Press and Radio News Desks.

Section 14. Legal Department

\$462 100

(1952: \$454 370 1951: \$410 668)

The structure and functions of the Legal Department are described in the *Administrative Manual*, Volume I, Organization.

No change as compared with 1952 is proposed in the organization of the Department or in the number and level of established posts. The increase of \$7 100 in the estimate for established posts is due solely to within-grade increments. Apart from a nominal increase in the provision requested for temporary assistance, the estimates for other departmental expenses have been kept within the amounts approved for 1952.

Though there is a marked tendency for the total workload of the department steadily to expand, the fact that its establishment has for some time past been relatively stabilized, thus enabling both professional and clerical personnel to function with increased experience and efficiency, will make it possible to cope with a larger volume of normal and continuing business as well as with a number of additional special projects, without any increase in the permanent establishment. To this end, it is the practice of the Department to seek a reasonable degree of flexibility in the utilization of its personnel in accordance with the relative urgency and importance of its work assignments. The functional divisions into which the Department as a whole is organized should therefore be regarded as indicative of the general workload distribution and not as rigidly limiting or restricting personnel assignments. As a result of such flexibility, together with the deferment or slowing up of less pressing projects and the judicious use of temporary assistance, it is anticipated that all presently foreseeable demands upon the Department's services can be adequately met during 1953 within the limits of the appropriations requested.

CHAPTER I

Salaries and wages	\$456 400
1952:	448 670
1951:	405 036
(i) Established posts	\$443 700
1952:	436 600
1951:	393 834

Table 14-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
1	1	Assistant Secretary-General	\$
		Salary	23 000
		Allowance	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary	18 000
		Representation allowance	3 500
		<i>Professional</i>	
1	1	Second Officer	8 080
1	1	Associate Officer (administrative)	6 270
		<i>General Service</i>	
1	1	Professional Assistant (principal)	4 750
3	3	Secretarial and Clerical (senior)	15 640
3	3	Secretarial and Clerical (intermediate)	12 950
11	11		99 190
		Add: Cost-of-living adjustment	5 010
			104 200
		Deduct: Adjustment for turnover of staff	4 170
		TOTAL	\$100 030

Under this item provision is made for the cost of fifty-two established posts, the same number as approved for 1952.

The estimate includes \$26 980 for cost-of-living adjustment, \$1,250 for language allowance and \$2 650 for non-resident's allowance.

The staff proposed for the Office of the Assistant Secretary-General (table 14-1) consists of eleven posts as in 1952.

Table 14-2. General Legal Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
2	2	Principal Officer	28 730
		<i>Professional</i>	
1	1	Senior Officer	13 580
4	4	First Officer	39 150
1	1	Associate Officer	6 400
		<i>General Service</i>	
2	2	Secretarial and Clerical (senior)	10 110
2	2	Secretarial and Clerical (intermediate)	8 070
12	12		106 040
		Add: Cost-of-living adjustment	6 950
			112 990
		Deduct: Adjustment for turnover of staff	4 520
		TOTAL	\$108 470

The workload of the General Legal Division for 1953 will increase as a result of:

1. New developments in the economic and social field, such as: (a) the restrictive business practices project (Economic and Social Council Resolution 375 (XIII)); (b) continued work on maintenance obligations (Economic and Social Council Resolution 390 H (XIII)); (c) questions arising in connexion with the Libyan and Eritrean Tribunals (General Assembly Resolutions 388 (V), 530 (VI)); (d) new conventions in the fields of human rights, narcotics control and international communications.

2. An increase in the number of legal opinions as well as work on review of agreements with governments, due to greater activity in technical assistance.

3. Legal work arising from the decisions of the sixth session of the General Assembly relating to procedural matters (Resolution 597 (VI)) and Trusteeship and Non-Self-Governing Territories (Resolutions 554, 563, 567 (VI)), will continue in 1953.

4. A greater number of legal proceedings expected in the field of personnel administration.

5. On behalf of UNICEF, legal proceedings will be brought against shipping companies in at least fifty and possibly one hundred new cases. These claims will be handled primarily by a UNICEF claims officer, but will require a substantial amount of time by senior legal officers of this Division. (It is expected that the Fund will reimburse the Secretariat for part of the cost of one First Officer post, as it has done in 1950, 1951 and 1952.)

Notwithstanding this expected increase in activity, the staff proposed for this Division for 1953 (table 14-2) comprises twelve posts as in 1952.

Table 14-3. Division for the Development and Codification of International Law

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
1	1	Director	
		Salary.....	17 400
		Representation allowance.....	1 000
		<i>Professional</i>	
3	3	Senior Officer	38 890
3	3	First Officer	30 850
3	3	Associate Officer	19 440
		<i>General Service</i>	
1	1	Secretarial and Clerical (senior)	5 220
3	3	Secretarial and Clerical (intermediate)	12 660
14	14		125 460
Add: Cost-of-living adjustment.....			7 960
			133 420
Deduct: Adjustment for turnover of staff.....			5 350
		TOTAL	\$128 070

The Division for the Development and Codification of International Law is undertaking preparatory work for the International Law Commission in regard to two additional topics of international law which the Commission had, at its third session in 1951, selected for codification; namely, "régime of territorial waters" and "nationality, including statelessness". Work on these topics is expected to continue in 1953, and will be absorbed within the existing staff of the Division.

The number of posts in the Division proposed for 1953 (table 14-3) is therefore the same as for 1952.

A progressive increase in the number of treaties registered, or filed and recorded, by governments in accordance with Article 102 of the Charter will still further increase the workload of the Division of Immunities and Treaties in 1953. Taking a representative period, it is of interest to observe that, whereas the number of treaties registered or filed and recorded in the last quarter of 1949 was but 67, increasing to 120 in 1950, the figure for the same period of 1951 was

Table 14-4. Division of Immunities and Treaties

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
1	1	Director	
		Salary.....	15 800
		Representation allowance.....	1 000
		<i>Professional</i>	
1	1	Senior Officer	12 080
2	2	First Officer	20 710
1	1	Second Officer	8 210
1	1	Associate Officer	6 270
		<i>General Service</i>	
1	1	Professional Assistant (principal)	5 250
2	2	Secretarial and Clerical (senior)	10 100
6	6	Secretarial and Clerical (intermediate)	25 110
15	15		104 530
Add: Cost-of-living adjustment.....			7 060
			111 590
Deduct: Adjustment for turnover of staff.....			4 460
		TOTAL	\$107 130

285. This larger flow causes a corresponding increase in a series of functions, beginning with the act of registration and extending through the preparation of the monthly statement of all treaties received to the preparation of these materials for publication in the Treaty Series.

A further increase of the workload of the Division in 1953 is expected as a result of:

(a) The growing number of conventions and agreements concluded under the auspices of the United Nations or the specialized agencies;

(b) The increased number of agreements and arrangements to be concluded with Member or non-member Governments concerning the privileges and immunities of the Organization, necessitated by the larger number of countries in which United Nations activities are directly carried out.

However, the number of posts proposed for 1953 (table 14-4) is the same as for 1952.

Table 14-5. Recapitulation

Division or Office	Posts		Gross salaries	Cost of living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
			\$	\$	\$	\$
Office of the Assistant Secretary-General.....	11	11	99 190	5 010	4 170	100 030
General Legal Division.....	12	12	106 040	6 950	4 520	108 470
Division for the Development and Codification of International Law.....	14	14	125 460	7 960	5 350	128 070
Division of Immunities and Treaties.....	15	15	104 530	7 060	4 460	107 130
TOTAL	52	52	\$435 220	\$26 980	\$18 500	\$443 700

(ii) Consultants..... \$ 4 000
1952: 4 000
1951: 2 351

(iii) Temporary assistance..... \$ 7 500
1952: 6 800
1951: 3 103

The provision for consultants is intended to cover mainly fees of special counsel engaged to prosecute claims when such action is taken away from Headquarters and of specialists in particular fields of international law.

Provision is made for temporary replacement of Secretarial and Clerical staff 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) <i>Overtime</i>	\$ 1 200
1952:	1 270
1951:	748

This estimate is based on current expenditures.

CHAPTER II

Other departmental costs	\$ 5 700
1952:	5 700
1951:	5 632

(i) <i>Travel on official business</i>	\$ 5 700
1952:	5 700
1951:	5 632

Provision is made for journeys to The Hague to represent the Secretary-General before the International Court of Justice and for travel of legal officers to attend meetings of specialized agencies when dealing with legal questions and to attend conferences of organizations concerned with international law problems, as well as for travel of staff on short journeys.

Contractual printing

Details of the publication programme of the Legal Department are submitted under section 26 of the budget estimates.

Section 15. Conference and General Services

\$9 527 500

(1952: \$9 304 630 1951: \$8 569 142)

The Buildings Management Service is re-transferred from the Department of Administrative and Financial Services to this Department for 1953; aside from this change the organizational structure of the Department remains basically the same as presented for 1952. The United Nations Postal Administration is shown under chapter III of this Department.

The functions of the organizational units are explained in the *Administrative Manual*, Volume I, Organization.

The extensive re-organization undertaken in this Department in 1950 permitted a reduction of fifty-nine posts in 1951. A further reduction of eleven posts was achieved in 1952. The Department continued to maintain a close review of its many operations during 1951 and as a consequence is able to reflect several major improvements and refinements in its estimates for 1953 which, despite increases in demands for many of the services it provides, permit a further reduction of twenty-six posts.

CHAPTER I

Salaries and wages \$9 386 600
 1952: 9 162 730
 1951: 8 438 784

(i) Established posts \$9 019 600
 1952: 8 779 530
 1951: 7 929 250

A total of 1 448 posts, including the Buildings Management Service and excluding the Postal Administration and Manual Workers, was authorized for this Department for 1952. Thus the adjustments proposed in these estimates result in a decrease in established posts from 1 448 to 1 422. The increase in expenditures results from the cost of annual increments and provision for a small increase in Manual Workers.

In order to provide for more effective control of the administration of the Department, a single Executive Officer in the *Office of the Assistant Secretary-General* will replace the Executive Officers previously shown in each Bureau. A new post of Senior Officer is consequently required for 1953.

For 1952 nine posts were requested for the *Conference Section*, which reflected an increase of three posts over the number authorized for 1951. This increase was requested on the basis of the additional co-ordination required with Geneva on all questions of conference planning and because of the vastly increased conference and meeting facilities provided in the new permanent Headquarters. The Advisory Committee on Administrative and Budgetary Questions recommended that these three posts be placed on temporary

Table 15-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
1	1	Assistant Secretary-General	\$
		Salary.....	23 000
		Allowance.....	7 000
		<i>Director and Principal Officer</i>	
1	1	Principal Director	
		Salary.....	18 000
		Representation allowance.....	3 350
		<i>Professional</i>	
-	1	Senior Officer (administrative)	11 310
1	1	First Officer (administrative)	9 790
		<i>General Service</i>	
2	2	Secretarial and Clerical (senior)	10 370
5	6		82 820
		Add: Cost-of-living adjustment.....	3 760
			86 580
		Deduct: Adjustment for turnover of staff.....	3 440
		TOTAL	\$83 140

Table 15-2. Conference Section

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Professional</i>	
1	1	First Officer	\$ 9 790
1	1	Associate Officer	8 440
		<i>General Service</i>	
2	2	Principal Clerk	11 090
1	3	Secretarial and Clerical (senior)	12 760
1	2	Secretarial and Clerical (intermediate)	8 570
6	9		50 650
		Add: Cost-of-living adjustment.....	3 830
			54 480
		Deduct: Adjustment for turnover of staff.....	2 180
		TOTAL	\$52 300

assistance for the year 1952 and then reviewed in the light of experience gained during the year.

Now that the new conference area is complete, the Department is fully convinced that these three posts are necessary on a permanent basis. Therefore, for 1953 a total of nine posts is again requested for this Section.

Table 15-3. Bureau of Documents

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
Office of the Director.....	6	5	\$ 38 970	\$ 2 390	\$ 1 650	\$ 39 710
Stenographic Service.....	206	197	818 590	62 260	35 230	845 620
Documents Control Division.....	71	65	442 830	32 710	19 020	456 520
Language Services Division.....	403	404	3 420 680	249 470	146 810	3 523 340
Publishing Division.....	235	230	1 148 730	86 590	49 410	1 185 910
TOTAL	921 ^a	901 ^a	\$5 869 800 ^b	\$433 420	\$252 120 ^b	\$6 051 100 ^b

^a Excluding Manual Workers.

^b Including salaries of Manual Workers.

Two years of operation have demonstrated that the basic organizational structure of *Bureau of Documents* is satisfactory. Continued study has disclosed the possibility of improvements in methods and refinements of procedure which will lead to more effective control of documentation, in accordance with the wishes expressed by the General Assembly in resolution 593 (VI), and to more economical operation. Major improvements include the consolidation of all pools of the stenographic services, more flexible use of staff engaged in editorial and translation work, and utilization of new reproduction equipment with greater work capacity.

For 1952 the Bureau was authorized to carry 921 posts, excluding Manual Workers but including eight posts transferred from the Correspondence Service, Bureau of General Services. For 1953 a total of 901 posts is provided.

Table 15-4. Office of the Director—Bureau of Documents

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$
		Salary	15 800
		Representation allowance.....	1 000
<i>Professional</i>			
1	—	First Officer	—
—	1	Second Officer	7 330
1	—	Associate Officer	—
<i>General Service</i>			
2	2	Secretarial and Clerical (senior)	10 340
1	1	Secretarial and Clerical (intermediate)	4 500
6	5		38 970
Add: Cost-of-living adjustment.....			2 390
			41 360
Deduct: Adjustment for turnover of staff.....			1 650
TOTAL			\$39 710

The staff of the *Office of the Director* is reduced by the abolition of one post (Associate Officer) and the downgrading of a First Officer.

Table 15-5. Stenographic Service

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Associate Officer	\$ 6 250
<i>General Service</i>			
3	3	Principal Clerk	16 920
25	25	Secretarial and Clerical (senior)	115 390
176	167	Secretarial and Clerical (intermediate)	676 440
1	1	Secretarial and Clerical (junior)	3 590
206	197		818 590
Add: Cost-of-living adjustment.....			62 260
			880 850
Deduct: Adjustment for turnover of staff.....			35 230
TOTAL			\$845 620

Stenographic Service: in the 1952 estimates provision was made under the Documents Control Division of the Bureau of Documents for the consolidated English and French Typing Pools, with a total of 128 posts. In addition, provision was made under the Language Services Division for a Russian Typing Pool comprising thirty-nine posts and a Spanish Typing Pool with thirty-one posts. These pools have been consolidated under one central administration reporting to

the Director of the Bureau of Documents. In addition, the Correspondence Service, which in the 1952 estimates comprised eight posts under the Communications and Records Division of the Bureau of General Services, has also been added to this new unit. The 1952 estimates thus included a total of 206 posts for these operations.

With the amalgamation of all these units, it is possible to reduce this total by nine posts to 197 posts for 1953. This reduction can be achieved through the greater flexibility of the amalgamated system. In addition to the Supervisor and an administrative Clerk, the staff is expected to be assigned as follows:

English Pool	54
French Pool	67
Russian Pool	38
Spanish Pool	29
Correspondence Service	7

Table 15-6. Documents Control Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 16 400
<i>Professional</i>			
1	1	Senior Officer	14 120
11	8	First Officer	80 790
15	11	Second Officer	96 070
7	6	Associate Officer	45 750
1	1	Assistant Officer	6 510
<i>General Service</i>			
7	6	Professional Assistant	35 530
4	4	Principal Clerk	24 440
11	16	Secretarial and Clerical (senior)	74 720
12	10	Secretarial and Clerical (intermediate)	45 050
1	1	Secretarial and Clerical (junior)	3 450
71	65		442 830
Add: Cost-of-living adjustment.....			32 710
			475 540
Deduct: Adjustment for turnover of staff.....			19 020
TOTAL			\$456 520

The 1952 estimates provided seventy-one posts for the *Documents Control Division*, exclusive of the English and French Typing Pools. For 1953 a net reduction of six posts, viz: a total of sixty-five posts, is proposed, as explained under the appropriate Sections below.

Office of the Director: This Office consists of three posts in 1953 as in 1952.

Editorial Control Section: A thorough review of the functions of this Section, including especially experience gained during the sixth session of the General Assembly, has led to the conclusion that the main function of this unit lies in the field of pre-editing, as one of the most effective means of controlling and improving documentation. Relatively less emphasis will now be given to the editing of official records, as the experience gained over six years by the staff entrusted with the drafting and translation of such records makes the final editing operation more routine in nature. Consequently, it is proposed to utilize a small but well-qualified staff on the important function of pre-editing and to concentrate on the more important documents and publications. Under the supervision of the Chief of Section, thirteen Professional posts (six at the First Officer level, six at the Second Officer and one at the Associate Officer level) are requested for this function. This staff will also edit the daily *Journal*, and continue such work as may be necessary on terminology.

Reference and other related clerical assistance will be provided by thirteen General Service staff, including two to be transferred from the Publishing Division (one principal, one senior level).

As regards the editing of official records, it is felt that savings will be achieved both in the level of the staff required for this operation, none of whom need be above the Second Officer grade and in the number permanently assigned to this work. It is proposed therefore to establish only four permanent teams which, between the General Assembly sessions, will edit the records of the Security Council, Economic and Social Council, Trusteeship Council and other bodies whose records are published in printed form; during the General Assembly period, these teams will be supplemented by four other teams drawn from the pre-editing and the language translation sections. In this way, the increased editorial work occasioned by the General Assembly will be met by internal transfers of experienced staff who at other times are fully employed on other important work. The four basic teams to be maintained on a year-round basis comprise, under the guidance of a First Officer, five Second Officers, three Associate Officers, four Principal Clerks and four Clerks at the senior level of the General Service category—or a total of seventeen posts. The four senior Clerks will replace one Associate Officer, two principal Clerks and one intermediate Clerk. Three First Officer posts can also be discontinued.

For 1952, a total of forty-nine posts was authorized for this Section. As explained above, a total of only forty-four posts is requested for 1953. As this total includes two posts transferred from the Publishing Division, the re-orientation of the work of this Section will permit the transfer of four Second Officer posts to the French Section of the Language Services Division and the abolition of three First Officer posts.

Production Control Section: A review of the methods and records maintained by this Section permits the reduction of one Clerical post at the intermediate level, leaving eighteen posts for 1953 compared to nineteen for 1952.

Table 15-7. Language Services Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			\$
1	1	Principal Officer	16 870
<i>Professional</i>			
7	7	Senior Officer	97 210
105	103	First Officer	1 074 500
233	243	Second Officer	2 006 480
4	—	Associate Officer	—
<i>General Service</i>			
1	1	Administrative Assistant	5 460
—	4	Principal Clerk	29 320
12	10	Secretarial and Clerical (senior)	51 850
31	31	Secretarial and Clerical (intermediate)	126 350
9	4	Secretarial and Clerical (junior)	12 640
403	404		3 420 680
Add: Cost-of-living adjustment			249 470
			3 670 150
Deduct: Adjustment for turnover of staff			146 810
TOTAL			\$3 523 340

The 1952 estimates included 403 posts for the *Language Services Division*, excluding seventy posts for the Spanish and Russian Typing Pools now included in the Stenographic Service. The changes proposed for 1953, which result in a net increase of one post, are explained under the various sections of the Division.

Office of the Director: Eight posts are proposed for 1953, reflecting a reduction of one post at the intermediate Clerical level.

Editor-Verbatim Reporting Group: Nineteen posts were originally requested for this Group for 1952, but the Advisory Committee on Administrative and Budgetary Questions, on the basis of a supplementary paper, concurred in three additional posts, providing that this could be accomplished within the number of posts otherwise approved. This has in fact been accomplished during 1952. As the Group will continue to perform the same tasks as in 1952, twenty-two posts will be required in 1953.

Interpretation Service: The Interpretation Service is expected to cover at least the same number of meetings in 1953 as in 1952, and sixty-eight posts are retained for this Service. One post of First Officer is downgraded to Second Officer.

English Section: A total of forty posts is required for this Section in 1953, making an increase of two posts over the number authorized for 1952.

The volume of translation to be performed by this Section is expected to continue at the same level as in 1952—about 30 000 pages.

The demand for précis-writing services, however, increased in 1951 and the first part of 1952. This increase has been met by having two additional translators provided as temporary assistance. As this need is expected to continue for 1953, provision is made for two additional established posts (Second Officers). One post at the senior level of the General Service category is downgraded to intermediate.

French Section: For 1952, a total of eighty-seven posts was authorized for this Section. It is proposed to transfer four Second Officer posts from the Documents Control Division, as explained previously, resulting in a total of ninety-one posts for 1953. This arrangement will make possible the more flexible and efficient utilization of staff. It will achieve both economy and improvements in the editing of official records, permit the more rapid translation of urgent documents and provide additional strength for the translation of difficult technical texts. The total workload of translations is expected to continue at about 72 500 pages.

One post is downgraded from the senior level of the General Service category to intermediate.

Spanish Section: The only change made in this Section for 1953 is the transfer of the typing pool to the Stenographic Service. This Section is able to translate approximately 50 000 pages per year. Current workload is estimated at 40 500 pages, thus enabling the Section to complete approximately 10 000 pages of backlog work comprising official records from earlier years.

Chinese Section: A total of seventy-two posts is requested for this Section for 1953, which represents a reduction of six posts compared with 1952. It has been possible to recruit additional staff for this Section during 1951 and 1952 and the Section has met its obligations in respect to the translation of backlog official records for the year 1951. It will continue to liquidate this work through 1952 and 1953 in addition to translating the current work, which still approaches approximately 23 000 pages a year. The reduction proposed for 1953 is achieved by abolishing one post of senior Translator, since a ratio of thirteen to thirty-three between the two categories of Translators seems adequate; and by abolishing five posts of Calligraphers due to the development of a new practice of sending a certain portion of the translations direct to the printer without going through the calligrapher stage.

Russian Section: Apart from the transfer of the Russian Pool to the Stenographic Service, the only changes proposed for 1953 are the abolition of one intermediate Clerical post and the downgrading of four Associate Officer posts to principal Clerks. Thus, fifty-six posts are requested for this Section for 1953. The anticipated workload, based on experience, is 45 000 to 50 000 pages. This Section has made considerable progress in the liquidation of the backlog of official records of previous years, which has now been reduced to 8 000 pages. Every effort will be made to continue this rate of liquidation.

Table 15-8. Publishing Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 530
<i>Professional</i>			
1	1	Senior Officer	11 500
2	2	First Officer	20 670
10	9	Second Officer	75 820
25	28	Associate Officer	200 910
8	6	Assistant Officer	34 800
<i>General Service</i>			
1	1	Administrative Assistant	5 850
6	3	Professional Assistant (principal)	18 230
8	6	Principal Clerk	30 470
10	14	Machine Operator (principal)	74 000
18	16	Secretarial and Clerical (senior)	147 480
36	36	Machine Operator (senior)	89 740
40	37	Secretarial and Clerical (intermediate)	153 120
6	7	Machine Operator (intermediate)	26 660
32	35	Secretarial and Clerical (junior)	125 600
31	28	Machine Operator (junior)	92 300
235	230		1 122 680
		Provision for Manual Workers	26 050
			1 148 730
		Add: Cost-of-living adjustment	86 590
			1 235 320
		Deduct: Adjustment for turnover of staff	49 410
		TOTAL	\$1 185 910

Although the general organization of the *Publishing Division* remains basically unchanged for 1953, some rearrangements are proposed which will enable it better to perform its role in carrying out the intentions of the General Assembly, as expressed in resolution 593 (VI) on the control and limitation of documentation.

One means of reducing the cost of reproducing, handling, mailing and storing the vast quantities of mimeographed documentation, is by the rapid printing of the official records in fascicule form, with consequent reductions in the mimeograph editions. The records and annexes of the sixth session of the General Assembly were published in the three working

languages within two months of the close of the session, the earliest date yet achieved. Every effort will be made to continue and improve this practice during 1952 and 1953 and to extend it to all major organs.

Reduction of the reproduction, handling, and storage of mimeographed documents and of paper consumption will also be sought by greater use of offset presses and consequent relief of the mimeographing equipment, which can then be devoted primarily to the immediate servicing of meetings and the filling of other emergency demands for which offset is less fitted by reason of its greater complexity and need for scheduling. Thus, even when reduced in size, the mimeograph unit can be used to reproduce rapidly, when needed, reprints of documents and thereby avoid unnecessarily large stocks that have hitherto had to be stored against emergencies.

For 1952, a total of 235 posts, excluding Manual Workers, was authorized for the Division. A total of 230 posts is proposed for 1953. The net decrease of five posts is explained under the various sections following.

Office of the Director: There is no change in the staffing of functions of this Office. Seven posts are proposed for 1953 as in 1952.

Printing Section: For 1952 a total of fifty-four posts was authorized for this Section. It is planned to abolish one post of Assistant Officer and one post of Clerk, intermediate level, leaving a total of fifty-two posts. Of these, one Second Officer post is downgraded to Associate Officer, and one Assistant Officer post to Senior Clerk.

Reproduction Section: A total of ninety-six posts, excluding manual workers, was authorized for this Section in 1952. For 1953 a total of ninety-five posts is proposed, one post being reclassified to the Manual Worker category. Some adjustment in staff is required because of the proposed greater utilization of the offset presses as previously explained. This will involve the substitution of three Heavy Press Operators and one Plate-maker (principal level) for four other Machine Operators' posts (two senior, two junior).

Distribution Section: A total of seventy-eight posts was authorized for this Section in 1952, excluding manual workers, and seventy-six posts are requested for 1953. This reduction is explained through the transfer of two posts to the Documents Control Division. In addition, two posts of Principal Clerk are upgraded to the Associate Officer level to provide stronger supervision under the new changes contemplated for 1953, which will require more analytical judgment in the preparation of distribution patterns and in assessing stock requirements. Two posts of Principal Clerk and one intermediate Clerk are downgraded to the junior Clerical level. These downgradings are achieved by integrating the meeting service officers with a sub-station system and in this way providing greater flexibility in the servicing of meetings with less senior Clerical staff.

With these adjustments it is expected that the substantial expenditures required in 1951 and 1952 for temporary assistance can be significantly reduced.

Table 15-9. Bureau of General Services

Division or Office	Posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1952	1953				
			\$	\$	\$	\$
Office of the Director	5	4	37 310	2 150	1 580	37 880
Telecommunications Service	10	9	59 590	4 480	2 560	61 510
Communications and Records Division	165	170	674 290	57 240	29 260	702 270
Purchase and Transportation Division	102	99	579 050	36 580	24 620	591 010
Buildings Management Service	234	224	1 425 990	74 400	60 000	1 440 390
TOTAL	516^a	506^a	\$2 776 230^b	\$174 850	\$118 020^b	\$2 833 060^b

^a Excluding Manual Workers.

^b Including salaries of Manual Workers.

A total of 290 posts, excluding Manual Workers, was authorized for the *Bureau of General Services* for 1952. However, in 1952, eight posts were transferred to the Stenographic Service of the Bureau of Documents; therefore, for 1953, a total of 282 will be required.

With the completion of the planning and construction work for the new Headquarters, the Buildings Management Service is re-transferred to this Bureau in 1953. In 1952 a total of 234 posts, excluding Manual Workers, was authorized for this Service and 224 posts are proposed for 1953. This decrease of ten posts for 1953 is explained in detail under the appropriate divisions and sections following.

Table 15-10. Office of the Director—Bureau of General Services

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$
		Salary.....	17 400
		Representation allowance.....	900
<i>Professional</i>			
1	—	First Officer	—
—	1	Second Officer	9 380
1	—	Associate Officer	—
<i>General Service</i>			
2	2	Secretarial and Clerical (senior)	9 630
5	4		37 310
Add: Cost-of-living adjustment.....			2 150
			39 460
Deduct: Adjustment for turnover of staff.....			1 580
TOTAL			\$37 880

Office of the Director: Due to the creation of an Executive Officer post for the entire Department, one post of Associate Officer is abolished and one post of First Officer downgraded to Second Officer. Thus, a total of four posts is requested for 1953 as against five authorized for 1952.

Table 15-11. Telecommunications Service

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	—	Principal Officer	—
<i>Professional</i>			
2	2	First Officer	20 090
2	2	Second Officer	15 510
1	1	Second Officer (administrative)	7 330
<i>General Service</i>			
4	4	Secretarial and Clerical (intermediate)	16 660
10	9		59 590
Add: Cost-of-living adjustment.....			4 480
			64 070
Deduct: Adjustment for turnover of staff.....			2 560
TOTAL			\$61 510

Telecommunications Service: By the end of 1952 most of the work related to the engineering, design and installation

of telecommunications equipment for the permanent Headquarters will be completed. Thus it is proposed to reduce the number of posts and the status of this unit for 1953. It will no longer be a division, but a service unit responsible for the maintenance and operation of all telecommunications equipment and reporting to the Director of the Bureau.

In 1952 a total of ten posts was authorized for these functions. For 1953 a total of nine posts is requested. One post of Principal Officer is abolished.

Table 15-12. Communications and Records Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 12 080
2	2	First Officer	18 980
1	1	Second Officer	9 060
2	6	Associate Officer	37 860
4	4	Assistant Officer	21 520
<i>General Service</i>			
1	1	Administrative Assistant	5 500
12	8	Principal Clerk	46 120
31	22	Secretarial and Clerical (senior)	108 370
46	44	Secretarial and Clerical (intermediate)	175 500
26	42	Secretarial and Clerical (junior)	135 430
39	39	Secretarial and Clerical (entrance)	103 870
165	170		674 290
Add: Cost-of-living adjustment.....			57 240
			731 530
Deduct: Adjustment for turnover of staff.....			29 260
TOTAL			\$702 270

During 1951 and early 1952 the services rendered by the *Communications and Records Division* were reviewed, with particular reference to the effect which the changes in physical layout at the new Headquarters have imposed. As a consequence of these studies, it is proposed, for 1953, to centralize on a single floor all the branch registries formerly located within areas of the various departments. Considering all aspects of file service and the inherent problems of co-ordinating the large number of "detached" branch registries, it is certain that a centralized registry service will not only be more efficient and enable the servicing of activities added to the Secretariat during 1951 and 1952, but will actually allow for a decrease in staff requirements.

The increased activities which now require the services of this Division include the Technical Assistance Administration, which has been fully activated to the level of a major department, calling for more services than others in some respects; the United Nations International Children's Emergency Fund, the Technical Assistance Board, and offices and agencies such as the United Nations Korean Reconstruction Agency, the United Nations Relief and Works Agency for Palestine Refugees in the Near East and the United Nations Postal Administration. It is apparent that these activities, with the possible exception of UNICEF, will require increased servicing during the year 1953.

Certain other organizational changes are reflected in these estimates. The Correspondence Service, which was shown under this Division in the 1952 estimates, has been transferred to the new Stenographic Service, established under the Bureau of Documents for 1953 (see table 15-5).

For 1952, a total of 165 posts (exclusive of eight posts for the Correspondence Service) was authorized for this Division. For 1953, a total of 170 posts is proposed, as explained in detail under the various sections following.

Office of the Chief: This office is continued with six posts, of which one post at the senior level of the General Service category is downgraded to intermediate.

Archives Section: For 1952, a total of twenty-one posts was authorized for this Section. Seventeen posts are proposed for 1953, representing a decrease of four posts. This decrease is made possible by increased emphasis on microfilming in the daily operations of this Section, the more rigid analytical selection of material for retention and an aggressive disposal programme. One post at the senior level and three at the junior level of the General Service category are abolished.

Registry Section: In 1952, a total of fifty-seven posts was authorized for this Section. However, it was necessary to assign seven of these posts to establish a Staff Records Unit. Thus, a total of fifty posts for 1952 compares to a total of forty-one posts requested for 1953. This net reduction of nine posts is achieved through the centralization of the nine branch registries on a single floor.

This centralization and its consequent reduction of nine posts necessitates some modification in the grading pattern. An increase is shown of three posts at the Associate Officer level and two at the junior level of the General Service category, and a decrease of fourteen posts appears in the General Service category comprising three Principal Clerks, seven senior and four intermediate.

Communications Section: For 1952, a total of eighty-one posts was authorized for this Section. It is proposed to increase this by sixteen posts, for 1953, to a total of ninety-seven posts. For 1951, sixteen posts were requested in the junior level of the General Service category for the message centres which are located on various floors in the new Secretariat building. These posts were not approved as established posts, but the Advisory Committee recommended that more experience be gained in the servicing of the Secretariat in the new building and provided temporary assistance funds for this purpose. For 1952 they were again included under temporary assistance, since it was felt that full operation had not yet permitted the determination of final staffing requirements.

For 1953 it can now be stated with assurance that these additional posts will definitely be needed in the various message centres. Thus, the increase of sixteen posts is proposed on an established basis.

Staff Records Unit: This Unit was established in 1951 by the assignment of seven posts from the Registry Section. It was charged with the responsibility of completely overhauling all staff records, of developing improved filing techniques of this confidential material and of sorting and classifying all correspondence and forms from applicants seeking employment with the Organization, and of arranging an effective disposal programme of obsolete records of this nature.

Considerable progress has been made by this Unit during the early part of 1952; however, with the increased services now being required, primarily in connexion with the Expanded Programme of Technical Assistance, experience has proved that a staff of nine will be required on a continuing basis for this Unit in 1953, with supervision at the Associate Officer level. An additional junior Clerical post is also required, and one Clerical post is reduced from the principal to the intermediate level.

Table 15-13. Purchase and Transportation Division

Number of established posts 1952		1953		Category and post level	Gross salaries
				<i>Director and Principal Officer</i>	\$
1	1			Principal Officer	16 600
				<i>Professional</i>	
5	5			First Officer	55 020
4	4			Second Officer	38 610
6	4			Associate Officer	27 360
				<i>General Service</i>	
9	9			Principal Clerk	49 260
14	18			Secretarial and Clerical (senior)	78 450
26	21			Secretarial and Clerical (intermediate)	82 140
12	12			Secretarial and Clerical (junior)	39 070
5	5			Chauffeur (intermediate)	20 610
20	20			Chauffeur (junior)	76 260
102	99				483 380
				Provision for Manual Workers	95 670
					579 050
				Add: Cost-of-living adjustment	36 580
					615 630
				Deduct: Adjustment for turnover of staff	24 620
					TOTAL \$591 010

For 1953 a total of ninety-nine posts, excluding Manual Workers, is proposed for the *Purchase and Transportation Division*, reflecting a decrease of three posts as against the number authorized in 1952. Some minor changes are proposed and these are explained in detail under the appropriate sections following.

Office of the Director: No change is contemplated, and two posts are requested for this office in 1953 as in 1952.

Administrative Section: A total of fifteen posts is proposed for this Section for 1953, representing an increase of one post over the number authorized for 1952. This increase is accounted for by the transfer of one post from the Travel Section in order to centralize all general administrative work of the Division within this unit.

Standard Section: This Section was reduced to eleven posts in 1952 and a further reduction of one post is proposed for 1953. This reduction is achieved by changing a certain portion of the clerical work of this Section in the compilation of inventories of equipment from a manual to a mechanical basis. Thus a total of ten posts is proposed for this Section for 1953.

Purchase Section: Seven posts are proposed for this Section for 1953, reflecting a decrease of one post from the number authorized in 1952. The major procurement programme in respect to new office furniture and equipment for the permanent Headquarters will be completed by the end of 1952. However, the volume of general procurement remains considerable and additional activities for the Programme of Technical Assistance and for agencies located in the Secretariat building have contributed to the workload, and have given rise to special procurement requirements. Therefore, no appreciable decrease in the workload of this Section is anticipated for 1953.

Freight and Supply Section: A total of forty-eight posts, excluding Manual Workers, was authorized for this Section in 1952, and no changes are contemplated for 1953.

Travel Section: The reduction of two posts is proposed in this Section for 1953. This reduction has been achieved through a programme of training staff in all aspects of travel

\$5 000 as in 1952. Provision for essential overseas journeys in connexion with departmental activities is estimated at \$3 000 in 1953. In addition, \$500 is included for official travel for the Buildings Management Service.

CHAPTER III

United Nations Postal Administration	\$132 400
1952:	133 400
1951:	121 326
(i) <i>Established posts</i>	\$ 39 000
1952:	23 650
1951:	33 842

For 1953, it is planned to continue on temporary assistance personnel required to manage the fluctuating volume of work required in servicing the stamp programme. However, provision is made under established posts for two Professional posts (one Second Officer and one Associate Officer) to super-

Table 15-16. United Nations Postal Administration

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
-	1	Second Officer	\$ 9 570
-	1	Associate Officer	6 800
<i>General Service</i>			
2	2	Secretarial and Clerical (senior)	9 880
3	3	Secretarial and Clerical (intermediate)	11 450
5	7		37 700
Add: Cost-of-living adjustment			2 920
			40 620
Deduct: Adjustment for turnover of staff			1 620
TOTAL			\$39 000

vide the operations. These posts were carried in temporary assistance in 1952. Therefore, seven posts are requested in 1953, as against five authorized in 1952.

(ii) <i>Temporary assistance</i>	\$ 69 400
1952:	91 950
1951:	62 227

From October 1951 to March 1952, the United Nations Postal Administration has serviced approximately 1 123 000 first-day cover orders and 24 000 mint stamp orders for purchase of the fifteen stamps issued in 1951. For the 1953 programme, four new commemorative stamps are contemplated. The estimate, therefore, provides for temporary staff required to service first-day cover orders and the additional mint orders normally received when new stamps are issued. The majority of the temporary staff will be recruited on special contracts providing for an hourly wage rate. It also provides for replacements for annual and sick leave.

(iii) <i>Travel on official business</i>	\$ 2 000
1952:	2 500
1951:	1 017

Travel requirements for the United Nations Postal Administration are approximately the same as in 1952.

(iv) <i>Miscellaneous supplies and services</i>	\$ 2 000
1952:	300
1951:	291

Provision is made in the above amount for cost of materials needed in the preparation of displays for exhibition purposes.

(v) <i>Printing of postage stamps</i>	\$ 20 000
1952:	15 000
1951:	23 949

The estimate provides \$5 000 for the printing of each commemorative issue in 1953.

Revenue estimated at \$380 000 is anticipated from the sale of United Nations postage stamps during 1953.

Section 16. Administrative and Financial Services

\$1 620 600

(1952: \$1 575 090 1951: \$1 493 132)

The structure and functions of this Department, which appear in detail in the *Administrative Manual*, Volume I, Organization, are amended to exclude, in 1953, the Buildings Management Service transferred to section 15, Conference and General Services. The remaining posts in the Department total 205, which, compared with 1952, reveal no change other than the following internal adjustments:

1. The secretariats of the various Committees, hitherto included in the Office of the Assistant Secretary-General, are shown under separate chapters and tables;
2. One post of Second Officer is transferred from the Bureau of Personnel to the Bureau of Finance;
3. A General Service post is established in the Inspection Service and compensated by suppression of a General Service post in the Office of the Assistant Secretary-General;
4. Two posts are downgraded, one post in the Health Service reclassified downward from Senior to First Officer and one post in the Inspection Service downgraded from Second to Assistant Officer.

