



BUDGET ESTIMATES
for
THE FINANCIAL YEAR 1955
and
INFORMATION ANNEX

GENERAL ASSEMBLY
OFFICIAL RECORDS : NINTH SESSION
SUPPLEMENT No. 5 (A/2647)

NEW YORK, 1954

(122 p.)

UNITED NATIONS

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FOR
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NOTE

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FOREWORD BY THE SECRETARY-GENERAL

1. I submit herewith the budget estimates for 1955, the tenth financial year of the United Nations.

2. The expenditures are estimated at a total of \$46,821,300 and income at \$6,773,100, leaving a net expenditure of \$40,048,200. These figures compare with an approved budget for 1954 of \$47,827,110 and an income of \$6,760,000. Actual expenditures for 1953 amounted to \$49,292,552 and income to \$6,787,372.

3. In my report to the eighth session of the General Assembly on the organization of the Secretariat,¹ I made certain proposals concerning the general structure of the Secretariat and its central administration and indicated the basic principles which the organizational review I intended to undertake should follow. I also pointed out that the changes envisaged as a result of the review would require time, and that the abolition of posts involved in the process of reorganization and review need not affect the existing staff to any important extent in that most of the reductions could be met by the normal turnover of staff.

4. The General Assembly, in resolution 784 (VIII), took note of the proposals in my report and of my subsequent statement to the Fifth Committee at its 427th meeting, and recommended that I should, to the extent possible, proceed along the lines I had proposed and prepare my 1955 budget estimates within the broad framework of my proposals, taking account of the observations and suggestions of the Advisory Committee on Administrative and Budgetary Questions contained in its thirty-sixth report² to the eighth session of the General Assembly and of the views expressed in the Fifth Committee at its 427th and 428th meetings held on 8 December 1953.

5. Subsequently, a thorough review has been made of the Headquarters establishment in New York. The review has been carried out by a working group under my personal chairmanship, in close co-operation with top officials of the respective departments. The group has directed its attention to three main fields of inquiry: (i) the character and volume of the substantive and administrative responsibilities of the Secretariat staff required to service the General Assembly, the Councils and other subsidiary organs and to implement the work programmes of those bodies; (ii) the main structure of the Secretariat and an appropriate organization for the units comprising the separate departments or offices; (iii) the number and levels of staff required to enable the Secretariat to fulfil its essential responsibilities. A special report on this matter will be submitted to the ninth session of the General Assembly.

6. I feel, however, that already at this stage I should draw the attention of the Governments of Members to the fact that the full implementation of the reorganization plan is dependent to some extent upon an examination by the General Assembly, and by all other organs responsible for decisions of policy, of the substantive work to be performed by the Secretariat. The Economic and Social Council, at its eighteenth session, will undertake an examination of a report which I have submitted to it (E/2598) dealing especially with the review of the organization and work of the Secre-

tariat in the economic and social fields. The views of the Council upon this report will be available to Members during the ninth session of the General Assembly.

7. The reorganization plan envisages significant reductions in staffing for most Headquarters departments as compared with 1954. The reductions follow from a careful appraisal of requirements and in no way imply a diminution of the importance of the activities concerned. An important aspect of the plan is the speed at which it can be implemented. While the structural changes envisaged can be made without delay—and consequently have been used as the basis for the 1955 budget estimates—the question of how the staff reductions envisaged should be brought about is of the utmost importance from the standpoint of an appropriate personnel policy.

8. In line with my statement at the eighth session of the General Assembly to the effect that the abolition of posts involved in the process of reorganization and review need not affect the existing staff to any important extent, I have informed the staff at Headquarters that, as far as the overwhelming majority is concerned—and this applies especially to members below the senior level—the necessary adjustments should be attainable through the normal turnover of staff, that is to say, the reorganization should normally not lead to any separations which would not result from other reasons, such as age, unsatisfactory service, etc. A restricted recruitment policy will have to be maintained so that the adjustments on the basis of normal turnover may be achieved as rapidly as possible. Some recruitment must, however, take place in order to meet special needs and to provide for a just geographical distribution of staff.

9. The 1955 budget estimates have been prepared with this policy in mind, and the manning tables shown in the separate sections consequently exclude posts which were either blocked for recruitment purposes during 1954 or which are expected to become vacant during 1954 and for which no provision is contemplated under the reorganization plan. In this way it has been possible to achieve, for 1955, a reduction of 160 posts at Headquarters compared with the number of posts authorized for 1954. In addition, I am proposing that a reduction of 6 per cent—instead of a normal 4 per cent—should be applied to all salary accounts for Headquarters. I believe that measure to be an appropriate reflection at this stage of the progress to be made during 1955. It is my intention to achieve that additional reduction in the budget as a whole. Should it not prove possible to keep within the limits shown for any particular section, I shall rely on the Advisory Committee to approve such transfers between sections as may become necessary.

10. Among the principal changes proposed, Members will no doubt wish to take special note of those concerning the central organization of the Secretariat at its top levels. The estimates propose to substitute for the two highest levels under the Secretary-General—one echelon of Assistant Secretaries-General and one of Principal Directors—a single supervisory level, comprising Under-Secretaries in charge of departments and officials of comparable rank, who will be responsible for specialized technical functions of an over-all character. This proposal entails a revision of annex I of the Staff Regulations of the United Nations dealing with salaries and related allowances and I shall, in due course, submit

¹ See *Official Records of the General Assembly, Eighth Session, Annexes*, agenda item 48, document A/2554.

² *Ibid.*, document A/2606.

my recommendations to the General Assembly on that point. The salary range which I believe to be appropriate for Under-Secretaries or for officials of comparable rank is included in the table on page XV of these estimates. In the budget proposals now submitted, the number of top posts for Headquarters has been reduced from nineteen in 1954 to fifteen for 1955.

11. As far as the structure of the Secretariat is concerned, the estimates follow in the main the suggestions made to the General Assembly in my report on the organization of the Secretariat. The Departments of Economic Affairs and Social Affairs are merged into a single unified department. The functions of the former Department of Conference and General Services have been reallocated between a Department of Conference Services and an Office of General Services. The Library, which heretofore was under the general direction of the Executive Office of the Secretary-General, has been transferred to the Department of Conference Services, while the Field Service has been transferred to the Office of General Services. In the early part of 1954, steps were taken to bring under my personal and immediate direction a Legal Office to replace the former Legal Department; an Office of Personnel to replace the former Bureau of Personnel; and an Office of the Controller to replace the former Bureau of Finance. These Offices are accordingly shown under a main title as Offices of the Secretary-General. The various departments and offices of the reconstituted Secretariat following this general pattern, and the distribution of functions between their various units, are set out in detail in the text supporting the individual sections of the estimates.

12. Prior to the adoption of the 1954 budget, I undertook to do my best to reduce expenditures during 1954 below the approved level of appropriations totalling \$47,827,110. While actual savings to be achieved in 1954 may not reach a full million dollars, there is a reasonable expectancy that savings approximating that sum may be realized in respect to all budgeted activities.

13. While the form of the budget estimates remains substantially similar to that of previous years as far as its division by Parts is concerned, a redistribution by Sections is proposed. In this connexion, items of a related character which were formerly spread over a number of departmental estimates, e.g., temporary assistance and consultant provisions and the varying requirements relating to travel of staff, have been drawn together. The consequential redistribution of the corresponding amounts in the 1954 appropriations, to give a direct comparison with the 1955 estimates for the same purposes, is shown in the table on page 23.

14. I believe that from the standpoint of budget control by the General Assembly the new presentation has some advantages. On the one hand, the substantial differences between Section amounts which characterized former budgets tend to be diminished and, on the other, a more effective administrative control is facilitated over expenditures for travel, temporary assistance and consultants, a matter to which the Advisory Committee on Administrative and Budgetary Questions has particularly directed the attention of Members in the past.

15. The main features of the estimates are shown in the following table, which gives a comparison by Part with the appropriations for 1954:

Part	1955 \$	1954 \$
I. Sessions of the General Assembly, the Councils, Commissions and Committees	716,500	690,330
II. Special Missions and Related Activities	2,384,000	2,394,780
III. Headquarters, New York	28,503,900	30,301,130
IV. European Office of the United Nations	5,419,000	5,351,000
V. Information Centres	905,100	877,400

Part	1955 \$	1954 \$
VI. Secretariats of the Regional Economic Commissions (other than the Economic Commission for Europe)	2,122,500	2,082,600
VII. Hospitality	20,000	20,000
VIII. Contractual Printing	1,439,000	1,465,770
IX. Technical Programmes	1,779,600	1,779,600
X. Special Expenses	2,649,500	2,149,500
XI. Joint Staff Pension Board and United Nations Staff Pension Committee	117,600	93,020
XII. The International Court of Justice	764,600	621,980
	46,821,300	47,827,110

16. Part I shows a net increase of \$26,170. Increases totalling \$52,700 for travel of representatives to the General Assembly, and for holding the eleventh session of the Economic Commission for Asia and the Far East in Tokyo and the sixth session of the Economic Commission for Latin America in Bogota, are partially offset by reductions in other items. The estimates provide for a new item, the United Nations Congress on the Prevention of Crime and Treatment of Offenders which, for the reason given under Section 3, it would be appropriate in my opinion to convene in Geneva.

Pending review of a report on the systems of allowances to members of commissions and committees which will be submitted to the General Assembly pursuant to its resolution 775 (VIII), together with the comments of the Advisory Committee on Administrative and Budgetary Questions, the allowances to members of commissions and committees are included in these estimates at the level currently authorized.

17. The estimates for part II, renamed Special Missions and Related Activities, are provisional. As in previous years, a round sum is included to provide for missions in the field, and an amount of \$1,900,000 is included for this purpose in the total estimate of \$2,384,000.

18. Part III of the estimates, Headquarters, New York, includes the most significant budgetary provisions, and indicates the most significant reductions. As compared with 1954, a total reduction of \$1,797,230 is envisaged. For a more telling comparison it would be proper to deduct from this sum the provision of \$565,000 approved in the 1954 budget for the enlargement of the dining room and cafeteria and the installation of additional means of access thereto. For comparative purposes, therefore, a reduction of \$1,232,230 is apparent. The summary table given below indicates that the assessment of requirements for Headquarters in 1955 takes into account the possibility of economies to be achieved in all phases of actual operations. Budget increases are related solely to travel of staff and dependants and payments on separation which vary according to the number of individuals concerned or with actual length of service; it would be reasonable in the existing circumstances to provide in somewhat larger measure than in 1954 for expenditures under these two particular headings.

19. The main provisions of part III can be readily assessed in the following summary:

Item	1955 \$	1954 \$
(a) Staff costs		
(i) Established posts	18,851,900	19,584,650
(ii) Overtime and night differential	233,200	249,000
(iii) Temporary assistance and consultants	510,000	781,880
(iv) Common staff costs	3,392,400	3,287,750
	22,987,500	23,903,280
(b) Travel of staff	1,000,000	1,300,000
(c) Other costs	4,516,400	5,097,850
	28,503,900	30,301,130

20. The decrease in established post requirements reflects the reduction of posts to which I have already referred.

21. The estimates show continuing progress in the control of expenditures for temporary assistance and consultants. A reduction of approximately \$272,000 from the 1954 level indicates my intention to meet more fully the needs of the Organization during peak periods by inter-departmental transfers of staff, thus holding additional temporary recruitment to a minimum. The progress made in this respect is the more marked when viewed in relation to an expenditure in 1953 of some \$940,000 for temporary assistance and consultant items. Similarly, a progressive reduction is shown in the estimates for overtime and night differential payments. An effective administrative control is demonstrated by a comparison of an actual disbursement of approximately \$350,000 in 1953 for these items with the budget provision requested for 1955.

22. Total estimates for travel of staff, although reduced by \$300,000 from the 1954 level make allowance for probable increases for the purpose noted in paragraph 18 above, but are still held within the 1953 expenditure level. They include an amount of \$90,000 for travel of staff on official business, which is \$12,500 lower than the 1954 appropriated sum. If the co-ordination of activities in and between all offices of the United Nations is to be carried out effectively, I do not believe that the provision for travel of staff on official business is susceptible to further reduction, but I propose to continue a personal scrutiny of all staff travel before it is undertaken to ensure all possible economy.

23. In so far as expenditure for all items other than staff costs is concerned, my purpose has been to present estimates which actually achieve that stabilization which has been a constant preoccupation of Members in their examination of earlier budgets.

24. I have had under consideration the question of a comprehensive review of the salary scales for professional staff, including the question of differentials applied to the base salary of internationally recruited staff in offices away from Headquarters. This is a matter in which complicated technical problems are involved, as well as the desirability of acting in concert with the specialized agencies. Since the present system will have been in operation for five years by the end of 1955, I see a distinct advantage in convening, in conjunction with the Directors-General of the specialized agencies, an expert committee to review the existing salary and allowance systems. It is my intention that such a review should take place as early as possible so that, at its tenth session, the General Assembly may take up my report upon this matter when it reviews the Staff Regulations.

25. There is one point closely related to salaries which I may wish to raise during the ninth session of the General Assembly, namely, the amount of credit for dependants which is granted under the Staff Assessment Plan. The existing credit of a flat \$100 or \$200 does not, in my view, provide a sufficient distinction between staff members with dependants and those without dependants.

26. While the 1955 budget estimates are based on the existing level of salaries for Headquarters staff members in the General Service category, I intend to convene during 1954 a special committee for the purpose of reviewing these salaries in relation to best prevailing rates, and I hope to be in a position to advise Members of the outcome of this review at the time the budget estimates for 1955 are examined.

27. The 1955 estimates for all offices away from Headquarters which are included in parts IV, V and VI show an increase of \$135,600 over the 1954 approved level. About half of this increase relates to the activities undertaken in the European Office of the United Nations; it arises pri-

marily from salary increments and from a change in the rate of exchange upon which the 1954 budget was based. The estimates nonetheless reflect a considered policy of stabilizing expenditures and, to the extent judged feasible, particular increases have been offset by reductions in other items. The total establishment of the European Office, including the Office of the High Commissioner for Refugees, is proposed at a level of 745 posts for 1955; 742 were approved for 1954.

28. There has been increasing activity in the Economic Commission for Europe, a number of countries having resumed active participation in its committee work. While every effort will be made to arrange appropriate priorities to meet the work programme of the Commission for 1955 within a budgetary provision which is consistent with the 1954 level, there is an element of uncertainty at the present stage as to the effect of such increased activity on the budget which should be borne in mind.

29. I may wish in due course to make proposals for the transfer to Geneva of certain substantive activities currently performed at Headquarters. In the field of narcotics control, for instance, some gain in efficiency would result, with the possibility of economies, if the Division of Narcotic Drugs and the staff of the permanent Central Opium Board and the Drug Supervisory Body, as well as the staff of the World Health Organization, were to work in the same place and in the same building.

Meanwhile, the estimates for the European Office cover a work programme in 1955 on a level similar to the 1954 level, and take no such transfer into account.

30. The estimated costs for the secretariats of the Economic Commissions for Asia and the Far East, and for Latin America appear in sections 21 and 22 respectively. It will be observed that the estimates for the former Commission continue to demonstrate the stabilization which has been achieved in recent years, and it is expected that, with the increases of staff provided for the Economic Commission for Latin America in the 1955 budget, a similar stage of stabilization will have been achieved in the budget for the secretariat of that Commission.

31. Members will wish to appraise the estimates in part VIII—Contractual Printing—in the light of General Assembly resolutions 593 (VI) and 789 (VIII) dealing with control and limitation of documentation. The latter resolution has been brought to the notice of the three Councils during 1954, and I expect that the annual reports of those bodies to the General Assembly will provide pertinent comment on this aspect of the United Nations activities. I have meanwhile approached the question of an appropriate budget provision for the printing of official records and other publications of the United Nations with the intention of stabilizing expenditures in the first instance within the reduced level of the 1954 appropriations. It is clear that the General Assembly looks for a co-operative effort on the part of all organs, including the Secretariat, to reduce the volume and at the same time improve the quality of the documentation. I have directed the Secretariat to concentrate its efforts towards the realization of these aims.

32. In part IX—Technical Programmes—it is proposed that contributions at the level of previous years should be authorized as grants-in-aid towards the expenses for technical assistance. While details of operational expenses and administrative costs are provided in separate sections, these related items previously covered in separate parts are drawn together in a single part of the 1955 estimates.

33. The Loan Agreement between the United Nations and the Government of the United States of America fixes the


annual instalment payable during 1955 in respect of the Headquarters Construction Loan at a level of \$2,000,000. A consequential increase of \$500,000 as compared with 1954 arises in the estimates for part X—Special Expenses.

34. The estimates for administrative expenditures to be incurred by the United Nations Joint Staff Pension Board and the United Nations Staff Pension Committee have been consolidated in part XI. Pursuant to article XXVII of the Regulations of the Joint Staff Pension Fund which was amended by General Assembly resolution 772 (VIII), administrative expenses incurred by the Joint Staff Pension Board shall as from 1 January 1955 be met by the Fund, whereas expenses incurred by the United Nations Staff Pension Committee shall be met out of the budget of the United Nations. The estimates submitted identify anticipated costs under the respective headings and allow for an appropriate amount as miscellaneous income in respect of the activities of the Board.

35. The net increase of \$142,620 shown in the estimates for part XII—The International Court of Justice—is due to the proposed establishment of a Pension Fund for the

Judges, the details of which are included in the budget text. 36. Income estimates for 1955 are shown in a total amount of \$6,773,100, a slight increase over the 1954 level. The provision in respect of staff assessment is necessarily reduced in view of the contemplated staff reductions. This particular reduction is compensated by increases in respect of particular activities where actual experience during 1953 and 1954 indicate the possibility of an upward revision in the estimates.

37. I would wish finally to advise Members that in the matter of payment of contributions the improvement noted during 1953 has been maintained, and I am hopeful that this trend will continue, thereby alleviating the pressure on the cash position of the Organization which from time to time has occurred in the past.



DAG HAMMARSKJÖLD

Secretary-General

16 June 1954

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

A. DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1955

The General Assembly

Resolves that for the financial year 1955:

1. Appropriations totalling \$US 46,821,300 are hereby voted for the following purposes:

A. UNITED NATIONS

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

<i>Section</i>	<i>Amount in U. S. dollars</i>
1. The General Assembly, commissions and committees.....	373,000
2. The Security Council, commissions and committees.....	—
3. The Economic and Social Council, commissions and committees.....	159,500
3a. Permanent Central Opium Board and Drug Supervisory Body.....	24,300
3b. Regional economic commissions.....	109,700
4. The Trusteeship Council, commissions and committees.....	50,000
TOTAL, PART I	716,500

PART II. SPECIAL MISSIONS AND RELATED ACTIVITIES

5. Special missions and related activities.....	1,900,000
5a. United Nations Field Service.....	484,000
TOTAL, PART II	2,384,000

PART III. HEADQUARTERS, NEW YORK

6. Offices of the Secretary-General.....	2,117,900
6a. Office of Under-Secretaries without portfolio.....	85,000
7. Department of Political and Security Council Affairs.....	657,300
7a. Secretariat of the Military Staff Committee.....	109,200
8. Department of Economic and Social Affairs.....	3,717,000
9. Department of Trusteeship and Information from Non-Self-Governing Territories.....	867,700
10. Department of Public Information.....	2,562,500
11. Department of Conference Services.....	6,168,300
11a. Library.....	489,000
12. Office of General Services.....	2,976,000
13. Temporary assistance and consultants.....	510,000
14. Travel of staff.....	1,000,000
15. Common staff costs.....	3,392,400
16. Common services.....	3,660,000
17. Permanent equipment.....	191,600
TOTAL, PART III	28,503,900

PART IV. EUROPEAN OFFICE OF THE UNITED NATIONS

18. European Office of the United Nations (excluding direct costs, chapter III, Joint secretariat of the Permanent Central Opium Board and Drug Supervisory Body).....	4,656,500
Chapter III, Joint secretariat of the Permanent Central Opium Board and Drug Supervisory Body.....	65,500
19. Office of the United Nations High Commissioner for Refugees.....	4,722,000
	697,000
TOTAL, PART IV	5,419,000

PART V. INFORMATION CENTRES

<i>Section</i>	<i>Amount in U. S. dollars</i>	
20. Information Centres (other than the information services, European Office of the United Nations).....	905,100	
TOTAL, PART V		905,100
PART VI. SECRETARIATS OF THE REGIONAL ECONOMIC COMMISSIONS (Other than the Economic Commission for Europe)		
21. Secretariat of the Economic Commission for Asia and the Far East.....	1,152,300	
22. Secretariat of the Economic Commission for Latin America.....	970,200	
TOTAL, PART VI		2,122,500
PART VII. HOSPITALITY		
23. Hospitality.....	20,000	
TOTAL, PART VII		20,000
PART VIII. CONTRACTUAL PRINTING		
24. Official Records (excluding chapter V, Permanent Central Opium Board and Drug Supervisory Body).....	692,810	
Chapter V. Permanent Central Opium Board and Drug Supervisory Body	11,190	
25. Publications.....	704,000	
	735,000	
TOTAL, PART VIII		1,439,000
PART IX. TECHNICAL PROGRAMMES		
26. Technical Assistance Administration.....	386,700	
27. Economic development.....	79,400	
28. Social activities.....	768,500	
29. Public administration.....	145,000	
TOTAL, PART IX		1,779,600
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.....	2,000,000	
TOTAL, PART X		2,649,500
PART XI. JOINT STAFF PENSION BOARD AND UNITED NATIONS STAFF PENSION COMMITTEE		
32. Joint Staff Pension Board and United Nations Staff Pension Committee..	117,600	
TOTAL, PART XI		117,600
PART XII. THE INTERNATIONAL COURT OF JUSTICE		
33. The International Court of Justice.....	764,600	
TOTAL, PART XII		764,600
GRAND TOTAL		<u>\$46,821,300</u>

2. The appropriations voted by paragraph 1 shall be financed by contributions from Members after adjustment as provided by the Financial Regulations, subject to the provision of paragraph i of the resolution relating to the Working Capital Fund. For this purpose, miscellaneous income for the financial year 1955 is estimated at \$US 6,773,100.

3. The Secretary-General is authorized:

(i) To administer as a unit the following appropriations:

(a) Provisions under section 3a; section 18, chapter III; and section 24, chapter V;

(b) Provisions under section 10; section 18, chapter II; section 20 and in respect of section 25 for items relating to public information;

(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 1955,

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 by the calling of witnesses and the appointment of experts (Statute, Article 50);

(iii) By the maintenance in office of judges who have not been re-elected (Statute, Article 13, paragraph 3);

(iv) By the holding of sessions of the court away from The Hague (Statute, Article 22);

(v) By the payment of travel and removal expenses of judges not re-elected, and travel and removal expenses of new members of the Court,

and not exceeding \$24,000, \$25,000, \$40,000, \$75,000 and \$4,000 respectively under each of the above five headings:¹

(c) Such commitments not exceeding a total of \$18,000 as may be required in the event of the coming into force during 1955 of the Protocol for Limiting and Regulating the Cultivation of the Poppy Plant, the Production of, International and Wholesale Trade in, and Use of Opium.

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.

¹ In the event of the General Assembly not adopting the proposal to create a pensions fund, it would become necessary to add a proviso for the payment of pensions of judges not re-elected, the sum not to exceed \$26,000.

C. DRAFT RESOLUTION RELATING TO THE WORKING CAPITAL FUND

The General Assembly

Resolves that:

1. The Working Capital Fund shall be maintained to 31 December 1955 at the amount of \$US 21,500,000, to be derived:

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

(b) As to \$1,500,000 by previously made transfers from surplus account as follows:

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

(ii) \$260,797, as part of the balance of surplus account as at 31 December 1951 not already applied against Members' assessments for 1952, in accordance with General Assembly resolution 676 (VII);

2. Members shall make cash advances to the Working Capital Fund as required under paragraph 1 (a) above in accordance with the scale adopted by the General Assembly for contributions of Members to the tenth 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 1954, under General Assembly resolution 788 (VIII), of 9 December 1953, provided that, should such advance paid by any Member to the Working Capital Fund for the financial year 1954 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 tenth 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 \$125,000, to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities. Advances in excess of the total of \$125,000 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 not exceeding \$35,000 as may be required to finance payments of advance insurance premiums 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.

D. INFORMATION CONCERNING THE DRAFT RESOLUTIONS

DRAFT APPROPRIATION RESOLUTION FOR THE FINANCIAL YEAR 1955

No changes are proposed in the text of the draft resolution as compared with resolution 786 (VIII) adopted by the General Assembly for the financial year 1954.

DRAFT RESOLUTION RELATING TO UNFORESEEN AND EXTRAORDINARY EXPENSES

No provision similar to paragraphs (b), (c), (d) and (e) of General Assembly resolution 787 (VIII) is included in the 1955 draft resolution. These paragraphs relate to commitments in respect of:

1954 requirements for the United Nations Good Offices Commission on the treatment of people of Indian origin in the Union of South Africa;

1954 requirements of the United Nations Commission on the racial situation in the Union of South Africa;

1954 additional requirements for the *Ad Hoc* Commission on Prisoners of War;

1954 additional requirements for the purchase of Korean service medals and ribbons.

Should the need for similar provisions arise in the course of the ninth session of the General Assembly, corresponding amendments will be presented.

DRAFT RESOLUTION RELATING TO THE WORKING CAPITAL FUND

Compared with General Assembly resolution 788 (VIII), the text of the 1955 draft resolution deviates in only two instances:

(i) Paragraph 4 (d), which has been abbreviated by the deletion of the special provision concerning the delayed repayment of the loan to the Interim Commission of the International Trade Organization, this loan having been repaid;

(ii) Paragraph 4 (e), where the amount required for financing the prepaid unexpired portion of the insurance premium has been reduced to reflect the one year shorter life of the policy in force.

BASE SALARY SCALES

Category and level	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Under-Secretary ¹										
Gross.....	17,000									
Net.....	12,000									
Director ¹										
Gross.....	15,000	16,200	17,400	18,600						
Net.....	11,000	11,600	12,200	12,800						
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 (Headquarters)²										
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			

¹ The Secretary-General will submit, in a special report to the General Assembly, proposals for changing the staff regulations concerning salaries and allowances to under-secretaries and directors.

² Salary scales for General Service staff at offices other than Headquarters vary according to the locality.

ESTABLISHED POSTS 1955 ^a—DISTRIBUTION BY CATEGORY

	Offices of the Secretary-General	Office of Under-Secretaries without Portfolio	Department of Political and Security Council Affairs	Secretariat of the Military Staff Committee	Department of Economic and Social Affairs	Department of Information and Self-Governing Territories	Department of Public Information	Department of Conference Services	Library	Office of General Services	Joint Staff Pension Board and United Nations Staff Pension Committee	Headquarters
I. Under-Secretary ^b	4	2	1	—	3	1	2	1	—	1	—	15
Director	7	—	2	—	6	2	2	1	1	—	—	22
Principal officer	9	—	5	—	11	2	5	3	—	3	1	39
<i>Total I.</i>	20	2	8	—	20	5	9	5	1	5	1	76
II. Professional												
Senior officer	14	1	9	—	48	13	18	11	2	3	—	119
First officer	33	1	8	1	68	19	41	115	5	10	1	302
Second officer	32	—	12	7	63	12	41	274	4	20	—	465
Associate officer	25	—	6	—	52	15	25	36	14	12	1	186
Assistant officer	7	—	7	—	46	5	8	5	9	2	—	89
<i>Total II.</i>	111	2	42	8	277	64	133	441	34	47	2	1,161
<i>Total I and II.</i>	131	4	50	8	297	69	142	446	35	52	3	1,237
III. General service												
Principal level	18	—	3	1	18	3	16	48	2	30	1	140
Senior level	49	2	8	1	52	5	32	106	10	73	1	339
Intermediate level	64	1	16	5	107	22	72	247	23	198	3	758
Junior level	7	—	1	—	13	5	10	60	15	92	—	203
Messenger level	—	—	—	—	—	—	—	—	—	35	—	35
<i>Total III.</i>	138	3	28	7	190	35	130	461	50	428	5	1,475
IV. Field Service												
Principal field service officer												
Senior field service officer												
Intermediate field service officer												
Junior field service officer												
Guard												
Messenger												
<i>Total IV.</i>	—	—	—	—	—	—	—	—	—	—	—	—
GRAND TOTAL	269	7	78	15	487	104	272	907	85	480	8	2,712
AUTHORIZED POSTS, 1954	280	—	89	20	519	114	288	946	85	521	7	2,872 ^c

^a Exclusive of the International Court of Justice.

^b Including Deputy Under-Secretaries and equivalent posts.

^c Includes three posts in the former Office of the Assistant Secretary-General for Administrative and Financial Services.

ATION BY CATEGORY AND POST LEVEL

General Staff Pension United Nations Committee	Board Staff	Headquarters total	Field Service	European Office	Office of the United Nations High Commissioner for Refugees	Information centres	Secretariats of the regional economic commissions	Grand Total	Grand total 1954			
15		—	3	1	—	2		21	I. Under-Secretary ^b	25		
22		—	4	1	—	—		27	Director	25		
39		—	5	2	4	5		55	Principal officer	56		
76		—	12	4	4	7		103	Total I.	106		
119		—	16	8	7	13		163	II. Professional			
302		—	39	9	19	33		402	Senior officer	164		
465		—	68	10	7	36		586	First officer	418		
186		—	22	3	1	18		230	Second officer	597		
89		—	35	11	—	12		147	Associate officer	248		
									Assistant officer	161		
1,161		—	180	41	34	112		1,528	Total II.	1,588		
1,237		—	192	45	38	119		1,631	Total I and II.	1,694		
140			446	62	36	192		—	III. General service			
339										—	Principal level	2,281
758										—	Senior level	
203										—	Intermediate level	
35										—	Junior level	
						—	Messenger level					
1,475		—	446	62	36	192		2,211	Total III.	2,281		
									IV. Field Service			
		3						3	Principal field service officer	3		
		11						11	Senior field service officer	10		
		21						21	Intermediate field service officer	20		
		57						57	Junior field service officer	51		
		23						23	Guard	19		
		—						—	Messenger	—		
		115	—	—	—	—		115	Total IV.	103		
2,712		115	638	107	74	311		3,957	GRAND TOTAL			
2,872 ^e		103	635	107	74	287		4,078	AUTHORIZED POSTS, 1954.	4,078		

BUDGET ESTIMATES
FOR THE FINANCIAL YEAR 1955

BUDGET ESTIMATES 1955—DETAILED SCHEDULE

	Estimates—1955			1954 Approved Estimate	1953 Expenditures
	Article	Chapter	Section		
	\$	\$	\$	\$	\$
A. UNITED NATIONS					
Part I. Sessions of the General Assembly, the Councils, Commissions and Committees					
SECTION I. THE GENERAL ASSEMBLY, COMMISSIONS AND COMMITTEES					
<i>Chapter I. The General Assembly Session</i>					
(i) Travel of representatives.....	220,000			195,000	252,080
(ii) Travel and subsistence of staff.....	7,000			7,000	13,724
Seventh session of the General Assembly after 1 January 1953.....	—			—	1,892
		227,000		202,000	267,696
<i>Chapter II. Advisory Committee on Administrative and Budgetary Questions</i>					
(i) Travel and subsistence of members.....	50,000			50,000	39,483
Travel and subsistence of staff.....	—			—	3,389
		50,000		50,000	42,872
<i>Chapter III. Committee on Contributions</i>					
(i) Travel and subsistence of members.....	6,000			10,000	5,213
		6,000		10,000	5,213
<i>Chapter IV. International Law Commission</i>					
(i) Travel and subsistence of members.....	50,000			53,550	54,558
Temporary assistance.....	—			15,000 ^a	—
Travel and subsistence of staff.....	—			—	5,176
		50,000		68,550	59,734
<i>Chapter V. Board of Auditors</i>					
(i) External audit costs.....	30,000			30,000	21,397
		30,000		30,000	21,397
<i>Chapter VI. Administrative Tribunal</i>					
(i) Travel and subsistence of members.....	10,000			10,000	18,666
Travel and subsistence of staff.....	—			—	3,199
		10,000		10,000	21,865
<i>Special United Nations Fund for Economic Development</i>					
Travel and subsistence of members.....	—			5,600	—
		—		5,600	—
<i>Ad hoc Commission on Prisoners of War</i>					
Travel and subsistence of members.....	—			5,500	2,615
Travel and subsistence of staff.....	—			1,100	1,861
		—		6,600	4,476
Claims related to previous years.....		—		—	502
TOTAL, Section I			373,000	382,750^a	423,755

^a Transferred from section 18.

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 2. THE SECURITY COUNCIL, COMMISSIONS AND COMMITTEES			—	—	—
SECTION 3. THE ECONOMIC AND SOCIAL COUNCIL, COMMISSIONS AND COMMITTEES					
<i>Chapter I. The Economic and Social Council</i>					
(i) Travel and subsistence of staff.....	45,900			62,000	59,270
Communications services.....	—			3,500	1,748
Freight, cartage and express	—			1,700	—
		45,900		67,200	61,018
<i>Chapter II. Commission on Human Rights</i>					
(i) Travel and subsistence of members.....	11,700			11,700	9,499
(ii) Consultants.....	900			900	1,530
Travel and subsistence of staff.....	—			—	8,189
		12,600		12,600	19,218
<i>Chapter III. Commission on Narcotic Drugs</i>					
(i) Travel and subsistence of members.....	9,750			9,750	8,078
(ii) Consultants.....	2,600			2,600	260
		12,350		12,350	8,338
<i>Chapter IV. Commission on the Status of Women</i>					
(i) Travel and subsistence of members.....	11,700			11,700	11,391
Travel and subsistence of staff.....	—			—	142
		11,700		11,700	11,533
<i>Chapter V. Population Commission</i>					
(i) Travel and subsistence of members.....	9,750			—	6,897
(ii) Consultants.....	1,650			—	—
		11,400		—	6,897
<i>Chapter VI. Fiscal Commission</i>					
(i) Travel and subsistence of members.....	9,750			—	7,667
		9,750		—	7,667
<i>Chapter VII. Transport and Communications Commission</i>					
(i) Travel and subsistence of members.....	9,750			—	6,812
		9,750		—	6,812
<i>Chapter VIII. Social Commission</i>					
(i) Travel and subsistence of members.....	11,700			—	10,562
		11,700		—	10,562
<i>Chapter IX. Statistical Commission</i>					
(i) Travel and subsistence of members.....	—			13,750 ^a	8,818
		— ^b		13,750	8,818

^b Not meeting in 1955.

^a Includes \$4,000 transferred from chapter XII.

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
<i>Chapter X. Sub-Commission on Freedom of Information and of the Press</i>					
Travel and subsistence of members.....	—			—	2,009
Travel and subsistence of staff.....	—			—	897
Honorarium of rapporteur.....	—			—	2,500
		—	b	—	5,406
<i>Chapter XI. Sub-Commission on Prevention of Discrimination and Protection of Minorities</i>					
(i) Travel and subsistence of members.....	15,300			17,800	—
(ii) Consultants.....	950			950	—
		16,250		18,750	—
<i>Chapter XII. Additional expenses for Geneva sessions of functional commissions</i>					
(i) Travel and subsistence of staff.....	4,000			—	d
		4,000			
<i>Chapter XIII. Interim Co-ordinating Committee for International Commodity Arrangements</i>					
(i) Travel and subsistence of members.....	4,040			2,650	2,124
(ii) Travel and subsistence of staff.....	1,060			1,380	826
		5,100		4,030	2,950
<i>Chapter XIV. World Population Conference</i>					
(i) Temporary assistance.....	3,200			13,200	—
Travel and subsistence of staff.....	—			6,300	—
Miscellaneous supplies and services.....	—			300	—
		3,200		19,800	— *
<i>Chapter XV. United Nations Congress on the Prevention of Crime and Treatment of Offenders</i>					
(i) Travel and subsistence of staff.....	4,500			—	—
		4,500			
<i>Chapter XVI. Ad Hoc Advisory Committee of Experts on the Prevention of Crime and Treatment of Offenders</i>					
(i) Travel and subsistence of members.....	1,000			—	6,181
(ii) Travel and subsistence of staff.....	300			—	—
		1,300		—	6,181
<i>Conference on Customs Formalities</i>					
Travel and subsistence of staff.....	—			4,000	—
				4,000	—
<i>Ad hoc Committee on Forced Labour.....</i>					17,470
<i>Committee for planning the establishment of a special fund for financing of economic development.....</i>					20,451
<i>Experts on practical measures for fair and equitable international prices for primary Commodities.....</i>					14,501
<i>United Nations Tin Conference.....</i>					1,577
<i>United Nations Sugar Conference.....</i>					22,742
TOTAL, Section 3			159,500	164,180	232,141

^b Not meeting in 1955.

^d \$4,000 included in chapter IX.

* Expenditures under the \$1,000 approved in 1953 are included in section 8.

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 3a. PERMANENT CENTRAL OPIUM BOARD AND DRUG SUPERVISORY BODY					
(i) Travel and subsistence of members.....	24,300			21,400	21,512
TOTAL, Section 3a			24,300	21,400	21,512
SECTION 3b. REGIONAL ECONOMIC COMMISSIONS					
<i>Chapter I. Economic Commission for Asia and the Far East</i>					
(i) Travel and subsistence of staff.....	29,000			32,000	22,895
(ii) Communications services.....	1,000			1,000	303
(iii) Freight, cartage and express.....	1,500			1,500	1,344
(iv) Miscellaneous supplies and services.....	2,300			1,000	2,359
		33,800		35,500	26,901
<i>Chapter II. ECAFE sub-committees</i>					
(i) Travel and subsistence of staff.....	5,900			7,000	—
(ii) Communications services.....	400			400	59
(iii) Freight, cartage and express.....	300			—	—
(iv) Miscellaneous supplies and services.....	300			400	742
		6,900		7,800	801
<i>Chapter III. Economic Commission for Latin America</i>					
(i) Travel and subsistence of staff.....	51,000			4,900	44,617
(ii) Communications services.....	2,000			50	1,432
(iii) Freight, cartage and express.....	9,000			150	9,834
(iv) Miscellaneous supplies and services.....	2,000			500	1,900
Temporary assistance.....	—			3,300	—
Rental and maintenance of premises.....	—			1,500	—
Telecommunications supplies.....	—			—	752
		64,000		10,400 ^o	58,535
<i>Chapter IV. Committee of Ministers of Economy of the Central American Countries</i>					
(i) Travel and subsistence of staff.....	3,500			3,500	—
(ii) Temporary assistance.....	1,000			1,000	—
(iii) Miscellaneous supplies and services.....	500			500	—
		5,000		5,000	—
<i>Technical Conference of Water Resources Development</i>					
Travel and subsistence of staff.....	—			6,300	—
Communications services.....	—			800	—
Miscellaneous supplies and services.....	—			800	—
		—		7,900	—
<i>Third Regional Conference of Statisticians</i>					
Travel and subsistence of staff.....	—			4,600	—
Communications services.....	—			400	—
Miscellaneous supplies and services.....	—			400	—
		—		5,400	—
ECAFE Conference on Trade Promotion...					5,309
TOTAL, Section 3b			109,700	72,000	91,546

^o Relates to costs of the Committee of the Whole.

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 4. THE TRUSTEESHIP COUNCIL, COMMISSIONS AND COMMITTEES					
<i>Chapter I. The Trusteeship Council</i>	—			—	—
<i>Chapter II. Visiting mission</i>	50,000			50,000	56,510
		50,000		50,000	56,510
TOTAL, Section 4			50,000	50,000	56,510
TOTAL, PART I			716,500	690,330	825,464
Part II. Special missions and related activities					
SECTION 5. SPECIAL MISSIONS AND RELATED ACTIVITIES					
<i>Chapter I. Advisory Council for the Trust Territory of Somaliland under Italian Administration</i>					
(i) Temporary assistance.....	31,500			29,600	30,750
(ii) Travel and subsistence of members.....	27,000			26,600	20,025
(iii) Travel and subsistence of staff.....	45,300			46,000	43,785
(iv) Communications services.....	3,300			3,000	2,654
(v) Alterations to premises.....	1,500			1,500	917
(vi) Maintenance of premises.....	2,000			4,900	5,641
(vii) Stationery and office supplies.....	1,200			1,200	1,009
(viii) Operation and maintenance of transportation equipment.....	4,000			4,200	4,141
(ix) Freight, cartage and express.....	3,000			3,000	4,309
(x) Insurance.....	1,000			1,000	670
(xi) Miscellaneous supplies and services.....	5,500			5,500	4,246
(xii) Furniture and fixtures.....	1,500			1,500	892
(xiii) Transportation equipment.....	3,700			—	—
Capital payments in respect of lands and structures.....	—			22,000	—
Miscellaneous equipment.....	—			—	663
Hospitality.....	—			—	400
		130,500		150,000	120,102
<i>Chapter II. United Nations Tribunal in Libya</i>					
(i) Temporary assistance.....	78,400			73,300	77,078
(ii) Travel and subsistence of staff.....	22,000			22,000	24,009
(iii) Miscellaneous supplies and services.....	2,600			4,000	130
(iv) Transportation equipment.....	1,500			—	—
Communications services.....	—			—	356
Rental and maintenance of premises.....	—			—	6
Freight, cartage and express.....	—			—	206
		104,500		99,300	101,785
<i>Chapter III. Other missions and related activities</i>					
Global provision.....	1,665,000			—	—
		1,665,000		—	—
<i>United Nations Tribunal for Eritrea</i>					
Temporary assistance.....	—			14,400	10,917
Travel and subsistence of staff.....	—			4,700	7,013

† See details listed hereafter.

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
Rental and maintenance of premises and equipment.....	—			2,400	2,040
Miscellaneous supplies and services.....	—			3,500	154
Communications services.....	—				1,048
Stationery and office supplies.....	—				33
Local transportation.....	—				221
Freight, cartage and express.....	—				585
Insurance.....	—				122
				<u>25,000</u>	<u>22,133</u>
<i>Military Observer Group in India and Pakistan</i>					
Temporary assistance.....	—			36,200	25,509
Travel and subsistence of military observers.....	—			257,000	286,044
Travel and subsistence of staff.....	—			111,100	136,914
Communications services.....	—			2,400	2,413
Rental and maintenance of premises and equipment.....	—			8,400	7,968
Stationery and office supplies.....	—			2,400	2,716
Local transportation.....	—			3,600	3,464
Operation and maintenance of transportation equipment.....	—			15,600	38,794
Freight, cartage and express.....	—			11,100	11,452
Insurance.....	—			12,300	10,780
Miscellaneous supplies and services.....	—			16,200	16,081
Contractual support services.....	—			70,000	46,592
Transportation equipment.....	—			12,900	14,925
Miscellaneous equipment.....	—			5,300	8,188
Hospitality.....	—			—	11
				<u>564,500</u>	<u>611,851</u>
<i>Repatriation of Greek children</i>					
Miscellaneous supplies and services.....	—			5,000	5,952
Temporary assistance.....	—			—	3,224
Communications services.....	—			—	11
				<u>5,000</u>	<u>9,187</u>
<i>Truce Supervision Organization for Palestine</i>					
Temporary assistance.....	—			97,200	76,108
Travel and subsistence of observers.....	—			129,700	110,311
Travel and subsistence of staff.....	—			153,500	152,070
Communications services.....	—			2,500	4,801
Rental and maintenance of premises and equipment.....	—			17,000	16,648
Stationery and office supplies.....	—			3,700	3,263
Local transportation.....	—			1,000	372
Operation and maintenance of transportation equipment.....	—			32,000	34,161
Freight, cartage and express.....	—			8,600	7,019
Insurance.....	—			3,900	3,605
Miscellaneous supplies and services.....	—			4,000	3,688
Transportation equipment.....	—			22,000	39,833
Miscellaneous equipment.....	—			13,300	3,953
Contractual support services.....	—			—	799
Hospitality.....	—			—	290
				<u>488,400</u>	<u>456,921</u>
<i>United Nations Commission for the Unification and Rehabilitation of Korea</i>					
Temporary assistance.....	—			22,400	31,170
Travel and subsistence of members.....	—			47,600	42,842

• Included in global provision (see chapter III).

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
Travel and subsistence of staff.....	—			58,800	46,460
Communications services.....	—			7,200	9,198
Rental and maintenance of premises and equipment.....	—			4,500	3,012
Stationery and office supplies.....	—			1,800	1,365
Local transportation.....	—			1,800	510
Operation and maintenance of transportation equipment.....	—			4,800	6,337
Freight, cartage and express.....	—			8,400	8,617
Insurance.....	—			900	700
Miscellaneous supplies and services.....	—			3,500	1,157
Furniture and fixtures.....	—			1,000	1,276
Miscellaneous equipment.....	—			2,000	965
Transportation equipment.....	—			—	3,880
Improvements to premises.....	—			—	5,568
				<u>164,700</u>	<u>163,057</u>
<i>United Nations Conciliation Commission for Palestine</i>					
Temporary assistance.....	—			52,250	29,396
Travel and subsistence of staff.....	—			5,800	7,359
Miscellaneous supplies and services.....	—			2,000	329
Miscellaneous equipment.....	—			1,150	975
				<u>61,200</u>	<u>38,059</u>
<i>Korean Service Medals</i>					
Miscellaneous expenses.....	—			343,000	172,776
				<u>343,000</u>	<u>172,776</u>
<i>United Nations Military Observers in Greece</i>					
Temporary assistance.....	—			21,800	35,725
Travel and subsistence of observers.....	—			5,800	14,036
Travel and subsistence of staff.....	—			12,000	15,891
Communications services.....	—			500	700
Rental and maintenance of premises and equipment.....	—			1,800	2,145
Operation and maintenance of transportation equipment.....	—			1,000	2,290
Freight, cartage and express.....	—			2,500	3,323
Insurance.....	—			1,000	869
Miscellaneous supplies and services.....	—			2,000	639
Miscellaneous equipment.....	—			600	241
Stationery and office supplies.....	—			—	24
Local transportation.....	—			—	112
Transportation equipment.....	—			—	9,892
Hospitality.....	—			—	141
				<u>49,000</u>	<u>86,028</u>
<i>United Nations representative in India and Pakistan.....</i>					
					41,095
<i>United Nations Commission on the racial situation in the Union of South Africa.....</i>					
					31,802
				<u>1,900,000</u>	<u>1,950,100</u>
				<u>1,950,100</u>	<u>1,854,796</u>
TOTAL, Section 5					
SECTION 5a. UNITED NATIONS FIELD SERVICE					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts.....	336,400			298,630	299,266
(ii) Overtime and night differential.....	2,500			5,000	1,687
				<u>338,900</u>	<u>300,953</u>
				<u>303,630</u>	<u>300,953</u>

* Included in global provision (see chapter III).

