

UNITED



NATIONS

BUDGET ESTIMATES
for
THE FINANCIAL YEAR 1961
and
INFORMATION ANNEXES

GENERAL ASSEMBLY

OFFICIAL RECORDS : FIFTEENTH SESSION

SUPPLEMENT No. 5 (A/4370)

NEW YORK

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NOTE

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FOREWORD BY THE SECRETARY-GENERAL

1. The estimates for 1961 have been framed without departure from the basic objectives that have constantly guided the course of the budget preparation since it was initially my responsibility to submit the annual estimates of the Organization for 1954—a reconciling of the needs of the work with the standards of highest efficiency and as great economy as possible in the circumstances. It will surprise very few that the budget estimates of the Organization for 1961 are at a higher level than they were in 1954. Times have changed and the issues to be faced have changed with the times. Yet the margin of difference is not truly significant if only the depreciation in the real value of money which has occurred in the intervening period is taken into account. The margin of difference also lacks significance when viewed in the light of the developing activities of the United Nations over ever-wider fields in response to the need faced by the Organization to expand the range of international co-operation. A glance in retrospect, of this nature, does not come amiss as we pass the decade of the fifties and turn towards a new period in which the work to be done—and done quickly—is already evident in its scope, its challenge and its need.

2. The 1961 estimates indicate, as clearly as can be reasonably foreseen at present, the level of financial support necessary to undertake the programmes which the Member States want of the United Nations. In this sense, they reflect no more than the inescapable responsibilities of the Organization which are inherent in the decisions of its principal organs and which must be matched in budgetary terms.

3. Last year, when the budget for 1960 was being reviewed, there was a generally expressed wish that the information provided in the budget foreword on the work programmes of the Secretariat might be still further amplified. A statement analysing the work undertaken in the economic and social fields and pointing up the changes in emphasis and direction of the many and varied activities which constitute the whole programme will be issued concurrently with these estimates. It seemed fitting to produce it in a separate text for, even in a concise form, it is a statement of some length, which its importance deserves. But if it assists in any way those representatives whose responsibility it is to assess and pass in the first instance upon the budgetary provisions proposed in order to determine whether they would yield a maximum return at the lowest possible cost, it will serve a useful purpose.

Form of the 1961 budget

4. The discussions undertaken by the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions during the fourteenth session of the General Assembly pointed to a number of improvements which might be made in the presentation of the estimates while preserving the basic form of presentation which the Assembly decided to continue for a second experimental period of two years. In the

intervening period, much thought has been given to ways and means of securing the desired improvements with the aim of presenting estimates in a form which would, to the fullest possible extent, facilitate the understanding, review and control of the budget by the General Assembly, and at the same time provide an effective instrument through which the Secretary-General could make the best flexible use of the resources provided in each appropriation section.

5. The form of the 1961 estimates incorporates those changes which appear in any event to be necessary. The distribution, either in separate sections or in separate chapters, of the same section of expenditure estimates which were formerly grouped together in relatively large amounts enables the purpose of particular expenditures to be more succinctly defined and their level more readily assessed. This is particularly relevant to the estimates for staff costs, which constitute the largest element in the budget, and also to the estimates for buildings, equipment, general expenses and supplies, which constitute the second largest group of expenditures. It is for this latter group that the principal change in budget form occurs. A more rational presentation is proposed in order to define clearly the requirements by office location for buildings, permanent equipment, the cost of maintaining and operating the buildings, and the provision of supplies and services needed to undertake the work programmes of the Organization. As a supplement to the appropriation sections, the budget estimates also contain more detailed information annexes which analyse the budgetary proposals and estimates and the staffing needs by organization segment and by location.

6. A change should also be noted in the order of the sections of the budget. Estimates for undertaking the work programmes in the established offices of the United Nations come first and are followed by estimates for undertaking work programmes in the field. The estimates for Special Offices are put at the end. The level of all of these estimates depends primarily on the level of authorized programmes, but, whereas the estimates in the first group are much more susceptible to control and in this sense might be regarded as the more stable portion of total budgetary needs, the level of estimates for technical programmes and field missions, which constitute the second group, are subject to wider fluctuation.

7. There has been a regrouping of the income estimates so that they might be presented in separate sections and thereby enable the Assembly to examine and approve the separate income provisions which, together, have reached a relatively high level. (The amount of income for 1961 is estimated at slightly over \$12 million.) There is one basic change in these estimates. The established posts for those secretariat activities which produce revenue are provided for under the regular budget appropriations rather than as a direct charge against revenue. The relevant income estimates are increased accordingly. The cost

of such posts are, however, appropriately indicated for purposes of assessing the net outcome of the activities. This revised presentation of the income estimates should permit a clearer understanding of their content, and an important consequence of their inclusion in the draft budget resolution in the form proposed is that Member States will have, at the time the budget is voted, a definitive indication of the assessment base for the regular budget in the coming year.