The increase of \$45 510 over the 1952 appropriation is attributable mainly to (a) annual increments (\$36 670); (b) increase in cost of servicing the United Nations Joint Staff Pension Board and the Pension Fund (\$18 280); (c) and provision of \$9 000 to cover non-recurrent expenditure in connexion with the establishment of a committee for review of temporary contracts. These costs are partially offset by savings from downgrading of two posts (\$3 690), reduction in the combined estimates for consultants, temporary assistance, and overtime (\$7 050), and decrease in the estimates for travel on official business (\$7 700).

CHAPTER I

Salaries and wages.....	\$1 443 070
1952:	1 413 450
1951:	1 442 569
(i) <i>Established posts</i>	\$1 379 270
1952:	1 342 600
1951:	1 324 200

This Department will be composed of five major units. In

addition, separate provision is included under chapters V and VI for the secretariats of various administrative committees reporting to the Assistant Secretary-General.

Under this item provision is made for the cost of 193 established posts of the five major units, the same number as approved for 1952. The estimate includes cost-of-living adjustment (\$93 300), language allowances (\$1 980) and non-resident allowances (\$4 880).

Table 16-1. Office of the Assistant Secretary-General

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
1	1	Assistant Secretary-General	
		Salary.....	23 000
		Allowance.....	7 000
		Director and Principal Officer	
1	1	Principal Officer	17 000
		Professional	
1	1	First Officer	9 790
		General Service	
2	2	Secretarial and Clerical (senior)	10 200
1	-	Secretarial and Clerical (intermediate)	-
6	5		66 990
		Add: Cost-of-living adjustment.....	2 990
			69 980
		Deduct: Adjustment for turnover of staff.....	2 800
			TOTAL \$67 180

For clearer identification of various costs, the secretariats of the various administrative committees and boards, hitherto shown in the *Office of the Assistant Secretary-General*, are tabulated under separate chapters.

A General Service post in the Assistant Secretary-General's Office is deleted to compensate for a new post of the same category established in the Inspection Service. Consequently, the table for the Assistant Secretary-General's Office reflects a reduction in posts from six to five.

Table 16-2. Bureau of Finance

Division or Office	1952 1953		Gross salaries 1953	Cost-of-living adjustment	Adjustment for turnover of staff	Total
			\$	\$	\$	\$
Office of the Director.....	3	3	43 910	1 880	1 840	43 950
Budget Division.....	21	21	192 490	13 360	8 240	197 610
Accounts Division.....	42	42	245 290	17 900	10 510	252 680
Treasury.....	10	12	76 370	5 710	3 280	78 800
Secretarial Pool.....	14	13	49 610	4 110	2 150	51 570
TOTAL	90	91	\$607 670	\$42 960	\$26 020	\$624 610

No change is contemplated in the structure and functions of the *Bureau of Finance*. As it has been decided to invest a portion of the pension funds in equity securities, a Professional Officer is needed in the Treasury to take care of investment portfolios and the additional workload of liaison with investment bankers, and an Advisory Investments Committee. To meet this need, a post of Second Officer is transferred

from the Bureau of Personnel to the Bureau of Finance. A General Service post at the intermediate level is also transferred from the Secretarial Pool to the Treasury to cope with the additional stenographic and clerical work.

Consequently, the total number of posts in the Bureau of Finance reflects an increase from ninety in 1952 to ninety-one in 1953.

Table 16-3. Office of the Director

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Director	\$
		Salary.....	18 000
		Representation allowance.....	3 350
1	1	Director	17 400
<i>General Service</i>			
1	1	Secretarial and Clerical (senior)	5 160
3	3		43 910
Add: Cost-of-living adjustment.....			1 880
			45 790
Deduct: Adjustment for turnover of staff.....			1 840
TOTAL			\$43 950

The number of posts in the *Office of the Director* remains the same as for 1952.

Table 16-4. Budget Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 160
<i>Professional</i>			
2	2	Senior Officer	23 770
8	8	First Officer	84 560
5	5	Second Officer	40 860
2	2	Associate Officer	12 230
1	1	Assistant Officer	6 000
<i>General Service</i>			
2	2	Secretarial and Clerical (senior)	9 910
21	21		192 490
Add: Cost-of-living adjustment.....			13 360
			205 850
Deduct: Adjustment for turnover of staff.....			8 240
TOTAL			\$197 610

No change is proposed for the *Budget Division* in 1953.

Table 16-5. Accounts Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 670
<i>Professional</i>			
1	1	Senior Officer	12 430
1	1	First Officer	11 950
5	5	Second Officer	39 620
8	8	Associate Officer	50 210
4	4	Assistant Officer	21 300
<i>General Service</i>			
8	8	Secretarial and Clerical (senior)	38 880
1	1	Machine Operator (senior)	4 730
8	8	Secretarial and Clerical (intermediate)	31 900
4	4	Machine Operator (intermediate)	15 380
1	1	Secretarial and Clerical (junior)	3 220
42	42		245 290
Add: Cost-of-living adjustment.....			17 900
			263 190
Deduct: Adjustment for turnover of staff.....			10 510
TOTAL			\$252 680

No change is proposed for the *Accounts Division* in 1953.

Table 16-6. Treasury

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	First Officer	\$ 12 330
3	4	Second Officer	33 480
1	1	Associate Officer	6 270
<i>General Service</i>			
2	2	Secretarial and Clerical (senior)	10 160
2	3	Secretarial and Clerical (intermediate)	11 340
1	1	Secretarial and Clerical (junior)	2 790
10	12		76 370
Add: Cost-of-living adjustment.....			5 710
			82 080
Deduct: Adjustment for turnover of staff.....			3 280
TOTAL			\$78 800

As explained above, the number of posts in the *Treasury* increases from ten in 1952 to twelve in 1953 by the transfer to this unit of one Professional post at Second Officer level from the Bureau of Personnel and one General Service post at intermediate level from the Secretarial Pool to cope with additional Treasury work in connexion with investments.

Table 16-7. Secretarial Pool

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>General Service</i>			
1	1	Administrative Assistant	\$ 6 070
10	9	Secretarial and Clerical (intermediate)	35 210
3	3	Secretarial and Clerical (junior)	8 330
14	13		49 610
Add: Cost-of-living adjustment.....			4 110
			53 720
Deduct: Adjustment for turnover of staff.....			2 150
TOTAL			\$51 570

The *Pool* furnishes secretarial services to the whole Bureau. The total number of posts is decreased from fourteen in 1952 to thirteen in 1953 by transfer of one post at intermediate level to the Treasury.

Table 16-8. Bureau of Personnel

Division or Office	1952	1953	Gross salaries 1953	Cost-of-living adjustment	Adjustment for turnover of staff	Total
			\$	\$	\$	\$
Office of the Director	7	7	66 110	3 580	2 790	66 900
Appointments and Staff Relations Division	38	38	260 430	19 310	11 190	268 550
Policy, Training and Examination Division	21	20	131 210	9 550	5 630	135 130
TOTAL	66	65	\$457 750	\$32 440	\$19 610	\$470 580

No change is proposed to the structure and functions of the Bureau of Personnel. The total number of established posts is decreased from sixty-six in 1952 to sixty-five in 1953 by the transfer of one Professional post at Second Officer level to the Bureau of Finance.

Table 16-9. Office of the Director

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Director	\$ 18 000
		Salary	18 000
		Representation allowance	3 000
1	1	Director	17 400
<i>Professional</i>			
1	1	Second Officer	8 050
<i>General Service</i>			
1	1	Administrative Assistant (principal)	6 200
2	2	Secretarial and Clerical (senior)	9 480
1	1	Secretarial and Clerical (intermediate)	3 980
7	7		66 110
Add: Cost-of-living adjustment			3 580
			69 690
Deduct: Adjustment for turnover of staff			2 790
TOTAL			\$66 900

The number of posts for the Office of the Director remains the same as for 1952.

Table 16-10. Appointments and Staff Relations Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
3	3	Senior Officer	\$ 36 990
5	5	First Officer	48 490
6	6	Second Officer	50 770
5	5	Associate Officer	37 390
<i>General Service</i>			
3	3	Administrative Assistant	19 650
4	4	Secretarial and Clerical (senior)	19 780
9	9	Secretarial and Clerical (intermediate)	36 900
3	3	Secretarial and Clerical (junior)	10 460
38	38		260 430
Add: Cost-of-living adjustment			19 310
			279 740
Deduct: Adjustment for turnover of staff			11 190
TOTAL			\$268 550

No change is proposed for the Appointments and Staff Relations Division in 1953.

Table 16-11. Policy, Training and Examination Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 600
<i>Professional</i>			
3	3	First Officer	29 970
4	3	Second Officer	26 070
1	1	Associate Officer	6 550
<i>General Service</i>			
1	1	Administrative Assistant	5 980
4	4	Secretarial and Clerical (senior)	19 320
7	7	Secretarial and Clerical (intermediate)	27 720
21	20		131 210
Add: Cost-of-living adjustment			9 550
			140 760
Deduct: Adjustment for turnover of staff			5 630
TOTAL			\$135 130

Subsequent to General Assembly approval of the Staff Regulations, and the formalization of the Staff Rules, it is possible to delete a post of Second Officer which is transferred from the Policy, Training and Examination Division to the Bureau of Finance.

Table 16-12. Health Service

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 15 400
<i>Professional</i>			
1	-	Senior Officer	-
-	1	First Officer	9 270
1	1	Associate Officer	7 330
<i>General Service</i>			
1	1	Health Service Personnel (principal)	5 850
2	2	Health Service Personnel (senior)	9 130
1	1	Secretarial and Clerical (senior)	4 990
2	2	Health Service Personnel (intermediate)	7 720
4	4	Secretarial and Clerical (intermediate)	12 680
13	13		72 370
Add: Cost-of-living adjustment			5 420
			77 790
Deduct: Adjustment for turnover of staff			3 120
TOTAL			\$74 670

Total number of posts for this Service remains the same as for 1952. A post of Senior Officer in the Health Service is downgraded to First Officer.

The following tabulation of total visits to the Health Service provides a comparison of the workload between 1950 and 1951, and indicates the increasing work related to the implementation of administrative policies in the interest of the Organization:

	1950	1951
1. Examinations prior to appointment or mission assignment and for necessary periodic check-up..	5 347	6 958
2. Injections and inoculations of staff prior to or after travel overseas	3 245	4 181
3. Check after sick leave.....	1 253	2 839
4. Injuries both minor and major.....	1 956	1 357
5. First aid treatment	9 608	8 067
6. X-rays for tuberculosis contacts, electrocardiograms, basal metabolism, and other special tests	1 588	830
TOTAL VISITS	22 997	24 232

The utilization of medical consultants on session basis to meet the increasing workload has enabled the maintenance of high medical standards for employment, participation in the Pension Fund, etc., on an economical basis.

The participation of the specialized agencies in the Joint Staff Pension Fund, the expansion of the Technical Assistance Administration, and the implementation of the self-insurance scheme for service-incurred disabilities have augmented the workload of the Health Service.

Table 16-13. Inspection Service

Number of established posts		Category and post level	Gross salaries
1952	1953		
Director and Principal Officer			
1	1	Director	\$
		Salary.....	16 600
		Representation allowance.....	900
Professional			
1	1	Senior Officer	12 580
3	3	First Officer	30 370
3	2	Second Officer	16 970
2	2	Associate Officer	11 420
-	1	Assistant Officer	4 400
General Service			
2	2	Professional Assistant	11 190
-	1	Secretarial and Clerical (principal)	4 490
5	5	Secretarial and Clerical (senior)	26 140
1	1	Secretarial and Clerical (junior)	3 610
18	19		138 670
Add: Cost-of-living adjustment.....			9 490
			148 160
Deduct: Adjustment for turnover of staff.....			5 930
		TOTAL	\$142 230

To ensure adequate audit coverage of accounts, including those of Technical Assistance Administration payrolls, etc., one additional post in the General Service category at principal level is proposed for the *Inspection Service* for 1953. To compensate for this increase, a Secretarial and Clerical post at intermediate level was deleted from the Office of the Assistant Secretary-General, and a Professional post at Second Officer level utilized for surveys of administrative procedures is downgraded to Assistant Officer.

(ii) *Consultants* \$ 25 200
 1952: 21 000
 1951: 29 236

This estimate includes \$21 000 for 700 sessions for medical examinations and consultations held before placement, periodically thereafter and before and after return from mission assignment, and \$4 200 for cost-of-living surveys, public accounting services, and special research projects covering technical fields.

(iii) *Temporary assistance* \$ 33 500
 1952: 38 430
 1951: 82 788

Provision for temporary assistance is required for replacement of staff on annual, home, or sick leave.

(iv) *Overtime and night differential*..... \$ 5 100
 1952: 11 420
 1951: 6 345

The estimate is based on actual experience to date in 1952 and shows a reduction of \$6 320 as compared with the appropriation for 1952.

CHAPTER II

Other departmental costs \$ 17 900
 1952: 25 600
 1951: 17 131

(i) *Travel on official business*..... \$ 17 400
 1952: 25 600
 1951: 15 181

The estimate covers the following requirements:

Office of the Assistant Secretary-General: to provide for an overseas journey by the Assistant Secretary-General or a member of his staff and for a number of short journeys within the United States (\$1 500).

Bureau of Finance: to cover cost of travel to be undertaken for liaison with specialized agencies and other offices on budgetary and accounting matters (\$2 600).

Bureau of Personnel: to provide for the following journeys:

1. One journey to the Far East, one to South America, one to the Middle East, and one to Canada (\$7 800);

Table 16-14. Recapitulation

Division or Office	1952	1953	Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
			\$	\$	\$	\$
Office of the Assistant Secretary-General.....	6	5	66 990	2 990	2 800	67 180
Bureau of Finance.....	90	91	607 670	42 960	26 020	624 610
Bureau of Personnel.....	66	65	457 750	32 440	19 610	470 580
Health Service.....	13	13	72 370	5 420	3 120	74 670
Inspection Service.....	18	19	138 670	9 490	5 930	142 230
TOTAL	193	193	\$1 343 450	\$93 300	\$57 480	\$1 379 270

2. Travel to attend meetings of administrative committees such as the Consultative Committee on Administrative Questions and the International Civil Service Advisory Board (\$1 500).

Inspection Service: to provide for normal travel requirements during 1953 in connexion with inspection and auditing of overseas offices (\$1 000).

(ii) *Miscellaneous supplies and services* \$ 500
 1952: —
 1951: 1 950

Provision is made to cover bank charges in connexion with remittance and transfer of funds to overseas offices.

CHAPTER III

Overseas recruiting programme \$ 14 000
 1952: 16 000
 1951: 12 274

For 1953 it is proposed to appoint additional recruiting representatives to cover Central America, South America, and the Middle East. The estimate covers:

(i) *Honoraria and temporary assistance* \$ 5 500
 1952: 5 000
 1951: 5 287

Provision is made for honoraria and secretarial assistance to recruiting representatives.

(ii) *Travel on official business* \$ 2 000
 1952: 3 500
 1951: 662

Provision is made to enable representatives to travel and to call, for interview and examination, candidates who are under consideration.

(iii) *Miscellaneous supplies and services* \$ 6 500
 1952: 7 500
 1951: 6 325

Provision is required to cover advertising, rental of examination rooms, equipment, air freight, cables, postage, and other miscellaneous recruiting expenses.

CHAPTER IV

Advisory Committee secretariat \$ 17 000
 1952: 16 800
 1951: —

(i) *Established posts* \$ 17 000
 1952: 16 800
 1951: —

The estimate provides for the same number of posts as in 1952, and includes \$1 100 for cost-of-living adjustment.

Table 16-15. *Advisory Committee Secretariat*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	First Officer	\$ 11 850
<i>General Service</i>			
1	1	Secretarial and Clerical (senior)	4 760
2	2		16 610
Add: Cost-of-living adjustment			1 100
			17 710
Deduct: Adjustment for turnover of staff			710
TOTAL			\$17 000

CHAPTER V

Secretariat of the Administrative Tribunal, Joint

Appeals Board and Joint Disciplinary Committee \$ 27 570
 1952: 28 360
 1951: —¹

The cost of servicing the Administrative Tribunal, the Joint Appeals Board and the Joint Disciplinary Committee, hitherto included in the Assistant Secretary-General's Office, is segregated under this chapter for clearer identification of expenditure.

(i) *Established posts* \$ 26 070
 1952: 26 860
 1951: —¹

The estimate provides for three established posts. It includes \$1 760 for cost-of-living adjustment, \$120 for language allowance, and \$240 for non-residents' allowance.

(ii) *Travel on official business* \$ 1 500
 1952: 1 500
 1951: —¹

To cover travel expenses of the Executive Secretary of the Administrative Tribunal for one journey to Geneva to attend a session of the Tribunal in Europe.

¹ Actual expenditure in 1951 was included in the Assistant Secretary-General's Office.

Table 16-16. *Secretariat of the Administrative Tribunal, the Joint Appeals Board and the Joint Disciplinary Committee*

Number of established posts		Category and post level	Gross salaries
1952	1953		
SECRETARIAT OF THE ADMINISTRATIVE TRIBUNAL			
<i>Professional</i>			
1	1	First Officer	11 850
<i>General Service</i>			
1	1	Secretarial and Clerical (senior)	5 550
SECRETARIAT OF THE JOINT APPEALS BOARD			
<i>Professional</i>			
1	1	Second Officer	7 980
3	3		25 380
Add: Cost-of-living adjustment			1 760
			27 140
Deduct: Adjustment for turnover of staff			1 070
TOTAL			\$26 070

CHAPTER VI

Joint Staff Pension Board and United Nations Staff Pension Committee \$ 80 560
 1952: 62 280
 1951: —²

In order to consolidate all direct costs incurred for servicing the Joint Staff Pension Fund under the direction of the Board and the United Nations Staff Pension Committee, it has been decided to budget separately under one chapter for the secretariat which hitherto was shown in the Assistant Secretary-General's Office, and for all related expenses.

The number of participants in the Joint Staff Pension Fund has increased to 7 511 as of January 1952. Of this total 4 176 participants were United Nations staff members and 3 335 were staff of specialized agencies. The number of participants continues to increase. This increase has added to the workload of the Pension secretariat, the Health Service and the Treasury in the Bureau of Finance.

² Actual expenditure in 1951 was included in the total for the Assistant Secretary-General's Office.

(i) <i>Established posts</i>	\$ 51 860
1952:	51 000
1951:	— ^a

Under this item provision is made for the cost of seven posts, the same number as approved for 1952. The estimate includes \$3 163 for cost-of-living adjustment.

Table 16-17. *Secretariat of the Joint Staff Pension Board and the United Nations Staff Pension Committee*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 13 170
1	1	First Officer	9 460
1	1	Second Officer	9 000
1	1	Associate Officer	6 250
<i>General Service</i>			
3	3	Secretarial and Clerical (intermediate)	12 980
7	7		50 860
Add: Cost-of-living adjustment			3 160
			54 020
Deduct: Adjustment for turnover of staff			2 160
TOTAL			\$51 860

(ii) <i>Consultants</i>	\$ 12 500
1952:	10 000
1951:	— ^a

The estimate covers:

1. Actuarial consultant for the Pension Fund (A sum of \$3 000 was provided for this purpose in 1952 for the Assistant Secretary-General's Office); (\$2 000)

2. Contractual investment services required for the investment of the pension funds, which are anticipated to increase from \$21 323 440 as of 31 December 1951 to about \$26 900 000 by 31 December 1952. The Fund is expected to increase by more than \$6 000 000 during 1953. This increase will automatically increase the fees for investment services, for which \$7 000 was provided in 1952 in the estimates for the Bureau of Finance. (\$10 500)

(iii) <i>Temporary assistance</i>	\$ 4 000
1952:	280
1951:	—

Provision is made for an accounting clerk on a temporary basis to help meet the additional work arising from the increasing number of participants, the larger number of payments to withdrawing members, and the greater volume of clerical transactions. The estimate also provides for normal temporary replacement of staff on leave.

^a Actual expenditure in 1951 was included in the total for the Assistant Secretary-General's Office.

(iv) <i>Travel and subsistence of members</i>	\$ 9 000
1952:	1 000
1951:	6 944

It is expected that the United Nations Joint Staff Pension Board will meet in Geneva during 1953. Provision is made for travel of nine members and subsistence for fifteen days at an average cost of \$1 000 per member.

(v) <i>Travel on official business</i>	\$ 3 200
1952:	—
1951:	5 555

The estimate provides for a journey from New York to Geneva and return of the Secretary of the Board, the Deputy Secretary, and a Medical Consultant. Subsistence allowance is included for the duration of the meetings of the Board.

CHAPTER VII

International Civil Service Advisory Board	\$ 9 000
1952:	9 700
1951:	7 223

The Board is to meet once in 1953 in Geneva for a period of two weeks. Provision is made to cover:

Travel of eight members	\$ 6 500	
Subsistence of members	2 500	
TOTAL		\$ 9 000

Contributions of specialized agencies towards these expenses are expected to be in the amount of \$4 500.

CHAPTER VIII

Investments Committee	\$ 2 500
1952:	2 900
1951:	1 435

This estimate is based on a meeting of ten days and covers:

Travel of three members	\$ 1 800	
Subsistence of members	700	
TOTAL		\$ 2 500

CHAPTER IX

Selection Committee	\$ 9 000
1952:	—
1951:	—

The Secretary-General has established a Selection Committee for review of temporary contracts of staff members. The estimate covers:

1. Remuneration for the Chairman at \$50 per day for 120 days during 1953	\$ 6 000	
2. Travel and subsistence expenses	3 000	
TOTAL		\$ 9 000

Section 17. Common Staff Costs

\$4 459 900

(1952: \$4 145 000 1951: \$5 988 230)¹

CHAPTER I

Recruitment, installation and termination costs . .	\$719 750
1952:	719 400
1951:	677 618
(i) <i>Travel and removal of staff and dependants</i> . .	\$362 750
1952:	379 500
1951:	335 445

Provision is made for the following:

(a) *Travel of staff members:*

With the continuation of the overseas recruitment programme in 1953 on the basis of a wide geographical distribution of the staff, travel expenses for recruitment, transfers, replacements and repatriation are estimated for about 250 staff members at an average cost of \$550 per journey. A sum of \$3 000 is also provided to cover travel of candidates for interview and travel of staff recruited on temporary assistance basis. Provision of \$2 000 is included to cover medical examination of new recruits prior to departure to Headquarters. Total: \$142 500

(b) *Travel of dependants:*

Provision is made for the travel of 250 dependants (wives and children) of Headquarters staff members recruited, transferred or repatriated during 1953. The average cost per journey is estimated at \$475. Total: \$118 750

(c) *Removal of household goods:*

It is expected that 145 staff members will remove their household goods on recruitment, transfer or separation during 1953 at an average cost of \$700. Total: \$101 500

(ii) <i>Installation payments</i>	\$ 62 000
1952:	70 200
1951:	57 086

To meet extraordinary living expenses, staff members on initial appointment from outside the Headquarters area, or transfer to new duty station, receive on arrival at the duty station the equivalent of thirty days' travel subsistence allowance for themselves and entitled dependants. This estimate covers payment of this allowance to 120 staff members at an average cost of \$520.

(iii) <i>Termination payments</i>	\$232 000
1952:	211 500
1951:	269 603

(a) *Termination pay:*

A committee for review of temporary contracts was established in May 1952. As it is not possible to foresee the ultimate effect of its recommendations on separations during 1953, provision for indemnity payments is made for the same number of persons as provided for in the 1952 budget.

The average payment for about seventy staff members who will be entitled to receive indemnity pay in accordance with staff rule 107 is estimated at \$1 000. This figure is based on experience in 1952. Total: \$70 000

(b) *Commutation of annual leave:*

The enforcement of the limitation to sixty days on accumulation of annual leave has caused a reduction in the average days accrued, but this has been offset by the cost-of-living adjustment. Provision is made for payment to 360 separated locally and internationally recruited staff members during 1953 for an average of 18 days accrued leave per staff member at an average cost of \$450. Total: \$162 000

Termination payments are computed on a gross salary basis and revenue to be derived from staff assessments applicable thereon is estimated at \$36 000.

(iv) <i>Repatriation grants</i>	\$ 63 000
1952:	58 200
1951:	15 484

Staff members who were in service on 31 December 1950 and who are eligible for the repatriation grant authorized by General Assembly resolution 470 (V) shall, if terminated and returned to their home countries in 1953, receive a repatriation grant at the rate of either four weeks of base salary (without dependants) or eight weeks of base salary (with dependants).

Provision is made to cover payments to ninety eligible staff members at an average of \$700 per staff member.

CHAPTER II

Staff benefit costs	\$3 647 900
1952:	3 326 040
1951:	5 210 209 ²

(i) <i>Contributions, Staff Pension Fund</i>	\$2 153 500
1952:	1 998 700
1951:	2 035 132

Every full-time staff member having a contract for one year or more, or having completed one year of employment, participates in the Joint Staff Pension Scheme. On the basis of past experience, taking into account turnover and annual increments, it is estimated that pension contributions at the established rate of 14 per cent of base salaries (net) will be required on a full-year basis during 1953 for an average of 2 950 staff members at an average of \$730 per staff member.

(ii) <i>Children's allowances, education grants and related travel</i>	\$452 000
1952:	410 000
1951:	419 931

(a) *Children's allowances:*

Provision is made to cover children's allowances payable during 1953 at the full rate of \$200 for about 2 100 dependent children of Headquarters staff members. Statistics reveal that the number of dependent children increased from 1 780 in April 1951 to 1 920 up to 30 April 1952. Total: \$420 000

(b) *Education grants and related travel:*

Provision of \$18 000 is made for payment of the education grant plus related travel expenditures at an average cost of \$600 each for children who will return to schools in their home countries during 1953. The estimate covers total cost for thirty children. In addition, provision of \$14 000 is made for payment of the education grant to seventy eligible dependent children who will attend special national or international schools in the Headquarters area. Total: \$32 000

(iii) <i>Contributions, medical and group life insurance</i>	\$133 400
1952:	110 000
1951:	106 079

(a) *Medical and hospitalization insurance:*

In accordance with General Assembly resolution 82 D (1), contributions are made to cover part of the cost of staff mem-

¹ Includes \$1 391 000 for reimbursement for national income taxation and \$398 753 for rental allowances.

² Includes \$398 753 for rental allowances and \$1 391 000 for reimbursement for national income tax.

bers who have elected to join one of the two medical insurance schemes now operating. Owing to a general rise in hospitalization costs, notices of increases in insurance rates effective 1 May 1952 and 17 July 1952 have been received. These increases will occasion upward adjustment in the UN share of the cost. From January to May 1952 there were about 2 800 staff members participating in the medical insurance schemes. The cost-of-living allowance had reduced the number eligible for UN contribution from about 2 100 as of 31 December 1951 to about 2 000 as of 31 March 1952, but under the new rates the number entitled to UN contribution increased to 2 285 as of 1 May 1952.

For 1953, provision is made to cover contributions for an estimated average of 2 300 eligible staff members at an average cost of \$58 per staff member. Total: \$133 400

(b) Group life insurance:

No charges are anticipated for 1953 under this heading.

(iv) *Losses on housing project* \$ 20 000
1952: 25 000
1951: 11 232

The original lease for the Parkway Village housing project consisting of 680 apartments which have been sub-leased to staff members, staff of delegations and staff of specialized agencies, will expire on 15 January 1953. Negotiations for renewal of the lease, but for a smaller number of apartments, are in process.

While every effort is made to keep losses at a minimum, provision is necessary to cover those arising from certain unavoidable circumstances, such as vacancies between rentals, etc.

(v) *Compensatory payments* \$ 51 000
1952: 50 100
1951: 9 601

Under the social security scheme, the liability of the United Nations toward staff members for death, injury or other disability attributable to service, is carried primarily on a self-insurance basis. In the absence of experience over a number of years which would allow computation of annual average liability, a global amount of \$50 000 is provided for 1953 to cover about \$20 000 of continuing liabilities from prior years and unforeseen contingencies.

Claims also arise and compensatory payments have to be made for damage or loss of personal property of staff as well as members of delegations when such damage or loss occurs in the course of service under such circumstances that the liability of the Organization is clearly established. A sum of \$1 000 is provided for this purpose.

	Number of staff members	Number of dependants	Estimated cost
Executive Office of the Secretary-General	12	9	\$ 16 096
Library	17	7	19 387
Department of Political and Security Council Affairs	31	46	62 544
Military Staff Committee Secretariat	7	6	8 910
Department of Economic Affairs	143	164	117 363
Department of Social Affairs	51	52	73 078
Department of Trusteeship and Information from Non-Self-Governing Territories	41	58	88 019
Department of Public Information	60	86	92 951
Legal Department	11	9	15 718
Conference and General Services	218	242	323 838
Administrative and Financial Services	45	44	64 124
TOTAL	636	723	\$882 028

(vi) *Travel on home leave* \$838 000
1952: 732 240
1951: 838 481

Travel costs for staff members entitled to home leave in 1953 and for their dependants are estimated on the basis of actual fares by the most economical routes.

On the basis of 1952 experience to date, a reduction of 5 per cent is applied to the total estimated in anticipation of savings which accrue from turnover of staff, voluntary deferment of leave or postponement because of the exigencies of the service.

CHAPTER III

Staff training and welfare \$ 92 250
1952: 99 560
1951: 100 403

(i) *Staff training* \$ 63 250
1952: 70 560
1951: 77 520

(a) Language training:

The language training programme will continue the instruction of the staff in the five official languages. During the first four months in 1952, 350 staff members were enrolled in the first session of the language classes. For 1953, two sessions of thirty classes are planned, each of fifteen weeks' duration. Class meetings run three hours a week. Instruction will cost \$7.50 per hour of teaching, allowing no additional payment for time spent in correcting weekly exercises. This rate is in line with prevailing basic New York rates for hourly teaching. Provision of \$20 250 is made for a total of 2 700 teaching hours. In addition, an amount of \$500 is provided to cover equipment and supplies needed for all courses.

Total: \$20 750

(b) Junior professional trainee programme:

It is proposed to continue with international recruitment of suitable candidates for training in the over-all functions of the Secretariat with the view of ultimately placing them in junior professional posts after a tour of assignment in various departments. Provision is made for ten trainees at the entrance level of Assistant Officer.

Total: \$42 500

(ii) *Interne training* \$ 25 000
1952: 25 000
1951: 21 345

This estimate provides for three internship training groups similar to those organized in 1952: one for civil servants of Member nations and others working in the international field for study in the various departments at Headquarters over a period of eight weeks; a second for civil servants of Member nations for study of General Assembly organization, working methods and procedures, to be held concurrently with the eighth session of the General Assembly in 1953; the third programme for university students at or near graduate level for general study of the United Nations and its agencies. Funds provided are to subsidize internes for living expenses. \$400 to the civil servant internes and \$300 to the student internes.

(iii) *Staff welfare* \$ 4 000
1952: 4 000
1951: 1 538

The estimate provides for educational lectures for all staff members, orientation lectures for non-American staff members, staff language libraries, and other welfare and recreational activities. Included in the estimate is a grant of \$1 500 to the Staff Recreation Council for expenditure on recreational activities for all staff members.

Section 18. Common Services

\$3 934 100

(1952: \$3 563 300 1951: \$2 890 931)

The increase of \$370 800 in the estimates for 1953 over the appropriations for 1952 is attributable primarily to the following factors:

1. In 1952, provision for maintenance and servicing of the General Assembly hall was made to cover only four months. In 1953, such provision will be required for the entire year, allowing for minimum cleaning, heating and air-conditioning of the building when the General Assembly is not in session.

2. Costs of telecommunications operations will be higher as a consequence of the increase in wages of technicians in the local area and the recruitment of three additional technicians for the operation of television equipment.

CHAPTER I

Communications services and freight, cartage and express

.....	\$553 200
1952:	538 400
1951:	626 290
(i) Telephone services (including long distance)	\$254 200
1952:	217 400
1951:	216 288

Although every effort is being made to keep down telephone expenses, the estimates reflect an increase of \$36 800 over 1952. The increase is accounted for by the installation of additional telephones in the Conference area and General Assembly hall, and by an increase of approximately 10 per cent in telephone rates effective 1 April 1952.

Estimates for 1953 are based on actual experience and comprise the following sums: \$148 000 for rental of basic equipment and extensions, \$80 000 for additional local messages, \$7 000 for installation and other service charges, and \$19 200 for toll and long-distance costs. This latter amount is divided under the various departments as follows:

	\$
Executive Office of the Secretary-General.....	3 450
Administrative and Financial Services.....	1 600
Conference and General Services.....	2 900
Department of Economic Affairs.....	3 750
General Assembly.....	300
Legal Department.....	400
Library.....	250
Military Staff Committee.....	50
Department of Public Information.....	4 900
Department of Political and Security Council Affairs.....	250
Department of Social Affairs.....	950
Department of Trusteeship and Information from Non-Self Governing Territories.....	400
TOTAL	\$19 200

(ii) Cable, telegraph and wireless	\$ 50 000
1952:	71 000
1951:	90 585

The estimate provides for the costs of cable, telegraph and wireless services for the Secretariat and includes the following departmental requirements:

	\$
Executive Office of the Secretary-General.....	10 000
Library.....	50
Department of Political and Security Council Affairs.....	4 000
Department of Economic Affairs.....	4 000
Department of Social Affairs.....	2 000

Department of Trusteeship and Information from Non-Self-Governing Territories.....	\$ 500
Department of Public Information.....	14 500
Legal Department.....	1 500
Conference and General Services.....	7 000
Administrative and Financial Services.....	6 400
Military Staff Committee.....	50
TOTAL	\$50 000

(iii) Postal services	\$163 000
1952:	163 000
1951:	207 316

The estimate provides for all postal expenses including those related to the regular session of the General Assembly and includes \$99 000 for the Department of Public Information, \$12 800 for domestic surface mail, \$1 700 for domestic air mail, \$23 000 for overseas air mail and \$26 300 for overseas surface mail.

(iv) Freight, cartage and express	\$ 32 000
1952:	32 000
1951:	41 964

The estimate provides for the costs of incoming and outgoing shipments by commercial carriers except for the removal of household goods (listed under section 17) and air freight shipments. Costs of shipments for the Department of Public Information are estimated at \$20 000 and the balance of \$12 000 will provide for other organizational requirements including local cartage, rail freight expenses and the purchase of materials for packing and crating.

(v) Air freight	\$ 54 000
1952:	55 000
1951:	70 137

The estimate is based mainly on the trend of expenditures in 1952 and includes provision for the shipment of material by air carrier for the various departments as follows:

	\$
Executive Office of the Secretary-General.....	500
Library.....	200
Department of Political and Security Council Affairs.....	100
Department of Economic Affairs.....	2 500
Department of Trusteeship and Information from Non-Self Governing Territories.....	50
Department of Social Affairs.....	1 000
Department of Public Information.....	42 500
Legal Department.....	500
Conference and General Services.....	6 000
Administrative and Financial Services.....	600
Military Staff Committee.....	50
TOTAL	\$54 000

CHAPTER II

Rental and maintenance of premises	\$2 249 300
1952:	1 984 300
1951:	1 303 624

(i) Rental of premises	\$800
1952:	—
1951:	800

The estimate provides for the rental of a locker room in the Empire State Building used as a documents delivery point for delegations situated there.

(ii) Supplies for maintenance of premises	\$310 500
1952:	256 000
1951:	118 502

The estimate provides for the purchase of expendable supplies for the maintenance and cleaning of the buildings and grounds at Headquarters.

Provision is made for the following estimated expenditures:

(a) \$227 225 for operational supplies for the maintenance of equipment, buildings and grounds. This sum is based on experience and is calculated at eleven cents per square foot per year for a total of 2 065 695 square feet or \$1.18 per square metre per year for a total of 227 225 square metres;

(b) \$17 025 for the purchase of uniforms for Security and Fire Guards, Elevator Operators, Day Porters, Window Cleaners, Chauffeurs and Messengers;

(c) \$28 950 for towel and linen services, to provide hand roller towels in all buildings, to cover the cost of cleaning overalls for all manual workers and laundering services for the Health Service;

(d) \$17 300 to cover the cost of cleaning and pressing uniforms for Security and Fire Guards, Elevator Operators, Messengers and Chauffeurs;

(e) \$4 850 to cover the purchase of flags for Headquarters and overseas offices;

(f) \$15 150 to cover the purchase of miscellaneous expendable items for fire and safety purposes such as safety shoes, goggles, face shields and the recharging of fire extinguishers. This estimate also includes \$6 500 for the purchase of a special fluid required in the air-conditioning system.

(iii) *Contractual services for maintenance*

<i>of premises</i>	\$1 299 000
	1952: 1 162 900
	1951: 789 337

The estimate covers the cost of all contractual services necessary for the maintenance and operation of the buildings and grounds at the permanent Headquarters. It relates exclusively to labour costs. Provision is made for the following estimated expenditures:

(a) \$175 200 for electrical maintenance. It is anticipated that one foreman and twenty-five Electrician Mechanics will be needed throughout the year and an additional three Electrician Mechanics will be required for the General Assembly hall during the period of the regular General Assembly session. This staff is required to maintain all electrical fixtures, to replace lighting tubes, to repair and maintain 432 electric motors which operate water circulators, spray pumps, fire pumps, heating units, blowers and compressors. In addition to the above, they also check and maintain on a daily basis a total of 6 600 feet (2 020 metres) of cold cathode tubing with 190 transformers. On the basis of experience to date, it is felt that with the implementation of certain procedures which are currently under consideration, the above staff will be adequate;

(b) \$58 100 for elevator maintenance. The estimate is based on the existing maintenance contract and includes the maintenance of all elevators and escalators in the Secretariat, Library, General Assembly and Meeting Hall buildings;

(c) \$220 000 for elevator operation. The estimate provides for forty-nine full-time and fifteen part-time Elevator Operators on a contractual basis to operate twenty-one elevators in the Secretariat building, three elevators in the meeting hall area and six elevators in the General Assembly hall. The estimate reflects a reduction in the number of staff requested for these operations in 1952 due to improvements in the over-all schedule of operation. However, the savings so achieved are partially offset by a recent increase in salaries paid to this category of staff in the local area;

(d) \$825 000 for cleaning services. The estimate includes

provision of \$192 200 for day cleaning on a contractual basis. On the basis of experience of 1951 and early 1952, the maintenance of reasonable standards of cleanliness in the Secretariat, Library and Meeting Hall areas requires the employment of forty-two Porters. In addition, four Porters will be required for the General Assembly hall. These will be assisted periodically by the Porters in the conference area;

The estimate also includes a provision of \$557 000 for night cleaning on a contractual basis: \$480 000 is to cover the night cleaning of the Secretariat, Library, and Meeting Hall buildings and the Garage area, and \$77 000 is provided for the General Assembly hall. The estimate of \$480 000 proposed for 1953 for the Secretariat, Library, Meeting Hall areas and the Garage area reflects a decrease of \$121 600 as compared to the amount of \$601 600 requested for these services in 1952. However, this saving is offset by the additional cost of both day and night cleaning of the General Assembly hall in 1953. The estimate includes provision of \$76 000 for the cost of window cleaning on a contractual basis. While no increase in the number of Window Cleaners required is anticipated in 1953, the estimate reflects increased cost due to additional earned leave in 1953;

(e) \$20 500 for miscellaneous services. The estimate provides for the following: \$13 500 for cleaning 150 000 square yards of carpet; \$2 000 for rubbish removal; \$1 500 for exterminating and disinfecting services and \$3 500 for maintenance of the automatic conveyor belt and dumb-waiter system.