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954 Approved Estimate	1953 Expenditures
	Article	Chapter	Section		
	\$	\$	\$	\$	\$
<i>Chapter II. Common staff costs</i>					
(i) Travel and removal of staff	11,000			11,000	6,870
(ii) Installation payments	2,000			4,800	1,255
(iii) Contributions—Joint Staff Pension Fund . .	35,600			32,400	29,821
(iv) Children's allowances	15,000			13,000	13,967
(v) Contributions—medical insurance	8,000			7,150	7,394
(vi) Travel on home leave	61,500			54,600	35,972
		133,100		122,950	95,279
<i>Chapter III. Other costs</i>					
(i) Miscellaneous supplies and services	9,000			12,600	7,920
(ii) Telecommunications equipment	3,000			3,000	2,845
Travel on official business	—			2,500	2,337
		12,000		18,100	13,102
TOTAL, Section 5a			484,000	444,630	409,334
TOTAL, PART II			2,384,000	2,394,780	2,264,130
Part III. Headquarters, New York					
SECTION 6. OFFICES OF THE SECRETARY GENERAL					
<i>Chapter I. Executive Office of the Secretary General</i>					
(i) Established posts	301,200			312,200	277,003
(ii) Overtime and night differential	6,500			3,000	7,270
(iii) Housing accommodation	15,000			15,000	22,746
		322,700		330,200	307,019
<i>Chapter II. Office of Legal Affairs</i>					
(i) Established posts	405,200			467,780	423,132
(ii) Overtime and night differential	1,500			700	1,353
		406,700		468,480	424,485
<i>Chapter III. Office of the Controller</i>					
(i) Established posts	658,800			656,000	659,161
(ii) Overtime and night differential	2,500			2,500	3,160
(iii) Miscellaneous supplies and services	2,000			1,700	2,076
(iv) Investments Committee	2,500			2,500	1,602
		665,800		662,700	665,999
<i>Chapter IV. Office of Personnel</i>					
(i) Established posts	473,600			490,120	479,781
(ii) Overtime and night differential	2,000			1,000	745
(iii) Miscellaneous supplies and services	5,000			5,000	2,800
(iv) International Civil Service Advisory Board	9,000			7,200	—
(v) Review Board	15,000			—	15,818
		504,600		503,320	499,144
<i>Chapter V. Internal Audit Service</i>					
(i) Established posts	142,800			141,620	139,606
(ii) Overtime and night differential	100			100	28
		142,900		141,720	139,634
<i>Chapter VI. Health Service</i>					
(i) Established posts	75,200			77,200	74,904
		75,200		77,200	74,904
TOTAL, Section 6			2,117,900	2,183,620	2,111,185

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 6a. OFFICE OF UNDER-SECRETARIES WITHOUT PORTFOLIO					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	84,700			—	—
(ii) Overtime and night differential	300			—	—
		85,000			
TOTAL, Section 6a			85,000	—	—
SECTION 7. DEPARTMENT OF POLITICAL AND SECURITY COUNCIL AFFAIRS					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	654,300			747,000	685,980
(ii) Overtime and night differential	3,000			3,000	2,662
		657,300			
TOTAL, Section 7			657,300	750,000	688,642
SECTION 7a. SECRETARIAT OF THE MILITARY STAFF COMMITTEE					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	109,200			136,700	115,936
Overtime and night differential	—			100	—
		109,200			
TOTAL, Section 7a			109,200	136,800	115,936
SECTION 8. DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	3,684,900			3,863,550	3,668,923
(ii) Overtime and night differential	6,400			7,000	4,833
		3,691,300		3,870,550	3,673,756
<i>Chapter II. Ad Hoc Meetings of Experts</i>					
(i) Consultants	25,700			34,750	6,268
		25,700		34,750	6,268
TOTAL, Section 8			3,717,000	3,905,300	3,680,024
SECTION 9. DEPARTMENT OF TRUSTEESHIP AND INFORMATION FROM NON-SELF-GOVERNING TERRITORIES					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	865,200			929,600	888,188
(ii) Overtime and night differential	2,500			1,800	2,218
		867,700			
TOTAL, Section 9			867,700	931,400	890,406
SECTION 10. DEPARTMENT OF PUBLIC INFORMATION					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts	1,994,900			2,082,090	2,008,858
(ii) Overtime and night differential	9,000			6,000	5,476
		2,003,900		2,088,090	2,014,334
<i>Chapter II. Other departmental costs</i>					
(i) Photographic supplies and services	38,000			38,000	35,066
(ii) Motion picture supplies and services	172,000			172,700	199,349

Budget Estimates 1955—Detailed Schedule

		Estimates—1955			1954	1953
		Article	Chapter	Section	Approved Estimate	Expenditures
		\$	\$	\$	\$	\$
(iii)	Radio services.....	334,600			341,800	357,647
(iv)	Teletype and telecommunications services..	1,700			1,700	1,005
(v)	Travel and subsistence of representatives of national and international organizations....	11,000			13,000	11,890
(vi)	Subscriptions to news agency services.....	1,300			1,300	1,646
			558,600		568,500	606,603
TOTAL, Section 10				2,562,500	2,656,590	2,620,937
SECTION 11. DEPARTMENT OF CONFERENCE SERVICES						
<i>Chapter I. Salaries and wages</i>						
(i)	Established posts.....	6,080,300			6,243,210	6,019,457
(ii)	Overtime and night differential.....	88,000			93,600	112,426
			6,168,300			
TOTAL, Section 11				6,168,300	6,336,810	6,131,883
SECTION 11a. LIBRARY						
<i>Chapter I. Salaries and wages</i>						
(i)	Established posts.....	474,600			460,320	453,363
(ii)	Overtime and night differential.....	1,400			1,400	1,420
			476,000		461,720	454,783
<i>Chapter II. Contractual library services and supplies</i>						
(i)	Contractual library services and supplies...	13,000			13,000	12,320
			13,000		13,000	12,320
TOTAL, Section 11a				489,000	474,720	467,103
SECTION 12. OFFICE OF GENERAL SERVICES						
<i>Chapter I. Salaries and wages</i>						
(i)	Established posts.....	2,748,000			2,896,370	2,891,687
(ii)	Overtime and night differential.....	105,000			123,900	204,786
			2,853,000		3,020,270	3,096,473
<i>Chapter II. United Nations Postal Administration</i>						
(i)	Established posts.....	99,000			65,000	33,049
(ii)	Overtime and night differential.....	5,000			5,000	5,790
(iii)	Printing of postage stamps.....	17,000			17,000	20,493
(iv)	Miscellaneous supplies and services.....	2,000			2,000	4,858
			123,000		89,000	64,190
TOTAL, Section 12				2,976,000	3,109,270	3,160,663
SECTION 13. TEMPORARY ASSISTANCE AND CONSULTANTS						
(i)	Temporary assistance.....	440,000			670,230	856,549
(ii)	Consultants.....	70,000			76,900	83,061
TOTAL, Section 13				510,000	747,130	939,610
SECTION 14. TRAVEL OF STAFF						
(i)	Travel on appointment, transfer and repatriation.....	265,000			223,500	288,640
(ii)	Travel on home leave.....	645,000			974,000	628,692
(iii)	Travel on official business.....	90,000			102,500	92,461
TOTAL, Section 14				1,000,000	1,300,000	1,009,793

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 15. COMMON STAFF COSTS					
<i>Chapter I. Pension and retirement costs</i>					
(i)	Contributions—Joint Staff Pension Fund ..	2,100,000		2,092,800	2,159,839
(ii)	Annual retirement allowance to former Secretaries-General.....	10,000		10,000	5,000
			2,110,000	2,102,800	2,164,839
<i>Chapter II. Installation and separation costs</i>					
(i)	Removal of household goods.....	156,000		112,000	130,005
(ii)	Installation payments.....	45,000		62,000	72,099
(iii)	Separation payments.....	300,000		249,000	483,559
(iv)	Repatriation grants.....	110,000		64,000	98,653
			611,000	487,000	784,316
<i>Chapter III. Other common staff costs</i>					
(i)	Children's allowances.....	462,000		461,600	443,782
(ii)	Contributions—medical and group life insurance.....	80,000		110,250	100,673
(iii)	Compensatory payments.....	52,000		52,000	54,523
			594,000	523,850	598,978
<i>Chapter IV. Training and welfare</i>					
(i)	Staff training.....	36,000		34,700	32,293
(ii)	Interne training.....	20,400		16,000	15,900
(iii)	Losses on housing projects.....	9,600		12,000	17,093
(iv)	Staff welfare.....	4,000		4,000	3,731
(v)	Grant to the International School.....	7,400		7,400	7,400
			77,400	74,100	76,417
	Reimbursement for national income taxation				1,800,000
	TOTAL, Section 15		3,392,400	3,287,750	5,424,550

SECTION 16. COMMON SERVICES

Chapter I. Telephone, postal services, freight, cartage and express

(i)	Telephone services (including long distance)	230,500		233,000	241,442
(ii)	Cable, telegraph and wireless.....	21,000		21,000	39,242
(iii)	Postal services.....	170,000		177,000	181,399
(iv)	Freight, cartage and express.....	24,000		29,000	23,717
(v)	Air freight.....	54,000		54,000	66,186
			499,500	514,000	551,986

Chapter II. Rental and maintenance of premises

(i)	Rental of premises.....	800		800	733
(ii)	Supplies for maintenance of premises.....	244,000		263,500	249,413
(iii)	Contractual services for maintenance of premises.....	1,262,500		1,214,900	1,211,375
(iv)	Utilities.....	650,000		663,000	637,859
(v)	Alterations to premises.....	25,000		25,000	15,106
			2,182,300	2,167,200	2,114,486

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
<i>Chapter III. Stationery and supplies</i>					
(i) Stationery and office supplies.....	104,000			110,000	108,461
(ii) Internal reproduction supplies.....	200,000			221,550	171,813
		304,000		331,550	280,274
<i>Chapter IV. Rental and maintenance of equipment</i>					
(i) Telecommunications supplies.....	70,000			73,000	80,598
(ii) Operation and maintenance of telecommunications equipment.....	422,000			432,700	382,364
(iii) Rental of office and other equipment.....	27,000			22,100	21,224
(iv) Maintenance of office and other equipment	21,500			21,500	30,188
(v) Local transportation.....	8,000			3,000	6,054
(vi) Operation and maintenance of transportation equipment.....	6,000			13,000	6,535
		554,500		565,300	526,963
<i>Chapter V. Other supplies and services</i>					
(i) Insurance.....	60,300			52,300	62,768
(ii) Miscellaneous supplies and services.....	32,000			32,000	47,389
(iii) Newspapers and periodicals.....	16,400			16,450	15,337
		108,700		100,750	125,494
<i>Chapter VI. Ex-gratia payments and miscellaneous claims and adjustments</i>					
(i) Ex-gratia payments.....	10,000			10,000	21,905
(ii) Miscellaneous claims and adjustments.....	1,000			1,000	24,124
		11,000		11,000	46,029
TOTAL, Section 16			3,660,000	3,689,800	3,645,232
SECTION 17. PERMANENT EQUIPMENT					
<i>Chapter I. Furniture, fixtures and office equipment</i>					
(i) Furniture and fixtures.....	32,000			32,000	53,199
(ii) Office equipment.....	76,800			49,700	121,858
(iii) Telecommunications equipment.....	17,600			19,100	4,753
		126,400		100,800	179,810
<i>Chapter II. Library books and equipment</i>					
(i) Library books and maps.....	37,500			31,250	32,686
(ii) Library equipment.....	2,000			3,500	2,209
		39,500		34,750	34,895
<i>Chapter III. Information services equipment</i>					
(i) Photographic and motion picture equipment	6,700			7,000	11,122
		6,700		7,000	11,122
<i>Chapter IV. Other permanent equipment</i>					
(i) Transportation equipment.....	5,000			12,850	11,534
(ii) Miscellaneous equipment.....	14,000			21,000	14,498
		19,000		33,850	26,032
TOTAL, Section 17			191,600	176,400	251,859

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
Items for which no corresponding provision is made in the 1955 estimates:					
a. Salaries and allowances of the Assistant Secretary-General for administrative and financial services. One principal officer and one secretary (former section 16).....				50,540	58,412
b. Improvements to premises (former section 19a).....				565,000	—
TOTAL, PART III				<u>28,503,900</u>	<u>31,196,235</u>
Part IV. European Office of the United Nations					
SECTION 18. EUROPEAN OFFICE OF THE UNITED NATIONS					
<i>Chapter I. General Services</i>					
(i) Established posts.....	2,142,000			2,108,400	1,967,457
(ii) Consultants.....	3,500			4,000	339
(iii) Temporary assistance.....	146,000			120,300	218,894
(iv) Overtime and night differential.....	12,000			17,000	11,106
(v) Casual labour.....	55,000			55,000	55,142
(vi) Travel on official business.....	5,000			4,600	5,867
		<u>2,363,500</u>		<u>2,309,300</u>	<u>2,258,805</u>
<i>Chapter II. Information Services</i>					
(i) Established posts.....	95,300			85,500	88,219
(ii) Temporary assistance.....	500			500	934
(iii) Overtime and night differential.....	100			100	107
(iv) Travel on official business.....	1,000			1,000	1,248
(v) Photographic supplies and services.....	500			500	308
(vi) Radio services.....	5,000			5,800	4,035
(vii) Miscellaneous supplies and services	500			400	890
		<u>102,900</u>		<u>93,800</u>	<u>95,741</u>
<i>Chapter III. Secretariat of the Permanent Central Opium Board and Drug Supervisory Body</i>					
(i) Established posts.....	62,000			50,300	45,033
(ii) Temporary assistance.....	1,000			1,000	1,162
(iii) Travel on official business.....	2,500			2,500	—
		<u>65,500</u>		<u>53,800</u>	<u>46,195</u>
<i>Chapter IV. Economic Commission for Europe</i>					
(i) Established posts.....	940,000			933,500	894,749
(ii) Consultants.....	5,000			5,000	2,182
(iii) Temporary assistance.....	14,000			14,000	38,115
(iv) Overtime and night differential.....	1,000			1,000	589
(v) Travel on official business.....	25,000			22,000	23,170
		<u>985,000</u>		<u>975,500</u>	<u>958,805</u>
<i>Chapter V. Common staff costs</i>					
(i) Travel and removal of staff and dependants	32,000			40,000	31,515
(ii) Installation payments.....	15,000			20,000	14,810
(iii) Separation payments.....	30,000			25,000	48,434
(iv) Contributions—Joint Staff Pension Fund..	390,000			400,000	361,075
(v) Repatriation grants.....	20,000			20,000	16,718
(vi) Children's allowances.....	100,000			102,500	94,858
(vii) Contributions—medical insurance.....	16,000			17,000	13,570
(viii) Travel on home leave.....	42,000			32,000	42,583

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
(ix) Staff training.....	7,500			7,500	7,102
(x) Staff welfare.....	1,000			1,000	970
(xi) Contributions—social insurance.....	1,700			1,400	1,721
		655,200		666,400	633,356
<i>Chapter VI. Common services</i>					
(i) Telephone services.....	20,000			19,000	21,787
(ii) Cable, telegraph, wireless and long-distance telephone.....	10,500			10,500	22,198
(iii) Postal services.....	53,000			53,000	55,169
(iv) Contractual services for maintenance of premises.....	68,000			71,000	62,873
(v) Utilities.....	57,000			61,000	56,127
(vi) Stationery and office supplies.....	36,000			36,000	31,068
(vii) Internal reproduction supplies.....	95,000			92,000	104,894
(viii) Telecommunications supplies.....	4,500			5,000	1,522
(ix) Rental of office and other equipment.....	16,000			17,000	10,065
(x) Operation and maintenance of transportation equipment.....	3,500			4,200	2,771
(xi) Freight, cartage and express.....	11,500			12,000	11,330
(xii) Air freight.....	1,000			2,500	832
(xiii) Insurance.....	5,500			6,000	5,377
(xiv) Cafeteria.....	1,200			2,500	—
(xv) Miscellaneous supplies and services.....	4,700			2,500	3,145
(xvi) Medical supplies.....	7,000			7,000	6,256
		394,400		401,200	395,414
<i>Chapter VII. Permanent equipment</i>					
(i) Furniture and fixtures.....	21,000			34,000	20,266
(ii) Office equipment.....	20,000			29,000	14,910
(iii) Telecommunications equipment.....	2,500			23,300	657
(iv) Library books and maps.....	22,000			22,000	21,340
(v) Transportation equipment.....	3,500			2,000	4,423
(vi) Improvements to premises.....	76,500			46,700	14,517
(vii) Miscellaneous equipment.....	10,000			9,000	5,113
		155,500		166,000	81,226
TOTAL, Section 18				4,722,000	4,669,542
SECTION 19. OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES					
<i>Chapter I. Headquarters Office of the High Commissioner</i>					
(i) Established posts.....	277,700			267,000	261,672
(ii) Consultants.....	2,000			5,600	146
(iii) Temporary assistance.....	5,500			2,000	5,983
(iv) Overtime and night differential.....	100			100	15
(v) Travel on official business.....	22,000			22,000	20,769
		307,300		296,700	288,585
<i>Chapter II. Branch offices</i>					
(i) Established posts.....	267,300			260,000	254,122
(ii) Consultants.....	1,000			1,000	550
(iii) Temporary assistance.....	4,000			3,000	3,476
(iv) Overtime and night differential.....	700			200	663
(v) Travel on official business.....	25,000			25,000	16,002
(vi) Travel and removal of staff and dependants.....	3,000			4,000	3,313
(vii) Installation payments.....	2,000			2,500	892

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
(viii) Separation payments.....	2,000			1,000	7,053
(ix) Contributions—Joint Staff Pension Fund..	30,000			30,000	25,332
(x) Children's allowances.....	8,000			6,000	6,691
(xi) Contributions—medical insurance.....	3,500			3,000	2,930
(xii) Travel on home leave.....	2,000			2,500	1,813
(xiii) Communications services.....	11,000			12,000	8,954
(xiv) Rental and maintenance of premises.....	17,000			20,700	13,682
(xv) Stationery and office supplies.....	2,800			5,000	2,049
(xvi) Operation and maintenance of transporta- tion equipment.....	5,400			5,400	4,077
(xvii) Miscellaneous supplies and services.....	3,000			5,000	2,963
(xviii) Miscellaneous equipment.....	2,000			2,000	1,678
		389,700		388,300	356,250
TOTAL, Section 19			697,000	685,000	644,835
TOTAL, PART IV			5,419,000	5,351,000	5,114,377

Part V. Information Centres

SECTION 20. INFORMATION CENTRES

Chapter I. Salaries and wages

(i) Established posts.....	490,050			468,500	420,399
(ii) Temporary assistance.....	20,500			20,500	22,852
(iii) Overtime and night differential.....	2,900			2,600	3,703
(iv) Casual labour.....	33,450			32,000	29,221
		546,900		523,600	476,175

Chapter II. Common staff costs

(i) Travel and removal of staff and dependants	3,000			3,000	5,460
(ii) Contributions—Joint Staff Pension Fund..	55,600			54,400	47,274
(iii) Repatriation grants.....	1,000			1,000	—
(iv) Children's allowances.....	13,100			11,300	12,796
(v) Travel on home leave.....	8,900			14,200	15,525
(vi) Contributions medical and social insurance.	2,800			1,600	2,427
(vii) Installation and separation payments.....	2,500			2,500	17,183
		86,900		88,000	100,665

Chapter III. Other costs

(i) Travel on official business.....	30,500			30,500	32,842
(ii) Postal services.....	27,000			25,500	26,071
(iii) Communications services.....	20,400			20,400	21,664
(iv) Radio, photographic and motion picture supplies and services.....	5,900			7,300	11,419
(v) Rental and maintenance of premises and equipment.....	63,100			63,000	52,535
(vi) Stationery and office supplies.....	15,100			16,500	14,052
(vii) Internal reproduction supplies.....	20,800			20,900	20,175
(viii) Operation and maintenance of transporta- tion equipment.....	6,300			8,700	9,799
(ix) Freight, cartage and express.....	21,500			21,500	20,866
(x) Miscellaneous supplies and services.....	48,100			40,500	55,977
		258,700		254,800	265,400

Chapter IV. Permanent equipment

(i) Furniture and fixtures.....	3,500			6,800	6,159
(ii) Library books and maps.....	2,600			2,600	2,990

Budget Estimates 1955—Detailed Schedule

		Estimates—1955			1954	1953
		Article	Chapter	Section	Approved Estimate	Expenditures
		\$	\$	\$	\$	\$
(iii)	Transportation equipment.....	5,000			—	—
(iv)	Radio, photographic and motion picture equipment.....	1,500			1,600	2,482
			12,600		11,000	11,631
	TOTAL, Section 20			905,100	877,400	853,871
	TOTAL, PART V			905,100	877,400	853,871
Part VI. Secretariats of the regional economic commissions						
(Other than Economic Commission for Europe.)						
SECTION 21. SECRETARIAT FOR THE ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST						
<i>Chapter I. Salaries and wages</i>						
(i)	Established posts.....	792,000			739,700	734,529
(ii)	Consultants.....	35,000			39,000	24,420
(iii)	Temporary assistance.....	17,000			17,000	15,289
(iv)	Overtime and night differential.....	2,800			2,800	3,219
			846,800		798,500	777,457
<i>Chapter II. Common staff costs</i>						
(i)	Travel and removal of staff and dependants	20,000			23,000	21,615
(ii)	Contributions—Joint Staff Pension Fund...	80,000			85,000	78,946
(iii)	Repatriation grants.....	3,000			3,000	4,718
(iv)	Children's allowances.....	45,000			35,000	48,956
(v)	Contributions—medical.....	6,000			4,800	5,655
(vi)	Travel on home leave.....	23,000			25,000	21,360
(vii)	Staff training.....	500			500	479
(viii)	Staff welfare.....	500			500	454
(ix)	Installation and separation payments.....	15,000			13,000	30,176
			193,000		189,800	212,359
<i>Chapter III. Common services</i>						
(i)	Travel on official business.....	40,000			42,000	34,858
(ii)	Communications services.....	17,000			21,600	15,492
(iii)	Rental of premises.....	6,000			6,000	—
(iv)	Contractual services for maintenance of premises.....	3,000			6,000	8,953
(v)	Stationery and office supplies.....	15,000			23,000	15,599
(vi)	Operation and maintenance of transportation equipment.....	5,000			6,500	5,186
(vii)	Freight, cartage and express.....	11,000			14,000	10,864
(viii)	Miscellaneous supplies and services.....	5,000			6,000	3,221
			102,000		125,100	94,173
<i>Chapter IV. Permanent equipment</i>						
(i)	Furniture and fixtures.....	6,500			6,500	8,904
(ii)	Library books and maps.....	4,000			4,000	4,358
	Transportation equipment.....	—			—	1,566
			10,500		10,500	14,828
	TOTAL, Section 21			1,152,300	1,123,900	1,098,817

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 22. SECRETARIAT OF THE ECONOMIC COMMISSION FOR LATIN AMERICA					
<i>Chapter I. Salaries and wages</i>					
(i)	Established posts.....	600,100		592,260	460,949
(ii)	Consultants.....	65,000		98,640	66,902
(iii)	Temporary assistance.....	15,000		15,000	44,201
(iv)	Overtime and night differential.....	4,000		1,500	4,156
			684,100	707,400	576,208
<i>Chapter II. Common staff costs</i>					
(i)	Travel and removal expenses of staff and dependants.....	22,000		15,000	29,614
(ii)	Contributions—Joint Staff Pension Fund..	76,800		65,000	52,115
(iii)	Repatriation grants.....	2,500		1,000	2,339
(iv)	Children's allowances.....	25,500		20,500	19,261
(v)	Contributions—medical insurance.....	6,000		2,500	1,936
(vi)	Travel on home leave.....	20,700		37,500	8,023
(vii)	Staff welfare.....	1,000		1,000	1,286
(viii)	Installation and separation payments.....	13,000		8,000	21,764
			167,500	150,500	136,338
<i>Chapter III. Common services</i>					
(i)	Travel on official business.....	40,000		40,000	33,205
(ii)	Communications services.....	11,000		10,800	11,192
(iii)	Rental and maintenance of premises.....	20,000		23,500	19,888
(iv)	Stationery and office supplies.....	11,700		6,000	7,630
(v)	Operation and maintenance of transportation equipment.....	800		800	844
(vi)	Freight, cartage and express.....	11,000		7,200	10,095
(vii)	Miscellaneous supplies and services.....	6,100		2,000	4,021
			100,600	90,300	86,875
<i>Chapter IV. Permanent equipment</i>					
(i)	Furniture and fixtures.....	11,700		7,000	16,706
(ii)	Library books and maps.....	3,500		3,500	2,617
(iii)	Transportation equipment.....	2,800		—	—
			18,000	10,500	19,323
	TOTAL, Section 22			970,200	818,744
	TOTAL, PART VI			2,122,500	1,917,561
Part VII } Hospitality					
SECTION 23 } Hospitality					
	TOTAL, Section 23 } PART VII }			20,000	17,833
Part VIII. Contractual printing					
SECTION 24. OFFICIAL RECORDS					
<i>Chapter I. The General Assembly, Commissions and Committees.....</i>					
			410,085	476,820	423,242
<i>Chapter II. The Security Council, Commissions and Committees.....</i>					
			98,300	88,720	48,698
<i>Chapter III. The Economic and Social Council, Commissions and Committees.....</i>					
			69,750	62,820	90,916
<i>Chapter IV. The Trusteeship Council, Commissions and Committees.....</i>					
			39,675	38,520	30,935

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954 Approved Estimate	1953 Expenditures
	Article	Chapter	Section		
	\$	\$	\$	\$	\$
<i>Chapter V. Permanent Central Opium Board and Drug Supervisory Body</i>		11,190		12,500	11,646
<i>Chapter VI. Official Records (backlog 1946-1949)</i> ..		75,000		51,420	103,803
Reports of the committees and commissions of investigation and inquiry.....					16,477
Reports of the <i>Ad Hoc</i> Committee on Forced Labour.....					8,066
TOTAL, Section 24			704,000	730,800	733,783
SECTION 25. PUBLICATIONS					
<i>Chapter I. Publications of Headquarters Departments</i>					
Offices of the Secretary-General (excluding Office of Legal affairs).....	—			1,500	5,260
Office of Legal affairs.....	—			74,370	60,464
Department of Political and Security Council affairs.....	—			5,700	3,764
Department of Economic and Social Affairs.	—			243,700	239,007
Department of Trusteeship and Information from Non-Self-Governing Territories.....	—			15,300	29,765
Department of Public Information.....	—			226,000	232,484
Library.....	—			11,600	7,620
Office of General Services.....	—			7,700	10,919
Sales promotion.....	—			14,000	26,743
				599,870	616,026
<i>Chapter II. Publications of the European Office of the United Nations</i>					
General Services.....	—			8,800	13,828
Information Services.....	—			1,800	2,088
Economic Commission for Europe.....	—			62,100	70,862
				72,700	86,778
<i>Chapter III. Publications of the Office of the High Commissioner for Refugees</i>	—			2,300	3,454
<i>Chapter IV. Publications of the Economic Commission for Asia and the Far East</i>	—			30,700	35,625
<i>Chapter V. Publications of the Economic Commission for Latin America</i>	—			29,400	20,673
Global provision for section.....		735,000		—	—
TOTAL, Section 25			735,000	734,970	762,556
TOTAL, PART VIII			1,439,000	1,465,770	1,496,339
Part IX. Technical programmes					
SECTION 26. TECHNICAL ASSISTANCE ADMINISTRATION					
Global contribution towards administrative expenditures					
TOTAL, Section 26			386,700	386,700	386,700
SECTION 27. ECONOMIC DEVELOPMENT					
Global contribution					
TOTAL, Section 27			479,400	479,400	479,400
SECTION 28. SOCIAL ACTIVITIES					
Global contribution					
TOTAL, Section 28			768,500	768,500	768,500

Budget Estimates 1955—Detailed Schedule

	Estimates—1955			1954	1953
	Article	Chapter	Section	Approved Estimate	Expenditures
	\$	\$	\$	\$	\$
SECTION 29. PUBLIC ADMINISTRATION					
Global contribution					
TOTAL, Section 29			145,000	145,000	145,000
TOTAL, PART IX			<u>1,779,600</u>	<u>1,779,600</u>	<u>1,779,600</u>
Part X. Special expenses					
SECTION 30. TRANSFER OF THE ASSETS OF THE LEAGUE OF NATIONS TO THE UNITED NATIONS					
(i) Capital payments in respect of lands and structures					
TOTAL, Section 30			<u>649,500</u>	<u>649,500</u>	<u>649,466</u>
SECTION 31. AMORTIZATION OF THE HEADQUARTERS CONSTRUCTION LOAN					
(i) Capital payments in respect of lands and structures					
TOTAL, Section 31			<u>2,000,000</u>	<u>1,500,000</u>	<u>1,500,000</u>
Permanent Headquarters construction cost.					<u>1,000,000</u>
TOTAL, PART X			<u>2,649,500</u>	<u>2,149,500</u>	<u>3,149,466</u>
Part XI. Joint Staff Pension Board and United Nations Staff Pension Committee					
SECTION 32. JOINT STAFF PENSION BOARD AND UNITED NATIONS STAFF PENSION COMMITTEE					
<i>Chapter I. Salaries and wages</i>					
(i) Established posts.....	55,360			48,470	49,491
(ii) Consultants.....	34,800			25,500	18,075
(iii) Temporary assistance.....	1,400			4,750	5,850
			<u>91,560</u>	<u>78,720</u>	<u>73,416</u>
<i>Chapter II. Common staff costs</i>					
(i) Travel and removal of staff and dependants	1,400			1,000	778
(ii) Separation payments.....	2,500			1,000	2,175
(iii) Repatriation grant.....	500			800	725
(iv) Contributions—Joint Staff Pension Board..	6,050			6,800	5,413
(v) Children's allowances, education grants and related travel.....	1,000			600	591
(vi) Contributions—medical insurance.....	250			100	100
(vii) Travel on home leave.....	1,040			—	—
Installation payments.....	—			—	375
			<u>12,740</u>	<u>10,300</u>	<u>10,157</u>
<i>Chapter III. Travel</i>					
(i) Travel and subsistence of members.....	9,610			4,000	8,566
(ii) Travel and subsistence of staff.....	3,690			—	—
			<u>13,300</u>	<u>4,000</u>	<u>8,566</u>
TOTAL, Section 32			<u>117,600</u>	<u>93,020</u>	<u>92,139</u>
TOTAL, PART XI					

**RECONCILIATION OF 1954 APPROVED SECTION TOTALS^a WITH 1954 TOTALS
SHOWN ON BUDGET ESTIMATES 1955—DETAILED SCHEDULE**

1955 budget section	Approved 1954 estimate resolution 786.1 (VIII)	Authorized by resolution 786.3 (ii) (VIII)	Transfers		Net	1954 totals per detailed schedule
			For comparative purposes Plus	Minus		
	\$	\$	\$	\$	\$	\$
A. UNITED NATIONS						
Part I. Sessions of the General Assembly, the Councils, Commissions and Committees						
1. The General Assembly, Commissions and Committees	541,750	15,000 ¹	—	174,000 ²	(159,000)	382,750
2. The Security Council, Commissions and Committees	—	—	—	—	—	—
3. The Economic and Social Council, Commissions and Committees	164,180	—	—	—	—	164,180
3a. Permanent Central Opium Board and Drug Super- visory Body	21,400	—	—	—	—	21,400
3b. Regional economic commissions	72,000	—	—	—	—	72,000
4. The Trusteeship Council, Commissions and Com- mittees	50,000	—	—	—	—	50,000
TOTAL, PART I	849,330	15,000	—	174,000	(159,000)	690,330
Part II. Special missions and related activities						
5. Special missions and related activities	2,061,000	—	—	110,900 ³	(110,900)	1,950,100
5a. United Nations Field Service	566,300	—	—	121,620 ⁴	(121,620)	444,680
TOTAL, PART II	2,627,300	—	—	232,520	(232,520)	2,394,780
Part III. Headquarters, New York						
6. Offices of the Secretary-General						
Chapter I. Executive Office of the Secretary-General	394,000	—	8,800 ⁵	72,600 ⁶	(63,800)	330,200
Chapter II. Office of Legal Affairs	460,300	—	16,180 ⁷	8,000 ⁸	8,180	468,480
Chapter III. Office of the Controller	—	—	662,700 ⁹	—	662,700	662,700
Chapter IV. Office of Personnel	—	—	503,320 ¹⁰	—	503,320	503,320
Chapter V. Internal Audit Service	—	—	141,720 ¹¹	—	141,720	141,720
Chapter VI. Health Service	—	—	77,200 ¹²	—	77,200	77,200
6a. Office of Under-Secretaries without portfolio	—	—	—	—	—	—
7. Department of Political and Security Council Affairs	758,500	—	—	8,500 ¹³	(8,500)	750,000
7a. Secretariat of the Military Staff Committee	136,900	—	—	100 ¹⁴	(100)	136,800
8. Department of Economic and Social Affairs	3,967,700 ^b	—	61,600 ¹⁵	124,000 ¹⁶	(62,400)	3,905,300
9. Department of Trusteeship and Information from Non-Self-Governing Territories	938,400	—	—	7,000 ¹⁷	(7,000)	931,400
10. Department of Public Information	2,713,400	—	—	56,810 ¹⁸	(56,810)	2,656,590
11. Department of Conference Services	9,399,700 ^c	—	34,000 ¹⁹	3,096,890 ²⁰	(3,062,890)	6,336,810
11a. Library	479,130	—	36,320 ²¹	40,730 ²²	(4,410)	474,720
12. Chapter I. Office of General Services	—	—	3,061,770 ²³	41,500 ²⁴	3,020,270	3,020,270
Chapter II. United Nations Postal Administration	143,400	—	—	54,400 ²⁵	(54,400)	89,000
13. Temporary assistance and consultants	—	—	747,130 ²⁶	—	747,130	747,130
14. Travel of staff	—	—	1,300,000 ²⁷	—	1,300,000	1,300,000
15. Common staff costs	4,478,000	—	14,150 ²⁸	1,204,400 ²⁹	(1,190,250)	3,287,750
16. Common services	3,786,800	—	3,000 ³⁰	100,000 ³¹	(97,000)	3,689,800
17. Permanent equipment	176,400	—	—	—	—	176,400
Improvements to premises	565,000	—	—	—	—	565,000 ^d
Administrative and Financial Services	1,590,000	—	—	1,539,460 ³²	(1,539,460)	50,540 ^e
TOTAL, PART III	29,987,630	—	6,667,890	6,354,390	313,500	30,301,130
Part IV. European Office of the United Nations						
18. European Office of the United Nations (excluding Direct costs, chapter III, Joint Secretariat of the Permanent Central Opium Board and Drug Super- visory Body)	4,627,200	(15,000) ³³	—	—	(15,000)	4,612,200
Chapter III. Joint Secretariat of the Permanent Central Opium Board and Drug Supervisory Body	53,800	—	—	—	—	53,800
19. Office of the United Nations High Commissioner for Refugees	685,000	—	—	—	—	685,000
TOTAL, PART IV	5,366,000	(15,000)	—	—	(15,000)	5,351,000

**Reconciliation of 1954 Approved Section Totals^a with 1954 Totals
Shown on Budget Estimates 1955—Detailed Schedule**

1955 budget section	Approved 1954 estimate resolution 786.1 (VIII)	Transfers		Net	1954 totals per detailed schedule
		Authorized by resolution 786.3 (ii) (VIII)	For comparative purposes		
			Plus	Minus	
	\$	\$	\$	\$	\$
Part V. Information Centres					
20. Information Centres (other than Information Services European Office of the United Nations).....	877,400	—	—	—	877,400
TOTAL, PART V	877,400	—	—	—	877,400
Part VI. Secretariats of the regional economic commissions (other than the Economic Commission for Europe)					
21. Secretariat of the Economic Commission for Asia and the Far East.....	1,123,900	—	—	—	1,123,900
22. Secretariat of the Economic Commission for Latin America.....	958,700	—	—	—	958,700
TOTAL, PART VI	2,082,600	—	—	—	2,082,600
Part VII. Hospitality					
23. Hospitality.....	20,000	—	—	—	20,000
TOTAL, PART VII	20,000	—	—	—	20,000
Part VIII. Contractual printing					
24. Official Records (excluding chapter V, Permanent Central Opium Board and Drug Supervisory Body)	718,300	—	—	—	718,300
Chapter V. Permanent Central Opium Board and Drug Supervisory Body.....	12,500	—	—	—	12,500
25. Publications.....	734,970	—	—	—	734,970
TOTAL, PART VIII	1,465,770	—	—	—	1,465,770
Part IX. Technical programmes					
26. Technical Assistance Administration.....	386,700	—	—	—	386,700
27. Economic development.....	479,400	—	—	—	479,400
28. Social activities.....	768,500	—	—	—	768,500
29. Public administration.....	145,000	—	—	—	145,000
TOTAL, PART IX	1,779,600	—	—	—	1,779,600
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.....	1,500,000	—	—	—	1,500,000
TOTAL, PART X	2,149,500	—	—	—	2,149,500
Part XI. Joint Staff Pension Board and United Nations Staff Pension Committee					
32. Joint Staff Pension Board and United Nations Staff Pension Committee.....	—	—	93,020 ³⁴	—	93,020
TOTAL, PART XI	—	—	93,020	—	93,020
B. Part XII. The International Court of Justice					
33. The International Court of Justice.....	621,980	—	—	—	621,980
TOTAL, PART XII	621,980	—	—	—	621,980
GRAND TOTAL	47,827,110	—	6,760,910	6,760,910	47,827,110

^a Whenever possible, 1954 sections have been re-numbered to follow the presentation of the 1955 budget estimates.

^b Total of the 1954 appropriations for the Department of Economic Affairs—\$2,263,700—and for the Department of Social Affairs—\$1,704,000.

^c Appropriated for the Department of Conference and General Services.

^d Appropriated under section 19a of the 1954 budget estimates.

^e Salaries and allowances of the Assistant Secretary-General for

Administrative and Financial Services, one principal officer and one secretary included in the appropriation for section 16 of the 1954 budget estimates.

¹ Transferred from section 18 in respect of temporary assistance for the International Law Commission.

² Transfer to section 13 of \$125,000 approved for temporary assistance to sections 6 (chapter I), 11 and 12, of \$1,000, \$34,000 and \$11,000 respectively, approved for overtime and night differential, and to section 16 of \$3,000 approved for local transportation.

³ Transfer to section 13 of \$110,900 approved as temporary assistance for replacement of Headquarters staff detailed to the field.

⁴ Transfer of the provisions for Field Operations Service as follows: to section 12, of \$95,570 approved for established posts; to section 13, of \$6,000 approved for temporary assistance; to section 14, of \$5,900 approved for travel on official business; and to section 15, of \$14,150 approved for common staff costs.

⁵ Transfer from section 1 of \$1,000 for overtime and night differential and from section 16 of the 1954 budget estimates (Administrative and Financial Services) of \$7,800 approved in respect of the salary of the Assistant to the Social Counsel.

⁶ Transfer to section 8, of \$61,600 approved for established posts for the Office of the Director of Co-ordination, and to section 13, of \$10,000 approved for temporary assistance and \$1,000 approved for consultants.

⁷ Transfer from section 16 of the 1954 budget estimates (Administrative and Financial Services) of \$16,180 approved for established posts in respect of the secretariat of the Administrative Tribunal.

⁸ Transfer to section 13 of \$4,000 approved for temporary assistance and \$4,000 approved for consultants.

⁹ Transfer from section 16 of the 1954 budget estimates (Administrative and Financial Services) of \$650,320 approved for established posts; \$2,500 approved for overtime and night differential; \$1,700 approved for miscellaneous supplies and services; and \$2,500 approved for the Investment Committee. Also transfer from section 12 of \$5,180 approved for established post in respect of one general service post.

¹⁰ Transfer from section 16 of the 1954 budget estimates (Administrative and Financial Services) of \$490,120 approved for established posts, \$1,000 approved for overtime and night differential, \$5,000 approved for miscellaneous supplies and services, and \$7,200 approved for the International Civil Service Board.

¹¹ Transfer from section 16 of the 1954 budget estimates (Administrative and Financial Services) of \$141,620 approved for established posts and \$100 approved for overtime and night differential.

¹² Transfer from section 16 of the 1954 budget estimates (Administrative and Financial Services) in respect of established posts.

¹³ Transfer to section 13 of \$6,000 approved for temporary assistance and \$2,500 approved for consultants.

¹⁴ Transfer to section 13 of the provision approved for temporary assistance.

¹⁵ Transfer from section 6 (chapter I) of \$61,600 approved for established posts in respect of the Office of the Director of Co-ordination.

¹⁶ Transfer to section 13 of \$66,000 approved for temporary assistance and \$58,000 approved for consultants.

¹⁷ Transfer to section 13 of \$5,000 approved for temporary assistance and \$2,000 approved for consultants.

¹⁸ Transfer to section 12 of \$15,310 approved for established posts in respect of the Teletype Unit, and to section 13 of \$37,000 ap-

proved for temporary assistance and \$4,500 approved for consultants.

¹⁹ Transfer from section 1 in respect of overtime and night differential.

²⁰ Transfer (a) to section 12 of \$2,826,990 approved for established posts in respect of general services and \$112,900 approved for overtime and night differential; (b) to section 13, of \$155,000 approved for temporary assistance and \$2,000 approved for consultants.

²¹ Transfer from section 12 for established posts in respect of the Archives Unit.

²² Transfer to section 13 of \$39,330 approved for temporary assistance and \$900 approved for consultants.

²³ Transfer of provisions: (a) for established posts as follows: \$95,570 from section 5a, Field Operations Service; \$2,826,990 from section 11 for general services; \$15,310 from section 10 for Teletype Unit; (b) for overtime and night differential as follows: \$11,000 from section 1; \$112,900 from section 11.

²⁴ Transfer of provisions for established posts as follows: \$36,320 to section 11a for the Archives Unit; and \$5,180 to section 6 (chapter III) for a general service post.

²⁵ Transfer to section 13 for temporary assistance.

²⁶ Transfer from various sections of the budget in respect of temporary assistance (\$670,230) and consultants (\$76,900).

²⁷ Transfer of provisions for travel as follows: \$5,900 from section 5a; \$1,194,100 from section 15; and \$100,000 from section 16.

²⁸ Transfer from section 5a in respect of common staff costs.

²⁹ Transfer to section 14 of \$1,194,100 for travel on official business, and to section 32 (Joint Staff Pension Board) of \$1,000 and \$9,300 for travel on official business and common staff costs respectively.

³⁰ Transfer from section 1 in respect of local transportation.

³¹ Transfer to section 14 in respect of travel on official business.

³² The total sum of \$1,539,460 is made up as follows:

(a) To section 6 (chapter I), Executive Office of the Secretary-General	\$7,800
(b) To section 6 (chapter II), Office of Legal Affairs	\$16,180
(c) To section 6 (chapter III), Office of the Controller	\$657,520
(d) To section 6 (chapter IV), Office of Personnel	\$503,320
(e) To section 6 (chapter V), Internal Audit Service	\$141,720
(f) To section 6 (chapter VI), Health Service	\$77,200
(g) To section 13, temporary assistance (\$32,000) and consultants (\$21,000)	\$53,000
(h) To section 32, Joint Staff Pension Board	\$82,720
	\$1,539,460

³³ Transfer to section 1 of the temporary assistance provision approved for the International Law Commission.

³⁴ This sum is made up as follows: (a) transfer from section 15 of \$1,000 approved for travel on official business and \$9,300 approved for common staff costs; (b) transfer from section 16 of the 1954 budget estimates of \$82,720 approved in respect of the Joint Staff Pension Board and United Nations Pension Committee.

**INFORMATION ANNEX TO
UNITED NATIONS BUDGET ESTIMATES
FOR THE FINANCIAL YEAR 1955**

A. United Nations

PART I

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

\$716,500 (1954: \$690,330 1953: \$825,461)

Section 1. Sessions of the General Assembly, Commissions and Committees

\$373,000 (1954: \$382,750¹ 1953: \$423,755²)

CHAPTER I

The General Assembly session \$227,000
 1954: 202,000
 1953: 267,696

For the tenth session of the General Assembly, the estimates are based on a session of ten weeks' duration at Headquarters with representatives from sixty Member States participating. Provision for temporary assistance, overtime and night differential and local transportation, previously included in chapter I, is incorporated in other sections of the Headquarters estimates for 1955.

(i) *Travel of representatives* \$220,000
 1954: 195,000
 1953: 252,080

In accordance with General Assembly resolution 231 (III), Members of the United Nations may claim reimbursement for the travel of five of their representatives to and from regular sessions of the General Assembly. Experience has shown that expenditures during a financial year relate only in part to the reimbursement in claims for the particular General Assembly session held in that year, and in part to the reimbursement of claims for prior sessions. The 1955 estimate is based on the total anticipated requirement for these purposes during 1954.

(ii) *Travel and subsistence of staff* \$ 7,000
 1954: 7,000
 1953: 15,616³

The estimate provides for the recruitment cost of ten Spanish and French verbatim reporters and four other non-locally recruited temporary staff.

CHAPTER II

The Advisory Committee on Administrative and Budgetary Questions \$ 50,000
 1954: 50,000
 1953: 42,872⁴

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

(i) *Travel and subsistence of members* \$ 50,000
 1954: 50,000
 1953: 39,483

As experts elected by the General Assembly, the members receive subsistence allowance. Provision is made for a period of 160 days for three sessions at Headquarters, including travel time.

¹ Includes provision for the committee for planning the establishment of a special fund for economic development (\$5,600) and the *Ad Hoc* Commission on Prisoners of War (\$6,600).

² Includes expenditures for the *Ad Hoc* Commission on Prisoners of War (\$4,476) and previous years' claims (\$502).

³ Includes expenditures for the resumed session of the seventh session of the General Assembly (\$1,892).

CHAPTER III

The Committee on Contributions \$ 6,000
 1954: 10,000
 1953: 5,213

Number of sessions: one.
 Location: Headquarters.
 Duration: two weeks.
 Number of members: ten.

(i) *Travel and subsistence of members* \$ 6,000
 1954: 10,000
 1953: 5,213

As experts elected by the General Assembly, the members receive subsistence allowance. Provision is made for a period of twenty days, including travel time.

CHAPTER IV

The International Law Commission \$ 50,000
 1954: 68,550
 1953: 59,734⁵

Number of sessions: one.
 Location: Headquarters.
 Duration: eight weeks.
 Number of members: fifteen.

The estimates presented are for a meeting of the Commission in 1955 at Headquarters. The amounts shown for 1954 and 1953 are not comparable with this provision.

The 1954 figure includes a sum of \$15,000 appropriated under section 20 of the 1954 budget (European Office), for temporary assistance, and covers the full cost of the 1954 session, the location of which, as a result of the convening of the Conference on Asian Questions in Geneva, was transferred to Paris.

The 1953 figure excludes temporary assistance expenditures incurred by the European Office during that year, when the session was held at Geneva.

(i) *Travel and subsistence of members* \$ 50,000
 1954: 53,550
 1953: 54,558

The Commission is composed of members elected by the General Assembly. The members receive a special allowance at the rate of \$35 per day in accordance with General Assembly resolution 485 (V)

The estimate includes a sum of \$9,000 to cover payment of an honorarium of \$1,500 each to the Chairman and five rapporteurs.

Provision is also made to enable the Chairman to represent the Commission at the General Assembly. Cost of travel and subsistence for that purpose is estimated at \$1,400.

⁴ Includes \$3,389 for travel and subsistence of staff.

⁵ Includes \$5,176 for travel and subsistence of staff.

CHAPTER V

The Board of Auditors	\$ 30,000
1954:	30,000
1953:	21,397

The estimate provides for various expenses incurred by the Board of Auditors in 1955 and includes provision for participation by 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
1954:	10,000
1953:	21,865

The statute of the Tribunal was approved by resolution 351 (IV) of the General Assembly. An appropriation at the level approved for 1954 is recommended for 1955.

Section 2. The Security Council, Commissions and Committees

\$ —

(1954: \$ — 1953: \$ —)

This section is maintained in the estimates, bearing in mind the possibility of the Security Council, or its commissions and committees holding sessions away from Headquarters. Should this be the case, supplementary estimates

will be presented to the General Assembly at the appropriate time for expenses other than contractual printing.

Estimates for printing the Official Records of the Council are submitted under section 25.

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

\$159,500

(1954: \$164,180 1953: \$232,141)

In this section, provision is made for the sessions of the Economic and Social Council, commissions and committees based on the Council's resolutions 414 (XIII), 445 (XIV), 462 A (XV) and 502 (XVI) and on the arrangements contained in the regular pattern of conferences (A/2363) prepared by the Secretary-General in pursuance of General Assembly resolution 694 (VII). However, some of the provisions under which the Council and its commissions at present operate are expected to be reviewed by the Council at its eighteenth session. Should such review result in decisions which have financial implications not contemplated in these estimates, the necessary supplementary estimates will be presented in due course.

Provision is also made in this section for a meeting, in Geneva, of the Interim Co-ordinating Committee for International Commodity Arrangements and for expenses in connexion with the editing and issuance of the report of the World Population Conference of Experts (1954), as well as for the holding of the United Nations Congress on the Prevention of Crime and Treatment of Offenders and for a meeting of the *Ad Hoc* Advisory Committee of Experts on this subject.

On the basis of 1953 experience, the estimate used throughout this section for the return travel of representatives of Member States to commissions and committees of the Economic and Social Council from their capital cities to Headquarters is \$650 per person.

The 1954 appropriations and the 1953 expenditures do not compare fully with each other or with the 1955 estimates in view of the difference in the number and pattern of meetings of functional commissions and committees during each of these years, as may be seen from the "Detailed schedule" on page 4.

CHAPTER I

The Economic and Social Council	\$ 45,900
1954:	67,200 ¹
1953:	61,018 ²

Duration:

One session, Headquarters—five weeks; One session, Geneva—six weeks.

The estimate of \$45,900 relates entirely to the summer session of the Council to be held in Geneva.

Provision is made for the following items:

(i) <i>Travel and subsistence of staff</i>	\$ 45,900
1954:	62,000
1953:	59,270

The estimate provides for travel and subsistence of thirty-one substantive staff members and fourteen language staff members from Headquarters. Of these forty-five staff members, it is believed that approximately fifteen will be on home leave. Provision is made for the travel of the remaining thirty at an average travel cost of \$900 per staff member (as compared to \$850 in 1954). This increase reflects the recent increase in fares.

Subsistence is estimated at an average *per diem* of \$10.

CHAPTER II

Commission on Human Rights	\$ 12,600
1954:	12,600
1953:	19,218 ³

Duration: four weeks.

Number of members: eighteen.

(i) <i>Travel and subsistence of members</i>	\$ 11,700
1954:	11,700
1953:	9,499

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 900
1954:	900
1953:	1,530

In accordance with Economic and Social Council resolution 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	\$ 12,350
1954:	12,350
1953:	8,338

Duration: four weeks.

Number of members: fifteen.

¹ Includes \$1,700 for freight, cartage and express and \$3,500 for communications.

² Includes \$1,748 for communications.

³ Includes \$8,189 for travel and subsistence of staff to session held at Geneva.

(i) <i>Travel and subsistence of members</i>	\$ 9,750
1954:	9,750
1953:	8,078

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 2,600
1954:	2,600
1953:	260

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 Drugs Supervisory Body with subsistence at \$25 a day.

CHAPTER IV

Commission on the Status of Women	\$ 11,700
1954:	11,700
1953:	11,533 ⁴

Duration: three weeks.

Number of members: eighteen.

(i) <i>Travel and subsistence of members</i>	\$ 11,700
1954:	11,700
1953:	11,391

Provision covers travel only.

CHAPTER V

Population Commission	\$ 11,400
1954:	—
1953:	6,897

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9,750
1954:	—
1953:	6,897

Provision covers travel only.

(ii) <i>Consultants</i>	\$ 1,650
1954:	—
1953:	—

In accordance with resolution 3 (III) of the Economic and Social Council, 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 VI

Fiscal Commission	\$ 9,750
1954:	—
1953:	7,667

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9,750
1954:	—
1953:	7,667

Provision covers travel only.

CHAPTER VII

Transport and Communications Commission	\$ 9,750
1954:	—
1953:	6,812

Duration: two weeks.

Number of members: fifteen.

(i) <i>Travel and subsistence of members</i>	\$ 9,750
1954:	—
1953:	6,812

Provision covers travel only.