Initial estimates for 1961

8. The gross budget for 1961 is initially estimated at \$67 453 750 and income from all sources at \$12 051 780, leaving a net expenditure level of \$55 401 970. This compares with an estimated net expenditure level for 1960 of \$51 463 200. The following table gives a comparison, by part of the budget, between the initial 1961 estimates and the corresponding 1960 amounts.

Part	1961 \$	1960 \$
I. Travel of representatives, members of commissions and committees; special conferences	1 079 700	993 900
II. Staff costs and related expenses	44 821 600	42 171 400
III. Buildings, equipment and common services.	12 173 150	11 766 900
IV. Special expenses	154 000	185 000
V. Technical programmes	2 455 000	2 430 000
VI. Special missions and related activities	3 919 000	3 670 600
VII. Office of the United Nations High Commissioner for Refugees	2 117 200	1 737 000
VIII. International Court of Justice.	734 100	704 500
	<u>67 453 750</u>	<u>63 659 300</u>
<u>Less: Income other than staff assessment.</u>	<u>5 451 780</u>	<u>5 867 100</u>
	62 001 970	57 792 200
Income from staff assessment for credit to the Tax Equalization Fund	<u>6 600 000</u>	<u>6 329 000</u>
	<u>55 401 970</u>	<u>51 463 200</u>
	Net expenditure level	Net expenditure level

Special conferences

9. The estimates for part I—Travel of representatives, members of commissions and committees and special conferences—depend in large measure upon the weight of the special conference programme and, in consequence, are apt to vary considerably from year to year. Thus far, four special conferences are scheduled for 1961. The United Nations Conference on Diplomatic Intercourse and Immunities, authorized by the General Assembly in its resolution 1450 (XIV) of 7 December 1959, will be held in Vienna during the period March-April 1961. More than half of the budgeted cost of this Conference will be reimbursed by the Government of Austria, in accordance with paragraph 2 (e) of the Assembly's resolution 1202 (XII). The Plenipotentiary Conference for the Adoption of a Single Convention on Narcotic Drugs, which the Economic and Social Council decided to convene by its resolution 689 J (XXVI), will be held in New York during the period January-March 1961. The Conference on the Elimination or Reduction of Future Statelessness, when it met during March and April of 1959, adjourned without adopting a convention. But it resolved to reconvene "at the earliest possible time in order to continue and complete its work". After consulting the Members represented at the 1959 session, I have decided to reconvene the Conference in New York in 1961, for a period of three weeks immediately prior to the sixteenth session of the General Assembly. As a consequence, advantage may be had of the staffing dispositions made for the Assembly session to service this Conference without budgetary increase. Arrangements are now well advanced for the convening of the United Nations Conference on Solar Energy, Wind Power and Geothermic Energy, requested by the

Economic and Social Council in its resolution 710 A (XXVII). This Conference will be held in Europe, during August 1961. No cost estimate is submitted pending a determination of its location by the Economic and Social Council. Arrangements have not as yet been made to convene the Conference on Outer Space. But I am hopeful that the Outer Space Committee will have dealt with those matters which deserve study, and urgent study, so that the Conference may take place in 1961. As to its cost, any amount indicated would be speculative; it would be well, however, to envisage expenditures comparable to those incurred for the United Nations Conferences on the Peaceful Uses of Atomic Energy—the first such conference held in 1955 cost \$2 348 000; the second, held in 1958, cost \$3.5 million.

10. It will be apparent from the above, together with the workload stemming from the normal pattern of conferences, which is in no way diminished as compared with earlier years, that the resources of the Secretariat are likely to be severely taxed in 1961 in dealing with a conference programme of such weight and consequence as that now indicated. The impact of this programme on the resources of the participating Member States is also not to be discounted.

11. I would touch here on only one other matter of general import in relation to the estimates for part I. The General Assembly, in its resolution 1075 (XI) of 7 December 1956, established the basis whereby the United Nations would pay, or reimburse on claim, the travel expenses of certain representatives or members of Commissions and Committees. In the words of paragraph 3 of the annex to that resolution, the limit of expenditure was "the cost of first-class accommo-

ation or its equivalent by recognized public transport, via a direct route". From now on, the Secretary-General will interpret that clause in the sense of authorizing payment to cover the cost of first-class fares by jet-plane.

The needs of particular programmes

12. Before dealing with the estimates for part II, covering salaries and wages and other staff costs, I would wish first of all to comment on several aspects of these budgetary proposals. They are addressed in the main to staffing requirements, but there is also a direct relationship between those estimates and the estimates included in other sections. The principal need is for a strengthening of the staff to meet in a positive and effective manner the rapidly developing work programmes in the economic and social fields where the need is evident and imperative.