(iv) <i>Utilities</i>	\$614 000
	1952: 535 400
	1951: 380 217

The estimate covers the cost of electricity, steam and gas for all buildings at the permanent Headquarters. \$260 000 is provided for electricity, \$350 000 for steam and \$4 000 for gas. The estimate provides for full costs for the General Assembly hall during the period of the regular session and for minimum requirements during the rest of the year. The increase in the amount requested for steam is due partially to this factor but also to the fact that the expenditures during the latter part of 1951 and early 1952 indicate that the amount requested for 1952 will be inadequate.

(v) <i>Alterations to premises</i>	\$ 25 000
	1952: 30 000
	1951: 14 768

The estimate provides for various minor alterations which have become necessary through changes in original space allocations, primarily because of the expansion of the Technical Assistance Administration.

CHAPTER III

Stationery and supplies	\$430 000
	1952: 455 000
	1951: 445 865

(i) <i>Stationery and office supplies</i>	\$130 000
	1952: 150 000
	1951: 115 209

This estimate provides for the purchase of expendable supplies and materials for office use. Costs are estimated as follows: stock items which include envelopes, stationery, desk accessories, pencils, pens and inks, \$87 000; non-stock items including non-standard binders, columnar pads, rubber stamps and forms, \$12 000; writing papers, \$21 000; pay-roll supplies and other financial forms, \$10 000.

(ii) <i>Internal reproduction supplies</i>	\$300 000
	1952: 305 000
	1951: 330 656

The purchase of paper, stencils, chemicals, offset plates and other supplies necessary to the internal reproduction of documents and forms is included under this heading. \$171 000 is required for the purchase of mimeograph paper, based on an anticipated consumption of 15 000 000 sheets during 1953. This decrease in consumption is predicated on the reforms planned in the general reproduction and distribution of documents as indicated under section 15.

The estimate also includes \$82 000 for the purchase of supplies for offset printing and includes chemicals, duplicator paper, plates and plate regaining; \$34 000 for the purchase of mimeograph and duplicating inks and spirits, stencils, index and cover papers and other miscellaneous supplies, and \$13 000 for the purchase of supplies for photostat, Ozalid and microfilm operations.

CHAPTER IV

Rental and maintenance of equipment	\$566 600
1952:	475 500
1951:	409 781
(i) <i>Telecommunications supplies</i>	\$ 70 000
1952:	60 000
1951:	44 067

Provision is made under this heading for the purchase of such items as recording discs, recording tape and replacement parts for telecommunications equipment. The estimate is based on the assumption that, in 1953, a total of 36 000 recording discs will be required at a total cost of \$36 200. Approximately 40 per cent of these discs will be used for conference recording and the remaining 60 per cent for radio recording. In addition, \$4 000 is included for the purchase of magnetic recording tape for radio and verbatim reporting. Normal replacement of worn parts, tubes and wires for conference and radio equipment is estimated at \$20 000, and a further \$9 800 is provided for the purchase of six new camera tubes for television equipment. This latter item represents the increase over the amount appropriated in 1952.

(ii) <i>Operation and maintenance of telecommunications equipment</i>	\$440 000
1952:	360 000
1951:	302 295

The estimate provides for contractual services of technical employees required to operate and maintain the telecommunications equipment in the General Assembly hall, Council chambers, conference rooms and recording and broadcast studios. Three factors account for the increase in the estimate for 1953: firstly, the need for three additional Technicians to operate the television equipment, secondly, a straight wage increase of approximately 7 per cent granted to such technicians in the local area, and thirdly, an increase in salaries due to seniority of the personnel employed. Radio recording work and other related activities on behalf of the Department of Public Information will require twenty-six Technicians, five of these being employed on television at an estimated cost of \$217 500.

The operation of simultaneous interpretation facilities, recording rooms and master control units will require twenty-six Technicians, also at a total cost of \$217 500. Provision of \$5 000 is made to cover the maintenance and relocation of programme distribution lines, clocks, antennae and related conference and broadcast facilities.

(iii) <i>Rental of office and other equipment</i>	\$ 22 100
1952:	21 000
1951:	22 546

This estimate provides for the rental of pay-roll equipment amounting to \$21 500 and the rental of other miscel-

laneous equipment, such as postal meters and addressograph plate assemblers, estimated at \$600.

(iv) <i>Maintenance of office and other equipment</i>	\$ 19 500
1952:	19 500
1951:	20 303

The estimate includes provision for maintenance of the following items: dictating equipment, typewriters, coding machines, calculating machines, internal reproduction equipment, photographic equipment, furniture and other miscellaneous equipment. The estimate is prepared on the basis of expenditures in 1951.

(v) <i>Operation and maintenance of transportation equipment</i>	\$ 15 000
1952:	15 000
1951:	20 570

This estimate provides for repair and replacement parts, maintenance services, gasoline, oil, lubricants, washing and cleaning required for the upkeep of the transportation equipment owned by the United Nations. The estimate also includes \$2 000 to cover contractual charges for automobiles for local transportation whenever the demands for these services are beyond the capacity of the United Nations passenger fleet.

CHAPTER V

Other supplies and services	\$120 000
1952:	104 000
1951:	95 032 ¹
(i) <i>Insurance</i>	\$ 66 000
1952:	55 000
1951:	52 967

The estimate provides insurance coverage against fire in respect to all completed buildings at the permanent Headquarters, public liability in respect to United Nations buildings and motor vehicles, marine insurance, air travel and other small miscellaneous coverage. The increase over 1952 is due to the fact that fire insurance will cover the entire Headquarters project in 1953.

(ii) <i>Miscellaneous supplies and services</i>	\$ 39 000
1952:	34 000
1951:	16 994

This estimate covers the cost of the following supplies and services not covered elsewhere: \$8 200 for expendable supplies for the Health Service; \$9 000 for personnel advertising; \$13 800 for miscellaneous expenditures including ash-trays, glasses, mail bags and lay-out pads, etc. In addition, an amount of \$8,000 is included to cover the cost of compiling on a contractual basis machine record statistics for use in the publication of the *Commodity Trade Statistics* issued at the request of the Statistical Commission.

(iii) <i>Periodicals and newspapers</i>	\$ 15 000
1952:	15 000
1951:	16 805

This item covers the cost of newspapers, periodicals and other expendable materials for the Library.

CHAPTER VI

<i>Ex gratia payments and miscellaneous claims and adjustments</i>	\$ 15 000
1952:	6 100
1951:	10 339
(i) <i>Ex gratia payments</i>	\$ 14 000
1952:	6 000
1951:	6 295

¹ This includes \$8 266 losses on cafeteria operations.

Financial regulation 10.3 allows the Secretary-General to make *ex gratia* payments which he deems necessary in the interests of the United Nations. Since staff members on fixed-term appointments are not eligible for indemnity payments under the staff regulations, the provision in this estimate for 1953 has been increased to allow for severance payments on an *ex gratia* basis to certain staff members of this category where, in the opinion of the Secretary-General, the circumstances would warrant it. No such payment is proposed upon expiration of an initial fixed-term appointment, regardless of its duration, or to any staff member who has not completed at least three years of service.

(ii) <i>Miscellaneous claims and adjustments</i>	\$ 1 000
	1952: 100
	1951: 4 044

According to regulation 10.4 the Secretary-General may, after a full investigation, authorize the writing-off of losses of cash, stores, and other assets, provided that a statement of all such accounts written off shall be submitted to the Auditors with the annual accounts. On basis of experience in 1951 and 1952 to date, a sum of \$1 000 is proposed for 1953 to cover miscellaneous claims and adjustments.

Section 19. Permanent Equipment

\$282 200

(1952: \$517 100 1951: \$581 860)

With the completion in 1952 of the major replacement programme of office furniture and equipment, the estimates for this Section for 1953 provide only for normal replacements and for the limited purchase of new furniture and equipment as necessitated by changes in operations and expanded activities.

CHAPTER I

Furniture, fixtures and office equipment	\$199 400
1952:	387 700
1951:	416 656
 (i) <i>Furniture and fixtures</i>	 \$ 83 000
1952:	285 000
1951:	277 791

The original replacement programme made no provision for office furniture for the Technical Assistance Administration. Thus, \$47 000 is included in this estimate to cover these requirements. During early 1952, the need for other miscellaneous pieces of furniture necessary to the efficient functioning of certain operations in the Secretariat became apparent and \$36 000 is included to meet these requirements. Such equipment comprises file stools, documents distribution racks, various cabinets, special tables, and shelving.

(ii) <i>Office equipment</i>	\$111 400
1952:	92 700
1951:	129 873

The increase in the estimate for 1953 is entirely due to the necessity of providing \$58 900 for the replacement of 168 dictating machines used by the typing pools of Conference and General Services, and \$10 200 for the purchase of new office equipment for the Technical Assistance Administration. The transcription equipment is now five years old and has been subject to continuous use and to shipment overseas for the servicing of the Economic and Social Council and the General Assembly. Thus it is now under almost constant repair and is proving a handicap to the work of the Department. Other replacement is limited to forty-one manual typewriters and four calculators at an estimated cost of \$9 500.

The estimate also provides for the purchase of the following new items of internal reproduction equipment which are required in order to meet the increased capacity of the offset presses: three special light tables at an estimated cost of \$800, one Justewriter for the composition of internally reproduced publications and the daily *Journal* at a cost of \$15 000, and one collator capable of stitching publications at a cost of \$17 000.

(iii) <i>Telecommunications equipment</i>	\$ 5 000
1952:	10 000
1951:	8 992

This item is confined to the cost of replacing telecommunications equipment damaged in normal operations and use. It does not provide for any increase in the existing inventory of such equipment.

CHAPTER II

Library books and equipment	\$ 38 900
1952:	50 400
1951:	65 132
 (i) <i>Library books and maps</i>	 \$ 35 400
1952:	46 900
1951:	34 760

Provision is made for the purchase of books, maps, and other publications for the Library and for reference use in the Departments. This estimate also covers binding costs. It is planned to purchase approximately 5 000 books for the Library at an average cost of \$3 50 a book, or a total of \$17 500. The sum of \$1 200 is provided for the purchase of microfilms from outside sources.

To cover binding expenses, a sum of \$16 700 is included in these estimates. Of this, \$12 700 is required for the normal binding programme; the balance of \$4 000 is required for the completion of the project of binding United Nations documents which was commenced in 1952. Compared with the 1952 appropriations, the 1953 estimates reflect a reduction of \$11 500 which is made possible by the expanded gift and exchange programme (\$6 500), the curtailment of the binding programme (\$3 000), and the completion of purchase of special material related to the work of the Population Commission and the Technical Assistance Administration (\$2 000).

(ii) <i>Library equipment</i>	\$ 3 500
1952:	3 500
1951:	30 372

The sum requested provides for items required by the Library to cover expanded activities, such as microfilm cabinets, catalogue cabinets, map cases, and a few small items for the general improvement of the operations.

CHAPTER III

Information services equipment	\$ 7 700
1952:	39 200
1951:	44 618
 (i) <i>Photographic and motion-picture equipment</i>	 \$ 7 700
1952:	39 200
1951:	44 618

This estimate provides for the purchase of photographic and motion-picture equipment for the Department of Public Information. The amount requested for 1953 covers sound recording and film-editing equipment, a still photo camera and miscellaneous replacement parts required by the Department of Public Information for the studios at Headquarters.

CHAPTER IV

Other permanent equipment	\$ 36 200
1952:	39 800
1951:	55 454
 (i) <i>Transportation equipment</i>	 \$ 21 200
1952:	16 800
1951:	6 555

Provision is made for the procurement of eight new passenger cars at an estimated cost of \$19 600 and one new tow-motor to be used at the third basement level in the Stores Area at an estimated cost of \$1 600. While new cars were purchased in 1952, the replacement of these cars each year is more economical than maintaining them for two years with the added cost of new tires and batteries, higher maintenance expenditures, and one additional year of depreciation.

Revenue estimated at \$16 000 will result from the sale of the eight vehicles to be replaced.

(ii) <i>Miscellaneous equipment</i>	\$ 15 000
1952:	23 000
1951:	48 899

The estimate provides for the purchase of non-expendable items used in the maintenance and operation of the buildings and grounds and not covered elsewhere. Specifically, provision for the following items is included:

- 1. \$7 500 for the purchase of towel cabinets previously rented for the wash-rooms throughout the Headquarters buildings;

- 2. \$ 750 for miscellaneous equipment for the Health Services;
- 3. \$5 250 for the procurement of fire and safety equipment including fire extinguishers, safety type containers, and asbestos blankets;
- 4. \$1 500 for the purchase of glass-washing machines for use in the General Assembly hall.

Section 19a. Improvements to premises

\$30 700

(1952: \$91 500 1951: \$ —)

In accordance with the recommendations of the Advisory Committee on Administrative and Budgetary Questions, the General Assembly approved the proposal for co-ordinating in a separate section of the budget estimates those items, representing capital outlay, which are directly related to improving the Headquarters premises.

Provision is made in these estimates only for what is considered the minimum essential expenditure in 1953 under the following headings:

- (a) Cost of improvements to minimize fire hazards, estimated at \$10 500
 - (i) A carbon-dioxide fire extinguishing system for the cafeteria (\$3 500)

- (ii) A similar automatic system for the telephone control room and telecommunications rooms in the General Assembly building (\$7 000)
- (b) Cost of other improvements estimated at . . . \$24 200
 - (i) 20th floor: south end (Branch Registries) and east side (Communications and Records): flooring and lighting, together with tile flooring of corridors and installing the ceiling of part of the east side (\$10 000)
 - (ii) Construction of a kitchen storage room, and a room for storage and issue of uniforms. (\$7 000)
 - (iii) Basement: construction of two echo chambers for radio services and additional wash-room facilities in the basement area. (\$3 200)

PART IV

UNITED NATIONS OFFICE AT GENEVA

\$5 053 600

(1952: \$4 946 520 1951: \$4 645 373)

Section 20. United Nations Office at Geneva

\$4 379 700

(1952: \$4 307 420 1951: \$4 427 020)

The organization and functions of the United Nations Office at Geneva are described in the *Administrative Manual*, Volume I, Organization. Since 1951, there has been a change of emphasis in the work performed by the Office; the programme of visiting conferences has been greatly reduced, while the substantive activities of the office have markedly increased as a result of:

(a) The establishment of the Office of the High Commissioner for refugees. Though the organization of the High Commissioner's headquarters is now completed, the European Office has not yet felt the full impact of the opening of the branch offices;

(b) The increased programme of printing in Europe, as a result of which the office, in 1951, contracted for and settled approximately \$220 000 worth of printing on behalf of Headquarters;

(c) The expansion of Technical Assistance activities in Europe, chiefly as regards the placement, supervision and payment of fellowship holders and the organization and administration of seminars, but also as regards recruitment of experts and purchase of equipment. In this connexion, the office disbursed during 1951 some \$400 000 on the relevant accounts outside section 20;

(d) The creation of a small office of the United Nations Korean Reconstruction Agency in the *Palais des Nations*, which is serviced by the European Office.

It is difficult to judge how far these trends will continue, but in framing the present estimates it has been assumed that there will be virtually no programme of visiting conferences in 1953. No provision therefore has been made for possible future increases in the level of work above that existing in 1952. Figures are quoted in the following chapters to show how great has been the increase in the local, non-conference work-load in the last few years.

In considering the increase of \$107 080 in total expenditure under part IV, as compared with 1952, it is to be noted that the estimates of miscellaneous revenue have also increased by approximately \$40 000

The increase of \$72 280 over 1952 (omitting section 20a) reflects

(a) The introduction in 1952 of a 5 per cent cost-of-living adjustment to General Service staff (\$70 890);

(b) The growth of normal salary increments (\$48 840);

(c) Offsetting reductions on permanent equipment, temporary assistance and official travel as well as savings resulting from a change in the official exchange rate.

CHAPTER I

General services \$2 081 510
1952: 2 016 270
1951: 2 193 776

The reduction in 1952 as compared with 1951 was the result of (a) \$278 000 reduction in temporary assistance, (b) application to the 1952 figure for established posts of 4 per cent for savings on turnover of staff, which factors were partly offset by (c) annual increments and the provision of additional staff for the extended building.

(i) *Established posts* \$1 909 010
1952: 1 832 470
1951: 1 742 837

The 1951 figure has been reduced by \$40 000, the amount spent on the six posts of the Advisory Social Welfare Unit (see section 9), the 1952 figure being adjusted by \$42 130 for the same reason.

The 1952 figure exceeds that of 1951 chiefly because of the need to provide additional staff for the enlarged building, apart from the cost of increments. The further increase for 1953 is attributable to:

(a) Annual increments which are still amounting to more than is saved through turnover of staff, though the rate of increase is slowing.

Table 20-1. Office of the Director

Number of established posts		Category and post level	Gross salaries	
1952	1953			
		<i>Director and Principal Officer</i>		\$
1	1	Principal Director		
		Salary.....	18 000	
		Representation allowance.....	2 500	
		<i>Professional</i>		
1	1	Senior Officer	15 000	
1	1	Second Officer	9 410	
1	1	Assistant Officer	6 800	
			51 710	
		Deduct: Differential (5% on 75% of salaries).....	1 940	
			49 770	
		<i>General Service</i>		
		<i>(Dollar equivalent of Swiss francs per Geneva General Service salary scales)</i>		\$
1	1	Secretarial and Clerical (G.6)	4 250	
2	1	Secretarial and Clerical (G.5)	3 990	
-	1	Secretarial and Clerical (G.4)	3 770	
1	1	Secretarial and Clerical (G.3)	3 740	
1	1	Secretarial and Clerical (G.2)	2 780	
9	9		18 530	
		Add: Cost-of-living adjustment..	930	19 460
				69 230
		Deduct: Adjustment for turnover of staff.....	2 770	
				TOTAL \$66 460

(b) Provision for a cost-of-living allowance for the General Service staff.

The salaries of the General Service staff are based on the best prevailing local rates, which as from 1 January 1952 were increased by a cost-of-living allowance of approximately 6 per cent of previous pay.

Accordingly, the Secretary-General authorized a 5 per cent non-pensionable allowance for General Service staff with a minimum of 500 francs gross and a maximum of 940 francs gross.

In the *Office of the Director*, one post of Secretary is downgraded from G.5 to G.4 in accordance with a policy by which, in future, level G.5 will be confined to posts of special responsibility and not to bilingual secretaries *per se*. The grade of bilingual secretary (G.5) was introduced to meet local needs at a time when the language allowance did not exist; with the introduction of the allowance, it is proposed that bilingual Secretarial posts which do not have other special responsibilities should, as they become vacant, be filled by Secretaries at the normal level (G.4), to be increased by a language allowance on passing the appropriate test.

Table 20-2. *Library*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
		\$	
1	1	Senior Officer	13 880
1	1	First Officer	9 430
1	1	Second Officer	7 870
1	1	Associate Officer	7 180
5	6	Assistant Officer	30 440
			68 800
Deduct: Differential (5% on 75% of salaries).....			2 580
			66 220
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
		\$	
3	2	Professional Assistant (G.7)	8 990
4	4	Principal Clerks (G.6)	16 380
6	6	Secretarial and Clerical (G.4)	18 970
1	1	Secretarial and Clerical (G.2)	2 540
23	23		46 880
Add: Cost-of-living adjustment..			2 340
			49 220
			115 440
Deduct: Adjustment for turnover of staff.....			4 620
			TOTAL \$110 820

The work of the *Library*, which is relatively not greatly affected by the conference programme, increased steadily since 1948-1950, and increased still further in 1951.

	1951	1950	1948
Acquisitions (80 per cent by gifts) ..	10 914	9 056	8 191
Periodical publications and government documents	16 054	15 544	7 471
Periodicals (titles)	3 148	2 928	2 201
Loans and circulations	40 900	40 200	26 000
Attendances in reading rooms.....	31 800	26 000	20 160
New outside readers' cards issued....	726	724	636

It is proposed however to carry this work-load with the same establishment as in 1952, namely, twenty-three posts.

A Professional Assistant in charge of the fourth reading room is proposed for upgrading to Assistant Officer, which is the level of the three other posts in charge of reading rooms.

Revenue estimated at \$2 000 for 1953 is derived from the *Library's* activities.

Table 20-3. *Office of the Deputy Director in charge of Conference and General Services*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
		\$	
1	1	Director	
			15 800
Representation allowance.....			300
			23 100
<i>Professional</i>			
1	1	Associate Officer	7 000
			23 100
Deduct: Differential (5% on 75% of salaries).....			870
			22 230
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
		\$	
2	2	Secretarial and Clerical (G.5)	7 440
Add: Cost-of-living adjustment..			370
			7 810
4	4		30 040
Deduct: Adjustment for turnover of staff.....			1 200
			TOTAL \$28 840

Table 20-4. *Languages and Stenographic Division*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
		\$	
1	1	Senior Officer	14 000
18	18	First Officer	190 620
26	26	Second Officer	209 300
			413 920
Deduct: Differential (5% on 75% of salaries).....			15 520
			398 400
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
		\$	
1	1	Professional Assistant (G.7)	5 110
2	2	Administrative Assistant (G.6)	9 600
7	7	Secretarial and Clerical (G.5)	28 300
10	10	Secretarial and Clerical (G.4)	36 930
45	45	Secretarial and Clerical (G.3)	148 790
27	27	Secretarial and Clerical (G.2)	76 060
137	137		304 790
Add: Cost-of-living adjustment..			15 240
			320 030
			718 430
Deduct: Adjustment for turnover of staff.....			28 740
			TOTAL \$689 690

Owing to exceptionally numerous conferences, the work-load of the *Languages and Stenographic Division* in 1951 exceeded all previous records. The following statistics distinguish between "Geneva-based" and "conference" work, and show that Geneva work alone also increased to a marked degree.

Moreover, in the early part of 1952 there was a further increase in the "Geneva-based" work as compared with the same months of 1951.

It is, however, anticipated that a lighter conference programme in 1953 will enable present staff of the *Division* to absorb the work-load.

	1951 Geneva alone	1951 Confer- ences	1951 Total	1950 Geneva	1950 Confer- ences	1950 Total
Translations proper	39 019	24 998	64 017	32 041	23 094	55 135
Minutes	4 471	12 728	17 199	—	—	14 079
Editing	1 878	22 152	24 030	a	a	a

a Separate figures were not kept for editing in 1950, pages edited being "converted" to "pages translated" at a ratio of approximately one to five and the total^s being included in the total of "pages translated."

Stenographic Pool

The work of the stenographic pool shows a similar trend to that of the Translation section. In terms of pages of typing the figures were:

1951 Geneva alone	1951 Confer- ences	1951 Total	1950 Geneva
242 990	79 937	322 927	220 956
1950 Confer- ences	1950 Total	1949 Total	
68 595	289 551	242 500	

In the early months of 1952, there was, however, some falling off in the local work-load, and two posts were transferred from the English and French sections to the Registry to meet growing burdens there which are explained elsewhere. The number of 1952 posts shown above is the number after deduction of these two posts.

Revenue estimated at \$8 000 for 1953 is derived from the activities of this Division.

Table 20-5. Documents, Registry and Distribution Division

Number of established posts 1952 1953		Category and post level	Gross salaries
<i>Professional</i>			
			\$
1	1	First Officer	10 310
2	2	Associate Officer	13 240
1	1	Assistant Officer	5 960
			29 510
Deduct: Differential (5% on 75% of salaries)			1 110
			28 400
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
			\$
1	1	Professional Assistant (G.7)	4 890
2	2	Administrative Assistant (G.6)	9 610
3	3	Principal Clerks (G.6)	14 040
6	6	Secretarial and Clerical (G.5)	24 880
7	7	Secretarial and Clerical (G.4)	25 270
3	3	Machine Operators (G.4)	9 530
10	10	Secretarial and Clerical (G.3)	32 580
6	6	Machine Operators (G.3)	17 580
14	14	Secretarial and Clerical (G.2)	36 040
23	23	Machine Operators (G.2)	60 320
2	2	Secretarial and Clerical (G.1)	4 810
81	81		239 550
Add: Cost-of-living adjustment			11 980
			251 530
			279 930
Deduct: Adjustment for turnover of staff			11 230
			TOTAL \$268 700

In the Documents, Registry and Distribution Division also, the work-load in 1951 was higher than in previous years.

In the Roneo Section, 70 175 000 impressions were produced as compared with 68 315 000 in 1950 and 59 000 000 in 1949. Excluding work for visiting conferences, the figures for the years 1951, 1950 and 1949, were approximately 44, 43 and 38 millions respectively, of which 15, 19 and 17 millions respectively were for specialized agencies. In the early months of 1952 there was a further increase as compared with the same months in 1951.

Although the local work-load of the Roneo Section is now substantially higher than that for which the establishment was based, with the result that temporary assistance is continuously required, no new posts are proposed, since temporary assistance is readily available.

The Distribution Section distributed 7 697 665 documents as compared with 6 432 000 in 1950 and 5 868 000 in 1949. Excluding the conference work-load the figures were 5 829 000 in 1951 (of which 2.51 millions were for specialized agencies), 4 350 000 in 1950 and approximately 4 millions in 1949. The local work-load in the early part of 1952 was much heavier than in the same period in 1951, about half the increase being attributable to increase in specialized agency work. Nevertheless no new posts are proposed for this section.

It is in the Registry and Mailing Sections that the most serious difficulties have been encountered, and they do not arise mainly from conference work-load but from the steady increase of activity at the office, in particular the work of the High Commissioner and the Technical Assistance Administration, and the increase in documents distribution. Two posts were transferred from the Pool to the Registry in 1952, and it is hoped that no further increase will be needed for current work.

Revenue estimated at \$103 500 for 1953 is derived from the activities of this Division.

Table 20-6. Publications and Sales Division

Number of established posts 1952 1953		Category and post level	Gross salaries
<i>Professional</i>			
			\$
1	1	First Officer	9 790
1	1	Associate Officer	7 330
9	9	Assistant Officer	52 360
			69 480
Deduct: Differential (5% on 75% of salaries)			2 600
			66 880
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
			\$
4	3	Secretarial and Clerical (G.5)	12 230
—	1	Secretarial and Clerical (G.4)	3 440
1	1	Secretarial and Clerical (G.3)	3 280
2	2	Secretarial and Clerical (G.2)	4 830
2	2	Secretarial and Clerical (G.1)	4 450
20	20		28 230
Add: Cost-of-living adjustment			1 410
			29 640
			96 520
Deduct: Adjustment for turnover of staff			3 860
			TOTAL \$92 660

In the Printing Section of the Publications and Sales Division, the effect of placing more Headquarters printing has been marked. The number of pages dealt with rose to 37 655 in 1951 as compared with 22 139 in 1950 and approximately 18 000 in 1949. The increase was mainly due to the work from Headquarters, which rose from 7 894 to 17 936 pages, and work from specialized agencies, which rose from 9 750 to 14 095 pages.

In the Sales Section, the number of invoices and letters dealt with rose to 22 386 in 1951, as compared with 17 582 in 1950 and 14 160 in 1949. Of the total, 6 638 invoices and letters related to specialized agency work. Sales receipts totalled \$71 715 (of which \$23 096 was for specialized agencies) as compared with \$75 214 in 1950 and \$66 266 in 1949.

Sales receipts from United Nations publication alone rose from \$44 100 in 1950 to \$48 600 in 1951; as from 1 January 1952 the Section also took over responsibility for sales of International Court publications.

No changes in staff are requested for this Division.

Revenue estimated at \$15 000 for 1953, exclusive of sales receipts, derives from the activities of this Division.

Table 20-7. Purchase, Supply and Transportation Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
\$			
1	1	First Officer	9 790
1	1	Associate Officer	6 780
			16 570
Deduct: Differential (5% on 75% of salaries).....			620
			15 950
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
2	2	Professional Assistant (G.7)	10 300
3	3	Principal Clerk (G.6)	13 770
4	4	Secretarial and Clerical (G.5)	16 790
5	5	Secretarial and Clerical (G.4)	15 990
5	5	Secretarial and Clerical (G.3)	16 010
1	1	Chauffeur (G.3)	3 130
5	5	Secretarial and Clerical (G.2)	14 240
3	3	Chauffeur (G.2)	8 360
30	30		98 590
Add: Cost-of-living adjustment.			4 930
			103 520
Deduct: Adjustment for turnover of staff.....			4 770
			119 470
TOTAL			\$114 700

The workload of the *Purchase, Supply and Transportation Division* in 1951 as regards travel and visas showed a marked increase as compared with earlier years, partly because of the extent of the conference programme, but partly also because of the extra work arising from new activities such as Technical Assistance Administration. Altogether, 2 859 journeys were arranged and 2 278 visas obtained; figures for 1950 were 2 258 and 1 937 respectively, 1949 figures being about the same as 1950. No increases in staff were proposed for this Division, however.

The work of the *Freight Section*, which had risen continuously from 1948 to 1950, rose still further, a total of 3 961 shipments being sent or received; figures for the preceding years were 3 126, 2 500 and 1 532.

The volume of purchases and storekeeping work remains steady. A post of Store Accounting Clerk, hitherto borne on the manning table of Administrative and Financial Services, was transferred in 1952 to the Supply Division, where physically it has always been.

Revenue estimated at \$9 000 for 1953 is derived from the activities of this Division.

The extension of the *Palais des Nations* was completed at the end of 1951, and the total floor area of the building is now 822 000 square feet, including 274 000 square feet in the Assembly block. A number of offices which it had been expected to hold as part of the "conference reserve" have had to be brought into use to accommodate new units such as the United Nations Korean Reconstruction Agency office at Geneva and the expanded Technical Assistance Administra-

Table 20-8. Building Management Division

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
\$			
1	1	First Officer	10 700
2	2	Associate Officer	13 070
2	2	Assistant Officer	12 780
			36 550
Deduct: Differential (5% on 75% of salaries).....			1 370
			35 180
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
1	1	Principal Clerk (G.6)	4 350
1	1	Security Officer (G.6)	4 040
1	1	Secretarial and Clerical (G.5)	4 420
1	1	Sound Engineer (G.5)	3 300
2	2	Secretarial and Clerical (G.4)	7 040
1	1	Telephone Operator (G.4)	3 430
5	5	Guards (G.4)	17 570
2	2	Secretarial and Clerical (G.3)	5 700
1	1	Telephone Operator (G.3)	3 040
2	2	Huissiers (G.3)	6 530
5	5	Telephone Operators (G.2)	11 630
28	28	Huissiers (G.2)	75 960
30	30	Messengers (G.1)	60 290
1	1	Chief Electrician (G.3)	2 940
1	1	Chief Mechanic (G.3)	2 940
1	1	Head Gardener (G.2)	2 470
1	1	Head Cleaner (G.2)	2 500
Artisans, Foremen, Gardeners, etc.			104 960
89	89		323 110
Add: Cost-of-living adjustment			16 150
			339 260
Deduct: Adjustment for turnover of staff.....			374 440
			14 970
TOTAL			\$359 470

Table 20-9. Administrative and Financial Services

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
\$			
1	1	Principal Officer	14 500
<i>Professional</i>			
1	1	Senior Officer	12 360
1	1	First Officer	9 630
4	4	Second Officer	33 640
1	1	Associate Officer	5 830
2	2	Assistant Officer	9 880
			85 840
Deduct: Differential (5% on 75% of salaries).....			3 220
			82 620
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
1	1	Professional Assistant (G.7)	5 020
5	5	Principal Clerk (G.6)	22 300
6	6	Secretarial and Clerical (G.5)	21 860
4	4	Secretarial and Clerical (G.4)	13 210
2	2	Secretarial and Clerical (G.3)	5 370
2	2	Secretarial and Clerical (G.2)	4 810
30	30		72 570
Add: Cost-of-living adjustment.			3 630
			76 200
Deduct: Adjustment for turnover of staff.....			158 820
			6 350
TOTAL			\$152 470

tion, but the limited experience thus far with the new space arrangements has not been sufficient to enable firm conclusions to be drawn as to future staffing needs.

The lump-sum credit provides for the same building management Manual Workers as last year, while a Recording Technician previously paid from the Information Centre's credit for radio services is also included, a reduction having been made in chapter II. Apart from that addition, the increase of the lump sum is due to increments.

The work-load data on pages 213-14 of the 1951 budget estimates (A/1267)¹ remain valid.

Revenue estimated at \$191 000 in 1953 is derived from the activities of this Division.

The increased Technical Assistance Administration activities and disbursements in Europe (in particular the correspondence with and processing of expert recruits and the disbursements connected with fellowships and seminars), as well as the work arising from the regular activities of the High Commissioner for Refugees, and in particular from the pre-audit and accounting work arising from the creation of ten branch offices, have markedly increased the workload of the *Administrative and Financial Services*.

The work arising from the branch offices of the High Commissioner for Refugees has also imposed on the Professional staff an added burden out of all proportion to the number of posts or expenditure in the branch offices themselves. A whole range of new problems has to be faced, such as determination of local salary scales and conditions, income tax questions, social security problems, immunities, etc.

On the assumption, however, that much of this work will be non-recurring, no staff changes are proposed.

During 1951 arrangements were completed by which the Medical Officer (who is also the Medical Officer for the

¹ See *Official Records of the General Assembly, Fifth Session, Supplement No. 5*.

Table 20-10. Joint Medical Service

Number of posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 11 690
		Deduct: Differential (5% on 75% of salaries)	440
			11 250
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
			\$
2	2	Nurse (G.5)	7 800
1	1	Secretarial and Clerical (G.5)	3 470
1	1	Laboratory Assistant (G.4)	3 020
5	5		14 290
		Add: Cost-of-living adjustment..	710
			15 000
			26 250
		Deduct: Adjustment for turnover of staff.....	1 050
			TOTAL \$25 200

World Health Organization and the International Labour Office) assumed final responsibility for medical control (e.g., as regards admission to Pension Fund) of all staff in the World Health Organization regional offices, the local doctors for the offices sending their reports to Geneva. Membership of the United Nations and the International Labour Office Staff Sickness Insurance Funds has continued to grow, and added to the work of the Medical Officer, who is the medical referee for the Funds. The Technical Assistance activities of the three organizations have also imposed added work on the Joint Medical Service.

Fifty-five per cent of the cost of the service is recovered from the International Labour Organisation and the World Health Organization.

Revenue estimated at \$15 500 for 1953 is derived from the activities of this Service.

Table 20-11. Recapitulation

Division or Office	Posts		Gross salaries including cost-of-living adjustment for General Service staff ^a	Adjustment for turnover of staff	Total
	1952	1953			
			\$	\$	\$
Office of the Director.....	9	9	69 230	2 770	66 460
Library.....	23	23	115 440	4 620	110 820
Office of the Deputy Director.....	4	4	30 040	1 200	28 840
Languages and Stenographic Division.....	137	137	718 430	28 740	689 690
Documents, Registry and Distribution Division.....	81	81	279 930	11 230	268 700
Publications and Sales Division.....	20	20	96 520	3 860	92 660
Purchase, Supply and Transportation Division.....	30	30	119 470	4 770	114 700
Building Management Division.....	89	89	374 440	14 970	359 470
Administrative and Financial Services.....	30	30	158 820	6 350	152 470
Joint Medical Service.....	5	5	26 250	1 050	25 200
TOTAL	428	428	\$1 988 570	\$79 560	\$1 909 010

^a The cost-of-living adjustment for General Service staff under chapter I amounts to: \$57 690.

(ii) *Consultants* \$ 1 500
 1952: 1 500
 1951: —

Provision is made for an expert survey of the sanitary installations of the building and an actuarial review of the Sickness Insurance Fund.

(iii) *Temporary assistance* \$ 60 000
 1952: 68 000
 1951: 346 889

The heavy expenditure in 1951 was due to the abnormally heavy programme of visiting conferences. The 1953 estimate, like that of 1952, is based on the assumption that there will

be no more than one or two small meetings of non-Geneva-based bodies. It includes \$18 000 for temporary assistance, including cost-of-living adjustment for General Service staff, during conferences of local bodies (Economic Commission for Europe, World Health Organization and International Labour Organisation), \$10 000 for the Visitors Service, which is recovered in revenue, \$32 000 for leave replacements and temporary addition of staff to deal with occasional peak loads.

(iv) Overtime and night differential	\$ 16 000
1952:	18 500
1951:	21 761

The estimate is reduced on the assumption that the conference programme will be light.

(v) Casual labour	\$ 86 000
1952:	86 000
1951:	76 038

These funds are required for cleaning of the building, the area to be cleaned in 1952 and 1953 being substantially larger than that in 1951. Details of the work-load were given in the 1951 and 1952 budgets, and it was there explained that the increased space would result in an increase of \$20 000 in cleaning costs.

(vi) Travel on official business	\$ 9 000
1952:	9 800
1951:	6 251

The 1951 figure is low because the sixth session of the General Assembly was held in Europe.

CHAPTER II

Information Centre	\$ 98 190
1952:	90 000
1951:	96 066

The Geneva Information Centre (table 20-12) opened in 1947 and covers Greece, Israel, Turkey, Albania, Austria, Bulgaria, Germany, Hungary, Italy, Romania and Switzerland. With the closing of the Warsaw Information Centre in 1952, the Geneva Information Centre also covers Poland.

As far as the functions of providing coverage and services at the *Palais des Nations* are concerned, the work-load of the Centre in 1951 was the heaviest yet experienced. Except for a short period during the session of the Economic and Social Council, all the work was done by the normal staff of the Centre. For the last two months of the year 1951, during the sixth session of the General Assembly, three Press Officers and one Radio Officer of the Centre were assigned to work in Paris.

Apart from full information services for conferences, press releases, briefings, radio and photographs, the Centre was called on to provide information services for a number of commissions and councils which met at the *Palais des Nations*; these included the United Nations Council for Libya, the United Nations Special Committee on the Balkans, the United Nations Conciliation Commission for Palestine and the United Nations Commissioner in Eritrea.

In the course of the 1951 General Assembly in Paris, arrangements were made for information to reach Geneva promptly with very little cost of transmission. On the basis of releases of the preceding day received by pouch in the early morning from Paris, the Centre issued a daily report in English and in French on the activities of the General Assembly. This report was widely used by the Centre's contacts throughout the area, for whom the releases served as a

useful reference document, and also in Geneva itself by the various United Nations units, specialized agencies and permanent delegations, who were able to have first-hand, complete information on the work of the General Assembly.

An arrangement was also made with Radio-Genève for a daily transmission from Paris of a bulletin on General Assembly activities.

Throughout the year, the Centre's radio bulletins regularly carried information provided by the World Health Organization and the International Labour Organisation, which share the use of the Centre's radio studio and make particularly extensive use of it during their annual conferences and other meetings.

A considerable increase in the production of records in some twenty languages was made in 1951. In the Centre's area, radio systems in Greece, Israel, Turkey, Austria and Italy regularly receive and use records in their respective languages on major events of the United Nations and statements by the members of their delegations to various conferences.

Information on technical assistance has become an important function of the Centre. An office of the European representative of TAA was established in Geneva. The Centre cooperates in briefing experts and provides them with public information materials.

The Centre also provides information services for the Office of the High Commissioner for Refugees.