⁴ Includes payment of \$142 for travel and subsistence of staff, against outstanding claims related to the 1952 session in Geneva.

CHAPTER VIII

Social Commission	\$ 11,700
1954:	—
1953:	10,562

Duration: two weeks.

Number of members: eighteen.

(i) <i>Travel and subsistence of members</i>	\$ 11,700
1954:	—
1953:	10,562

Provision covers travel only.

CHAPTER IX

Statistical Commission	\$ —
1954:	13,750 ⁵
1953:	8,818

No provision is made in respect of chapter IX in 1955, since the next session of the Statistical Commission is to be held in 1956.

CHAPTER X

Sub-Commission on Freedom of Information and of the Press	\$ —
1954:	—
1953:	5,406

No provision is made in respect of chapter X in 1955, since no session of the Sub-Commission is scheduled for that year.

CHAPTER XI

Sub-Commission on Prevention of Discrimination and Protection of Minorities	\$ 16,250
1954:	18,750
1953:	—

Duration: three weeks.

Number of members: twelve.

(i) <i>Travel and subsistence of members</i>	\$ 15,300
1954:	17,800
1953:	—

Provision is made for travel of 12 members and subsistence at \$25 a day.

(ii) <i>Consultants</i>	\$ 950
1954:	950
1953:	—

In accordance with resolution 48 (IV) of the Economic and Social Council, provision is made for travel of a representative of the Commission on Status of Women with subsistence at \$25 a day.

CHAPTER XII

Additional expenses for Geneva sessions of functional commissions	\$ 4,000
1954:	— ⁶
1953:	—

Provision is made at the level approved for 1954 for travel and subsistence of headquarters staff to service a meeting of a functional commission of three weeks duration at Geneva. Should the Economic and Social Council decide that more than one commission should meet at Geneva in 1955, the necessary supplementary estimates would be submitted in due course.

⁵ Includes \$4,000 for travel and subsistence of staff, appropriated as additional expense for a Geneva session.

⁶ Appropriation of \$4,000 is shown under chapter IX.

CHAPTER XIII

Interim Co-ordinating Committee for International Commodity Arrangements	\$ 5,100
1954:	4,030
1953:	2,950

Location: Geneva.
Duration: two weeks.
Number of members: four

(i) <i>Travel and subsistence of members</i>	\$ 4,040
1954:	2,650
1953:	2,124

Membership of this Committee was increased to four by resolution 462 A (XV) of the Economic and Social Council. Provision is accordingly made for the travel of four members and subsistence at \$20 a day.

(ii) <i>Travel and subsistence of staff</i>	\$ 1,060
1954:	1,380
1953:	826

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

CHAPTER XIV

World Population Conference	\$ 3,200
1954:	19,800 ⁷
1953:	—

(i) <i>Temporary assistance</i>	\$ 3,200
1954:	13,200
1953:	—

Provision is made for the retention of one second officer and one intermediate secretary for three months of 1955 to complete editing and issuance of the report. (Full estimates of United Nations share of expenses of the Conference as a whole during 1953, 1954 and 1955 were shown in the budget estimates for the financial year 1954 (A/2383, p. 34-35)).

CHAPTER XV

United Nations Congress on the Prevention of Crime and Treatment of Offenders	\$ 4,500
1954:	—
1953:	—

Location: Geneva.
Duration: two weeks.

The following estimate is based on the assumption that the site of the Congress will be Geneva. Expenses not covered in this estimate (travel and subsistence of all participants other than United Nations staff, and printing of conference documentation) are to be met by interested governments, other organizations and individuals. Arrangements concerning printing of documentation are to be negotiated with interested governments during the coming months.

The proposal for holding the Congress at Geneva is based upon the following factors: the unanimous recommendation of the *Ad Hoc* Advisory Committee of Experts when it submitted the proposals for organization of the Congress (E/CN.5/298); views of interested governments and international organizations; the proximity in time and location, advantageous in terms of assuring maximum expert participation in the United Nations Congress, of the Third International Congress on Criminology, which will meet in London in September 1955. It is planned to hold the Congress, which will include some 400 participants, in August 1955.

⁷ Includes \$6,300 for travel and subsistence of staff and \$300 for miscellaneous supplies and services.

(i) <i>Travel and subsistence of staff</i>	\$ 4,500
1954:	—
1953:	—

Provision is made for the travel and subsistence of five substantive staff members, two of whom will be on home leave in Europe, and for the subsistence of six interpreters from Headquarters who will also be in Europe on other assignments or on home leave.

Recruitment of temporary technical and secretarial staff to provide language services for the Congress will require an expenditure of \$9,000, and funds in this amount are included in the estimates for section 18. Records of the Congress are to consist solely of conference documentation, printing of which will not entail extra costs for the United Nations, and a summary of the proceedings, which will be prepared at Headquarters after the conclusion of the Congress on the basis of sound recordings. An amount of \$1,700 for rental of equipment and the purchase of sound recording discs is included in the estimates for section 18.

Other requirements in connexion with the Congress (e.g. translation of conference papers prior to their reproduction and postal and telecommunications requirements) are expected to be of an order that can be absorbed within the regular appropriations for such purposes. The brief summary report of the conferences will constitute part of the official records of the Social Commission, printing of which is covered by the appropriations requested for section 24.

CHAPTER XVI

<i>Ad Hoc</i> Advisory Committee of Experts on the Prevention of Crime and Treatment of Offenders	\$ 1,300
1954:	—
1953:	6,181

Duration: ten days.
Location: Geneva.
Number of members: five.

The Committee first met at Headquarters in June 1953, with five members attending. The present provision assumes that the meeting will take place in Geneva in August 1955, immediately following the eighteenth session of the Economic and Social Council and preceding the Congress on the Prevention of Crime and Treatment of Offenders, and that costs in respect of the five experts will relate only to subsistence at \$20 per day. It is believed possible to select as experts in all cases persons who will also participate in the Congress, which will immediately follow the Committee meeting. It is assumed, therefore, that round-trip travel will be borne by the sending governments or institutions in connexion with the Congress.

Provision is also requested for subsistence at \$10 per day for ten days for two Headquarters substantive officers and one interpreter to service the Committee. Travel costs for the substantive officers, who are required to assist in the work of the Congress, are included in the budget estimates for the Congress. No travel costs are involved for the interpreter, who will have been in Geneva on another assignment.

(i) <i>Travel and subsistence of members</i>	\$ 1,000
1954:	—
1953:	6,181

Provision is made for five experts at \$20 per day.

(ii) <i>Travel and subsistence of staff</i>	\$ 300
1954:	—
1953:	—

Provision is made for the subsistence of two substantive officers and one interpreter.

Section 3a. Permanent Central Opium Board and Drug Supervisory Body

\$24,300

(1954: \$21,400 1953: \$21,512)

Number of sessions:

two for Permanent Central Opium Board (thirty days in all); two for Drug Supervisory Body (twenty days in all).

Location: Geneva.

Number of members:

eight for Permanent Central Opium Board; four for Drug Supervisory Body.

(i) *Travel and subsistence of members* \$ 24,300
 1954: 21,400
 1953: 21,512

The estimate assumes that it will be possible to arrange for one of the sessions of the Drug Supervisory Body to precede or follow immediately a session of the Permanent Central Opium Board, saving one return journey for two members of the Drug Supervisory Body who are also members of the Board. Accordingly, provision is made for sixteen return journeys for the eight members of the Board and for six return journeys only for the four members of the Supervisory Body, at a total cost of \$14,100, based upon actual residence of present members.

Provision is also made for subsistence of members while attending the sessions of the Board (\$6,500) and the Supervisory Body (2,400). The increase over 1954 arises from an anticipated increase in the duration of sessions.

A further sum of \$1,300, the same amount as for 1954, is requested to meet possible travel and expenses in connexion with representation of the Board at meetings of the Economic and Social Council and the General Assembly.

Expenses for representation on the Commission on Narcotic Drugs are covered as in previous years by the estimate for that commission given in chapter III of section 3.

Should the 1953 Opium Protocol come into force during 1955, additional extraordinary expenses, estimated at \$9,700, would be incurred. These expenses would be related to a further meeting of the Board. The Secretary-General proposes that such extraordinary expenses should be met in accordance with the procedure laid down in the General Assembly resolution relating to unforeseen and extraordinary expenses.

Section 3b. Regional economic commissions

\$109,700

(1954: \$72,000¹ 1953: \$91,546²)

The estimate provides for certain direct expenses of sessions of the regional economic commissions and their subsidiary bodies.

In those cases where meetings of the commissions or of their subsidiary bodies are held away from the seat of the commission, it is assumed that, as in previous years, the host governments will bear the costs of required local facilities, including local transportation, conference rooms, office space and supplies, local secretarial and clerical services, local telephone and local radio services.

The Economic Commission for Asia and the Far East is scheduled to meet in 1955 in Tokyo, Japan, in accordance with the decision reached at its tenth session. The Economic Commission for Latin America at its fifth session decided to meet in 1955 in Bogotá, Colombia.

The Economic Commission for Europe will meet at its Headquarters in the European Office of the United Nations. Conference services and supplies will be provided by the regular establishment of the European Office, hence no provision is made under this section.

CHAPTER I

Economic Commission for Asia and the Far East \$ 33,800
 1954: 35,500
 1953: 26,901

Number of sessions: one.

Duration: five weeks.

Location: Tokyo.

A combined provision is made for the requirements of the eleventh session of the Commission, the seventh session of the Committee on Industry and Trade and the fourth session of the Inland Transport Committee, which will meet at different times during the five weeks' period.

¹ Includes \$5,400 for the Third Regional Conference of Statisticians and \$7,900 for the Technical Conference on Water Resources Development.

² Includes \$5,309 for expenses at the ECAFE Conference on Trade Promotion.

(i) *Travel and subsistence of staff* \$ 29,000
 1954: 32,000
 1953: 22,895

The estimate covers travel (\$17,500) and subsistence (\$11,500) for thirty-five staff members required to service the meetings of the Commission, the Committee on Industry and Trade and the Inland Transport Committee.

(ii) *Communications services* \$ 1,000
 1954: 1,000
 1953: 303

(iii) *Freight, cartage and express* \$ 1,500
 1954: 1,500
 1953: 1,344

(iv) *Miscellaneous supplies and services* \$ 2,300
 1954: 1,000
 1953: 2,359

CHAPTER II

Economic Commission for Asia and the Far East
 Sub-Committees \$ 6,900
 1954: 7,800
 1953: 801

(i) *Travel and subsistence of staff* \$ 5,900
 1954: 7,000
 1953: —

Two sub-committees are scheduled to meet in 1955 at sites away from Bangkok (Sub-Committee on Trade in Hong Kong; Sub-Committee on Electric Power in Lahore).

(ii) *Communications services* \$ 400
 1954: 400
 1953: 59

(iii) *Freight, cartage and express* \$ 300
 1954: —
 1953: —

(iv) *Miscellaneous supplies and services* \$ 300
 1954: 400
 1953: 742

CHAPTER III

Economic Commission for Latin America	\$ 64,000
1954:	10,400 ³
1953:	58,535 ⁴

Number of sessions: one.

Duration: three weeks.

Location: Bogotá.

(i) <i>Travel and subsistence of staff</i>	\$ 51,000
1954:	4,900
1953:	44,617

The Commission meets every two years, with the Committee of the Whole meeting in the intervening year. The sixth session of the Commission will be held in Bogotá for a period of approximately three weeks.

Provision is made for travel (\$26,300) and subsistence (\$24,700) of fifty-four staff members, of whom thirty-one will be from Santiago and twenty-three from Headquarters. The staff includes fourteen substantive staff members, one administrative officer, one finance officer, four documents clerks, one conference officer (Headquarters) one press officer, seventeen translators-précis-writers (nine from Headquarters), twelve interpreters (ten from Headquarters) and three telecommunications operators (Headquarters).

(ii) <i>Communication services</i>	\$ 2,000
1954:	50
1953:	1,432
(iii) <i>Freight, cartage and express</i>	\$ 9,000
1954:	150
1953:	9,834

³ Covers the costs of the Committee of the Whole held in Santiago and includes \$3,300 for temporary assistance and \$1,500 for rental of premises.

⁴ Covers the costs of the fifth session of the Commission, held in Rio de Janeiro.

(iv) <i>Miscellaneous supplies and services</i>	\$ 2,000
1954:	500
1953:	2,652

CHAPTER IV

Committee of Ministers of Economy of the Central American countries	\$ 5,000
1954:	5,000
1953:	—

Number of sessions: one.

Duration: two to three weeks.

Location: to be decided.

The Committee meets annually as a co-ordinating body for the national economies of the Central American countries (Commission resolution 9 (IV), approved by the Economic and Social Council at its thirteenth session). The 1953 expenses of the Committee were absorbed within section 23 of the 1953 estimates.

(i) <i>Travel and subsistence of staff</i>	\$ 3,500
1954:	3,500
1953:	—

Provision is made for the travel and subsistence of six staff members.

(ii) <i>Temporary assistance</i>	\$ 1,000
1954:	1,000
1953:	—

The estimate covers salaries of technical staff, including translators and précis-writers.

(iii) <i>Miscellaneous supplies and services</i>	\$ 500
1954:	500
1953:	—

Section 4. The Trusteeship Council, Commissions and Committees

\$50,000

(1954: \$50,000 1953: \$56,510¹)

CHAPTER I

The Trusteeship Council	\$ —
1954:	\$ —
1953:	\$ —

Pursuant to General Assembly resolution 694 (VII), regular sessions of the Trusteeship Council in 1955 should be held at Headquarters. No provision is requested for this chapter.

CHAPTER II

1955 Visiting Mission	\$ 50,000
1954:	50,000
1953:	56,510 ¹

¹ Includes \$3,235 in respect of the 1952 Visiting Mission to West Africa.

When considering Article 37, c, of the Charter, the Trusteeship Council 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 1955 visiting mission. Pending this decision, a token amount of \$50,000 is included for this purpose. If necessary, supplementary estimates will be submitted after the Trusteeship Council takes action in the matter.

PART II

SPECIAL MISSIONS AND RELATED ACTIVITIES

\$2,384,000 (1954: \$2,394,780 1953: \$2,264,130)

Section 5. Special missions and related activities

\$1,900,000 (1954: \$1,950,100 1953: \$1,854,796)

CHAPTER I

United Nations Advisory Council for Somaliland under Italian administration \$130,500
1954: 150,000
1953: 120,102

Resolution 289 (IV) of the General Assembly provided, in section B, that Italian Somaliland should be an independent sovereign State "at the end of ten years from the date of the approval of a Trusteeship Agreement by the General Assembly". On 2 December 1950, by its resolution 442 (V), the General Assembly approved a trusteeship agreement for the Territory with Italy as Administering Authority.

Resolution 289 (IV) also provided, in section B, that the Administering Authority should be aided and advised by an

Advisory Council composed of representatives of three Member States and having headquarters at Mogadiscio.

Under section D of the same resolution, the Secretary-General is authorized to reimburse travel and subsistence expenses of one representative from each government represented on the Advisory Council, and to provide the Council with such staff and facilities as he considers necessary to carry out the terms of the resolution.

(i) Salaries and wages \$ 31,500
1954: 29,600
1953: 30,750

It is assumed that the establishment will be maintained at the 1954 level (table 5-1).

Table 5-1

Number of posts		Title	Detailed from Headquarters	Internationally recruited	Locally recruited
1954	1955				
1	1	Principal Secretary	1		
3	3	Substantive officers (political, social and economic)	2	1	
1	1	Précis-writer (Translator)		1	
1	1	Administrative Officer	1		
8	8	Secretarial and clerical	5		3
5	5	Security Guards			5
5	5	Drivers			5
5	5	Maintenance workers			5
3	3	Field Service personnel	3		
32	32		12	2	18

The salary cost for 1955 of two internationally recruited staff members and of eighteen locally recruited staff members is estimated at \$31,500.

The Principal Secretary and three professional officers provide substantive services to the Advisory Council. The Administrative Officer performs the financial, personnel and procurement functions, is responsible for administration of language, documents, registry and secretarial services and, with the assistance of Field Service personnel, is also responsible for security, transportation and maintenance services.

(ii) Travel and subsistence of members \$ 27,000
1954: 26,600
1953: 20,025

Provision is made for travel by the members of the Advisory Council in accordance with past experience (\$7,950) and for subsistence allowance at \$25 per day for fifty days while in New York (\$3,750) and at \$20 per day for 255 days during service at the mission site (\$15,300).

(iii) Travel and subsistence of staff \$ 45,300
1954: 46,000
1953: 43,785

Provision is made for replacement of five staff members, home leave for one internationally recruited staff member and one round-trip by the Principal Secretary to attend one session of the Trusteeship Council (\$9,900).

Provision is also made to cover subsistence allowance for the Principal Secretary at \$15 per day for six months and \$360 per month for the balance of the year (\$5,850), and for thirteen staff at daily rates of \$10 or \$7 for the first six months of service and \$200 or \$135 per month for the remainder of the period of service (\$29,550).

(iv) Miscellaneous supplies and services \$ 23,000
1954: 47,800
1953: 25,542

This estimate for miscellaneous supplies, equipment and

services, provides for expenditures under the following headings:

Communications services	\$ 3,300
Alteration to premises	1,500
Maintenance of premises	2,000
Stationery and office supplies	1,200
Operation and maintenance of transportation equipment...	4,000
Freight, cartage and express	3,000
Insurance	1,000
Miscellaneous supplies and services	5,500
Furniture and fixtures	1,500
TOTAL	\$23,000

For comparable items, expenditure is expected to follow the pattern of expenditure in 1954. The purchase of the compound at Mogadiscio, for which an additional sum of \$22,000 was included in the 1954 appropriation, enables savings to be reflected in the 1955 estimate in respect of rental of premises. In accordance with the arrangement approved at the eighth session of the General Assembly, the United Nations assumed ownership of the compound as of 26 January 1954.

(v) <i>Transportation equipment</i>	\$ 3,700
1954:	—
1953:	—

Provision is made for the replacement during 1955 of two motor vehicles.

Income in the amount of \$4,000 (\$2,500 for staff members in respect of living accommodation in the compound, \$1,500 from sale of cars) is included in the estimates for miscellaneous income.

CHAPTER II

United Nations Tribunal in Libya	\$104,500
1954:	99,300
1953:	101,785

Article X, approved by the General Assembly in its resolution 388 (V), established the Tribunal in Libya. General Assembly resolution 792 (VIII), adopted on 23 October 1953, provides that the Tribunal should continue to function in accordance with resolution 388 (V) and requests the Secretary-General, after consultation with the governments concerned regarding the continuation of the Tribunal's functions, to report on this question to the General Assembly at its tenth session.

(i) <i>Salaries and wages</i>	\$ 78,400
1954:	73,300
1953:	77,078

These estimates assume no increase in workload in 1955 which would be beyond the capacity of the current establishment, comprising three judges and six supporting staff (table 5-2). Provision is made for salaries of three judges at \$15,000 each, one registrar at \$8,500, three interpreters/translators at \$7,300 each and \$3,000 for typing, messenger and chauffeur services.

Table 5-2

Number of posts		Title	Detailed from Headquarters	Internationally recruited
1954	1955			
3	3	Judges	—	3
1	1	Registrar	—	1
3	3	Interpreter/Translator	—	3
2	2	Secretarial and clerical	2	—
9	9		2	7

(ii) <i>Travel and subsistence of staff</i>	\$ 22,000
1954:	22,000
1953:	24,009

Provision is made for travel of judges (\$1,500), travel of staff on home leave (\$1,000) and travel of staff on replacement (\$2,000). Provision is also made for mission subsistence allowance for three judges (\$9,000), and for seven staff members (\$8,500).

(iii) <i>Miscellaneous supplies and services</i>	\$ 2,600
1954:	4,000
1953:	698

Provision is made for all miscellaneous supplies and services on the assumption that, with a more precise division of charges in 1954 and 1955, the Tribunal will be charged for supplies and services, the costs of which were previously borne by the Technical Assistance Mission.

(iv) <i>Transportation equipment</i>	\$ 1,500
1954:	—
1953:	—

Provision is made for replacement of the one vehicle held in the Tribunal charge which is rapidly approaching the point beyond which maintenance and repair will no longer be economical. (Income from the sale of the vehicle replaced is estimated at \$700.)

CHAPTER III

Other missions and related activities	\$1,665,000
1954:	1,700,800
1953:	1,632,909 ¹

The extent of the work and the scope of the activities of the majority of the organs falling under this section, namely, the United Nations Military Observers Group in India and Pakistan, the United Nations Truce Supervision Organization for Palestine, the United Nations Conciliation Commission for Palestine, the United Nations Commission for the Unification and Rehabilitation of Korea and the Standing Committee on the Repatriation of Greek Children, depend upon action to be taken by the Security Council and the General Assembly. Detailed estimates concerning the requirements in 1955 and related income will be presented in the course of the ninth session of the General Assembly in the light of decisions made. No expenditures are anticipated in respect of the United Nations Military Observers in Greece or the United Nations Tribunal for Eritrea since it is expected that the work of these bodies will cease in 1954.

To assist in the over-all appraisal of the 1955 budget, the requirements for Special Missions and Related Activities have been estimated tentatively at \$1,900,000; specific estimates totalling \$235,000 are included in chapters I and II above, and the balance is included in this chapter in a global amount.

Provision formerly made in these estimates for the cost of replacing Headquarters staff assigned to missions has been included in the temporary assistance provision shown under section 13. The 1954 and 1953 figures have been adjusted accordingly.

¹ Includes expenditures for the United Nations representative for India and Pakistan (\$41,095) and the United Nations Commission on the Racial Situation in the Union of South Africa (\$31,802).

Section 5a. United Nations Field Service

\$484,000

(1951: \$141,680

1953: \$109,334)

The organization and functions of the Field Service are described in the *Administrative Manual*, volume 1, Organization. The administration of the Field Service was transferred in March 1954 from the former Department of Administrative and Financial Services to the Department of Conference and General Services. Upon the establishment in May 1954 of the Office of General Services, the functions and staff of the Field Service were assigned to that Office.

Estimates in respect of Field Operations Service headquarters staff are presented in section 12.

Estimates in this section pertain to the Field Service staff serving away from Headquarters. The size of the establishment will depend upon the extent of the work and the scope of the activities assigned to the various special missions by the General Assembly and the Security Council. This section will therefore require review and revision in conjunction with the review of supplementary estimates to be presented under section 5 during the course of the ninth session of the General Assembly.

To assist in the over-all appraisal of the 1955 budget, the requirements under this section are estimated tentatively at \$484,000.

CHAPTER I

Salaries and wages	\$338,900
	1954: 303,630
	1953: 300,953
(i) <i>Established posts</i>	\$336,400
	1954: 298,630
	1953: 299,266

Increased activity in Palestine has necessitated an increase during 1954 in Field Service staff in that area. It has been necessary during 1954 to provide additionally for twelve posts.

The 1955 estimates are based upon the continuation of the workload at its current level and provide accordingly for 115 posts (table 5a-1).

Table 5a-1

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
3	3	Principal Field Service Officer	15,570
10	11	Senior Field Service Officer	44,430
20	21	Intermediate Field Service Officer	69,550
51	57	Junior Field Service Officer	165,120
19	23	Guards	55,800
103	115		350,470
Deduct: Adjustment for turnover of staff			14,070
TOTAL			336,400

(ii) <i>Overtime and night differential</i>	\$ 2,500
	1954: 5,000
	1953: 1,667

The estimate, based upon 1953 experience, appears adequate to cover compensation for the irregular hours worked by Field Service staff assigned to established offices.

CHAPTER II

Common staff costs	\$133,100
	1954: 122,950
	1953: 95,279
(i) <i>Travel and removal of staff</i>	\$ 11,000
	1954: 11,000
	1953: 6,870

This estimate provides for travel of ten persons on recruitment and ten on repatriation at an average cost of \$550 per person.

(ii) <i>Installation allowances</i>	\$ 2,000
	1954: 4,800
	1953: 1,255

This estimate provides for installation costs for staff members assigned to established offices in Geneva and Bangkok.

(iii) <i>Contributions to Joint Staff Pension Fund</i> ..	\$ 35,600
	1954: 32,400
	1953: 29,821

This 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.

(iv) <i>Children's allowances</i>	\$ 15,000
	1954: 13,000
	1953: 13,967

This estimate covers payment of children's allowance at \$200 per annum for seventy-five children of Field Service personnel.

(v) <i>Contributions, group medical insurance</i>	\$ 8,000
	1954: 7,150
	1953: 7,394

The estimate covers United Nations contributions at \$80 per annum for approximately 100 staff members.

(vi) <i>Travel on home leave</i>	\$ 61,500
	1954: 54,600
	1953: 35,972

This estimate covers travel on home leave by the most economical routes of Field Service personnel and their dependents.

CHAPTER III

Other departmental costs	\$ 12,000
	1954: 18,100 ¹
	1953: 13,102 ²
(i) <i>Miscellaneous supplies and services</i>	\$ 9,000
	1954: 12,600
	1953: 7,920

This estimate provides for procurement of uniforms for recruits at \$200 each and for replacement of uniforms for other staff members at \$100 each. Provision is also made for periodic medical examinations in the field of the Field Service staff.

(ii) <i>Telecommunications equipment</i>	\$ 3,000
	1954: 3,000
	1953: 2,845

This estimate covers replacement and procurement of equipment for the communications network.

¹ Includes \$2,500 in respect of travel on official business.

² Includes \$2,337 in respect of travel on official business.

PART III

HEADQUARTERS, NEW YORK

\$28,503,900

(1954: \$30,301,130 1953: \$31,196,235)

Section 6. Offices of the Secretary-General

\$2,117,900

(1954: \$2,183,620 1953: \$2,111,185)

In accordance with the recommendations made by the Secretary-General in his report on the organization of the Secretariat (A/2554) to the eighth session of the General Assembly, the Secretary-General, early in 1954, brought under his immediate and personal direction the former Legal Department and the services of the former Department of Administrative and Financial Services, with the exception of the Field Service, which was transferred to the Office of General Services.

The estimates covering requirements for these offices are included as separate chapters in this section, which provides also, as in previous estimates, for the Executive Office of the Secretary-General.

CHAPTER I

Executive Office of the Secretary-General \$322,700
1954: 330,200
1953: 307,019

A modification is proposed in the functions of the Executive Office of the Secretary-General as described in the *Administrative Manual*, volume I, Organization, to take account of the following changes.

As an integral part of the proposals for a single department of Economic and Social Affairs, the functions and staff formerly assigned to the Office of the Director of Co-ordination for Specialized Agencies and Economic and Social Affairs would be transferred from the Executive Office to the new department.

The Secretary-General proposes the appointment of a director to co-ordinate and control the implementation of the United Nations publications programme at Headquarters and in overseas offices.

The establishment of a post at the Director level is also proposed for a Social Counsel to advise the Secretary-General directly on social, cultural and other factors which have a direct impact on staff morale and efficiency.

(i) *Established posts* \$301,200
1954: 312,200
1953: 277,003

The estimate provides for thirty-two established posts (table 6-1) and includes \$1,000 for non-resident's allowance and \$380 for language allowance.

The figure of thirty-four established posts shown for 1954 in the above total is provided for comparison purposes only. It includes a post approved in 1954 as part of the staff of the Office of Personnel. It excludes seven posts assigned to the Office of the Director of Co-ordination now shown as part of the 1954 establishment of the Department of Economic and Social Affairs.

The *Executive Office* will comprise in 1955 an *Office of the Executive Assistant*, a *General Assembly Affairs Section* headed by a principal officer, a *Protocol and Liaison Section* to be headed by a principal officer, and a new unit, the

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

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Secretary-General	\$
		Salary	33,000
		Allowance	20,000
1	1	Executive Assistant	
		Salary	18,000
		Allowance	5,500
-	2	Director	30,000
2	2	Principal officer	27,750
		<i>Professional</i>	
4	2	Senior officer	27,080
-	2	First officer	19,520
5	3	Second officer	28,060
1	1	Associate officer	7,870
-	1	Assistant officer	6,000
		<i>General service</i>	
6	5	Principal level	30,260
4	5	Senior level	23,370
10	7	Intermediate level	27,970
34	32		304,380
		Add: Cost-of-living adjustment	16,070
			320,450
		Deduct: Adjustment for turnover of staff	19,250
			TOTAL \$301,200

Office of the Social Counsel, comprising, in addition to the Counsel, a post of assistant at the second officer level transferred from the Office of Personnel, and a general service post at the senior level.

(ii) *Overtime and night differential* \$ 6,500
1954: 3,000
1953: 7,270

This estimate, which also includes a provision for overtime work necessary in this office during the General Assembly period, is based on past experience.

(iii) *Housing accommodation for the Secretary-General* \$ 15,000
1954: 15,000
1953: 22,746

Provision is made for rental and maintenance of the Secretary-General's residence.

CHAPTER II

Office of Legal Affairs \$406,700
1954: 468,480
1953: 424,485

The functions of the Office of Legal Affairs remain the same as those outlined for the former Legal Department in the *Administrative Manual*, volume I, Organization.

The proposal to include the Legal Department among the Offices of the Secretary-General and to change its name to "*Office of Legal Affairs*" is made with the intention of re-

flecting more clearly its role in providing legal advice on behalf of the Secretary-General and in acting on his behalf in legal matters.

The Secretary-General proposes to modify the structure of this office as compared with the pattern of organization existing in 1954. Thus, the 1955 estimates provide for an *Office of the Legal Counsel*, a *General Legal Division* and a *Codification Division*. The changes proposed enable a reduction in establishment to be made in 1955, from an approved level of fifty-four posts in 1954 (including the two posts of the Secretariat of the Administrative Tribunal transferred from the former Administrative and Financial Services) to a maximum of fifty posts in 1955.

(i) *Established posts* \$405,200
 1954: 467,780
 1953: 423,132

The estimate provides for fifty established posts (table 6-2) and includes \$1,600 for language allowance and \$2,140 for non-resident's allowance.

Table 6-2. Office of Legal Affairs

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Legal Counsel	\$
		Salary.....	18,000
		Allowance.....	3,000
1	-	Assistant Secretary-General	-
1	-	Principal Director	-
2	2	Director	
		Salary.....	34,200
		Representation allowance.....	1,000
2	2	Principal officer	28,630
		<i>Professional</i>	
5	4	Senior officer	52,210
10	9	First officer	95,370
3	4	Second officer	31,630
6	5	Associate officer	33,180
		<i>General service</i>	
3	3	Principal level	16,640
7	7	Senior level	36,160
14	13	Intermediate level	54,830
54	50		404,850
Add: Cost-of-living adjustment.....			26,220
			431,070
Deduct: Adjustment for turnover of staff.....			25,870
TOTAL			\$405,200

Office of the Legal Counsel

This Office, in addition to its administrative, supervisory and co-ordinating role and its substantive work on problems personally assigned by the Secretary-General, has taken over the functions and the staff of the former Division of Immunities and Treaties. The questions concerning privileges and immunities, formerly dealt with by that division, will be handled by legal officers under the direction of the Legal Counsel. To ensure a better co-ordination between the various tasks required by the registration of treaties and the depositary functions of the Secretary-General, a Treaty Section under the supervision of a first officer will be attached to this Office. For administrative purposes, the secretariat of the Administrative Tribunal will be similarly attached to the Office of the Legal Counsel.

General Legal Division

The functions and the staff of the General Legal Division, headed by a Director, remain unchanged. It should be noted that the General Legal Division carries at present as a special assignment responsibility for the Charter studies called for under General Assembly resolution 796 (VIII).

Codification Division

The former Division for the Development and Codification of International Law is redesignated the Codification Division. The functions and duties of its staff, headed by a Director, will, however, continue unchanged. Additional tasks may devolve upon the Division during 1955 pursuant to General Assembly resolutions 685 (VII) and 799 (VIII).

(ii) *Overtime* \$ 1,500
 1954: 700
 1953: 1,353

This estimate is based on experience during 1953, when there were approximately 400 overtime hours. The increase in the amount is due to the need to provide for overtime during sessions of the General Assembly and of the Administrative Tribunal.

CHAPTER III

Office of the Controller \$665,800
 1954: 662,700
 1953: 665,999

The former Bureau of Finance is redesignated as *Office of the Controller*. No change is contemplated in the functions of the office as set out in the *Administrative Manual*, volume I, Organization, except that certain additional responsibilities relating to financial matters formerly carried out by the Assistant Secretary-General in charge of Administrative and Financial Services have been delegated to the Controller.

The 1955 estimates provide for a Controller and a Deputy, a *Budget Division*, an *Accounts Division*, a *Treasury* and a secretarial pool. The Secretariat of the Advisory Committee, previously shown under a separate manning table, is included for budgetary presentation in the Office of the Controller.

A general service post at senior level was transferred to the Accounts Division from the Purchase and Transport Division of the Office of General Services in the course of reorganization. The estimates are based on past experience with regard to normally anticipated workloads and show a reduction of three posts.

Table 6-3. Office of the Controller

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Controller	\$
		Salary.....	18,000
		Allowance.....	3,350
1	-	Principal Director	-
1	1	Deputy Controller	17,400
2	2	Principal officer	31,600
		<i>Professional</i>	
4	5	Senior officer	65,560
10	9	First officer	103,050
14	14	Second officer	124,780
11	11	Associate officer	72,980
5	5	Assistant officer	29,500
		<i>General service</i>	
1	1	Principal level	6,530
17	17	Senior level	87,520
23	21	Intermediate level	83,120
5	4	Junior level	12,230
94	91		655,620
Add: Cost-of-living adjustment.....			45,280
			700,900
Deduct: Adjustment for turnover of staff.....			42,100
TOTAL			\$668,800

(i) <i>Established posts</i>	\$658,800
1954:	656,000
1953:	659,161

The estimate includes \$690 for language allowance and \$1,925 for non-resident's allowance. Provision is also made for the reclassification of the Treasurer from first officer to senior officer level.

(ii) <i>Overtime and night differential</i>	\$ 2,500
1954:	2,500
1953:	3,160

Staff members in the secretarial and clerical groups, particularly machine operators, are frequently called upon to work overtime to process accounting records and payroll statements to meet deadlines. The provision is maintained at the level approved for 1954.

(iii) <i>Miscellaneous services</i>	\$ 2,000
1954:	1,700
1953:	2,076

The estimate covers bank charges in connexion with remittance and transfer of funds to overseas offices, and is based on actual experience.

(iv) <i>Investments Committee</i>	\$ 2,500
1954:	2,500
1953:	1,602

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

Revenue to be derived from the charges to the Joint Staff Pension Fund for investment services, including cost of Investments Committee, is estimated at \$10,180.

CHAPTER IV

Office of Personnel	\$504,600
1954:	503,320
1953:	499,144

The former Bureau of Personnel is redesignated *Office of Personnel*. A post of staff counsellor has been transferred from this Office to the Executive Office of the Secretary-General, whilst the secretary of the Joint Appeals Board and the Joint Disciplinary Committee, formerly shown under a separate manning table, has been attached to this Office. Two posts were transferred from the former Office of the Assistant Secretary-General, Administrative and Financial Services, to service the Review Board and a new Special Advisory Board appointed in accordance with the staff rules issued in implementation of amendments to staff regulation 9.1 (a) adopted by General Assembly resolution 782 A (VIII). Apart from these transfers, the functions of the Office as set out in the *Administrative Manual*, volume 1, Organization, remain the same.

The 1955 estimates provide for a Director, a Deputy Director, an *Appointments and Staff Relations Division*, and a *Policy, Training and Examination Division*. The proposed manning table shows a net reduction of two professional posts, and two reclassifications. One post at senior officer level is proposed for reclassification to principal officer level in order to strengthen the top direction of the Office. One general service post at intermediate level is proposed for reclassification to senior level as the growth in the work of the secretary of the Staff Council and Committee warrants such reclassification.

(i) <i>Established posts</i>	\$473,600
1954:	490,120
1953:	479,781

The estimate includes \$2,340 for language allowance, and \$2,140 for non-resident's allowance.

Table 6-1. Office of Personnel

Number of established posts		Category and post level	Gross salaries
1954	1955		
—	1	Director of Personnel	\$
		Salary	18,000
		Allowance	3,000
1	—	Principal Director	—
1	1	Deputy Director of Personnel	17,000
1	2	Principal officer	29,860
<i>Professional</i>			
3	2	Senior officer	26,870
9	9	First officer	92,660
10	9	Second officer	80,810
6	5	Associate officer	38,650
<i>General service</i>			
5	5	Principal level	32,530
11	12	Senior level	58,410
17	16	Intermediate level	63,550
3	3	Junior level	9,560
67	65		470,900
Add: Cost-of-living adjustment			32,870
			503,770
Deduct: Adjustment for turnover of staff			30,170
			TOTAL \$473,600

(ii) <i>Overtime and night differential</i>	\$ 2,000
1954:	1,000
1953:	745

The 1955 estimate includes provision for overtime work involved in the preparation of personnel reports and in the servicing of the Advisory Board on Appointments and Promotions and the Review Board.

(iii) <i>Miscellaneous supplies and services</i>	\$ 5,000
1954:	5,000
1953:	2,800

This estimate covers rental of examination rooms, equipment, and miscellaneous other recruiting expenses required by interview boards and representatives in the field in connexion with overseas recruitment.

(iv) <i>International Civil Service Advisory Board</i>	\$ 9,000
1954:	7,200
1953:	—

It is expected that the Board will meet in Geneva during 1955 for a period of ten days. Requirements for travel and subsistence of the Chairman and eight members are estimated at an average of \$1,000 per person.

Contributions of specialized agencies towards these expenses are estimated at \$4,500.

(v) <i>Review Board</i>	\$ 15,000
1954:	—
1953:	15,818

The Secretary-General has appointed a Review Board to review contracts of staff members. The estimate covers:

1. Remuneration for the Chairman at \$50 per day for 260 days during 1955	\$13,000
2. Travel and subsistence expenses	2,000
	\$15,000

CHAPTER V

Internal Audit Service	\$142,900
1954:	141,720
1953:	139,634

The former Inspection Service has been redesignated *Internal Audit Service*. The estimates provide for the same

number of posts as approved for 1954, as the Service is assigned full responsibility for internal audit of United Nations accounts, including those of the expanding technical assistance programme.

(i) *Established posts* \$142,800
 1954: 141,620
 1953: 139,606

The 1955 estimates include \$250 for language allowance.

Table 6-5 Internal Audit Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary	17,400
		Representation allowance.....	900
<i>Professional</i>			
1	1	Senior officer	13,580
3	3	First officer	32,550
2	2	Second officer	14,800
2	2	Associate officer	14,040
1	1	Assistant officer	5,790
<i>General service</i>			
3	3	Principal level	18,420
5	5	Senior level	21,980
1	1	Intermediate level	3,830
19	19		143,290
Add: Cost-of-living adjustment.....			8,660
			151,950
Deduct: Adjustment for turnover of staff.....			9,150
TOTAL			142,800

(ii) *Overtime and night differential* \$ 100
 1954: 100
 1953: 28

CHAPTER VI

Health Service \$ 75,200
 1954: 77,200
 1953: 74,904

(i) *Established posts* \$ 75,200
 1954: 77,200
 1953: 74,904

The total number of posts for the *Health Service* remains the same as for 1954. The estimate includes \$320 for language allowance and \$250 for non-resident's allowance.

Table 6-6. Health Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 15,400
<i>Professional</i>			
1	1	First officer	9,300
1	1	Associate officer	7,870
<i>General service</i>			
1	1	Principal level	4,500
3	3	Senior level	14,450
6	6	Intermediate level	23,130
13	13		74,650
Add: Cost-of-living adjustment.....			5,340
			79,990
Deduct: Adjustment for turnover of staff.....			4,790
TOTAL			75,200

The following tabulation of visits to the *Health Service* provides a comparison of the workload between 1952 and 1953, and indicates an increase in the work relating to the implementation of administrative policies.

	1952	1953
1. Examinations prior to appointment or mission assignment and for necessary periodic check-up	7,891	8,129
2. Injections and inoculations of staff prior to or after travel overseas.....	2,477	1,587
3. Check after sick leave.....	3,163	3,082
4. Injuries both minor and major.....	1,183	1,291
5. First-aid treatment.....	7,078	7,489
6. X-rays for tuberculosis contacts, electrocardiograms, basal metabolism and other special tests	1,000	1,319
TOTAL	22,792	22,897

In order to maintain a high and up-to-date medical standard in the work of the Service, with due regard to economy, doctors are being employed on a part-time (session) basis. An amount of \$20,000 is provided for this purpose under section 13, Temporary assistance and consultants.

Section 6a. Office of Under-Secretaries without portfolio

\$85,000

(1954: \$ ——— 1953: \$ ———)

In the light of the development of the Secretary-General's proposal for the reorganization of Headquarters departments, the need was confirmed for the appointment of Under-Secretaries without portfolio to serve as advisers to the Secretary General on special problems. The estimates accordingly provide for two such appointments.

While it is anticipated that it will be necessary to transfer professional staff from existing departments to assist the Under-Secretaries in carrying out their specific assignments, at this stage the immediate staff of each Under-Secretary without portfolio is shown in the estimates at a minimum level.

CHAPTER I

Salaries and wages \$ 85,000
 1954: —
 1953: —

(i) *Established posts* \$ 84,700
 1954: —
 1953: —

Table 6a. Office of the Under-Secretaries without portfolio

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
—	2	Under-Secretaries	
		Salaries.....	41,000
		Allowances.....	10,350
<i>Professional</i>			
—	1	Senior officer	12,220
—	1	First officer	9,300
<i>General service</i>			
—	2	Senior level	10,120
—	1	Intermediate level	3,120
—	7		86,110
Add: Cost-of-living adjustment.....			3,970
			90,080
Deduct: Adjustment for turnover of staff.....			5,380
TOTAL			\$84,700

(ii) *Overtime and night differential* \$ 300
 1954: —
 1953: —

Section 7. Department of Political and Security Council Affairs

\$657,300

(1954: \$750,000 1953: \$688,642)

The functions of the Department are set out in the *Administrative Manual*, volume I, Organization.

To ensure a more effective use of staff, the Secretary-General proposes to modify the structure of this department as compared with the pattern of organization existing in 1954. The 1955 estimates provide for an Office of the Under-Secretary for Political and Security Council Affairs, a Political Affairs Division, a Council and Committee Services Division and a Disarmament Affairs Group.

The changes in the structure of the Department, which are explained in more detail below, make it possible to reduce the establishment from an approved total of eighty-nine posts in 1954 to a maximum of seventy-eight posts in 1955.

The reduction of eleven posts represents an initial step in a programme of reorganization designed to concentrate the resources of the Department upon issues of a current nature, including high level analytical studies of current political problems, and to provide services to the Security Council, to political committees of the General Assembly and to other organs dealing with political questions. The estimates are based on past experience with regard to normally anticipated requirements of these organs, but do not provide for unforeseen and extraordinary requirements.

CHAPTER I

Salaries and wages	\$657,300
	1954: 750,000
	1953: 688,642
(i) <i>Established posts</i>	\$654,300
	1954: 747,000
	1953: 685,980

The estimate includes \$2,000 for language allowance and \$1,900 for non-resident's allowance.

Table 7. Department of Political and Security Council Affairs

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Under-Secretary	\$
		Salary	18,000
		Allowance	3,500
1	-	Assistant Secretary-General	-
1	-	Principal Director	-
2	2	Director	
		Salaries	32,400
		Representation allowance	1,200
5	5	Principal Officer	79,800
		<i>Professional</i>	
10	9	Senior officer	123,820
9	8	First officer	85,570
13	12	Second officer	103,040
6	6	Associate officer	38,830
10	7	Assistant officer	37,500
		<i>General service</i>	
3	3	Principal level	18,160
9	8	Senior level	40,110
19	16	Intermediate level	68,930
1	1	Junior level	3,070
89	78		653,930
		Add: Cost-of-living adjustment	42,080
			696,010
		Deduct: Adjustment for turnover of staff	41,710
		TOTAL	654,300

The Office of the Under-Secretary, covering the functions formerly undertaken by the Office of the Assistant Secretary-General, will include additionally the Executive Officer and clerical assistance to provide for the duties carried out previously by the Administrative Section in the former Administrative and General Division.

The Political Affairs Division will consist of two sections.

Section I: General Problems and Procedures of Pacific Settlements: will replace the former General Political Problems and Procedures of Pacific Settlements Section.

Section II: Regional Affairs and Services to Commissions: will be organized in such a way as to deal with all regional areas while retaining the principle of a division of work on the basis of the former geographical sections, viz., the European Affairs Section, the Middle East and African Affairs Section, the Asia and Pacific Affairs Section and the Western Hemisphere Affairs and Regional Arrangements Section.

The Political Affairs Division will operate in 1955 with a reduced number of professional posts compared with the General Political Division in 1954. Each of the sections, headed by a Chief of Section, at the principal officer level, will include an establishment of Political Affairs officers with a somewhat larger staff complement in section II than in section I. A reduction of general service posts will also be effected as compared with previous years in that secretarial assistance to service the two sections of the division will be organized as a pool.

The Council and Committee Services Division, headed by a Director, will comprise two sections only: I: *Section for Security Council Affairs*; II: *Section for Political Committees*. Each section, headed by a Chief of Section, at the principal officer level, will be staffed by an equal number of professional staff members. Sub-units, which existed in the Section formerly providing service to political committees, are eliminated. These services, covering substantially the functions performed by the former Administrative and General Division (with the exception of the Administrative Section, the functions of which are transferred to the Office of the Under-Secretary), will operate with a reduced professional staff as compared with 1954. A further reduction in general service posts is also made in that secretarial assistance for the two sections will be organized as a pool.

The Disarmament Affairs Group comprises two sections: I: *Atomic Energy Section*; II: *Conventional Armaments and Enforcement Measures Section*. The Office of the Director which existed formerly is eliminated. The group will comprise a reduced number of professional staff as compared with 1954. To cover the requirements of the group as a whole, secretarial assistance will also be organized as a pool.

(ii) <i>Overtime and night differential</i>	\$ 3,000
	1954: 3,000
	1953: 2,662

Staff members in the secretarial and clerical groups are frequently called upon to work overtime in order to provide prompt records and minutes of meetings. While the provision is maintained at the level approved for 1954, it will cover, in addition to current requirements throughout the year, additional expenditures during the General Assembly period previously carried under section I.

Section 7a. Secretariat of the Military Staff Committee

\$109,200

(1954: \$136,800 1953: \$115,936)

The structure and functions of the secretariat of the Military Staff Committee are detailed in the *Administrative Manual*, volume 1, Organization.

The estimates are based on an establishment of fifteen posts in 1955 compared with twenty approved for 1954. It is understood that the secretaries of the Committee raise no objection to this arrangement, which presupposes that the Secretary-General would provide services to the Military Staff Committee during 1955 which would meet the requirements of the Committee.

CHAPTER I

Salaries and wages	\$109,200
	1954: 136,800 ¹
	1953: 115,936
(i) <i>Established posts</i>	\$109,200
	1954: 136,700
	1953: 115,936

The estimate provides for fifteen posts and includes \$620 for language allowance and \$740 for non-resident's allowance.

¹Includes \$100 for overtime and night differential. No provision for 1955 is requested under this heading.

Five posts are proposed for cancellation: two second officer posts and three general service posts (one at the senior level and two at the intermediate level).

Table 7a. Secretariat of the Military Staff Committee

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			
1	1	First officer	13,230
9	7	Second officer	62,670
<i>General service</i>			
1	1	Principal level	6,620
2	1	Senior level	5,250
7	5	Intermediate level	20,560
20	15		108,330
Add: Cost-of-living adjustment			7,880
			116,210
Deduct: Adjustment for turnover of staff			7,010
			TOTAL \$109,200

Section 8. Department of Economic and Social Affairs

\$3,717,000

(1954: \$3,905,300 1953: \$3,680,024)

It is proposed that the present Department of Economic Affairs and Department of Social Affairs be merged into one new department—the Department of Economic and Social Affairs. As a further step in the reorganization process, it is also proposed that the functions relating to co-ordination for specialized agencies and economic and social matters, previously the responsibility of a unit in the Secretary-General's Office, be transferred to the new department.

The internal organization of the new department reflects a change of emphasis in the work programme and is designed to ensure a closer union of the Secretariat's economic and social activities, better programming, more effective policy direction, and a more logical grouping of related functions and responsibilities.

The organizational structure of the new department in 1955 would be as follows:

(a) Offices of the Under-Secretary and Deputy Under-Secretaries;

(b) Bureau of Economic Affairs;

(c) Statistical Office;

(d) Bureau of Social Affairs;

(e) Division of Human Rights;

(f) Division of Transport and Communications;

(g) Division of Narcotic Drugs.

The organizational changes, which are described in more detail below, have made possible an initial reduction of thirty-two established posts, from a total of 519 posts in the 1954 approved estimates to a maximum of 487 posts in the 1955 estimates.

The staff resources of the new department would be directed with greater intensity towards the promotion of the economic and social development of the less developed coun-

tries, as explained in the Secretary-General's proposals to the eighteenth session of the Economic and Social Council (document E/2598). The secretariat would continue the servicing of the Second and Third Committees of the General Assembly and of the Economic and Social Council and its committees and functional commissions, and would prepare high level analytical studies of current economic and social problems required by these bodies or by the Secretary-General.