(a) Economic and social programmes and technical assistance

13. The Economic and Social Council, at its thirteenth session, will have before it the final report (E/3347) of its Committee on Programme Appraisals. It is expected that this report will provide the basis for a major debate on the outlook for international action and the probable direction of the work of the United Nations and the specialized agencies in the economic, social and human rights fields during the next five years. The consolidated report of the Council's Committee was based on a series of individual appraisals submitted by the executive heads of the various organizations concerned. The Secretary-General's appraisal (E/3260) submitted to the twenty-eighth session of the Council, contained, in response to a request by the Economic and Social Council, suggestions as to the magnitude of likely changes in the budgetary requirements on the basis of certain assumptions, some necessarily arbitrary. The estimate envisaged that the general trend of existing and new programmes would call for an increase by 1964 of some \$2.5 to \$3.5 million in the annual level of direct and indirect costs over the figure of \$18 million for 1959. These estimates, which represented an average annual increase in the total regular budget of some 2 to 3 per cent, were criticized by several delegations at the twenty-eighth session of the Council as being unrealistically low. In the revised version of the appraisal report submitted to the Council's Committee at the beginning of this year (E/3260/Rev.1, chapter V and para. 10) the Secretary-General pointed out that one assumption underlying the estimates was that, whenever new tasks were initiated, every effort would be made to transfer to those tasks resources engaged on work of lower priority. Little support for such an assumption could as yet be found in the attitudes of Governments. Furthermore, the evidence of the months that had intervened pointed to a considerably more rapid expansion of international action in certain major fields than was assumed when the appraisal was first drafted.

14. The present budgetary proposals mark a first modest departure from the policy of stabilization applied in earlier years and which could not be indefinitely maintained. The increases in staff requirements are to be found in those areas where further postponement of staff strengthening would have injured

the quality of work requested by the governing organs; they are concentrated in the field of natural resources development and industry, where work devolving on the Secretariat has expanded rapidly. They are also to be found in the area of general economic analysis, where the Secretariat is increasingly expected to assist in laying the groundwork for the formulation of national and international economic policies (see in particular Council resolution 741 (XXVIII) on long-term economic projections and General Assembly resolution 1428 (XIV) on world economic development). Increases have also become necessary in the general area of work undertaken by the Economic Commission for Latin America towards the establishment of a Latin American common market and a regional payments system. In Asia and the Far East, a solution had to be found for the continued financing of the Office of the Executive Agent of the Committee for the Co-ordination of Investigations of the Lower Mekong Basin and it is therefore proposed that the bulk of these expenses, in so far as they cannot be financed from operational programmes, be incorporated in the budget of the Economic Commission for Asia and the Far East. The growth of the establishment of the Economic Commission for Africa, on the other hand, continues according to the plans laid down at the time of the establishment of the Commission.

15. The forecasts contained in the programme appraisals, as well as Secretariat experience in recent months, point to an increasing need for a thorough reappraisal of budgetary and employment policies in a number of key areas. Reference is made in particular to the changing character of the Secretariat's work in the economic and social field, owing to a number of recent developments among which the following are noteworthy: the prospect of having to handle (prepare, evaluate and execute), within the three years to come, some forty-five active Special Fund projects amounting to some \$30 million; the increasing demands of Governments upon the Secretariat for active and direct participation in the formulation of economic development programmes, as exemplified by the request of the Economic Commission for Latin America for the establishment of United Nations economic advisory groups; the considerable increase in the pre-investment work, arising from both Special Fund operations and a new orientation in technical assistance and research, especially in the fields of industry and natural resources; the increased enlisting of Secretariat services, both at Headquarters and in the regional economic commissions, in the formulation of sound economic aid projects, especially in newly independent countries.

16. The increases in expenditures which are provided in the budget estimates for 1961 reflect not so much the actual needs as the limitations which are encountered in the recruitment of qualified personnel under present conditions of employment. In this respect, they are in no sense adequate to meet fully the new requirements, and such a situation, if allowed to continue, would seriously jeopardize, both qualitatively and quantitatively, the work of the Organization. It is hoped that new methods adapted to changing conditions can be devised.

Briefly summarized, the new situation is characterized by two main elements:

(a) Increasing difficulties in recruiting and retaining qualified staff in economic analysis and statistics

in the face of a sharp rise in the market value of such categories. This can be remedied by a selective revision of the manning table. The creation of a sufficient number of new posts at the appropriate level or the upgrading of certain posts, or both, could ensure that conditions of employment within the United Nations could keep pace with the market situation without impairing the legitimate expectations of promotion for other categories of the staff.

(b) Development of a need to recruit a number of technical specialists, qualified to deal with the activities of the Organization in the fields of industry and natural resources. For this purpose, it is not possible to count entirely on career officers, for what is required above all is experience in positions of responsibility—these categories are normally very much outside the range of emoluments obtaining in the United Nations—nor is it possible to rely mainly on consultants who, under present regulations, cannot be employed for a sufficient period of time. An effort is being made to enlist the services of individuals retiring from public or private enterprises, but this solution has only limited possibilities.