(i) Established posts	\$ 90 790
1952:	81 700
1951:	89 678

Table 20-12. Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 16 400
<i>Professional</i>			
2	2	First Officer	19 930
2	2	Second Officer	17 290
2	2	Associate Officer	13 230
			66 850
Deduct: Differential (5% on 75% of salaries)			2 510
			64 340
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
1	1	Sound Technician (G.5)	3 410
5	5	Secretarial and Clerical (G.5)	21 170
1	1	Secretarial and Clerical (G.4)	4 210
14	14		28 790
Add: Cost-of-living adjustment			1 440
			30 230
Deduct: Adjustment for turnover of staff			3 780
			TOTAL \$90 790

(ii) Temporary assistance	\$ 500
1952:	500
1951:	115

Provision is required for replacement of Secretarial staff on leave.

(iii) Overtime and night differential	\$ 100
1952:	200
1951:	—

Token provision is requested.

(iv) <i>Travel on official business</i>	\$ 1 400
1952:	1 400
1951:	1 270

The estimate covers one short journey to each of the countries included in the area covered by the Centre.

(v) <i>Radio services</i>	\$ 4 000
1952:	6 000
1951:	4 789

The estimate covers rental of lines and transmitters (\$2 800) and miscellaneous supplies and spare parts (\$1 200).

The 1952 figure included \$2 000 for technical assistance in recording. For 1953, provision for this help is provided in the credit for artisans, etc. in the Building Management Division in chapter I, and a corresponding reduction is made in the present estimates.

(vi) <i>Photographic supplies and services</i>	\$ 200
1952:	200
1951:	214

(vii) <i>Miscellaneous supplies and services</i>	\$ 1 200
1952:	—
1951:	—

Under this item, provision is made to meet field expenditures in Greece, Israel and Turkey for occasional or part-time information work.

CHAPTER III

Joint Secretariat of the Permanent Central

Opium Board and Drugs Supervisory Body	\$ 56 100
1952:	55 700
1951:	53 355

In addition to the amounts requested under this chapter, \$7 000 is included in chapter V of section 20 for common staff costs, and \$1 300 is included in chapter VI for communications. Other minor common service costs are absorbed in chapter VI.

(i) <i>Established posts</i>	\$ 43 600
1952:	52 200
1951:	52 153

By agreement between the Board and the Secretary-General the post of Secretary of the Board, though retained as a Principal Officer post, is being filled for 1952 and 1953 at the Senior Officer level. Monetary provision for this is consequently reduced through an adjustment of the deduction for vacancies and turnover of staff.

The Board originally proposed that the First Officer post be at Senior Officer level one Associate Officer post be upgraded to Second Officer; a new Assistant Officer post be created one Clerical post be upgraded from G.5 to G.6, and monetary provision be made for the Principal Officer post. The proposal for the additional post was explained in its budget (which is being separately circulated to the Advisory Committee on Administrative and Budgetary Questions) as arising from the additional work attributable to the control of synthetic drugs under the Protocol of 19 November 1948, which has doubled the number of drugs under control.

In its desire to co-operate with the Secretary-General, however, the Board has agreed to the submission of estimates which propose a downgrading of the former Deputy Secretary's post from First Officer to Second Officer and of one of the present Associate Officer posts to Assistant Officer. So as to protect the Board's position in the event that work-load

Table 20-13. *Joint Secretariat of the Permanent Central Opium Board and Drugs Supervisory Body*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 13 330
<i>Professional</i>			
1	—	First Officer	—
—	1	Second Officer	7 650
2	1	Associate Officer	7 350
1	2	Assistant Officer	10 080
			38 410
<i>Deduct: Salary differential (5% on 75% of salaries)</i>			1 440
			36 970
<i>General Service</i>			
<i>(Dollar equivalent of Swiss francs per Geneva General Service salary scales)</i>			
\$			
1	1	Secretarial and Clerical (G.6)	5 100
1	1	Secretarial and Clerical (G.5)	4 565
7	7		9 665
<i>Add: Cost-of-living adjustment</i>			480
			10 145
			47 115
<i>Deduct: Adjustment for vacancies and turnover of staff</i>			3 515
TOTAL			\$43 600

should necessitate the appointment of a Deputy Secretary, funds are provided under temporary assistance for a post which could be filled at Senior or First Officer level, as the Secretary-General and the Board may agree, should circumstances require. In agreeing to this proposal, the Board reserves its right to request reinstatement of the post of Deputy Secretary in the manning table for 1954, should experience indicate that this is desirable. Concerning the G.5 Clerical post the Board cannot agree to the Secretary-General's proposal that this post be maintained at its present level and continues to request upgrading of the post to G.6.

Any further news that the Board may wish to express on the estimates as presented will be made available to the General Assembly through the Advisory Committee.

(ii) <i>Temporary assistance</i>	\$ 10 000
1952:	1 000
1951:	511

(iii) <i>Travel on official business</i>	\$ 2 500
1952:	2 500
1951:	691

The Board's estimate states that provision is required for two journeys outside Europe and two inside, for consultation with and advice to governments.

CHAPTER IV

Economic Commission for Europe	\$1 014 100
1952:	1 008 920
1951:	984 675

The functions of the various divisions or units of the Economic Commission for Europe remain as described in the *Administrative Manual*, Volume I, Organization, except where mentioned under the relevant headings.

At its seventh session, the Economic Commission for Europe confirmed the programmes of its Committees (E/2221) prepared in compliance with the resolutions of

the Economic and Social Council. The present estimates are based thereon.

These programmes are essentially the same as those upon which the 1952 estimates, including the supplementary estimates, were based; but whereas eight additional posts were requested in those supplementary estimates (A/C.5/451),² the present estimates propose to maintain the same establishment as in 1952. This has been possible partly by some slowing down of the work, but more especially by a consolidation of the Coal, Power and Steel, and Industry and Materials Divisions along lines recommended by the Advisory Committee on Administrative and Budgetary Questions and by some rearrangement of work between Divisions, so as to achieve the utmost efficiency and economy.

This consolidation and rearrangement of work, affecting both staff assignments and working methods, will require time to be finalized in its details. It remains to be proved in practice whether the secretariat, by these administrative steps, will be able to absorb so much additional work without corresponding increases in posts. That the provision for 1953 exceeds by \$5 180 the appropriation for 1952 is wholly due to the cost-of-living adjustment for General Service staff.

(i) Established posts	\$924 100
1952:	909 920
1951:	893 298

Table 20-14. Office of the Executive Secretary

Number of established posts 1952 1953		Category and post level	Gross salaries
<i>Director and Principal Officer</i>			
\$			
1	1	Principal Director	
		Salary	18 000
		Representation allowance	3 500
1	1	Director	15 470
<i>Professional</i>			
1	1	Senior Officer	12 080
1	1	First Officer	9 790
-	1	Assistant Officer	5 750
			64 590
Deduct: Differential (5% on 75% of salaries)			
			2 420
			62 170
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
1	-	Professional Assistant (G.7)	-
1	1	Senior Secretary (G.6)	5 040
3	3	Secretarial and Clerical (G.5)	11 980
3	3	Secretarial and Clerical (G.4)	10 130
1	1	Secretarial and Clerical (G.3)	3 260
13	13		30 410
		Add: Cost-of-living adjustment ..	1 520
			31 930
			94 100
Deduct: Adjustment for turnover of staff			
			3 770
		TOTAL	\$90 330

In addition to the regular functions of this office, the Commission, at its seventh session, directed the Executive Secretary to continue his efforts to further the development of intra-European trade and to increase interregional collaboration with the other economic commissions. The Office of the Executive Secretary is directly responsible for the imple-

² See *Official Records of the General Assembly, Sixth Session, Annexes*, agenda item 41.

mentation of the first of these tasks, and will be responsible for general co-ordination and liaison in respect of the latter.

The increasing work in the Geneva Administrative and Financial Services is being met by drawing on the time of the official acting as Executive Officer of the Economic Commission for Europe. This has increased the responsibilities of the Professional Assistant (see table 20-14) and it is proposed to reclassify this post from G-7 to P-1, the financial cost being negligible. Apart from that, no staff changes are proposed.

Table 20-15. Research and Planning Division

Number of established posts 1952 1953		Category and post level	Gross salaries
<i>Director and Principal Officer</i>			
1	1	Director	\$ 15 800
<i>Professional</i>			
4	4	Senior Officer	49 990
4	5	First Officer	47 150
11	10	Second Officer	78 980
6	6	Associate Officer	38 470
9	9	Assistant Officer	45 780
			276 170
Deduct: Differential (5% on 75% of salaries)			
			10 350
			265 820
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
5	5	Professional Assistant (G.6)	19 100
3	3	Secretarial and Clerical (G.5)	10 730
13	13	Secretarial and Clerical (G.4)	46 620
6	6	Secretarial and Clerical (G.3)	19 200
62	62		95 650
		Add: Cost-of-living adjustment ..	4 780
			100 430
			366 250
Deduct: Adjustment for turnover of staff			
			14 650
		TOTAL	\$351 600

Within the scope of its functions, the *Research and Planning Division* will continue the regular publication of the annual *Economic Survey of Europe* and the quarterly *Economic Bulletin for Europe*, which serve as the main outlet of its regular work on European economic developments and problems. In addition, the Division is intensifying its collaboration with the technical divisions of the secretariat in the preparation of reports and basic studies and in the development and improvement of statistics required for the committees which they serve. Likewise, the Division is co-operating closely with the secretariats of the Economic Commissions for Latin America and for Asia and the Far East in the study of trade and development problems of mutual interest. A trade study prepared in collaboration with the secretariat of the Economic Commission for Latin America will be published in 1952, and a similar study is being undertaken with the secretariat of the Economic Commission for Asia and the Far East.

The number of staff remains unchanged.

An exchange of posts with the Industry Division, involving a Second and a First Officer, is proposed as a result of re-organization.

As a result of action by the Inland Transport Committee, following the preparation of the original 1952 budget, four new working parties have been established under the respon-

sibility of the *Transport Division* (table 20-16), namely, one on Transport Costs and Accountancy and one on Transport Tariffs (each of which has set up sub-groups for each means of transport); the others are on Containers and on Carriers' Liability. The Inland Transport Committee decided at the same time to hold special sessions from time to time in order to better co-ordinate the activities of its subsidiary bodies.

In considering the Committee's work programme, emphasis must be placed on the principal object of evolving a general European transport policy, which entails co-ordination of the transport investment programmes and rate policies of the various countries with respect to rail, road and inland waterways.

In the light of this major objective, the Committee was informed, when setting up the first two of the additional working parties mentioned above, that the staff resources of the Division were inadequate to meet the tasks imposed upon it. Supplementary estimates for five new posts for 1952 were accordingly requested (A/C.5/451) but were refused by the General Assembly. At its next session, the Committee was informed of this result and made a review of its work. Although it decided that there was no alternative but to spread out its work over a longer period, the Committee felt that curtailment of or delay in the programme might well entail loss of money and resources for the countries concerned. It also set up the two further working parties mentioned above.

Therefore, while every effort will be made to absorb the additional workload within the Division's present capacity, and to make the utmost use of the Research and Planning Divisions' facilities, it remains for experience to show whether the aims of the Inland Transport Committee can be met adequately with the present staff.

Table 20-16. *Transport Division*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Director	\$ 16 730
<i>Professional</i>			
4	4	Senior Officer	48 320
5	5	Second Officer	43 260
2	2	Associate Officer	14 670
1	1	Assistant Officer	5 330
			128 310
Deduct: Differential (5% on 75% of salaries).....			4 810
			123 500
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
1	1	Professional Assistant (G.7)	5 410
7	7	Secretarial and Clerical (G.5)	26 200
3	3	Secretarial and Clerical (G.4)	10 920
24	24		42 530
Add: Cost-of-living adjustment..			2 120
			44 650
			168 150
Deduct: Adjustment for turnover of staff.....			6 750
			TOTAL \$161 400

As stated in the introduction to this chapter, the Coal, Power and Steel, and Industry and Materials Divisions have been consolidated (table 20-17). Final details of the reorganization will be settled in the light of experience.

The reorganization does not affect the work programmes of the Committee (as set out in E/2221) nor the way in which they exercise their responsibilities. In no field has the work of the Divisions diminished, particularly as regards

engineering and industrial materials where there appeared to be a diminishing workload, because the Commission expressly resolved that studies should be continued.

Further, the emphasis placed by the Commission on the expansion of intra-European trade especially affects the work of this Division because the respective Committees were instructed by the Commission "to assist the Executive Secretary . . . by examining export availabilities and import requirements in the respective fields".³ Similarly, the Commission instructed the Committees further to develop practical collaboration in their respective fields with the Economic Commission for Asia and the Far East and the Economic Commission for Latin America. In the field of housing, where the work of the Economic Commission for Europe continues to be carried under the auspices of the Industry and Materials Committee, subject to the general direction of the Social Commission, the programme is particularly heavy but con-

Table 20-17. *Industry Division*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
3	3	Principal Officer	\$ 42 730
<i>Professional</i>			
2	2	Senior Officer	24 790
6	5	First Officer	50 960
7	8	Second Officer	66 530
3	3	Associate Officer	18 370
3	3	Assistant Officer	16 980
			220 360
Deduct: Differential (5% on 75% of salaries).....			8 260
			212 100
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
3	3	Professional Assistant (G.6)	13 500
1	1	Administrative Assistant (G.6)	4 830
1	1	Principal Clerk (G.6)	4 430
11	11	Secretarial and Clerical (G.5)	41 730
7	7	Secretarial and Clerical (G.4)	23 920
2	2	Secretarial and Clerical (G.3)	6 520
49	49		94 930
Add: Cost-of-living adjustment..			4 750
			99 680
			311 780
Deduct: Adjustment for turnover of staff.....			12 480
			TOTAL \$299 300

Table 20-18. *ECE/FAO Timber Division*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>General Service</i>			
(Dollar equivalent of Swiss francs per Geneva General Service salary scales)			
\$			
2	2	Professional Assistant (G.6)	8 060
1	1	Secretarial and Clerical (G.5)	2 790
3	3	Secretarial and Clerical (G.4)	10 450
6	6		21 300
Add: Cost-of-living adjustment..			1 060
			22 360
			22 360
Deduct: Adjustment for turnover of staff.....			890
			TOTAL \$21 470

³ See *Official Records of the Economic and Social Council, Fourteenth Session, Supplement No. 5, part IV, resolution 7.*

siderable assistance has been obtained from governmental rapporteurs on technical and on some economic questions.

The essential and immediate purpose of the re-organization is to enable the secretariat to undertake, if possible without additional staff, the increased work-load of these Divisions.

The Professional staff for the Timber Division (table 20-18) is provided by the Food and Agriculture Organization,

and the General Service staff by the Economic Commission for Europe. Six Professional Officers are assigned to the Timber Division.

While the functions of the Division remain unchanged for 1953, it is likely that added emphasis will be placed on the possibilities of increasing international trade in timber and agricultural products, in view of the interest of the Commission in this question.

Table 20-19. Recapitulation

Division or Office	Posts		Gross salaries including cost-of-living for General Service staff ^a	Adjustment for turnover of staff	Total
	1952	1953			
			\$	\$	\$
Office of the Executive Secretary.....	13	13	94 100	3 770	90 330
Research and Planning Division.....	62	62	366 250	14 650	351 600
Transport Division.....	24	24	168 150	6 750	161 400
Industry Division.....	49	49	311 780	12 480	299 300
FAO/ECE Timber Division.....	6	6	22 360	890	21 470
TOTAL	154	154	\$962 640	\$38 540	\$924 100

^a The cost-of-living adjustment for General Service staff under chapter IV amounts to \$14 230.

(ii) *Consultants* \$ 25 000
1952: 25 000
1951: 9 550

(iii) *Temporary assistance* \$ 39 000
1952: 39 000
1951: 51 714

Expenditure on the above items in previous years has been as follows:

	1949	1950
Consultants	27 912	20 961
Temporary assistance	74 552	39 242

The heavy expenditure in 1949-1951 under temporary assistance was partly owing to the fact that various requirements met through supplementary estimates were provided for under this head. However, in 1951, it was found possible to effect savings by engaging part of the extra help required outside the normal field of competence of the secretariat as temporary assistance rather than as consultants. This fact largely explains the marked decrease in the 1951 expenditure for consultants. The estimates under both headings are submitted at the same level as for 1952, as requirements are not expected to change.

As regards consultants, the estimate provides, *inter alia*, for the services of two experts during three months for special studies on transport co-ordination. The estimate for temporary assistance covers the General Service staff of the Agriculture Section, as well as normal requirements for leave replacements and peak-load purposes.

(iv) *Overtime and night differential* \$ 1 000
1952: 1 000
1951: 1 603

The estimate is based on experience.

(v) *Travel on official business* \$ 25 000
1952: 34 000
1951: 28 510

The estimate is based on experience. It has been possible to effect some economies, but these are to a certain extent

offset by the increased emphasis on inter-regional co-operation, which requires additional long trips.

CHAPTER V

Common staff costs \$618 800
1952: 611 950
1951: 572 738

The estimate includes \$55 000 in respect of the Geneva staff of the High Commissioner for Refugees and \$7 000 in respect of the staff of the Permanent Central Opium Board.

(i) *Travel and removal expenses of staff and dependants* \$ 35 000
1952: 44 000
1951: 39 155

The estimate includes \$5 000 in respect of the High Commissioner's Office at Geneva, as compared with \$7 000 in 1952.

The estimate covers travel costs of temporary staff, and, on the assumption that there will not be a heavy conference programme, a reduction of \$7 000 is made in addition to the reduction of \$2 000 on the High Commissioner's Office.

(ii) *Installation payments* \$ 20 000
1952: 30 000
1951: 19 850

The estimate includes \$4 000 for the High Commissioner's Office.

Staff turnover continues to be low and on the assumption that it will remain so a reduction of \$9 000 is made, apart from the reduction of \$1 000 in the High Commissioner's Office.

(iii) *Separation payments* \$ 22 000
1952: 30 000
1951: 19 188

On the assumption that staff turnover will remain low, the estimates are reduced to a little over the 1951 figure, due to the fact that benefits increase with length of service.

(iv) Contributions—Staff Pension Fund	\$370 000
1952:	355 350
1951:	348 862

The estimate includes \$31 000 in respect of the Geneva staff of the High Commissioner for Refugees, and \$500 in respect of Provident Fund contributions for a few part-time employees who still remain in that Fund.

(v) Repatriation grants	\$ 15 000
1952:	15 000
1951:	4 893

Grants at the full rate will become payable in 1953, but as staff turnover is low the estimate has not been increased.

(vi) Children's allowances	\$ 90 000
1952:	80 600
1951:	82 949

The estimate is based on experience, the trend of expenditures being upwards. \$5 000 is included in respect of the Geneva Office of the High Commissioner.

(vii) Medical insurance	\$ 15 000
1952:	14 000
1951:	12 076

The number of staff participating in sickness insurance continues to increase: it rose from 731 to 895 (including dependants) between March 1951 and March 1952. At the end of the year expenditure on contributions was running at the rate of \$14 000 a year.

(viii) Travel on home leave	\$ 41 000
1952:	31 700
1951:	32 866

The estimate is above the 1951 expenditure, in view of the addition of staff now employed in the High Commissioner's Office, the needs of which are estimated at \$8 000, this figure being based on a detailed costing of entitlements.

(ix) Staff training	\$ 8 500
1952:	9 000
1951:	7 693

The estimate covers language training courses, which are utilized also by the World Health Organization and the International Labour Office, which contribute towards the cost. The increase over 1951 is due to a small increase in teaching fees, which are now 15 francs an hour net.

Revenue, estimated at \$3 000 in 1953, is derived from these activities.

(x) Staff welfare	\$ 1 000
1952:	1 000
1951:	5 013

The 1951 figure includes expenditure on medical supplies now charged in chapter VI. The present estimate covers small grants towards recreational activities.

(xi) Contributions to social insurance	\$ 1 300
1952:	1 300
1951:	193

The estimate relates to certain Swiss staff who, because they are not covered by the United Nations Pension Fund, are compulsorily insurable under Swiss State schemes.

CHAPTER VI

Common services	\$408 000
1952:	397 080
1951:	366 514

The estimate provides \$16 000 in respect of the Geneva headquarters of the High Commissioner, and \$1 300 in re-

spect of the cable costs of the Permanent Central Opium Board.

(i) Telephone services (excluding long-distance) \$	19 000
1952:	19 000
1951:	17 157

The increase over 1951 is attributable to the extension of the building.

The estimate provides \$18 000 for rental charges and local calls and \$1 000 for minor alterations, interconnexions, etc. The share of the High Commissioner's Office is put at \$1 000.

(ii) Cables, telegraph and long-distance telephone	\$ 21 000
1952:	34 080
1951:	26 612

The 1953 figure includes \$5 000 for the High Commissioner and \$1 300 for the Permanent Central Opium Board. It assumes that traffic to New York will be sent by teletype—were the telegraph to be used, the estimate would have to be increased to \$30 000. The estimate assumes further that cost of traffic to and from missions which may be relayed through Geneva will be charged to the office or mission where the message originated.

(iii) Postal services	\$ 50 000
1952:	45 000
1951:	56 438

There was a sharp increase in postage expenditure in 1951, which was maintained in the early months of 1952, when expenditure was at the rate of \$60 000 a year. To some extent this was due to the heavy programme but it was also partly due to the effect of increased printing in Europe, initial distribution of which to sales agents, etc., is now being made by Geneva instead of New York.

(iv) Contractual services for maintenance of premises	\$ 68 000
1952:	68 630
1951:	47 677

The estimate comprises:

\$31 000 for maintenance of buildings, based on a detailed list of jobs to be done;

\$12 000 for maintenance of technical installation;

\$6 000 for parks and gardens;

\$7 000 for purchase of uniforms, overalls, blouses, etc.;

\$6 000 for purchase of cleaning materials;

\$6 000 for laundering of towels, uniforms, etc.

The 1951 figure is not comparable, since expenditure on the last item above was then charged to miscellaneous supplies and services. The increase is otherwise mainly owing to the fact that items previously deferred for reasons of economy can be deferred no longer, but it is estimated that \$1 500 of the increase represents Swiss purchase tax which will be recovered.

(v) Utilities	\$ 59 600
1952:	51 000
1951:	48 672

The 1952 figure was an underestimate because the price of oil fuel rose by 35 francs a ton in the latter part of 1951. The increase for 1953 over 1951 expenditure is attributable to the extension of the *Palais des Nations*, which it is estimated will result in increases of \$1 000 in electricity and water costs (making a total of \$19 000) and \$9 000 in fuel oil costs (partly because of the higher price and partly because consumption will rise from 795 to 900 tons).

The share of the High Commissioner's Office in Geneva is put at \$1 000.

(vi) Stationery and office supplies	\$ 34 000
1952:	34 000
1951:	25 306

The estimated share of the High Commissioner's Office at Geneva is \$2 500. The increase over 1951 is due to higher prices (the 1951 estimate was based on March 1950 prices, and purchases were held down to the level of the estimate). In each of the three years previous to 1952 consumption has exceeded purchases, and this will be so in 1953. It is estimated that purchases at 1952 levels would cost \$40 000. However, the same provision as in 1952 is requested to reflect the anticipated lower level of activity of the European Office in 1953.

(vii) Internal reproduction supplies	\$107 000
1952:	108 000
1951:	93 608

As with stationery, the 1951 estimate (\$95 000) was short because prices rose from 2.80 francs a ream in early 1950 to 5 francs by mid-1951. Purchases, which were held approximately to the level of the estimate, were consequently far short of consumption, which reached 98 000 reams as compared with 94 000 in 1950. Nevertheless, on the assumption that the visiting conference programme will be light, it is proposed to buy 68 000 reams only in 1953: the present price being 5.50 francs, the estimate thus includes \$87 000 for roneo paper. The balance is required for stencils, ink and other supplies. \$4 000 is attributed to the Office of the High Commissioner.

(viii) Telecommunication supplies	\$ 1 500
1952:	—
1951:	4 493

The estimate covers replacement of worn parts, etc. The 1951 figure includes rentals which should not be necessary in 1953.

(ix) Rental of office and other equipment	\$ 10 000
1952:	7 100
1951:	6 395

The estimate covers repair and cleaning of furniture, carpets, etc. (\$4 000); maintenance and repair of calculating machines (\$2 000); \$2 500 for maintenance of roneo machines; \$1 500 for other equipment.

(x) Operation and maintenance of transportation equipment	\$ 5 500
1952:	5 000
1951:	4 729

The increase is attributable to the higher price of motor fuels.

(xi) Freight, cartage and express	\$ 14 000
1952:	7 000
1951:	12 797

The 1952 figure, though based on 1950 and previous experience, was an underestimate, partly owing to higher freight rates but mostly to the extent to which shipment of publications to New York has increased as a result of increased printing in Europe. \$500 is attributable to the High Commissioner.

(xii) Air freight	\$ 2 500
1952:	1 000
1951:	2 180

Partly as a result of increased printing in Europe, there have been increased requests from Headquarters for ship-

ment by air to Headquarters of small quantities of advance copies of publications and other documents.

(xiii) Insurance	\$ 6 900
1952:	6 900
1951:	5 624

The increase, compared with 1951, is attributable to extension of the property insurance to cover the enlarged building.

(xiv) Cafeteria	\$ 1 500
1952:	3 000
1951:	4 015

The estimate covers replacements of crockery, etc.

(xv) Miscellaneous supplies and services	\$ 4 500
1952:	4 370
1951:	10 811

The 1951 figure is not comparable as it includes approximately \$6 000 now provided for under item (vi).

(xv.a) Medical supplies	\$ 3 000
1952:	3 000
1951:	—

The estimate covers X-ray films and other supplies needed by the Clinic. Part of the cost is recovered from the International Labour Organisation and the World Health Organization.

CHAPTER VII

Permanent equipment	\$103 000
1952:	127 500
1951:	159 896

It is estimated that \$2 000 of the total represents purchase tax which will have to be charged to the budget but which will be recovered.

(i) Furniture and fixtures	\$ 30 000
1952:	43 000
1951:	24 610

The estimate covers purchases of Kardex equipment, shelving, filing cabinets, etc. (\$10 000) one-half of the cost of shelving for the new storage space in the "tunnel" (\$10 000), and replacement of worn or unsuitable furniture, including curtains and carpets (\$10 000).

(ii) Office equipment	\$ 24 500
1952:	30 000
1951:	26 948

The estimate covers:

\$7 500 for photographic equipment to complete the photo-offset printing equipment;

\$3 500 for a second addressograph machine and plates;

\$2 500 for the replacement of twenty typewriters, all over ten years old.

\$3 000 for replacement of old calculating machines;

\$7 000 for purchase of a machine to assemble documents: it is estimated that in a year such as 1951 this machine would save its cost in one year;

\$1 000 for miscellaneous minor items.

(iii) Telecommunications equipment	\$ 500
1952:	5 000
1951:	5 204

Only certain testing equipment is needed.

(iv) *Library books and maps* \$ 27 000
 1952: 24 000
 1951: 19 400

Rockefeller Endowment income is expected to be \$13 000, and the total provision of \$40 000 is required to cover:

Purchases, \$13 500 (1952: \$12 500);
 Subscriptions, \$8 000 (1952: \$9 500);
 Binding, \$15 000 (1952: \$11 500);
 Equipment, \$3 500 (1952: \$3 500).

The price of books has increased. The cost of subscriptions has been reduced by obtaining more publications on an exchange basis, but as a result of the increased total of publications and documents received the amount of binding has increased, the price of which has also increased. The equipment required is shelving, chiefly for the room containing the records of United Nations and the specialized agencies, the volume of which increases rapidly.

(v) *Transport equipment* \$ 3 000
 1952: —
 1951: —

It is proposed to replace the small office lorry, which is now eighteen years old.

(vi) *Improvements to premises* \$ 12 000
 1952: 17 000
 1951: 77 566

The 1951 figure related mainly to transformation of the Council Chamber.

The 1953 estimate covers:

\$2 000 for installation of ventilation in the cafeteria serving room;

\$5 000 for creation of documents storage rooms in the tunnel between the Council Building and the Library. The full project will cost \$10 000 but is to be carried out over two years

\$2 400 for transformation of a *monte-charge* which is considered to be dangerous;

\$2 600 for minor items such as communicating doors.

(vii) *Miscellaneous equipment* \$ 6 000
 1952: 8 500
 1951: 6 168

The estimate covers minor items such as workshop equipment (\$1 200), cafeteria equipment (\$1 000), vacuum cleaners and polishers (\$1 200) and various other tools and equipment.

Section 20a. Office of the High Commissioner for Refugees

\$673 900

(1952: \$639 100 1951: \$218 353)

The 1951 figure relates to a year when the High Commissioner was still forming his organization and when, owing to the unforeseen continuation of the International Refugee Organization, the work of the High Commissioner was lighter than had been anticipated. It is not therefore properly comparable to the figures for 1952 and 1953. In comparing the two latter years it should be noted that in addition to the sums here requested for 1953, \$71 000 is included in chapters V and VI of section 20 for common staff costs and common services of the High Commissioner's Office at Geneva (\$72 500 for 1952) while \$4 500 is included in section 25 for contractual printing (\$4 800 for 1952). The total budgetary request attributable to the High Commissioner is therefore \$749 400, as compared with \$716 400 in 1952. No part of the estimate relates to operational costs; any direct or indirect material assistance to refugees which the High Commissioner may provide will be met from the voluntary Refugee Assistance Fund.

The net increase in the estimates for section 20a is entirely attributable to the necessity for budgeting all posts for a full year (whereas in 1952 a sizable reduction for extended delay in recruitment had been applied to branch office posts) and to the application of approved cost-of-living adjustments for the General Service staff.

As in the 1952 estimates, staff requirements are presented in two tables for (a) Headquarters and (b) all Branch Offices. Until all the latter have been in operation for some time, the High Commissioner would wish to retain a measure of freedom in the distribution of his Branch Office staff within budgetary limits.

CHAPTER I

Headquarters Office of the High Commissioner . . . \$305 200
1952: 295 200
1951: 177 440

(i) *Established posts* \$281 000
1952: 257 000
1951: 151 529

Table 20a-1. Headquarters Office of the High Commissioner

Number of established posts		Category and post level	Gross salaries
1952	1953		
1	1	High Commissioner	\$
		Salary	23 000
		Allowance	7 000
<i>Director and Principal Officer</i>			
1	1	Deputy High Commissioner (Principal Director)	
		Salary	17 500
		Representation Allowance	2 000
2	2	Principal Officer	29 230
<i>Professional</i>			
2	2	Senior Officer	23 650
4	4	First Officer	38 390
5	5	Second Officer	39 360
2	2	Associate Officer	12 250
6	6	Assistant Officer	30 690
			223 070
Deduct: Salary differential (5% on 75% of salary)			8 360
			214 710

Table 20a-1. Headquarters Office of the High Commissioner (cont'd)

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>General Service</i>			
(Dollar equivalent of Swiss francs, as per Geneva General Service salary scales)			
1	1	Professional Assistant (G-7)	\$ 3 940
2	2	Administrative Assistant (G-6)	8 320
3	5	Secretarial and Clerical (G-5)	16 700
8	8	Secretarial and Clerical (G-4)	23 960
5	6	Secretarial and Clerical (G-3)	16 790
-	2	Secretarial and Clerical (G-2)	4 590
42	47		\$74 300
Add: Cost-of-living adjustment for General Service staff			3 700 78 000
			292 710
Deduct: Adjustment for turnover of staff			11 710
			TOTAL \$281 000

The High Commissioner has organized his Headquarters (outside of his personal office of seven posts) into two principal divisions. One of these, division A, comprising eleven Professional and fourteen General Service posts, deals with those functions laid down in resolution 319 (IV) of the General Assembly which concern resettlement, questions of financial assistance to refugees, and liaison with intergovernmental and voluntary agencies. It is also concerned with the functional co-ordination of the three branch offices outside Europe, and is responsible for internal administrative and organizational matters such as the administrative control and management of all branch offices, and includes a small registry.

Division B, comprising eight Professional and seven General Service posts, deals with the international protection of refugees and is concerned with functional co-ordination of seven branch offices established in Europe.

The total number of posts requested for 1953 for the High Commissioner's Headquarters shows an increase of five Secretarial posts over 1952. These five posts are currently carried on temporary assistance, and are proposed for inclusion as established posts for 1953. A reduction of \$13 000 is shown in the estimates for temporary assistance as a result of this transfer.

(ii) *Consultants* \$ 1 000
1952: 2 000
1951: 2 268

Provision is requested for special studies or reports by local experts and voluntary societies.

(iii) *Temporary assistance* \$ 1 000
1952: 14 000
1951: 8 734

The estimate provides only for occasional leave replacements of staff in the General Service.

(iv) *Overtime* \$ 200
1952: 200
1951: —

(v) *Travel on official business* \$ 22 000
1952: 22 000
1951: 14 909

The estimate is based on present experience.

CHAPTER II

Branch offices	\$368 700
1952:	343 900
1951:	40 913

In accordance with the terms of paragraph 16 of his Statute, the High Commissioner has made inquiries on the need for him to be represented in various countries. In the light of these inquiries, and having regard to the experience of the International Refugee Organization and its predecessors, the High Commissioner considers it necessary to have branch offices in the United States of America, Latin America, the Far East, Germany, Austria, the Benelux countries, Greece, Italy, France and the United Kingdom.

International protection of refugees, both now and in the past, has been concerned on the one hand with promoting by general measures the improvement of the status of refugees, both in international and national law, and, on the other hand, with assisting refugees, by means of appropriate representation, to overcome particular disabilities and difficulties with which they are faced; preventing discrimination; removing legal disabilities of any kind and in particular those which prevent the assimilation of refugees; and attempting to ensure that refugees enjoy full economic and social rights and liberty of movement, both within and outside their country of residence, as provided in the draft Convention on the Status of Refugees. In the opinion of the High Commissioner these responsibilities, which are specifically laid upon him by paragraph 8 of his Statute, cannot be satisfactorily assumed without representation in the countries named.

Branch offices were established during 1951 in the United States of America (Washington), Germany (Bonn) and Austria (Vienna) and during the early part of 1952 in Brussels (for the Benelux countries), Athens and Bogotá (for Latin America). It is anticipated that the remaining four offices will be opened by mid-1952. The office in the United Kingdom will have special responsibilities in relation to the British Commonwealth.

It has not been possible as yet to assess the full implication of the cessation of IRO activities. In so far as they are dealt with at all, many of the individual problems of refugees which have hitherto been handled by IRO will have to be the concern of voluntary agencies, since the High Commissioner's branch offices are clearly not staffed to deal with the enormous volume of correspondence entailed. The primary task of the branch offices will be to assist the national bodies to find solutions to the problems affecting groups of refugees, by means of representation to governments or other local authorities and by any other means within their capacity. It is nonetheless probable that a considerable number of refugees will address themselves in the first instance to the Office of the High Commissioner when they have problems to raise.

In the preparation of the estimates, known data have been used wherever possible, but there are necessarily a number of uncertainties apart from those inherent in the fact that a number of offices are not yet open. For offices in areas where cost-of-living surveys are only now being arranged, the estimates have been framed on the basis of provisional salary differentials. Similarly, provisional General Service rates have been fixed for some offices.

(i) Established posts	\$245 700
1952:	205 100
1951:	22 695

Table 20a-2. Branch Offices of the High Commissioner

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
2	2	Principal Officer	\$ 27 740
<i>Professional</i>			
8	8	Senior Officer	95 130
1	1	First Officer	9 570
4	4	Second Officer	30 110
3	3	Associate Officer	18 090
7	7	Assistant Officer	31 010
			211 650
Deduct: Differentials on salaries			9 650
			202 000
<i>General Service</i> (Dollars or dollar equivalent of local currencies as per General Service salary scale)			
33	33	Secretarial and Clerical	52 600
58	58		254 600
Add: Cost-of-living adjustment for staff at Washington			1 350
			255 950
Deduct: Adjustment for turnover of staff			10 250
			TOTAL \$245 700

(ii) Temporary assistance	\$ 1 000
1952:	1 000
1951:	392

Provision is made for occasional leave replacements of general service staff.

(iii) Overtime and night differential	\$ 1 000
1952:	1 000
1951:	—

(iv) Travel and removal of staff and dependants	\$ 7 000
1952:	11 000
1951:	309

(v) Installation payments	\$ 4 000
1952:	11 000
1951:	1 040

(vi) Contributions, Staff Pension Fund	\$ 30 000
1952:	23 000
1951:	2 016

(vii) Children's allowances	\$ 5 000
1952:	8 000
1951:	192

(viii) Contributions: medical insurance	\$ 2 000
1952:	2 000
1951:	25

(ix) Travel on home leave	\$ 2 000
1952:	—
1951:	—

The total estimate for articles (iv) to (ix) above (Common Staff Costs) amounts to \$50 000 as compared with \$55 000 for 1952.

(x) Travel on official business	\$ 19 000
1952:	15 800
1951:	2 203

The limited experience thus far has shown that, in order to be effective, most of the local representatives of the High Commissioner must travel within their area to the places where refugees are living.

(xi) <i>Postage and communications</i>	\$ 10 500
1952:	12 000
1951:	354
(xii) <i>Rental and maintenance of premises</i>	\$ 24 000
1952:	18 800
1951:	595
(xiii) <i>Stationery and office supplies</i>	\$ 7 000
1952:	7 200
1951:	158
(xiv) <i>Operation and maintenance of transportation equipment</i>	\$ 7 000
1952:	4 000
1951:	—

(xv) <i>Miscellaneous supplies, and services</i>	\$ 2 500
1952:	4 000
1951:	292

Total estimates for articles (xi) to (xv) above (Common Services) amount to \$51 000 as compared with \$46 000 in 1952. The increase is attributable to provision for a full year operations in 1953, contrary to the 1952 estimate. Under operation and maintenance of transportation equipment, provision is made for the purchase of a car in Rome. One car has been provided at Bonn, Vienna, Brussels and Athens.

(xvi) <i>Permanent equipment</i>	\$ 1 000
1952:	20 000
1951:	10 642

The needs of the offices should have been fully provided by the end of 1952, and only minor new requirements should come to light in 1953.

PART V

INFORMATION CENTRES

(Exclusive of the Information Centre at Geneva)

\$892 300

(1952: \$892 300 1951: \$838 080)

Section 21. Information Centres

\$892 300

(1952: \$892 300 1951: \$838 080)

The General Assembly at its sixth session approved, by resolution 595 (VI), the following revised recommendation as one of the basic principles¹ underlying the public information activities of the Organization:

"(2) In order to ensure that peoples in all parts of the world receive as full information as possible about the United Nations, the Department of Public Information should establish and maintain a system of Information Centres on an adequate regional and/or linguistic basis with due regard to actual varying needs."

The budget estimates for 1953 for the United Nations Information Centres have been prepared in conformity with this principle and in the light of the general considerations quoted in the introduction to section 13. The implementation of the basic principles as referred to above is, in fact, to a large extent carried out through the network of Information Centres.

In accordance with the original recommendations made by the General Assembly at its first session [resolution 13 (I), annex I] altogether nineteen Information Centres had been established up to 1951. The estimates for this section provide for the operation of seventeen Centres (the Information Centre in Geneva being included in section 20). The reduction of the total number of Information Centres from nineteen to eighteen is due to the closing in 1952 of the Warsaw Information Centre, as a result of the revaluation of the Polish currency, which increased the annual operational cost of the Centre from \$26 270 to approximately \$70 000.