CHAPTER I

Salaries and wages	\$ 3,691,300
	1954: 3,870,550
	1953: 3,673,756
(i) <i>Established posts</i>	\$ 3,684,900
	1954: 3,863,550
	1953: 3,668,923

Table 8-1. Offices of the Under-Secretary and Deputy Under-Secretaries

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			
—	1	Under-Secretary	\$
		Salary	23,000
		Allowance	7,000
2	—	Assistant Secretary-General	—
—	2	Deputy Under-Secretary	—
		Salaries	36,000
		Allowances	7,000
3	—	Principal Director	—
1	1	Principal officer	16,200
<i>Professional</i>			
8	7	Senior officer	93,240
5	4	First officer	46,550
9	7	Second officer	59,650
2	2	Associate officer	14,500
2	1	Assistant officer	5,850

Table 8-1. Offices of the Under-Secretary and Deputy Under-Secretaries (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
<i>General service</i>			
6	11	Principal level	66,000
9	9	Senior level	43,650
23	12	Intermediate level	48,360
2	6	Junior level	20,040
72	63		487,040
Add: Cost-of-living adjustment			31,035
			518,075
Deduct: Adjustment for turnover of staff			31,075
TOTAL			\$487,000

The Offices of the Under-Secretary and Deputy Under-Secretaries will cover the functions formerly undertaken by the Offices of the Assistant Secretaries-General of the two separate departments, as well as the Office of the Director of Co-ordination for Specialized Agencies and Economic and Social Matters previously located in the Executive Office of the Secretary-General. They will comprise, in addition to the immediate staff of the three officials concerned, an *Executive Office* responsible for departmental administrative management, a small *Regional Commissions Unit* to serve as a central clearing point for information concerning programmes and activities of the commissions and to assist the Under-Secretary or his deputy in ensuring day-to-day co-ordination, at policy and working levels, between the commissions and Headquarters, and, finally, a *Council Affairs Section* replacing the former Economic and Social Council secretariat. Provision is also made for a central stenographic service under the supervision and control of the Executive Office.

The organizational arrangements proposed for these offices and associated units will make possible a net reduction of nine posts in 1955.

Table 8-2. Bureau of Economic Affairs

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary	15,000
		Representation allowance	800
5	5	Principal officer	81,600
<i>Professional</i>			
17	17	Senior officer	223,180
19	18	First officer	184,200
16	18	Second officer	148,310
16	15	Associate officer	100,070
13	9	Assistant officer	44,200
<i>General service</i>			
2	1	Principal level	5,870
7	9	Senior level	42,960
32	28	Intermediate level	111,475
4	4	Junior level	11,490
132	125		969,155
Add: Cost-of-living adjustment			66,070
			1,035,225
Deduct: Adjustment for turnover of staff			62,125
TOTAL			\$973,100

The Bureau of Economic Affairs will consist of a Director's Office, the Cartographic Unit (formerly located in the Department of Social Affairs), and three branches:

(i) A *Stability and Trade Branch*, embracing functions of the former Economic Stability Section, the Current Trade Analysis Section and the International Financial and Commercial Relations Section of the Division of Economic Stability and Development;

(ii) A *Fiscal Branch*, embracing functions of the former Fiscal Division;

(iii) An *Economic Development Branch*, embracing functions of the former Economic Development Section and the Middle East and Africa Unit.

A secretarial pool for the bureau is to be established.

The regrouping of the various organizational units into the new bureau has made possible a net reduction of seven posts in 1955.

Table 8-3. Statistical Office

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	16,600
1	1	Principal officer	15,400
<i>Professional</i>			
4	5	Senior officer	66,000
13	13	First officer	144,190
10	10	Second officer	82,750
12	12	Associate officer	77,090
19	19	Assistant officer	95,360
<i>General service</i>			
1	-	Principal level	-
14	14	Senior level	65,590
16	19	Intermediate level	69,580
1	-	Junior level	-
92	94		632,560
Add: Cost-of-living adjustment			44,765
			677,325
Deduct: Adjustment for turnover of staff			40,625
TOTAL			\$636,700

The organization of the *Statistical Office* remains substantially unchanged. A new senior officer post has been added to undertake work in the field of statistical sampling, which has been inadequately covered since the Sub-Commission on Statistical Samplings was abolished. Three posts of statistical clerks in the trade field have also been added. Experience has shown that this work, formerly requiring expenditure of temporary assistance funds, can be more economically provided for by established posts. Two general service posts have been transferred to the Central Stenographic Service in the Office of the Under-Secretary.

Table 8-4. Bureau of Social Affairs

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
2	1	Director	
		Salary	16,530
		Representation allowance	500
2	3	Principal officer	45,130
<i>Professional</i>			
8	8	Senior officer	112,620
16	16	First officer	176,990
17	15	Second officer	127,320
14	12	Associate officer	77,440
15	13	Assistant officer	71,190

Table 8-4. Bureau of Social Affairs (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
<i>General service</i>			
5	4	Principal level	23,490
13	12	Senior level	61,015
17	21	Intermediate level	82,050
2	2	Junior level	5,970
111	107		800,245
Add: Cost-of-living adjustment			54,835
			855,080
Deduct: Adjustment for turnover of staff			51,280
TOTAL			\$803,800

The Bureau of Social Affairs will consist of a Director's Office and three main branches. Attached to the Director's Office there would be a Social Policy and Research Group consolidating all general staff functions, including the preparation of over-all reports such as the *World Social Report*, liaison with the Technical Assistance Administration, review of publications, and the management and training of a pool of research assistants.

The three branches will be:

(a) A *Housing and Community Development Branch*, the functions of which will include those of the former Housing and Town and Country Planning Section, and of the Community Organization and Development Unit of the Social Policy and Development Section;

(b) A *Population Branch*, incorporating the functions formerly carried out by the Population Division;

(c) A *Social Welfare Branch*, combining the functions formerly carried out by the Social Services Section and the Social Defence Section.

A secretarial pool will be attached to the Director's Office.

The regrouping of the various organizational units into the new bureau allows a net reduction of four posts in 1955.

Table 8-5. Division of Human Rights

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary	17,400
		Representation allowance	1,200
1	1	Principal officer	16,200
<i>Professional</i>			
5	4	Senior officer	51,440
10	10	First officer	103,720
7	7	Second officer	54,300
6	5	Associate officer	34,450
3	2	Assistant officer	11,710
<i>General service</i>			
1	0	Principal level	-
2	2	Senior level	10,570
18	14	Intermediate level	60,790
54	46		361,780
Add: Cost-of-living adjustment			24,765
			386,545
Deduct: Adjustment for turnover of staff			23,045
TOTAL			\$363,500

It is anticipated that the functions and responsibilities of the *Division of Human Rights* will remain substantially the

same in 1955 as in 1954. As a result, however, of the streamlining of the Division's internal structure, through a regrouping of specific functions and responsibilities with a consequent reduction in the number of sections from five to a maximum of four, and of continued emphasis on the policy of flexibility in the assignment of staff, a saving of eight posts will be possible.

Table 8-6. Transport and Communications Division

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary	17,400
		Representation allowance	1,200
<i>Professional</i>			
4	4	Senior officer	56,970
5	4	First officer	42,570
3	3	Second officer	24,990
2	2	Associate officer	16,130
1	0	Assistant officer	-
<i>General service</i>			
3	2	Senior level	10,950
7	7	Intermediate level	29,750
26	23		199,960
Add: Cost-of-living adjustment			12,930
			212,890
Deduct: Adjustment for turnover of staff			12,790
TOTAL			\$200,100

Pending further study of the most appropriate organizational and other arrangements in the field of transport and communications, it is proposed that the Division should retain its identity and scope, subject, however, to initial reduction in establishment of three posts in 1955 as compared with 1954.

Table 8-7. Division of Narcotic Drugs

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary	17,400
		Representation allowance	500
<i>Professional</i>			
3	3	Senior officer	41,150
4	3	First officer	33,550
3	3	Second officer	27,170
4	4	Associate officer	26,380
2	2	Assistant officer	11,270
<i>General service</i>			
3	2	Principal level	13,060
4	4	Senior level	21,000
7	6	Intermediate level	25,540
1	1	Junior level	2,880
32	29		219,900
Add: Cost-of-living adjustment			14,850
			234,750
Deduct: Adjustment for turnover of staff			14,050
TOTAL			\$220,700

Pending further study of the most appropriate organizational arrangements, it is proposed that the *Division of Narcotic Drugs* should retain its identity and scope, subject, however, to an initial reduction in establishment of three posts in 1955 as compared with 1954.

Table 8-8. Recapitulation

Organizational units	Number of posts		Gross	Cost-of-living adjustment	Adjustment for turn-over of staff	Total
	1954	1955				
			\$	\$	\$	\$
Office of the Under-Secretary.....	72	63	487,040	31,035	31,075	487,000
Bureau of Economic Affairs.....	132	125	969,155	66,070	62,125	973,100
Statistical Office.....	92	94	632,560	44,765	40,625	636,700
Bureau of Social Affairs.....	111	107	800,245	54,835	51,280	803,800
Division of Human Rights.....	54	46	361,780	24,765	23,045	363,500
Transport and Communications Di- vision.....	26	23	199,960	12,930	12,790	200,100
Division of Narcotic Drugs.....	32	29	219,900	14,850	14,050	220,700
TOTAL	519^a	487	3,670,640	249,250	234,990	3,684,900

^a The figure of 519 shown for 1954 includes: 293 posts approved for the Department of Economic Affairs; 219 posts approved for the Department of Social Affairs and seven posts approved for the Office of the Director of Co-ordination for Specialized Agencies and Economic and Social Matters in the Executive Office of the Secretary-General.

(ii) *Overtime and night differential* \$ 6,400
 1954: 7,000
 1953: 4,833

Provision is made for overtime requirements in connexion with conferences, commission and committee meetings and Council meetings serviced by the department and for peak periods of work load.

CHAPTER II

Ad hoc meetings of experts \$ 25,700
 1954: 34,750
 1953: 6,268

Two *ad hoc* groups of experts are planned for 1955 for the following purposes:

1. In accordance with Council resolutions 345 (XII) and 417 (XIV), it is planned in 1955 to convene a group of experts to promote the development of basic water resources

data. The cost is estimated at \$13,750, covering travel costs of five experts and their fees and subsistence for a period of six weeks.

2. The Sub-Commission on Statistical Sampling has recommended that the Secretary-General convene *ad hoc* meetings of experts to recommend specific sampling techniques and their application especially to countries where economic and social data are not now available. Earlier plans to convene such a meeting were deferred in view of the unavailability of a senior staff statistician in this field. It is now considered that the group could meet in 1955. In order to provide a suitable group of sampling experts and of statisticians with expert knowledge of the areas concerned, it is considered that seven experts will be required for a period of approximately two weeks; the cost of travel fees and subsistence is estimated at \$12,000.

Section 9. Department of Trusteeship and Information from Non-Self-Governing Territories

\$867,700

(1954: \$931,400 1953: \$890,406)

The functions of the Department of Trusteeship and Information from Non-Self-Governing Territories are set out in detail in the *Administrative Manual*, volume I, Organization.

The Secretary-General proposes to modify the structure of the Department as compared with the pattern of organization existing in 1954. The 1955 estimates provide for an Office of the Under-Secretary, a Trusteeship Division and a Division of Information from Non-Self-Governing Territories.

The changes in the structure of the Department, details of which are given below, make possible a reduction in establishment from an approved total of 114 posts in 1954 to a maximum of 104 posts in 1955.

The Department will continue to provide services to the Fourth Committee of the General Assembly, the Committee on Information from Non-Self-Governing Territories and its sub-committees, the Committee on South West Africa, the Sub-Committee on the Questionnaire, the Trusteeship Council, the Standing Committee on Petitions, the Standing Committee on Administrative Unions, the Committee on Rural Economic Development and the *ad hoc* committees of the Trusteeship Council.

CHAPTER I

Salaries and wages \$867,700
 1954: 931,400
 1953: 890,406

(i) *Established posts* \$865,200
 1954: 929,600
 1953: 888,188

The estimate provides for 104 established posts (table 9) and includes \$2,590 for language allowance and \$2,790 for non-resident's allowance.

The *Office of the Under-Secretary*, covering the functions formerly undertaken by the Office of the Assistant Secretary-General, will include, as heretofore, the Executive Officer and staff and the stenographic services.

The *Trusteeship Division* will consist of a *Director's Office*, including an Assistant Director at the principal officer level, and four sections, instead of five as in the former Division of Trusteeship: the *Trusteeship Agreements Section*, the *Petitions Section*, the *Territorial Research and Analysis Section*, and the *Reports, Questionnaires and Visits Section*, the latter combining the two previously existing sections (Questionnaires and Territorial Reports Section and Visits Section). It should be noted that, in addition to the functions described in the *Administrative Manual*, the Trusteeship Division has assumed the new responsibility of providing substantive services to the Committee on South West Africa, which is charged by the General Assembly (resolution 749 A (VIII)) with the examination of the information relating to the conditions in South West Africa and negotiations with the Government of the Union of South Africa in

accordance with the advisory opinion of the International Court of Justice.

The *Division of Information from Non-Self-Governing Territories* will consist of the *Director's Office*, the *Africa Section*, the *Asia-Pacific Section*, the *Caribbean Section* and a *Special Studies Unit* (formerly the *Specialists Unit*). The Division will be headed by a Director with the assistance of an Assistant Director at the principal officer level.

The *Special Studies Unit* will continue to be responsible for analyses of general conditions in the Non-Self-Governing Territories based on information transmitted under Article 73 e of the Charter by Administering Members. The function of this unit will be more closely co-ordinated with those of the existing geographical sections with a consequent economy in the number of posts required in the Division as a whole.

Table 9. Department of Trusteeship and Information from Non-Self-Governing Territories

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Under-Secretary	\$
		Salary	23,000
		Allowance	7,000
1	-	Assistant Secretary-General	-
1	-	Principal Director	-
1	2	Director	
		Salaries	32,400
		Representation allowance	1,200
2	2	Principal officer	31,870

Table 9. Department of Trusteeship and Information from Non-Self-Governing Territories (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			
13	13	Senior officer	175,860
21	19	First officer	201,490
12	12	Second officer	103,740
19	15	Associate officer	106,110
7	5	Assistant officer	25,490
<i>General service</i>			
4	3	Principal level	18,430
5	5	Senior level	26,500
23	22	Intermediate level	95,060
5	5	Junior level	15,190
114	104		863,270
Add: Cost-of-living adjustment			57,190
			920,460
Deduct: Adjustment for turnover of staff			55,260
			TOTAL \$865,200

(ii) Overtime and night differential \$ 2,500
1954: 1,800
1953: 2,218

The estimate is based on past experience and 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. It also includes provision for overtime work that may be required during the General Assembly period.

Section 10. Department of Public Information

\$2,562,500

(1954: \$2,656,590 1953: \$2,620,937)

The functions of the Department of Public Information are set out in the *Administrative Manual*, volume I, Organization.

For 1955, the Secretary-General proposes a reduction in the establishment of the Department from an approved total of 288 posts in 1954 to a maximum of 272. This reduction will be made possible by some curtailments and reallocation of functions in existing services within the Department. Efforts will be made in all media to stimulate outside production of information materials without cost to the United Nations and to utilize more extensively self-liquidating and outside contractual arrangements in order to compensate for the reduction in establishment.

The budget estimates for 1955 have been prepared in accordance with the basic principles set forth in the report of Sub-Committee 8 of the Fifth Committee¹ and approved by the General Assembly in resolution 595 (VI). The estimates provide for the Office of the Under-Secretary, covering the functions undertaken by the former Office of the Assistant Secretary-General, the Special Services and Circulation Division, the Press and Publications Division, the Radio Division, and the Films and Visual Information Division.

CHAPTER I

Salaries and wages	\$2,003,900
	1954: 2,088,090
	1953: 2,014,334
(i) Established posts	\$1,994,900
	1954: 2,082,090
	1953: 2,008,858

¹ See *Official Records of the General Assembly, Sixth Session, Annexes*, agenda item 41, document A/C.5/L.172.

The estimate provides for 272 posts (table 10) and includes \$4,190 for language allowance and \$4,050 for non-resident's allowance. It reflects the cancellation of thirteen professional posts and three general service posts, and the transfer effected in 1954, of three general service posts (senior level) to the Office of General Services (teletype unit).

The *Office of the Under-Secretary* will include, as heretofore, the *External Services Unit*. In addition, it will comprise the *Executive Office*, including the *Overseas Administrative Unit*, which was formerly shown under the Management and Circulation Division.

The *Special Services and Circulation Division*, a consolidation of the Management and Circulation Division and the Special Services Division, will comprise four sections: *Non-Governmental Organizations*, *Education*, *Headquarters Services*, and *Sales and Circulation*. It will be headed by a chief of division at the principal officer level.

The *Press and Publications Division*, headed by a Director with the assistance of an Assistant Director at the principal officer level, will continue to be organized on the basis of functional and language sections.

The *Radio Division* will continue to be organized on the basis of a production, a central and a series of language sections. It will also be headed by a Director with the assistance of an Assistant Director at the principal officer level.

The *Films and Visual Information Division*, under a chief of division at the principal officer level, will comprise two sections as heretofore.

Table 10. Department of Public Information

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Under-Secretary	\$
		Salary	23,000
		Allowance	7,000
1	-	Assistant Secretary-General	-
-	1	Deputy Under-Secretary	
		Salary	18,000
		Allowance	3,500
1	-	Principal Director	-
2	2	Director	
		Salaries	34,800
		Representation allowances	2,200
6	5	Principal officer	78,390
<i>Professional</i>			
18	18	Senior officer	238,480
47	41	First officer	443,110
45	41	Second officer	349,460
26	25	Associate officer	179,910
9	8	Assistant officer	42,610
<i>General service</i>			
16	16	Principal level	93,480
34	32	Senior level	154,730
73	72	Intermediate level	284,560
10	10	Junior level	31,400
288	272		1,984,630
Add: Cost-of-living adjustment			137,610
			2,122,240
Deduct: Adjustment for turnover of staff			127,340
TOTAL			\$1,994,900

(ii) Overtime and night differential \$ 9,000
 1954: 6,000
 1953: 5,476

The estimate provides for payment of overtime and night differential, in accordance with regulations, for servicing of meetings beyond regular office hours. It includes \$3,500 for overtime during the General Assembly period, for which provision was made in previous years under section 1 of the budget estimates.

CHAPTER II

Other departmental costs \$ 558,600
 1954: 568,500
 1953: 606,603

(i) Photographic supplies and services \$ 38,000
 1954: 38,000
 1953: 35,066

The analysis given below follows the pattern of budget estimates in previous years. The programme is based on the production of inexpensive material which, by its nature, lends itself to multiple adaptations for regional use. The distribution of visual material is made only on request.

1. Basic photographic services \$ 13,000

Coverage of United Nations proceedings and field activities by United Nations photographers and by acquisitions from non-staff photographers, materials and supplies for the photo laboratory.

2. Operations in the following media:

(a) Exhibition materials: including raw materials, design, art work and regional adaptations \$ 12,000

(b) Filmstrips: including art work, titles in five languages, teaching notes, re-photographing, processing and raw materials, distribution prints and duplicate negatives, plus reorders of previous filmstrips \$ 13,000

\$ 38,000

(ii) Motion picture supplies and services \$172,000
 1954: 172,700
 1953: 199,349

The film programme is designed to continue services on a regional basis, particularly to under-developed areas. The estimates, however, reflect an increasing emphasis on promoting external production within the framework of an integrated operation.

1. Basic film and telefilm services \$ 55,000

(a) Newsreel and telefilm operations. Raw stock and processing costs for coverage of United Nations proceedings \$ 30,000

(b) Rental of infrequently used equipment \$ 1,000

(c) Regional coverage of United Nations field activities. Eight countries at an average of \$1,500 each \$ 12,000

(d) Film footage library. Cost of obtaining newsreel footage and working materials, prints, master positives and duplicating negatives of incoming footage \$ 12,000

2. Promotion of external production \$ 20,500

(a) Treatment and script outlines for promoting regional production. Ten at an average of \$300 each \$ 3,000

(b) Film raw stock for regional producers, especially in under-developed countries to promote production \$ 2,500

(c) Duplicating copies of library footage for use in external productions \$ 2,000

(d) Co-operation in external productions. Participation in costs of jointly sponsored productions ... \$ 5,000

(e) Regional short film service. Assembled film stories for use by newsreel and television producers without recorded commentary. Ten copies each of thirty items from 300 feet to 1200 feet each \$ 8,000

3. Regionalized production and adaptation \$ 53,500

Flexibility and multiple use of material characterizes the production programme as in the past. In order to meet varying regional needs, footage obtained from coverage of United Nations proceedings and field activities will be used in the preparation of edited newsfilm sequences, television programmes and regional screen magazines. All resources of the library will also be used in the preparation of thematic films and their regional adaptation with required language commentary.

Material prepared for one region will be adapted for use in other regions. The estimate covers thirteen reels of reportage sequences and eight reels of thematic subjects and revisions at varying costs.

4. *Distribution* \$ 45,000

The pattern of distribution provides for release of United Nations films in a total of ninety countries and territories. News types of material are released to redisseminators and require less initial distribution. In under-developed areas, distribution materials are usually provided without charge, while elsewhere they are usually either self-sustaining or revenue producing.

- (a) To provide the necessary dupe negatives, fine grains and exhibition prints. Eight reels at \$3,500 per reel. Thirteen reels at \$775 per reel \$ 38,000
- (b) To provide additional copies of films to satisfy the demands of new distribution outlets \$ 5,000

Total estimate \$172,000

- (iii) *Radio services* \$334,600
 1954: 341,800
 1953: 357,647

This estimate provides for regional budgets, following the pattern in budget summations of previous years. These regional budgets provide for programme production and a *pro rata* charge for the rental of transmitters used by the United Nations. They take into consideration the relative importance of the radio media in the different parts of the world and are estimated according to regional and national requirements. A previous item of approximately \$7,000, to cover the rental of transmission facilities for Saturday broadcasts, has been eliminated in the present estimate, as it has been decided to discontinue Saturday broadcasts in 1955. Thus regional estimates remain the same as in 1954, with the exception of General Services, which reflect the aforementioned \$7,000 decrease.

1. MIDDLE EAST SERVICE \$ 63,150

A. *Programme operations*

- (a) Daily twenty-five-minute programme in Arabic.
- (b) Daily ten- to fifteen-minute bulletins in Amharic, Hebrew, Persian, Pushtu, Turkish, Duri.
- (c) Weekly transcription programmes in the above languages.
 Translating and voicing of daily bulletins at \$400 per week \$ 20,800
 Production of thirteen half-hour programmes at \$450 5,850
 Production of weekly fifteen-minute feature, two languages, at \$100 each, forty weeks 8,000
- \$ 34,650

B. *Facilities* (pro rata)

Rental of facilities for transmission of programmes to above areas \$ 28,500

2. TRANS-PACIFIC SERVICE \$ 69,980

A. *Programme operations*

- (a) Daily news bulletins in Chinese, Indonesian, Korean, Tagalog, Thai, Urdu, Burmese.
- (b) Translating and voicing of daily bulletins at \$400 per week, fifty-two weeks \$ 20,800
- (c) Translation and production of thirteen half-hour features at \$450 ... 5,850
- (d) Production of fifteen-minute features, three weekly at \$100 each, forty weeks 12,000
- \$ 38,650

B. *Facilities* (pro rata)

Rental of facilities for transmission of programmes to above areas \$ 31,330

3. LATIN-AMERICAN SERVICE \$ 64,340

A. *Programme operations*

- (a) One and one-half hours daily in Spanish, ten minutes daily in Portuguese.
- (b) Production of daily news broadcast, 260 programmes at \$34 \$ 8,840
- (c) Production of half-hour feature programme, forty weeks at \$450 .. 18,000
- (d) Production of fifteen-minute feature programme, forty weeks at \$200 8,000
- \$ 34,840

B. *Facilities* (pro rata)

Processing of transcriptions and rental of transmitting facilities (*pro rata*) for distribution of programmes to above areas \$ 29,500

4. EUROPEAN SERVICE \$ 56,450

A. *Programme operations*

- (a) Daily broadcasts in French, Russian, Dutch, Greek, Serbo-Croat, Danish.
- (b) Weekly programmes in Czech, Norwegian, Swedish.
- (c) Voicing and translation of daily bulletins, three languages at \$100 each, fifty-two weeks; one language at \$100, twenty-six weeks \$ 18,200
- (d) Thirteen half-hour feature programmes at \$450 5,850
- (e) Production of fifteen-minute features, three weekly at \$100 each, twenty-six weeks 7,800
- \$ 31,850

B. *Facilities* (pro rata)

Rental of facilities for transmission of programmes to above areas \$ 24,600

5. ENGLISH LANGUAGE SERVICE \$ 43,780

A. Programme operations

- (a) "United Nations Today", daily news broadcast carried throughout the United States and Canada, additional voices at \$31 per show . \$ 5,290
- (b) "On the Record", weekly broadcast of news and interviews over national networks in the United States, Canada, New Zealand, Australia, South Africa, forty weeks at \$34 1,360
- (c) "Memo from the UN", weekly feature specially produced for English-speaking overseas audiences, fifty-two weeks at \$100 5,200
- (d) "UN Story", fifteen-minute programme on United Nations and specialized agencies, broadcast by transcription throughout English-speaking countries, fifty-two weeks at \$300 15,600

\$ 27,450

B. Facilities (pro rata)

Processing of transcriptions and rental of transmitting facilities (pro rata) for distribution of programmes to above areas \$ 16,330

6. GENERAL SERVICES \$ 36,900

This includes operating expenses for facilities and services of value to all regions, such as news dispatches giving coverage to commissions in various parts of the world, and for the preparation of the basic feature series on technical assistance for adaptation and use in a variety of languages.

A. Radio services

- (a) Point-to-point facilities for use in channelling incoming programme material to Headquarters. For these purposes, commercial carriers are used at established tariffs \$ 7,000
- (b) Preparation of basic scripts and music for documentary features to be adapted into various languages . 11,900

\$ 18,900

B. 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 service, providing for daily live coverage, daily or weekly kinescope summaries in official or other languages as required \$ 18,000

- (iv) Teletype and telecommunications services . . \$ 1,700
1954: 1,700
1953: 1,005

The estimate covers actual expenses for rentals.

- (v) Travel and subsistence of representatives of national and international organizations .. \$ 11,000
1954: 13,000
1953: 11,890

The estimate provides for visits to and studies at Headquarters and regional offices of the United Nations for representatives of important national and international organizations, principally for winners of the annual essay contest competitions. The satisfactory response to the 1953 contest indicates the necessity of continuing with this project in 1955, bearing in mind the observations of the Advisory Committee on Administrative and Budgetary Questions. Thus it is intended to decrease from ten to seven the number of prize winners to come to the United Nations Headquarters for a period of four weeks. Also, depending on the funds available for this purpose, it is intended to offer six to ten prizes to winners who will spend two weeks in a regional office of the United Nations, such as Geneva, Bangkok or Santiago. It might be noted that various national committees have been asked to provide additional awards, from their own resources.

- (vi) Subscriptions to news agency services \$ 1,300
1954: 1,300
1953: 1,646

Provision is made for actual cost of subscriptions to incoming telegraphic reports from international news agencies for use by Press and Radio news desks.

Section 11. Department of Conference Services

\$6,168,300

(1954: \$6,336,810

1953: \$6,131,883)

The Department of Conference Services comprises the various units which previously formed the Bureau of Documents, the Conference Section and the Library.

The functions of these units are explained in the *Administrative Manual*, volume I, Organization.

The 1955 estimates provide for an Office of the Under-Secretary for Conference Services, including a Conference Control Unit and an Editorial Control Unit; a Language Service; a Publishing Service; a Stenographic Service and the Library.

The estimates for this section exclude the Library, shown separately under section 11 a. They reflect a further re-

duction in establishment from an approved total of 946 posts in 1954 to a maximum of 907 posts in 1955. The reduction of thirty-nine posts represents the initial steps in a programme of reorganization which the Secretary-General anticipates will reduce the volume of work to be processed by this Department in 1955 and in 1956.

CHAPTER I

- Salaries and wages \$6,168,300
1954: 6,336,810
1953: 6,131,883
- (i) Established posts \$6,080,300
1954: 6,243,210
1953: 6,019,457

The estimate includes \$14,520 for language allowance and \$19,525 for non-resident's allowance.

Table 11-1. Office of the Under-Secretary

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Under-Secretary	3
		Salary.....	23,000
		Allowance.....	7,000
1	-	Assistant Secretary-General	-
1	1	Principal officer	15,000
<i>Professional</i>			
2	2	Senior officer	23,550
7	6	First officer	62,610
6	6	Second officer	53,060
2	-	Associate officer	-
<i>General service</i>			
2	2	Principal level	11,460
6	7	Senior level	36,190
6	4	Intermediate level	17,590
33	29		249,460
Add: Cost-of-living adjustment.....			16,140
			265,600
Deduct: Adjustment for turnover of staff.....			15,940
TOTAL			\$249,660

Office of the Under-Secretary

The total of twenty-nine posts requested for this Office for 1955 comprises six posts for the immediate Office of the Under-Secretary, covering the functions formerly undertaken by the Office of the Assistant Secretary-General; nine posts for the conference control unit, being one post less than the number approved for these functions in 1954, and fourteen posts for the editorial control unit, formerly included in the Documents Control Division.

Table 11-2. Language Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director	
		Salary.....	16,600
		Representation allowance.....	1,000
1	1	Principal officer	17,000
<i>Professional</i>			
7	8	Senior officer	107,630
107	108	First officer	1,157,300
266	259	Second officer	2,177,630
6	7	Associate officer	45,980
<i>General service</i>			
18	17	Principal level	103,540
28	26	Senior level	130,120
41	44	Intermediate level	173,980
5	2	Junior level	6,690
480	473		3,937,470
Add: Cost-of-living adjustment.....			285,580
			4,223,050
Deduct: Adjustment for turnover of staff.....			282,940
TOTAL			\$3,940,110

Language Service

The Language Service will be headed by a Director, who will also serve in the capacity of deputy to the Under-Secretary in regard to the co-ordination of the operational activities of the Department, exclusive of the Library. The service

will comprise, in addition to the Office of the Chief (forty-one posts, including eighteen posts for Documents Control and fourteen posts for Central Reference Unit), a total of eight sections: the *English Section*, the *French Section*, the *Spanish Section*, the *Russian Section*, the *Chinese Section*, the *Interpretation Section*, the *Verbatim Reporting Section* and the *Official Records Editing Section*. Details concerning the staffing and activities of these sections are given below. In the co-ordination of the various activities of the Language Service, the Director will be assisted by a principal officer as far as the meetings services of interpreters, verbatim reporters, précis-writers and editors are concerned, and by a senior officer in actions relating to the five translation sections.

English Section. Provision is made for forty posts, the same number as required in 1954. Of the twenty-seven translators (second officers) provided for, an average of seventeen are engaged throughout the year in the taking or translation of summary records, and the translation of relevant parts of the verbatim records. This average is based on the number of translators assigned to this particular work over the past twenty months. As regards the volume of other general translation to be undertaken by this section, the volume of work has been fairly consistent since 1950 and amounts to 15,000 pages each year; this work is assigned to the remaining ten translators. In addition, nine senior translators are provided for revision work and three general service staff for clerical purposes.

French Section. Provision is made for eighty-four posts the same number as required in 1954. Of the fifty-eight translators (second officers), an average of seventeen are engaged throughout the year in the taking or translation of summary records, and the translation of the relevant parts of the verbatim records. In addition, provision is also made for an average of three translators for a major portion of the year as a forward echelon in the conference area to provide rapid translation into French of papers and proposals made in the conference rooms which are required for immediate consideration by Members. Also, during the regular sessions of the General Assembly, the French Section provides a minimum of four translators to make up the additional teams of editors required for the editing of the official records of that body. The remaining thirty-eight translators are assigned to other general translation work, the volume of which has remained fairly constant since 1950 and amounts to approximately 50,000 pages each year. Twenty-one senior translators are provided additionally for revision work and four general service staff for clerical purposes.

Spanish Section. A total of sixty-nine posts is proposed for this section for 1955, representing a decrease of four posts as compared with the number approved for 1954. This section translates all documentary material, including official records—verbatim and summary—and other publications into Spanish. The general volume of translation for the past two years has averaged approximately 40,000-42,000 pages a year. However, in addition to this work, the Spanish Section has also to liquidate a backlog of translation comprising official records of earlier years, 1946 to 1950 inclusive. It is estimated that 11,000 pages remain to be translated in 1955. This section does not provide précis-writing services, but for the General Assembly and its Committees, and for the Economic and Social Council and its functional commissions, where Spanish is a working language, immediate translation is made of either the English or French summary records into Spanish so that they are issued within the strict time limitations of a working language. Of the forty-seven translators (second officers), an average of thirteen are employed on this particular work throughout the year.

The remaining thirty-four translators will be required to complete other current and backlog work. In addition, seventeen senior translators are provided for revision work and four clerical staff for work in this connexion.

Russian Section. This section translates all official records which are required to be published in Russian. In addition, it also translates, on request, documentary material or publications from other official languages into Russian. A total of fifty-one posts is required for these services in 1955, as compared to fifty-two approved for 1954. One clerical post, intermediate, is abolished. The volume of translation undertaken has steadily increased, from 33,500 pages in 1950 to 37,000 pages in 1953. These figures include a steady liquidation of backlog of translation of official records from earlier years. However, since 1950, with the increase of requests for translation of current documentation, the liquidation of the backlog has been unavoidably retarded. Every effort will be made to continue the completion of the backlog, which currently amounts to 16,500 pages.

Chinese Section. This section translates all documentary material required from other official languages into Chinese. The current workload of this section has remained fairly constant since 1950, at a volume equivalent to 20,000 pages of English text. While liquidation of the backlog progresses

Table 11-3. Publishing Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 13,660
		<i>Professional</i>	
1	1	Senior officer	11,500
2	1	First officer	10,760
8	8	Second officer	70,050
30	29	Associate officer	208,140
5	5	Assistant officer	25,050
		<i>General service</i>	
25	25	Principal level	147,270
51	51	Senior level	237,220
43	39	Intermediate level	161,930
66	58	Junior level	201,500
232	218		1,087,080
Add: Cost-of-living adjustment.....			83,720
			1,170,800
Provision for manual workers.....			42,090
			1,212,890
Deduct: Adjustment for turnover of staff.....			72,780
TOTAL			\$1,140,110

at a steady rate each year, a balance of 25,700 pages still remains to be translated. A total of sixty-eight posts is requested for this section for 1955, representing a decrease of four posts as compared with the number approved for 1954. The staff will be able to complete all current work and continue the liquidation of the backlog at approximately 5,000 pages a year.

Other sections. A total of sixty-eight posts are provided for the Interpretation Section, twenty-seven posts for the Verbatim Reporting Section, and twenty-five posts for the Official Records Editing Section. The staff requirements for these sections are based on actual experience during 1953, and remain the same as authorized in 1954.

Publishing Service. This service consists of an Office of the Chief and three sections. The Office of the Chief, comprising fifteen posts, includes the staff for central recording and control functions previously undertaken by the Distribution Section for necessary planning of the various stages of reproduction and distribution.

Printing Section. A total of fifty-one posts is requested for this section, as compared to fifty-two posts approved for 1954.

Reproduction Section. A total of ninety-five posts, excluding manual workers, is provided for this section in 1955, as compared to 100 posts approved for 1954. The reduction of five posts has been achieved by increased mechanization of the internal reproduction facilities despite a growing increase in the volume of work produced internally, rather than by external contractual printing.

Table 11-4. Stenographic Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
		<i>Professional</i>	\$
-	1	Second officer	7,470
1	-	Associate officer	-
		<i>General service</i>	
3	4	Principal level	22,560
23	22	Senior level	105,510
174	160	Intermediate level	603,040
201	187		738,580
Add: Cost-of-living adjustment.....			59,740
			798,320
Deduct: Adjustment for turnover of staff.....			47,900
TOTAL			\$750,420

Table 11-5. Recapitulation. -Department of Conference Services

Office or service	Number of posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1954	1955				
Office of the Under-Secretary.....	33	29	\$ 249,460	\$ 16,140	\$ 15,940	\$ 249,660
Language Service.....	480	473	3,937,470	285,580	282,940	3,940,110
Publishing Service.....	232 ^a	218 ^a	1,129,170 ^b	83,720	72,780 ^b	1,140,110 ^b
Stenographic Service.....	201	187	738,580	59,740	47,900	750,420
TOTAL	946 ^c	907 ^a	6,054,680 ^b	445,180	419,560 ^b	6,080,300 ^b

^a Excluding manual workers.

^b Including salaries of manual workers.

^c The figure of 946 shown for 1954 includes 939 posts approved under the Bureau of Documents, 4 of the posts approved for the Office of the Assistant Secretary-General for Conference and General Services and 10 posts approved for the Conference Section. It excludes 7 posts approved for the Correspondence Unit, now shown under the Office of General Services. It also excludes manual workers.

Distribution Section. A total of sixty-two posts was authorized for this section in 1954; fifty-seven posts are requested for 1955.

The estimates also provide for the continuing employment of eleven manual workers.

Stenographic Service. A total of 201 posts was authorized for this service in 1954. A total of 187 posts is proposed for 1955, fourteen posts being abolished. The total of 187 posts will be divided approximately over the various typing units as follows: Office of the Chief, three posts; English

Unit, forty-nine posts; French Unit, fifty-seven posts; Spanish Unit, forty-two posts; and Russian Unit, thirty-six posts.

(ii) *Overtime and night differential* \$ 88,000
 1954: 93,600
 1953: 112,426

The estimate is based on past experience and includes \$55,000 for normal expenditures throughout the year and \$33,000 for the additional expenditures incurred during the period of the regular session of the General Assembly. The latter item was previously included under section 1, General Assembly, commissions and committees.

Section 11a. Library

\$489,000

(1954: \$474,720 1953: \$467,103)

Formerly under the general direction of the Executive Office of the Secretary-General, the Library is now under the administrative direction of the Department of Conference Services. Its structure and functions are explained in the *Administrative Manual*, volume I, Organization. In addition, the functions and staff of the Archives Unit have been transferred from the Office of General Services to the Library.

As a result of the consolidation of the branch library of the Office of Legal Affairs with that of the Department of Political and Security Council Affairs, effected in the beginning of 1954, the departmental branches have been reduced from four to three: Economic and Social Affairs consolidated, Political and Security Council Affairs and Legal Affairs consolidated, and Trusteeship and Information from Non-Self-Governing Territories. They continue, under the close administrative and technical supervision of the main Library, to serve the research staffs of the departments concerned.

The 1955 estimates, as in previous years, reflect the policies laid down in the Secretary-General's report to the General Assembly on library policy and organization (A/C.5/298)¹ and are based on the same work programme as detailed in the 1954 budget estimates.

CHAPTER I

Salaries and wages \$476,000
 1954: 461,720
 1953: 454,783

(i) *Established posts* \$474,600
 1954: 460,320
 1953: 453,363

The estimate provides for eighty-five posts as in 1954, and includes \$2,130 for language allowance and \$1,220 for non-resident's allowance.

Seventy-nine posts were originally approved for 1954, but this number was increased by six as a result of the transfer to the Library of the Archives Unit, as mentioned above.

The estimate reflects the abolition of two professional posts (one associate officer and one assistant officer) and one general service post (junior level). The total number of posts, however, is maintained at the 1954 level, owing to the inclusion of three general service posts which have been carried in previous years against temporary assistance. The continuing nature of the duties attached to these posts justifies this action.

¹ See *Official Records of the General Assembly, Fourth Session, Fifth Committee, Annex*, volume I, agenda item 39.

One general service post is proposed for upgrading from the senior to the principal level. As a result of the elimination of a professional post from the Documents Index Unit, the duties formerly performed by an editor in the professional category have been reassigned between the chief of the unit and the editorial clerk who occupies this post. These additional responsibilities support the upgrading of the post.

Table 11a. Library

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Director	\$ 16,000
<i>Professional</i>			
2	2	Senior officer	25,870
5	5	First officer	50,950
4	4	Second officer	34,810
15	14	Associate officer	94,680
10	9	Assistant officer	50,650
<i>General service</i>			
1	2	Principal level	10,310
11	10	Senior level	46,080
20	23	Intermediate level	90,760
16	15	Junior level	49,360
85	85		469,370
Add: Cost-of-living adjustment			35,360
			504,830
Deduct: Adjustment for turnover of staff			30,230
			TOTAL \$474,600

(ii) *Overtime and night differential* \$ 1,400
 1954: 1,400
 1953: 1,420

Provision is requested for maintenance of library services during periods when meetings are held outside regular working hours.

CHAPTER II

(i) *Contractual library services and supplies* . . . \$ 13,000
 1954: 13,000
 1953: 12,320

The estimate includes \$11,000 for bibliographical and inter-library loan services provided under contract by major research libraries, and \$2,000 for catalogue cards and other library supplies.

Section 12. Office of General Services

\$2,976,000

(1954: \$3,109,270

1953: \$3,160,663)

The organizational structure proposed by the Secretary-General for the Office of General Services will comprise units which previously formed the Bureau of General Services, the Headquarters staff of the Field Operations Service, and the Headquarters Construction staff.

The functions of the various units are explained in the *Administrative Manual*, volume 1, Organization.

It is proposed to organize the *Office of General Services* in four services; the *Communications and Records Service*, the *Purchase and Transportation Service*, the *Buildings Management Service* and the *Field Operations Service*. In establishing these services, related functions have been grouped and the number of operating units reduced in order to establish clearly lines of responsibility and eliminate duplication of effort.

The *United Nations Postal Administration* is shown as a separate chapter in the estimates.

The estimates, excluding the *United Nations Postal Administration*, show substantial reductions in the staff requirements for the Office of General Services. In 1954, 508 posts were authorized compared to 459 requested in 1955.

CHAPTER I

Salaries and wages \$2,853,000
1954: 3,020,270
1953: 3,096,473

(i) *Established posts* \$2,748,000
1954: 2,896,370
1953: 2,891,687

The estimates include \$3,450 for language allowance and \$4,620 for non-resident's allowance.

Table 12-1. Office of the Director

Number of established posts		Category and post level	Gross salaries
1954	1955		
-	1	Director of General Services	\$
		Salary.....	18,000
		Allowance.....	3,350
1	-	Principal Director	-
<i>Professional</i>			
-	1	Senior officer	13,920
1	1	Second officer	10,040
<i>General service</i>			
2	2	Senior level	10,680
-	1	Intermediate level	4,750
4	6		60,740
Add: Cost-of-living adjustment.....			3,370
			64,110
Deduct: Adjustment for turnover of staff.....			3,850
TOTAL			\$60,260

Office of the Director

Provision is made for six posts in the Office of the Director, including a new post at the senior officer level for an executive officer.

Table 12-2. Communications and Records Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Director	\$
		Salary.....	17,400
		Representation allowance.....	800
<i>Professional</i>			
2	2	Senior officer	26,420
3	3	First officer	32,510
3	4	Second officer	34,010
5	4	Associate officer	25,970
4	-	Assistant officer	-
<i>General service</i>			
10	11	Principal level	61,700
31	31	Senior level	155,020
55	54	Intermediate level	217,680
57	49	Junior level	165,680
39	35	Messenger level	98,670
210	194		835,860
Add: Cost-of-living adjustment.....			67,220
			903,080
Deduct: Adjustment for turnover of staff.....			54,180
TOTAL			\$848,900

Communications and Records Service

For this Service, provision is made for 194 posts in 1955 as compared to 210 authorized in 1954. The Service covers the functions of the former Communications and Records Division and the former Telecommunications Service, and is administratively responsible for the *United Nations Postal Administration*. The Communications and Records Service consists of an *Office of the Chief* and two sections.

Registry Section. Provision is made for 146 posts. This section covers all the functions vested in the former Communications and Records Division except for the Archives Unit, which has been transferred to the Department of Conference Services, and the cable transmission facilities, for which the Telecommunications Section is now responsible. The Registry Section is divided into three units as follows:

The Mail Service Unit, which is responsible for the centralized registry and the processing of official correspondence;

The Mail Operations Unit, which is responsible for mail distribution and dispatch and cable editing;

The Records Survey Unit, which is responsible for the custody, review and analysis and disposal of inactive or semi-active records.

Telecommunications Section. Provision is made for forty-four posts in 1955. The functions involving technical communications services of the Organization, including those functions formerly undertaken by the teletype unit in the Department of Public Information, have been centralized in this section, which is divided into two units:

The Operations Unit, which is responsible for the maintenance and operation of all telecommunications equipment at Headquarters;

The Cable and Telephone Unit, which is responsible for telephone and cable services and also the technical direction of the radio telegraph network of the Field Operations Service.

Table 12-3. Purchase and Transportation Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 16,600
<i>Professional</i>			
3	3	First officer	36,760
5	6	Second officer	54,750
4	3	Associate officer	21,660
1	2	Assistant officer	12,200
<i>General service</i>			
7	7	Principal level	41,130
17	16	Senior level	75,670
27	22	Intermediate level	86,380
21	8	Junior level	25,970
86	68		371,120
Add: Cost-of-living adjustment.....			27,550
			398,670
Provision for manual workers.....			112,340
			511,010
Deduct: Adjustment for turnover of staff.....			30,660
TOTAL			\$480,350

Purchase and Transportation Service

For this Service, provision is made for sixty-eight posts in 1955 as compared to eighty-six posts authorized in 1954. For 1955 it is proposed to dispose of the passenger fleet. This proposal makes it possible to eliminate all posts of chauffeur from the establishment. Provision for the personnel required to operate other transportation equipment is included in the estimates for twenty-seven manual workers required in connection with the various activities of the Service.

The Purchase and Transportation Service consists of an Office of the Chief (the Director and a secretary) and three sections.

Control and Records Section. Provision is made for thirty posts. This section is responsible for the centralized record keeping, including records for merchandising and for expendable and non-expendable property, and invoice and discount control. It is also responsible for the transportation service and the functions of the former Travel Section. In addition, it provides a pool for stenographic services.

Purchase and Standards Section. Provision is made for nineteen posts. This section is responsible for the purchase and issuance of supplies and equipment, and for the maintenance and repair of office machines.

Traffic Section. Provision is made for seventeen posts. This section is responsible for all shipments of the Organization's property and of the household effects of staff members, including the receipt and inspection of the various materials. In addition, it is responsible for warehousing and for the operation of the trucking service.

Buildings Management Service

For this Service, provision is made for 179 posts compared to 196 authorized for 1954. The review of the work schedules

Table 12-4. Buildings Management Service

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 15,400
<i>Professional</i>			
2	2	First officer	22,200
5	6	Second officer	51,750
5	2	Associate officer	14,980
<i>General service</i>			
5	9	Principal level	47,230
24	23	Senior level	108,860
54	101	Intermediate level	365,510
100	35	Junior level	108,700
196	179		734,630
Add: Cost-of-living adjustment.....			60,180
			794,810
Provision for manual workers.....			553,580
			1,348,390
Deduct: Adjustment for turnover of staff.....			80,900
TOTAL			\$1,267,490

of the security force, with particular emphasis on the requirements for night duty has facilitated a reorganization of the force. This reorganization makes possible reduction of sixteen established posts in 1955, eliminates the need for eighteen temporary posts, with a consequential reduction in temporary assistance expenditures, and also makes possible a substantial further reduction in the expenditures for overtime and night differential as compared with previous years. In order to establish the pay scale of the guard force at a level in line with the best prevailing conditions for comparable work in the metropolitan area of New York, it is proposed to upgrade four posts of supervisors from the general service senior level to the principal level and forty-seven guard posts from the general service junior level to the intermediate level.

Provision is made for an *Office of the Chief*, with four posts, a reduction of two below 1954, and a service consisting of three sections.

Central Service Section. Provision is made for twenty posts. The responsibilities assigned to this section will be the continuing review of the operations of all revenue-producing activities, including the Delegates' Restaurant, the Cafeteria, the Gift Shop, and the garage. Services will also be provided by this section for information to the public and it will be responsible for the issuance of tickets for the meetings held at Headquarters.

Maintenance and Engineering Section. Provision is made for fifteen posts. All functions involving buildings maintenance and operation have been centralized in this section, including the responsibility for the supervision of the contractual services such as cleaning and electrical maintenance. Provision has been made for a new post at the second officer level in order to obtain a qualified engineer to assist the chief of the section in carrying out these responsibilities.

Safety and Security Section. The functions of this service remain unchanged except for the addition of responsibility for the issuance of staff passes and accreditation cards.

The estimates also provide for continuing employment of approximately 136 manual workers in 1955.

No changes are proposed in the organization of the *Field Operations Service*, which has been transferred from the former Department of Administrative and Financial Services. Provision is made in the estimate for twelve posts, the same number as authorized for 1954.

Table 12-5. *Field Operations Service*:

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 14,290
<i>Professional</i>			
2	2	First officer	21,080
2	2	Second officer	17,460
3	2	Associate officer	14,980
<i>General service</i>			
2	1	Senior level	5,190
2	4	Intermediate level	17,520
12	12		90,520
Add: Cost-of-living adjustment			6,350
			96,870
Deduct: Adjustment for turnover of staff			5,870
			TOTAL \$91,000

Table 12-6. *Recapitulation*

Service or Office	Number of posts		Gross salaries	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1954	1955				
Office of the Director	4	6	\$ 60,740	\$ 3,370	\$ 3,850	\$ 60,260
Communications and Records Service . . .	210	194	835,860	67,220	54,180	848,900
Purchase and Transportation Service . . .	86 ^a	68 ^a	483,460 ^b	27,550	30,660 ^b	480,350 ^b
Buildings Management Service	196 ^a	179 ^a	1,288,210 ^b	60,180	80,900 ^b	1,267,490 ^b
Field Operations Service	12	12	90,520	6,350	5,870	91,000
TOTAL	508 ^c	459 ^a	\$2,758,790 ^b	\$164,670	\$175,460 ^b	\$2,748,000 ^b

^a Excluding manual workers.