The Secretary-General believes that he should have the necessary flexibility, under appropriate control, to recruit competent people for service at Headquarters, as well as in the field, for determined periods. Such individuals would serve mostly in an expert capacity, without upsetting the hierarchy prevailing in the managerial functions of the existing units.

17. In the wake of such developments, it is all the more important that the process of "streamlining" of activities in the economic, social and human rights fields under resolution 742 (XXVIII), of the Economic and Social Council, be continued unabated. In this process, the Secretary-General as well as each functional and regional commission are bound constantly to review work programmes and to consider how best to use the limited resources available in the light of changing requirements. The Secretary-General's proposals for "streamlining" in 1960-1961 are to be presented to the Council in document E/3386. The Secretary-General still believes that greater support from Governments is needed in obtaining a shift of resources from areas of lower priority.

18. The Secretary-General intends to submit to the General Assembly, after review of his proposals by the Economic and Social Council at its thirtieth session, supplementary proposals concerning increased assistance to newly independent countries as well as a strengthening of the OPEX programme which could now usefully be placed on a permanent basis. The Secretary-General's proposals are described in detail in documents E/3387 and E/3370.

(b) *Central administrative services*

19. The imposition of extra loads on the administrative services, particularly if account is taken of the impact of extra-budgetary programmes and responsibilities, has been appreciable over the past several years, without any corresponding adjustment in the regular staffing pattern. There has been too great a tendency to rely on temporary or other *ad hoc* measures. The services in question, more particularly those of the Office of the Controller, the Office of

Personnel and also of the Offices of General Services at Headquarters and at Geneva should be staffed in a manner that will enable them to carry out their total continuing responsibilities as economically and effectively as possible. The staffing adjustments proposed relate, in the main, to general service staff and are designed to ensure the clerical and secretarial support necessary for the exercising of proper controls and the reasonable fulfilment of operating schedules.

20. Although the Internal Audit Service has been made organizationally a part of the Office of the Controller, proposed manning-table adjustments designed to strengthen its status and operational effectiveness are separately presented in view of the special importance placed both by the Secretary-General and the General Assembly on the independence and authority of the audit function. With the increasingly widespread and complex operations for which he must assume financial accountability, the Secretary-General is convinced that the restoration of a high level post to head the Organization's audit establishment should not be further delayed. A post at the Director level is therefore proposed for this purpose. In keeping with the wishes expressed by the Board of External Auditors concerning the scope and the quality of the internal audit review on which they must to an important extent rely, the staffing requirements for the Service as a whole have been framed with special care.

(c) *Conference services*

21. In terms of staff, the Office of Conference Services represents approximately one-third of the Secretariat at Headquarters. It naturally invites close scrutiny, since at first glance it presents an area which offers the possibility of staff savings. A careful review of its work programmes, however, reveals that such is not the case. This Office undertakes an annual programme of work which has reached a level of stability. But that level remains high. Its main activities group broadly under the three headings: translation, servicing of meetings and publishing. The level of these activities serve in the main as the basis for assessing the necessary staffing requirements.

22. In translation work, stability is such that for the past four years the total number of pages translated annually into English, French, Russian and Spanish has not varied by more than the nominal amount of 2,000 pages a year in any of these languages. All of this work is officially authorized since it stems either directly from meetings of bodies included in the annual conference programme approved by the General Assembly or indirectly from resolutions adopted by the General Assembly and the other major organs or from the annual publications programme.

23. The extent of the services provided to meetings held within the agreed annual conference pattern is governed by the rules of procedure of the various organs. While the bodies meeting each year differ, the total number of meetings at Headquarters provided with the full services of interpretation and summary, or verbatim, records has remained constant at approximately 1 100 meetings a year for the past few years. This represents an average of four meetings a day for each working day of the year.

24. Similarly, in so far as the publishing programme is concerned, while methods of operation and the places

selected for printing have changed over the past four years, the basic programme itself has remained stable. A progressively greater portion has been printed internally by taking advantage of existing capacity and a more flexible use of staff. However, whether printed internally or externally, the entire output of work is related either to the established conference schedule or to the official publications programme.

25. The actual staffing requirements involved have changed little during the past four years. Indeed, they are likely to change but little given the fundamental provisions which govern the workload: the level of the annual conference and publications programme and the application of the existing rules of procedure of the various organs. Improved methods and procedures are constantly sought and are beneficial in effect. They allow the Office some leeway in keeping pace with the new and increasing demands of special conferences which are never entirely met by temporary arrangements.