The general task of all Information Centres is to bring knowledge of the United Nations, its aims and activities, to the peoples of the regions they serve by the most efficient methods according to existing facilities, conditions and requirements, preferably in the languages spoken in the regions and with full regard to the populations' susceptibility to the various media of information and their social, cultural and political environments. Consequently, while the main task of the Centres is the implementation on a regional basis of the policies of the Department of Public Information, their operational duties vary according to the special requirements of the areas served. In this way, the Information Centres have become indispensable vehicles in the efforts to meet the constantly growing demands coming from various parts of the world for an increasing amount of objective information on United Nations affairs.

In conformity with the directive to assist and to rely primarily upon existing outside information facilities, the Centres maintain close co-operation with national newspapers and press agencies, publishing houses and sales agents, radio and television establishments, film producers and distributors, and visual information establishments. While most material

by necessity must be produced at Headquarters and airmailed to the Centres, the daily United Nations radio broadcasts provide a valuable source of information material for immediate use by the Centres. Among the main liaison activities of the Centres is negotiation for the relaying of United Nations news broadcasts and special feature programmes over local radio stations, and general publicity for United Nations broadcasts in order to increase the listening audiences and, consequently, the effectiveness of the radio programmes. The Centres, furthermore, promote the showing and distribution of the films produced by the United Nations and specialized agencies. Some of the Centres also assist the Films and Visual Information Division in covering United Nations events or activities taking place in the area. The Centres help in the co-ordination of sales of United Nations publications and the distribution of United Nations printed material. Some of the Centres issue, in the appropriate national languages, regular bulletins, press releases, pamphlets and leaflets, and provide for the translation into national languages of the publications issued by the United Nations and specialized agencies. They make arrangements for printing of certain material, including United Nations Day leaflets and posters. Each Centre maintains a reference and inquiry service, and makes available pertinent materials for use by national information services, educational institutions and other governmental and non-governmental organizations. Demands on these reference and inquiry services have greatly increased since some of the governments of Member States introduced the subject of teaching about the United Nations and specialized agencies into school curricula.

Within the framework for co-ordination of information policy between the United Nations and specialized agencies, the Information Centres have special functions as instruments for common services.

In addition to general periodic and *ad hoc* reports to Headquarters on their activities and on the chief events related to the United Nations within the area served, the Information Centres regularly inform the Secretariat about the prevailing trends of opinion on the United Nations, its aims and its work. To this end the Centres keep under continuous review the use of United Nations material by media of information, the contribution this material makes to the understanding of the Organization and the issues under its consideration, the presentation and interpretation of United Nations news by media of information in general and public reactions to the United Nations.

Over and above these normal activities, the Information Centres have gradually been assigned many extra duties, some of which were originally intended as *ad hoc* or emergency help to other departments or United Nations organs, but which have developed into regular and permanent assignments. These duties may in some cases comprise as much as 20 per cent of the Centre's operations and place a consider-

¹ See *Official Records of the General Assembly, Sixth Session, Annexes*, agenda item 41, document A/C.5/L.172.

able burden upon its financial and staff resources; as a consequence, the work originally assigned to the Centres suffers proportionally. Among these extra activities are also assistance to the Bureau of Personnel in interviewing and selecting staff, and services rendered to the Bureau of Finance in connexion with payments on their behalf and cost-of-living assessments, as well as assistance to the Transportation Division in helping United Nations personnel who are travelling.

Other extra tasks in connexion with the servicing of United Nations missions have also developed into permanent assignments, and special note should be taken of the Centres' extensive co-operation with the Technical Assistance Administration and Technical Assistance Board, which has lately taken up much time. Even special undertakings for the United Nations Library have now become a part of the Centres' work. These include particularly: (1) collecting from time to time and dispatching to Headquarters of official or non-official publications originating within the area under the Centres' jurisdiction; (2) securing implementation of the policies governing the system of depository libraries by occasional visits to such libraries in the area served; and (3) advising on the establishment of book and document exchanges with private and official libraries and on the modification of the existing exchange arrangements.

While contact with governmental information services, for the purpose of enlisting their active support in spreading knowledge about United Nations affairs, is a regular and permanent feature of the Centres' routine work, the offices are also faced with growing demands by governments of Member States and their agencies for various special services, including assistance in preparatory work for participation in United Nations sessions and other international conferences within the framework of United Nations activities and the provision of documents and publications of all types.

Automatic or uncontrollable increases in the 1953 estimates amount to \$45 420 for: (a) within-grade increments in salary; (b) adjustments of salary differentials; (c) increased provision for travel on home leave, and (d) contractual arrangements for editing the new *Revue des Nations Unies* in Paris. However, the rationalization of the services and the curtailment of the activities of the Shanghai Information Centre have made it possible to absorb this total amount within the proposed estimates.

CHAPTER I

Salaries and wages	\$508 710
	1952: 536 280
	1951: 490 616
(i) Established posts	\$445 960
	1952: 470 180
	1951: 416 368

The estimate for established posts provides for seventy-five posts, i.e., the same number as was approved for 1952, and is based on the present salary differentials with no provision made for adjustments in salary differentials in areas where cost-of-living surveys have been instituted.

The estimate includes \$2 110 for cost-of-living adjustment (Washington Centre), \$390 for language allowances and \$890 for non-residents' allowances.

Salaries of staff in the General Service category for all Information Centres, except Washington and Shanghai, are shown on a net basis.

The *Belgrade Information Centre* was opened in November 1950. It serves Yugoslavia.

The first year of the Centre's existence was marked by its efforts to meet very large demands for information about the

Table 21-1. *Belgrade Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	First Officer	\$ 9 790
<i>General Service</i> (Dollar equivalent of General Service local salary scales)			
1	1	Office Assistant	300
2	2		10 090
Deduct: Adjustment for turnover of staff			400
TOTAL			\$ 9 690

United Nations, which evidenced the interest shown in United Nations affairs all over Yugoslavia. The Centre found that, for the present, the most efficient way of meeting these demands was by the steady supply of information material to the press which, in a multi-lingual country like Yugoslavia, imposed a considerable burden on the Centre.

Meanwhile, the possibilities of using films and visual material as the chief medium of dissemination of United Nations information, as well as a tool for teaching purposes, have become evident. These will be immeasurably increased when more Serbo-Croat versions of films and filmstrips become available. The demand for such material is very great.

University professors, teachers and students, especially students of law and economics, are showing an increasing interest in the United Nations and make frequent visits to the Information Centre to study problems with which they are concerned. It is felt that interest in the United Nations among the general public, the press and the scientific and educational groups is steadily growing. To cope with this development and in order to spread information about the United Nations on the broadest possible scale, the Information Centre is planning to provide at least a few basic items of United Nations material in the local language.

Table 21-2. *Buenos Aires Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 11 790
1	1	First Officer	9 300
			21 090
Deduct: Differential (30% on 75% of base salaries)			4 740
			16 350
<i>General Service</i> (Dollar equivalent of General Service local salary scales)			
2	2	Office Assistant	4 900
4	4		21 250
Deduct: Adjustment for turnover of staff			850
TOTAL			\$20 400

The *Buenos Aires Information Centre* has been in operation since November 1948. It serves Argentina, Bolivia, Paraguay and Uruguay.

In the field of teaching about the United Nations, negotiations were initiated with the Ministries of Education in Argentina, Bolivia, Paraguay and Uruguay with a view to obtaining the designation of a professor from each country

to collaborate in the preparation of a Spanish text-book for use in schools. The suggestion was well received, and Uruguay has already named a prominent educator for this purpose.

The inclusion in the official school curricula of teaching about the United Nations is under consideration in both Paraguay and Uruguay. (This measure is already in effect in Argentina and Bolivia.) In Bolivia, a special three-month course of study on the United Nations was inaugurated on United Nations Day in 1951. The course will be repeated every year hereafter.

The name of "*Naciones Unidas*" has been given to an important educational institution in La Paz. Voluntary educational centres were constituted in Bolivia and Uruguay.

Preliminary arrangements were made in December 1951 with the National Directorship of Public Schools of Argentina for a harmonized distribution of educational material in grammar schools, beginning with the school term, March-December 1952.

Filmstrip and documentary film distribution and exhibition received a good stimulus during 1951 as a result of voluntary co-operation from non-governmental organizations and individuals.

The Centre distributed photographic material to newspapers and magazines, and many photographs were reproduced.

Some 700 posters were distributed during the year, not including United Nations Day posters, of which the distribution amounted to 3 000, and 201 photo-sheets were sent out not only to newspapers for reproduction, but also to institutions which use them as bulletin-board posters. The *Facultad de Teologia* staged a United Nations poster exhibition, which resulted in numerous requests from other institutions for posters.

Relations with the non-governmental organizations have been maintained and the Centre has kept them regularly supplied with material for their activities.

News releases and other material which the Centre supplied to the Argentine newspapers were used either as received or as background and reference material. Press releases have also met with a good reception in Bolivia and Paraguay, and, in this respect, the Centre contemplates increasing its output in 1953.

During the year, the affiliation of several new radio stations of the area to the United Nations Network of Peace was obtained.

United Nations recorded programmes were made available to and broadcast by *Radio Nacional del Paraguay* in Asuncion and *Radio Ariel* in Montevideo. A large quantity of recordings was used by the Inter-American Association of Broadcasters, with headquarters in Montevideo, Uruguay, for distribution to radio stations in the interior of that country.

Many radio stations of the area co-operated in the commemoration of United Nations Day and Human Rights Day.

Co-operation with the specialized agencies has greatly increased. Thus a large quantity of leaflets, bulletins, posters, releases and publications from UNESCO, FAO, WHO, ICAO, ILO, IRO, the Bank and the Fund was distributed to newspapers and magazines, government departments, institutions, individuals and libraries.

United Nations Day and Human Rights Day celebrations in the countries of the area were carried out with the co-operation of Government authorities, the Press, voluntary helpers and non-governmental organizations.

Use of the reference library constantly increased during the year.

Table 21-3. Cairo Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
		\$	
1	1	Senior Officer	12 080
1	1	First Officer	9 540
-	1	Second Officer	7 330
			28 950
		Deduct: Differential (15% on 75% of base salaries).....	3 250
			25 700
<i>General Service</i>			
(Dollar equivalent of General Service local salary scales)			
2	2	Office Assistant	4 710
4	5		30 410
		Deduct: Adjustment for turnover of staff.....	1 220
			TOTAL \$29 190

The *Cairo Information Centre* was opened in April 1949 to serve Egypt, Ethiopia, Iraq, Lebanon, Saudi Arabia, Syria and Yemen. It also temporarily served the United Nations Commissioner in Libya. In order to provide increased coverage for the whole Middle East, one additional post at the Second Officer level is requested for 1953.

The Arabic-language bulletin, issued bi-weekly, continues to be a most important channel for dissemination of United Nations news. In fact, it has proved to be a main source of information about the United Nations, especially for newspapers with limited resources and in areas where newspapers are scarce.

Press releases and features in Arabic, French and English were distributed in the area covered by the Centre. In all cases, the Centre concentrated its efforts regarding this media in getting material in the Arabic language to the Press. Feature material in Arabic was particularly well utilized.

About 25 000 pamphlets in the Arabic language were circulated; lesser quantities were distributed in English and French as appropriate. The Centre translated into Arabic, and arranged the printing of, four United Nations pamphlets, one of these on behalf of the Technical Assistance Board. Arrangements for local printing of two additional United Nations publications were handled by the Centre, which also handled Arabic translations and printing on behalf of several specialized agencies on a reimbursable basis.

At the end of 1951, United Nations films went into circulation in commercial cinemas in Egypt for the first time. Plans have been made for a similar distribution of films in other parts of the region. The demand for films has greatly increased recently.

Over 10 000 posters in Arabic, French and English were distributed and photographs were supplied to newspapers and other applicants in the area.

The Centre acts in liaison with the radio stations of the area, which, in addition to daily news broadcasts about United Nations, also broadcasts other programmes and material received from Headquarters, other Information Centres or the specialized agencies.

Special publicity was organized for the United Nations Training Centre on Vital and Health Statistics, held in Cairo from 10 October to 8 December 1951. Personnel assigned to this mission were given all assistance possible and extensive use was made of the secretariat of the Centre.

The Centre also purchased office supplies for the Libyan and Eritrean Commissions and assisted in the recruitment of personnel for the former.

The Centre also held a number of press conferences on the occasion of visits of United Nations personalities and missions. These conferences received wide publicity in the form of news and visual information.

Table 21-4. Copenhagen Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 12 120
1	1	First Officer	9 710
			21 830
Deduct: Differential (30% on 75% of base salaries).....			4 910
			16 920
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
2	2	Office Assistant	3 720
4	4		20 640
Deduct: Adjustment for turnover of staff.....			820
TOTAL			\$19 820

The *Copenhagen Information Centre* was established in December 1946. It serves Denmark, Iceland, Norway and Sweden and maintains extensive contact with Finland.

In addition to routine press releases, the Centre produces a weekly feature service in Danish, Icelandic, Norwegian and Swedish, accompanied by mats, blocks or photographs. Approximately 825 newspapers are served in this way. Twice weekly a special feature service is released through selected agencies in the area. The *United Nations Weekly Summary* is monitored and released through news agencies. The Press is also serviced through advance texts, summaries, information papers, etc. A selected circle of the seventy-five most important papers in the area is, in addition, given a regular service of more technical matter for background use. Fortnightly *Newsletters* in the four languages of the area are issued in approximately 3 000 copies. The Centre is also charged with local distribution of the various journals, newsletters and bulletins issued by the specialized agencies.

Topical photographs, photo sheets and picture layouts are supplied to the daily and periodical Press in large quantities, and good coverage is obtained on this service. The Centre's photo library receives numerous requests from editors, textbook writers and others.

Through negotiations with local film companies, the Centre has obtained the distribution of United Nations films in local language editions (Danish, Norwegian and Swedish) free of cost to the United Nations. So far, a total of fifty-six local-language versions have been contracted for. The Centre also supervises the production of these language versions and assists in the promotion. It acts as liaison with the newsreel companies in the area, and has undertaken local production of smaller films for the United Nations. The Centre strives to extend its film activities also to Finland, and participates in the Department of Public Information stimulation programme for local production of films with a United Nations point of view.

Arrangements have been made with a Norwegian distributor to produce United Nations filmstrips on a contractual

basis, and negotiations are under way for similar arrangements in Denmark and Sweden.

The Centre has also given assistance to the specialized agencies in their film problems.

Large quantities of United Nations posters, charts and other visual material have been displayed at railway stations, post offices, in trams and buses, shops, co-operative stores, schools, etc.

Distribution of United Nations pamphlets, folders, booklets, duplicated material, etc., has been extensive. The Centre has produced and printed a number of United Nations publications in three Scandinavian languages. For ILO and WHO, and at their expense, the Centre has produced folders in three languages, and is now engaged in production of the *UNICEF Bulletin* in a Swedish edition. In addition to the printed matter, the Centre produces duplicated summaries, background papers, standard lectures and other information papers.

The Centre acts as liaison with the radio stations in the area for the placing of United Nations material, but its most important function in this field is to encourage local programmes on the United Nations. The United Nations has obtained good coverage in television, which has now come to Denmark.

Non-governmental organizations have been active disseminators of the Centre's material, and a number of these organizations have assisted in the production and printing of material about the United Nations. Student United Nations associations are now established at all universities, and the students have given valuable practical assistance during the past year.

The Centre co-ordinates the activities in connexion with United Nations Day in all countries of the area, and is also responsible for the arrangements for commemoration of Human Rights Day.

The Centre is equipped with a reference room and receives a large number of written and personal inquiries.

Table 21-5. Karachi Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	First Officer	\$ 9 790
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
1	1	Office Assistant	1 970
2	2		11 760
Deduct: Adjustment for turnover of staff.....			470
TOTAL			\$11 290

The *Karachi Information Centre* was established in February 1951 and serves Pakistan.

The Centre began operations by publishing a weekly *Newsletter* in English giving day-to-day news of the United Nations and the specialized agencies and explaining current events with background material. An Urdu edition of the weekly *Newsletter* was added a little later.

The mailing list in the beginning was composed of information received from the New Delhi Centre, central and provincial government officials, university teachers, diplomatic missions, business houses, non-governmental organizations and the Pakistan Press is listed by the Ministry of In-

formation. It should be noted that almost all the news items published in the *Newsletter* were reproduced in full by the provincial Press, and very soon the Centre started receiving direct requests for the *Newsletter* from persons interested in the United Nations. Subsequently educational institutions, including colleges, high schools and middle schools, were added to the list.

Through the Interservices Directorate of the Ministry of Defence the *Newsletter*, in both English and Urdu, was sent to all units stationed in East and West Pakistan. At the same time contact was established with members of the armed forces through the Interservices Public Relations Directorate (Ministry of Defence) and Army Educational Corps (G. H. Q.) in order to reach the rural population, for whom a soldier returning to his village on leave, is an important source of information.

The weekly distribution of the *Newsletter* has now reached well over 1 500 in Urdu and over 1 000 in English, though the demand, which cannot be met owing to budgetary limitations, is far above these figures.

Apart from the *Newsletter*, the Centre used the following means for spreading information:

Contacting heads of educational institutions, holding meetings about the United Nations at colleges and schools and establishing small discussion groups wherever possible.

Assisting with meetings of non-governmental organizations.

Organizing film shows for educational institutions and for the units of the armed forces of Pakistan.

Supplying material and special articles to English and other language papers.

Supplying glossy prints and plastic blocks on United Nations activities to the Press.

Encouraging university students and the public in general to visit the Centre to study special problems in which they are interested.

Supplying visual information material in the form of posters and filmstrips, among others, to educational institutions, commercial houses and non-governmental organizations.

Co-operating with Radio Pakistan in scheduling talks, features and programmes to popularize the aims and purposes of the United Nations. Radio Pakistan is also supplied with background material for such broadcasts, either in the form of literature or special articles written to meet their requirements.

More than 40 000 pieces of United Nations Day literature in English and Urdu were widely distributed in 1951.

The achievements and work of the specialized agencies have been consistently publicized by the Karachi Centre, particularly when they have referred to Pakistan and neighbouring countries. Several representatives of the specialized agencies visited Pakistan in connexion with technical assistance projects.

Owing to its location as the first airport in South-East Asia which is touched by anyone travelling from west to east, Karachi has been receiving a number of visitors from Headquarters and specialized agencies bound for various destinations in the Far East and South-East Asia. The Centre tries to be of assistance to them although, because of its limited staff, this extra assignment imposes an especially heavy burden on the office.

Table 21-6. London Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 14 790
<i>Professional</i>			
1	1	First Officer	10 670
1	1	Second Officer	7 470
1	1	Assistant Officer	5 290
			38 220
<i>Deduct: Differential (25% on 75% of base salaries).....</i>			
			7 170
			31 050
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
4	4	Office Assistant	7 860
8	8		38 910
<i>Deduct: Adjustment for turnover of staff.....</i>			
			1 560
TOTAL			\$37 350

The *London Information Centre* has been in operation since January 1947. It serves the United Kingdom, the Netherlands, British dependencies and Eire.

The Centre has been able to place through cinema and television the greater part of all Film Division material offered locally through either commercial distributors, the British Broadcasting Corporation or non-commercial services of the Government or other agencies. To give two instances: one United Nations film, "The Grand Design", was shown in 3 000 British cinemas within a two-month period and thirteen others were constantly shown in commercial cinemas during the year. In the non-commercial field, one agency alone arranged 874 bookings for the United Nations film "Crossroads of Life" for an estimated audience of 1 400 000, and ten other films are being distributed by similar agencies. It is fair to assume that an audience of more than 15 million people saw United Nations films in the United Kingdom during 1951.

There are now 4 million television viewers in the United Kingdom, and during the 1951 session of the Assembly three programmes a week dealt exclusively with United Nations affairs.

The Centre acts as a liaison with the BBC, placing a great deal of United Nations material with producers of the Home and Overseas Services and using its regional knowledge to place press stories with provincial and specialized trade papers. When national services have planned programmes or campaigns on subjects of world importance affecting the United Nations, the Information Centre has been called upon to provide a central source of information, materials and facilities.

The Centre continued, in 1951, to hold a number of press conferences which were well attended. A weekly news bulletin was distributed to selected addresses and special releases regularly distributed on demand to specialists in the subject concerned.

In meeting the requirements of local sales agents and reviewers, and in conformity with local promotion methods and a discriminating market, the Centre has succeeded in bringing United Nations publications to the attention of a wide and important public through its weekly releases and its sales campaigns.

Official encouragement of current affairs studies in the schools, training colleges and universities, institutes of adult education and the armed forces enables the Centre to provide teachers and lecturers with the aids and guidance required for developing understanding of United Nations aims and activities in the class-room. Rarely have official or non-governmental organizations initiated courses of study or sponsored productions on this subject without consultation with the Centre.

The great pressure of the demand for information obliges staff of the Centre to remain at their desks, and field work therefore is hard to arrange. But regular news, feature and other services are being usefully developed between the Information Centre and newspapers and voluntary associations in Holland, where the Netherlands Government Information Service and the Netherlands Information Service for United Nations continue their invaluable work as distribution agents in all media.

In co-operation with the Colonial office, the Centre is helping to meet a wide variety of inquiries from institutions and individuals in British Dependencies overseas. Within a four-month period, for example, the Centre provided and the British Colonial Office distributed answers to 500 requests for information on technical assistance alone.

The policy of the Centre is thus to find central points for re-distribution of its materials and, because of the co-operation received from Government departments and non-governmental agencies, is succeeding in satisfying with the minimum staff the maximum demand for information and materials from distant and widely separated parts of the area it serves.

A constant and pressing demand for detailed information on all United Nations and specialized agencies subjects is put upon the Centre from all quarters of the area covered. In addition, the study and teaching of international affairs is highly developed in British institutions. News highlights, reaching editors through news agencies, stimulate the demand for more factual background from government officials, publicists, students, non-governmental organizations and commercial firms. All these factors and others multiply inquiries to the Centre. On an average, about 1 000 inquiries a month for documentation and fuller detail on a wide variety of United Nations subjects are dealt with by the library alone.

Table 21-7. London Information Centre—Travel Unit

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Associate Officer	\$ 7 220
		Deduct: Differential (25% on 75% of base salary)	1 350
			5 870
<i>General Service</i> (Dollar equivalent of General Service local salary scales)			
2	2	Office Assistant	4 280
3	3		10 150
		Deduct: Adjustment for turnover of staff	410
TOTAL			\$ 9 740

In addition to the Centre's activities in the field of information, teaching about the United Nations and liaison duties, the *Travel Unit* assisted travelling United Nations personnel in purchasing tickets, booking travel and accommodation reservations and with passport and visa matters. During 1951 the Travel Unit met an exceptional demand for travel arrange-

ments for Secretariat staff members and delegations attending the sixth session of the General Assembly in Paris.

Table 21-8. Mexico Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
			\$
1	1	Senior Officer	12 430
1	1	First Officer	10 000
1	1	Second Officer	8 740
			31 170
		Deduct: Differential (15% on 75% of base salaries)	3 500
			27 670
<i>General Service</i> (Dollar equivalent of General Service local salary scales)			
2	2	Office Assistant	4 380
5	5		32 050
		Deduct: Adjustment for turnover of staff	1 280
TOTAL			\$30 770

The Mexico Information Centre was inaugurated in August 1947 to serve Mexico and the Central American countries.

During 1951, the Centre issued 492 press releases, with a total of 51 992 copies, which were distributed to 110 newspapers in countries of the area, as well as reproductions of United Nations photographs. This material was widely reproduced by the Press.

Seventy-six theatrical showings of 35 mm United Nations films were arranged and the estimated audience for these shows was 190 000 persons, while 596 exhibitions of United Nations 16 mm films were taken care of directly through the Centre or with the help of the local distributor. Attendance at these showings is estimated at approximately 56 000 persons. In addition, teaching institutions, etc., received 235 copies of filmstrips.

The Centre arranged and facilitated recorded material in the area for 535 radio programmes which were broadcast by different stations in the area and supplied films for twelve programmes for the recently organized television service of Mexico.

The Centre supervises the printing of the Spanish edition of the *United Nations Bulletin* and makes all distribution arrangements. In addition, a total of 101 000 posters and pamphlets were distributed to individuals or organizations.

The Centre was represented at fifty-two meetings of the Mexican Permanent Commission for UNESCO, which now deals with teaching about the United Nations, and participated in the preparation of programmes related to teaching about the United Nations for schools inside the Mexican territory. Good results have also been obtained in the Dominican Republic, Costa Rica and Cuba.

The Centre took an active part in the organization of the celebration of United Nations Day in schools of the area and also participated in the organization of the celebration of Human Rights Day, distributing information material and posters and providing help for its observance in schools, apart from collaborating in several broadcasts.

The Centre was in charge of the information services during the meeting of the Economic Commission for Latin America, which took place in Mexico City. It was responsible for all local administrative arrangements for twenty-two TAA fellows and represented the Secretary-General and the Director-General of UNESCO at a number of international meetings.

Table 21-9. *Monrovia Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Professional</i>	\$
1	1	First Officer	9 790
		<i>General Service</i>	
		(Dollar equivalent of General Service local salary scales)	
1	1	Office Assistant	3 210
2	2		13 000
Deduct: Adjustment for turnover of staff.....			520
TOTAL			\$12 480

The *Monrovia Information Centre* was opened in October 1950 and serves Liberia.

Realizing that, in the under-developed areas of the region served by the Centre, radio, films and visual aid methods are the only media which can be used to reach the masses effectively, the Centre arranged for United Nations films to be shown in all cities and places where there is electricity. Filmstrips were displayed in schools and colleges and at the University.

On various occasions, such as United Nations Day, Human Rights Day, etc., the Centre organized several large exhibits. It also maintains permanent exhibits or bulletin boards in five different locations where photographs, publications and news bulletins are displayed.

Besides giving special broadcasts throughout the year, it maintained four fifteen-minute broadcasts weekly over national radio networks. United Nations records are played on two of these programmes, as well as in the Cape Mount Radio Station. Some United Nations records such as "Second Anniversary of Human Rights", "Document A/777" and "Citizens of the World" were also played at large public gatherings.

The Centre issues regular press releases which provide an important source of United Nations material for local newspapers.

The Centre furnished the Liberian Government with information and assistance as requested; the reference library is used by many government employees, students and others.

United Nations Day—which is a national holiday—and Human Rights Day are celebrated throughout the country.

Teaching about the United Nations is now part of the curricula of all schools in Liberia. The Government recently appointed a roving teacher on the United Nations who will visit and give courses on the United Nations in all the schools in Liberia.

The *Moscow Information Centre* has been functioning since April 1948 and serves the Union of Soviet Socialist Republics, the Byelorussian SSR, and the Ukrainian SSR.

The information activities of the Moscow Centre consisted mainly of the issuance and distribution of press releases, briefings and displays of documents, publications and visual material.

United Nations broadcasts in Russian are the most important source of news. They are monitored daily and used by the Centre in its work as the latest source of United Nations information. They provide material for press releases and briefings. The Centre also arranges for collective listening to United Nations broadcasts in Russian for visitors to the Centre, especially students and researchers.

An exhibition, which originated in November 1950, for the display of photographs and documents pertaining to the

Table 21-10. *Moscow Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
		<i>Director and Principal Officer</i>	\$
1	1	Principal Officer	14 330
		<i>Professional</i>	
1	1	First Officer	9 790
2	2	Second Officer	16 310
			40 430
Add: Differential (25% on 75% of base salaries).....			7 580
			48 010
		<i>General Service</i>	
		(Dollar equivalent of General Service local salary scales)	
3	3	Office Assistant	12 740
7	7		60 750
Deduct: Adjustment for turnover of staff.....			2 430
TOTAL			\$58 320

fifth session of the General Assembly, was considerably extended during 1951 and new material was added to it. Among the materials displayed were texts of speeches by various delegations at United Nations meetings, resolutions adopted or under discussion in various bodies of the United Nations, verbatim records and official messages by representatives of Member countries. Among these additional items included in 1951 was a special exhibition of the UNESCO materials on human rights.

Publications issued by the Department of Public Information, such as the *Universal Declaration of Human Rights*, *What the United Nations is Doing*, material on Non-Self-Governing Territories and especially publications of an economic and statistical nature were distributed to educational institutions, social clubs, students and teachers.

United Nations films and newsreels were made available to the Ministry of Cinematography. Some of the films were included in the Soviet newsreels and were shown in movie theatres and over the Soviet television system.

United Nations photographs distributed to newspapers and magazines have been used extensively, especially during the sixth session of the General Assembly. The Centre also supplied documents and publications to lecturers on international affairs.

During 1951 the Moscow Centre's library was considerably expanded by the inclusion of documentation on the specialized agencies. Visits to the library, particularly by students and post-graduates, increased steadily during the year. The Centre answered an increasing number of questions and supplied a number of persons with material upon request.

Within the framework of United Nations Day celebrations, the Centre organized a lecture devoted to the United Nations and in its reading room shows of 16 mm films were arranged for an invited audience and regular visitors to the Centre. In addition, the Centre issued a special press release on the United Nations film programme; fourteen United Nations films in Russian and English were included. For the purpose of speedy distribution of the "United Nations Day Picture Sheet" the Centre prepared in advance 250 sets of captions in Russian for the pictures.

In the latter part of 1951 the main attention of the Centre was concentrated on the preparation of Human Rights Day celebrations. In connexion with the observance of Human Rights Day, the Centre issued advance press releases and a

special exhibition of literature, documents, posters and photos was opened for display in the reading room of the Centre. Beginning on 5 November, the Centre arranged for daily briefings on human rights for the benefit of visitors and students on international affairs. Material on human rights was made available on TASS, the All-Union Central Council of Trade Unions, and other institutions and individuals.

Table 21-11. New Delhi Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 12 080
1	1	First Officer	9 790
			21 870
Deduct: Differential (10% on 75% of base salaries)			1 640
			20 230
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
2	2	Office Assistant	2 910
4	4		23 140
Deduct: Adjustment for turnover of staff			930
TOTAL			\$22 210

The New Delhi Information Centre, which opened in January 1947, serves Burma, Ceylon and India.

Having ascertained that one of the most efficient methods of making the United Nations known among the population in the region served is through visual information, the Centre at once established close co-operation with the Film Department of the Indian Government. Thus, all important international meetings and events pertaining to the United Nations which took place in India during 1951 were covered adequately without cost to the Organization. The "Indian Weekly Newsreel" included such events as the handing over of the Secretariat's food gift to India, the Youth Welfare Seminar and the United Nations Day celebrations.

During the year an increasing number of United Nations projects were covered and, in this connexion, the Centre also helped to arrange for filming of various enterprises such as land reclamation schemes, anti-malaria campaigns and the kansas-grass eradication project financed by the International Bank.

Hundreds of film shows were arranged in the provinces at the request of local organizations. Altogether, demands in 1951 for visual information of all types increased beyond the technical means of the Centre, so that a priority list for rush periods had to be compiled to satisfy the largest possible public.

Concerning the spread of information through publications, the task of the Centre is complicated by the great number of languages spoken in the region. While it is the policy of the Centre to address the peoples in their own languages, the basic problem is to make the proper choice of priority, taking into consideration the claims of respective language groups on one side and the restrictions of the budget and the staff available on the other. However, the Centre has been steadily widening the list of working languages and to Hindi, Urdu and Tamil, it added, in 1951, Burmese, Pushtu, Singhalese and Bengali. As far as the text of the Declaration of Human Rights is concerned, it is now available in four more languages: Telugu, Malayalam, Oriya and Punjabi, all added

during the year. Several publications based on United Nations material were issued in India through private initiative and without cost to the Organization. These include publications in Tamil and Bengali. Apart from press releases, the Centre publishes a weekly summary, received by Morse radio transmission, which has become popular, especially among smaller newspapers, as a source of United Nations news. Twice as many copies were distributed in 1951 as in 1950, although the bulletin was distributed on special request only. In order to make United Nations publications easily accessible to the public in regions distant from New Delhi, arrangements were made to set up a separate United Nations sales agency in South India.

A further increase in the network of voluntary educational centres and voluntary correspondent speakers units has taken place. The Associations for the United Nations, which have always co-operated with the Centre, increased during 1951 by nine to a total of seventy. The voluntary educational centres and voluntary correspondent speakers units and the United Nations Association took a very active part in the United Nations Day celebrations.

The Centre also co-operated closely with such organizations as the Rotary Clubs, the Caravan of India, the Indian Forum and the Indian Council of World Affairs.

Information on the activities of the specialized agencies continued to figure prominently in the Centre's press releases.

Table 21-12. Paris Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 14 790
<i>Professional</i>			
1	1	First Officer	12 050
2	1	Second Officer	9 430
			36 270
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
4	4	Office Assistant	11 200
8	7		47 470
Deduct: Adjustment for turnover of staff			1 900
TOTAL			\$45 570

The Paris Information Centre has been functioning since March 1947 and serves France, including French overseas dependencies, Belgium, including the Belgian Congo, and Luxembourg.

In the field of publications, the Centre distributed on a weekly basis *La Semaine aux Nations Unies*, a bulletin containing from four to six pages edited by the Centre and printed through the facilities of the Prime Minister's office (*Présidence du Conseil*). This bulletin has been distributed by the Centre to 2 000 individuals and by the office of the Premier to another 5 000. In addition the Centre distributed to 260 newspapers and some individuals *Nouvelles des Nations Unies*, received regularly from New York.

Twice a month the Centre distributed 515 copies of an information release entitled "Pour votre information", containing developments in the United Nations and news concerning specialized agencies.

On a monthly basis, the Centre published and distributed a list of publications and documents received from New York.

Apart from these periodic bulletins and releases, in 1951, the Centre issued forty-five general news releases, 109 economic and financial releases and releases relating to WHO and other specialized agencies.

During the year 37 000 posters and 150 000 pamphlets and folders were distributed, partly to various educational institutions.

The use of 16 mm films covering United Nations activities was augmented considerably in 1951; about 700 16 mm films were made available for showing. Some 3 000 filmstrips and 2 500 photographs were distributed, the latter especially during the sixth session of the General Assembly, which inspired extensive use of United Nations visual information. The Centre contributed, in a large measure, to exhibitions featuring the United Nations and the specialized agencies.

At the end of 1951, there were affiliated with the Centre fifty-five voluntary correspondents who took charge of distribution outside Paris of the Centre's publications and releases and maintained liaison with the provincial Press, educational institutions and local administrative authorities. Their services were especially useful in the organization of United Nations Day celebrations.

Thirty-seven discussion groups created at various universities, faculties and lycées co-operated with the Centre and were supplied with information material on a regular basis. Thirty-six school groups created at various educational institutions in order to stimulate interest of youth in international problems through study of the United Nations and UNESCO, met regularly and used extensively the Centre's reference and information services.

At the initiative of the professors of the *Académie de Poitiers*, the Centre organized a series of studies which were placed under the auspices of the Ministry of National Education. The results of these studies were so encouraging that the Centre will organize similar courses in other regions.

Increased use was made of the Centre's documentation services. Callers for information and documents run into the hundreds every month, and an increasing volume of correspondence has to be answered.

From the middle of 1952, contractual arrangements were made through the Centre for the editing and printing of the *Revue des Nations Unies* in Paris. The abolition of one post of Editor is thereby proposed for 1953.

Table 21-13. Prague Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			\$
1	1	Senior Officer	12 080
1	1	First Officer	9 790
			21 870
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
2	2	Office Assistant	5 540
4	4		27 410
Deduct: Adjustment for turnover of staff			1 100
TOTAL			\$26 310

The Prague Information Centre came into operation in December 1947, and serves Czechoslovakia.

As compared with previous years the Centre has increased its publication programme in Czech and Slovak.

With a view to presenting a comprehensive picture of all United Nations activities, the Centre selected the form of a mimeographed weekly bulletin as its chief working method for dissemination of United Nations news. Thus during 1951 the Centre published fifty-seven issues varying from nineteen to thirty-nine pages each, as, from time to time, the bulletin contained a supplement with extracts from statistical and economic documentation, lists of United Nations films and United Nations publications, etc. Apart from this service, the Centre's document series consisted of nine issues, including a double issue published on the occasion of United Nations Day. Altogether, the Centre adapted or translated into the two languages of the working area 3 680 items of United Nations information material, including 988 pertaining to the specialized agencies. The Czech and Slovak texts of the Declaration of Human Rights were widely distributed as was a survey of the pamphlet series, *What the United Nations Is Doing*, with special reference to the Economic Commission for Europe.

The Centre mimeographed seventy-five various issues, including the weekly bulletin, the documentation series and special publications in a total of 55 000 copies, which were distributed. The bulletin is regularly distributed in 750 copies.

Information material in English, French and Russian, pertaining to the United Nations and the specialized agencies, was distributed by mail or by hand to visitors in the office in the total number of 28 266 copies.

The Centre's contact with schools increased considerably during 1951. In addition to the material adapted or translated and mimeographed by the Centre, 9 566 copies of information material were distributed to schools of all grades, public institutions, non-governmental organizations, etc. Research papers on economics were widely requested and used by students of statistics and economics. High school students requested basic United Nations material from the series *What the United Nations Is Doing* for their political education courses. Altogether, 485 English, French and Russian versions of the Charter and 3 000 Czech texts of the Charter—reprinted in 1951—and the Universal Declaration of Human Rights, published by the Department of Public Information from the translation supplied by the Czechoslovak Ministry of Foreign Affairs in Czech and Slovak, were distributed among the students and pupils of various educational institutions. Furthermore, the Centre regularly distributed thirty-five copies of the *UNESCO Courier* to schools and universities.

As in previous years since 1948, the Centre entered Czechoslovak versions of two United Nations films *hors concours* in the annual film festival at Karlovy Vary. All United Nations films were regularly listed in the weekly bulletin and, as a result, various 16 mm films were loaned on 122 occasions (twice as many as in 1950) and 35 mm films were loaned on twenty-three occasions, mostly to schools and for research purposes to the Czechoslovak State film agency. It is estimated that 70 000 persons altogether saw United Nations films in 1951.

In 1951, 156 photographs were distributed through CETEKA, the official press agency.

The Information Centre kept in close contact with the Czechoslovak Federation of United Nations Associations, the Central Bureau of the International Union of Students and the International Organization of Journalists, both of which have their headquarters in Prague. Among the Czechoslovak sections of the non-governmental organizations, the Centre co-operated with the United Trade Unions (URO)—a member of the World Federation of Trade Unions, which was supplied with information material especially for use in its

secretarial school. Finally, the Centre made information available to the Central Schools of the Czechoslovak Union of Youth, a branch of the International Union of Democratic Youth, the Council of Women and the Union of Czechoslovak Lawyers.

During 1951 some 1 000 persons visited the library to request information or to study. On the average, the Centre replied monthly to 190 inquiries for information on various activities of the United Nations and the specialized agencies.

Contact with the United Nations sales agent was regular and continuous. The sale of United Nations publications was greater in 1951 than 1950.

Table 21-14. Rio de Janeiro Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 12 080
1	1	First Officer	9 350
			21 430
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
2	2	Office Assistant	9 000
4	4		30 430
Deduct: Adjustment for turnover of staff.....			1 220
TOTAL			\$29 210

The Rio de Janeiro Information Centre has been in operation since March 1947, providing information services throughout Brazil.