^b Including salaries of manual workers.

^c The figure of 508 shown for 1954 includes, in addition to the 491 posts approved under the Bureau of General Services, two of the posts approved for the Office of the Assistant Secretary-General for Conference and General Services, three posts of teletype operators approved under the Department of Public Information, twelve posts approved for the Field Operation Service, and seven posts approved for the Correspondence Unit, Bureau of Documents. It excludes one post now shown under the Office of the Controller, and six posts now shown for the Archives Unit, under the Library. The figure also excludes manual workers.

(ii) *Overtime and night differential* \$105,000
 1954: 123,900
 1953: 204,786

The estimate includes expenditures for overtime and night differential and reflects the decrease in expenditures as a result of the reorganization of the security force as well as a more rigid administrative control over expenditures of this type. The estimate is based on provisions of \$25,000 for night differential and \$80,000 for overtime. The latter amount will provide for General Assembly requirements and for week-end duty in connexion with guided tours, in addition to the normal requirements of the Office excluding the Postal Administration.

CHAPTER II

United Nations Postal Administration \$123,000
 1954: 89,000
 1953: 64,190

(i) *Established posts* \$ 99,000
 1954: 65,000
 1953: 33,049

The activities of the United Nations Postal Administration have become sufficiently stabilized to determine with reasonable accuracy the anticipated volume of work and staff requirements. In 1954, eight temporary posts were provided full time in addition to thirteen established posts. The anti-

ipated level of activity indicates that these posts will continue to be necessary, and the 1955 establishment is accordingly proposed at twenty-one posts. Provision is also made in another section of the budget for temporary staff employed on special service contracts only when new stamps are issued to service first-day-cover orders and additional mint orders.

The estimate includes \$240 for language allowance and \$240 for non-resident's allowance.

Table 12-7. *United Nations Postal Administration*

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			
1	1	Second officer	\$ 10,150
1	1	Associate officer	7,260
<i>General service</i>			
2	3	Senior level	14,730
9	16	Intermediate level	65,570
13	21		97,710
Add: Cost-of-living adjustment			7,420
			105,130
Deduct: Adjustment for turnover of staff			6,130
			TOTAL \$99,000

(ii) Overtime and night differential	\$ 5,000
1954:	5,000
1953:	5,790

Provision is made for overtime expenses for week-end work on the sales counter in the General Assembly building and for extra work entailed when new stamps are issued.

(iii) Printing of postage stamps	\$ 17,000
1954:	17,000
1953:	20,493

The estimate provides for the printing of stamps in approximately the same volume as in 1954.

(iv) Miscellaneous supplies and services	\$ 2,000
1954:	2,000
1953:	4,858

Provision is made in the above amount for the cost of supplies needed in the preparation of exhibitions and other promotional activities.

Section 13. Temporary assistance and consultants

\$510,000

(1954: \$747,130 1953: \$939,610)

In 1954, appropriations for the various Headquarters departments in respect of temporary assistance and consultants were administered centrally in the Office of the Controller. The Secretary-General proposes to extend the centralization process in 1955 through the creation of this single budget section, encompassing global estimates for the entire establishment at Headquarters.

This section includes provision for temporary assistance and consultants formerly carried under the various departmental headings. In addition, it covers temporary staff necessary for the additional meetings and facilities required by the General Assembly (formerly under section 1), and replacement of staff detailed from Headquarters to special missions and related activities (formerly under section 5). Appropriate adjustments have been made in the amounts shown for previous years under the various sections affected.

(i) Temporary assistance	\$440,000
1954:	670,230
1953:	856,549

The estimate comprises:

	1955	1954	1953
	\$	\$	\$
General Assembly staff.....	120,000	125,000	221,683
Mission replacements.....	70,000	110,900	128,693
Other requirements.....	250,000	434,330	506,218
	<u>440,000</u>	<u>670,230</u>	<u>856,549</u>

Expenditures falling within the latter category are normally limited to replacements in connexion with extended sick and maternity leave and to extra staff required during critical periods of peak workload, following a determination that temporary internal transfers are not feasible. Provision is also made for part-time services of physicians conducting routine and special examinations on behalf of the Health Service.

(ii) Consultants	\$ 70,000
1954:	70,900
1953:	83,061

The provision for consultants covers the engagement of recognized authorities on a short-term or intermittent basis for important, specialized work which cannot be accomplished by existing staff.

Section 14. Travel of staff

\$1,000,000

(1954: \$1,300,000 1953: \$1,009,793)

In this new section, estimates for all items relating to travel of staff and their dependants, previously shown under sections 15 (Common staff costs) and 16 (Common services) have been consolidated to provide a ready appraisal of total requirements for travel of Headquarters staff in connexion with appointment, transfer, repatriation, home leave, and official business.

(i) Travel on appointment, transfer and repatriation	\$265,000
1954:	223,500
1953:	288,640

Pursuant to staff regulation 7.1, expenditure is incurred for travel of staff and their dependants on appointment, transfer and separation from service. Following analysis of staff movements in 1953, the estimates are based on experience to date and reflect projected requirements as shown in the following comparative table:

Number of staff members with and without dependants authorized to travel

	On appointment	On transfer	On repatriation	Total	Average cost per staff member
					\$
1953 actual	123	26	146	295	981
1954 appropriation.....	60	24	140	224	1,000
January-April 1954.....	33	22	52	107	999
1955 estimates	60	40	165	265	1,000

(ii) Travel on home leave	\$645,000
1954:	974,000
1953:	628,692

A total of 500 staff members, with 675 dependants, will be entitled to home leave in 1955 in accordance with staff regulation 5.3 and the staff rules as amended to implement the conclusions reached by the General Assembly during its eighth session.

The estimate is based on costed entitlements reduced by 25 per cent to take into account turnover of staff, voluntary deferments, and other factors.

(iii) Travel on official business	\$ 90,000
1954:	102,500
1953:	92,461

The 1954 appropriation figure combines the provisions for travel of staff of Headquarters departments (\$100,000), formerly included in section 16 (Common services), and of the Field Operations Service (\$2,500), formerly included in section 5a. The estimate is proposed at approximately the level of 1953 expenditures.

Section 15. Common staff costs

\$3,392,400

(1954: \$3,287,750

1953: \$5,124,550¹)

CHAPTER I

Pension and retirement costs	\$2,110,000
1954:	2,102,800
1953:	2,164,839
(i) Contributions, Joint Staff Pension Fund ...	\$2,100,000
1954:	2,092,800
1953:	2,159,839

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. The number of participants in the Pension Fund at Headquarters was 2,886 on 1 January 1954. Taking into account turnover, annual increments, reduction in posts, and the decrease in requirements for back pension contributions under article III of the Pension Fund regulations, it is estimated that pension contributions at the established rate of 1.4 per cent of base salaries (net) will be required on a full-year basis during 1955 at an average of about \$737 per staff member. The estimate provides for contributions in respect of 2,850 staff members.

(ii) Annual retirement allowance to former Secretaries-General	\$ 10,000
1954:	10,000
1953:	5,000

On the basis of paragraph 32 of General Assembly resolution 13 (1) of 13 February 1946, a sum is provided equivalent to one-half of the net salary of the first Secretary-General, to cover retirement allowance payable during 1955.

CHAPTER II

Installation and separation costs	\$611,000
1954:	487,000
1953:	784,316
(i) Removal of household goods	\$156,000
1954:	112,000
1953:	130,005

Pursuant to staff regulation 7.2 and the staff rules, expenditure is incurred for removal of household goods of staff on recruitment, transfer and separation. On the basis of actual experience tabulated below, the estimates provide for 130 removals at an average cost of \$1,200. The average cost of removal has been increasing owing to higher packing, crating, and freight rates, and to larger quantity of household goods which staff members who have been in the service a number of years have to remove on separation.

Year	Actual number of removals	Actual cost \$	Actual cost per removal \$
1952	134	112,540	839
1953	133	130,005	977
Jan./April 1954	44	59,368	1,349

(ii) Installation payments	\$ 45,000
1954:	62,000
1953:	72,099

To meet extraordinary living expenses, staff members on initial appointment from outside areas or on transfer from another office to the Headquarters area, receive on arrival the equivalent of thirty days' travel subsistence allowance for themselves and entitled dependants. The estimate covers payment of this allowance to 100 staff members at an average

of one dependant per staff member. Comparison of actual experience with the estimate is given below:

Year	Number of recipients	Average per staff member
1953	151	\$480
Jan./April 1954	34	420
1955 estimates	100	450

(iii) Separation payments	\$300,000
1954:	249,000
1953:	483,559

Termination payments were exceptionally high in 1953. The average rate of turnover of staff was more than 18 per cent. Bearing in mind actual experience in 1954 and the objectives of the reorganization plan, the 1955 estimate is based on projected requirements as follows:

Year	Number of staff paid indemnity	Average cost of indemnity \$	Number paid commutation of annual leave	Average cost of payment \$	Total cost \$
1953	102	2,222	580	443	483,559
Jan./April 1954 ..	32	1,395	95	653	106,733
1955 estimate	100	1,400	320	500	300,000

Revenue to be derived from staff assessment applicable on termination payments is estimated at approximately \$53,000.

(iv) Repatriation grants	\$110,000
1954:	64,000
1953:	98,653

Article 9.4 of the staff regulations provides for payment of a repatriation grant to staff members whom the Organization is obliged to repatriate. The amount of the grant varies with length of service. In 1953, grants were paid to 123 separated staff members at an average of \$802 per person. Allowing for increase in entitlement for longer service, the estimate provides for payment to 110 staff members at an average of approximately \$1,000 per person. Revenue to be derived from applicable staff assessment is estimated at approximately \$19,000.

CHAPTER III

Other common staff costs	\$594,000
1954:	623,850
1953:	598,978
(i) Children's allowances	\$462,000
1954:	461,600
1953:	443,782

(a) Children's allowances:

Pursuant to article 3.2 and annex IV, paragraph 1, of the staff regulations, provision is made to cover children's allowances payable during 1955 at the rate of \$200 for about 2,210 dependent children of Headquarters staff members. Statistics reveal that in one year the number of dependent children increased by more than 100, to a total of 2,120 as of April 1954.

Total: \$442,000

(b) Education grants and related travel:

Pursuant to article 3.2 and annex IV, paragraph 2, of the staff regulations, provision of \$9,000 is made for payment of the education grant plus related travel expenditures at an average cost of \$600 each for fifteen children of Headquarters staff members who will return to schools in their home countries during 1955. In addition, provision of \$11,000 is made for payment of the education grant to eligible dependent children who will attend special national or international schools in the Headquarters area.

Total: \$20,000

¹ Includes \$1,800,000 for reimbursement of national income taxation.

(ii) <i>Contributions, medical and group life insurance</i>	\$ 80,000
1951:	110,250
1953:	100,673

(a) Medical and hospitalization insurance:

In accordance with General Assembly resolution 82 D (1), contributions are made to cover part of the cost of medical insurance for the majority of staff members who have elected to join one of the two schemes now operating. The rates of one scheme were increased in October 1953.

In March 1954, approximately 2,600 staff members of Headquarters departments were participants in the schemes. Contribution by the Organization was made in respect of 81 per cent of those participants (2,101), at an average cost of \$56 per annum. Total contributions represent less than 38 per cent of total premiums.

As the contracts with the two schemes now are on the basis of experience, and the United Nations co-insures any excess in costs over premiums, a refund of \$35,000 is anticipated from premiums paid in 1953. It is proposed to carry this refund as a reserve against any possible future contingency. Assuming that this experience will continue, it is felt that the estimated United Nations contribution for 1955 can be reduced to \$80,000.

(b) Group life insurance:

No expenditures are anticipated under this heading.

(iii) <i>Compensatory payments</i>	\$ 52,000
1954:	52,000
1953:	54,523

Under the social security scheme, the liability of the United Nations towards staff members and military observers for death, injury or other disability attributable to service, is carried primarily on a self-insurance basis. In line with procedure followed in prior years, a global amount of \$50,000 is provided for 1955 to cover about \$15,000 of continuing liabilities from the past 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 in circumstances which are such that the liability of the Organization is clearly established. A sum of \$2,000 is provided for this purpose on the basis of experience.

CHAPTER IV

Training and welfare	\$ 77,400
1954:	74,100
1953:	76,417
(i) <i>Staff training</i>	\$ 36,000
1954:	34,700
1953:	32,293

(a) Language training:

During the first semester of 1954, the enrollment in the United Nations language classes reached 422 staff members and ninety-nine members of delegations and families of staff.

For 1955, two sessions are planned, each of fifteen weeks' duration. Provision is made for 2,800 teaching hours at \$7.50 per hour.

Total: \$21,000

Revenue anticipated from fees to be charged staff members' families and delegations is estimated at \$2,000.

(b) Professional trainee programme:

It is proposed to recruit a few trainees from Member States under-represented in the Secretariat. After a period of training, they will be placed in vacant junior professional posts. Provision is made to cover their salaries during the training period at an average of \$3,000 per trainee.

Total: \$15,000

(ii) <i>Interne training</i>	\$ 20,400
1954:	16,000
1953:	15,900

The estimate provides for two internship training programmes. Each programme will include a group of thirty individuals for eight weeks' duration. One group will comprise mainly civil servants of Member States and the other university students. Participation of officials of non-governmental organizations will be allowed in either of the two programmes. Funds provided are to contribute towards the living expenses of the internes during an eight-week period, at \$340 per interne rather than at \$300, which has been paid heretofore. Under the present cost of living, the rate of contribution fixed in 1948 is considered insufficient and an increase of \$5 per week is proposed.

(iii) <i>Losses on housing projects</i> ..	\$ 9,600
1954:	12,000
1953:	17,093

The agreement with the Parkway Village housing project is effective to 30 September 1955 inclusive. Under this agreement, about 290 apartments leased by Secretariat members and members of delegations, as well as accredited agencies, are covered by United Nations guarantee against loss due to vacancies occasioned by termination, resignation or transfer. While every effort is being made to keep losses to a minimum, provision is necessary to cover costs arising from vacancies between rentals, and other obligations under the terms of the agreement. The estimate is prepared on the basis of experience during the early part of 1954.

(iv) <i>Staff welfare</i>	\$ 4,000
1954:	4,000
1953:	3,731

The estimate provides for lecture programmes for all staff members, including orientation lectures for non-American staff, 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.

(v) <i>Grant to the International School</i>	\$ 7,400
1954:	7,400
1953:	7,400

The General Assembly authorized the payment of \$7,400 as a grant to the International School in 1954. A sum of \$7,400 is proposed for 1955, as without the subsidy the continued existence of the school would be in jeopardy.

Section 16. Common services

\$3,660,000

(1954: \$3,689,800 1953: \$3,645,232)

In determining a suitable level of expenditure in 1955 on common services at Headquarters, the Secretary-General has been guided by the following main considerations:

(a) The expenditure figures for 1953, which reflect for the first time costs based on a full year's experience of actual working conditions in the new building;

(b) The trend of expenditure for particular services, the cost of which, by effective administrative control, is susceptible to reduction;

(c) Review of appropriate maintenance standards for the whole Headquarters area;

(d) The impact of rising costs for certain services and additional responsibilities (e.g., maintenance of gardens and grounds) which arise with the expiration in December 1954 of the contractor's original guarantee.

As a result of careful review, it has proved possible to offset substantial new commitments which, by comparison with 1954 would increase costs by some \$50,000, and in consequence for the Secretary-General to submit estimates for 1955 in an amount approximately \$30,000 below the sum appropriated for 1954.

While revenue is derived from reimbursable services, the cost of which is charged to items detailed in the following chapters, it is not readily possible to relate such revenue specifically to this particular section. Full details of anticipated revenue are given, however, in a separate part of the estimates.

CHAPTER I

Communication services \$499,500
1954: 514,000
1953: 551,986

(i) Telephone services (including long distance) \$230,500
1954: 233,000
1953: 241,442

The trend in reducing costs under this heading is continued. The estimates assume a decrease in the number of extensions in use in 1955, continuing control on outside calls, and a reduction in costs for extra local messages.

The provision covers \$140,000 for rental of basic equipment and extensions, \$73,500 for additional local messages, \$10,000 for installation, removal and other service charges, and \$7,000 for toll and long distance calls.

(ii) Cable, telegraph and wireless \$ 21,000
1954: 21,000
1953: 39,242

The estimate covering the cost of cable, telegraph and wireless services for the Secretariat is maintained at the level approved for 1954, and assumes the operation of a radio-teletype link between New York and Geneva.

(iii) Postal services \$170,000
1954: 177,000
1953: 181,399

The trend in reducing costs under this heading is continued. Despite rate increases which occurred in October and November 1953, the estimate is submitted in a lower amount than for the two previous years, since economies are anticipated through a decrease in the number of recipients of documents after scrutiny of mailing lists, as well as through a reduction in the volume of air mail and some categories of surface mail.

The 1955 estimate provides for \$99,000 for public information activities and \$71,000 for all other purposes.

(iv) Freight, cartage and express \$ 24,000
1954: 29,000
1953: 23,717

This estimate, based on 1953 expenditure, provides for the cost of shipments by surface means (apart from the removal of household goods) and covers cartage, rail freight and cost of materials for packing and crating. Provision is made for an estimated expenditure of \$10,000 in respect of

public information activities and \$14,000 for all other purposes.

(v) Air freight \$ 54,000
1954: 54,000
1953: 66,186

Economies made and planned make it possible to maintain this estimate at the level approved for 1954, despite an increase in international air cargo rates from a minimum of \$6 to \$8 per shipment for certain regions. Provision is made for an estimated expenditure of \$44,000 for public information activities and \$10,000 for all other purposes.

CHAPTER II

Rental and maintenance of premises \$2,182,300
1954: 2,167,200
1953: 2,114,486

(i) Rental of premises \$ 800
1954: 800
1953: 733

The provision for the rental of a locker room used for documents delivery to delegations having offices in the Empire State Building is maintained.

(ii) Supplies for maintenance of premises \$244,000
1954: 263,500
1953: 249,413

The estimate is based on actual experience in 1953. It comprises:

(a) \$190,000 for operational supplies required for maintenance of grounds, buildings and equipment, including \$27,000 for cleaning supplies; \$38,000 for electric supplies; \$83,000 for air conditioning supplies and replacement parts; \$40,000 for plumbing, painting, carpentry and general maintenance supplies; \$2,000 miscellaneous expendable items;

(b) \$12,500 for purchase of uniforms for guards, drivers and messengers;

(c) \$21,000 for towel and linen services, to provide hand roller towels in all buildings, to cover the cost of cleaning overalls for manual workers and laundry services for the Health Service;

(d) \$5,500 to cover the cost of cleaning and pressing uniforms for guards, drivers and messengers;

(e) \$5,000 to cover the purchase of flags, \$4,250 of which will be expended for flags required by overseas offices and missions;

(f) \$10,000 to cover the purchase of such items as safety shoes and safety goggles, the repair of watch clocks, the maintenance of the automatic fire indicator and alarm system equipment, and the cost of conference tickets, building passes and identity cards.

(iii) Contractual services for maintenance of premises \$1,262,500
1954: 1,214,900
1953: 1,211,375

This estimate relates exclusively to contractual labour costs at a level deemed necessary for the efficient maintenance and operation of the buildings and grounds at Headquarters. It is submitted after a review of the standards of maintenance reflected in the 1953 expenditures, and in the light of such additional factors which affect the anticipated level of cost in 1955 as local wage increases, the assumption by the United Nations of maintenance costs for gardens and grounds heretofore covered by contractual guarantee, and the transfer of some maintenance work from casual to contract labour, with a corresponding adjustment in the global provision for casual labour included under section 12.

The 1955 estimate is based on the following anticipated requirements:

(a) \$200,000 for electrical maintenance. The increase in the estimate over actual expenditure of \$176,149 in 1953 is due to a general wage increase obtained by electricians in the New York area in 1954 and an increase in the number of electrical mechanics from 26 to 29 to meet the increasing workload resulting from wear of electrical and air conditioning equipment. The electricians will maintain all electrical fixtures and the motors operating water circulators, spray pumps, fire pumps, heating units, blowers and compressors.

(b) \$60,000 for elevator maintenance. The estimate is based on the existing maintenance contract and experience of maintaining all elevators and escalators in the Secretariat, Library, General Assembly and Conference buildings.

(c) \$211,000 for operation of elevators. The actual 1953 expenditure was \$202,541. Two factors govern the increase of \$8,500: First, an upward adjustment in local wages; secondly, the operation under contract of the two elevators in the Library building previously operated by casual labour. While the number of regular attendants needed to service the thirty-two elevators in the buildings is in consequence increased from 48 to 49, a saving can be made of two manual worker posts carried previously under section 12.

(d) \$720,000 for cleaning services. Actual expenditure in 1953 was \$754,010. The reduction of \$34,000 below that level is expected to result from a review and adjustment of cleaning standards and the institution of revised working schedules aimed to economize in labour costs. The estimate provides \$220,000 for day cleaning, \$450,000 for night cleaning and \$50,000 for window cleaning. The provision for day cleaning will cover, in addition to general requirements, the cleaning of roadways and sidewalks, for which funds in the amount of \$13,200 were included in the approved 1954 estimates for miscellaneous services (f) below, as well as for the work previously undertaken by five matrons and porters whose posts were charged to the casual labour provision.

(e) \$30,000 for ground maintenance. This is a new item not provided for in previous estimates. Beginning in January 1955, provision will be required for contractual services covering maintenance of the gravel paths, playground equipment, railings and other features of the grounds, necessary for their proper upkeep, as well as for the pruning and spraying of trees and shrubs and the furnishing of seeds, plants and various other materials.

(f) \$41,500 for miscellaneous services. This estimate provides for the following items based on past experience: \$11,500 for carpet cleaning; \$3,500 for rubbish removal; \$1,000 for exterminating and disinfecting; \$1,500 to prevent rust and corrosion in the air conditioning system. New expenditure totalling \$24,000 is also envisaged: \$16,000 to reactivate over 4,000 deodorizing cannisters which are installed in the exhaust ducts of the lavatories and kitchens, and \$8,000 for an air filter servicing contract which would make possible a reduction of two manual worker posts and produce a slight net saving in expenditure for this purpose.

(iv) *Utilities* \$650,000
1954: 663,000
1953: 637,859

On the basis of actual experience in 1953 and the first quarter of 1954, expenditures in 1955 on utilities for all the Headquarters buildings and grounds are estimated as follows: \$342,000 for electricity; \$290,000 for steam; \$3,000 for gas; \$15,000 for water and sewage disposal.

(v) *Alterations to premises* \$ 25,000
1954: 25,000
1953: 15,106

The changes in organization proposed in these estimates for Headquarters departments will involve some alterations in premises. This estimate is consequently maintained at the 1954 level and alterations will be confined to the minimum level required for the effective discharge of duties.

CHAPTER III

Stationery and supplies \$304,000
1954: 331,550
1953: 280,274

(i) *Stationery and office supplies* \$104,000
1954: 110,000
1953: 108,461

The trend in reducing costs under this heading is continued. The 1955 estimate comprises \$19,000 for writing paper; \$77,000 for envelopes, other stationery, ink and desk accessories; \$8,000 for machine accounting forms and supplies.

(ii) *Internal reproduction supplies* \$200,000
1954: 221,550
1953: 171,813

Provision under this heading is made as follows: \$78,000 for mimeograph paper; \$62,000 for index and cover paper and for miscellaneous reproduction supplies; \$35,000 for stencils, duplicator paper and plates; \$25,000 for photostat and microfilm supplies. The reduction from the level approved for 1954 assumes a decrease in requirements at Headquarters. Compared with previous years, considerable economies have been effected in expenditure for internal reproduction supplies, which totalled approximately \$330,000 and \$272,000 in 1951 and 1952 respectively. The actual consumption in 1953 is not fully reflected in the expenditure figure for that year. Stock was carried forward from 1952 at a higher level than would normally be required, and purchases in 1953 were curtailed in consequence.

CHAPTER IV

Rental and maintenance of equipment \$554,500
1954: 565,300
1953: 526,963

(i) *Telecommunications supplies* \$ 70,000
1954: 73,000
1953: 80,598

The trend in reducing expenditures under this heading is continued. Provision is made for the following items: \$33,000 for recording discs (40 per cent will be used for conference recording, 60 per cent for radio); \$4,000 for magnetic tape for use in radio and verbatim speech recording; \$19,000 for normal replacement of worn parts, tubes, motors, and other components for conference and radio equipment; \$14,000 for the replacement of camera tubes and other component parts for television equipment.

(ii) *Operation and maintenance of telecommunications equipment* \$422,000
1954: 432,700
1953: 382,364

This estimate provides for contractual services to operate and maintain the simultaneous interpretation and conference

recording facilities, and the studios, radio and television facilities used for public information activities. While the number of technicians regularly employed for the above purposes is expected to remain the same as in 1954, the estimate allows for a general rise in wages of radio and television technicians which took place in the New York area early in 1954. Estimated expenditure of the following order is envisaged:

(a) \$208,200 for the operation and maintenance of simultaneous interpretation facilities, conference recording and master control equipment;

(b) \$162,800 for the operation of radio studios and related broadcasting equipment;

(c) \$39,000 for the operation and maintenance of television equipment;

(d) \$12,000 for rental of land lines and maintenance of the United Nations radio transmitter linking New York and Geneva, and for maintenance of programme distribution lines and other conference control facilities.

The above provisions would cover activities during the regular session of the General Assembly, with the exception of television and kinescope coverage. As in the past, extension of these particular activities during the General Assembly period would be financed from revenue received from the sale of television and kinescope programmes.

(iii) *Rental of office and other equipment* \$ 27,000
1954: 22,100
1953: 21,224

The estimate provides for the rental of accounting machine equipment amounting to approximately \$25,000, and of other miscellaneous equipment (postal meters, addressographs, etc.) at approximately \$2,000. Higher rental charges for accounting equipment, and the proposal to rent an improved machine for production of offset printing plates, account for the increase under this heading.

(iv) *Maintenance of office and other equipment* . \$ 21,500
1954: 21,500
1953: 30,188

Provision is made for maintenance of dictating equipment, typewriters, calculating machines, coding machines, photographic and other reproduction equipment. No major overhaul and conversion of dictating equipment similar to that undertaken in 1953 is contemplated for 1955.

(v) *Local transportation* \$ 8,000
1954: 3,000
1953: 6,054

It is proposed to retain in 1955 a single passenger car only for use by the Secretary-General. To cover a minimum need met previously by the United Nations with cars owned by the Organization, this estimate provides for a sum of \$3,000 for hire of cars for official business. The saving in salaries of chauffeurs and in maintenance costs will substantially exceed this provision. An amount of \$2,000, as approved in 1954 under "Operation and maintenance of transportation equipment", to cover reimbursement of taxi fares when transportation is authorized for staff members for official business, is included in the estimate.

To consolidate under a single heading all provisions for local transportation purposes, the special provision of \$3,000 for the hire of a car for use by the President of the General Assembly, approved in 1954 under section 1, is included in the above estimate.

(vi) *Operation and maintenance of transportation equipment* \$ 6,000
1954: 13,000
1953: 6,535

The estimate provides for maintenance supplies and costs required for the upkeep of the transportation equipment owned by the United Nations. Apart from one passenger car retained for use by the Secretary-General, all other transportation equipment is for non-passenger use.

CHAPTER V

Other supplies and services \$108,700
1954: 100,750
1953: 125,494

(i) *Insurance* \$ 60,300
1954: 52,300
1953: 62,768

The estimate is based on actual experience and provides for payment of premiums for fire, public liability, marine, air travel and other miscellaneous insurances.

(ii) *Miscellaneous supplies and services* \$ 32,000
1954: 32,000
1953: 47,389

The estimate covers the cost of the following supplies and services: \$4,500 for expendable supplies for the Health Service; \$4,000 for personnel advertising; \$9,000 to cover the contractual cost of producing machine-recorded statistics for use in the publication of the *Commodity Trade Statistics* issued at the request of the Statistical Commission; \$1,500 for medical examinations of selected candidates in the field; \$13,000 for other miscellaneous items such as mail bags, layout pads, and the fees of credit reference agencies consulted in connexion with prospective suppliers.

(iii) *Periodicals and newspapers* \$ 16,400
1954: 16,450
1953: 15,337

This item covers the cost of newspapers, periodicals and other expendable materials for the Library. The increase over the 1953 expenditure is attributable to the higher subscription rates prevailing in 1954.

CHAPTER VI

Ex gratia payments and miscellaneous claims and adjustments \$ 11,000
1954: 11,000
1953: 46,029

(i) *Ex gratia payments* \$ 10,000
1954: 10,000
1953: 21,905

Financial regulation 10.3 authorizes the Secretary-General to make *ex gratia* payments which he deems in the interests of the United Nations. Such payments are reported annually to the General Assembly in the Financial Report and Statement of Accounts and are reviewed by the Board of Auditors. A provision at the level approved for 1954 is maintained in the estimates.

(ii) *Miscellaneous claims and adjustments* \$ 1,000
1954: 1,000
1953: 24,124

Pursuant to financial regulation 10.4, the Secretary-General, after investigation, may authorize the writing off of losses of cash, stores and other assets, provided that a statement of all such actions is submitted to the Board of Auditors with the annual accounts. As such losses cannot be forecast, a token provision is included in the budget. Actual requirements under this heading which would exceed the token provision would be detailed in supplementary estimates.

Section 17. Permanent equipment

\$191,600

(1954: \$176,400 1953: \$251,859)

The 1955 estimates for permanent equipment provide only for essential replacement of furniture and fixtures and for limited purchases of equipment necessitated by changes in operations. Compared with 1953 actual expenditures, the estimates reflect a reduction of \$60,000.

CHAPTER I

Furniture, fixtures and equipment	\$126,400
1954:	100,800
1953:	179,810
(i) <i>Furniture and fixtures</i>	\$ 32,000
1954:	32,000
1953:	53,199

The estimate is based on the following requirements:

\$10,000 for the replacement of furniture damaged beyond repair; \$12,000 for replacement of worn or unusable items such as filing cabinets, card index cabinets, plan cabinets, miscellaneous stools and receptacles; and \$10,000 for replacement of carpeting, draperies and upholstery material in the Conference building.

Revenue from sale of replaced furniture and fixtures is estimated at \$2,260.

(ii) <i>Office equipment</i>	\$ 76,800
1954:	49,700
1953:	121,858

The estimate is limited to essential replacement of worn or unusable office equipment and to the purchase of new reproduction equipment. The purchase contemplated will permit a reduced staff to handle an additional volume of work consequent to the production of some documents by internal reproduction rather than by external printing.

Provision is made as follows:

(a) \$35,000 for replacement of forty electromatic and thirty-four manual typewriters (\$24,700); ten electric calculators (\$6,500); ten adding machines (\$3,000); three stenotype machines (\$300); and three electric time stamps (\$500);

(b) \$7,200 for replacement of a worn-out addressing machine and grafarc lamps, of a contact vacuum printing frame and of an automatic package tying machine;

(c) \$34,600 for purchase of new reproduction equipment. The equipment will comprise: an automatic saddle gatherer and stitcher (\$22,900); two justowriters and stands (\$5,900); two hydraulic skid lifts to replace manual lifting of heavy loads on to paper cutters (\$2,600); miscellaneous accessory equipment (\$3,200).

Revenue from sale of replaced office equipment is estimated at \$4,900.

(iii) <i>Telecommunications equipment</i>	\$ 17,600
1954:	19,100
1953:	4,753

Of the telecommunications equipment in use at Headquarters, equipment at an estimated value of \$400,000 has been in use for nine years. A sum of \$10,000 is requested for essential replacement of worn-out amplifiers, microphones, headphones, plastic ear-pieces and recording heads. A further sum of \$7,600 is requested to permit efficient and economic utilization of technical facilities, covering the purchase of two tape-recording machines for radio studios (\$3,600), and of a 16mm sound recorder to record sound track on video film (\$4,000). Such recording is currently made by using an electronic camera valued at \$12,000 and intended for television recording purposes.

CHAPTER II

Library books and equipment	\$ 39,500
1954:	34,750
1953:	34,895
(i) <i>Library books and maps</i>	\$ 37,500
1954:	31,250
1953:	32,686

Approximately 22,000 new books are published annually in fields of direct interest to the United Nations. The Library anticipates the necessity of purchasing about 3,500 new works, at a cost of \$15,750, and about 500 older works to improve the reference collection in special subject areas, at a cost of \$2,250. A provision of \$7,000 for continuations such as yearbooks, looseleaf services and volumes required to complete basic sets is also included.

The binding programme in 1955, necessary to control the intake of loose materials and to preserve essential documentation in a usable form, is proposed to cover some 8,000 volumes and periodicals, government documents and United Nations and specialized agencies documents, at an estimated cost of \$12,500.

(ii) <i>Library equipment</i>	\$ 2,000
1954:	3,500
1953:	2,209

The estimate provides for the purchase of catalogue and microfilm cabinets, and other items necessary to meet the gradual growth of the collections.

CHAPTER III

Information services equipment	\$ 6,700
1954:	7,000
1953:	11,122
(i) <i>Photographic and motion picture equipment</i> \$	6,700
1954:	7,000
1953:	11,122

This estimate covers replacement costs of cameras, lenses and tape-recording equipment, and is based on an itemized listing of necessary purchases.

Revenue of approximately \$650 is expected from the sale of items replaced by new equipment.

CHAPTER IV

Other permanent equipment	\$ 19,000
1954:	33,850
1953:	26,032
(i) <i>Transportation equipment</i>	\$ 5,000
1954:	12,850
1953:	11,534

Provision is made to purchase one passenger car for use by the Secretary-General. The vehicle now used for this purpose will be four years old in 1955. Revenue from the sale of the car replaced is estimated at \$1,700.

(ii) <i>Miscellaneous equipment</i>	\$ 14,000
1954:	21,000
1953:	14,498

This estimate, based on an itemized listing of requirements, provides for the purchase of non-expendable items required for the operation and maintenance of buildings and grounds. It includes \$10,500 for general maintenance and shop equipment; \$1,500 for the replacement of fire and safety equipment; \$1,000 for the procurement of security equipment for the office control; and \$1,000 for the procurement of miscellaneous medical equipment and the replacement of worn-out items used by the Health Clinic.

PART IV

EUROPEAN OFFICE OF THE UNITED NATIONS

\$5,419,000 (1954: \$5,351,000 1953: \$5,114,377)

Section 18. European Office of the United Nations

\$4,722,000 (1954: \$4,666,000 1953: \$4,469,542)

The organization and functions of the European Office remain as described in the *Administrative Manual*, volume I, Organization, and in the 1954 budget estimates. The functions of the European Office are considered as equivalent to those of a Department at Headquarters, the Director having the status and rank of an Under-Secretary.

The present estimates are based upon the assumption that the standard conference pattern approved by the General Assembly in resolution 694 (VII) will not be modified. There is, however, an element of uncertainty regarding the impact upon the estimates of the increasing activity of the Economic Commission for Europe, in which a number of countries have resumed active participation in committee work.

The gross total of the expenditure estimate in section 18 is \$56,000 higher than that for 1954, though there is an offsetting increase of approximately the same amount in the estimate for miscellaneous revenue at Geneva.

Of the increases, \$54,200 arises in chapter I, General Services, and is due in the main to a change in the accounting rate of exchange and to salary increments. Provision is also made for temporary assistance requirements for a United Nations Congress on Prevention of Crime and Treatment of Offenders and for other temporary assistance adjustments which allow a decrease to be made in other parts of the estimates. The increase of \$9,100 arising in chapter II, Information Centre, is due mostly to personnel changes and increments; the only real addition to the strength of the centre is a technical post, the cost of which will be shared with Geneva specialized agencies. A proposal to restore the post of Deputy Secretary to the Permanent Central Opium Board is mainly responsible for an increase of \$11,700 in chapter III. In chapter IV, Economic Commission for Europe, the increase of \$9,500 is due to salary increments.

It has been found possible to offset these increases by making reductions totalling \$28,500 in 1955 by comparison with 1954 in chapters V, VI and VII, in spite of the inclusion in the estimates of a new provision of \$65,000 for renewal of the air-conditioning plant in the Assembly block.

CHAPTER I

General Services	\$2,363,500
	1954: 2,309,300
	1953: 2,258,805
(i) <i>Established posts</i>	\$2,142,000
	1954: 2,108,400
	1953: 1,967,457

The increased provision in 1954 over 1953 expenditure is attributable to the transfer of language posts from Headquarters approved in the 1954 budget.

The increase in the 1955 estimates of some \$34,000 above the 1954 appropriation is in the main due to a change in the rate of exchange and to annual salary increments.

The 1954 estimates assumed a rate of exchange of 4.33 Swiss francs to the United States dollar, while the operative rate now is 4.28. This has the effect of increasing the dollar value of general service salaries, which are fixed in Swiss francs.

Table 18-1. Office of the Director

Number of established posts		Category and post level	Gross salaries
1954	1955		
—	1	Under-Secretary, Director of the European Office	\$
		Salary.....	18,000
		Allowance.....	3,500
—	—	Principal Director	—
1	1	Deputy Director	
		Salary.....	18,000
		Allowance.....	3,000
<i>Professional</i>			
1	1	Senior officer	15,000
1	1	Second officer	10,090
2	2	Assistant officer	11,050
			78,640
<i>General service</i> (Dollar equivalent of local salary scale)			
			\$
2	2	Level 6	7,750
2	2	Level 5	8,170
1	1	Level 4	3,850
1	1	Level 3	3,690
			23,460
12	12		
Add: Cost-of-living adjustment.....			1,150
			24,610
			103,250
Deduct: Adjustment for turnover of staff.....			4,250
			TOTAL \$99,000

The budget estimates for 1954 included a separate table, comprising one professional and one clerical post, for the Bureau of Missing Persons and Declaration of Death. On the recommendation of the Advisory Committee, the professional post was abolished in favour of part-time consultant services. The clerical post for 1955 is included in the table above.

The Office of the Deputy Director, comprising three posts, is also included in the above establishment. The Deputy Director would be in charge, in particular, of Conference and General Services.

Table 18-2. Library

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			
1	1	Senior officer	\$ 14,870
1	1	First officer	10,120
1	1	Second officer	8,500
1	1	Associate officer	7,180
6	6	Assistant officer	34,790
			75,460

Table 18-2. Library (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>General service</i> (Dollar equivalent of local salary scale)			\$
2	2	Level 7	9,960
4	4	Level 6	16,350
6	6	Level 4	20,290
1	1	Level 2	2,570
23	23		49,170
Add: Cost-of-living adjustment			2,370
			127,000
Deduct: Adjustment for turnover of staff			5,000
TOTAL			\$122,000

Pending further study of minimum requirements, the establishment for the *Library* is proposed, as in 1954, at ten professional and thirteen general service posts.

The impact of the standard pattern of conferences upon the need for an appropriate level of documents-indexing in Geneva and the possible transfer of additional substantive activities to the European Office point to some future revision in the establishment. Any request for new posts is, however, deferred until more experience of essential requirements is obtained.

Table 18-3. Conference and General Services

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>Professional</i>			\$
1	2	Senior officer	26,470
26	22	First officer	243,320
35	37	Second officer	298,430
7	7	Associate officer	46,060
11	10	Assistant officer	61,840
			676,120
<i>General service</i> (Dollar equivalent of local salary scale)			\$
5	5	Level 7	26,060
11	10	Level 6	43,430
24	25	Level 5	100,670
35	34	Level 4	122,740
118	119	Level 3	360,110
80	82	Level 2	221,810
32	32	Level 1	66,470
385	385		941,290
Add: Cost-of-living adjustment			44,890
			986,180
Artisans, foremen, gardeners, etc.			112,160
Add: Cost-of-living allowance			6,140
			118,300
			1,780,600
Deduct: Adjustment for turnover of staff			71,600
TOTAL			\$1,709,000

All posts in the field of Conference and General Services have been consolidated in a single manning table (table 18-3), so that the impact on the budget as a whole of the requirements for these purposes may be more readily appreciated. No change, however, is envisaged either in the organization or in the lines of authority for particular services shown in previous years under separate manning tables. The Deputy Director, whose office is shown in table 18-1, would be in charge of Conference and General Services.

Languages and Stenographic Service

Provision is made for 161 posts, as follows: a chief of service, six interpreters, thirteen revisers, thirty-six translator-précis writers, one professional and two administrative assistants and 102 secretarial and clerical posts. The establishment of 163 posts approved for 1954 is reduced by two first officer posts of interpreter.

The transfer of a number of posts from Headquarters to Geneva, as a consequence of the adoption of a standard conference pattern, was approved in the 1954 estimates. No changes in the revised establishment of the translation and stenographic sections is proposed, as there has as yet been insufficient time to judge of their adequacy or otherwise in relation to the conference programme. Increased participation of Member States in the committee work of the Economic Commission for Europe and the increased programme of the Commission itself might lead to an increased need for Russian translation, but here also it has been thought preferable to wait for more experience before proposing either changes in the establishment or budgetary provision under the heading of temporary assistance.

A similar uncertainty exists in the requirements for simultaneous or semi-simultaneous interpretation in ECE committees, particularly from the standpoint of specific language requirements. Experience in 1953, however, indicates the possibility of abolishing two posts of interpreter and of meeting specific additional requirements on a temporary rather than a full-time basis. The estimates accordingly propose, as the most economical arrangement, a reduction of two posts against an offsetting increase in temporary assistance funds equal to less than half their costs.

Revenue estimated at \$9,000 is expected to be derived in 1955 from the activities of this service.

Documents, Registry and Distribution Service

Provision is made for four professional and seventy-nine General Service posts, an increase of two clerical posts as compared with the establishment authorized for 1954.

The workload of the mimeograph and distribution sections in 1953 was as follows, in millions:

	Mimeograph impressions	Copies distributed
Specialized agencies	16.20	2.22
Geneva Office	30.34	2.72
Visiting conferences	13.49	1.37
	60.03	6.31

By comparison with previous years, these figures suggest that the efforts to limit documentation may have had some effect, but the workload is still far above that for which the establishment was fixed, and both the Reproduction Section and the Distribution Section have needed temporary assistance in every month since 1951. There is no difficulty in relying on such assistance to the Mimeograph Section, but in the Distribution Section experience continues to show that temporary assistance is not an adequate substitute for permanent staff. It is therefore proposed to establish two new posts for distribution purposes to avoid delays in distribution which become increasingly serious since it is particularly important in this section to keep abreast of the work.

Revenue estimated at \$109,000 is expected to be derived in 1955 from the activities of this Service.

Publications and Sales Service

Provision is made for eleven professional and eleven general service posts. An equal establishment was approved for 1954.

The workload of the Printing Section in 1953 showed little change as compared with 1952. The only staff changes pro-

posed are the upgrading of an associate officer post to second officer level and of an assistant officer post to associate officer level.

In paragraph 49 of its 1953 report (A/2501), the Advisory Committee drew attention to the fact that proofreaders of the European Office were graded lower than similar staff in New York. Pending further examination and discussion with specialized agencies in Geneva, the Secretary-General feels that it would meanwhile be equitable to go some way towards removing the existing anomaly: the two upgradings are proposed with this object in view.

The workload of the Sales Section, in terms of invoices etc., dealt with, again increased in 1953. Sales receipts totalled \$105,871 (of which \$34,537 was in respect of specialized agencies) as compared with \$104,927 in 1952. No staff changes are proposed.

Revenue estimated at \$30,000 is expected to be derived in 1955 from the activity of this service, apart from sales receipts.

Purchase, Supply and Transportation Service

Provision is made, as approved in 1954, for two professional and twenty-eight general service posts.

Full details of the corresponding Division were given on page 111 of the 1954 budget estimates (A/2383). The common storekeeping service with the World Health Organization and the World Meteorological Organization is working satisfactorily: the service has absorbed without staff increases the work entailed for it by the creation of a common purchasing service; and as the result of a further review of the requirements of the service, two clerical posts are proposed for downgrading; one from general service level 6 to level 5; the other from general service level 4 to level 2.

Building Management Service

Provision is made, as approved in 1954, for five professional and eighty-four general service posts.

The proper maintenance of the Palais des Nations and the other United Nations properties at Geneva is a heavy responsibility, with serious financial implications. Having regard to these responsibilities (cf., report of the Advisory Committee, A/2501, paragraph 101), the post of the Chief of the Service is proposed for upgrading from first to senior officer level; the extra cost in 1955 would be \$300 net.

The estimates include, as in previous years, a global provision for artisans, foremen, gardeners, etc. It is proposed to add, at a cost of \$4,000, two technicians (one mason and one electrician) to this staff, in order to put the maintenance of the property on an adequate basis. Provision for one radio technician and one recording technician, previously included in the above-noted credit, has been transferred to chapter II, Information Centre.

Revenue estimated at \$211,000 is expected to be derived in 1955 from the activities of this service.

Table 18-4. Administrative and Financial Services

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 15,400
		<i>Professional</i>	
2	2	Senior officer	25,830
2	2	First officer	20,850
4	4	Second officer	35,720
2	1	Associate officer	5,250
1	1	Assistant officer	5,650
			108,700

Table 18-4. Administrative and Financial Services (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
		<i>General service</i>	\$
		(Dollar equivalent of local salary scale)	
1	2	Level 7	10,900
5	5	Level 6	19,080
10	10	Level 5	36,550
7	10	Level 4	29,780
2	2	Level 3	6,090
2	2	Level 2	5,000
39	42		107,400
Add: Cost-of-living adjustment.....			4,870
			112,270
			112,270
			220,970
Deduct: Adjustment for turnover of staff.....			8,970
			TOTAL \$212,000

The consolidated manning table (table 18-4) provides for ten professional and twenty-five general service posts for Administrative and Financial Services proper, and one professional and six general service posts for the Joint Medical Service. For the latter unit, the budget provides for a chief at senior officer level, and the following general service posts: two nurses and a secretary at level 5 and two laboratory assistants and a clerical assistant at level 4.

The total estimate shows an increase of four general service posts, but a decrease of one professional post by comparison with the 1954 approved establishment. The specific post changes are indicated below.

Details of the work of the Administrative and Financial Services were given on page 112 of the 1954 budget estimates (A/2383). While two extra posts were approved for the Finance Division in 1954, a third, requested for the Personnel Division, was withheld. Experience has, however, confirmed the need for additional clerical help both in the Personnel Division and in the Finance Division. Three additional general service posts are therefore requested, but their cost is partially offset by the abolition of a post of associate officer.

Among the changes proposed is, first, the upgrading of the post of payroll clerk from general service level 6 to 7; with part-time clerical assistance, the incumbent of this post is responsible for compilation of a payroll of between 900 and 1,200 staff in ten different offices; secondly, the upgrading from general service level 5 to 6 of the senior clerk on the accounts of the High Commissioner's branch offices and voluntary funds.

The Joint Medical Service now covers six organizations in four different buildings. When the International Telecommunication Union and the World Meteorological Organization decided to participate, the six organizations jointly reviewed the staff needs of the service and agreed that two extra posts were justified; only one, however, was requested in the 1954 budget, pending some experience of the working of the enlarged service. It is now clear that the service requires additional help on the clerical side and in the laboratory; it is hoped to find one person who can assist in both respects, and the second new post at general service level 4 is requested. The need was confirmed by a management survey conducted by two of the participating organizations.

A further slight revision of the cost-sharing agreement has been made, as a result of which the percentage of net costs finally falling upon the United Nations is decreased from about 33.5 per cent to exactly 33 per cent.

Revenue estimated at \$24,000 is expected to be derived in 1955 from the activities of the service.

Table 18-5. Recapitulation

Service or Office	Number of posts		Gross salaries including cost-of-living for general service staff ^a	Adjustment for turnover of staff	Total
	1954	1955			
Office of the Director	12	12	\$ 103,250	\$ 4,250	\$ 99,000
Library	23	23	127,000	5,000	122,000
Conference and General Services	385	385	1,780,600	71,600	1,709,000
Administrative and Financial Services	39	42	220,970	8,970	212,000
TOTAL	459	462	\$2,231,820	\$89,820	\$2,142,000

^a The cost-of-living adjustment for general service staff under chapter I amounts to \$59,420.

(ii) *Consultants* \$ 3,500
 1954: 4,000
 1953: 339

The estimate includes \$2,500 in respect of the Bureau of Missing Persons, and \$1,000 for other needs.

(iii) *Temporary assistance* \$146,000
 1954: 120,300
 1953: 218,894

The transfer during 1954 of language posts from Headquarters accounts substantially for the reduction in the estimates for 1954 and 1955 as compared with 1953 expenditures.

The 1954 figure excludes a sum of \$15,000 in respect of temporary assistance for a meeting of the International Law Commission. This sum, appropriated originally in the 1954 estimates for the European Office, is included under section I of these estimates for the reason therein explained.

The net increase for visiting conferences is \$5,700. A new provision estimated at \$9,000 is required for the United Nations Congress on Prevention of Crime and Treatment of Offenders. Reductions totalling \$3,300 have been made in the estimated provision for meetings of the Economic and Social Council and a functional commission of the Council.

The estimates for Spanish translation propose an increase of \$13,000 over the amount of \$7,000 approved for 1954. That estimate however, was based on the assumption that most of the additional staff required would be seconded from New York (see A/2383, page 114). It has since been found possible and more economical to obtain staff locally.

For local needs a provision of \$8,000 is included in the estimates to cover interpretation requirements for the Economic Commission for Europe. As explained above, the abolition of two posts of interpreter allow for savings in the total estimate substantially in excess of \$8,000. The increase of \$2,000 for additional temporary help to extend the Visitors Service (which allows for an estimated increase of \$5,000 in revenue), is offset by reductions for local conferences and sick-leave replacements, etc. Estimates are detailed in summary form below, under the headings noted above, with the 1954 appropriated amounts included to serve as a comparison.