(d) *Public information activities*

26. By resolution 1405 (XIV), the General Assembly, after noting the policy of budgetary stabilization set forth by the Secretary-General in his report to the fourteenth session of the Assembly on public information activities (A/4122), requested the Secretary-General, among other things:

(a) "To include in his report on the Office of Public Information to the General Assembly at every session outlines of the policy and programmes planned to be executed by the Office during the coming year, with comments thereon";

(b) "Having regard to the aforementioned policy of budgetary stabilization and to all other means designed to ensure maximum effectiveness at the lowest possible cost, to plan the public information programmes in 1960 on the assumption that the total net expenditure for the year shall be about \$5 million".

27. In order to implement the General Assembly's request for a limitation of expenditures in 1960 to about \$5 million, it became necessary to take immediate steps at the beginning of 1960 to revise plans and programmes. This request, in effect, necessitated the curtailment of planned expenditures in 1960 by approximately \$220 000 when account is taken of the additional needs for three new information centres to be opened during 1960 in Lima, Tunis and San Salvador, and the higher salary costs of the general service and the telecommunications engineering staff which had not been covered in the initial estimates. The latter increases were not controllable. Reductions were achieved by the immediate freezing of a number of vacant posts and by non-recruitment to certain other posts which became vacant on expiration of existing contracts. It was also necessary to reduce the allocation for operational expenses.

28. The reductions thus initiated in the 1960 programme of expenditures have for practical planning purposes been carried through into the 1961 estimates, since it is impracticable to plan effectively for a lesser span than a two-year period when taking into account contractual obligations to staff and the prolonged negotiations necessary for the development of programmes with distributing agencies—both governmental and non-governmental. The approach, there-

fore, aims at keeping over-all expenses to about \$5 million in 1961 also, while planning simultaneously to open in that year three more information centres. This will necessitate a further cutting back of expenditures of the order of \$150 000 in 1961 to offset the cost of new centres and such other uncontrollable cost increases as within-grade salary increments and higher pay levels for telecommunication engineers which will need to be absorbed. All of the above noted factors, which over the 1960/1961 period represent an absorption of approximately \$370 000 of cumulative increased expenditures, have necessitated the abolition of seven professional and two general service posts at Headquarters, and will lead also to the freezing, as they become vacant, of other posts for varying periods as well as some further planned reductions in operational and equipment expenses.

29. The policy of budgetary stabilization for public information activities as proposed by the Secretary-General at the fourteenth session (A/4122) was presented as a rational basis for planning the programme in this field in a way which would at the same time provide a restrictive and practical approach to the mandate of maximum effectiveness at lowest cost. Its basic features were:

(a) Stabilization at the current (1959) level of professional staff employed in public information activities;

(b) Outposting of additional professional staff within that level for the execution of field production projects;

(c) Utilization to the maximum extent possible and wherever operationally feasible of combined Secretariat staff resources, including staff of the Technical Assistance Board, to meet additional demands in the operation of information centres;

(d) Stabilization of the amount of operational funds (radio, motion picture, photographic and television supplies and services and contractual printing) at the total of the amounts approved for 1959, except for such increases as might be offset by additional revenue; and

(e) Provision of local costs, including local staff at the information centres, at the level required for effective operation.

30. The 1961 estimates for public information activities have been formulated within this policy and, indeed, in the case of the number of professional staff, at a lower level than that envisaged. Under present organizational arrangements, the professional staff actually engaged at Headquarters in 1961 will number 101, as compared with 124 at the end of 1958. In the same period, the number of professional staff outposted to information centres, including the Geneva Office, will have increased from fifty-one to sixty-five.

31. It is to be emphasized that the cumulative absorption of some \$370 000 over the 1960-1961 periods, coupled with the reduction of Headquarters staff over the same period by fourteen professional posts, as a result of the abolition of the post or its transfer to the field, must operate to restrict the extent to which it will be possible to maintain programmes at their recommended level.

32. There is set out in annex III to the expenditure estimates an outline of the total information pro-

grammes planned for 1961 with the relevant cost estimates of the different projects.

Staff costs

33. The consolidated manning table provides in 1961 for the staff of the Economic Commission for Africa, thus consolidating these estimates for the first time with those of the Secretariat generally. As noted above, the established posts which were approved in former years in a separate part of the estimates as a direct charge against income are also consolidated in 1961. The income estimates are correspondingly increased. The staff requirements for the internal reproduction of Official Records in the Russian language, an activity undertaken by the Geneva Office, which was previously financed from contractual printing funds, are also provided for. These actions for further consolidation do not in themselves increase the net budget. They accord with the prescribed formula of providing under a single heading a fuller accounting than heretofore of total staff needs.

34. As to the estimates, the amount for established posts in 1961 provides for 1 807 professional posts. This represents a net addition of sixty-three such posts, at an estimated cost of some \$695 000, over the corresponding 1960 strength of 1 744 posts. Section 3 of the expenditure estimates gives supporting evidence of need for the new staff, with an indication of the particular function to be assigned to each new post proposed.