In the course of the year, co-operation with the National Council of Non-Governmental Organizations of Brazil and the Rotary Club of Brazil, with its 200 branches and 5 000 members scattered all over the country, was considerably expanded. Thus, Rotary is now ready to bear the cost of publishing the *United Nations Reporter* in Portuguese. By virtue of its statutes, Rotary is not a member of the Non-Governmental Organizations Council, but it closely co-operates with the Centre and took a very active part in organizing United Nations Day celebrations. Apart from the National Council of Non-Governmental Organizations and the Rotary Clubs, the Centre is using other intermediaries for disseminating United Nations news and teaching about the United Nations, such as volunteer correspondents and teachers, all of whom have been supplied with information material in Portuguese.

For the purpose of disseminating United Nations news and promoting teaching about the United Nations and the specialized Agencies, the Centre issued and widely distributed *Noticiário das Nações Unidas*, a monthly clipsheet in Portuguese for which requests are steadily increasing.

The local Press is supplied with information by means of press releases and photographic material.

The Centre arranged for televising of 16 mm films and continued distribution of filmstrips. Interest in 16 mm films considerably increased during the past year, as was shown by many requests received by the Centre from various institutions and individuals.

In the radio field, the first programmes of the record series, *Como Funcionam as Nações Unidas*, were broadcast and material is regularly supplied to the radio stations.

The Centre co-operated with the Economic Commission for Latin America and rendered various services to its personnel.

The Centre assisted the Bureau of Personnel in recruiting staff for Headquarters, and senior officials of the Secretariat and United Nations missions in general made extensive use of the Centre while visiting Brazil.

All possible assistance was provided for Technical Assistance fellows and the Centre co-operated by providing equipment and other help during the TAA courses of public administration held in Rio de Janeiro. It also promoted publicity and public knowledge about the aims and purposes of technical assistance. Similar assistance by the Centre was extended to the subsequent seminar on public administration.

The Centre regularly includes specialized agencies' items in its information programme. All co-operation was given to the organizers of the UNESCO Public Library Conference held in Sao Paulo.

United Nations Day and United Nations Week in 1951 were characterized by spontaneous initiative by private organizations, individuals and media of mass information, with participation of official personalities, schools and non-governmental organizations. In Rio de Janeiro, inauguration of the UNICEF campaign was launched in conjunction with the Brazilian Children's Fund Campaign. The Centre organized a nation-wide contest among secondary school students for the best drawings of mottoes, and the winners were announced on United Nations Day, while at an exhibition in the Centre's premises all the participants' entries were displayed. The celebration gave rise to increasing demands for information material.

Table 21-15. Shanghai Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Officer	\$ 14 000
<i>Professional</i>			
1	1	First Officer	9 300
1	1	Second Officer	7 470
			30 770
Add: Differential (30% on 75% of base salaries).....			6 930
			37 700
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
3	3	Office Assistant	11 740
6	6		49 440
Deduct: Adjustment for turnover of staff.....			21 860
TOTAL			\$27 580

The Shanghai Information Centre was opened in April 1947 to serve China, Indonesia, the Philippines and Thailand.

The activities in China were still on a reduced scale during 1951, but substantial results have been achieved in Indonesia, the Philippines and Thailand.

The Director of the Centre visited various cities in seven countries or territories of the area to make arrangements for carrying out the Centre's information work. Satisfactory agreements were entered into, and, in most cases, a substantial start was made in the implementation of these agreements.

In each of these countries or territories, the authorities undertook to publish, at their own expense, one or more publications in the local language, either adapted from

United Nations publications or translated from United Nations texts.

Publications were issued in nine languages in co-operation with local authorities. The number of copies actually printed and distributed in 1951 amounted to nearly 500 000. Similar co-operation was received in printing and distributing 125 000 posters on United Nations subjects.

The Centre was instrumental in distributing some additional 35 000 posters (including 4 000 posters on human rights in co-operation with local authorities); and over 125 000 additional publications, including a special distribution for the International Labour Office.

Visual information being the most essential information medium in this region, the Centre organized a series of exhibits of varying scale covering activities of the United Nations and the specialized agencies.

The smaller exhibits were shown mainly by mobile units, usually belonging to local authorities. Over 200 mobile units have shown photographs, films and filmstrips. It is estimated that about 2 million people saw these small exhibits.

Six more elaborate exhibitions, placed in large public halls, were well attended. These exhibitions gave rise to wider interest in the Organization by radio and Press and stimulated coverage as well as increased demand for films and other materials. In Indonesia alone, the cost of four exhibitions amounted to some \$35,000, including labour, materials, rental of halls, etc. However, the cost to the Centre did not exceed a total of \$1 000, since the balance of this amount was met by local authorities and privately, and services were given without charge.

Distribution of films and photographs was limited only by the quantities received from Headquarters.

The 35 mm films in the hands of the Centre were shown to large audiences either in commercial theatres, at municipal fairs or in the open air. At one municipal fair (Surabaya, Indonesia) some 200,000 people saw such films.

The 16 mm films were shown mainly by mobile units and in private showings, especially to schools. It is estimated that some 2 million people saw the 16 mm films shown by 200 mobile units.

Arrangements were made to include information about the United Nations in newsreels. A special five-reel film was made by the Indonesian Film Studio on the NGO Conference in Bali and shown in a large number of theatres. Also, in Indonesia, the United Nations Day events and the opening of a United Nations exhibition were filmed and shown as a newsreel in all theatres.

Press releases were sent to 15 000 addresses in five languages. Response was fairly good.

Radio stations in the region co-operated efficiently with the United Nations, either by daily relays or by regular broadcasts. In the Philippines, all commercial stations broadcast regular United Nations programmes. In Indonesia and Thailand, besides the regular broadcasts, special events were arranged. The stations of Hongkong, Saigon and Singapore also regularly carry United Nations material.

In the educational field, substantial progress has been registered.

Regular teaching on United Nations subjects has been started or extended in the high schools of the Cambodia, Hong Kong, Indonesia, the Malayan Federation, Philippines, Singapore, Thailand, and Vietnam.

Universities in Hong Kong, the Philippines, Singapore, Thailand and Vietnam have agreed to give special courses

on the United Nations. In several cases, the courses are compulsory for degrees.

Both United Nations Day and Human Rights Day were widely celebrated in the Member countries of the area.

The Human Rights Declaration was published, at no cost to the Organization, in various languages in Indonesia, the Philippines and Thailand. A spectacular event on Human Rights Day was initiated by, but without any cost to the Centre: planes dropped tens of thousands of texts of the Declaration of Human Rights over the main cities of Indonesia.

Close co-operation has been maintained with the various specialized agencies.

In Indonesia the Centre acted as an information office to the Technical Assistance Mission, UNICEF, WHO, UNESCO, ICAO and the United Nations Commission for Indonesia.

In addition, special projects were carried out in co-operation with UNESCO, in Indonesia and the Philippines, and with FAO in Thailand.

A regional NGO conference was organized by the Centre in Bali, Indonesia, and was attended by delegates from Australia, Burma, India, Indonesia, New Zealand, Pakistan, the Philippines and Thailand.

Table 21-16. Sydney Information Centre

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			\$
1	1	First Officer	13 750
		Deduct: Differential (40% on 75% of base salary).....	4 120
			9 630
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
1	1	Office Assistant	1 740
2	2		11 370
		Deduct: Adjustment for turnover of staff.....	450
TOTAL			\$10 920

The Sydney Information Centre was opened in November 1948 and serves Australia and New Zealand.

A campaign launched by the Centre in autumn 1951, aimed at securing wider distribution of the *United Nations Bulletin*, resulted in substantially increased sales.

Since January 1951, one of the larger film companies has made a feature of United Nations "Screen Magazines", and the series continue to be well received by large audiences at principal theatres throughout Australia.

Also, through the same film company, excellent distribution of the United Nations film "The Grand Design" was obtained. The film was released in Sydney and Melbourne to coincide with United Nations Day, and it ran for three weeks. In November "The Grand Design" was released in the remaining state capital cities of Australia and commanded large audiences everywhere. Around the middle of 1951 "Highlights of 1950" was distributed, with good results.

Negotiations were opened by the Centre with a leading documentary film company regarding the possibility of making a documentary about Australia's role in the United Nations and the specialized agencies. The Centre was consulted by another company with a view to a documentary being made for school children on the subject of human rights.

Meanwhile, the Film Division of the Commonwealth National Library, Canberra, has continued its active distribution of United Nations films in Australia.

In New Zealand, the Centre concluded an arrangement with the New Zealand Broadcasting Service which has resulted in "Your United Nations" becoming a regular feature on the New Zealand national broadcasting link.

In Australia, the Macquarie Broadcasting Network carried throughout the year its two programmes "Your United Nations" and "United Nations Story". These will continue to be played during 1952. Whilst the General Assembly was in session, one of the stations carried a three-minute daily spot transmission from Paris.

The Australian Broadcasting Commission, in its weekly session "United Nations Specialists Report to You" makes wide use of the material contained in United Nations Albums; this programme has become increasingly popular. Earlier in 1951 the Australian Broadcasting Commission rebroadcast the whole of the "Price of Peace" series. It also made good use of material regularly supplied by the Centre for incorporation in its important school broadcasts.

To mark the third anniversary of Human Rights Day, the Centre arranged for the distribution of a large reproduction of the Universal Declaration of Human Rights to sixty selected universities, teachers' training colleges and public and municipal libraries in the large cities in Australia and New Zealand. The Declaration will be on permanent display, as a reminder of the United Nations and its work. In addition, some 150 unmounted copies of the Declaration have been distributed to other leading libraries and public buildings, including the trade union halls in capital cities and large industrial centres.

In connexion with Human Rights Day celebration, the librarian of the Commonwealth National Library, Canberra, set up a human rights display in King's Hall of the Federal Parliament. The display, or part of it, had been shown previously in Melbourne, and later will be on display in Sydney, Brisbane and other state capitals. It was well covered by the Press and the national radio.

During United Nations Week and the sixth session of the General Assembly in Paris, a large number of editorials and features appeared in metropolitan and provincial newspapers and periodicals. Human Rights Day was well covered by Press and radio, and special stories, making use of background material and photographs supplied by the Centre, were carried. In the matter of photographs, larger newspapers make use of those supplied to them by the Centre, whilst the provincial Press welcomes the news features, with or without mats.

During the year, the Australian Association for the United Nations was appointed as sub-agent for the sale of United Nations publications.

A number of important speaking engagements included addresses by the Director to bodies such as the Royal Empire Society and the Sydney Rotary Club.

Table 21-17. *Tehran Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	First Officer	\$ 9 790
<i>General Service</i>			
(Dollar equivalent of General Service local salary scales)			
1	1	Office Assistant	2 610
2	2		12 400
Deduct: Adjustment for turnover of staff.....			500
TOTAL			\$11 900

The *Tehran Information Centre* was opened in May 1950 to serve Iran and Afghanistan.

In addition to the news releases distributed to the Press of the area, the Centre issued a weekly bulletin containing selected material from Press releases and daily reports received from Headquarters and the specialized agencies, which were translated into the local language. This bulletin was distributed to newspapers, periodicals, governmental and non-governmental agencies, educational institutions and individuals. The demand for the bulletin has increased considerably.

Background material was supplied to writers and editors. The Centre distributed 10 237 United Nations and 4 000 specialized agencies pamphlets and folders.

Photographs and other visual material were supplied to newspapers and most of the material supplied was reproduced. Posters and photosheets were made available to and used by schools and various cultural organizations and individuals. The total number of copies distributed was 9 050.

United Nations films were shown in schools, governmental organizations and cultural societies, with an average of two or three showings per week. The Centre usually provides the projector as well as the operator. With the aid of the Government mobile film unit, the Centre was able to show United Nations films in distant provincial areas.

The Centre's reference library has been widely used by writers, government officials and students.

The Centre organized United Nations Day and Human Rights Day celebrations with the help of official and non-governmental organizations.

Special commemorative United Nations Day stamps were issued by the Afghan Government.

In an effort to increase United Nations material in the local language the Centre published *Basic Facts* in Persian and encouraged its reproduction. A local almanac with a wide circulation in the country reproduced the Persian text of *Basic Facts* in full, supplementing it with suitable United Nations photographs supplied by the Centre.

The Centre also has been instrumental in encouraging the translation of various United Nations and UNESCO material in the Persian periodicals.

In addition to its regular functions, the Centre helps the Technical Assistance missions in the area in public relations work, issuing Press releases, arranging conferences and helping the experts and members of the missions in various ways.

Table 21-18. *Washington Information Centre*

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Professional</i>			
1	1	Senior Officer	\$ 15 000
1	1	First Officer	9 910
			24 910
<i>General Service</i>			
2	2	Office Assistant	7 570
4	4		32 480
Add: Cost-of-living adjustment.....			2 110
			34 590
Deduct: Adjustment for turnover of staff.....			1 380
TOTAL			\$33 210

The *Washington Information Centre* was established in October 1946.

Its main activities consist in maintaining contact with national and international press and radio correspondents stationed in Washington, D. C., government agencies, embassies, legations, specialized agencies with headquarters or regional offices in the United States capital, and official United States information media.

It co-operates with sixteen radio stations and four television stations carrying programmes in the Washington area. It also supplies material to radio commentators making their headquarters in the Capital for nationwide broadcasts as well as various overseas radio programme. The Centre maintains close contact with the National Association of Broadcasters, whose headquarters is in Washington, D. C.

As far as dissemination of news through films and filmstrips is concerned, the Washington Centre promotes the showing and distribution of United Nations films through various government departments, non-governmental organizations and the Washington Film Council, which includes film officers of several embassies and missions.

The Centre co-operates with various non-governmental organizations which are widely represented and active in Washington.

Special mention should be made of the Centre's co-operation with the United States National Citizens' Committee for

United Nations Day, through which material is distributed to the governors of the states, the mayors of 3 400 cities and a great number of local committees and individuals across the United States.

The Washington Centre's documentation and reference library has a complete collection of all United Nations documents. This material is made available to, and extensively used by, national embassies and legations, international and national information agencies, Press and radio, non-governmental organizations, students and others. The Centre provides permanent desk space to an officer of the United Nations Library attached to the Library of Congress.

The Centre assists a very large number of visiting United Nations and specialized agencies officials and mission officers who use the Centre's offices as their headquarters. During the past year, the Centre gave office space and assistance, at various times, to, among others, the United Nations Departments of Social and Economic Affairs, the Technical Assistance Administration and UNICEF. Some 150 TAA fellows visiting the United States from all over the world have made the office their headquarters for their activities in the United States.

A further duty of the Washington Information Centre is to maintain liaison with the United States film industry and one film officer is therefore detailed to Los Angeles, California.

Table 21-19. Recapitulation. Established Posts

Table number	Information Centre	1952	1953	Gross salaries	Reduction for turnover of staff	Total
				\$	\$	\$
21-1	Belgrade.....	2	2	10 090	400	9 690
21-2	Buenos Aires.....	4	4	21 250	850	20 400
21-3	Cairo.....	4	5	30 410	1 220	29 190
21-4	Copenhagen.....	4	4	20 640	820	19 820
21-5	Karachi.....	2	2	11 760	470	11 290
21-6	London.....	8	8	38 910	1 560	37 350
21-7	London Travel Unit.....	3	3	10 150	410	9 740
21-8	Mexico.....	5	5	32 050	1 280	30 770
21-9	Monrovia.....	2	2	13 000	520	12 480
21-10	Moscow.....	7	7	60 750	2 430	58 320
21-11	New Delhi.....	4	4	23 140	930	22 210
21-12	Paris.....	8	7	47 470	1 900	45 570
21-13	Prague.....	4	4	27 410	1 100	26 310
21-14	Rio de Janeiro.....	4	4	30 430	1 220	29 210
21-15	Shanghai.....	6	6	49 440	21 860	27 580
21-16	Sydney.....	2	2	11 370	450	10 920
21-17	Tehran.....	2	2	12 400	500	11 900
21-18	Washington.....	4	4	34 590	1 380	33 210
	TOTAL	75	75	\$485 260	\$39 300	\$445 960

(ii) Temporary assistance \$ 20 800
 1952: 20 200
 1951: 31 315

The estimate, based on previous years' experience, provides for the replacement of staff members on leave and for technical personnel who may be required, on a temporary or part-time basis, during peak-load periods, such as preparations for United Nations Day, etc., and for translation help in Centres covering areas where the official languages are not used.

(iii) Overtime and night differential \$ 3 000
 1952: 3 300
 1951: 3 181

Provision is made for the payment of overtime during the period when the review of the General Assembly and other meetings and conferences held in the areas covered by each information centre necessitates overtime work. A considerable part of the provision is for the London Travel Unit, where travel arrangements often have to be made after the regular office hours and during weekends and holidays for visiting officials and representatives.

(iv) <i>Casual labour</i>	\$ 38 950
1952:	42 600
1951:	39 752

The estimate provides for the employment of casual labour personnel as messengers, chauffeur, mimeograph operator, office boys, etc.

CHAPTER II

Common staff costs	\$105 660
1952:	91 090
1951:	89 627

(i) <i>Travel and removal expenses of staff and dependants</i>	\$ 5 000
1952:	5 000
1951:	3 814

For expenses consequent upon the recruitment, transfer or termination of staff members.

(ii) <i>Contributions: Staff Pension Fund</i>	\$ 55 200
1952:	55 000
1951:	45 362

United Nations contributions are estimated in the light of available information concerning participants.

(iii) <i>Repatriation grants</i>	\$ 1 000
1952:	1 000
1951:	87

The estimate provides for payment of repatriation grants to staff members who would be eligible to receive this allowance on separation from the United Nations.

(iv) <i>Children's allowances</i>	\$ 13 780
1952:	12 310
1951:	12 179

Estimates cover the payment of children's allowance subject to conditions of eligibility. The allowance is subject to the differential established for the area.

(v) <i>Travel on home leave</i>	\$ 21 830
1952:	7 200
1951:	15 125

The estimate takes into account the requirements for staff members who will be eligible for home leave during 1953.

(vi) <i>Contributions: medical and social insurance</i>	\$ 2 250
1952:	6 580
1951:	4 798

The estimate covers the anticipated cost of United Nations contributions to health and social insurance schemes in countries where the staff members of the Information Centres are required or allowed to participate in such schemes.

(vii) <i>Installation and termination payments</i>	\$ 6 600
1952:	4 000
1951:	8 262

The estimates provide for recruitment of new personnel and for termination payments to which staff members are entitled.

CHAPTER III

Other expenses	\$267 380
1952:	250 480
1951:	236 032

(i) <i>Travel on official business</i>	\$ 35 000
1952:	30 000
1951:	33 309

The estimate provides for authorized travel of staff members for contacts in the areas covered by the Centres. The increase is due to the provision for travel costs in connexion with a meeting of Directors of the Information Centres in 1953.

(ii) <i>Postal services</i>	\$ 24 250
1952:	24 000
1951:	23 490

For postal expenses for all classes of mail.

(iii) <i>Communication services</i>	\$ 31 250
1952:	32 250
1951:	28 607

For cables, telephone, wireless and radio communications and teletype, including arrangements with local, national or commercial broadcasting companies for the monitoring of United Nations news, as well as the rental of terminal equipment.

(iv) <i>Radio, photographic and motion-picture supplies and services</i>	\$ 7 050
1952:	6 980
1951:	4 876

For the purchase of photographs, films and radio supplies and services, etc.

(v) <i>Rental and maintenance of premises and equipment</i>	\$ 62 550
1952:	62 650
1951:	60 324

The estimate covers the costs of rental and maintenance of premises at present occupied by the Centres, with provision for anticipated increased costs in Cairo, London, Rio de Janeiro and Sydney.

(vi) <i>Stationery and office supplies</i>	\$ 17 500
1952:	18 000
1951:	14 041

For stationery and other expendable office supplies.

(vii) <i>Internal reproduction supplies</i>	\$ 21 700
1952:	21 000
1951:	16 881

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.

(viii) <i>Operation and maintenance of transportation equipment</i>	\$ 8 730
1952:	11 350
1951:	8 936

For repair and maintenance services, including gasoline, etc., in connexion with motor-cars owned and operated by the Centres and the Travel Unit.

(ix) <i>Freight, cartage and express</i>	\$ 17 350
1952:	15 500
1951:	16 996

Provision for the shipment of goods, publications and film, including the cost of packing and crating.

(x) <i>Miscellaneous supplies and services</i>	\$ 42 000
1952:	28 750
1951:	28 572

For contractual services and miscellaneous supplies not entered under other items. The increase is due to the inclusion of an item of \$14 000 for the publication of the French edition of the *United Nations Bulletin* under contractual agreement.

CHAPTER IV

Permanent equipment	\$ 10 550
1952:	11 450
1951:	21 805

(i) Furniture and fixtures	\$ 3 900
1952:	2 850
1951:	14 149

For the purchase of furniture, filing cabinets, typewriters and mimeograph equipment.

(ii) Library books, periodicals and maps	\$ 4 950
1952:	7 800
1951:	4 256

For the purchase of books, periodicals, maps and other publications, mainly for reference use in the various Centres.

(iii) Transportation equipment	\$ —
1952:	2 000
1951:	1 375

No estimate for 1953 is submitted under this heading.

(iv) Radio, photographic and motion-picture equipment	\$ 1 700
1952:	1 800
1951:	2 025

For the purchase of film-strip projectors, radio recorders and photographic and/or motion-picture equipment for the Information Centres.

Table 21-20. Recapitulation. Total estimates, Information Centres

	Chapter I	Chapter II	Chapter III	Chapter IV	Total
	\$	\$	\$	\$	\$
Belgrade.....	11 590	1 860	8 300	700	22 450
Buenos Aires.....	22 500	7 880	11 650	800	42 830
Cairo.....	31 890	2 660	15 150	500	50 200
Copenhagen.....	22 670	3 450	18 550	500	45 170
Karachi.....	13 490	1 760	13 750	800	29 800
London.....	54 690	18 030	26 550	700	99 970
Mexico.....	33 820	8 340	13 300	550	56 010
Monrovia.....	14 430	6 230	8 800	500	29 960
Moscow.....	62 520	8 610	24 980	1 250	97 360
New Delhi.....	24 510	7 960	11 600	850	44 920
Paris.....	50 270	6 605	33 820	500	91 195
Prague.....	30 060	8 450	13 350	600	52 460
Rio de Janeiro.....	34 910	5 810	15 700	500	56 920
Shanghai.....	35 280	6 230	20 650	300	63 120
Sydney.....	14 020	1 820	11 130	750	27 720
Tehran.....	14 900	2 050	9 750	450	27 150
Washington.....	37 160	7 255	10 350	300	55 065
TOTAL	\$508 710	\$105 660	\$267 380	\$10 550	\$892 300

PART VI

REGIONAL ECONOMIC COMMISSIONS
(Other than Economic Commission for Europe)

\$1 924 800 1952: \$1 708 500 1951: \$1 435 895)¹

Section 22. Economic Commission for Asia and the Far East

\$1 043 800 (1952: \$973 800 1951: \$852 293)¹

The structure and functions of the Economic Commission for Asia and the Far East are set out in detail in the *Administrative Manual*, Volume I, Organization.

The Economic Commission for Asia and the Far East, at its eighth session, laid down the work programme of the secretariat for 1952 and 1953. This programme, which classifies all projects under the following three groups, is shown in detail in the annual report of the Commission to the Economic and Social Council (E/2171)²:

- (1) Continuing projects of high priority;
- (2) *Ad hoc* projects of high priority;
- (3) Other projects.

The present estimates are based on projects included under groups (1) and (2), subject to review of the Commission's report by the Economic and Social Council at its fourteenth session. The third group includes projects which, for reasons of staff limitations, are deferred for the present or which are to be undertaken if and as resources become available.

Consequent on the decision of the Economic and Social Council, at its thirteenth session, to continue the Economic Commission for Asia and the Far East indefinitely and in the light of the work programme for 1953, an intensive review of the organization of the secretariat has been made. As a result several inter-sectional transfers of staff have been carried out with a view to securing the maximum utilization of the existing staff in the secretariat.

Fourteen new studies of high priority have been initiated by the Commission at its eighth session. A project-by-project and post-by-post analysis has shown that two of these fourteen studies, viz., on building materials and cottage industries, cannot be undertaken without adding two Professional posts and one General Service post to the existing staff. These posts have therefore been included in the estimates.

Two organizational changes are proposed in 1953. These are: (a) the transfer of the advisory social welfare functions which were hitherto performed in the office of the Executive Secretary to the office of the regional representative of the Technical Assistance Administration and (b) the establishment of a small agricultural unit staffed jointly by the Economic Commission for Asia and the Far East and the Food and Agriculture Organization. The establishment of the new agricultural unit is proposed in pursuance of the recommendations of the Commission at its eighth session calling for increased attention to be given to agricultural problems in the region and closer working relations between the secretariat of the Commission and the Food and Agriculture Organization. As a consequence of these organizational changes two posts—one Professional and one General Service—pertaining to the advisory social welfare functions have been excluded and four new posts—two Professional and two Gen-

eral Service—are added as the Commission's contribution to the establishment of the new agricultural unit. In accordance with an agreement concluded between the Executive Secretary and the Director-General of the Food and Agriculture Organization, the latter would provide two Professional posts for the new unit.

The existing proportion of General Service staff to the Professional staff in the secretariat of the Economic Commission for Asia and the Far East is very low. An intensive review has shown that a minimum of nine additional General Service posts are needed to obtain reasonably efficient working conditions for the Professional staff. Provision for these additional posts has accordingly been made in the estimates.

On the basis of the programme of work of the Bureau of Flood Control as approved by the Commission, some changes in the manning table of the Bureau have become necessary. It is proposed to abolish one Special Assistant's post and one Secretarial and Clerical post and to provide, in lieu of them, one post of Tracer and one of Typist at lower levels. A Professional post at the Assistant Officer level is also provided to assist in the growing research work of the Bureau and to release the time of the senior Professional staff for more important work.

In all, seventeen additional posts are thus requested for 1953, which comprise five Professional and twelve General Service posts. However, due to exclusion of two posts for advisory social welfare functions, the net increase is four Professional and eleven General Service posts. This accounts mainly for the increase in the estimates for salaries and wages compared with 1952.

The total provision for Common Staff Costs is higher by \$26 900 than the amount approved for 1952. This excess is partly due to the normal increases in the provisions for accounts such as travel on home leave, repatriation grants, etc., and partly to the additional posts requested for 1953.

The increase of \$17 000 over 1952 in the accounts for "Other expenses" is due in the main to increases in the prices and rates for services and supplies.

The provision for "Permanent equipment" is approximately the same as for 1952.

A rate of exchange of 21 ticals to the United States dollar has been used in respect of all local expenditures.

CHAPTER I

Salaries and wages	\$647 400
	1952: 618 600
	1951: 508 355
(i) <i>Established posts</i>	\$610 600
	1952: 584 600
	1951: 485 028

Office of the Executive Secretary: In 1953 this Office will comprise nine posts: the Executive Secretary and his Deputy, two First Officers, one Assistant Officer and four Secretarial and Clerical posts. This includes the Information Officer and his Secretary.

¹ Excludes \$3 917, cost of Conference on Trade Promotion, shown in section 3 (b).

² See *Official Records of the Economic and Social Council, Fourteenth Session, Supplement No. 3.*

Table 22-1. Economic Commission for Asia and the Far East

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Director	\$
		Salary.....	18 000
		Representation allowance.....	2 500
1	1	Principal Officer	15 470
<i>Professional</i>			
5	4	Senior Officer	47 300
14	16	First Officer	159 120
1	1	First Officer (administrative)	9 460
16	18	Second Officer	143 500
1	1	Second Officer (administrative)	7 420
5	5	Associate Officer	32 830
3	3	Assistant Officer	14 960
			451 060
Add: Salary differential (10% on 75% of salaries).....			33 830
			\$484 890
<i>General Service</i>			
<i>(Dollar equivalent of General Service local salary scales)</i>			
11	11	Secretarial-Clerical (level 9)	40 820
17	18	Secretarial-Clerical (level 8)	49 880
6	8	Secretarial-Clerical (level 7)	14 680
9	15	Secretarial-Clerical (level 6)	21 180
6	8	Secretarial-Clerical (level 5)	8 280
7	7	Secretarial-Clerical (level 4)	4 800
4	4	Secretarial-Clerical (level 3)	2 110
15	15	Secretarial-Clerical (level 2)	6 430
9	9	Secretarial-Clerical (level 1)	2 930
131	145		636 000
Deduct: Adjustment for turnover of staff.....			25 400
TOTAL			\$610 600

Agricultural Unit: This Unit will comprise six posts. Of these, two Professional posts, viz., one First Officer and one Second Officer and two General Service posts, will be provided by ECAFE. The remaining two Professional posts, including a Senior Officer as head of the unit, will be provided and paid for directly by the Food and Agriculture Organization. The jointly established programme of work of this unit for 1953 comprises a continuing review of current economic developments in the field of food and agriculture in Asia and the Far East, agricultural development planning, agrarian reform, assistance to the Food and Agriculture Organization for the preparation of its regional conferences and studies in the marketing of agricultural commodities.

Industrial Development Section: This Section will consist, in 1953, of one Senior Officer, five First Officers, two Second Officers, one Associate Officer, two Assistant Officers and seven Secretarial and Clerical posts. The work programme of this Section as approved by the Commission at its eighth session includes:

A. INDUSTRIAL DEVELOPMENT—GENERAL

1. Continuing projects of high priority
 - (a) Review of progress of industrial development planning throughout the region;
 - (b) Study of interrelation of changes in the national development plans and trained manpower position.
2. Ad hoc projects of high priority
 - (a) Convening of a Seminar on structure and operations of industrial organizations in the public sector;

- (b) Examination of problems of DDT and other urgently needed medical requirements and their supply in the ECAFE region;
- (c) Comprehensive study of lignite and other low-grade coal resources of the region and their exploitation and utilization;
- (d) Study of improved methods of utilizing indigenous building materials.

B. ELECTRICAL POWER

1. Continuing projects of high priority
Statistical Bulletin on Progress of Electric Power Development.
2. Ad hoc projects of high priority
 - (a) Study and assessment of experience of countries of the region and of selected countries outside the region in rural electrification;
 - (b) Report on techniques for estimating future electric power demands.

C. IRON AND STEEL

1. Continuing projects of high priority
 - (a) Survey of existing and planned expansion of iron and steel industry and trade in ECAFE countries;
 - (b) Follow-up of programme of plans and problems and dissemination of technical information relating to such plans and problems.
2. Ad hoc projects of high priority
 - (a) Group visits by experts from countries of the region for specified technical studies;
 - (b) Compilation of information on pig iron and semi-finished and finished steel import requirements of the region on a country-by-country basis and its circulation to major producing countries, bodies of United Nations and other interested organizations.

D. MINERAL RESOURCES

1. Continuing projects of high priority
 - (a) Studies on selected mineral resources, including petroleum resources and kaolin and other ceramic clays, basic to the industrial development of the region or in short supply in the world market;
 - (b) Dissemination of technical information.
2. Ad hoc project of high priority
Organization of a meeting of experts on mineral resources.

E. COTTAGE AND SMALL-SCALE INDUSTRIES

1. Continuing projects of high priority
 - (a) Dissemination of technical information concerning methods of production, equipment, layouts, processes and standards used in specific industries, such as textiles, fibre, handmade paper, jaggery, etc.;
 - (b) Study of definitions and classifications applying to cottage and small-scale industries.
2. Ad hoc projects of high priority
 - (a) Establishment of a ceramics pilot plant in co-operation with the Technical Assistance Administration;
 - (b) Survey of research and technical training institutions.

Research and Statistics Section: This Section, headed by a Senior Officer, consists of two groups—a Research Group and a Statistics Group.

The Research Group will consist of one First Officer, three Second Officers, and five Secretarial and Clerical posts.

The Statistics Group will consist of one Associate Officer, and eight Secretarial and Clerical posts. The work programme of the Section for 1953 approved by the Commission is as follows:

RESEARCH GROUP

1. Continuing projects of high priority
 - (a) Annual *Economic Survey of Asia and the Far East*
 - (b) Quarterly *Economic Bulletin for Asia and the Far East*
2. Ad hoc projects of high priority
 - (a) Study in co-operation with the specialized agencies concerned of basic measures for agrarian reform in the perspective of the economic development plans of countries of the region and assistance in the formulation and implementation of such measures in a co-ordinated manner;
 - (b) Studies on the impact of industrialization on population growth in the ECAFE countries.

STATISTICS GROUP

1. Continuing projects of high priority
 - (a) Maintenance of basic statistical series on production, transport, trade, prices, finance, etc., for use in the annual *Economic Survey* and quarterly *Economic Bulletins*, etc.;
 - (b) Study of methods used in the compilation of statistics in ECAFE countries with a view to their comparability and conformity to international standards and to seek ways of improvement in collaboration with the Statistical Office and other divisions of the United Nations and the specialized agencies concerned;
 - (c) Study of statistical organizations and activities in ECAFE countries.
2. Ad hoc projects of high priority
 - (a) Organization of a regional Conference of Statisticians in the ECAFE area;
 - (b) Compilation of a classified index of economic statistics for Asia and the Far East in co-operation with the United Nations Statistical Office and the specialized agencies.

Trade and Finance Section: This Section will consist of one Senior Officer, two First Officers, four Second Officers and five Secretarial and Clerical posts. The work programme of this Section for 1953 as approved by the Commission is as follows:

A. TRADE STUDIES

1. Continuing project of high priority

Analysis of trade development and prospects of the region. The studies scheduled for 1953 include trade with Europe, supply of capital goods and raw and semi-finished materials, and analysis of trade and financial agreements.
2. Ad hoc projects of high priority

Market analysis. Experimental surveys including analysis and recommendation on selected products of countries of the ECAFE region. Work on this project is to include:

- (i) An appraisal, country by country, of the marketing facilities available for export products or commodities which the country may wish to export;
- (ii) The preparation of a detailed report on existing published information on marketing of products;
- (iii) The preparation of a series of illustrative market analysis reports for some of the important products of countries of the region and
- (iv) The preparation of guides to market reports for use by trade representatives of individual countries.

B. TRADE AND TRAVEL PROMOTION SERVICES

1. Continuing projects of high priority
 - (a) Development of trade promotion services;
 - (b) Clearing-house for collection and dissemination of commercial information including publication of a *Trade Promotion Series*, a monthly *Calendar of Regional Conferences, Fairs and Exhibitions* and a *Monthly Trade Promotion News*;
 - (c) Promotion of tourist travel.
2. Ad hoc projects of high priority
 - (a) Organization of the second ECAFE Conference on Trade Promotion to make, *inter alia*, proposals for the programme of work in regard to measures for increasing exports and proceeds therefrom from countries of the region;
 - (b) Following up jointly with the United Nations Educational, Scientific and Cultural Organization on measures to increase availability of educational and scientific supplies in the region.

C. FINANCIAL AND ECONOMIC STUDIES

1. Continuing projects of high priority
 - (a) Mobilization of domestic financial resources;
 - (b) Analysis of financial aspects of economic development programmes.

Transport Section: This Section will consist in 1953 of one Senior Officer, three First Officers, two Second Officers, one Associate Officer and four Secretarial and Clerical posts. The 1953 work programme of this Section approved by the Commission is as follows:

A. GENERAL

1. Continuing projects of high priority

Collection, analysis and dissemination of information including transport statistics, library services and quarterly *Transport Bulletin*.
2. Ad hoc project of high priority

Co-ordination of transport

B. RAILWAYS

- Ad hoc projects of high priority
- (a) Organization in co-operation with the Technical Assistance Administration, of a training centre for railway operating and signalling officials;
 - (b) Studies on economic use of fuel for railway motive power;
 - (c) Studies on improvement in the productivity of labour in railway workshops;

- (d) Studies on mechanical methods of track maintenance;
- (e) Comparative studies on measures for prevention of claims and their speedy disposal.

C. HIGHWAYS

1. Continuing projects of high priority

Continuing study and recommendations on road construction and maintenance; the next studies are to deal with a standardized bridge register, a standard form for recording data concerning concrete pavements, a standard form for project estimates, and completion of the highway register.

2. Ad hoc projects of high priority

- (a) Vehicle maintenance and training of drivers and mechanics, including utilization of mobile demonstration vans, and preparation of a simplified instruction manual for translation into the national and local languages of the region;
- (b) Studies on reclamation of worn parts.

D. INLAND WATERWAYS AND PORTS

1. Continuing projects of high priority

- (a) Examination of improved method of river and canal conservancy for navigation;
- (b) Dissemination of information regarding methods of improving efficiency of river and canal transport.

2. Ad hoc projects of high priority

- (a) Improved design and operations of craft, including use of pusher craft and towing methods;
- (b) Training centre for inland waterways transport personnel;
- (c) Studies on the possibility of introduction and use in the ECAFE countries of uniform and comparable methods of measurement of craft.

Administrative Conference and General Service and Library Section: This Section will consist of two First Officers (one Translator-Interpreter), five Second Officers (four Translator-Interpreters and one Finance Officer), two Associate Officers (one Personnel Officer and one Librarian) and sixty posts in the General Service category including five Professional and Administrative Assistants and twenty-five casual labour personnel.

Technical Assistance and Advisory Services: In addition to the specific projects to be undertaken by the individual sections of the secretariat as enumerated above, the Commission has recommended that the secretariat should, in consultation with the Technical Assistance Board and the Technical Assistance Administration, provide short-term advisory services on subjects which fall within the approved work programme, to assist governments of the region to obtain experts either directly or through the expanded programme of technical assistance and participate in exploratory and other missions organized under the expanded programme of technical assistance. The secretariat is also required to continue as heretofore to provide comments, for guidance of the Technical Assistance Administration, on fellowship and scholarship applications submitted to the Technical Assistance Administration by governments of the region. All these tasks would be undertaken by the sections concerned in their respective fields.

- (ii) *Consultants* \$ 18 000
 1952: 15 000
 1951: 14 364

Provision is made for three consultants for a period of approximately a hundred days each; one in connexion with the project on market analysis, the second in connexion with the survey and development of lignite resources of the region, and the third to visit countries of the region and assist in the implementation of the second regional conference of statisticians.

- (iii) *Temporary assistance* \$ 16 000
 1952: 17 500
 1951: 6 116

Provision is made for leave replacement and temporary assistance during peak periods.

- (iv) *Overtime* \$ 2 800
 1952: 1 500
 1951: 2 847

Provision is made for overtime during meetings of the Commission and its committees. The estimate is based on the actual rate of expenditure.

CHAPTER II

Bureau of Flood Control	\$ 85 450
1952:	88 600
1951:	73 504

The functions of the Bureau of Flood Control are set out in the *Administrative Manual*, Volume I, Organization.

- (i) *Established posts* \$ 70 450
 1952: 73 600
 1951: 60 832

Table 22-2. Bureau of Flood Control

Number of established posts		Category and post level	Gross salaries
1952	1953		
			\$
1	1	Principal Officer	16 730
		<i>Professional</i>	
2	2	Senior Officer	28 330
1	1	First Officer	10 350
-	1	Assistant Officer	4 250
			59 660
		Add: Salary differential (10% on 75% of salaries)	4 480
			64 140
		<i>General Service</i>	
		<i>(Dollar equivalent of General Service local salary scales)</i>	
2	1	Special Assistant (level 9)	4 150
2	1	Secretarial-Clerical (level 8)	2 470
1	2	Tracers (level 5)	2 120
-	1	Typist (level 4)	570
9	10		73 450
		Deduct: Adjustment for turnover of staff	3 000
		TOTAL	\$70 450

The Bureau of Flood Control was established in the spring of 1949 by the Economic and Social Council at its seventh session (resolution 144 D (VII)) for the promotion of flood control and related works in the ECAFE region. The Commission at its eighth session commended the Bureau for its past achievements and endorsed the shift of emphasis of the Bureau's work from flood control to the wider aspects of water-resources development.