Visiting Conferences

	1955	1954
Economic and Social Council	\$ 50,000	\$ 50,300
Functional commission of the Economic and Social Council	18,000	21,000
United Nations Congress on Prevention of Crime and Treatment of Offenders	9,000	—
Spanish translation	20,000	7,000

Local needs	1955	1954
		\$
Local conferences	14,000	15,000
Sick-leave replacement and temporary additions to strength	17,000	19,000
ECE interpretation requirements	8,000	—
Visitors service	10,000	8,000
	\$146,000	\$120,300

(iv) *Overtime and night differential* \$ 12,000
 1954: 17,000
 1953: 11,106

The estimate is submitted in line with experience.

(v) *Casual labour* \$ 55,000
 1954: 55,000
 1953: 55,142

It is proposed to continue the reduced cleaning standards introduced in 1953.

(vi) *Travel on official business* \$ 5,000
 1954: 4,600
 1953: 5,867

The estimate is to cover journeys to Headquarters in connexion with Advisory Committee or General Assembly sessions, journeys within Europe in respect of procurement of supplies or recruitment of staff, and representation of the Secretary-General at meetings of other organizations in Europe.

CHAPTER II

Information Centre \$102,900
 1954: 93,800
 1953: 95,741

The work of the Centre was described on page 114 of the 1954 budget estimates (A/2383).

Progress has been made in the development of a common service to supply the technical facilities required for radio and cinema work undertaken by the main international organizations in Geneva. The specialized agencies have for some years made use of the United Nations radio studio and cinema, and arrangements are now being made under which the cost of the salaries of the technical staff required will be shared by the various users, though the staff itself will be included in the United Nations budget.

(i) *Established posts* \$ 95,300
 1954: 85,500
 1953: 88,219

Table 18-6. Information Centre

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 16,400
<i>Professional</i>			
2	2	First officer	24,060
1	1	Second officer	9,190
2	2	Associate officer	14,290
			63,940
<i>General service</i>			
<i>(Dollar equivalent of local salary scale)</i>			
5	5	Level 5	\$ 21,810
2	1	Level 4	3,720
13	12		25,530
Add: Cost-of-living adjustment			1,270
			26,800
Technical unit			8,180
Add: Cost-of-living adjustment			350
			8,530
			99,270
Deduct: Adjustment for turnover of staff			3,970
			95,300
TOTAL			\$95,300

The provision for a technical unit covers one sound technician, shown in previous estimates under established posts, one radio electrician, previously carried under the lump sum credit for manual workers in the Internal Division (a corresponding reduction having been made in the credits for that division), and an additional technician who was recruited to take charge of the now considerable film library of the United Nations and its Technical Assistance Administration, the World Health Organization and the International Labour Office, and to operate the cinema projector for them. The need for this additional technician was agreed by the participating organizations.

Revenue estimated at \$3,000 is expected to be derived in 1955 from the joint technical service.

(ii) <i>Temporary assistance</i>	\$ 500
1954:	500
1953:	934
(iii) <i>Overtime and night differential</i>	\$ 100
1954:	100
1953:	107
(iv) <i>Travel on official business</i>	\$ 1,000
1954:	1,000
1953:	1,248
(v) <i>Photographic supplies and services</i>	\$ 500
1954:	500
1953:	308
(vi) <i>Radio services</i>	\$ 5,000
1954:	5,800
1953:	4,035

The increased figure in 1954 as compared with 1953 was due to a change to a gross accounting basis in respect of expenditure arising from use of the services by the International Labour Organisation and the World Health Organization. Experience suggests, however, that the increased costs will be less than expected.

(vii) <i>Miscellaneous supplies and services</i>	\$ 500
1954:	400
1953:	890

This item is to cover part-time information activities in Poland, which country is now included in the area covered by the Centre.

CHAPTER III

Joint Secretariat of the Permanent Central Opium Board and Drug Supervisory Body	\$ 65,500
1954:	53,800
1953:	46,195

The common staff costs and common service expenses are provided under chapters V and VI of section 18; documents, languages and other facilities are provided out of chapter I of section 18.

A statement of the origin and functions of the Permanent Central Opium Board and the Narcotic Drugs Supervisory Body was included on page 115 of the 1954 budget estimates (A/2383). The figures below are those presented by the Board, with the exception that the estimate for established posts has been reduced by 4 per cent on account of assumed turnover, in accordance with the practice adopted throughout the United Nations budget.

The Board has requested that the post of Deputy Secretary (first officer) which fell vacant in 1952 should again be included in the budget; the Secretary-General has agreed with this request in view of the increased work resulting from the implementation of the 1948 Protocol and the probable coming into force of the 1953 Opium Protocol. Apart from this, the estimates cover only the normal expenditure arising from the application of existing instruments, namely, the 1925 and 1931 Conventions and the 1948 Protocol. The Board has, however, prepared an additional estimate, totaling approximately \$18,000, of which approximately \$6,000 would fall within chapter III of section 18, for the extraordinary expenses which would arise in 1955 should the 1953 Protocol come into force. The Secretary-General feels that it would be preferable to meet any such extraordinary expenses in accordance with the procedure laid down in the General Assembly resolution relating to unforeseen and extraordinary expenses.

(i) <i>Established posts</i>	\$ 62,000
1954:	50,300
1953:	45,033

Table 18-7. Joint Secretariat of the Permanent Central Opium Board and Drug Supervisory Body

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 14,000
<i>Professional</i>			
-	1	First officer	11,600
1	1	Second officer	8,230
1	1	Associate officer	7,880
2	2	Assistant officer	10,960
			52,670
<i>General service</i>			
<i>(Dollar equivalent of local salary scale)</i>			
1	1	Level 6	\$ 5,370
1	1	Level 5	3,100
1	1	Level 4	3,090
8	9		11,560
Add: Cost-of-living allowance			290
			11,850
Deduct: Adjustment for turnover of staff			64,520
			2,520
TOTAL			\$62,000

(ii) <i>Temporary assistance</i>	\$ 1,000
1954:	1,000
1953:	1,162
(iii) <i>Travel on official business</i>	\$ 2,500
1954:	2,500
1953:	-

The estimate provides for the possibility of two journeys outside Europe and two within Europe.

CHAPTER IV

Secretariat of the Economic Commission for Europe \$985,000
 1954: 975,500
 1953: 958,805

No change is proposed at this stage in the existing structure of the secretariat for the Economic Commission for Europe. The estimates are presented at a level consistent with the amount appropriated for 1954, and are based upon a continuing establishment at the same level as that approved at the eighth session of the General Assembly.

There has been, however, a notable increase in the participation by certain countries in the work of the Commission's technical committees. This participation increases the scope of the work of ECE and thus increases the responsibilities of the secretariat in a number of fields, in particular in the field of trade. The effect of this factor has been felt in the work programmes of the various committees and of the Commission itself, as indicated in the report of the ninth session of ECE to the Economic and Social Council (E/2556).

Every effort will be made in assigning appropriate priorities to meet the work programme for 1955 within the budgetary provision included in these estimates. Given the fact, however, that the estimates have been prepared early in 1954 to cover requirements extending through 1955, there exists some uncertainty as to whether such a goal may be realized. In the light of the decisions which the Economic and Social Council may take on the recommendations contained in the ECE report, the Secretary-General may wish to advise the General Assembly subsequently whether in his opinion the level of the estimates currently submitted is adequate for 1955.

Following the pattern set for the 1955 estimates, the establishment of the secretariat of the Commission has been consolidated in a single manning table. The provisions proposed under the items "consultants," "temporary assistance" and "overtime" remain at the same level as the corresponding 1954 appropriations. A small increase of \$3,000 has been proposed under "travel on official business" in order to meet increased travel requirements necessitated by wider participation of certain countries in the work of the Commission and its committees.

(i) *Established posts* \$940,000
 1954: 933,500
 1953: 894,749

Table 18-8. Secretariat of the Economic Commission for Europe

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Executive Secretary	
		Salary	18,000
		Allowance	3,500
4	4	Director	64,470
2	2	Principal officer	26,590
		<i>Professional</i>	
10	10	Senior officer	127,505
11	11	First officer	113,850
23	23	Second officer	198,295
10	10	Associate officer	59,035
14	14	Assistant officer	76,505
			687,750

Table 18-8. Secretariat of the Economic Commission for Europe (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
		<i>General service</i>	
		(Dollar equivalent of local salary scale)	
14	15	Level 6	65,329
22	21	Level 5	81,263
35	35	Level 4	129,538
9	9	Level 3	28,340
155	155		304,470
Add: Cost-of-living adjustment			13,670
			318,140
			318,140
			1,005,890
Deduct: Adjustment for turnover of staff			65,890
			TOTAL \$ 940,000

The increase over 1954 is due to annual increments.

The Office of the Executive Secretary comprises the Executive Secretary, four professional and eight secretarial and clerical posts. The functions of this office remain essentially the same as described in the *Administrative Manual*, volume I, Organization. Attention is drawn to the increasing importance of the work of ECE in East/West trade, which is carried out by this office.

The Research and Planning Division, headed by a Director, consists in addition of thirty-four professional and twenty-seven secretarial and clerical posts (including five professional assistants).

The work programme of the Division comprises:

Priority projects of a continuing nature

Continuing review and analysis of European economic developments and problems, including preparation and publication of the *Annual Survey* and the *Quarterly Economic Bulletin for Europe*;

Special studies called for by resolutions of the Commission: for example, the study of development problems of Southern Europe and the statement on problems of European agricultural production and trade in agricultural products;

Collaboration with and assistance to other divisions in planning and carrying out economic research (including the gathering and presentation of statistics) in the respective technical fields;

Collection, improvement, standardization and dissemination of economic statistics and promotion of international statistical co-operation through:

The collection, collation and dissemination of statistics in studies, statistical bulletins and other publications of the Secretariat;

Co-operation with national statistical agencies and with other international organizations in improving national statistics and their international comparability;

The promotion of co-operation among international organizations on European statistical activities.

As with the Office of the Executive Secretary, this Division is affected by the increase in work on East/West trade, for which it must prepare much of the background material. Should the Council, at its eighteenth session, approve the recommendations of the ninth session of the Commission, the Division will have greater responsibilities for work on the development problems of southern Europe and on problems of European agriculture.

The Transport Division, headed by a Director, consists, in addition, of twelve professional and eleven secretarial and clerical posts (including one professional assistant).

The 1954/55 work programme of the Inland Transport Committee and the Transport Division includes:

Priority projects of a continuing nature

Continuous interpretation and implementation of international transport conventions, agreements, general transport policy, etc.;

Studies of tariff problems;

Development, improvement and publication of transport statistics;

Development and improvement of transport of passengers and goods by road;

Prevention of road accidents;

Studies of transport costs;

Rational routing of rail transport.

Priority projects of an ad hoc nature

Transport of perishable foodstuffs;

Transport containers and mechanization of handling operations;

Simplification of frontier formalities;

Transport and handling of dangerous goods and related operations;

Safety at level crossings;

Transport terminology and definitions.

It will be noted that the number of priority projects has been reduced by comparison with the 1953/54 programme described in the 1954 budget estimates. At its meeting in January 1954, the Inland Transport Committee decided to concentrate its efforts on making greater progress in a smaller number of projects; as a result, ten projects in which the Committee was interested have been placed in the "other projects" category until such time as staff resources permit the resumption of work upon them. Among these "other projects" are a number to which the Inland Transport Committee attached special importance, namely, particular cases of transport investments; international financing of investments; tourism; water transport regulations; and currency transfers; and the Committee noted that circumstances might arise during the current year which would render it desirable to raise their priority.

The *Industry Division*, headed by a Director, comprises, in addition, twenty-one professional and twenty-five secretarial-clerical posts (including three professional assistants).

The 1954/55 work programme for the respective committees served by the Industry Division includes:

In coal

Priority projects of a continuing nature

Continuing review of the coal market;

Distribution of export availabilities;

Studies on consumption of solid fuels by consumption sectors;

Forecasts of solid fuels production and consumption;

Promotion of more rational utilization of solid fuels;

Collaboration with the Economic Commission for Asia and the Far East and the Economic Commission for Latin America on coal and lignite classification and coal utilization questions;

Development, improvement and publication of coal statistics.

Priority projects of an ad hoc nature

Coal and lignite classification systems;

Studies on coal in relation to other forms of energy;

Reduction of reliance on extra-European sources of supply of coal.

In electric power

Priority projects of a continuing nature

Studies on the electric power outlook in Europe;

Annual analyses of consumption, production, etc. of electric power during the previous year;

Development of transfers of electric power across frontiers;

Development of hydro-electric resources of common interest;

Rural electrification;

Development, improvement and publication of electric power statistics.

Priority projects of an ad hoc nature

Development of exports of electric power from Yugoslavia;

Study of the potential hydro-electric resources of European countries;

Study on the depreciation of capital assets of electricity companies.

In engineering and industrial materials

Priority projects of a continuing nature

Review of trends of production, demand and trade in engineering products;

Unification of contract practices.

In housing and building

Priority projects of a continuing nature

Annual survey of housing progress and policies;

Studies of certain factors relating to the reduction of the cost of building, development of model building codes and regulations, contract practices in the building industry, trends in mechanization, costs of various types of construction;

Development, improvement and publication of housing and building statistics.

Priority projects of an ad hoc nature

Assistance to less industrialized countries;

East/West trade in building materials and components.

In steel

Priority projects of a continuing nature

Annual review of steel production and consumption trends in Europe;

Trends in steel technology;

Co-operation with ECAFE and ECLA on problems of steel development;

Periodic review of the market in flat steel products;

Periodic review of European steel exports and steel demand in non-European countries;

Development, improvement and publication of steel statistics.

Priority projects of an ad hoc nature

Study on tubes;

Study on metals and materials competitive with steel;

Study of market research in the steel industry.

As in the case of transport, a certain number of projects in these fields have been placed in the "other projects" category in order to concentrate staff resources on the most urgent and fruitful projects. The increasingly all-European participation in the technical committees has particular implications for this division, which services four committees and their subsidiary organs.

The remaining two divisions are the *ECE/FAO Timber* and *ECE/FAO Agriculture Divisions*. By agreement with the United Nations Food and Agriculture Organization, the professional staff of these divisions is furnished by that agency, while the ECE budget provides only for secretarial-clerical staff. The only change from 1954 in these divisions is the upgrading from level 5 to level 6 of a clerical post

in the ECE/FAO Agriculture Division to bring it on a par with similar posts in the other divisions.

The 1954/55 work programme of the Timber Committee and the Division includes:

Priority projects of a continuing nature

Continuing review of the timber market;

Establishment of timber price series of European countries;

Studies on the more rational utilization of wood;

Studies on the trends of production, consumption and trade in timber and timber products;

Development, improvement and publication of timber statistics.

Priority projects of an ad hoc nature

Study on long-term arrangements for timber imports and exports.

The work programme in timber is developed and carried out jointly with FAO. The projects above are those for which the ECE Timber Committee has the primary responsibility. Joint projects for which FAO is primarily responsible are not listed.

The 1954/55 work programme of the ECE/FAO Agriculture Division includes:

Priority projects of a continuing nature

Studies on productivity and income in agriculture, e.g., development of agricultural prices and relationship of prices received by farmers and those paid, income and rentability of comparable types of farms.

Priority projects of an ad hoc nature

Studies on quality standards for perishable foodstuffs.

At its eighth session, the Commission requested a basic statement on European agricultural problems with a view to determining at its ninth session a more fundamental programme of work in agriculture. Its decisions on this matter will affect the work of both the Agriculture Division and the Research and Planning Division.

(ii) <i>Consultants</i>	\$ 5,000
1954:	5,000
1953:	2,182
(iii) <i>Temporary assistance</i>	\$ 14,000
1954:	14,000
1953:	38,115
(iv) <i>Overtime and night differential</i>	\$ 1,000
1954:	1,000
1953:	589
(v) <i>Travel on official business</i>	\$ 25,000
1954:	22,000
1953:	23,170

CHAPTER V

Common staff costs	\$655,200
1954:	666,400
1953:	633,356
(i) <i>Travel and removal expenses of staff and dependents</i>	\$ 32,000
1954:	40,000
1953:	31,515
(ii) <i>Installation payments</i>	\$ 15,000
1954:	20,000
1953:	14,810
(iii) <i>Separation payments</i>	\$ 30,000
1954:	25,000
1953:	48,434

Expenditure in 1953 for separation payments was abnormally heavy, as the result of a number of terminations

connected with the review of staff. An upward trend in the "normal" level of expenditure is, however, to be expected, both because benefits increase with length of service and because the low rate of turnover at Geneva in the past must probably be regarded as a minimum.

(iv) <i>Contributions: Joint Staff Pension Fund</i> ..	\$390,000
1954:	400,000
1953:	361,075

An increase in this estimate over the 1953 expenditure level necessarily follows from the increase in establishment authorized in 1954 by transfer of posts.

(v) <i>Repatriation grants</i>	\$ 20,000
1954:	20,000
1953:	16,718

(vi) <i>Children's allowance</i>	\$100,000
1954:	102,500
1953:	94,858

The rate of expenditure on this account, which had been increasing for several years, seems to have become stabilized.

(vii) <i>Medical insurance</i>	\$ 16,000
1954:	17,000
1953:	13,570

(viii) <i>Travel on home leave</i>	\$ 42,000
1954:	32,000
1953:	42,583

Experience shows that home leave expenditure in the "even" years is less than in the "odd" years.

(ix) <i>Staff training</i>	\$ 7,500
1954:	7,500
1953:	7,102

(x) <i>Staff welfare</i>	\$ 1,000
1954:	1,000
1953:	970

(xi) <i>Contributions to State social insurance</i>	\$ 1,700
1954:	1,400
1953:	1,721

The estimate covers certain staff members who are compulsorily insured under Swiss State social insurance schemes.

CHAPTER VI

Common services	\$394,400
1954:	401,200
1953:	395,414

(i) <i>Telephone services (excluding long distance)</i>	\$ 20,000
1954:	19,000
1953:	21,787

The estimate has for some years been held at \$19,000, in the absence of reliable experience of costs of a "typical" conference programme in the Palais des Nations since it was extended in 1950/1951; it is now clear that some increase must be made.

(ii) <i>Cables, telegraph and long-distance telephone</i> ..	\$ 10,500
1954:	10,500
1953:	22,198

The estimate assumes that the introduction of a United Nations radio link between Geneva and New York will eliminate teleprinter costs.

(iii) <i>Postal services</i>	\$ 53,000
1954:	53,000
1953:	55,169

Expenditure has run at over \$55,000 for some years, but it is assumed that some reduction in documentation will be achieved by 1955.

(iv) <i>Maintenance of premises</i>	\$ 68,000
1954:	71,000
1953:	62,873

A special credit of \$25,000 (additional to the 1954 estimate shown above) was authorized from the Working Capital Fund in 1954 to meet some of the urgent repairs which were the subject of comment in paragraphs 100-102 in the Advisory Committee's report on the European Office (A/2501). The total provision for 1954 will be included in supplementary estimates to be submitted to the ninth session of the General Assembly.

The 1955 estimate includes a non-recurrent provision of \$6,000 for arrears of repair work on roads and pavements, plus \$62,000 for current maintenance. It is anticipated that, with the addition of two technicians to the staff of the Division, an annual sum of this order (assuming stability of prices) will be adequate to keep the building in proper repair in the immediate future, in view of the large amount of repairs to be undertaken in 1954.

(v) <i>Utilities</i>	\$ 57,000
1954:	61,000
1953:	56,127

Experiments in 1953 with a cheaper fuel oil than that used previously proved satisfactory, and the reduction in the 1955 estimate is the result.

(vi) <i>Stationery and office supplies</i>	\$ 36,000
1954:	36,000
1953:	31,068

The estimate provides for purchases equal to one year's consumption, at current prices.

(vii) <i>Internal reproduction supplies</i>	\$ 95,000
1954:	92,000
1953:	104,894

The estimate provides for purchases equal to one year's consumption, at current prices.

(viii) <i>Telecommunication supplies</i>	\$ 4,500
1954:	5,000
1953:	1,522

The estimate covers purchase of sound-recording discs and spare parts for maintenance. Expenditure for the latter purpose until 1953 was small, as most of the equipment was fairly new; it must, however, be expected to rise.

(ix) <i>Rental and maintenance of office and other equipment</i>	\$ 16,000
1954:	17,000
1953:	10,065

As explained in the 1954 budget estimates (A/2383), the sharp increase in 1954 over 1953 was due to inclusion of \$6,000 (approximately one half of the total of the sum needed) for expert cleaning of the carpets in the Palais des Nations. The balance required to complete the cleaning (\$5,000) is included in the 1955 estimates; the remainder of the estimate (\$11,000) is required for repairs to furniture (\$5,000), the need for which increases in view of the very small replacement programme, and the upkeep of machines (\$6,000).

(x) <i>Operation and maintenance of transport equipment</i>	\$ 3,500
1954:	4,200
1953:	2,771

Most of the office cars are old; major overhauls for two were provided for in the 1954 estimates. The 1955 estimate is based on the assumption that one of the existing cars will be replaced (cf., item (v), chapter VII).

(xi) <i>Freight, cartage and express</i>	\$ 11,500
1954:	12,000
1953:	11,330

This estimate is submitted in line with experience.

(xii) <i>Air freight</i>	\$ 1,000
1954:	2,500
1953:	832

The relatively high 1954 figure was based on experience in 1952; strict control measures have succeeded in reducing the expenditure.

(xiii) <i>Insurance</i>	\$ 5,500
1954:	6,000
1953:	5,377

The estimate covers property insurance, third-party insurance on motor vehicles, and public-liability insurance.

(xiv) <i>Cafeteria</i>	\$ 1,200
1954:	2,500
1953:	—

Provision is made for replacements of crockery, etc., the need for which varies somewhat from year to year.

(xv) <i>Miscellaneous supplies and services</i>	\$ 4,700
1954:	2,500
1953:	3,145

This provision includes an amount of \$1,700 for rental of equipment and for purchase of sound-recording discs required for meetings of the United Nations Congress on Prevention of Crime and Treatment of Offenders. It covers additionally estimated expenditures for miscellaneous press advertisement, reproduction of post-cards for sale and other minor requirements.

(xvi) <i>Medical supplies and services</i>	\$ 7,000
1954:	7,000
1953:	6,256

The estimate covers part-time medical assistance in the clinic (\$2,500), supplies and outside examinations (\$2,800) and replacements for clinic staff. The cost of such replacements is charged to this account for convenience in recovery from other participating organizations, who together bear two-thirds of the expense under this item of the budget.

CHAPTER VII

Permanent equipment	\$155,500
1954:	166,600
1953:	81,226

The 1954 figure includes an exceptional provision of \$51,000 for the construction of a radio transmitting station. Excluding that, the 1954 estimates and those for several years previously have been kept below the level required for an adequate replacement programme, in order to offset as far as possible unavoidable increases elsewhere. For 1955, another exceptional item is included—\$65,000 for renewal of the air-conditioning plant—and other items have therefore again been held down to a low level; consideration will, however, be given in the near future to the establishment of a normal replacement programme.

For 1953 expenditures under this chapter were exceptionally low, because over-all budget reductions in section 20 could only be met by deferment of purchases under chapter VII.

(i) <i>Furniture and fixtures</i>	\$ 21,000
1954:	34,000
1953:	20,266

In view of the general budgetary position, the programme of completing the furnishing of conference rooms at Geneva has been suspended. The estimate provides only for minimum replacements of worn-out furniture (\$7,000);

shelving (\$4,000); five huissier's posts (\$1,500); show windows for sales publications (\$1,500); cabinets and Kardex equipment (\$6,000); miscellaneous (\$1,000).

(ii) *Office equipment* \$ 20,000
1954: 29,000
1953: 657

The estimate covers: replacement of eleven Roneo machines dating from 1949 (\$5,000), replacement of a multi-graph machine dating from 1937 (\$4,500); replacement of thirty-six typewriters with non-standard keyboards (\$5,000); replacement of adding and calculating machines (\$4,000); purchase of an automatic stapling machine (\$1,000); miscellaneous (\$500).

As an indication of unsatisfied needs, it may be noted that there are at present over 100 typewriters with non-standard keyboards, and that in order to replace these by 1957 while maintaining the present level of expenditure there can be no replacement of machines already over ten years old (the "normal" policy at Geneva) until 1958.

(iii) *Telecommunication equipment* \$ 2,500
1954: 23,300
1953: 657

Of the 1954 figure, \$23,000 relates to the proposed construction of a radio transmitter, being part of the total figure of \$51,000 referred to above (the remainder is included under item (vi), Improvements to premises).

The 1955 estimate covers replacement of four sound-cribers, used for recording discussions in meetings.

(iv) *Library books and equipment* \$ 22,000
1954: 22,000
1953: 21,340

The estimate is required, together with an expected \$13,000 income from the Library Endowment Fund, for the following:

	From the budget	From Endowment income
Purchases	\$ 6,000	\$2,500
Subscriptions	6,000	3,000
Binding	10,000	6,500
Equipment	—	1,000

(v) *Transportation equipment* \$ 3,500
1954: 2,000
1953: 4,423

It is proposed to replace one car bought in 1948. An off-setting item of \$1,000 in respect of the trade-in value of the old car is included under the heading of miscellaneous revenue.

(vi) *Improvements to premises* \$ 76,500
1954: 46,700
1953: 14,517

The estimate covers:

(a) \$65,000 for the renewal of the air-conditioning plant in the Assembly block, which a second expert opinion has reported to be necessary (see paragraph 132 of the Advisory Committee's report of 16 October 1953 (A/2501));

(b) \$4,000 for the third and last stage of the transformation of the "tunnel" into documents storage space;

(c) \$7,500 for the modernization of a second passenger lift (No. 7, in the Assembly block).

The 1954 figures include \$28,000 in respect of the construction of a United Nations radio network link with New York.

(vii) *Miscellaneous equipment* \$ 10,000
1954: 9,000
1953: 5,113

The estimate covers: miscellaneous tools and cleaning equipment (\$2,500); replacement of staff restaurant tables and chairs (\$1,700); one mechanical transporter for the stores section (\$3,500); a glass-washing machine and an ice-making machine for the conference sector (\$800); equipment for the documents service (\$1,500).

Section 19. Office of the United Nations High Commissioner for Refugees

\$697,000

(1954: \$685,000 1953: \$644,835)

At its 453rd plenary meeting, on 23 October 1953, the General Assembly decided to continue the Office of the United Nations High Commissioner for Refugees for a period of five years from 1 January 1954 on the basis of the Statute of the Office contained in the annex to General Assembly resolution 428(V).

The 1955 estimates for the Office of the High Commissioner for Refugees are based on the same establishment of 107 posts as approved for 1954. Minimum needs for the new branch offices in Rio de Janeiro, Cairo and Munich, will be met in 1955, as in 1954, by some rearrangement of work as between branches and headquarters, and by limiting the amount of official travel in the branch offices. The increase of the appropriation requested for 1955 over 1954 is thus wholly accountable to normal within-grade increments.

The High Commissioner for Refugees carries out certain relief activities from voluntary funds mainly through the aid of non-governmental organizations. All costs connected with these activities are charged against voluntary funds accounts. No provision is made in these budget estimates for any such activities or for the cost of administrative expenses which they entail.

CHAPTER I

Headquarters Office of the High Commissioner .. \$307,300

1954: 296,700

1953: 288,585

(i) *Established posts* \$277,700

1954: 267,000

1953: 261,672

Table 19-1. Headquarters Office of the High Commissioner for Refugees

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	High Commissioner	\$
		Salary	23,000
		Allowance	7,000
1	1	Deputy High Commissioner	
		Salary	18,000
		Allowance	2,000
1	1	Principal officer	15,280
		<i>Professional</i>	
2	2	Senior officer	25,330
7	7	First officer	71,020
2	2	Second officer	13,830
2	2	Associate officer	12,820
4	4	Assistant officer	23,200
			211,480

Table 19-1. Headquarters Office of the High Commissioner for Refugees (continued)

Number of established posts		Category and post level	Gross salaries
1954	1955		
<i>General service</i>			\$
(Dollar equivalent of local salary scale)			
1	1	Level 7	\$ 4,510
3	3	Level 6	13,670
3	3	Level 5	10,400
14	14	Level 4	40,900
2	2	Level 3	4,960
43	43		74,440
Add: Cost-of-living adjustment.....			3,480
			77,920
			289,400
Deduct: Adjustment for turnover of staff.....			11,700
TOTAL			\$277,700

(ii) *Consultants* \$ 2,000
 1954: 5,600
 1953: 146

Provision is requested for special studies or reports on matters which are the concern of the Office of the High Commissioner, but for which special qualifications may be needed.

(iii) *Temporary assistance* \$ 5,500
 1954: 2,000
 1953: 5,983

Provision is made for partial replacements of general service staff on sick or maternity leave and for additional help during peak periods of work, such as the meetings of the High Commissioner's Advisory Committee. The estimate is based on 1953 expenditure and on actual experience in the first months of 1954.

(iv) *Overtime* \$ 100
 1954: 100
 1953: 15

A token provision is requested.

(v) *Travel on official business* \$ 22,000
 1954: 22,000
 1953: 20,769

The estimate is based on 1953 expenditures and takes into account additional headquarters travel which will be required in connexion with the new branch offices.

CHAPTER II

Branch offices \$389,700
 1954: 388,300
 1953: 356,250

The role played by the branch offices in the proper functioning of the Office of the High Commissioner and in the protection of refugees was explained in the High Commissioner's report to the General Assembly (A/2394 and Corr. 1).

A review of the level of grading of posts in the branch offices, made in the light of comments of the Advisory Committee on Administrative and Budgetary Questions, has resulted in the downgrading of one principal officer post to senior officer, and one senior officer post to second officer.

(i) *Established posts* \$267,300
 1954: 260,000
 1953: 254,122

Table 19-2. Branch offices of the High Commissioner

Number of established posts		Category and post level	Gross salaries
1954	1955		
2	1	Principal officer	\$ 14,790
<i>Professional</i>			
6	6	Senior officer	77,730
2	2	First officer	19,740
7	8	Second officer	63,620
1	1	Associate officer	5,750
7	7	Assistant officer	34,080
			215,710
Deduct: Differential (net result of plus minus differentials at branch offices).....			8,100
			207,610
Add: Cost-of-living adjustment (Paris, London and New York branch office			2,880
			210,490
<i>General service</i>			
39	39		\$67,570
Add: Cost-of-living adjustment (Paris and New York branch offices).....			410
			67,980
64	64		278,470
Deduct: Adjustment for turnover of staff.....			11,170
			TOTAL \$267,300

The distribution of posts as between offices is as shown in the table below. However, as in the past, it is desired to retain power to transfer posts between offices as dictated by circumstances.

(ii) *Consultants* \$ 1,000
 1954: 1,000
 1953: 550

Provision is requested for making special studies or reports by local experts and voluntary societies on matters where particular local knowledge is necessary.

(iii) *Temporary assistance* \$ 4,000
 1954: 3,000
 1953: 3,476

The estimate provides for sick-leave replacements of general service staff. In small offices, leave of considerable duration is difficult to absorb.

(iv) *Overtime and night differential* \$ 700
 1954: 200
 1953: 663

(v) *Travel on official business* \$ 25,000
 1954: 25,000
 1953: 16,002

Increased provision is requested as compared with 1953, not only because of the greater number of offices, but because the staff of the local offices cannot be fully effective unless given adequate means of travel within their areas to the places where refugees are located, etc.

The 1955 estimates for the following items of expenditure for the branch offices for common staff costs, common service costs, and permanent equipment are based on 1953 experience, as amplified by knowledge of specific entitlements, etc. It is noted that, to a large extent, stationery is drawn from Geneva stocks. As regards permanent equipment, the initial needs of the Office have been met, but certain additions and replacements will be necessary by 1955.

(vi) <i>Travel and removal of staff and dependants</i> \$ 3,000	(xiii) <i>Communications services</i> \$ 11,000
1954: 4,000	1954: 12,000
1953: 3,313	1953: 8,954
(vii) <i>Installation payment</i> \$ 2,000	(xiv) <i>Rental and maintenance of premises</i> \$ 17,000
1954: 2,500	1954: 20,700
1953: 892	1953: 13,682
(viii) <i>Separation payments</i> \$ 2,000	(xv) <i>Stationery and office supplies</i> \$ 2,800
1954: 1,000	1954: 5,000
1953: 7,063	1953: 2,049
(ix) <i>Contributions: Joint Staff Pension Fund...</i> \$ 30,000	(xvi) <i>Operation and maintenance of transport...</i> \$ 5,400
1954: 30,000	1954: 5,400
1953: 25,332	1953: 4,077
(x) <i>Children's allowance</i> \$ 8,000	(xvii) <i>Miscellaneous supplies and services</i> \$ 3,000
1954: 6,000	1954: 5,000
1953: 6,691	1953: 2,963
(xi) <i>Medical insurance</i> \$ 3,500	(xviii) <i>Permanent equipment</i> \$ 2,000
1954: 3,000	1954: 2,000
1953: 2,930	1953: 1,678
(xii) <i>Home leave</i> \$ 2,000	
1954: 2,500	
1953: 1,813	

Level of post	Athens	Bangkok	Bogota	Bonn	Brussels	Cairo	Hague (sub-office)	London	Munich (sub-office)	New York	Paris	Rio de Janeiro (sub-office)	Rome	Vienna	Total by grade
Principal officer.....	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Senior officer.....	-	1	-	1	1	-	-	-	-	-	1	-	1	1	6
First officer.....	-	-	-	-	-	-	-	-	1	1	-	-	-	-	2
Second officer.....	1	-	-	1	1	1	-	1	-	-	-	1	1	1	8
Associate officer.....	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Assistant officer.....	1	-	-	1	-	1	1	-	-	1	-	-	1	1	7
SUB-TOTAL	2	1	1	3	2	2	1	1	1	2	2	1	3	3	25
<i>General service</i>															
Professional assistant or principal clerk...	-	-	-	1	2	-	-	-	-	-	-	-	-	-	3
Senior clerk or administrative assistant....	1	-	-	2	-	-	-	1	-	-	2	-	1	1	8
Clerk or secretary....	-	1	1	1	1	1	-	-	1	1	1	1	1	4	14
Stenographers.....	1	-	-	2	2	-	-	-	-	-	1	-	2	-	8
Junior clerk, chauffeur, etc.....	1	-	-	1	1	-	-	-	1	-	-	-	1	1	6
TOTAL STAFF	5	2	2	10	8	3	1	2	3	3	6	2	8	9	64

PART V

INFORMATION CENTRES (exclusive of the Information Centre at Geneva)

Section 20. Information Centres

\$905,100

(1954: \$877,400 1953: \$853,871)

The system of information centres developed during the last eight years on lines approved by the General Assembly from time to time (see resolution 13 (I), annex I, and resolution 595 (VI)) has continued to function satisfactorily.

The organizational changes proposed in the 1954 budget estimates were thoroughly reviewed in the light of comments by the Advisory Committee and the General Assembly. The study confirmed the immediate need for the two new centres proposed and for some representation in the Philippines and Indonesia.

Athens was chosen as the location of the new centre to serve Greece, Turkey and Israel, and Bogotá to serve Colombia, Ecuador and Venezuela. The Athens Centre began functioning in April and the Bogotá Centre in May 1954.

As reported in the 1954 estimates, two vacant posts of the Far Eastern Centre were detached to assign one information officer each to Manila and Djakarta. The two information officers took charge of their posts in August and October 1953, respectively.

With these changes effected, the United Nations now has an information centre or at least one information officer in twenty-four areas: eight in Europe, including the new Centre in Athens; seven in Asia and the Far East, including the information units in Manila and Djakarta and the information officer with the Economic Commission for Asia and the Far East; five in Latin America, including the new Centre at Bogotá and the information officer with the Economic Commission for Latin America; two in Africa, one in Australia and one in Washington.

It will be recalled that this improved distribution of the Centres was achieved by staff reductions effected in the Centres at London, Moscow, Paris and Prague. Further development would entail additional cost, but no expansion or change is proposed at this time.

While the arrangements were going forward to open the new offices, the Department of Public Information reviewed the work of the older Centres in the light of their experience so far and the comments made in the Advisory Committee and the Assembly. This review revealed the need for greater emphasis on feature or magazine-page material, for further efforts at decentralized production and for arrangements to cover developing United Nations activities in many countries.

Accordingly, the Department took steps to produce more thematic material at Headquarters, keeping the day-to-day reporting down to the minimum required to service correspondents from many countries accredited to Headquarters. The Centres have reported in detail on the topics of greatest interest to them and on the type of material desired. They have made special arrangements to place the material supplied with the most important media. In this way they have been able to improve their services to chains of newspapers, magazines and publications of specialized interest. The in-

creased flow of thematic material has also proved useful in developing special radio programmes, discussion groups and teaching courses.

As regards decentralized production, the Centres have given increased attention to stimulating and assisting authors and publishers to publish books and pamphlets of United Nations interest at their own cost. The year has shown an encouraging increase of such publications in many countries. The Centres have also been called upon to make a larger number of arrangements for translating and printing, especially in non-official languages. Several governments and non-governmental organizations have given generous assistance in these efforts, particularly in connexion with special material for United Nations Day.

It has been the experience of many Centres that more United Nations radio programmes would be acceptable to national networks if they were related even more closely to national tastes and interests. This would necessitate the establishment of radio officer posts at various centres. No such proposal is however made for 1955, but it is proposed, as an interim measure, to use Headquarters personnel on a limited scale for this purpose.

With the growth of technical assistance, United Nations Children's Fund and regional commission activities, the Centres have been called upon to render more and more coverage assistance to Headquarters. Not having the personnel for these increasing demands, the Centres have been called upon to make *ad hoc* arrangements through co-operation with Member States or by commissioning local correspondents and photographers.

Since the presentation of the last budget estimates, several regional conferences of non-governmental organizations interested in United Nations information have been convened. The Centres assisted in making all necessary conference and coverage arrangements for these very useful meetings.

There has been a steady increase in contacts with an expanding circle of professional non-governmental organizations interested in the United Nations as a whole or in some particular aspect of its work. With the support of the Centres concerned, new national committees of non-governmental organizations interested in United Nations information have come into being in several countries.

As part of their normal responsibilities, the Centres assisted as usual in organizing the essay contest which aroused great interest this year. Another normal responsibility, but one which is assuming increasing importance, is stimulating, assisting and co-ordinating activities for the observance of United Nations Day, which in 1953 was more extensive than ever before. Similar activities in co-operation with UNESCO were undertaken for the observance of Human Rights Day.

The Centres have continued to work closely with offices in their areas of the specialized agencies and United Nations bodies such as UNICEF, the United Nations Korean Re-

construction Agency and the Office of the United Nations High Commissioner for Refugees. They have taken the initiative in developing common services with these offices. Information programme planning among these offices in connexion with special observances is now common practice. Such routine measures as combined mailing lists, co-operation in the securing of translations and co-ordinated photo distribution are in effect. Regular meetings of the staff concerned are held with a view to achieving further efficiency and economies.

The increase in the budget estimates above the 1954 estimates is due mainly to automatic within-grade increments, increases in cost-of-living and consequent changes of the differential in certain Centres; in addition, operational expenditures of the Centres in Athens and Bogotá are estimated on a full-year basis, compared with provisions made for only eight months in the 1954 estimates.

CHAPTER I

Salaries and wages	\$546,900
	1954: 523,600
	1953: 476,175
(i) <i>Established posts</i>	\$490,050
	1954: 468,500
	1953: 420,399

Table 20-1. Information Centres

Number of established posts		Category and post level	Gross salaries
1954	1955		
4	4	Principal officer	\$
		<i>Professional</i>	56,720
7	7	Senior officer	90,820
19	19	First officer	202,040
7	7	Second officer	63,685
1	1	Associate officer	7,760
			421,025
		Deduct: Differentials ¹	16,645
			404,380
		Add: Cost-of-living adjustments ²	7,800
			412,180
		<i>General service</i>	
		(Dollar equivalent of local salary scales except in Washington and Monrovia, where salaries are paid in US dollars)	
36	36	Office assistant	102,430
74	74		514,610
		Deduct: Adjustment for turnover of staff	24,560
			TOTAL \$490,050

¹ Differentials applicable to 75 per cent of base salaries are as follows: Athens: minus 20 per cent; Cairo: minus 10 per cent; Copenhagen: minus 30 per cent; London: minus 25 per cent; Manila: plus 40 per cent; Mexico: minus 10 per cent; Moscow: plus 25 per cent; New Delhi: minus 10 per cent; Sydney: minus 20 per cent; Tehran: minus 30 per cent.

² Cost-of-living adjustment of 10 per cent of 75 per cent of base salary as adjusted by differential, subject to ceiling: Athens, London, Monrovia, Paris, Sydney and Washington.

No change in the number or level of posts is contemplated for 1955. The estimate provides for a total of seventy-four posts (thirty-eight in the professional category and thirty-six in the general service category) as in 1954, and includes \$920 for language allowance and \$7,800 for cost-of-living adjustments.

The distribution of the seventy-four posts by Centres is as follows:

Athens: two posts—one first officer and one office assistant;

Belgrade: two posts—one first officer and one office assistant;

Bogotá: two posts—one first officer and one office assistant;

Buenos Aires: four posts—one senior officer, one first officer and two office assistants;

Cairo: five posts—one senior officer, one first officer, one second officer and two office assistants;

Copenhagen: four posts—one senior officer, one first officer and two office assistants;

Karachi: three posts—one first officer, one second officer and one office assistant;

London: seven posts—one principal officer, one first officer, one second officer and four office assistants;

London-United Nations Postal Administration and Travel Unit: two posts—one associate officer and one office assistant;

Mexico City: five posts—one senior officer, one first officer, one second officer and two office assistants;

Monrovia: two posts—one first officer and one office assistant;

Moscow: six posts—one principal officer, one first officer, one second officer and three office assistants;

New Delhi: four posts—one senior officer, one first officer and two office assistants;

Paris: six posts—one principal officer, one first officer, one second officer and three office assistants;

Prague: two posts—one first officer and one office assistant;

Rio de Janeiro: four posts—one senior officer, one first officer and two office assistants;

Shanghai: six posts—one principal officer, one first officer (presently assigned to Djakarta), one second officer (presently assigned to Manila) and three office assistants;

Sydney: two posts—one first officer and one office assistant;

Tehran: two posts—one first officer and one office assistant;

Washington: four posts—one senior officer, one first officer and two office assistants.

Table 20-2. Recapitulation. Established posts

Information centre	Posts		Salaries			Adjustment for turnover of staff	Total
	1954	1955	Professional	General service	Total		
Athens	2	2	\$ 8,970	\$ 2,460	\$ 11,430	\$ 450	\$ 10,980
Belgrade	2	2	10,540	680	11,220	450	10,770
Bogotá	2	2	9,300	2,460	11,760	470	11,290
Buenos Aires	4	4	21,920	5,100	27,020	1,080	25,940
Cairo	5	5	28,050	5,300	33,350	1,330	32,020
Copenhagen	4	4	18,200	3,630	21,830	870	20,960
Karachi	3	3	18,010	2,120	20,130	810	19,320
London	7	7	31,320	7,070	38,390	1,540	36,850
London—UN Postal Administration and Travel Unit	2	2	6,740	2,470	9,210	370	8,840
Mexico City	5	5	32,650	4,630	37,280	5,490	31,790
Monrovia	2	2	13,220	3,300	16,520	660	15,860
Moscow	6	6	39,840	12,440	52,280	2,090	50,190
New Delhi	4	4	19,810	3,130	22,940	920	22,020
Paris	6	6	39,260	9,350	48,610	1,940	46,670
Prague	2	2	10,540	4,780	15,320	610	14,710
Rio de Janeiro	4	4	23,060	3,630	26,690	1,070	25,620
Shanghai	6	6	35,460	16,590	52,050	2,080	49,970
Sydney	2	2	12,290	2,050	14,340	570	13,770
Tehran	2	2	7,210	1,410	8,620	340	8,280
Washington	4	4	25,790	9,830	35,620	1,420	34,200
TOTAL	74	74	\$412,180	\$102,430	\$514,610	\$24,560	\$490,050

(ii) *Temporary assistance* \$ 20,500
 1954: 20,500
 1953: 22,852

Provision is made for additional staff during periods of exceptionally heavy activity at the Information Centres, such as preparations for United Nations Day, for translation of material into local languages, and for replacement of general service staff on sick leave of longer duration.

(iii) *Overtime and night differential* \$ 2,900
 1954: 2,600
 1953: 3,703

In accordance with prevailing local practice, payment of overtime has to be made for work beyond regular office hours or during week-ends and holidays.

(iv) *Casual labour* \$ 33,450
 1954: 32,000
 1953: 29,220

The estimate provides for the employment of casual labour personnel for messenger services, chauffeurs, mimeograph operators, office boys, etc.

CHAPTER II

Common staff costs	\$ 86,900		
	1954:	88,000	
	1953:	100,665	
	1955	1954	1953
(i) ¹ Travel and removal expenses of staff and dependents	\$ 3,000	\$ 3,000	\$ 5,460
(ii) Contributions: Staff Pension Fund	55,600	54,400	47,274
(iii) Repatriation grants	1,000	1,000	—
(iv) Children's allowances	13,100	11,300	12,796
(v) Travel on home leave	8,900	14,200	15,525
(vi) Contributions: medical and social insurance	2,800	1,600	2,427
(vii) Installation and termination payments	2,500	2,500	17,183
TOTAL	\$86,900	\$88,000	\$100,665

CHAPTER III

Other expenses	\$258,700		
	1954:	254,800	
	1953:	265,400	
	1955	1954	1953
(i) Travel on official business	\$ 30,500	\$ 30,500	\$ 32,842
(ii) Postal services	27,000	25,500	26,071
(iii) Communication services	20,400	20,400	21,664
(iv) Radio, photographic and motion picture supplies and services	5,900	7,300	11,419
(v) Rental and maintenance of premises and equipment	63,100	63,000	52,535
(vi) Stationery and office supplies	15,100	16,500	14,052
(vii) Internal reproduction supplies	20,800	20,900	20,175
(viii) Operation and maintenance of transportation equipment	6,300	8,700	9,799
(ix) Freight, cartage and express	21,500	21,500	20,866
(x) Miscellaneous supplies and services	48,100	40,500	55,977
TOTAL	\$258,700	\$254,800	\$265,400

CHAPTER IV

Permanent equipment	\$ 12,600		
	1954:	11,000	
	1953:	11,631	
	1955	1954	1953
(i) Furniture and fixtures	\$ 3,500	\$ 6,800	\$ 6,159
(ii) Library books, periodicals and maps	2,600	2,600	2,990
(iii) Transportation equipment	5,000	—	—
(iv) Radio, photographic and motion picture equipment	1,500	1,600	2,482
TOTAL	\$12,600	\$11,000	\$11,631

The estimates for chapters II, III and IV are based on past experience. The provision under item (iii) of chapter IV is requested for the replacement of two motor vehicles, one at the New Delhi and one at the Monrovia Information Centre.

It is intended to replace the two passenger cars in use by a station wagon in New Delhi and by a jeep-type car in Monrovia. The existing cars, which have been in heavy use for the last six years in New Delhi and the last four years in Monrovia, require constant repairs and are uneconomical in

oil and gasoline consumption. Maintenance and operation costs are increasing.

The cost of the two new vehicles is estimated at \$2,500 each, including transportation to the respective areas.

Table 20-3. Recapitulation. Total estimates, Information Centres

Information centre	Chapter I Salaries and wages	Chapter II Common staff costs	Chapter III Other expenses	Chapter IV Permanent equipment	Total
	\$	\$	\$	\$	\$
Athens	12,850	1,380	8,000	800	23,030
Belgrade	12,020	2,000	10,400	450	24,870
Bogotá	13,140	1,350	6,850	800	22,140
Buenos Aires	28,390	4,090	12,850	350	45,680
Cairo	35,410	5,140	13,950	400	54,900
Copenhagen	24,250	3,750	16,550	400	44,950
Karachi	21,920	2,940	12,850	350	38,060
London	53,840	10,560	26,950	450	91,800
Mexico City	34,990	9,570	15,000	350	59,910
Monrovia	17,660	2,790	7,800	2,800	31,050
Moscow	53,890	7,130	21,950	350	83,320
New Delhi	25,020	4,260	15,600	2,750	47,630
Paris	50,860	7,470	26,900	300	85,530
Prague	16,750	4,880	12,050	250	33,930
Rio de Janeiro	29,070	4,990	10,550	350	44,960
Shanghai	52,810	6,950	13,150	550	73,460
Sydney	16,160	1,920	8,500	300	26,880
Tehran	10,620	1,770	8,350	300	21,040
Washington	37,250	3,960	10,450	300	51,960
TOTAL	\$546,900	\$86,900	\$258,700	\$12,600	\$905,100

PART VI

SECRETARIATS OF REGIONAL ECONOMIC COMMISSIONS
(other than the Economic Commission for Europe)

\$2,122,500 (1954: \$2,082,600 1953: \$1,917,561)

Section 21. Secretariat of the Economic Commission for Asia and the Far East

\$1,152,300 (1954: \$1,123,900 1953: \$1,098,817)

The structure and functions of the Economic Commission for Asia and the Far East are described in the *Administrative Manual*, volume I, Organization.

The work programme of the secretariat for 1954 and 1955 was established by the Commission at its tenth session and is shown in detail in the annual report of the Commission to the Economic and Social Council (E/2553).