35. Provision is made for 2 177 general service posts at Headquarters and Geneva. This represents a net addition of fifty-seven such posts as compared with 1960. Higher credits for local general service staff at the information centres and, more particularly, in the regional economic commissions are also proposed. The additional requirements under this heading are estimated to cost \$594 000. An increase of some \$42 000 in the payments to artisans, technicians and manual workers is due principally to an increase in local wage rates in New York which was made effective on 1 April 1960 pursuant to annex I, paragraph 7, of the Staff Regulations.

36. In 1960, a reduction of \$1 067 000 was applied to the cost estimate of established posts as a turn-over factor. In the 1961 estimates the amount proposed for this purpose is \$1 110 000. This sum takes into consideration the experience of 1959 and 1960. It allows a reduction of about 4 per cent in the costs of the salaries of existing professional posts and further reductions of some 25 per cent in the cost of new professional posts and of 10 per cent in the cost of new general service posts. There is need to provide for general service staff quite apart from the support to be provided to new professional staff. The dispositions made by the General Assembly at its fourteenth session to correct a situation of imbalance which has persisted over several years in the shortage of general service staff was most welcome and has had beneficial effect, but it is apparent that a further move in this direction is required.

37. In the light of the above, considerable care had, perforce, to be taken in the formulation of estimates for temporary assistance and consultants. In comparison with 1960, the estimates for these purposes are reduced by nearly \$80 000 while still covering a new item of \$40 000—to liquidate arrears of trans-

lation into Russian in view of the increasing weight of current demands for such translation.

38. The estimates are increased, however, by reason of the following new requirements, which are separately presented in the budget text. An amount of \$150 000 is requested to provide for the appointment of technically qualified persons to work for fixed periods on specific expert or consultative tasks in such specialized fields as industry, resources and transport. The terms of appointment would be suited to individual circumstances. Details of the arrangements contemplated in this regard will be discussed with the Advisory Committee on Administrative and Budgetary Questions. The second new provision concerns the matter of financial support for the Office of the Executive Agent for the Lower Mekong River Basin Development Project in order to permit the Economic Commission for Asia and the Far East to fulfil its servicing and managerial responsibilities in connexion with the implementation of the programme of investigation of the Lower Mekong River Basin. It is proposed that the direct expenses of the Executive Agent and his immediate staff be provided as part of the total budgetary requirements of ECAFE.

39. The above-noted additional requirements, together with an increase of approximately \$30 000 in the estimate for overtime and night differential, account for the higher estimates for "Salaries and wages" proposed in section 3 at a level of \$1 688 600 above the corresponding 1960 provision.

40. In their totality, the estimates for common staff costs, included in section 4, show an increase of \$717 200 over the 1960 level. It is customary for these estimates to bear a direct relationship to the estimates for established posts. The provisions included in the different chapters of the section have been carefully assessed with regard to experience in 1959 and the 1961 staffing proposals. The factors which influence a higher percentage requirement in 1961 are increases in medical insurance premiums, particularly in New York, the weight of increased recruitment costs and removal expenses and an additional provision for six trainees in the Economic Commission for Africa to receive training at the offices of other regional economic commissions. This activity was endorsed by the Economic Commission for Africa at its second session; it has evoked a ready response from the other regional commissions. The additional staff costs in 1961 arise as to approximately two-thirds for strengthening the establishment and as to one-third for maintaining the existing staff. The respective amounts under these two broad headings are estimated at \$1 553 000 and \$853 000.

Travel of staff

41. Under section 5—Travel of staff—an amount of nearly \$143 000 more than in 1960 is proposed for travel of staff to the meetings of the regional economic commissions. A little more than half of this sum would relate to the ninth session of the Economic Commission for Latin America, which is scheduled to be held in Caracas, Venezuela. Generally speaking, the programme of all of the commissions and their subsidiary bodies is envisaged at an accelerating level. The needs of the regional commissions also constitute the principal reason for an estimated increase of \$81 900 for travel of staff on other official business.

Travel of staff and dependants on home leave is estimated to cost some \$58 000 more in 1961 than in 1960. It has been customary in past years to apply a deduction of 20 per cent to the initial cost estimates for home leave travel of Headquarters staff. This has proved too severe and substantial supplementary provisions have been needed. For 1961, the reduction applied to the total of the costed entitlements of Headquarters staff is 10 per cent.