The high-priority projects approved by the Commission for 1953 are:

- (a) Investigation and promotion of multiple-purpose river basin development:

(b) Improvement of flood control methods, including joint study with technical organizations of the region on the silt problem, river bank revetment, and river training;

(c) Advice and assistance to governments on request;

(d) Study of technical problems of flood control of international rivers;

(e) Co-ordination of the utilization of existing facilities and research programmes of hydraulic research stations;

(f) Dissemination of technical information on flood-control works and water-resource development by the publication of the *Flood Control Series* and the *Flood Control Journal*, and the distribution of technical reports and publications;

(g) Organization of a Training Centre for water-resource development (in co-operation with the Technical Assistance Administration).

(ii) *Consultants* \$ 15 000
1952: 15 000
1951: 12 672

The estimate covers the engagement of consultants for studies on multi-purpose river-basin development projects and methods of flood control of international rivers, as well as technical experimental equipment.

CHAPTER III

Common staff costs \$181 000
1952: 154 100
1951: 151 366

(i) *Travel and removal of staff and dependants* .. \$ 24 000
1952: 16 000
1951: 22 538

Provision is made for travel and shipment of household effects for fifteen staff members and twenty-five dependants, from outside and within the region.

(ii) *Contribution: Staff Pension Fund*..... \$ 65 000
1952: 64 000
1951: 57 997

The increased provision relates to normal salary increments.

(iii) *Repatriation grants* \$ 5 000
1952: 1 000
1951: 1 306

The new regulations will have full effect in 1953 for all staff members leaving the organization in the course of that year.

(iv) *Children's allowances, education grants and related travel* \$ 34 000
1952: 32 700
1951: 28 162

Provision is made for 186 children of staff members in the Professional and General Service categories.

(v) *Travel on home leave*..... \$ 35 000
1952: 24 500
1951: 19 446

Thirty staff members with seventy-nine dependants will be entitled to home leave in 1953. Provision is made on the assumption that a certain percentage of leave may be deferred.

(vi) *Staff training* \$ 500
1952: 500
1951: —

Covers language training programmes similar to those organized at Headquarters and for training in the Thai language.

(vii) *Staff welfare* \$ 500
1952: 400
1951: 899

The estimate covers a grant for staff activities organized by the Staff Association.

(viii) *Medical insurance* \$ 6 000
1952: 6 000
1951: 1 014

Covers periodical examination of the staff and contributions to medical scheme.

(ix) *Installation and termination payments*..... \$ 11 000
1952: 9 000
1951: 20 004

Covers payment to new staff members and commutation of annual leave on termination.

CHAPTER IV

Other expenses \$119 500
1952: 102 500
1951: 108 350

(i) *Travel on official business*..... \$ 50 000
1952: 50 000
1951: 35 124

Notwithstanding the addition of the new Agricultural Unit, the expansion of the secretariat's work programme and higher fares, no increase under this account is requested. The estimates include \$10 000 for ten short and ten long journeys by members of the Bureau of Flood Control.

(ii) *Communication services* \$ 18 000
1952: 13 000
1951: 17 915

Covers telephone services, postage, cables, etc. The increase is due to the fact that postage rates, which affect about 80 per cent of the expenditure under this account, have increased by about 50 per cent in Thailand.

(iii) *Contractual services* \$ 6 000
1952: 5 000
1951: 5 138

The estimate covers maintenance and repairs to premises which are provided rent-free by the Government of Thailand.

(iv) *Stationery and office supplies*..... \$ 22 000
1952: 17 000
1951: 25 004

This estimate is lower than the actual expenditure in 1951 in spite of considerable price increases, as it is hoped that measures for very strict economy will help to reduce the consumption of stationery and supplies.

(v) *Operation and maintenance, transportation* . \$ 7 500
1952: 7 500
1951: 6 869

Provision is made for maintenance of vehicles and cost of gasoline and oil.

(vi) *Freight, cartage and express*..... \$ 10 000
1952: 6 000
1951: 11 399

This covers shipment of documents to member governments, associate members, and specialized agencies and diplomatic pouch service to Headquarters.

(vii) *Miscellaneous supplies and services*..... \$ 6 000
1952: 4 000
1951: 6 901

The estimate covers public liability insurance on motor vehicles, fire insurance, payment of bank charges for conversion of funds and similar miscellaneous items.

CHAPTER V

Permanent equipment	\$ 10 450
1952:	10 000
1951:	10 718
(i) <i>Furniture and fixtures</i>	\$ 6 450
1952:	6 000
1951:	6 965

This covers purchase and replacement of fourteen typewriters, one mimeograph machine, twelve filing cabinets, ten

desks and ten armchairs, ten electric fans, one electric calculating machine, shelvings for the library and smaller miscellaneous items.

(ii) <i>Library</i>	\$ 4 000
1952:	4 000
1951:	3 753

The estimate covers purchase of reference material and subscriptions to periodicals and technical publications. It also includes binding expenses.

Section 23. Economic Commission for Latin America

\$881 000

(1952: \$ 734 700 1951: 583 602)

The structure and functions of the Economic Commission for Latin America are set out in detail in the *Administrative Manual*, Volume I, Organization.

The work programme and priorities for 1952-1953 for the secretariat of the Economic Commission for Latin America were reviewed in February 1952 by the Commission's Committee of the Whole in the absence of a regular session of the Commission in 1952. The work programme, as finally approved by the Committee of the Whole, is shown in detail by category of priorities (continuing, *ad hoc*, and deferred) in the fourth annual report of the Commission submitted to the fourteenth session of the Economic and Social Council (E/2185).

A thorough review of the organization of the secretariat in the light of the work programme established for 1953 has preceded the formulation of the present estimates. As a result of this review, the various Divisions of the Commission's secretariat have been reorganized by internal transfer of staff with a view to securing the maximum utilization of the existing personnel.

The approved work programme for 1953 involves an increase in the work-load of the secretariat compared with 1952. New studies called for on transportation problems and on energy necessitate one additional post of First Officer with additional funds on consultants and travel accounts.

Following the decision of the Economic and Social Council, at its thirteenth session, to continue the regional economic commissions indefinitely, the Economic Commission for Latin America, at its fourth session, requested the Executive Secretary to continue, on a permanent basis, the economic survey, the studies previously authorized in the fields of economic development, trade, industry and agriculture, and the studies dealing with the economic integration of Central America. The Commission also requested the Executive Secretary to establish a centre for economic development and to arrange with the Director-General of the Technical Assistance Administration for increased joint ECLA/TAA activities.

In compliance with these recommendations, the Economic Development Division of the secretariat has been reorganized to function as an Economic Development Centre. This Centre, in 1953, will include a new section responsible for the ECLA/TAA training programme. The additional staff required for the Centre—one First Officer, one Second Officer and one Assistant Officer—are provided by transfer from the other Divisions of the secretariat.

The specific problems of economic development for the ten northern countries are being dealt with by the Mexico Office. The Committee of the Whole has given high priority to the study on economic integration of Central America and arising from this study is a special emphasis upon collaboration with the Technical Assistance Administration on technical assistance programmes in the Central American region, which is among the continuing responsibilities of the secretariat. The work-load of the Mexico Office in 1953 would not permit the required attention being given to these new responsibilities in the northern countries. It is therefore proposed to provide one additional post of First Officer in that office which would function in conjunction with the Economic Development Centre at Santiago including the joint ECLA/TAA Unit.

The proportion of Secretarial staff at Santiago is at present very low, a fact which affects adversely both the output and the efficiency of the Professional staff. A careful review has

shown that at least five additional General Service posts are needed to provide a satisfactory working proportion between the Secretarial and Professional staff.

Seven additional posts—two Professional and five General Service—are thus requested for 1953. Provision for the full year is also made now for four Professional posts which were covered for only a part of the year by the supplementary estimates for 1952. It is also proposed to revise the salary scales of the local staff at Santiago in keeping with the prevailing local rates. The provision for consultants is increased by \$20 600 to provide for new studies over and above the 1952 level which have been requested by the Commission. An increase of \$16 800 is also made in the provision for temporary assistance to meet the recurring problem, shown by past experience, of dealing with the high work-load in translation, typing and reproduction prior to the annual Conference.

The increase of \$18 200 in chapter II, Common staff costs, is due mainly to a larger contribution to the Staff Pension Fund, more staff members having been admitted and to a new item—Medical insurance—introduced under this chapter, representing the United Nations contribution towards the medical scheme for the Commission's international and local staff.

The provisions for accounts under chapter III—Other costs—are maintained approximately at the 1952 level except for the items Travel on official business and Contractual services for the maintenance of premises.

The increase of \$3 000 under chapter IV—Permanent equipment—is due to the additional provision made for the purchase of calculating machines and furniture and fixtures for the Mexico Office.

A rate of exchange of 105 Chilean pesos and of 8.64 Mexican pesos to the US dollar has been used in respect of all calculations for estimated local expenditures at Santiago and Mexico.

CHAPTER I

Salaries and wages	\$651 200
	1952: 545 900
	1951: 418 218
(i) <i>Established posts</i>	\$549 700
	1952: 481 800
	1951: 318 034

Office of the Executive Secretary: The Office will consist of the Executive Secretary, two First Officers (including the Information Officer) and three Secretarial and Clerical posts.

The ECLA Centre for Economic Development: The Centre will be headed by a Principal Officer assisted by two First Officers. It will comprise the Special Studies Section, the Joint ECLA/TAA Training Programme Unit, the Industries Section and the Agriculture Section.

The Special Studies Section will consist of one First Officer, three Second Officers, one Associate Officer and two Secretarial and Clerical posts.

The staff of the Joint ECLA/TAA Training Programme Unit, which in 1953 will consist of one First Officer and one Secretarial and Clerical post, will be provided and paid for directly by the Technical Assistance Administration.

The Industries Section will consist of one Senior Officer, two First Officers, three Second Officers, and four Secretarial and Clerical posts.

Table 23-1. Economic Commission for Latin America

Number of establishments 1952		Number of posts 1953		Category and post level	Gross salaries
					\$
<i>Director and Principal Officer</i>					
1	1	Principal Director		Salary.....	18 000
				Representation allowance.....	3 000
2	2	Principal Officer			29 280
<i>Professional</i>					
6	6	Senior Officer			75 730
12	14	First Officer			133 780
1	1	First Officer (administrative)			12 080
14	14	Second Officer			107 760
1	1	Second Officer (administrative)			7 330
9	9	Associate Officer			58 820
3	3	Assistant Officer			15 830
49	51				461 610
		Deduct: Salary differential for staff at Mexico City (15% on 75% of salaries)			11 000
					450 610
<i>General Service</i>					
<i>(Dollar equivalent of General Service local salary scales)</i>					
5	5	Secretarial and Clerical (level 9)			16 510
3	3	Secretarial and Clerical (level 8)			8 620
3	3	Secretarial and Clerical (level 7)			8 400
9	11	Secretarial and Clerical (level 6)			22 200
13	16	Secretarial and Clerical (level 5)			31 450
17	17	Secretarial and Clerical (level 4)			25 660
1	1	Secretarial and Clerical (level 3)			1 410
1	1	Chauffeur (level 3)			1 400
1	1	Supervisory (level 3)			1 400
5	5	Custodial (level 2)			4 190
1	1	Custodial (level 1)			750
108	115				572 600
		Deduct: Adjustment for turnover of staff.....			22 900
					TOTAL \$549 700

The Agriculture Section is organized jointly with the Food and Agriculture Organization. Its staff will consist of one Senior Officer, two First Officers, one Second Officer, one Associate Officer and one Secretarial and Clerical post. Of this staff, the Senior Officer and one of the First Officers will be provided by the Food and Agriculture Organization.

The 1953 work programme of the Centre for Economic Development will be as follows:

Continuing projects

- (a) Study of general problems of economic development and techniques of programming in conjunction with a meeting of experts;
- (b) Financial aspects of economic development covering:
 - (i) Study of monetary and fiscal policies relative to the requirements of economic development in conjunction with a meeting of experts;
 - (ii) Study on the means for increasing the rate of domestic capital formation and for directing savings into productive channels;
- (c) Studies on economic development in individual countries;
- (d) Training of economists;
- (e) Collaboration with the Technical Assistance Administration on technical assistance programmes for economic development;
- (f) Studies on the development of particular industries—iron and steel, paper and pulp, chemical food processing and textiles;

- (g) Studies on factors affecting productivity in agriculture;
- (h) Studies on agricultural development in individual countries;
- (i) Studies on current trends and conditions in the field of agriculture.

Ad hoc projects

- (a) Study on technological research and training in Latin America;
- (b) Study on transportation from the standpoint of lack of transport facilities as obstacles to economic development;
- (c) Study on the requirements of energy in relation to economic development.

Economic Survey Division: This Division consists of one Senior Officer, three First Officers, one Second Officer, one Associate Officer, two Assistant Officers and three Secretarial and Clerical posts. The Statistical Unit, consisting of one First Officer and eight Secretarial and Clerical posts, and the Library consisting of one Assistant Officer and two Secretarial and Clerical posts, both form part of this Division. This Division has the continuing over-all responsibilities of the preparation of the *Survey of Latin America* and the *Quarterly Bulletin*.

Foreign Trade Division: The staff of this Division consists of one Senior Officer, two Second Officers, one Associate Officer at Santiago and one Senior Officer, one First Officer, one Associate Officer and one Secretarial and Clerical post at Washington. The work programme of this unit for 1953 includes:

Continuing projects

- (a) Studies on trade between Latin America and the United States and Europe;
- (b) Studies on intra-regional trade in conjunction with a meeting of experts.

Ad hoc projects

Studies on maintenance of purchasing power of foreign-exchange balances accumulated during the emergency period.

Mexico Office. The staff of this office consists of one Principal Officer, two Senior Officers, one First Officer, four Second Officers, three Associate Offices, eleven Secretarial and Clerical and one Custodial post. The work programme of the Mexico Office for 1953 includes:

Continuing projects

- (a) Studies on the economic integration of Central America;
- (b) Studies on intra-regional trade with particular reference to Mexico, Central America and the Antilles;
- (c) Survey of recent economic developments and trends in the northern Latin American countries.

Ad hoc projects

- (a) Organization of a meeting of transportation experts in Central America in collaboration with the Technical Assistance Administration;
- (b) Organization of a meeting of agricultural credit experts in Central America in collaboration with the Food and Agriculture Organization;
- (c) Preliminary study on the maximum utilization of the facilities of the Free Zone of Colon, Republic of Panama.

In addition to the projects enumerated above, the Mexico Office will contribute to other regional studies undertaken by the secretariat at Santiago.

Administrative and General Services Section: This Section consists of one First Officer (Administrative Officer), one Second Officer (Finance Officer) and a Translator at the Associate Officer's level. The remaining staff of this Section is locally recruited under the General Service category and consists of one Administrative Assistant, two Translators, a Procurement Clerk, two Accounting Clerks, one Registry Clerk, one Chauffeur, one Telephone Operator, two Documents Clerks, one Secretary, ten Steno-Typists in the Typing Pool and six Custodial staff (Cleaners and Messengers).

(ii) <i>Consultants</i>	\$ 75 000
	1952: 54 400
	1951: 70 857

This provision covers two experts for six months for the study on transportation, four experts for six months for the study on energy, two experts for three months and four experts for six weeks on the study on intra-regional trade, two experts for six months for the study on Central American economic integration, six experts for four months and three experts for two months on the studies on chemicals and food-processing industries and the continuation of the paper and pulp study, the textile study and the study on iron and steel, and one expert for three months for the inquiry on the operation of the Free Zone of Colon, Republic of Panama.

(iii) <i>Temporary assistance</i>	\$ 25 000
	1952: 8 200
	1951: 27 606

The work-load in translation, typing and reproduction is extremely heavy during the four months prior to the annual conference. In order to cope with this peak load and to ensure the distribution of the conference documentation in time, it is proposed, in order to avoid adding permanent posts, to hire local staff on short-term assignments under temporary assistance as follows: four Translators for four months; two Translators for two months; ten Typists for four months; ten Documents Clerks for three months and five Statisticians for five months. The provision also covers temporary Secretarial and Clerical assistance for replacement of staff in connexion with annual, home and sick leave.

(iv) <i>Overtime and night differential</i>	\$ 1 500
	1952: 1 500
	1951: 1 721

The estimate provides for overtime in preparation for the annual conference and for other peak periods of work-load.

CHAPTER II

Common staff costs	\$128 200
	1952: 110 000
	1951: 73 787

(i) <i>Travel and removal of staff and dependants</i> ..	\$ 15 000
	1952: 15 000
	1951: 15 348

The provision covers expenses for travel on initial recruitment, travel of dependants and removal of staff members' personal and household effects.

(ii) <i>Contributions, Staff Pension Fund</i>	\$ 60 000
	1952: 50 000
	1951: 34 321

Provision is made for contributions to the Staff Pension Fund for international and local staff.

(iii) <i>Repatriation grants</i>	\$ 1 000
	1952: 1 000
	1951: —

The estimate represents a token provision.

(iv) <i>Children's allowances, education grants and related payments</i>	\$ 16 500
	1952: 17 000
	1951: 10 162

In addition to the children's allowance payable to the international staff, the estimate covers the payment of a small family allowance to local staff in Santiago in accordance with the local practice.

(v) <i>Travel on home leave</i>	\$ 16 000
	1952: 16 000
	1951: 6 244

Provision covers travel on home leave for eight staff members who will be entitled to such leave in 1953.

(vi) <i>Staff welfare</i>	\$ 1 700
	1952: 2 000
	1951: 1 555

Provision covers payment for doctors' services, for periodic examination of staff members, purchase of limited amounts of medicines and grants for organized staff activities.

(vii) <i>Medical insurance</i>	\$ 10 000
	1952: —
	1951: —

This new provision covers the United Nations contribution to a medical scheme for international and local staff.

(viii) <i>Installation and termination payments</i> . . .	\$ 8 000
	1952: 9 000
	1951: 6 157

Provision is made for payments of installation allowances to new staff members and commutation of annual leave on termination.

CHAPTER III

Other costs	\$ 90 600
	1952: 70 800
	1951: 81 327

(i) <i>Travel on official business</i>	\$ 40 000
	1952: 28 600
	1951: 34 104

The estimate is based on the experience of past years. It provides for visits of secretariat members for collection of material for the annual *Economic Survey*, and for consultations with government officials and experts, for three journeys by members of the Commission secretariat to Mexico and Headquarters for consultations and attendance at meetings. Provision is also made for sending small study groups of economists to selected countries, at the request of governments, to study the economic development of those countries.

(ii) <i>Communications services</i>	\$ 7 300
	1952: 10 000
	1951: 9 340

Provision covers telephone, postal, cable and telegraph services.

(iii) <i>Contractual services for maintenance of premises</i>	\$ 29 500
	1952: 15 700
	1951: 13 979

The provision covers the estimated rental of new premises

in Santiago, the rental of office space in Washington for 1953, the cost of redecorating the present premises which will be vacated in March 1953 and the cost of moving the furniture, equipment, library material and documents to the new building. The increase in the estimates is also due to the higher rental payable for the new office premises at Santiago, which is due partly to the general increase in prices and partly to additional space having been acquired in the new premises.

The office space for the Mexico Office has been provided by the Government of Mexico without cost to the United Nations.

(iv) *Stationery and office supplies* \$ 6 000
1952: 7 000
1951: 12 646

Provision is made for requirements of stationery and office supplies and supplies for internal reproduction.

(v) *Operation and maintenance of transport equipment* \$ 800
1952: 1 600
1951: 811

Provision covers maintenance and operation of one motor vehicle including petrol and oil.

(vi) *Freight, cartage and express* \$ 5 000
1952: 6 000
1951: 9 096

The provision covers shipment of documents to Member Governments, specialized agencies, non-governmental organizations and 1 000 recipients of ECLA documents in Latin America. It also covers the diplomatic pouch service to Headquarters.

(vii) *Miscellaneous supplies and services* \$ 2 000
1952: 2 500
1951: 1 351

Provision is made for insurance, payment of bank charges for conversion of funds and general banking services, and other miscellaneous services.

CHAPTER IV

Permanent equipment \$ 11 000
1952: 8 000
1951: 10 270

(i) *Furniture and fixtures* \$ 7 000
1952: 4 000
1951: 5 359

Provision is made for purchase of additional furniture and other office equipment as follows: four calculating machines for Santiago, two calculating machines and four new typewriters for the Mexico Office, furniture and fixtures for the new office premises at Santiago and for the Mexico Office.

(ii) *Library books and maps* \$ 4 000
1952: 4 000
1951: 2 661

The estimate is based on past years' experience and covers normal acquisition of books for the library and subscriptions for newspapers, periodicals and technical bulletins.

(iii) *Transportation equipment* \$ —
1952: —
1951: 2 250

PART VII

HOSPITALITY

Section 24. Hospitality
\$20 000

(1952: \$20 000 1951: \$18 251)

In this section, provision is made for hospitality both at Headquarters and at the regional and branch offices.

The estimate covers reimbursement to members of the Secretariat for necessary hospitality expenditures incurred in

the course of their official duties and for any other hospitality charges approved in advance by the Secretary-General, including an appropriate contribution towards the hospitality expenditures incurred for a reception to be given during the course of the eighth session of the General Assembly.

PART VIII

CONTRACTUAL PRINTING

\$1 756 600

(1952: \$1 649 830 1951: \$1 742 148)

All estimates for contractual printing, except those attributable to the International Court of Justice, are presented in a single group to facilitate review of the entire publications programme of the United Nations.

Before its inclusion in these estimates every publication has been approved by the Publications Board as to the need for publication, scope, length, size of edition, languages of publication, probable publication date and total estimated cost.

The various economies in format and presentation gradually introduced during the past two years, and referred to in previous estimates, have now been extended uniformly to all official record publications. There has, in addition, been a further elimination of board bindings except for sales copies where the cost is recoverable. The printing of official records in fascicule form and on a current basis has now been firmly established. In 1951-52, for the first time, the official records of the General Assembly have been entirely

printed and published in the three working languages within two months after the close of a session. One important consequence has been the relief of pressure upon storage space previously devoted to mimeographed stocks.

Whereas, in 1950, \$420 000 worth of printing orders were placed in countries outside the United States, in 1951 the sums thus expended were \$743 000, or 42 per cent of total printing expenditures, representing 60 per cent of all work in terms of printed pages. For the first five months of 1952 these proportions of work sent abroad have been maintained, to a certain extent as a consequence of the holding of the sixth session of the General Assembly in Paris. This circumstance has also been responsible for the opening of new markets in Europe, and as a result it is hoped to maintain for 1953 an allocation of at least 50 per cent of work to countries offering lower printing prices than the United States. The costs listed in the present estimates are based upon this assumption.

Section 25. Official Records
\$800 500

(1952: \$823 530¹ 1951: \$825 407¹)**CHAPTER I**

The General Assembly, Commissions and Committees \$ **446 000**
1952: 500 000
1951: 431 377

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Meeting records, in five languages (460 meetings).....	3 200	229 000
(ii) Annexes, in five languages (70 fascicules).....	1 680	121 000
(iii) Supplements, in five languages (25 volumes).....	1 166	96 000

CHAPTER II

The Security Council, Commissions and Committees \$ **161 000**
1952: 80 030
1951: 75 209

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Meeting records, in five languages (150 meetings).....	1 800	128 700
(ii) Supplements, in five languages.....	352	25 100
(iii) Special supplements, in five languages (4 reports).....	100	7 200

CHAPTER III

The Economic and Social Council, Commissions and Committees \$ **41 120**
1952: 48 320
1951: 72 820

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Meeting records of two sessions, in two languages (88 meetings).....	704	19 320
(ii) Annexes for both sessions, in two languages (35 fascicules).....	140	3 800
(iii) Supplements (reports of commissions in two languages and resolutions in five languages, 13 volumes).....	414	18 000

CHAPTER IV

The Trusteeship Council, Commissions and Committees \$ **40 600**
1952: 50 030
1951: 60 448

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Meeting records of two sessions, in two languages (90 meetings).....	720	19 500
(ii) Annexes for both sessions, in two languages.....	200	10 000
(iii) Supplements (reports in two languages and resolutions in five languages, 6 volumes).....	276	11 100

The estimate for annexes will provide only for documents which are essential to the understanding of the proceedings

¹ These figures include \$22 690 and \$44 293 for 1952 and 1951, respectively, for the United Nations Scientific Conference on Conservation and Utilization of Resources. No provision for 1953 is required for this item.

and conclusions of the Council. It will not provide for the printing of all petitions submitted to the Council. The Secretary-General believes that, in the case of most petitions, publication in mimeograph form should be adequate.

CHAPTER V

Committees and Commissions of Investigation and Inquiry \$ —
1952: 23 500
1951: 21 890

Provision for printing the reports of the committees and commissions of investigation and inquiry may be considered as included in the interim estimate submitted under section 5 for these bodies. At a later stage, detailed estimates for printing requirements in 1953 will be submitted together with the detailed estimates for each commission approved for 1953.

CHAPTER VI

Permanent Central Opium Board and Drug Supervisory Body \$ **11 780**
1952: 8 960
1951: 7 956

	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(i) Report to the Economic and Social Council ¹ on statistics of narcotics for 1952 and the work of the Board in 1953, in three languages.....	102	4 350
(ii) Addendum to (i) above, in three languages.....	63	2 310
(iii) Estimated world requirements of narcotic drugs in 1954, in three languages.....	100	2 920
(iv) Estimated world requirements of narcotics—fourth supplement to 1952 statements, and first, second and third supplements to 1953 statement, in three languages.....	25	2 200

CHAPTER VII

Official Records (backlog 1946-1949), in five languages \$ **100 000**
1952: 90 000
1951: 111 414

* * *

The pattern of distribution requires the following number of copies (averages):

	<i>English</i>	<i>French</i>	<i>Spanish</i>	<i>Chinese</i>	<i>Russian</i>
General Assembly.....	3 000	1 100	580	300	400
Security Council.....	2 300 ²	2 300 ²	400	150	250
Economic and Social Council.....	3 000	1 000	—	—	—
Trusteeship Council.....	2 700	1 100	—	—	—
Committees and Commissions of Investigation and Inquiry.....	3 200	1 500	600	250	350
Permanent Central Opium Board.....	2 500	1 400	550	—	—

Revenue to be derived in 1953 from the sales of all items included in this section is estimated at \$35 000.

² Bi-lingual editions.

Section 26. Publications

\$956 100

(1952: \$826 300 1951: \$916 741)

CHAPTER I

Publications of Headquarters departments \$792 900
 1952: 691 250
 1951: 805 176

(i) Executive Office of the Secretary-General . . . \$ 3 500
 1952: 4 990
 1951: 1 445

	<i>Text pages in English</i>	<i>Estimated costs</i>
		\$
1. Agreements between specialized agencies, in two languages	100	2 500
2. Miscellaneous items		1 000
TOTAL		\$ 3 500

(ii) Library \$ 7 250
 1952: 6 580
 1951: 7 022

	<i>Text pages in English</i>	<i>Estimated costs</i>
		\$
1. Check lists of United Nations documents (four volumes)	892	7 250

Revenue to be derived from this item in 1953 is estimated at \$2 000.

(iii) Department of Political and Security Council Affairs \$ 4 650
 1952: 2 780
 1951: 858

	<i>Text pages in English</i>	<i>Estimated costs</i>
		\$
1. Supplement No. 2 to Volume I of International Bibliography on Atomic Energy	70	950
2. Supplement No. 2 to Volume II of International Bibliography on Atomic Energy	300	3 700
TOTAL		\$ 4 650

Revenue to be derived from publications of the Department in 1953 is estimated at \$1 000.

(iv) Department of Economic Affairs \$206 090
 1952: 185 730
 1951: 199 658

	<i>Text pages in English (except where indicated by*)</i>	<i>Estimated costs</i>
		\$

A. Recurrent publications

1. Transport and Communications Review (quarterly) in two languages	300	9 000
2. Monthly Bulletin of Statistics, bilingual	2 100*	54 000
3. Implementation of Full Employment Policies, in three languages	400	10 800
4. World Economic Report, 1952-53, in two languages	450	17 160
5. Review of International Commodity Problems, 1953, in two languages	56	2 270
6. Statistical Yearbook, 1953, bilingual	620*	26 500
7. Demographic Yearbook, 1953, bilingual	400*	13 500
7a. Supplement to Demographic Yearbook, bilingual	600*	19 500
8. National Income Statistics of Various Countries for 1952	250	7 000
9. Yearbook of International Trade Statistics for 1952	176	5 500
10. Catalogue of Economic and Social Projects, No. 3, in two languages	144	5 900
11. Public Finance Survey, in two languages	96	2 100
12. International Tax Agreements, volume IV, in three languages	240	8 700

B. Other publications

13. Effects of Tax Measures on Private Foreign Investments in Latin America, in two languages	90	2 650
14. Land Taxation	112	1 100
15. Land Reform: Agricultural Co-operation, in two languages	112	2 100
16. Progress in Land Reform, in two languages	300	6 800
17. Iron Ore Resources, in three languages	84	3 900
18. Public Finance Statistics 1938-1952, bilingual	250*	4 500
19. Resources and their Utilization for Economic Development: Non-Ferrous Metals, Spanish edition	64*	795
20. Resources and their Utilization for Economic Development: Fuel and Energy, French edition	96*	2 315
TOTAL		\$206 090

The number of copies of these publications in English averages 3 400, the Monthly Bulletin of Statistics and the Statistical Yearbook reaching 6 000 copies, and the World Economic Report 4 650 copies. For French and Spanish editions, the average number of copies is 1 250 and 1 150 respectively.

Revenue to be derived from publications of this Department in 1953 is estimated at \$60 800.

(v) Department of Social Affairs.....		\$142 790
	1952:	123 550
	1951:	98 790

A. Recurrent publications

	<i>Text pages in English (except where indicated by*)</i>	<i>Estimated costs</i>
		\$
1. Bulletin on Narcotics; four issues in two languages	224	9 400
2. Summary of Bulletin on Narcotics; four issues in three languages.....	—	1 500
3. International Review of Criminal Policy; two issues in two languages.....	160	8 700
4. Population Bulletin; two issues in two languages	128	3 670
5. Housing and Town and Country Planning Bulletin; three issues in two languages..	360	12 000
6. World Cartography, in two languages...	96	3 100
7. Annual Summary of Laws and Regulations relating to Narcotic Drugs, in two languages	56	1 675
8. Summary of Annual Reports of Governments relating to Narcotics, in two languages	240	6 500
9. Digest of Laws and Regulations on Narcotics, in two languages.....	64	1 925
10. Yearbook on Human Rights, in two languages	500	11 000

B. Other publications

11. The Impact of the Universal Declaration of Human Rights, in three languages....	48	1 700
12. These Rights and Freedoms, French edition	256*	2 700
13. Status of Women in Public Law, in two languages	80	1 550
14. Legislation Influencing Size and Structure of Population, in two languages.....	100	3 000
15. Sources of Migration Statistics 1925-1950, bilingual	276*	5 500
16. Determinants and Consequences of Population Trends, in two languages.....	600	13 250
17. Recent Trends in the Birth Rate in Certain Countries, in two languages.....	52	1 470
18. Manuals on Methods of Making Population Estimates and Projections, in three languages		4 400
19. Demographic Aspects of the Problem of the Aged and Retired Persons, in two languages	128	4 300
20. Sources of Material on Demography, in three languages	20	1 220
21. Application of International Standards of Census Data on the Economically Active Population (Labour Force Manual), French edition	168*	2 000
22. Study on Adoption, in two languages....	140	2 575

	<i>Text pages in English (except where indicated by*)</i>	<i>Estimated costs</i>
		\$
23-28. Legislative and Administrative Series, in two languages		13 950
(a) Child, Youth and Family Welfare..	360	
(b) Social Defence	132	
(c) Rehabilitation of the Physically Handicapped	128	
(d) Housing	128	
(e) Migration	88	
(f) Welfare of the Aged.....	88	
29. Training of Social Welfare Personnel in Under-Developed Areas, in two languages	120	2 010
30. Texts of National Legislation on the Legal and Social Position of Immigrants, in three languages	240	4 295
31-33. Comparative Regional Surveys of the Problem of Juvenile Delinquency:		
(a) In the Middle and Near East, in two languages	192	3 015
(b) In Latin America, in three languages	192	4 165
(c) In Asia and the Far East, in two languages	192	3 015
34. Parole and After-Care, in two languages..	192	2 915
35. Practical Results and Financial Aspects of the Organization of Probation, in two languages	192	2 940
36. Elements of Immigration Policy.....	48	1 500
37. Commentary on the Single Convention on Narcotic Drugs, in two languages.....	—	1 570
	TOTAL	\$142 790

The number of copies of these publications in English averages 2 600, and for French editions 1 200.

Revenue derived from publications of this Department in 1953 is estimated at \$13 000.

(vi) Department of Trusteeship and Information from Non-Self-Governing Territories.....	\$ 34 620
	1952: 24 820
	1951: 31 615

	<i>Text pages in English</i>	<i>Estimated costs</i>
		\$
A. Recurrent publications		
1. Periodical Digest of Information from Non-Self-Governing Territories, in three languages	64	3 320
2. Summaries and Analyses of Information from Non-Self-Governing Territories, in three languages	900	21 000
B. Other publications		
3. Social Study, in three languages.....	250	6 500
4. Background Paper on the Trusteeship System	272	3 800
	TOTAL	\$34 620

The number of copies of these publications in English averages 3 700. For French and Spanish editions, the averages are 1 580 and 700 respectively.

Revenue derived from publications of this Department in 1953 is estimated at \$1 200.

(vii) Department of Public Information \$252 650

	1952:	1951:	Number of copies per issue	Estimated costs \$
1. United Nations Bulletin (semi-monthly)	220 000	319 884	18 000	71 800
2. <i>Revista de las Naciones Unidas</i> (semi-monthly)			3 500	20 250
3. <i>Revue des Nations Unies</i> (monthly)			3 000	7 200
4. News Features (weekly)			11 400	51 000
English			3 800 copies	
French			1 500 copies	
Spanish			900 copies	
Danish			500 copies	
Icelandic			500 copies	
Norwegian			500 copies	
Swedish			500 copies	
Portuguese (monthly)			3 000 copies	
Turkish (bi-monthly)			200 copies	
5. United Nations Reporter (monthly)			50 000	4 500
6. Everyman's United Nations			15 000	10 000
7. United Nations Yearbook: cost of 368 copies bought by the United Nations			—	2 300
8. Pamphlet reprints from <i>United Nations Bulletin</i> , <i>Revista de las Naciones Unidas</i> and <i>Revue des Nations Unies</i> . 60 titles, total of 500 000 copies			—	15 000
9. Booklets			242 500	22 500
What the United Nations Is Doing, three languages, six titles, 70 000 copies				
Basic Facts about the United Nations, 50 000 copies in English, 40 000 copies in other languages				
Charter of the United Nations, 50 000 copies in English, 10 000 in French, 10 000 in Spanish				
How Peoples Work Together, 12 500 copies				
10. Leaflets			120 000	13 000
United Nations: What It is, 50 000 copies, in approximately thirty languages				
Declaration of Human Rights, 20 000 copies, in approximately fifty languages				
Specialized Agencies of the United Nations, 10 000 copies, in approximately eight languages				
11. United Nations Day materials, including United Nations Day leaflet, United Nations Day poster, background paper				14 100
12. Educational and Teaching Aids			76 000	5 000
United Nations in Elementary Schools: 15 000 copies in English, 5 000 in French and 5 000 in Spanish				
How to Find Out About the United Nations: 20 000 copies in English, 5 000 in French and 5 000 in Spanish				
United Nations and Non-Self-Governing Territories: 15 000 copies in English, 3 000 in French and 3 000 in Spanish				
13. Picture sheets, graphics and other printed display material				13 000
14. Radio Programme Booklets			67 000	3 000
English (half-yearly), 50 000 copies				
Spanish (quarterly), 15 000 copies				
Arabic (half-yearly), 2 000 copies				
TOTAL				\$252 650

In planning the publications programme for 1953, the Department has endeavoured to emphasize as many revenue-producing and self-liquidating projects as possible so that revenue would be maintained and increased. For example, \$7 600 of the allocation requested for the *United Nations Bulletin* is to cover 5 000 additional copies for paid circulation which will result in \$11 250 net revenue.

Revenue to be derived from publications of the Department in 1953 is estimated at \$55 000, which would reduce to \$197 650 the net cost of the publications programme.

(viii) Legal Department \$108 350

	1952:	1951:	Text pages in English (except where indicated by*)	Estimated costs \$
1. Treaty Series, twenty-four volumes, multi-lingual	95 830	100 310	9 600*	60 000
2. Index to Treaty Series, two volumes, in two languages			400	12 000
3. Documents prepared pursuant to articles 16 and 21 of the Statute of the International Law Commission, in three languages			400	8 200
4. Legislative Series: National Laws on the Territorial Sea, volume V			750	5 400
5. Legislative Series: Nationality Laws, volume VI			564	4 000
6. Handbook of Final Clauses, French edition			100*	1 500
7. Agreements and Protocols				5 000
8. International Arbitral Awards, volume VI, in two languages			600	3 650
9. Handbook on the Legal Status, Privileges and Immunities of the United Nations, in two languages			132	4 000
10. Status of Multi-lateral Conventions (loose-leaf edition), in two languages			80	2 600
11. Briefs in Litigation				2 000
TOTAL				\$108 350

The number of copies of these publications in English averages 1 700, and in French 800, the Treaty Series reaching 2 100 copies.

Revenue derived from publications of this Department in 1953 is estimated at \$11 000.

(ix) Conference and General Services \$ 10 000

	1952:	1951:	Estimated costs \$
1. Snap-out forms, seals, labels, letterheads, etc. and charts and certificates	7 360	12 170	9 000
2. Printing plates for official records (sales agents' lists, etc.)			1 000
TOTAL			\$10 000
(x) Administrative and Financial Services	\$ 1 000		
1952:	1 630		
1951:	1 043		

	<i>Estimated costs</i>
	\$
1. Binding of staff accounts records.....	700
2. Handbook for new staff members.....	300
TOTAL	\$ 1 000

(xi) <i>Sales promotion</i>	\$ 22 000
1952:	17 980
1951:	29 376

	<i>Estimated costs</i>
	\$
Printing of catalogues; brochures and leaflets in several languages; space advertising in selected papers and periodicals; direct-mail promotion; exhibitions and displays; co-operative sales promotion efforts with sales agents; other promotional activities, including cost of mailing on a contractual basis	22 000
TOTAL	\$22 000

CHAPTER II

Publications of the United Nations Office at Geneva	\$ 89 600
1952:	71 870
1951:	64 003

(i) <i>General services</i>	\$ 9 000
1952:	7 360
1951:	10 207

	<i>Estimated costs</i>
	\$
1. List of books catalogued (510 pages).....	3 800
2. List of selected articles (220 pages).....	1 700
3. Bibliographical cards (4 000)	2 000
4. Miscellaneous forms	1 500
TOTAL	\$ 9 000

The Library publications are distributed free. They are widely used for exchange services from which the Library derives considerable benefit.