The Economic and Social Council at its seventeenth session decided (resolution 517 A (XVII)) to amend the terms of reference of ECAFE to include Cambodia, Ceylon, Republic of Korea, Japan, Laos, Nepal and Viet-Nam as members of the Commission, provided that in each case the States apply for such membership and agree to contribute annually such equitable amounts as the General Assembly shall assess from time to time in accordance with procedures established by the General Assembly in similar cases.

The amount of miscellaneous income which may be derived in 1955 as a result of this action cannot be estimated at this time.

As in previous years, the work programme of the secretariat for 1955 has been classified into the following three groups:

- (1) Continuing projects of high priority;
- (2) *Ad hoc* projects of high priority;
- (3) Other projects.

The 1955 estimates are based on requirements connected with the first two groups of projects.

Projects included in the third group will be undertaken only if available resources permit.

A review of the existing staff resources in terms of work programme requirements has indicated the necessity of strengthening in a limited way the professional staff and the higher levels of general service staff. Three professional posts at the associate officer level and six secretarial-clerical posts have therefore been added to the establishment. There is no increase in the total number of posts, however, the addition of these posts having been offset by the deletion of nine established posts of manual workers in the general service category which have been transferred to temporary assistance without any increase in the financial provision.

The Bureau of Flood Control and Water Resources Development, heretofore shown separately as chapter II of the estimates, has been merged with the rest of the Commission's secretariat in the 1955 estimates. The organization in 1955 would therefore consist of:

- (1) Office of the Executive Secretary;
- (2) Agriculture Division;
- (3) Flood Control and Water Resources Development Bureau;

- (4) Industry and Trade Development Division;
- (5) Research and Planning Division;
- (6) Transport Division;
- (7) Administrative, Conference and General Services.

The estimate includes \$13,500 for non-resident's allowance. It covers also a provision of \$15,000 for annual increments and \$37,300 for a cost-of-living adjustment for professional staff. It is the latter two items which account substantially for the increase over the 1954 approved estimate. The cost-of-living adjustment, which was put into effect in 1954, has been calculated at the rate of 10 per cent on 75 per cent of gross salaries, with a maximum of \$750. The adjustment is subject to staff assessment.

"Common staff costs" show a slight increase over 1954, amounting to \$3,200.

A decrease of \$23,100 from the 1954 estimate is reflected in "Common services".

Local currency expenses have been calculated at the exchange rate of 21 baht to the United States dollar as against 18 to 1 used in the 1954 estimates.

CHAPTER I

Salaries and wages	\$846,800
	1954: 798,500
	1953: 777,457
(i) <i>Established posts</i>	\$792,000
	1954: 739,700
	1953: 734,529

Office of the Executive Secretary

In 1955 this Office will comprise nine posts: the Executive Secretary and his deputy, two first officers and one assistant officer, and four secretarial and clerical posts. (The information officer and his secretary are included in the nine posts.)

Agriculture Division

The Agriculture Division will comprise two professional and two general service staff members. Under the agreement between the Economic Commission for Asia and the Far East and the United Nations Food and Agriculture Organization, ECAFE is to provide two professional officers, one first officer and one second officer, and two secretarial and clerical posts. Two other professional posts, including the Division Chief, are provided and paid for by FAO.

The following is the work programme of this Division for 1955:

1. Continuing projects and activities of high priority:
 - (a) Continuing review of current developments in the field of food and agriculture, including agrarian reform, in Asia and the Far East.

Table 21. Secretariat of the Economic Commission for Asia and the Far East

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Executive Secretary	
		Salary	18,000
		Allowance	3,000
3	3	Principal officer	45,530
		<i>Professional</i>	
6	6	Senior officer	76,380
17	17	First officer	177,990
19	19	Second officer	164,880
4	7	Associate officer	43,600
4	4	Assistant officer	22,620
			552,000
		Add: Differential (10% on 75% of salaries)	41,180
		Add: Cost-of-living adjustment	37,340
			\$630,520
		<i>General service</i>	
		(Dollar equivalent of general service local salary scale)	
12	13	Level 9	54,340
19	20	Level 8	64,810
10	12	Level 7	22,810
16	18	Level 6	26,370
12	12	Level 5	12,410
8	8	Level 4	6,610
4	4	Level 3	2,270
10	10	Level 2	4,940
9 ¹	-	Level 1	-
154	154		\$825,080
		Deduct: Adjustment for turnover of staff	33,080
			TOTAL \$792,000

¹ To be charged to temporary assistance in 1955.

2. *Ad hoc* projects of high priority:

- (a) Agricultural development planning and legislation;
- (b) Agricultural development financing and credit;
- (c) Agricultural prices and price policies;
- (d) Marketing of major agricultural commodities.

Flood Control and Water Resources Development Bureau

The Bureau will comprise five professional posts, including one principal officer, two senior officers, one first officer and one assistant officer, and five secretarial and clerical posts.

The work programme approved by the Commission for the Bureau for 1955 is as follows:

1. Continuing projects and activities of high priority:

- (a) Investigation and promotion of multiple-purpose river-basin development of the region;
- (b) Flood control and water resources development of international rivers;
- (c) Flood control methods;
- (d) Hydraulic research stations and hydrological observation;
- (e) Dissemination of technical information on flood control works and water resources development, including water tariffs. Publication of *Flood Control Series* and the *Flood Control Journal*, and distribution of technical reports and publications.

2. *Ad hoc* projects of high priority:

- (a) Regional technical conference on water resources development;
- (b) Training centre for water resources development;
- (c) Organizations for the execution of river-basin development in different countries of the region;

- (d) Group visit of experts on water resources development schemes to Europe and North America (in co-operation with the Technical Assistance Administration).

Industry and Trade Development Division

In 1955 this Division will comprise fifteen professional staff members, including one senior officer, six first officers, four second officers, three associate officers and one assistant officer. Nine secretarial and clerical staff members will complete the Division.

The work programme of this Division covers:

A. INDUSTRIAL DEVELOPMENT—GENERAL

1. Continuing projects and activities of high priority:

- (a) Economic development planning;
- (b) Trained personnel (required for economic development assistance to the International Labour Organisation and the United Nations Educational, Scientific and Cultural Organization).

2. *Ad hoc* projects of high priority:

- (a) Study of need for and possibility of establishing national management institutes and training centres (in co-operation with ILO, UNESCO and TAA).

B. COTTAGE AND SMALL-SCALE INDUSTRIES

1. Continuing projects and activities of high priority:

- (a) Dissemination of technical information on methods of production, equipment, layouts, processes and standards;
- (b) Promotion and co-ordination of research and experiments by countries of the region;
- (c) Economic aspects of cottage and small-scale industries.

2. *Ad hoc* projects of high priority:

- (a) Common facility services for cottage and small-scale industries for groups of independent producers.

C. ELECTRIC POWER

1. Continuing projects and activities of high priority:

- (a) Review of progress of electric power development in Asia and the Far East, including publication of *Electric Power Bulletin*;
- (b) Rural electrification—village experiment;
- (c) Electricity in metallurgical industry;
- (d) Electricity in chemical industry.

2. *Ad hoc* projects of high priority:

- (a) Group visit of electric power experts from the region to manufacturers' plants and power stations in Europe, and if possible in North America and Japan (in co-operation with TAA).

D. HOUSING AND BUILDING MATERIALS

1. Continuing projects and activities of high priority:

- (a) Housing and town and country planning and building: co-ordination at the regional level of work of various agencies on the basis of work projects and programmes of the Social Commission and the Economic and Social Council, through periodic inter-secretariat working parties composed of ECAFE, the United Nations Department of Social Affairs, TAA, ILO, FAO, UNESCO and the World Health Organization; collection and dissemination of technical information.

2. *Ad hoc* projects of high priority:

- (a) Guiding principles for housing standards and building codes for ECAFE countries;
- (b) Study of building materials in the ECAFE region;

- (c) Plans for the establishment of regional building centres in the arid and humid tropical zones of the region.

E. IRON AND STEEL

1. Continuing projects and activities of high priority:
 - (a) Survey of existing and planned expansion of iron and steel industry and trade in ECAFE countries.
2. *Ad hoc* projects of high priority:
 - (a) Technical study of iron and steel manufacturing processes in Europe and North America to be followed, if possible, by a group visit to Europe and North America (in co-operation with TAA).

F. MINERAL RESOURCES

1. Continuing projects and activities of high priority:
 - (a) Annual regional mining development review;
 - (b) Technical studies and dissemination of information on selected mineral resources and mineral discovery and extraction methods.
2. *Ad hoc* projects of high priority:
 - (a) Exploitation and utilization of lignite and other low-grade coals in the region;
 - (b) Integrated study of the fuel economy of the region;
 - (c) Compilation of existing regulations governing the mineral development of the region;
 - (d) Preparation of a regional geological map.

G. TRADE PROMOTION

1. Continuing projects and activities of high priority:
 - (a) Development of trade promotion services;
 - (b) Clearing house for collection and dissemination of commercial information not generally available to the countries of the region; including publication of *Trade Promotion News*, *Trade Promotion Series* and *Calendar of Regional Conferences, Fairs and Exhibitions*.
2. *Ad hoc* projects of high priority:
 - (a) Market analyses;
 - (b) Commercial arbitration facilities;
 - (c) Domestic and export marketing of handicrafts.

Research and Planning Division

This Division will comprise fifteen professional officers, including one principal officer as head of the Division, one senior officer, three first officers, seven second officers, two associate officers and one assistant officer, and sixteen secretarial and clerical posts.

The work programme of the Division for 1955 follows:

A. REVIEW OF CURRENT ECONOMIC DEVELOPMENTS AND PROBLEMS

1. Continuing projects and activities of high priority:
 - (a) *Economic Survey of Asia and the Far East* (issued annually);
 - (b) *Economic Bulletin for Asia and the Far East* (issued quarterly).

B. PLANNING FOR ECONOMIC DEVELOPMENT

1. Continuing projects and activities of high priority:
 - (a) Economic development planning.
2. *Ad hoc* projects of high priority:
 - (a) Relationship between population growth and economic development.

C. FINANCE

1. Continuing projects and activities of high priority:
 - (a) Financial aspects of economic development.

D. INTERNATIONAL ECONOMIC RELATIONS

1. Continuing projects and activities of high priority:
 - (a) Intra-regional trade and payments;
 - (b) Trade in selected commodities.

2. *Ad hoc* projects of high priority:
 - (a) Economic and legal aspects of foreign investment.

E. STATISTICS

1. Continuing projects and activities of high priority:
 - (a) Basic statistical series;
 - (b) Statistical methods in ECAFE countries;
 - (c) Statistical organization and activities in ECAFE countries.
2. *Ad hoc* projects of high priority:
 - (a) Index of economic statistics in Asia and the Far East.

Transport Division

This Division will comprise six professional posts, including one senior officer, three first officers and two second officers, and four secretarial and clerical posts.

The work programme of the Division for 1955 follows:

A. GENERAL

1. Continuing projects and activities of high priority:
 - (a) Collection, analysis and dissemination of information in the fields of railways, highways and inland waterways, including transport statistics, library service, quarterly *Transport Bulletin*, and *Railway Statistics Bulletin*. Distribution of the *Documentation Bulletin of the International Union of Railways* in co-operation with TAA.
2. *Ad hoc* projects of high priority:
 - (a) Co-ordination of transport;
 - (b) Statistical study of performance of transport systems.

B. HIGHWAYS

1. Continuing projects and activities of high priority:
 - (a) Road construction and maintenance.
2. *Ad hoc* projects of high priority:
 - (a) International highways;
 - (b) Highway safety;
 - (c) Uniform design standards and specifications for roads and bridges.

C. INLAND WATERWAYS AND PORTS

1. Continuing projects and activities of high priority:
 - (a) Improvement of inland water transport.
2. *Ad hoc* projects of high priority:
 - (a) Improved design and operation of craft, including use of pusher craft and towing methods;
 - (b) Comparative study of various types of marine engines;
 - (c) Uniform methods of craft measurement;
 - (d) Training centre for inland water transport personnel.

D. RAILWAYS

2. *Ad hoc* projects of high priority:
 - (a) Training centre for railway operating and signalling officials, in co-operation with TAA;
 - (b) Improved methods of track construction and maintenance;
 - (c) Diesel locomotives and railcars;
 - (d) Preventive and speedy disposal of claims;
 - (e) Locomotive boiler water treatment.

Administrative, Conference and General Services Division

This Division will comprise nine professional posts, including one senior officer, one first officer (translator-interpreter), five second officers (four translator-interpreters and one finance officer), two associate officers (one personnel officer and one librarian), and fifty-seven posts in the general service category.

Technical Assistance and Advisory Services

The Commission has recommended that the secretariat, in addition to the specific projects outlined above, should

undertake to provide, in consultation with the Technical Assistance Board and the Technical Assistance Administration, short-term advisory services to governments in subjects within the approved work programme. This includes assistance to governments in obtaining experts either from countries of the region or through the expanded programme of technical assistance and participation in exploratory and other missions organized under the Expanded Technical Assistance Programme. The secretariat will continue as heretofore to provide comment for the guidance of TAA on fellowship and scholarship applications submitted to TAA by governments in the region.

(ii) <i>Consultants</i>	\$ 35,000
1954:	39,000
1953:	24,420

The amount requested includes \$15,000 for the Flood Control and Water Resources Development Bureau, previously shown as a separate item. Provision is made for consultant services in specialized fields of inland transport; techniques of economic development planning; beneficiation and utilization of low-grade coals and peat; preparation of guiding principles suitable to regional conditions for housing standards and building codes; specialized studies on multi-purpose river-basin development projects; methods of flood control of international rivers; and technical experimental equipment.

(iii) <i>Temporary assistance</i>	\$ 17,000
1954:	17,000
1953:	15,289

Provision is made for all casual labour which is not of a permanent character, and for temporary assistance during peak periods of work.

(iv) <i>Overtime</i>	\$ 2,800
1954:	2,800
1953:	3,219

Provision is made for overtime in connexion with meetings of the Commission and its committees.

CHAPTER II

Common staff costs	\$193,000
1954:	189,800
1953:	212,359
(i) <i>Travel and removal of staff and dependants</i>	\$ 20,000
1954:	23,000
1953:	21,615

Provision is made for travel and shipment of household effects for fourteen staff members and twenty dependants.

(ii) <i>Contributions: Joint Staff Pension Fund</i>	\$ 80,000
1954:	85,000
1953:	78,946

Provision is made for estimated requirements in accordance with regulations.

(iii) <i>Repatriation grants</i>	\$ 3,000
1954:	3,000
1953:	4,718

The estimate is maintained at the 1954 approved level.

(iv) <i>Children's allowances, education grants and related travel</i>	\$ 45,000
1954:	35,000
1953:	48,956

Provision is made for 195 children of staff members in the professional and general service categories.

(v) <i>Contributions: medical insurance</i>	\$ 6,000
1954:	4,800
1953:	5,655

Covers the cost of periodic examination of the staff and contributions to the medical scheme.

(vi) <i>Travel on home leave</i>	\$ 23,000
1954:	25,000
1953:	21,360

Thirty staff members with forty dependants will be entitled to home leave in 1955.

(vii) <i>Staff training</i>	\$ 500
1954:	500
1953:	479

Covers language training programmes similar to those organized at Headquarters and for training in the Thai language.

(viii) <i>Staff welfare</i>	\$ 500
1954:	500
1953:	454

Covers grant for staff activities organized by the staff association.

(ix) <i>Installation and separation payments</i>	\$ 15,000
1954:	13,000
1953:	30,176

Covers payment to new staff members and commutation of annual leave on separation.

CHAPTER III

Common services	\$102,000
1954:	125,100
1953:	94,173

(i) <i>Travel on official business</i>	\$ 40,000
1954:	42,000
1953:	34,858

Provision is made for required travel in connexion with work projects approved by the Commission.

(ii) <i>Communication services</i>	\$ 17,000
1954:	21,600
1953:	15,492

For telephone services, cables and postage, including air mail.

(iii) <i>Rental of premises</i>	\$ 6,000
1954:	6,000
1953:	—

It has been necessary in the past to rent extra office space in addition to the building being provided rent free by the Government of Thailand.

Negotiations are now in progress with the Thai Government regarding the move of the Commission's secretariat to a new building which will also be provided rent free by the Government. It is expected that the move will have been completed in late 1954. It will however not be possible to accommodate all the staff in the new building. It will thus be necessary to add to the office space available. The cost of this addition is estimated at \$12,000, and under present plans the construction will be undertaken by the Government of Thailand, the United Nations reimbursing the cost in the form of rent over a period of two years.

(iv) <i>Contractual services</i>	\$ 3,000
1954:	6,000
1953:	8,953

The reduced estimate is based on the assumption that the secretariat will occupy in 1955 the new office premises being provided by the Government of Thailand.

(v) <i>Stationery and office supplies</i>	\$ 15,000
1954:	23,000
1953:	15,599

For necessary items of stationery and office supplies.

(vi) *Operation and maintenance of transportation equipment* \$ 5,000

1954: 6,500
1953: 5,186

For fuel and maintenance of transportation equipment.

(vii) *Freight, cartage and express* \$ 11,000

1954: 14,000
1953: 10,864

Covers shipment of documents to member governments, specialized agencies, diplomatic pouch service, etc.

(viii) *Miscellaneous supplies and services* \$ 5,000

1954: 6,000
1953: 3,221

Covers insurance premiums, bank charges and minor services and supplies.

CHAPTER IV

Permanent equipment \$ 10,500
1954: 10,500
1953: 14,828¹

(i) *Furniture and fixtures* \$ 6,500
1954: 6,500
1953: 8,904

Covers replacement of ten typewriters, eight desks, fourteen armchairs, ten typewriting desks, and the purchase of ten table lamps, fifteen filing cabinets and smaller miscellaneous items.

(ii) *Library books and maps* \$ 4,000
1954: 4,000
1953: 4,358

Covers purchases of reference material and subscriptions to periodicals and technical publications. The estimate includes binding and other expenses.

¹ Includes \$1,566 for transportation equipment.

Section 22. Secretariat of the Economic Commission for Latin America

\$970,200

(1954: \$958,700 1953: \$818,744)

The work programme of the secretariat for 1954 and 1955 was established by the Commission at its fifth session, confirmed by the Committee of the Whole in February 1954 and approved by the Economic and Social Council. The approved work projects are described in detail in the annual report of the Commission (E/2405) to the Economic and Social Council, and are classified into three groups:

- Continuing projects and activities of high priority;
- Ad hoc* projects of high priority;
- Other projects.

In accordance with established policy, the 1955 estimates are based on requirements connected with the first two groups of projects. Work on projects in the third group will be undertaken only if existing resources permit.

The addition of important new work projects of high priority for 1954 and 1955 has necessarily led to a careful review of existing staff resources with a view to achieving a well balanced establishment capable of carrying out its increased responsibilities in as efficient a manner as possible. To achieve this goal, additional general service posts would have to be provided in critical areas and some adjustments would have to be made in the salary classification of certain posts. It is therefore proposed to add eighteen general service posts at the Santiago Office (six statistical clerks, two translators, eight stenographers and two documents clerks) and six at the Mexico Office (four statistical clerks, one documents clerk and one messenger). Thirteen of the twenty-four posts requested have been carried under temporary assistance during 1954.

Four posts of research assistant and one post of translator have been reclassified from local salary level 8 to the professional category, assistant officer level. Three posts of administrative assistant have also been reclassified from local salary level 7 to level 8.

A minus 10 per cent salary differential in respect of the professional staff at the Santiago Office was put into effect in late 1953 on the basis of a cost-of-living survey made by the Administration and is reflected in the estimates.

Local currency expenditures at the Santiago Office have been calculated at the rate of 250 Chilean pesos to the United States dollar and at Mexico City at the rate of 12.49 Mexican

dollars to the United States dollar. The rates used in the 1954 estimates were 130 Chilean pesos and 8.63 Mexican dollars to the United States dollar respectively. In consequence, the dollar amount requested for payment of the salaries of local staff is adjusted so that the total estimate, while still providing for the new posts detailed above, is confined to an increase of \$11,500 over 1954.

CHAPTER I

Salaries and wages \$684,100
1954: 707,400
1953: 576,208

(i) *Established posts* \$600,100
1954: 592,260
1953: 460,949

Office of the Executive Secretary

This office will comprise six professional posts, including the Executive Secretary, one principal officer, three first officers (including the information officer) and one assistant officer, and three secretarial and clerical posts.

Economic Development Division

This Division will comprise nine professional posts, including one senior officer, three first officers, three second officers, one associate officer, one assistant officer, and one secretarial and clerical post.

The work programme of the Division follows:

Continuing projects and activities of high priority:

- (a) General problems of economic development and technique of programming;
- (b) Monetary and fiscal policies relative to the requirements of economic development;
- (c) Studies of economic development in individual countries;
- (d) Economic integration:
 - (i) Economic integration and reciprocity in Central America;
 - (ii) Preliminary investigation of problems of progressive integration of Latin American economies;
 - (e) Technical research and training in Latin America.

Table 22. Secretariat of the Economic Commission for Latin America

Number of established posts		Category and post level	Gross salaries	
1954	1955			
1	1	Executive Secretary		\$
		Salary.....	18,000	
		Allowance.....	3,000	
2	2	Principal officer	30,530	
<i>Professional</i>				
7	7	Senior officer	88,330	
16	16	First officer	158,120	
17	17	Second officer	133,780	
11	11	Associate officer	67,580	
3	8	Assistant officer	34,640	
			533,980	
		<i>Deduct: Differential for staff at Santiago and Mexico (10% on 75% of salaries).....</i>	38,680	
			495,300	
<i>General service</i>				
<i>Santiago</i>				
<i>(Dollar equivalent of general service local salary scale)</i>				
6	4	Level 8	9,910	
8	10	Level 7	17,780	
11	15	Level 6	23,750	
9	14	Level 5	19,100	
14	16	Level 4	16,330	
3	5	Level 3	4,050	
5	5	Level 2	3,230	
1	1	Level 1	480	94,660
<i>Mexico City</i>				
<i>(Dollar equivalent of general service local salary scale)</i>				
3	3	Level 8	6,860	
4	4	Level 7	7,050	
3	3	Level 6	4,550	
4	5	Level 5	6,030	
4	7	Level 4	6,160	
0	2	Level 2	880	31,530
<i>Washington</i>				
1	1	Intermediate level	3,610	129,800
133	157			625,100
		<i>Deduct: Adjustment for turnover of staff.....</i>	25,000	
				TOTAL 600,100

Ad hoc projects of high priority

(a) Expert conference, including working parties, on problems of economic development and the technique of programming (with co-operation of the Technical Assistance Administration);

(b) Conference on monetary and fiscal policies (in co-operation with TAA and the International Monetary Fund);

(c) Influence of taxation on private capital exports;

(d) Transportation problems.

Industry and Mining Division

The Division will comprise ten professional posts, including one senior officer, three first officers, three second officers, one associate officer and two assistant officers, and four secretarial and clerical posts.

The work programme of the Division follows:

Continuing projects and activities of high priority:

(a) Iron and steel industries:

(i) Studies of Latin American steel production costs and investments;

(ii) Studies of production costs, investments and incentives in the iron and steel transforming industries;

(iii) Collection, analysis and dissemination of specialized statistics and technological documentation;

(iv) Compilation and unification of terminology, norms and standards as applicable in the region;

(b) Pulp and paper industries (in co-operation with the United Nations Food and Agriculture Organization);

(c) Heavy chemical industries;

(d) Development of energy resources;

(e) Mining;

(f) Collection and classification of data available on non-agricultural natural resources in Latin America, and publication of inventories of resources.

Ad hoc projects of high priority

(a) Expert conference, including working parties, on iron and steel industry (in co-operation with TAA);

(b) Studies of possibilities of establishing processing industries, utilizing domestically produced raw materials.

Foreign Trade Division

This Division will comprise five professional posts, including two senior officers, one first officer, one second officer and one associate officer, and two secretarial and clerical posts. Included in these posts are one senior officer and one secretarial and clerical post in Washington.

The work programme follows:

Continuing projects and activities of high priority:

(a) Trade between Latin America and United States and Europe;

(b) Inter-Latin-American trade studies;

(c) Studies of the terms of trade and its influence on the rate of economic development.

Ad hoc projects of high priority

(a) Multilateral compensation settlements among Latin American countries and between Latin American and European countries.

Economic Survey Division

This Division consists of the Economic Survey Section, the Statistics Section and the Library. The Division will comprise fourteen professional posts, including one senior officer, four first officers, three second officers, three associate officers, three assistant officers, and twenty-three secretarial and clerical posts.

The work programme of the Division follows:

Continuing projects and activities of high priority:

(a) *Economic Survey of Latin America (annual)*;

(b) *Quarterly Economic Review*.

Joint ECLA/TAA Training Programme

The United Nations Technical Assistance Administration provides one professional and one secretarial post for this programme, with assistance from the ECLA secretariat as required. Under this programme, training is given to Latin American economists in problems of economic development and the technique of programming.

Joint ECLA/FAO Agriculture Programme

Two professional staff members are provided by the Food and Agriculture Organization. Substantive and secretarial assistance is provided by the ECLA secretariat as and when required.

The work programme for 1955 follows:

Continuing projects and activities of high priority:

(a) Factors affecting agricultural production;

(b) Agricultural credit and regional seminars.

Ad hoc projects of high priority

(a) Study of coffee production and trade in relation to economic development;

(b) Investigation of agricultural statistical systems and methodology in Latin America.

Mexico Office

This Office will comprise twelve professional posts, including one principal officer, one senior officer, two first officers, five second officers and three associate officers, and twenty-four general service posts.

The work programme of the Mexico Office, in addition to complementing the work of the Santiago Office in respect of the ten northern countries, also includes the following:

(a) Study of economic problems of Central American countries;

(b) Technical study of transport problems in Central America;

(c) Substantive and administrative services for the Standing Committee on Economic Co-operation in Central America and its subsidiary bodies;

(d) Studies on extra-regional trade and on recent economic development and trends in Mexico, Central America, Panama and the Caribbean countries.

Administrative, Conference and General Services

This Division will comprise six professional posts, including one senior officer, two second officers (one editor-translator and one finance officer), two associate officers (one editor-translator and one personnel officer) and one assistant officer (translator), and thirty-eight general service posts for the following duties:

Administrative, accounting and registry (four posts); translation, reproduction and distribution of documents (ten posts); secretarial pool (fifteen posts); maintenance and custodial (seven posts); one telephone operator and one chauffeur.

(ii) *Consultants* \$ 65,000
1954: 98,640
1953: 66,902

Provision is made for short-term expert assistance in fields requiring highly specialized knowledge, as follows:

(a) Two consultants to assist in country studies on iron and steel transforming industries;

(b) Two consultants to assist in the study of possibility of establishing heavy chemical industries producing import substitutes;

(c) Two consultants to assist in studies on problems of commercial policies and payments;

(d) Two consultants to assist in analysis of government receipts and expenditures, taxation and other sources of revenue;

(e) Two consultants to assist in field investigations of agricultural productivity in two countries;

(f) Two consultants to assist on technical problems connected with hydro-electric power development;

(g) Two consultants to assist in investigation of means of increasing production for Latin-American exports.

(iii) *Temporary assistance* \$ 15,000
1954: 15,000
1953: 44,201

Provision is made for temporary staff required during peak-load periods.

(iv) *Overtime* \$ 4,000
1954: 1,500
1953: 4,156

For overtime requirements in connexion with the meeting of the Commission and preparation of the annual *Economic Survey*.

CHAPTER II

Common staff costs \$167,500
1954: 150,500
1953: 136,338

(i) *Travel and removal of staff and dependants* . . \$ 22,000
1954: 15,000
1953: 29,614

For travel of staff members and their dependants on recruitment and repatriation, and for removal of personal and household effects.

(ii) *Contributions: Joint Staff Pension Fund* . . . \$ 76,800
1954: 65,000
1953: 52,115

The provision covers estimated contributions in accordance with regulations.

(iii) *Repatriation grants* \$ 2,500
1954: 1,000
1953: 2,339

For anticipated requirements under existing regulations.

(iv) *Children's allowances, education grants and related payments* \$ 25,500
1954: 20,500
1953: 19,261

The estimate takes into account the adjustment in the amount of allowance payable in respect of children of local staff.

(v) *Contributions: medical insurance* \$ 6,000
1954: 2,500
1953: 1,936

The increase in the estimate is due to an upward revision in the United Nations contributions to the medical insurance plan and to the initiation of regular medical examinations for the staff at the Santiago and Mexico Offices.

(vi) *Travel on home leave* \$ 20,700
1954: 37,500
1953: 8,023

Provision is made for travel of fourteen staff members and their dependants.

(vii) *Staff welfare* \$ 1,000
1954: 1,000
1953: 1,286

For organized training and recreational activities at Santiago and Mexico.

(viii) *Installation and separation payments* . . . \$ 13,000
1954: 8,000
1953: 21,764

For payment of installation allowance on recruitment and commutation of annual leave on separation.

CHAPTER III

Common services \$100,600
1954: 90,300
1953: 86,875

(i) *Travel on official business* \$ 40,000
1954: 40,000
1953: 33,205

The estimate provides for required journeys in connexion with approved work projects.

(ii) *Communication services* \$ 11,000
1954: 10,800
1953: 11,192

For telephone, telegraph and postal services, including air mail.

(iii) <i>Rental and maintenance of premises</i>	\$ 20,000
1954:	23,500
1953:	19,888

Provision is made for rental and maintenance of premises, including utilities, at Santiago and Washington. Office space in Mexico City is provided without charge by the Bank of Mexico.

(iv) <i>Stationery and office supplies</i>	\$ 11,700
1954:	6,000
1953:	7,630

The increase in the estimates is due to requirements in connexion with the sixth session of the Commission.

(v) <i>Operation and maintenance of transport equipment</i>	\$ 800
1954:	800
1953:	844

For fuel and maintenance of one motor vehicle.

(vi) <i>Freight, cartage and express</i>	\$ 11,000
1954:	7,200
1953:	10,095

The estimate covers the cost of shipment of documents to Member States, specialized agencies, shipment of supplies and diplomatic pouch service to Headquarters.

(vii) <i>Miscellaneous supplies and services</i>	\$ 6,100
1954:	2,000
1953:	4,021

For insurance, bank charges, proof-reading on contract basis, and other miscellaneous items of supplies and services.

CHAPTER IV

Permanent equipment	\$ 18,000
1954:	10,500
1953:	19,323
(i) <i>Furniture and fixtures</i>	\$ 11,700
1954:	7,000
1953:	16,706

For replacement of fifteen typewriters, two electric calculating machines, filing cabinets, bookcases and for the purchase of furniture and fixtures for a new conference hall.

(ii) <i>Library books and maps</i>	\$ 3,500
1954:	3,500
1953:	2,617

The estimate covers library books and subscription to newspapers, periodicals and technical bulletins.

(iii) <i>Transportation equipment</i>	\$ 2,800
1954:	—
1953:	—

The estimate provides for the replacement of a station wagon purchased in 1951.

PART VII

HOSPITALITY

Section 23. Hospitality
\$20,000

(1954: \$20,000 1953: \$17,833)

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 tenth session of the General Assembly.

PART VIII

CONTRACTUAL PRINTING

\$1,439,000

(1954: \$1,465,770

1953: \$1,496,339)

Sections 24, Official Records, and 25, Publications, comprise all estimates for contractual printing expenditures for 1955, with the exception of those attributable to the International Court of Justice.

The over-all control of the publications programme continues to be exercised by the Publications Board under the criteria described in previous budget documents. The policy of placing as large a proportion of the printing orders as

practicable outside the United States of America is also being continued. During 1953, this proportion was some 42 per cent of the total.

Revenue to be derived from the sales of official records and publications in 1955 is estimated at \$300,000, including \$6,000 in respect of publications of the International Court of Justice.

Section 24. Official Records

\$704,000

(1954: \$730,800

1953: \$733,783¹)

CHAPTER I

The General Assembly, Commissions and Committees

		\$410,085
	1954:	476,820
	1953:	439,719 ²

	Text pages in English	Estimated costs
(i) Meeting records in five languages (417 meetings)	2,498	\$212,000
(ii) Annexes, in five languages (77 fascicules)	1,078	76,000
(iii) Supplements, in five languages (19 volumes) . .	1,460	122,085

CHAPTER II

The Security Council, Commissions and Committees

		\$ 98,300
	1954:	88,720
	1953:	48,698

	Text pages in English	Estimated costs
(i) Meeting records, in five languages (80 meetings)	1,632	\$72,900
(ii) Supplements, in five languages (8 volumes) . .	360	14,200
(iii) Special supplements, in five languages (4 volumes)	280	11,200

CHAPTER III

The Economic and Social Council, Commissions and Committees

		\$ 69,750
	1954:	62,820
	1953:	90,916

	Text pages in English	Estimated costs
(i) Meeting records, of two sessions, in three languages (84 meetings)	554	\$18,400
(ii) Annexes for two sessions, in three languages (84 fascicules)	504	15,500
(iii) Supplements (reports of commissions in three languages, and resolutions in five languages, 15 volumes)	820	35,850

CHAPTER IV

The Trusteeship Council, Commissions and Committees

		\$ 39,675
	1954:	38,520
	1953:	30,935

	Text pages in English	Estimated costs
(i) Meeting records of two sessions, in two languages (84 meetings)	800	\$20,000
(ii) Annexes for two sessions, in two languages (38 fascicules)	368	7,650
(iii) Supplements (reports in two languages, resolutions in five languages, 3 volumes) . .	380	12,025

CHAPTER V

Permanent Central Opium Board and Drug Supervisory Body

		\$ 11,190
	1954:	12,500
	1953:	11,646

	Text pages in English	Estimated costs
(i) Report to the Economic and Social Council on statistics of narcotics for 1954 and the work of the Board in 1955, in three languages	100	\$3,740
(ii) Addendum to (i) above, in three languages	58	1,590
(iii) Estimated world requirements of the narcotic drugs in 1956, in three languages	75	2,350
(iv) Supplements to (iii), 1954-1955 statements, in three languages	100	1,900
(v) Questionnaire to be sent to governments, in four languages	40	1,610

CHAPTER VI

Official Records (backlog 1946-1949) in five languages

		\$ 75,000
	1954:	51,420
	1953:	103,803

The pattern of distribution requires, on an average, the following number of copies:

	English	French	Spanish	Chinese	Russian
General Assembly	2,900	850	500	150	275
Security Council	1,600		250	115	200
	(bi-lingual)				
Economic and Social Council	2,600	900	700	180 ³	300 ³
Trusteeship Council	2,500	1,000	600 ³	180 ³	300
Permanent Central Opium Board and Drug Supervisory Body	2,500	1,400	550	-	-

Revenue to be derived in 1955 from sales of all items included in this section is estimated at \$35,000.

³ For selected supplements only.

¹ Includes \$8,066 for 1953 printing expenditures in connexion with the *Ad Hoc* Committee on Forced Labour, for which no provision is required for 1955.

² Includes \$16,477 for 1953 printing expenditures in respect of reports of the committees and commissions of investigation and inquiry constituted by the General Assembly, for which no provision is being requested in the present estimates. At a later stage it may become necessary to submit detailed estimates for 1955 printing requirements of these bodies under the relevant chapters of this section.

Section 25. Publications

\$735,000

(1954: \$734,970 1953: \$762,556)

This section provides, as for previous years, for the contractual printing of all publications of the Headquarters departments, the European Office (including the Office of the High Commissioner for Refugees), and the three regional economic commissions.

Expenditures under this section for 1951, 1952, and 1953 were \$916,741, \$699,973 and \$762,556 respectively. Appropriations for 1954 total \$734,970. The lower level of 1952 expenditures is attributable to the extension of the 1951 General Assembly into the first months of 1952.

Departmental estimates of requirements under this section for 1955, after scrutiny by the Publications Board with departments, and taking into account a substantial part of the conclusions which the Secretary-General has reached in his review of the work programmes of the Headquarters departments, totalled \$850,000. However, that review may have further effects on the publications programme for 1955.

It is expected that, generally, the review will result in a 1955 publications programme not higher than that provided

for in the 1954 appropriations. Therefore, pending decisions of appropriate organs where required by the nature of the recommendations resulting from the review, the Secretary-General requests an appropriation for 1955 at the same level as that for 1954, that is, \$735,000.

One possible exception to the ability to hold 1955 expenditures to the 1954 level lies in the printing of the Treaty Series. The amount requested for the Office of Legal Affairs for this purpose for 1955 is \$103,600, providing for the printing of forty-eight volumes in this series, double the amount budgeted in the last few years. Experience over the past year and first few months of 1954 has indicated that treaties are being registered in an increasing number. Present indications are that the equivalent of sixty volumes of treaties will be received annually. A considerable backlog exists at the time of preparation of these estimates. Special efforts are being made to produce as many volumes as possible in 1954, but it is certain that a large backlog will remain at the beginning of 1955.

PART IX

TECHNICAL PROGRAMMES

\$1,779,600

(1954: \$1,779,600 1953: \$1,779,600)

Based on funds currently expected to be available in 1955, the United Nations technical assistance programme for the coming year is presently estimated at a level of approximately \$7 million. Lump-sum appropriations are requested in the same amounts as for previous years towards central administrative and indirect operational costs (section 26) and operational programme costs (sections 27, 28 and 29).

Concerning expenses for central administrative and indirect operational costs, the requirements (gross) for 1955 are estimated at \$419,750 and \$916,250 respectively, making a total of \$1,336,000, or \$1,146,500 net of staff assessment. The difference between the budget appropriation requested in section 26 and this total will be met from funds expected to be allocated from the Expanded Programme of Technical Assistance by the Technical Assistance Board.

Plans are under consideration for an operational programme of approximately \$5,850,000. The difference between the budget appropriations requested for these programmes in section 27, 28 and 29 and the total requirements will be financed with funds expected to be allocated from the Expanded Programme of Technical Assistance. In view of the directives of the Economic and Social Council to shift from agency-planned programmes to country-planned programmes, it is not possible at this stage to present estimates

of the total 1955 programme in terms either of the three main fields of activity or of types of assistance. Figures relating to obligations incurred for the last full year of operation (1953) are provided below. The obligations incurred relating to assistance of the following types:

(a) Provision of experts to furnish advisory services at the request of governments; equipment required in connexion with the services; and publication and distribution of reports of these experts;

(b) Fellowship and scholarship programmes;

(c) Establishment of training centres, demonstration projects, conferences, seminars and other special projects.

The amounts expended for each of these types of assistance in 1953, by main field of activity, are shown in the following listing:

	Economic development	Social welfare	Public administration	Total
(a).....	\$2,588,216	\$ 446,749	\$ 313,423	\$3,348,388
(b).....	446,049	530,392	137,878	1,114,319
(c).....	326,413	194,569	624,173 ¹	1,145,155
TOTAL	\$3,360,678	\$1,171,710	\$1,075,474	\$5,607,862

¹ Included \$254,027 of utilization of pledges of services in 1951 and 1952 allocated to TAA in 1953 and recorded during that year.

Section 26. Technical Assistance Administration

\$386,700

(1954: \$386,700 1953: \$386,700)

In accordance with the wishes of the General Assembly, efforts are being continued to reduce as much as possible the central administrative and indirect operational expenses of the United Nations technical assistance programme. Thus a further consolidation of services was undertaken at the beginning of 1954, resulting in the integration of the administration's work in the following major units: the Office of the Director-General; the Programme Division; and the Public Administration Division. A total establishment of 135 posts is proposed, representing a reduction of twenty-seven posts over the 1954 manning table. The total of administrative and indirect operational expenses foreseen in the original 1954 estimates was \$1,548,500 (gross). The consolidation, and a decline in the tempo of operations resulting from a reduction in the funds available, make it possible to keep expenditures at a lower level, and it is anticipated that 1954 expenditures will be of the order of \$1,300,000 (gross), representing a reduction of about \$250,000 from the 1954 estimates. The estimates for 1955, representing the projection of the present establishment in 1955 and totalling \$1,336,000, show a reduction of \$300,000, and forty-seven established posts, from the 1953 estimates. However, it is necessary to recognize that any considerable increase in operational funds will necessitate a reconsideration of the size of the staff provided under these estimates.

The description of the organization and functions of the Technical Assistance Administration which follows replaces that contained in the *Administrative Manual*, volume I, Organization. The distinction made between central adminis-

trative and indirect operational costs shown at the end of the present section is in accordance with the definitions and requirements established by the Technical Assistance Board for the reporting of expenses under the Expanded Programme of Technical Assistance.

Comparative total costs¹ for this section are:

1955:	\$1,336,000
1954:	1,548,500
1953:	1,681,985

CHAPTER I

Salaries and wages	\$1,089,900
1954:	1,259,500
1953:	1,262,643
(i) <i>Established posts</i>	\$ 899,300
1954:	1,060,000
1953:	1,054,327

While manning tables are presented for each unit, the Secretary-General wishes to retain a measure of freedom in the distribution of posts within the total.

The Office of the Director-General (table 26-1) consists of the Director-General, the Deputy Director-General and their immediate staff. The manning table of this office has been reduced by four posts over 1954 (one second officer, one professional assistant, two general service posts). This office

¹ These are the gross totals: in 1953, staff assessment totalled \$230,625; for 1955, \$189,500 is estimated. The expenditures for 1953 includes \$156,657 for reimbursement of national income tax, not shown elsewhere in this section.

is responsible for the planning, direction and co-ordination of the work of the Technical Assistance Administration. It gives individual approval of each project before its initiation. In addition, it prepares reports to the General Assembly, the Economic and Social Council and the Technical Assistance Board, provides representation at their meetings and works with specialized agencies and delegations as required.

Table 26-1. Office of the Director-General

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Director-General	
		Salary	23,000
		Allowance	7,000
1	1	Deputy Director-General	
		Salary	18,000
		Allowance	3,500
<i>Professional</i>			
1	1	Senior officer	13,830
2	1	Second officer	8,260
<i>General service</i>			
1	-	Principal level	-
2	3	Senior level	13,230
5	2	Intermediate level	6,790
13	9		93,610
Add: Cost-of-living adjustment			4,470
			98,080
Deduct: Adjustment for turnover of staff			3,980
			TOTAL \$94,100

The Executive Office (table 26-2) operates the internal administrative functions of the Technical Assistance Administration. These include the preparation of manning tables and budgets for administrative and indirect operational costs, personnel administration, preparation of financial reports and supervision of the Secretarial and Clerical Pool. The manning table of the Executive Office has been reduced by two posts from 1954 (one second officer, one general service post).

The table for the Executive Office includes the Secretarial and Clerical Pool which, in addition to performing normal secretarial and clerical duties for the Department, provides secretarial and typing services for experts temporarily at

Table 26-2. Executive Office

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
<i>Professional</i>			
1	1	Senior officer	12,670
1	-	Second officer	-
<i>General service</i>			
2	2	Principal level	11,440
9	10	Intermediate level	37,460
13	7	Junior level	22,420
26	20		83,990
Add: Cost-of-living adjustment			6,780
			90,770
Deduct: Adjustment for turnover of staff			3,570
			TOTAL \$87,200

Headquarters, particularly in connexion with the preparation of final reports. A reduction of four general service posts has been effected in the pool.

Table 26-3. Programme Division

Number of established posts		Category and post level	Gross salaries
1954	1955		
2	1	Director	\$
		Salary	15,800
		Representation allowance	1,000
<i>Professional</i>			
9	5	Senior officer	66,110
9	8	First officer	89,260
13	11	Second officer	97,990
12	12	Associate officer	82,620
8	8	Assistant officer	44,820
<i>General Service</i>			
6	6	Principal level	34,970
13	11	Senior level	52,600
33	29	Intermediate level	110,410
5	2	Junior level	6,620
110	93		602,200
Add: Cost-of-living adjustment			39,930
			642,130
Deduct: Adjustment for turnover of staff			25,630
			TOTAL \$616,500

The work of the Programme Division is distributed among the following units: a Director's Office; three units established on a geographical basis to deal with programme operations in Asia and the Far East, Europe, the Middle East and Africa and Latin America; the European Office; a Fellowships Placement Office; and a Finance Unit. The staff of the Director's Office renders assistance in general programming, inter-area co-ordination, budget preparation and control, fellowship co-ordination and policy, and is responsible at a senior level for relations with the substantive departments of the Secretariat. The area offices are responsible for the direction and servicing of technical assistance projects and missions in the respective countries and areas. As a result of the consolidation mentioned above, the functions of the former Administrative Division were taken over by the Programme Division.

The functions of the Division include the following:

1. Examination 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, including special projects;
2. Examination and appraisal of nominations from governments for fellowships and scholarships in connexion with the provision of expert advice and other technical assistance in individual countries; and receipt, analysis, evaluation and follow-up of the reports of fellows who have completed their assignments;
3. Integration of the economic and social aspects of the programme in collaboration with the Department of Economic and Social Affairs;
4. Co-operation at the operational level with specialized agencies in the execution of individual projects of common concern, and of joint projects;
5. Administrative and substantive servicing of all technical assistance experts, missions and projects. This includes financial planning, budgetary control, currency control, pur-

chase of materials and equipment, discussions of policy, and final editing and experts' reports preparatory to reproduction.

The European Office acts for Headquarters in such matters as the briefing of European experts, placement of fellows in European countries, operation of the European exchange plan for social welfare advisers and other social welfare activities. It utilizes the substantive services of the Economic Commission for Europe. It also maintains liaison with Geneva-based specialized agencies 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.

The Fellowships Placement Office is responsible with respect to all United Nations fellows and scholars, including those in public administration, for their placement after recommendation of award by an inter-departmental selection committee, as well as for administrative and financial servicing during the period of study.

The Finance Unit, under the authority of the Office of the Controller, is responsible for the examination and approval of all payments chargeable to operational accounts; the audit and replenishment of imprest accounts; payment of stipends to fellows and scholars; processing of inter-office vouchers; and the maintenance of control accounts for subsistence payments.

The consolidated Programme Division shows a reduction from 1954 of seventeen posts, comprising eight professional and nine general service posts.

Table 26-4. Public Administration Division

Number of establishe ¹ posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal officer	\$ 15,400
		<i>Professional</i>	
2	2	Senior officer	26,080
1	1	First officer	10,030
2	2	Second officer	15,740
2	2	Associate officer	12,890
1	-	Assistant officer	-
		<i>General service</i>	
1	2	Senior level	8,390
3	3	Intermediate level	10,540
13	13		99,070
Add: Cost-of-living adjustment			6,680
			105,750
Deduct: Adjustment for turnover of staff			4,250
			TOTAL \$101,500

The Public Administration Division (table 26-4) has operational responsibility for technical assistance, including seminars, training centres and other training projects in the field of public and fiscal administration. It also carries out related planning and research as its substantive responsibility in the field of public administration and works with the Fiscal Division of the Department of Economic and Social Affairs for similar activities in the field of fiscal administration. It assists the Programme Division in programme planning on a country and regional basis.

The Division exercises the following principal functions:

1. To develop and administer a programme of technical assistance projects in public and fiscal administration, including seminars, conferences and working groups on sub-

jects of importance for the improvement of public administration and advice and assistance to governments in the establishment and improvement of national and regional training systems and institutions in under-developed areas;

2. 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;

3. To stimulate and facilitate the collection and exchange of such information in collaboration with the International Institute of Administrative Sciences and other appropriate institutions;

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

5. To assist in the recruitment and briefing of technical assistance experts in public administration;

6. To assist in the selection, briefing and placement of fellows and scholars in the field of public administration;

7. To evaluate reports on technical assistance projects in public administration.

Established posts: summary by level

	1954	1955
Director-General	1	1
Deputy Director-General	1	1
Director	2	1
Principal officer	1	1
<i>Professional</i>		
Senior officer	13	9
First officer	10	9
Second officer	18	14
Associate officer	14	14
Assistant officer	9	8
<i>General service</i>		
Principal level	9	8
Senior level	15	16
Intermediate level	50	44
Junior level	18	9
	162	135

(ii) Consultants	\$ 1,500
1954:	1,500
1953:	—

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 the development of the programme is particularly important in a few highly technical fields of economic development.

(iii) Temporary assistance	\$186,600
1954:	195,500
1953:	205,587

The estimate provides for:

(a) Occasional replacement needs, where temporary adjustments cannot otherwise be made by reassignment of existing staff;

(b) General service staff for some units where the need for additional staff is urgent although present circumstances do not warrant the proposal to include such posts in the established posts manning table;

Table 26-5. Recapitulation

Division or Office	Number of posts		Gross salaries 1955	Cost-of-living adjustment	Adjustment for turnover of staff	Total
	1954	1955				
Office of the Director General	13	9	\$ 93,610	\$ 4,470	\$ 3,980	\$ 94,100
Executive Office	7	5	29,990	2,150	1,240	30,900
Secretarial and Clerical Pool	19	15	54,000	4,630	2,330	56,300
Programme Division	110	93	602,200	39,930	25,630	616,500
Public Administration Division	13	13	99,070	6,680	4,250	101,500
TOTAL	162	135	\$878,870	\$57,860	\$37,430	\$899,300

(c) The continuing necessity in certain instances to provide staff to other departments of the Secretariat which are carrying out essential functions for the Technical Assistance Administration beyond the capacity of their regular establishment.

It is anticipated that in 1955 nineteen posts will be required to assist departments from temporary assistance funds as follows:

Office of Personnel, to carry out recruitment programmes for missions and project personnel: sixteen posts;

Office of the Controller, to perform accounting and disbursement functions relating to missions, special projects and fellows and scholars: three posts.

(iv) *Overtime and night differential* \$ 2,500
1954: 2,500
1953: 2,729

Provision is made for overtime at time of peak loads.