General expenses

42. Part III, which covers buildings, equipment and general expenses, and printing costs, contains the estimates for the second largest group of budgetary expenditures. Excluding printing costs, the relevant estimates are nearly \$408 000 above the corresponding 1960 level. Known or clearly foreseeable wage and rate increases since January 1960 and higher prices account for some \$272 000 of the increase; the balance of \$136 000 relates to a higher level of services or requirements in all of the overseas offices other than the information centres, together with some particular equipment needs at Headquarters. Known or foreseeable wage and rate increases have a marked effect on the level of the Headquarters estimate for contractual services for the maintenance of premises. For the most part, these services are provided by outside contractors on the basis of contracts negotiated for a determined number of years. The terms and conditions under which these contracts are awarded are in accordance with the pattern of the particular industry in New York and generally are subject to limited administrative control. The level and standard of services, however, are determined by the United Nations. Given these circumstances, the Secretary-General continues to believe that the estimates initially presented should indicate the total foreseeable cost of these or similar services and should reflect fully known or clearly foreseeable wage and rate increases which are not within his competence to control.

43. A further addition to the volume of printing to be reproduced internally enables the total estimated cost in 1961 under this heading to remain substantially at its authorized level for 1960, thus offsetting an estimated increase of \$25 000 for higher prices for paper and an additional increase of \$9 000 in printing rates. The estimates reflect adjustments in the printing programme; some items are increased, some are decreased, but in its entirety this remains a stable operation.

Control and limitation of documentation

44. By resolution 1272 (XIII) of 14 November 1958, the General Assembly made certain recommendations and requests relating to the control and limitation of documentation. It also requested the Secretary-General and the Advisory Committee on Administrative and Budgetary Questions to report on the operation of this resolution to the General Assembly at its fifteenth session.

45. A preliminary report by the Secretary-General will be presented to the Advisory Committee during its summer session in 1960. A later report, incorporating also the experience of the thirtieth (July 1960) session of the Economic and Social Council, will be submitted to the Advisory Committee and to the General Assembly.

46. It is already apparent that the action taken in pursuance of this resolution has, in general, been effective and that, in particular, co-operation between delegations and Secretariat in the matter has been closer than ever before. On the other hand, the growth in the membership of the United Nations and the expansion of its activities inevitably lead to increases in documentation which, quantitatively and in cost, counterbalance the results achieved by the established processes of limitation and control. Action under resolution 1272 (XIII) has helped to keep development within reasonable bounds; it has not prevented it.

47. The same is true of the Secretariat's unremitting efforts to limit publishing costs. The elimination of unnecessary matter, the search for cheaper markets, and the substitution of internal reproduction for contractual printing have continued with ascertainable results, the most obvious of which is reflected in the increase of the deduction in section 11, chapter 7, to \$330 000. These measures, however, have not entirely offset the increase in the programme itself and, though Member States will receive better value for their money than in former years, the appropriation requested shows a small increase.

Special expenses

48. In connexion with the estimates for part IV—Special expenses, I would mention here the inclusion of a new budget provision for the establishment of a Cancer Research Fund to implement the purposes of General Assembly resolution 1398 (XIV) of 20 November 1959. An amount of \$100 000 is proposed for this purpose. The General Assembly will receive a separate report on this matter.

49. By its resolution 1439 (XIV) of 5 December 1959, the General Assembly invited the Board of Trustees of the United Nations International School to establish an International School Fund, and decided to contribute to the Fund for a period of five years such continuing financial assistance as the Assembly might consider necessary. A sum of \$100 000 was appropriated for 1960. The Assembly will receive the recommendations of the Secretary-General, together with the comments of the Advisory Committee on future contributions to the Fund and on the means of financing such contributions. Meanwhile, a provision pro memoria is noted in the 1961 estimates.

Special missions

50. On a strictly comparable basis, the estimate for part VI—Special missions and related activities (sections 18 and 19), are proposed at a level of \$400 000 above the 1960 level, representing increases of \$289 000 for the direct cost of field missions and \$111 000 for the United Nations Field Service. The discontinuance of a budgetary provision for the former United Nations Advisory Council for Somaliland under Italian administration reduces the actual increase of the direct cost of field missions to about \$137 000. Included in the estimates are two new items: a sum of \$53 000 for the expenses arising from General Assembly resolution 1237 (ES-III) to provide for the office of the Special Representative of the Secretary-General stationed in Amman; and a sum of \$74 000 to cover the costs of a plebiscite for the Trust Territory of Western Samoa under New Zealand administration, as endorsed by the Trustees-

ship Council at its twenty-fourth session. The Field Service estimates provide for an additional fourteen posts of Field Service Officer to reinforce the strength of the United Nations Truce Supervision Organization in Palestine in accordance with a re-assessment of the needs of UNTSO undertaken by the Chief of Staff.