(ii) <i>Information centre</i>	\$ 2 300
1952:	670
1951:	952

	<i>Estimated costs</i>
	\$
1. Illustrated guide for visitors (100 000 copies).....	2 300
TOTAL	\$ 2 300

The guide is distributed free to visitors who pay an admission fee to the *Palais des Nations*.

(iii) <i>Economic Commission for Europe</i>	\$ 78 300
1952:	63 840
1951:	52 844

	<i>Estimated costs</i>
	\$
1. Bulletin of Transport Statistics (quarterly) bilingual...	1 000
2. Economic Bulletin for Europe (three issues) in three languages	19 000
3. Bulletin of Steel Statistics (quarterly) bilingual.....	7 700
4. Bulletin of Timber Statistics (quarterly) bilingual.....	7 700
5. Bulletin of Coal Statistics (quarterly) bilingual.....	3 800
6. Bulletin of Housing Statistics (half-yearly) bilingual...	600
7. Economic Survey of Europe, 1952, in three languages...	19 200
8. Bulletin of Transport Statistics (annual) bilingual.....	2 300
9. Study on Co-ordination of Transport, in English.....	2 400
10. Transport Conventions and Agreements, bilingual.....	5 100
11. Study of Timber Consumption Trends, bilingual.....	8 000
12. Maps, charts, and statistical tables.....	1 500
TOTAL	\$78 300

The number of copies for bilingual editions averages 1 500. The distribution pattern for the Economic Survey requires 5 500 copies in English, 3 000 copies in French and 1 000 copies in Russian.

Revenue derived from the publications of this Commission in 1952 is estimated at \$11 000.

CHAPTER III

Publications of the Economic Commission for Asia and the Far East	\$ 40 600
1952:	31 680
1951:	22 752

	<i>Text pages in English (except where indicated by*)</i>	<i>Estimated costs</i>
		\$
1. Economic Bulletin for Asia and the Far East (three issues)	238	2 700
2. ECAFE Transport Bulletin (quarterly).....	300	3 600
3. Economic Survey of Asia and the Far East, 1953 edition	400	4 500
3a. Economic Survey of Asia and the Far East, 1952, French edition	100*	900
4. Statistical Bulletin on Progress of Electric Power Development, in two languages.....	100	3 300
5. Flood Control Series No. 4: The Silt Problem, in two languages	65	2 100
6. Flood Control Series No. 5: River Training and River Bank Revetment, in two languages	45	1 600
7. Trade between ECAFE Countries and Europe, in two languages	250	4 000
8. Index of Asian Statistics, in two languages..	56	1 800
9. Directory of Laboratory Facilities and Research Institutes in Asia and the Far East, in two languages	150	3 500
10. Manufacture of Iron and Steel in Asia and the Far East, in two languages.....	310	8 800
11. Flood Control Series No. 3, French edition..	230	3 300
12. Maps, charts and tables.....		500
TOTAL		\$40 600

The number of copies of these publications in English averages 3 000, the Survey reaching 5 000. French editions average 1 500 copies.

Revenue derived from publications of this Commission in 1953 is estimated at \$6 000.

CHAPTER IV

Publications of the Economic Commission for Latin America	\$ 33 000
1952:	31 500
1951:	24 810

	<i>Text pages in English</i>	<i>Estimated costs</i>
		\$
1. Economic Bulletin for Latin America (quarterly) in two languages.....	216	6 480
2. Economic Survey of Latin America, in two languages	236	7 000
3. Programming of Economic Development, in two languages	120	3 200
4. Economic Integration of Central America, in two languages	60	1 700
5. Study of Intra-Regional (Latin American) Trade, in two languages.....	148	4 200
6. Agricultural Studies, in two languages.....	200	1 870
7. General Problems of Economic Development, in two languages	300	2 850
8. Study on Iron and Steel, in two languages....	300	2 850
9. Cyclical Fluctuations in Argentina, in two languages	300	2 850
TOTAL		\$33 000

The number of copies of these publications in English averages 3 500, the Survey reaching 4 500. Spanish editions average 1 500 copies.

Revenue derived from publications of this Commission in 1953 is estimated at \$4 000.

TECHNICAL PROGRAMMES

\$1 392 900

(1952: \$1 392 900 1951: \$1 307 490)

The General Assembly, by its resolutions 518 (VI) and 583 (VI) approved continued provision in the United Nations budget for 1952 of the amounts appropriated in 1951 for activities under resolutions 200 (III), 246 (III) and 418 (V), and recommended that additional activities to be undertaken for the benefit of under-developed countries in the economic and social fields and in public administration should be placed for consideration under the Expanded Programme of Technical Assistance in cases where such additional programmes could not be financed from the budget of United Nations.

In consequence of resolution 594 (VI), the estimates in this part have been expanded for 1953 to show the full level of operational activity for the integrated programme of technical assistance administered by the United Nations out of funds received from the budget and from the Special Account.

Total operational requirements will constitute \$8 850 000 of the amount (approximately \$10 000 000) expected to be needed for the whole programme. For each section, the same amount as that appropriated for 1952 is requested as a lump sum appropriation toward the requirements of the whole programme, making a total appropriation for Technical Programmes of \$1 392 900.

The full levels for each of the three main fields of operation are expected to be approximately as follows:

Social Activities	\$1 615 000
Economic Development	5 825 000
Public Administration	1 410 000

Section 27. Social Activities

\$768 500

(1952: \$768 500 1951: \$685 499)

The estimates make provision for the following activities in 1953, including those carried on in former years under the heading of Advisory Social Welfare Functions:

(a) For experts in social fields, particularly social welfare, to furnish advisory services at the request of governments, to put new methods into practice over an appropriate period, for equipment required by such experts in connexion with these activities, and for publication and distribution of experts' reports.

Salaries and related expenses of experts (including costs of reports)	\$749 500
Equipment	20 000
	<u>\$769 500</u>

(b) For enabling qualified officials in the social fields, particularly social welfare, to observe and familiarize themselves with the relevant experience and practice of other countries; and for enabling suitably qualified persons who are not able to receive professional training in certain branches of the social field in their own countries to receive appropriate training in foreign countries possessing the necessary facilities.

Stipends and related expenses of fellows and scholars

Stipends and related expenses of fellows and scholars	\$564 000
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(c) For planning, organizing and establishing training centres, demonstration projects, conferences, seminars and other special projects in social fields, particularly social welfare, at the request of governments, and for providing technical literature, films and equipment required in connexion therewith

Technical literature, films and equipment required in connexion therewith	\$281 500
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The amounts noted above are subject to adjustment within the total provision for this section, since the programmes executed depend upon requests received from governments.

A sum of \$768 500 is requested as an appropriation for the purpose of providing technical assistance for economic development contemplated in General Assembly resolution 418 (V) and towards a total estimated requirement of \$1 615 000 in the field of social activities. The balance of \$846 500 will be financed from the Expanded Programme of Technical Assistance.

Section 28. Economic Development

\$479 400

(1952: \$479 400 1951: \$478 725)

The estimates make provision for the following activities in 1953, including those carried on in former years under the heading of Technical Assistance for Economic Development:

(a) For the provision of experts for the purpose of advising governments, at their request, on their problems of economic development, for equipment required by such experts in connexion with these activities, and for publication and distribution of experts' reports.

Salaries and related expenses of experts (including costs of reports)	\$2 854 700
Equipment	760 300
	<u>\$3 615 000</u>

(b) To arrange for facilities for the training abroad of experts of under-developed countries through the provision of fellowships and scholarships available for study in those countries or institutions, which, in the particular fields of study, have achieved an advanced level of technical competence.

Stipends and related expenses of fellows and scholars

Stipends and related expenses of fellows and scholars	\$1 100 000
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(c) For planning, organizing and establishing training centres, demonstration projects, conferences, seminars and other special projects in the various fields of economic development, including provision of equipment necessary for their establishment; and for providing technical literature and films required in connexion therewith

Technical literature and films required in connexion therewith	\$1 110 000
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The amounts noted above are subject to adjustment within the total provision for this section, since the programmes executed depend upon requests received from governments.

A sum of \$479 400 is requested as an appropriation for the purpose of providing technical assistance for economic development contemplated in General Assembly resolution 200 (III) and towards a total estimated requirement of \$5 825 000 for activities in the same fields. The balance of \$5 345 600 will be financed from the Expanded Programme of Technical Assistance.

Section 29. Public Administration

\$145 000

(1952: \$145 000 1951: \$143 266)

The estimate makes provision for the following activities in 1953, and includes those activities carried on in former years under the heading "Programme for Training in Public Administration":

(a) For provision of experts to advise governments, at their request, on problems of public administration, for provision of equipment required by such experts in connexion with these activities, and for publication and distribution of experts' reports.

Salaries and related expenses of experts (including costs of reports) \$670 750

Equipment 10 000

\$680 750

(b) For provision of fellowships and scholarships for the training abroad of experts of under-developed countries, through development of arrangements for study in appropriate countries and institutions.

Stipends and related expenses of fellows and scholars \$413 000

(c) For planning and establishment of training centres, demonstration projects, conferences, seminars and other special projects in the various fields of public administration, including provision of equipment and technical literature required in connexion therewith. \$301 250

(d) Grants to the Committee on Administrative Practices of the International Institute of Administrative Sciences of Brussels and other similar institutions for expanding the exchange of technical information on public administration subjects \$15 000

The amounts noted above are subject to adjustment within the total provision for this section, since the programmes executed depend upon requests received from governments.

A sum of \$145 000 is requested as an appropriation for the purpose of providing programmes for training in public administration as contemplated in General Assembly resolution 246 (III), and towards a total estimated requirement of \$1 410 000 for all technical assistance activities in fields of public administration. The balance of \$1 265 000 will be financed from the Expanded Programme of Technical Assistance.

PART X

SPECIAL EXPENSES

\$2 149 500

(1952: \$2 649 500¹ 1951: \$1 649 470)

Section 30. Transfer of the Assets of the League of Nations to the United Nations

\$649 500

(1952: \$649 500 1951: \$649 470)

The General Assembly made provision under resolution 250 (III) for the liquidation of credits in the amount of \$10 809 529 21 due to certain Member States as a result of the transfer of the assets of the League of Nations to the United Nations.

Credits totalling \$1 067 535 21, which relate to other than

permanent capital assets, have already been liquidated.

Arrangements to liquidate in fifteen equal annual instalments the remaining credits of \$9 741 994 which relate to the permanent capital assets began in 1951 and will continue until 1965. The amount requested is to provide for the third instalment in the liquidation of these credits.

Section 31. Amortization of the Headquarters Construction Loan

\$1 500 000

(1952: \$1 000 000 1951: \$1 000 000)

The General Assembly, by resolution 242 (III), approved the report of the Secretary-General on the Headquarters of the United Nations (A/627), in which were set forth the terms of the Loan Agreement for \$65 000 000 between the United Nations and the United States Government.

The Loan Agreement provides that repayment by the United Nations is to be made from its regular budget, without in-

terest, over a period of thirty-one years in annual instalments ranging from \$1 000 000 to \$2 500 000, the payments to begin on 1 July 1951 and to continue through 1 July 1982.

The amount of \$1 500 000 represents the third instalment, due on 1 July 1953, in conformity with the schedule appearing in the Loan Agreement.

¹ Includes \$1 000 000 in respect of Section 31a.

B. International Court of Justice

PART XI

INTERNATIONAL COURT OF JUSTICE

\$640 800

(1952: \$639 860 1951: \$596 539)

Section 32. The International Court of Justice

\$640 800

(1952: \$639 860 1951: \$596 539)

CHAPTER I

Salaries and expenses of members of the Court... \$343 100
 1952: 328 000
 1951: 307 956

(i) *Salaries and allowances of the President, the Vice-President and the Judges*..... \$307 800
 1952: 307 800
 1951: 293 309

This estimate is in accordance with resolution 474 (V) adopted by the General Assembly on 15 December 1950.

(ii) *Contributions, Pension Fund* \$ 100
 1952: —
 1951: —

In accordance with article 32 of the Statute, regulations fixing the conditions under which pensions may be given to the members of the Court were adopted by the General Assembly (resolution 86 (I)). No decision has yet been taken on the setting-up of a special fund to finance these engagements. Therefore, a token estimate is submitted.

(iii) *Pensions* \$ 13 750
 1952: 1 750
 1951: 1 133

This estimate provides for the payment of pensions to three judges whose terms of office expired in February 1952, and to the widow of a member of the Court, in accordance with General Assembly resolution 86 (I).

(iv) *Travel on official business* \$ 2 250
 1952: 2 250
 1951: 551

(v) *Annual journeys and journeys on leave*.... \$ 18 000
 1952: 15 000
 1951: 8 219

This estimate takes into account the rights of all judges, in accordance with General Assembly resolution 85 (I). In 1951, a number of judges from overseas did not avail themselves of their right to travel to their countries, with consequent total expenditure below the authorized sum for that year.

(vi) *Travel and removal expenses of members of the Court and dependants* \$ 1 000
 1952: 1 000
 1951: 757

The estimate is the same as approved for 1952.

(vii) *Miscellaneous supplies and services* \$ 200
 1952: 200
 1951: 139

This estimate provides for any exceptional expenses such as those resulting from official ceremonies in which the Court is obliged to participate.

(viii) *Judges ad hoc, assessors, witnesses and experts* \$ —
 1952: —
 1951: 3 848

The appointment of judges *ad hoc* and assessors, and likewise the summoning of witnesses and designation of experts, depend on the nature of the cases submitted to the Court: expenses arising under this head are therefore potential expenses. The budget includes no estimate for such expenses. But the draft resolution concerning unforeseen and extraordinary expenses for 1953 provides that the Secretary-General may finance them by advancing the requisite sums from the Working Capital Fund. This procedure has been followed in previous financial years.

CHAPTER II

Salaries, wages and expenses of the Registry.... \$227 500
 1952: 231 380
 1951: 219 304

(i) *Established posts* \$158 000
 1952: 152 380
 1951: 149 675

The differential on the salaries of officials of the Registry has been maintained at 25 per cent for 1953. It is applied to 75 per cent of the salary.

A new post is proposed at the junior level of the General Service category. The estimate submitted for temporary assistance has been reduced correspondingly.

Table 32-1. Registrar and the Registry of the Court

Number of established posts		Category and post level	Gross salaries
1952	1953		
<i>Director and Principal Officer</i>			
1	1	Principal Director	\$
		Salary.....	18 000
		Representation allowance.....	3 000
1	1	Director	16 600
<i>Professional</i>			
2	2	Senior Officer	24 160
2	2	First Officer	19 580
1	1	Second Officer	8 820
5	5	Associate Officer	35 350
<i>General Service</i>			
4	4	Principal level	23 520
3	3	Senior level	14 440
1	1	Intermediate level	4 000
5	6	Junior level	19 420
5	5	Messenger level	7 550
30	31		194 440
Deduct: Adjustment for differential.....			36 440
			TOTAL \$158 000

(ii) <i>Temporary assistance</i>	\$ 28 000
1952:	33 700
1951:	37 600

Temporary appointments are made in accordance with the requirements of the Court. In view of the proposed creation of a new established post (typist), the estimate for temporary assistance has been reduced by a corresponding amount. Furthermore, use by the Court of magnetic wire recorders decreases the need for the services of outside verbatim reporters. A further reduction of \$1 000 in this estimate is therefore possible.

(iii) <i>Overtime</i>	\$ 900
1952:	900
1951:	669

Similar conditions to those observed in the United Nations Secretariat govern payment for overtime. Staff members in the lower salary levels only are entitled to payment.

(iv) <i>Travel and removal of staff and dependants</i> .	\$ 600
1952:	1 000
1951:	609

(v) <i>Installation payments</i>	\$ 700
1952:	—
1951:	735

The estimates for items (iv) and (v) above are based on 1951 actual expenditures. The figure of \$1 000 shown under (iv) for 1952 covers both items (iv) and (v) as provision for these expenses in the 1952 budget estimates was made under a single head, "Removal expenses on arrival and departure".

(vi) <i>Contributions, Staff Pension Fund</i>	\$ 21 550
1952:	20 730
1951:	19 351

This estimate is calculated on the basis of estimates for the salaries of the Registrar and the permanent staff.

(vii) <i>Children's allowance, education grants and related travel</i>	\$ 5 900
1952:	5 900
1951:	4 888

This estimate is based on the same rules applied in the United Nations Secretariat.

(viii) <i>Contributions, medical and group life insurance</i>	\$ 1 000
1952:	1 420
1951:	80

The estimate is calculated at an average cost of \$50 per staff member, which was applied by the United Nations Secretariat in 1952.

Since not all of the officials of the Registry have joined the medical insurance scheme in force in New York, the amount requested (\$1 000) is considered sufficient for the financial year 1953.

(ix) <i>Compensatory payments</i>	\$ 150
1952:	150
1951:	—

(x) <i>Travel on home leave</i>	\$ 1 000
1952:	3 500
1951:	726

The estimate is based on the rules applied in the United Nations Secretariat. The number of officials eligible for home leave in 1953 is lower than in 1952.

(xi) <i>Staff welfare</i>	\$ 200
1952:	200
1951:	106

(xii) <i>Travel on official business</i>	\$ 9 500
1952:	11 500
1951:	4 865

CHAPTER III

Common services ..	\$ 53 500
1952:	73 780
1951:	63 091

(i) <i>Contribution to the Carnegie Foundation</i> ...	\$ 18 000
1952:	18 000
1951:	12 632

(ii) <i>Amortization of cost of installation of new premises</i>	\$ 2 640
1952:	2 640
1951:	2 631

(iii) <i>Supplementary amortization of cost of new premises</i>	\$ 2 640
1952:	2 640
1951:	2 631

The estimates under (i), (ii) and (iii) above are in conformity with the provisions of the Agreement between the United Nations and the Carnegie Foundation concerning the utilization of the Peace Palace at The Hague. Pursuant to the General Assembly resolutions 84 (I) and 586 (VI), an annual contribution of 68 400 Netherlands florins (\$18 000) is payable under the Agreement.

(iv) <i>Cost of distribution of documents</i>	\$ 1 420
1952:	1 200
1951:	1 428

This estimate is based on 1951 expenditures.

(v) <i>Telephone services</i>	\$ 900
1952:	900
1951:	787

(vi) <i>Cable, telegraph and wireless</i>	\$ 1 800
1952:	1 800
1951:	1 625

(vii) <i>Postal services</i>	\$ 2 300
1952:	2 300
1951:	2 015

(viii) <i>Stationery and office supplies</i>	\$ 7 500
1952:	7 000
1951:	7 116

In the 1952 budget estimates, provision for items (v), (vi) and (vii) above was made under a single head, "Postal, telegraph, telephone services". A sum of \$5 000 was approved for the three items. Based on past experience, a similar sum is requested for 1953.

(ix) <i>Contractual printing</i>	\$ 25 000
1952:	36 000
1951:	31 931

In 1951, printing expenses totalled approximately \$32 000. For 1953 a sum of \$25 000 is considered sufficient. Printing expenses are directly dependent upon the number and length of documents submitted to the Court by the parties concerned.

(x) <i>External audit costs</i>	\$ 500
1952:	500
1951:	—

(xi) <i>Miscellaneous supplies and services</i>	\$	700
		1952: 700
		1951: 295

This estimate includes \$400 for the cost of administration of the funds of the Court and \$300 for any exceptional expenses, such as those resulting from ceremonies in which the members of the Registry are obliged to participate.

(xii) <i>Miscellaneous expenses (Nürnberg Archives)</i>	\$	100
		1952: 100
		1951: —

In 1949 the General Assembly authorized the Court to meet expenses resulting from the deposit with the Registry, by the Governments of France, the United Kingdom of Great Britain and Northern Ireland, the Union of Soviet Socialist Republics and the United States of America, of the Nürnberg Military

Tribunal Archives.¹ Expenses in this connexion amounted to \$1 345 in 1950. For 1953 a token estimate is submitted.

CHAPTER IV

Permanent equipment	\$	6 700
		1952: 6 700
		1951: 6 188
(i) <i>Furniture and installation of additional fittings</i>	\$	3 500
		1952: 3 500
		1951: 3 620
(ii) <i>Library</i>	\$	3 200
		1952: 3 200
		1951: 2 568

¹ See *Official Records of the fourth session of the General Assembly, Plenary Meetings, Annex, agenda item 39, document A/1232, para. 140.*

UNITED NATIONS

	A.			B.	
	Headquarters and Offices in the Field Except Geneva			Geneva Office	
	Estimate 1953	1952 Approved Estimate	1951 Actual	Estimate 1953	1952 Approved Estimate
	\$	\$	\$	\$	\$
(i) Assessments on salaries and allowances of staff	3 990 000	4 322 700	3 667 757	613 000	598 000
(ii) Rental income (space charges)	101 000	88 500	48 737	178 000	180 000
(iii) Reimbursement for staff and services furnished to specialized agencies and others	35 000	65 000	36 993	160 000	159 300
(iv) Sale of official records and publications	150 000	175 000	87 757	50 000	50 000
(v) Revenue from film distribution	55 000	45 000	34 917	—	—
(vi) Interest on investments	100 000	120 000	111 388	—	—
(vii) Other interest	6 400	9 900	17 391	500	600
(viii) Sale of used office, transportation and other equipment etc.	36 000	64 000	137 055	9 000	2 500
(ix) Refund of prior years' expenditures	50 000	75 000	93 957	500	1 500
(x) Reimbursement of expenditures, Lido Beach Hotel	38 000	38 000	38 275	—	—
(xi) Contributions of non-member States	50 000	—	—	—	—
(xii) Miscellaneous	25 000	40 000	94 359	25 000	20 000
(xiii) Revenue from sales of UN postage stamps	380 000	300 000	375 312	18 000	—
(xiv) Contribution of the Government of Chile towards the additional cost of holding the 12th session of the Economic and Social Council in Santiago	—	—	77 624	—	—
TOTAL	\$5 016 400	\$5 343 100	\$4 821 522	\$1 054 000	\$1 011 900

(i) Assessments on salaries and allowances of staff

The estimated income to derive in 1953 from assessments on salaries and allowances is based on actual experience and therefore reflects a marked improvement on the estimates for 1951 and 1952, which, as a result of the changeover to the revised salary plan, could not be forecast accurately.

(ii) Rental income (space charges)

For 1953 it is estimated that income for Headquarters will amount to \$101 000, made up of:

(a) Rental of approximately 2 700 square feet of floor space, \$11 000;

(b) Garage rentals, \$90 000.

The Geneva income from space charges has been estimated at \$178 000.

(iii) Reimbursement for staff and services furnished to specialized agencies and others

The heavy 1953 conference workload expected at Headquarters makes it very unlikely that loan of staff will reach any sizable scale.

The total estimate for Headquarters is \$35 000. No appreciable changes are expected at Geneva, where \$160 000 is estimated.

(iv) Sale of official records and publications

Recent changes in and additions to the list of agents controlled from Headquarters are expected to produce better results, but there are also several restraining factors. However, present improved bookshop operations point to continued improvement over past experience, especially in view of the better facilities which will be available in the near future.

CELLANEOUS INCOME

CELLANEOUS INCOME

INTERNATIONAL COURT OF JUSTICE				TOTAL		
1951 Actual	C.			Estimate 1953	Approved Estimate 1952	Actual 1951
	Estimate 1953	1952 Approved Estimate	1951 Actual			
\$	\$	\$	\$	\$	\$	\$
582 498	30 500	32 200	30 712	4 633 500	4 952 900	4 280 967
153 162	—	—	—	279 000	268 500	201 899
155 826	—	—	—	195 000	224 300	192 819
48 865	2 500	1 500	3 391	202 500	226 500	140 013
—	—	—	—	55 000	45 000	34 917
—	—	—	—	100 000	120 000	111 388
491	100	75	113	7 000	10 575	17 995
9 047	—	—	—	45 000	66 500	146 102
3 402	—	—	—	50 500	76 500	97 359
—	—	—	—	38 000	38 000	38 275
—	9 000	11 025	9 236	59 000	11 025	9 236
19 550	—	—	—	50 000	60 000	113 909
—	—	—	—	398 000	300 000	375 312
—	—	—	—	—	—	77 624
\$972 841	\$42 100	\$44 800	\$43 452	\$6 112 500	\$6 399 800	\$5 837 815

After careful consideration the 1953 estimate for Headquarters operations is evaluated at \$150 000, made up by:

- (a) Revenue from bookshop sales, \$60 000;
- (b) Revenue from sales by agents controlled from Headquarters, \$90 000.

The estimates for Geneva and the International Court of Justice amount to \$50 000 and \$2 500 respectively.

(v) Revenue from film distribution

Revenue from this activity has gradually increased, and a certain amount of additional revenue may also be expected from the newly entered field of sale of film-strips.

(vi) Interest on investments

Temporary financing of budget expenditures immobilizes a very considerable part of the Working Capital Fund from investment. This situation prevails during the greater part

of the year at varying degrees. The returns which may be anticipated from this source of revenue are thereby seriously curtailed.

The income to be derived from this source in 1953 is estimated at \$100 000.

(vii) Other interest

Due to the expected reimbursement of the major part of the Parkway Village housing project guarantee deposit, the 1953 estimate is reduced to \$6 400 at Headquarters. No appreciable change is expected at Geneva or by the International Court of Justice in their estimates.

(viii) Sale of used office, transportation and other equipment, etc.

The 1953 Headquarters estimate is \$36 000, deriving mainly from

- (a) Sale of transportation equipment (\$16 000);

(b) Sale of dictating and transcribing machines (\$13 000).

(ix) Refund of prior years' expenditures

Due to gradually improved procurement methods and financial controls, refunds have steadily decreased in recent years. Efforts are constantly made towards maintaining this trend and \$50 000 is estimated for 1953 at Headquarters.

Similarly the Geneva estimate has been reduced to \$500.

(x) Reimbursement of expenditures, Lido Beach Hotel

This provides for the instalment payable to the United Nations under the terms of liquidation of the Lido Beach housing project.

(xi) Contributions of non-member States

General Assembly resolution 582 (VI), paragraph 6, adopted 21 December 1951, provided that non-member States which are signatories of international instruments related to

narcotic drugs are expected to contribute towards the annual expenditures in that respect. The Headquarters estimate represents anticipated 1953 income therefrom, based on 1952 expenditures.

The estimate for the International Court of Justice is based on the same resolution, paragraph 5, dealing with contributions of non-member States towards the expenses of the International Court of Justice.

(xii) Miscellaneous

For 1953 the total estimated is \$50 000, divided equally between Headquarters and Geneva.

(xiii) Revenue from sales of United Nations postage stamps

On the basis of present experience it is estimated that philatelic sales at Headquarters will yield \$380 000. It is assumed that four commemorative issues will be launched in 1953.

Geneva sales are expected to produce \$18 000.

		I. Salaries and wages		
		Established posts	Consultants	Temporary assistants and casual labour
		\$	\$	\$
PART I. SESSIONS OF THE GENERAL ASSEMBLY, COUNCILS				
<i>Section</i>	<i>Chapter</i>			
1.	The General Assembly, Commissions and Committees			
	I. The General Assembly Session	—	—	218 000
	II. The Advisory Committee	—	—	—
	III. The Committee on Contributions	—	—	—
	IV. The International Law Commission	—	—	—
	V. The Board of Auditors	—	—	—
	VI. The Administrative Tribunal	—	—	—
	The Security Council	—	—	—
2.	The Economic and Social Council, Commissions and Committees			
3.	I. The Economic and Social Council	—	—	—
	II. The Commission on Human Rights	—	900	—
	III. The Commission on Narcotic Drugs	—	2 600	—
	IV. The Population Commission	—	1 300	—
	V. The Fiscal Commission	—	—	—
	VI. The Transport and Communications Commission	—	—	—
	VII. The Interim Co-ordinating Committee for International Commodity Arrangements	—	—	—
	VIII. The <i>Ad Hoc</i> Advisory Committee of Experts on Prevention of Crime and Treatment of Offenders	—	—	—
	IX. The <i>Ad Hoc</i> Committee on Forced Labour	—	—	18 400
3a.	Permanent Central Opium Board and Drug Supervisory Body	—	—	—
3b.	Regional Economic Commissions			
	I-III. Economic Commission for Asia and the Far East	—	—	—
	IV. Economic Commission for Latin America	—	—	—
4.	The Trusteeship Council, Commissions and Committees	—	—	—
	Visiting Mission, 1953	—	—	—
TOTAL, PART I		—	4 800	236 400
PART II. INVESTIGATIONS AND INQUIRIES				
<i>Section</i>				
5.	Investigations and Inquiries	—	—	—
5a.	United Nations Field Service	426 700	—	8 000
TOTAL, PART II		426 700	—	8 000
PART III. HEADQUARTERS, NEW YORK				
<i>Section</i>				
6.	Executive Office of the Secretary-General	410 600	1 000	12 000
6a.	Library	440 100	900	32 000
7.	Department of Political and Security Council Affairs	749 200	3 000	6 500
8.	Military Staff Committee Secretariat	136 700	—	500
9.	Technical Assistance Administration	—	—	—
10.	Department of Economic Affairs	2 183 500	74 950	56 700
11.	Department of Social Affairs	1 670 000	43 000	34 000
12.	Department of Trusteeship and Information from Non-Self-Governing Territories	941 200	4 000	10 000
13.	Department of Public Information	2 145 750	4 800	41 000
14.	Legal Department	443 700	4 000	7 500
15.	Conference and General Services	9 058 500	2 000	244 400
16.	Administrative and Financial Services	1 474 200	37 700	43 000
17.	Common Staff Costs	—	—	—
18.	Common Services	—	—	—
19.	Permanent Equipment	—	—	—
19a.	Improvements to Premises	—	—	—
TOTAL, PART III		19 653 550	175 350	487 600
PART IV. UNITED NATIONS OFFICE AT GENEVA				
<i>Section</i>				
20.	United Nations Office at Geneva	2 967 500	26 500	195 500
20a.	Office of the High Commissioner for Refugees	526 700	1 000	2 000
TOTAL, PART IV		3 494 200	27 500	197 500
PART V. INFORMATION CENTRES				
<i>Section</i>				
21.	Information Centres	445 960	—	59 750
PART VI. REGIONAL ECONOMIC COMMISSIONS				
<i>Section</i>				
22.	Economic Commission for Asia and the Far East	681 050	33 000	16 000
23.	Economic Commission for Latin America	549 700	75 000	25 000
TOTAL, PART VI		1 230 750	108 000	41 000
PART VII. HOSPITALITY				
<i>Section</i>				
24.	Hospitality	—	—	—
PART VIII. CONTRACTUAL PRINTING				
<i>Section</i>				
25.	Official Records	—	—	—
26.	Publications	—	—	—

F EXPENDITURE

IV. Contractual services and supplies									
Communication services	Information services	Premises, maintenance and utilities		Contractual printing	Miscellaneous supplies and services	V. Property and equipment	VI. Grants and subsidies	VII. Undistributed	Totals by sections
		At Headquarters	At other offices						
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
—	8 000	—	—	—	22 500	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	36 000	—
—	—	—	—	—	—	—	—	—	674 000
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	89 000
—	—	—	—	—	—	—	—	—	23 700
2 800	—	—	—	—	5 700	—	—	—	—
1 000	—	—	—	—	8 700	—	—	—	100 200
—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	50 000	50 000
<u>3 800</u>	<u>8 000</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>36 900</u>	<u>—</u>	<u>—</u>	<u>86 000</u>	<u>936 900</u>
—	—	—	—	—	—	—	—	2 000 000	2 000 000
—	—	—	—	—	18 000	3 000	—	—	565 200
—	—	—	—	—	18 000	3 000	—	2 000 000	2 565 200
—	—	15 000	—	—	—	—	—	—	467 100
—	—	—	—	—	15 000	—	—	—	491 400
—	—	—	—	—	—	—	—	—	769 200
—	—	—	—	—	—	—	—	—	137 400
—	—	—	—	—	—	—	386 700	—	386 700
—	—	—	—	—	—	—	—	—	2 348 500
—	—	—	—	—	—	—	—	—	1 776 500
—	550 450	—	—	—	—	—	—	—	963 700
—	—	—	—	—	—	—	—	—	2 775 000
—	—	—	—	—	—	—	—	—	462 100
—	—	—	—	—	22 000	—	—	—	9 527 500
—	—	—	—	—	7 000	—	—	—	1 620 600
467 200	525 000	2 249 300	—	—	677 600	—	15 000	—	4 459 900
—	—	—	—	—	—	282 200	—	—	3 934 100
—	—	—	—	—	—	30 700	—	—	282 200
<u>467 200</u>	<u>1 075 450</u>	<u>2 264 300</u>	<u>—</u>	<u>—</u>	<u>721 600</u>	<u>312 900</u>	<u>401 700</u>	<u>—</u>	<u>30 432 600</u>
90 000	5 700	—	127 600	—	190 100	103 000	—	—	4 379 700
10 500	—	—	24 000	—	16 500	1 000	—	—	673 900
<u>100 500</u>	<u>5 700</u>	<u>—</u>	<u>151 600</u>	<u>—</u>	<u>206 600</u>	<u>104 000</u>	<u>—</u>	<u>—</u>	<u>5 053 600</u>
<u>55 500</u>	<u>7 050</u>	<u>—</u>	<u>62 550</u>	<u>—</u>	<u>107 280</u>	<u>10 550</u>	<u>—</u>	<u>—</u>	<u>892 300</u>
18 000	—	—	6 000	—	45 500	10 450	—	—	1 043 800
7 300	—	—	29 500	—	13 800	11 000	—	—	881 000
<u>25 300</u>	<u>—</u>	<u>—</u>	<u>35 500</u>	<u>—</u>	<u>59 300</u>	<u>21 450</u>	<u>—</u>	<u>—</u>	<u>1 924 800</u>
—	—	—	—	—	—	—	—	20 000	20 000
—	—	—	—	800 500	—	—	—	—	800 500
—	—	—	—	934 100	22 000	—	—	—	956 100

PART II. INVESTIGATIONS AND INQUIRIES				
Section 5.	Investigations and Inquiries.....		—	8 000
5a.	United Nations Field Service.....	426 700	—	
	TOTAL, PART II	<u>426 700</u>	<u>—</u>	<u>8 000</u>
PART III. HEADQUARTERS, NEW YORK				
Section 6.	Executive Office of the Secretary-General.....	410 600	1 000	12 000
6a.	Library.....	440 100	900	32 000
7.	Department of Political and Security Council Affairs.....	749 200	3 000	6 500
8.	Military Staff Committee Secretariat.....	136 700	—	500
9.	Technical Assistance Administration.....	—	—	—
10.	Department of Economic Affairs.....	2 183 500	74 950	56 700
11.	Department of Social Affairs.....	1 670 000	43 000	34 000
12.	Department of Trusteeship and Information from Non-Self-Governing Territories.....	941 200	4 000	10 000
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14.	Legal Department.....	443 700	4 000	7 500
15.	Conference and General Services.....	9 058 600	2 000	244 400
16.	Administrative and Financial Services.....	1 474 200	37 700	43 000
17.	Common Staff Costs.....	—	—	—
18.	Common Services.....	—	—	—
19.	Permanent Equipment.....	—	—	—
19a.	Improvements to Premises.....	—	—	—
	TOTAL, PART III	<u>19 653 550</u>	<u>175 350</u>	<u>487 600</u>
PART IV. UNITED NATIONS OFFICE AT GENEVA				
Section 20.	United Nations Office at Geneva.....	2 967 500	26 500	195 500
20a.	Office of the High Commissioner for Refugees.....	526 700	1 000	2 000
	TOTAL, PART IV	<u>3 494 200</u>	<u>27 500</u>	<u>197 500</u>
PART V. INFORMATION CENTRES				
Section 21.	Information Centres.....	445 960	—	59 750
PART VI. REGIONAL ECONOMIC COMMISSIONS				
Section 22.	Economic Commission for Asia and the Far East.....	681 050	33 000	16 000
23.	Economic Commission for Latin America.....	549 700	75 000	25 000
	TOTAL, PART VI	<u>1 230 750</u>	<u>108 000</u>	<u>41 000</u>
PART VII. HOSPITALITY				
Section 24.	Hospitality.....	—	—	—
PART VIII. CONTRACTUAL PRINTING				
Section 25.	Official Records.....	—	—	—
26.	Publications.....	—	—	—
	TOTAL, PART VIII	<u>—</u>	<u>—</u>	<u>—</u>
PART IX. TECHNICAL PROGRAMMES				
Section 27.	Social Activities.....	—	—	—
28.	Economic Development.....	—	—	—
29.	Public Administration.....	—	—	—
	TOTAL, PART IX	<u>—</u>	<u>—</u>	<u>—</u>
PART X. SPECIAL EXPENSES				
Section 30.	Transfer of the Assets of the League of Nations to the United Nations.....	—	—	—
31.	Amortization of Headquarters Construction Loan.....	—	—	—
	TOTAL, PART X	<u>—</u>	<u>—</u>	<u>—</u>
PART XI. INTERNATIONAL COURT OF JUSTICE				
Section 32.	The International Court of Justice.....	465 800	—	28 000
	GRAND TOTAL	<u>\$25 716 960</u>	<u>\$315 650</u>	<u>\$1 058 250</u>

Salaries and wages

BUDGET ESTIMATES, 1953	\$27 401 510
APPROVED ESTIMATE, 1952	\$26 440 860
EXPENDITURES, 1951	\$24 206 434

			36 900			86 000	936 900
						2 000 000	2 000 000
			18 000	3 000			565 200
			18 000	3 000		2 000 000	2 565 200
15 000							467 100
			15 000				491 400
							769 200
							137 400
					386 700		386 700
							2 348 500
							1 776 500
							963 700
							2 775 000
							462 100
			22 000				9 527 500
			7 000				1 620 600
							4 459 900
2 249 300			677 600		15 000		3 934 100
				282 200			282 200
				30 700			30 700
2 264 300			721 600	312 900	401 700		30 432 600
	127 600		190 100	103 000			4 379 700
	24 000		16 500	1 000			673 900
	151 600		206 600	104 000			5 053 600
	62 550		107 280	10 550			892 300
	6 000		45 500	10 450			1 043 800
	29 500		13 800	11 000			881 000
	35 500		59 300	21 450			1 924 800
						20 000	20 000
		800 500					800 500
		934 100	22 000				956 100
		1 734 600	22 000				1 756 600
					768 500		768 500
					479 400		479 400
					145 000		145 000
					1 392 900		1 392 900
				649 500			649 500
				1 500 000			1 500 000
				2 149 500			2 149 500
	23 280	25 000	10 420	6 700			640 800
\$2 264 300	\$272 930	\$1 759 600	\$1 182 100	\$2 608 100	\$1 794 600	\$2 106 000	\$47 765 200

Contractual services and supplies

Property and equipment

Grants and subsidies

Undistributed

Total

\$7 232 430

\$2 608 100

\$1 794 600

\$2 106 000

\$47 765 200

\$6 933 400

\$3 444 750

\$1 785 700

\$2 973 960

\$48 096 760

\$7 320 398

\$2 450 849

\$1 669 249

\$4 270 144

\$48 628 383