CHAPTER II

Other departmental costs and common services . . \$ 39,000
1954: 54,000
1953: 47,926

(i) *Travel on official business* \$ 25,000
1954: 35,000
1953: 33,574

The estimated requirements for travel are based on:

(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.

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

(ii) *Communications services, including long distance telephone* \$ 10,000
1954: 15,000
1953: 10,910

The estimate contemplates the use of surface and airmail communications as much as possible, in preference to cables. The decrease by comparison with the 1953 amount is due to the decision to charge against project budgets those communication costs clearly attributable to project operations.

(iii) *Air freight* \$ 1,000
1954: 1,000
1953: —

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

(iv) *Printing* \$ 1,000
1954: 1,000
1953: 539

Provision is made for miscellaneous printing requirements not allocable to individual projects.

(v) *Miscellaneous common services* \$ 2,000
1954: 2,000
1953: 2,903

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

CHAPTER III

Common staff costs \$207,100
1954: 235,000
1953: 214,759

Provision is made for common staff requirements in respect of the posts shown in chapter I. The amounts proposed are calculated on the basis of actual requirements where shown, and otherwise, on the basis of the formulae used for the other departments of the Secretariat in section 15 of the estimates:

(i) *Travel and removal of staff and dependants* . . \$ 15,000
1954: 15,000
1953: 18,709

(ii) *Installation payments* \$ 5,000
1954: 9,000
1953: 4,275

(iii) *Termination payments* \$ 15,000
1954: 15,000
1953: 13,027

(iv) *Contributions: Joint Staff Pension Fund* . . \$109,000
1954: 126,500
1953: 112,117

(v) *Repatriation grants* \$ 5,000
1954: 3,000
1953: 4,532

(vi) *Children's allowances, education grants and related travel* \$ 15,600
1954: 19,000
1953: 23,077

(vii) *Contributions: group medical and life insurance* \$ 2,500
1954: 2,500
1953: 3,514

(viii) *Travel on home leave* \$ 40,000
1954: 45,000
1953: 35,508

DISTRIBUTION OF ESTIMATED EXPENDITURES FOR 1955 BETWEEN CENTRAL ADMINISTRATIVE AND INDIRECT OPERATIONAL COSTS

The following analysis 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 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
	\$	\$	\$
<i>Chapter I. Salaries and wages</i>			
(i) Established posts.....	211,000	688,300	899,300
(ii) Consultants.....	1,000	500	1,500
(iii) Temporary assistance.....	131,350	55,250	186,600
(iv) Overtime.....	200	2,300	2,500
TOTAL	\$343,550	\$746,350	\$1,089,900

	Central administrative costs	Indirect operational costs	Total
	\$	\$	\$
<i>Chapter II. Other departmental costs</i>			
(i) Travel on official business...	20,000	5,000	25,000
(ii) Communications services....	10,000	-	10,000
(iii) Printing.....	200	800	1,000
(iv) Air freight.....	500	500	1,000
(v) Miscellaneous common services.....	2,000	-	2,000
TOTAL	\$32,700	\$6,300	\$39,000
<i>Chapter III. Common staff costs</i>			
(i) Travel and removal of staff and dependants.....	4,000	11,000	15,000
(ii) Installation payments.....	1,000	4,000	5,000
(iii) Termination payments.....	4,000	11,000	15,000
(iv) Contributions: Joint Staff Pension Fund.....	24,000	85,000	109,000
(v) Repatriation grants.....	1,000	4,000	5,000
(vi) Children's allowance.....	4,000	11,600	15,600
(vii) Contributions: group medical and life insurance.....	500	2,000	2,500
(viii) Travel on home leave.....	5,000	35,000	40,000
TOTAL	\$43,500	\$163,600	\$207,100
GRAND TOTAL	\$419,750	\$916,250	\$1,336,000
<i>Less: Anticipated income from Staff Assessment.....</i>	<i>63,600</i>	<i>125,900</i>	<i>189,500</i>
NET TOTAL	\$356,150	\$790,350	\$1,146,500

Section 27. Economic development

\$479,400

(1954: \$479,400 1953: \$479,400)

A sum of \$479,400 is requested as an appropriation towards a continuing operational programme in the field of economic development as contemplated in General Assembly resolutions 200 (III) and 305 (IV).

The appropriation is proposed as a contribution towards the total programme in the following types of assistance:

(a) The provision of experts for the purpose of advising governments, at their request, on problems of economic development; the provision of equipment required by such experts in connexion with these activities and the publication and distribution of experts' reports;

(b) The arrangement of facilities for the training abroad of experts from 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;

(c) The planning, organization and establishment of training centres, demonstration projects, conferences, seminars and other special projects in the various fields of economic development, including the provision of equipment necessary for their establishment and of technical literature on films required in connexion therewith.

Section 28. Social activities

\$768,500

(1954: \$768,500 1953: \$768,500)

A sum of \$768,500 is requested as an appropriation towards a continuing operational programme in the field of advisory social welfare services, as contemplated in General Assembly resolution 418 (V).

The appropriation is proposed as a contribution towards the total programme in the following types of assistance:

(a) The provision of experts in social fields, particularly in social welfare, to furnish advisory services, at the request of governments, and to put new social welfare methods into practice over an appropriate period; the provision of equipment required by such experts in connexion with these activities, and the publication and distribution of experts' reports;

(b) The arrangement of facilities 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 cannot 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;

(c) The planning, organization and establishment of training centres, demonstration projects, conferences, seminars and other special projects in social fields, particularly social welfare, at the request of governments, and the provision of technical literature, films and equipment required in connexion therewith.

Section 29. Public administration
\$145,000

(1954: \$145,000 1953: \$145,000)

A sum of \$145,000 is requested as an appropriation towards the provision of a continuing operational programme for training in public administration as contemplated in General Assembly resolutions 518 (VI) and 723 (VIII).

The appropriation is proposed as a contribution towards the total programme in the following types of assistance:

(a) The provision of experts in the field of public administration to furnish advisory services at the request of governments; the provision of equipment required by such experts in connexion with their activities, and the publication and distribution of experts' reports;

(b) The arrangement of facilities for the training abroad of qualified officials of under-developed countries through

the provision of fellowships and scholarships in the field of public administration.

(c) The planning and assisting of training projects at the request of governments, the provision of demonstration projects, seminars, conferences and working groups, including equipment required in connexion therewith, and the provision of technical publications in various fields of public administration.

In addition, provision is requested for the collection, analysis and exchange of technical information in the field of public administration in collaboration, where appropriate, with the International Institute of Administrative Sciences and with other appropriate agencies or institutions.

PART X

SPECIAL EXPENSES

\$2,649,500

(1954: \$2,149,500 1953: \$3,149,466¹)

Section 30. Transfer of the assets of the League of Nations to the United Nations

\$649,500

(1954: \$649,500 1953: \$649,466)

Pursuant to General Assembly resolution 250 (III), an amount of \$9,741,994 relating to the permanent capital assets transferred from the League of Nations must be liquidated in fifteen equal annual instalments, and credits for the purpose must be provided by the inclusion of an item in

the annual budget estimates for each of the years 1951-1965.

The amount of \$649,500 requested in this section is to provide for the fifth annual instalment, leaving a balance outstanding of \$6,494,660.

¹ Includes \$1 million in respect of Headquarters construction costs.

Section 31. Amortization of the Headquarters construction loan

\$2,000,000

(1954: \$1,500,000 1953: \$1,500,000)

The General Assembly, by its 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 interest, over a period of thirty-one years, in annual instalments ranging from \$1,000,000 to \$2,500,000, the payments to begin on 1 July 1951 and to continue through 1 July 1982, according to the following pattern:

<i>Year</i>	<i>Annual payment</i>
1951 and 1952	\$1,000,000
1953 and 1954	1,500,000
1955 to 1959 inclusive	2,000,000
1960 to 1975 inclusive	2,500,000
1976 to 1981 inclusive	1,500,000
1982	1,000,000

The amount of \$2,000,000 represents the fifth instalment which is due on 1 July 1955, leaving a balance outstanding of \$58,000,000.

PART XI

JOINT STAFF PENSION BOARD AND UNITED NATIONS STAFF PENSION COMMITTEE

Section 32. Joint Staff Pension Board and United Nations Staff Pension Committee

\$117,600

(1954: \$93,020

1953: \$92,139)

Pursuant to article XXVII of the regulations of the United Nations Joint Staff Pension Fund which was amended by General Assembly resolution 772 (VIII), administrative expenses incurred by the Joint Staff Pension Board will be charged to the Fund from 1 January 1955, whereas expenses incurred by the Staff Pension Committee of a member organization will be charged to the general budget of that organization.

As the Pension Board and the United Nations Staff Pension Committee are serviced by a single secretariat, the estimates of administrative expenditures pertaining to both the Board and the Committee are necessarily combined.

To determine the total of administrative expenses properly chargeable to the Fund, items which were distributed in 1954 between sections 16 and 17 of the budget have been consolidated in a new section of the estimates.

A review of the actual duties performed by the Staff has indicated that an equitable apportionment of the expenses for salaries and common staff costs would be in the ratio of two-thirds of the direct net costs for the above purposes in respect to the Joint Staff Pension Board, and one-third in respect of the United Nations Staff Pension Committee. The purpose of other expenditures allows for their direct distribution.

Of the total estimates included in this section, a sum of \$85,280 (gross) would be chargeable to the Fund, the balance of \$32,320 (gross) to the United Nations. The gross amount chargeable to the Fund is subject to a credit estimated at \$7,220 as an appropriate share for staff assessment on salaries. In addition, a sum of \$12,140, properly chargeable to the Fund, is included in other sections of these estimates.

The total administrative expenses chargeable to the Fund would thus amount to \$90,200, and the specific items are tabulated in the footnote to this section. A corresponding amount has been included in the estimates for miscellaneous income.

From 1 January 1953 to 1 January 1954, the number of participants in the Joint Staff Pension Fund increased from 8,165 to 8,562. Of this latter total, 4,505 participants were United Nations staff members and 4,057 were staff members of six specialized agencies. In 1953, entries and withdrawals totalled 1,460 and 1,063 respectively.

CHAPTER I

Salaries and wages.....	\$ 91,560
1954:	78,720
1953:	73,416
(i) <i>Established posts</i>	\$ 55,360
1954:	48,470
1953:	49,491

The establishment of one additional post as compared with 1954 represents a transfer of a clerical post from a full-

time temporary assistance to a permanent basis. The workload of the Secretariat necessitates the continuous employment of existing staff. The new established post is graded at the principal level of the General Services. The functions of its incumbent include correspondence with participating organizations, control of the registers of the Fund, and duties of administrative assistant to the Secretary of the Board.

A sum of \$36,900, equivalent to two-thirds of the estimate, would be chargeable to the Fund.

Table 32-1. Secretariat of the Joint Staff Pension Board and the United Nations Staff Pension Committee

Number of established posts		Category and post level	Gross salaries
1954	1955		
1	1	Principal Officer	\$ 14,330
		<i>Professional</i>	
1	1	First Officer	10,540
1	1	Associate Officer	6,800
		<i>General Service</i>	
—	1	Principal level	5,370
1	1	Senior level	5,000
3	3	Intermediate level	11,920
—	—		53,960
7	8		3,700
<i>Add:</i> Cost-of-living adjustment			57,660
<i>Deduct:</i> Adjustment for turnover of staff			2,300
			TOTAL 55,360

(ii) *Consultants* \$ 34,800
 1954: 25,500
 1953: 18,075

Estimated costs which are chargeable to the Fund include:

(a) \$8,000 for actuarial services, including an actuarial valuation of the Fund and other actuarial work in connexion with the admission of the Interim Commission of the International Trade Organization.

(b) \$26,200 for contractual services required for the investment of available resources. The Pension Fund, which is augmented by some \$8 million annually is likely to increase from \$37,193,216 as of 31 December 1953 to about \$53 million as of 31 December 1955. On the basis of existing contractual arrangements, fees on bond and stock investments would require \$17,200 and \$9,000 respectively.

(c) \$500 for investment reference services.

(d) \$100 for medical examination of persons drawing disability pensions.

(iii) *Temporary assistance* \$ 1,400
 1954: 4,750
 1953: 5,850

Provision is made for temporary assistance during peak load periods to process year-end lists of contributions for reconciliation of accounts to meet deadlines for the external auditors and the 1955 meeting of the Board.

The entire cost of temporary assistance would be chargeable to the Fund.

CHAPTER II

Common staff costs	\$ 12,740
1954:	10,300
1953:	10,157

Provision is made for the following items:

(i) Contributions, Joint Staff Pension Fund.....	6,050
(ii) Children's allowances, education grants and related travel.....	1,000
(iii) Contributions, medical insurance.....	250
(iv) Travel on home leave.....	1,040
(v) Separation payments.....	2,500
(vi) Repatriation grants.....	500
(vii) Travel and removal of staff and dependants.....	1,400

TOTAL \$12,740¹

Individual items are estimated either on the basis of known requirements or on past experience of Headquarters departments, for which the 1953 expenditures for common staff costs amount to 23 per cent of total salaries.

A sum of about \$8,490, equivalent to two-thirds of the estimate, would be chargeable to the Fund.

CHAPTER III

Travel—Joint Staff Pension Board and United

Nations Pension Committee	\$ 13,300
1954:	4,000
1953:	8,566

(i) Travel and subsistence of members.....	\$ 9,610
1954:	4,000
1953:	8,566

Provision of \$7,690 is made for the travel of nine members of the United Nations Pension Committee to the annual meeting of the Joint Staff Pension Board, scheduled to be held in Paris in 1955. These costs include \$5,700 for transportation and \$1,990 for subsistence covering a period of fifteen days.

¹ Excludes any reimbursement for income taxation which would represent additional cost if and when incurred.

Provision of \$1,920 is also made for travel and subsistence of three members of the United Nations Pension Committee to attend about ten meetings of the Committee and about six meetings of the Standing Committee at Headquarters, New York. The above noted costs would be borne by the United Nations.

(ii) Travel and subsistence of staff	\$ 3,690
1954:	— ²
1953:	— ²

Provision is made for travel of the Secretary, the Deputy Secretary, the medical consultant and the actuary to attend the 1955 meeting of the Board in Paris. It is proposed that, while in Europe, the Secretary (or Deputy) should discuss operating procedures and current problems of the agencies having their headquarters in Paris, Geneva and Rome with the secretaries and members of the pension committees and others concerned with the administration, and that the medical consultant should meet in Geneva with the medical officers of those agencies. Travel arrangements under the above headings will be made in conjunction with home leave. The costs of these journeys would be charged to the Fund.³

² Included in section 14.

³ Summary of costs chargeable to the Fund:

1. Established posts (two-thirds the amount of total salaries in table 32-1)	\$36,900
2. Consultants	34,800
3. Temporary assistance	1,400
4. Common staff costs (two-thirds the amount in chapter II)	8,490
5. Travel and subsistence of staff	3,690
	\$85,280
Deduct: Revenue from staff assessment	7,220
	\$78,060
6. Cost of Investment Committee (section 6, chapter III) ...	2,500
7. Cost of external audit	900
8. Reimbursement to United Nations for services of Investment Officers	
(a) Net salary	6,000
(b) Common staff costs	1,680
9. Reimbursement to United Nations for communication services (section 16)—telephones (\$600), cables (\$70), postage (\$240) and air freight (\$150)	1,060
Net cost chargeable to Fund	\$90,200

Of the total chargeable to the Fund, \$53,320 relate to administrative costs and \$36,880 to investment costs.

B. International Court of Justice

PART XII

INTERNATIONAL COURT OF JUSTICE

\$764,600

(1954: \$621,980

1953: \$585,537)

Section 33. The International Court of Justice

\$764,600

(1954: \$621,980

1953: \$585,537)

CHAPTER I

Salaries and expenses of Members of the Court . . . \$501,100
 1951: 343,100
 1953: 330,815

(i) *Salaries and allowances for the President, the Vice-President and the Judges* \$307,800
 1954: 307,800
 1953: 299,633

This estimate is in accordance with resolution 474 (V) adopted by the General Assembly on 15 December 1950.

(ii) *Contributions, Pension Fund* \$175,900
 1954: 13,850
 1953: 13,750

This item provides for the funding of pensions which may be awarded to members of the International Court of Justice (or their dependents) in accordance with resolution 86 (I), adopted by the General Assembly on 11 December 1946.

The Joint Sub-Committee of the Fifth and Sixth Committees, in pursuance of whose report resolution 86 (I) was adopted, recommended consideration of the creation of a special fund as a complement to the pension plan "with a view to stabilizing the annual budgetary charges for the cost of these pensions". However, no such fund has yet been established.

In 1953, the President of the International Court of Justice, acting on behalf of the Court, requested that early action be taken to establish a fund, and an actuarial report was obtained from the actuary for the United Nations Joint Staff Pension Fund. A proposal was included in the estimates for 1954, but the decision was deferred for one year.

The computation obtained from the actuary cannot claim to exactitude, owing to the small number of members under the plan and the existence of a number of variables, such as the possibilities of re-election. However, on the basis of experience available, the indicated annual cost of funding the pensions is \$110,808, equal to 36 per cent of salaries. The pension scheme for the members of the Court is non-contributory.

Since no normal annual contribution has been paid into a fund since the commencement of the plan, a deficiency has accrued. The estimated annual cost of liquidating this deficiency over a fifteen-year period, commencing with 1955, is \$65,092. On this basis the combined total provision for fifteen years commencing in 1955 would be \$175,900 per annum. After the deficiency has been liquidated, the budgetary cost would decrease to \$110,808 per annum.

The funding arrangements are based on the assumption that the mortality of the group would follow that indicated by the mortality tables adopted by the United Nations Joint Staff Pension Fund and that the reserves created would earn interest at the rate of 2.5 per cent per annum, the rate of interest assumed for the United Nations Joint Staff Pension Fund.

In order to avoid additional machinery for the administration of this relatively small fund, it is assumed that investment of the fund and related functions would be handled within the administrative framework already operative for the United Nations Joint Staff Pension Fund. This procedure is entirely agreeable to the members of the Court, provided that that degree of flexibility is retained which would assure to the Court the exercise of the power of decision in the award of pensions which is entrusted to it by the General Assembly resolution.

In providing revised calculations based on commencement of the fund in 1955, in lieu of 1954, the actuary has advised that the original valuation was made as at 1 January 1953, and that, for the small group involved, actual changes in membership or pension roll might have a significant effect on contribution calculations. Since the date mentioned, one member of the Court has resigned and been replaced (1953) and one member has died (1953). Elections for six members will be held in 1954. In these circumstances it is proposed that the figure shown should be utilized for 1955, and that preceding the preparation of the estimates for 1956, an additional report should be obtained from the actuary based on the additional data.

(iii) *Travel on official business* \$ 2,200
 1954: 2,250
 1953: 1,582

(iv) *Annual journeys and journeys on leave* . . . \$ 14,000
 1954: 18,000
 1953: 11,298

In 1953, a number of judges did not avail themselves of their right to travel to their countries, with consequential total expenditure below the authorized sum for that year.

A reduction of \$4,000 is proposed under this heading as compared with 1954.

(v) *Travel and removal expenses of Members of the Court and dependants* \$ 1,000
 1954: 1,000
 1953: 132

(vi) *Miscellaneous supplies and services* \$ 200
 1954: 200
 1953: 65

This estimate provides for any exceptional expenses such as those resulting from official ceremonies in which the Court is obliged to participate.

(vii) *Judges ad hoc, assessors, witnesses and experts* \$ —
 1954: —
 1953: 4,355

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 of a contin-

gent nature and no estimate is made for such expenses. However, the draft resolution concerning unforeseen and extraordinary expenses for 1955 provides that the Secretary-General may finance such requirements by advancing the necessary sums from the Working Capital Fund. This procedure has been followed in previous financial years.

CHAPTER II

Salaries, wages and expenses of the Registry . . . \$203,120
1954: 215,100
1953: 195,935

(i) *Established posts* \$150,620
1954: 158,300
1953: 139,971

While the total establishment remains at the level approved for 1955, the estimates provide for the following changes in posts.

In accordance with standards applied to comparable posts, the following reclassifications are proposed. Firstly, a first officer post to senior officer level, to place its incumbent after the period of probation already served, and in view of the level of the functions performed, on the same footing as the other two first secretaries.

Secondly, a downgrading of two associate officer posts to the assistant officer level. Two officers have been appointed at the lower level in succession to former incumbents who have left the Court after long service. The Court reserves the right to request restoration of these two posts to the former approved level if the officials concerned subsequently merit the same ranking as their predecessors.

Thirdly, in the general service category, one post at junior level is replaced by one at intermediate level in view of increased responsibilities.

The differential on the salaries of the professional staff of the Registry is maintained at 25 per cent for 1955.

In accordance with the recommendations of the Advisory Committee on Administrative and Budgetary Questions and in agreement between the Secretariat and the Registry, the salary scale of officials in the general service category will henceforth be fixed in guilders on the basis of "the best prevailing conditions of employment in the locality".

Table 33-1. Registrar and staff of the Registry of the Court

Number of established posts		Category and post level	Gross salaries
1954	1955		
			\$
1	1	Registrar	
		Salary	18,000
		Allowance	3,500
1	1	Director	17,400
		<i>Professional</i>	
2	3	Senior officer	37,310
2	1	First officer	10,540
1	1	Second officer	9,460
9	7	Associate officer	48,660
—	2	Assistant officer	9,500
			154,370
		Deduct: Adjustment for differential . . .	29,370
			125,000
		<i>General service</i>	
		(Dollar equivalent of local salary scale)	
3	3	Senior level	8,130
2	3	Intermediate level	7,700
4	3	Junior level	4,790
4	4	Messenger level	5,000
29	29		\$150,620

(ii) *Temporary assistance* \$ 20,000
1954: 20,000
1953: 27,921

This account provides for the additional interpreting, translating, verbatim reporting, stenographic, and other assistance required when the Court is in session, the regular establishment providing only the staff required on a year-round basis. Temporary assistance is employed on day-to-day or week-to-week contracts as actually required.

(iii) *Overtime* \$ 500
1954: 500
1953: 355

Similar conditions to those observed in the United Nations Secretariat govern payment for overtime.

(iv) *Travel and removal of staff and dependants* \$ 600
1954: 600
1953: 1,390

No change from 1954 is proposed.

(v) *Installation payments* \$ 700
1954: 700
1953: 540

The estimate for item (v) is based on past experience.

(vi) *Contributions, Joint Staff Pension Fund* . . . \$ 19,850
1954: 21,250
1953: 18,355

This estimate is calculated on the basis of estimates for the salaries of the participating staff.

(vii) *Children's allowance, education grants and related travel* \$ 5,000
1954: 5,900
1953: 4,334

The estimate is based on the rules applied in the United Nations Secretariat.

(viii) *Contributions, medical and group life insurance* \$ 1,000
1954: 1,000
1953: 753

No change from 1954 is proposed.

(ix) *Compensatory payments* \$ 150
1954: 150
1953: —

(x) *Travel on home leave* \$ 1,000
1954: 3,000
1953: 422

The estimate is based on the rules applied in the United Nations Secretariat. The number of officials eligible for home leave in 1955 is lower than in 1954.

(xi) *Staff welfare* \$ 200
1954: 200
1953: 31

(xii) *Travel on official business* \$ 3,500
1954: 3,500
1953: 1,863

No change from 1954 is proposed.

CHAPTER III

Common services \$ 54,380
1954: 57,780
1953: 55,332

(i) *Contribution to the Carnegie Foundation* . . \$ 18,000
1954: 18,000
1953: 18,000

(ii) <i>Amortization of cost of installation of new premises</i>	\$ 2,640
1954:	2,640
1953:	2,632
(iii) <i>Supplementary amortization of cost of new premises</i>	\$ 2,640
1954:	2,640
1953:	2,632

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 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>	\$ 1,500
1954:	1,500
1953:	1,350
(v) <i>Telephone services</i>	\$ 900
1954:	900
1953:	609
(vi) <i>Cable, telegraph and wireless</i>	\$ 1,200
1954:	1,800
1953:	634
(vii) <i>Postal services</i>	\$ 1,200
1954:	1,500
1953:	1,062
(viii) <i>Stationery and office supplies</i>	\$ 5,000
1954:	7,500
1953:	3,971

The estimates under (iv), (v), (vi), (vii) and (viii) are based on past experience.

(ix) <i>Contractual printing</i>	\$ 20,000
1954:	20,000
1953:	24,186

A sum of \$20,000 is considered sufficient for 1955, as for 1954.

(x) <i>External audit costs</i>	\$ 500
1954:	500
1953:	—
(xi) <i>Miscellaneous supplies and services</i>	\$ 700
1954:	700
1953:	256

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
1954:	100
1953:	—

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 For 1955 a token estimate is submitted.

CHAPTER IV

Permanent equipment	\$ 6,000
1954:	6,000
1953:	3,455
(i) <i>Furniture and installation of additional fittings</i>	\$ 3,000
1954:	3,000
1953:	997

Provision is intended to cover the expenses of the purchase of a number of typewriters and articles of current use: shelving, filing cabinets, card-indexes, etc.

(ii) <i>Library</i>	\$ 3,000
1954:	3,000
1953:	2,458

The estimate is based on past experience.

¹ See *Official records of the fourth session of the General Assembly, Plenary Meetings, Annex, agenda item 39, document A/1232, para. 140.*

C. ESTIMATES OF MISCELLANEOUS INCOME

C. Estimates of Miscellaneous Income

	A Headquarters and offices in the field, except the European Office		European Office of the United Nations		B International Court of Justice		C Total	
	Estimate 1955	Approved 1954 estimate	Estimate 1955	Approved 1954 estimate	Estimate 1955	Approved 1954 estimate	Estimate 1955	Approved 1954 estimate
	\$	\$	\$	\$	\$	\$	\$	\$
(i) Assessments on salaries and allowances of staff	3,885,000	4,010,400	690,000	650,000	25,000	26,000	4,600,000	4,686,400
(ii) Rental income (space charges)	112,500	122,500	186,000	180,000	-	-	298,500	302,500
(iii) Reimbursement for staff and services furnished to specialized agencies and others	190,000	192,200	192,000	182,000	-	-	382,000	374,200
(iv) Sale of official records and publications	220,000	220,000	74,000	80,000	6,000	4,500	300,000	304,500
(v) Revenue from film distribution	30,000	30,000	-	-	-	-	30,000	30,000
(vi) Interest on investments	140,000	125,000	-	-	-	-	140,000	125,000
(vii) Other interest	10,000	15,000	1,000	1,000	100	100	11,100	16,100
(viii) Sale of used office, transportation and other equipment, etc.	14,000	38,300	2,000	3,000	-	-	16,000	41,300
(ix) Refund of prior years' expenditures	50,000	50,000	1,000	500	-	-	51,000	50,500
(x) Reimbursement of expenditures, Lido Beach Hotel	38,000	38,000	-	-	-	-	38,000	38,000
(xi) Contributions of non-Member States	100,000	47,500	-	-	11,500	9,000	111,500	56,500
(xii) Revenue of sales of stamps	445,000	430,000	5,000	5,000	-	-	450,000	435,000
(xiii) Visitors' Service	225,000	200,000	20,000	15,000	-	-	245,000	215,000
(xiv) United Nations Gift Centre	60,000	50,000	-	-	-	-	60,000	50,000
(xv) Miscellaneous	30,000	25,000	10,000	10,000	-	-	40,000	35,000
TOTAL	\$5,549,500	\$5,593,900	\$1,181,000	\$1,126,500	\$42,600	\$39,600	\$6,773,100	\$6,760,000
	\$5,621,444	\$5,621,444	\$1,126,332	\$1,126,332	\$39,596	\$39,596	\$6,787,372	\$6,787,372

(i) Assessments on salaries and allowances of staff

The estimated income to be derived through the staff assessment scheme is based on past experience. It excludes income on salaries and allowances of staff members engaged in special missions and related activities; detailed estimates under this heading will be submitted at a later date, pursuant to the decisions made by the General Assembly in connexion with these particular activities.

(ii) Rental income (space charges)

The estimate for Headquarters is made up of:

- (a) Rental of floor space, based on current lease agreements \$ 29,500
- (b) Garage rentals 83,000

The Geneva estimate is based on actual experience and excludes rental for the villa "Le Bocage" which will be used to repay a Working Capital Fund advance made in 1954, in agreement with the Advisory Committee, to finance renovations to the villa.

C. Estimates of Miscellaneous Income

(iii) *Reimbursement for staff and services furnished to specialized agencies and others*

Income to be derived from Headquarters activities is based on the following estimated sums for reimbursement:

(a) Costs incurred on behalf of the Joint Staff Pension Board	\$ 90,200
(b) Shared costs of the International Civil Service Advisory Board	4,500
(c) Loan of staff and other miscellaneous services rendered	16,300
(d) Space, electricity, water, steam and maintenance in connexion with restaurant and related activities	50,000
(e) Cable traffic for the United Nations Children's Fund, the United Nations Korean Reconstruction Agency, the United Nations Relief and Works Agency for Palestine Refugees in the Near East and the Technical Assistance Board	29,000

TOTAL \$190,000

Income to be derived from activities in Geneva, estimated at \$192,000, is based on past experience. The increase over 1953 is mainly due to anticipated increase in the volume of services rendered in the fields of printing and distribution of documents.

(iv) *Sale of official records and publications*

The Headquarters estimate is made up of:

(a) Revenue from Bookshop sales	\$120,000
(b) Revenue from sales by agents controlled from Headquarters	100,000

The estimates for Geneva and The Hague are both based on previous experience.

(v) *Revenue from film distribution*

No appreciable changes are foreseen in the income to be derived from this activity.

(vi) *Interest on investments*

In 1953 the amount collected was \$175,935. This figure exceeded the estimate by \$75,935 due to the abnormally high interest rate prevailing during 1953, reaching a maximum of 2.48 per cent for ninety days. Since then there has been a steady decrease of the interest rate and as of June 1954 the yield of United States Securities stands at approximately 0.60 per cent for 90 days or 0.71 per cent for 270 days.

In view of the continuing down-trend of the yields obtainable from the United States Government short-term securities to which the investment of the Working Capital and General Funds had so far been limited, the advice of the Investments Committee was sought, with regard to possible investment in other prime short-term paper. The Committee recommended investment in short-term finance companies paper provided it be "restricted to the three or four largest and best known finance companies" and also bankers acceptances.

Inasmuch as the yield of such paper is at present twice that of United States short-term securities, it is hoped that the inclusion of such paper in the portfolio, may make it possible to reach the figure of \$140,000.

(vii) *Other interest*

The estimated income, mainly made up of interest from bank deposits, is based on 1953 experience.

(viii) *Sale of used office, transportation and other equipment*

The reduction in income under this heading as compared with earlier years reflects the progressive decrease in purchases of new equipment and a similar decrease in sale of material judged surplus or obsolete.

(ix) *Refund of prior years' expenditures*

No change is proposed in the figure used for 1954.

(x) *Reimbursement of expenditures, Lido Beach Hotel*

This item covers the penultimate instalment due to the United Nations under the terms of liquidation of the Lido Beach housing project.

(xi) *Contributions of non-Member States*

In the past estimates in respect of contributions by non-Member States for their share(s) payable towards the cost of various activities were arrived at by using two different bases, namely:

(a) Based upon estimated expenditures of the financial year covered by the budget request, and,	}	International Court of Justice
(b) Based upon estimated expenditures in the financial year preceding that covered by the budget request.		Contributions relating to Narcotic Drugs

It is proposed to discontinue this practice and to estimate such revenue from non-Member States in respect of all the various General Assembly resolutions alike, viz.: on the basis of the estimated expenditures for the financial year covered by the budget request. To implement this, the present estimate makes provision in respect of contributions by non-Member States towards the expenditure of the conventions relating to narcotic drugs for two years, namely, 1954 and 1955.

The details of the total estimate of \$111,500 are as follows:

(a) Conventions relating to Narcotic Drugs (c.f. General Assembly resolution 582 (VI), paragraph 6)	\$100,000
(b) Convention on the Declaration of Death of Missing Persons (c.f. General Assembly resolution 765 (VIII), paragraph 6)	—
(c) International Court of Justice (c.f. General Assembly resolution 582 (VI) paragraph 5) .	11,500

(xii) *Revenue from sales of United Nations postage stamps*

Based on experience to date, revenue from this source is estimated at \$450,000, of which \$5,000 relates to Geneva.

(xiii) *Visitors' Service*

Income from the Visitors' Service is expected to yield \$225,000 at Headquarters and \$20,000 at Geneva.

(xiv) *United Nations Gift Center*

Income from the Gift Center, operated under a management contract, is expected to yield \$60,000 in 1955.

(xv) *Miscellaneous*

The estimate covers in the main insurance claims made by the United Nations. Income under this heading cannot be readily estimated. Of the total amount included in this statement, sums of \$30,000 and \$10,000 relate respectively to Headquarters and to Geneva.

D. SUMMARY OF

		Salaries and wages			
		Established posts	Consultants	Temporary assistance and casual labour	Overtime and night differential
		\$	\$	\$	\$
PART I. SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES					
<i>Section</i>					
1.	The General Assembly, Commissions and Committees.....	—	—	—	—
2.	The Security Council, Commissions and Committees.....	—	—	—	—
3.	The Economic and Social Council, Commissions and Committees.....	—	6,100	3,200	—
3a.	Permanent Central Opium Board and Drug Supervisory Body.....	—	—	—	—
3b.	Regional economic commissions.....	—	—	1,000	—
4.	The Trusteeship Council, Commissions and Committees.....	—	—	—	—
TOTAL, PART I		—	6,100	4,200	—
PART II. SPECIAL MISSIONS AND RELATED ACTIVITIES					
<i>Section</i>					
5.	Special missions and related activities.....	—	—	109,900	—
5a.	United Nations Field Service.....	336,400	—	—	2,500
TOTAL, PART II		336,400	—	109,900	2,500
PART III. HEADQUARTERS, NEW YORK					
<i>Section</i>					
6.	Offices of the Secretary-General.....	2,056,800	—	—	12,600
6a.	Office of Under-Secretaries without portfolio.....	84,700	—	—	300
7.	Department of Political and Security Council Affairs.....	654,300	—	—	3,000
7a.	Secretariat of the Military Staff Committee.....	109,200	—	—	—
8.	Department of Economic and Social Affairs.....	3,684,900	25,700	—	6,400
9.	Department of Trusteeship and Information from Non-Self-Governing Territories.....	865,200	—	—	2,500
10.	Department of Public Information.....	1,994,900	—	—	9,000
11.	Department of Conference Services.....	6,080,300	—	—	88,000
11a.	Library.....	474,600	—	—	1,400
12.	Office of General Services.....	2,847,000	—	—	110,000
13.	Temporary assistance and consultants.....	—	70,000	440,000	—
14.	Travel of staff.....	—	—	—	—
15.	Common staff costs.....	—	—	—	—
16.	Common services.....	—	—	—	—
17.	Permanent equipment.....	—	—	—	—
TOTAL, PART III		18,851,900	95,700	440,000	233,200
PART IV. EUROPEAN OFFICE OF THE UNITED NATIONS					
<i>Section</i>					
18.	European Office of the United Nations.....	3,239,300	8,500	216,500	13,100
19.	Office of the High Commissioner for Refugees.....	545,000	3,000	9,500	800
TOTAL, PART IV		3,784,300	11,500	226,000	13,900
PART V. INFORMATION CENTRES					
<i>Section</i>					
20.	Information centres.....	490,050	—	53,950	2,900
TOTAL, PART V		490,050	—	53,950	2,900
PART VI. REGIONAL ECONOMIC COMMISSIONS					
<i>Section</i>					
21.	Secretariat of the Economic Commission for Asia and the Far East.....	792,000	35,000	17,000	2,800
22.	Secretariat of the Economic Commission for Latin America.....	600,100	65,000	15,000	4,000
TOTAL, PART VI		1,392,100	100,000	32,000	6,800
PART VII. HOSPITALITY					
<i>Section</i>					
23.	Hospitality.....	—	—	—	—
TOTAL, PART VII		—	—	—	—
PART VIII. CONTRACTUAL PRINTING					
<i>Section</i>					
24.	Official Records.....	—	—	—	—
25.	Publications.....	—	—	—	—
TOTAL, PART VIII		—	—	—	—
PART IX. TECHNICAL PROGRAMMES					
<i>Section</i>					
26.	Technical Assistance Administration.....	—	—	—	—
27.	Economic Development.....	—	—	—	—
28.	Social Activities.....	—	—	—	—
29.	Public administration.....	—	—	—	—
TOTAL, PART IX		—	—	—	—
PART X. SPECIAL EXPENSES					
<i>Section</i>					
30.	Transfer of the assets of the League of Nations to the United Nations.....	—	—	—	—

PENDITURE

Communications services	Information services	Contractual services and supplies				Property and equipment	Grants and subsidies	Undistributed	Totals by sections
		Premises, maintenance and utilities		Contractual printing	Miscellaneous supplies and services				
		At Headquarters	At other offices						
\$	\$	\$	\$	\$	\$	\$	\$	\$	
—	—	—	—	—	—	—	—	30,000	373,000
—	—	—	—	—	—	—	—	—	159,500
—	—	—	—	—	—	—	—	—	24,300
3,400	—	—	—	—	15,900	—	—	—	109,700
—	—	—	—	—	—	—	—	50,000	50,000
3,400	—	—	—	—	15,900	—	—	80,000	716,500
3,300	—	—	2,000	—	18,800	6,700	—	1,665,000	1,900,000
—	—	—	—	—	9,000	3,000	—	—	484,000
3,300	—	—	2,000	—	27,800	9,700	—	1,665,000	2,384,000
—	—	15,000	—	—	22,000	—	—	—	2,117,900
—	—	—	—	—	—	—	—	—	85,000
—	—	—	—	—	—	—	—	—	657,300
—	—	—	—	—	—	—	—	—	109,200
—	—	—	—	—	—	—	—	—	3,717,000
—	547,600	—	—	—	—	—	—	—	867,700
—	—	—	—	—	—	—	—	—	2,562,500
—	—	—	—	—	—	—	—	—	6,168,300
—	—	—	—	—	13,000	—	—	—	489,000
—	—	—	—	—	19,000	—	—	—	2,976,000
—	—	—	—	—	—	—	—	—	510,000
—	—	—	—	—	—	—	—	—	1,000,000
—	—	—	—	—	—	—	7,400	—	3,392,400
421,500	249,400	2,182,300	—	—	796,800	—	10,000	—	3,660,900
—	—	—	—	—	—	191,600	—	—	191,600
421,500	797,000	2,197,300	—	—	850,800	191,600	17,400	—	28,503,900
83,500	10,000	—	125,000	—	181,900	155,500	—	—	4,722,000
11,000	—	—	17,000	—	11,200	2,000	—	—	697,000
94,500	10,000	—	142,000	—	193,100	157,500	—	—	5,419,000
47,400	5,900	—	63,100	—	111,800	12,600	—	—	905,100
47,400	5,900	—	63,100	—	111,800	12,600	—	—	905,100
17,000	—	—	9,000	—	36,000	10,500	—	—	1,152,300
11,000	—	—	20,000	—	29,600	18,000	—	—	970,200
28,000	—	—	29,000	—	65,600	28,500	—	—	2,122,500
—	—	—	—	—	—	—	—	20,000	20,000
—	—	—	—	—	—	—	—	20,000	20,000
—	—	—	—	704,000	—	—	—	—	704,000
—	—	—	—	735,000	—	—	—	—	735,000
—	—	—	—	1,439,000	—	—	—	—	1,439,000
—	—	—	—	—	—	—	386,700	—	386,700
—	—	—	—	—	—	—	479,400	—	479,400
—	—	—	—	—	—	—	768,500	—	768,500
—	—	—	—	—	—	—	145,000	—	145,000
—	—	—	—	—	—	—	1,779,600	—	1,779,600
—	—	—	—	—	—	649,500	—	—	649,500

7a.	Secretariat of the Military Staff Committee.....	109,200	—	—
8.	Department of Economic and Social Affairs.....	3,684,900	25,700	—
9.	Department of Trusteeship and Information from Non-Self-Governing Territories.....	865,200	—	—
10.	Department of Public Information.....	1,994,900	—	—
11.	Department of Conference Services.....	6,080,300	—	—
11a.	Library.....	474,600	—	—
12.	Office of General Services.....	2,847,000	—	—
13.	Temporary assistance and consultants.....	—	70,000	440,000
14.	Travel of staff.....	—	—	—
15.	Common staff costs.....	—	—	—
16.	Common services.....	—	—	—
17.	Permanent equipment.....	—	—	—
	TOTAL, PART III	18,851,900	95,700	440,000
PART IV. EUROPEAN OFFICE OF THE UNITED NATIONS				
<i>Section</i>				
18.	European Office of the United Nations.....	3,239,300	8,500	216,500
19.	Office of the High Commissioner for Refugees.....	545,000	3,000	9,500
	TOTAL, PART IV	3,784,300	11,500	226,000
PART V. INFORMATION CENTRES				
<i>Section</i>				
20.	Information centres.....	490,050	—	53,950
	TOTAL, PART V	490,050	—	53,950
PART VI. REGIONAL ECONOMIC COMMISSIONS				
<i>Section</i>				
21.	Secretariat of the Economic Commission for Asia and the Far East.....	792,000	35,000	17,000
22.	Secretariat of the Economic Commission for Latin America.....	600,100	65,000	15,000
	TOTAL, PART VI	1,392,100	100,000	32,000
PART VII. HOSPITALITY				
<i>Section</i>				
23.	Hospitality.....	—	—	—
	TOTAL, PART VII	—	—	—
PART VIII. CONTRACTUAL PRINTING				
<i>Section</i>				
24.	Official Records.....	—	—	—
25.	Publications.....	—	—	—
	TOTAL, PART VIII	—	—	—
PART IX. TECHNICAL PROGRAMMES				
<i>Section</i>				
26.	Technical Assistance Administration.....	—	—	—
27.	Economic Development.....	—	—	—
28.	Social Activities.....	—	—	—
29.	Public administration.....	—	—	—
	TOTAL, PART IX	—	—	—
PART X. SPECIAL EXPENSES				
<i>Section</i>				
30.	Transfer of the assets of the League of Nations to the United Nations.....	—	—	—
31.	Amortization of the Headquarters Construction Loan.....	—	—	—
	TOTAL, PART X	—	—	—
PART XI. JOINT STAFF PENSION BOARD AND UNITED NATIONS STAFF PENSION COMMITTEE				
<i>Section</i>				
32.	Joint Staff Pension Board and United Nations Staff Pension Committee.....	55,360	34,800	1,400
	TOTAL, PART XI	55,360	34,800	1,400
PART XII. INTERNATIONAL COURT OF JUSTICE				
<i>Section</i>				
33.	The International Court of Justice.....	458,420	—	20,000
	TOTAL, PART XII	458,420	—	20,000
	GRAND TOTAL	\$25,368,530	\$248,100	\$887,450

Salaries and wages

BUDGET ESTIMATES, 1955	\$26,763,880
APPROVED ESTIMATES, 1954	\$27,871,380
EXPENDITURES, 1953	\$27,114,968

.....	651,300	—	—	3,000	—	—	—	—	—	—	—
.....	109,200	—	—	—	—	—	—	—	—	—	—
.....	3,684,900	25,700	—	6,400	—	—	—	—	—	—	—
.....	865,200	—	—	2,500	—	—	—	—	—	—	—
.....	1,994,900	—	—	9,000	—	—	11,000	—	—	547,600	—
.....	6,080,300	—	—	88,000	—	—	—	—	—	—	—
.....	474,600	—	—	1,400	—	—	—	—	—	—	—
.....	2,847,000	—	—	110,000	—	—	—	—	—	—	—
.....	—	70,000	440,000	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	355,000	645,000	—	—	—	—
.....	—	—	—	—	3,385,000	—	—	—	421,500	249,400	2,182,800
.....	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
ART III	18,851,900	95,700	440,000	233,200	3,385,000	11,500	366,000	645,000	421,500	797,000	2,197,800
.....	3,239,300	8,500	216,500	13,100	589,200	—	57,500	42,000	83,500	10,000	—
.....	545,000	3,000	9,500	800	46,250	—	49,250	2,000	11,000	—	—
PART IV	3,784,300	11,500	226,000	13,900	635,450	—	106,750	44,000	94,500	10,000	—
.....	490,050	—	53,950	2,900	76,000	—	32,500	8,900	47,400	5,900	—
PART V	490,050	—	53,950	2,900	76,000	—	32,500	8,900	47,400	5,900	—
.....	792,000	35,000	17,000	2,800	156,700	—	53,300	23,000	17,000	—	—
.....	600,100	65,000	15,000	4,000	132,100	—	54,700	20,700	11,000	—	—
PART VI	1,392,100	100,000	32,000	6,800	288,800	—	108,000	43,700	28,000	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
ART VII	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
PART VIII	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
PART IX	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
.....	—	—	—	—	—	—	—	—	—	—	—
PART X	—	—	—	—	—	—	—	—	—	—	—
.....	55,360	34,800	1,400	—	11,700	9,610	3,690	1,040	—	—	—
PART XI	55,360	34,800	1,400	—	11,700	9,610	3,690	1,040	—	—	—
.....	458,420	—	20,000	500	204,400	—	5,700	15,000	2,400	—	—
PART XII	458,420	—	20,000	500	204,400	—	5,700	15,000	2,400	—	—
TOTAL	\$25,368,530	\$248,100	\$887,450	\$259,800	\$4,672,950	\$502,850	\$842,100	\$819,140	\$600,500	\$812,900	\$2,197,800

	Salaries and wages	Common staff costs	Travel and transportation	Contract
.....s, 1955	\$26,763,880	\$4,672,950	\$2,164,090	
.....s, 1954	\$27,871,380	\$4,366,350	\$3,293,580	
.....s, 1953	\$27,114,968	\$6,495,785	\$3,109,444	

—	—	—	—	—	—	—	—	109,200
—	—	—	—	—	—	—	—	3,717,000
—	—	—	—	—	—	—	—	867,700
547,600	—	—	—	—	—	—	—	2,562,500
—	—	—	—	—	—	—	—	6,168,300
—	—	—	—	13,000	—	—	—	489,000
—	—	—	—	19,000	—	—	—	2,976,000
—	—	—	—	—	—	—	—	510,000
—	—	—	—	—	—	—	—	1,000,000
—	—	—	—	—	—	7,400	—	3,392,400
249,400	2,182,300	—	—	796,800	—	10,000	—	3,660,000
—	—	—	—	—	191,600	—	—	191,600
<u>797,000</u>	<u>2,197,300</u>	<u>—</u>	<u>—</u>	<u>850,800</u>	<u>191,600</u>	<u>17,400</u>	<u>—</u>	<u>28,503,900</u>
—	—	—	—	—	—	—	—	—
10,000	—	125,000	—	181,900	155,500	—	—	4,722,000
—	—	17,000	—	11,200	2,000	—	—	697,000
<u>10,000</u>	<u>—</u>	<u>142,000</u>	<u>—</u>	<u>193,100</u>	<u>157,500</u>	<u>—</u>	<u>—</u>	<u>5,419,000</u>
—	—	—	—	—	—	—	—	—
5,900	—	63,100	—	111,800	12,600	—	—	905,100
<u>5,900</u>	<u>—</u>	<u>63,100</u>	<u>—</u>	<u>111,800</u>	<u>12,600</u>	<u>—</u>	<u>—</u>	<u>905,100</u>
—	—	—	—	—	—	—	—	—
—	—	9,000	—	36,000	10,500	—	—	1,152,300
—	—	20,000	—	29,600	18,000	—	—	970,200
<u>—</u>	<u>—</u>	<u>29,000</u>	<u>—</u>	<u>65,600</u>	<u>28,500</u>	<u>—</u>	<u>—</u>	<u>2,122,500</u>
—	—	—	—	—	—	—	20,000	20,000
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>20,000</u>	<u>20,000</u>
—	—	—	—	—	—	—	—	—
—	—	—	704,000	—	—	—	—	704,000
—	—	—	735,000	—	—	—	—	735,000
<u>—</u>	<u>—</u>	<u>—</u>	<u>1,439,000</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>1,439,000</u>
—	—	—	—	—	—	386,700	—	386,700
—	—	—	—	—	—	479,400	—	479,400
—	—	—	—	—	—	768,500	—	768,500
—	—	—	—	—	—	145,000	—	145,000
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>1,779,600</u>	<u>—</u>	<u>1,779,600</u>
—	—	—	—	—	—	—	—	—
—	—	—	—	—	649,500	—	—	649,500
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>2,000,000</u>	<u>—</u>	<u>—</u>	<u>2,000,000</u>
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>2,649,500</u>	<u>—</u>	<u>—</u>	<u>2,649,500</u>
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	117,600
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>117,600</u>
—	—	23,280	20,000	8,900	6,000	—	—	764,600
<u>—</u>	<u>—</u>	<u>23,280</u>	<u>20,000</u>	<u>8,900</u>	<u>6,000</u>	<u>—</u>	<u>—</u>	<u>764,600</u>
<u>\$812,900</u>	<u>\$2,197,300</u>	<u>\$259,380</u>	<u>\$1,459,000</u>	<u>\$1,273,900</u>	<u>\$3,055,400</u>	<u>\$1,797,000</u>	<u>\$1,765,000</u>	<u>\$46,821,300</u>

Contractual services and supplies

Property and equipment

Grants and subsidies

Undistributed

Total

\$6,602,980

\$3,055,400

\$1,797,000

\$1,765,000

\$46,821,300

\$7,224,550

\$3,181,650

\$1,789,600

\$100,000

\$47,827,110

\$7,096,658

\$3,627,562

\$1,808,905

\$39,230

\$49,292,552