Office of the United Nations High Commissioner for Refugees

51. All of the administrative expenses related to the functions of the United Nations High Commissioner for Refugees have been consolidated in part VII of the estimates (section 20). Towards an increase of \$340 200 shown in the estimates, the Executive Committee of the High Commissioner's Programme will be asked to approve a special grant-in-aid of \$270 000, since the additional requirements for 1961 arise in large measure from substantial increases in the level of operational activities above those initially considered for 1960. Already, in 1960, the impact of the World Refugee Year has broadened the range and scope of the operational programme. An increased scale of activity was approved by the Executive Committee of the High Commissioner's Programme, and the estimates reflect the necessary administrative and operational support for this expanded 1960-1961 programme. An acceleration of current tasks in the field of international protection, i.e., legal protection of refugees, and in the promotion of permanent solutions through facilitating voluntary repatriation or assimilation within new national communities will undoubtedly occur, but no expansion of staff is requested for these purposes. The High Commissioner has requested a supplementary provision in 1960 in order that he might arrange adequately for the needs of his Office. Following established precedent, the General Assembly will receive a report from the Secretary-General on this request for a supplementary provision together with the comments of the Advisory Committee.

Income

52. On the income side, staff assessment income for credit to the Tax Equalization Fund is estimated to show an increase of \$271 000 over 1960. This is consequential to the higher estimates for salaries and wages. Income from extra-budgetary funds is estimated to increase by some \$92 000. There will be, as already indicated, the additional income to be received from the Voluntary Funds administered by the High Commissioner, but the contribution from the Special Account for Technical Assistance towards administrative and operational service costs of the Expanded Programme will be reduced in accordance with the formula laid down in Economic and Social Council resolution 737 (XXVIII)—the first of the progressive reductions envisaged under that authority. Income from all other sources is estimated at a lower figure—some \$500 000 below the 1960 level. First, there has been a decline in income from the sale of United Nations stamps; secondly, the 1960 income figure allowed for the receipt of a sizable amount from the sale of proceedings of the Second United Nations Conference on the Peaceful Uses of Atomic Energy. Income from this source in 1961 will be at a much reduced level.

Revised estimates for 1961

53. The Assembly has stipulated, in its resolution 1096 (XI), that requirements for appropriations additional to those now circulated to Member States in the initial estimates should be limited to four categories:

(a) Those required as a matter of urgency in the interest of peace and security;

(b) Those in respect of projects which the Secretary-General certifies to be of the highest urgency, and which could not have been foreseen at the time the main budget estimates were circulated;

(c) Those in respect of decisions of the Councils, provided that such requests are circulated at least twenty-one days before the opening date of the General Assembly session;

(d) Those in respect of decisions adopted by the General Assembly with or without reference to a Main Committee.

54. Revisions to the present estimates as a result of decisions taken by the Economic and Social Council at its two 1960 sessions will be reported to Members before the end of August 1960. New costs for 1961, totalling approximately \$125 000, are associated with: the Council's decision (resolution 761 (XXIX)) to hold a third regional cartographic conference late in 1961; a Statistical Commission recommendation for improvements in United Nations export trade statistics which the Council is to consider at its summer session this summer; a recommendation being made to the Council by the Commission on Human Rights for printing an additional human rights publication, and the Conference on Solar Energy, Wind Power and Geothermic Energy noted in paragraph 9 above.

55. At its summer session, the Council will also consider the consolidated report of its Committee on Programme Appraisals for 1959-1964 (E/3347) dealing with the scope, trend and costs of programmes in the economic, social and human rights fields. In accordance with General Assembly resolution 1385 (XIV) of 20 November 1959, it will review the progress and results achieved in the programme of providing operational, executive and administrative personnel (OPEX), on the basis of a report by the Secretary-General and recommendations for a fuller assumption of responsibilities by the United Nations in this field. At its twenty-ninth session, the Council considered a note by the Secretary-General (E/3338) on opportunities for international co-operation on behalf of former Trust Territories and other newly independent states. The Council, by its resolution 752 (XXIX), requested the Secretary-General to present for consideration at its thirtieth session, a report based on a further examination of the matter with a view to further action by the Council at its coming summer session and the submission of its own report to the General Assembly at its fifteenth session.

Supplementary estimates for 1960

56. It is difficult to predict with accuracy the budgetary outcome for the current year on the basis of expenditure figures for three or four months only, but present knowledge points to a higher budgetary level than the sum of \$63 149 700 voted by the Assembly for 1960. The main increases relate to

commitments made in accordance with the provisions of resolution 1444 (XIV), dealing with unforeseen and extraordinary expenses. These commitments will have been incurred either with the prior concurrence of the Advisory Committee or, if otherwise covered by the resolution cited, will have been notified to that Committee. Specifically, the 1960 budget did not provide for the following activities: the Conference on the Discontinuance of Nuclear Weapons Tests; the Conference of the Ten Nation Committee on Disarmament; expenses arising under General Assembly resolution 1237 (ES-III); the plebiscite in the Northern Cameroons to be carried out in accordance with General Assembly resolution 1473 (XIV); the implementation of General Assembly resolution 1454 (XIV) relating to the United Nations Representative in Hungary; the designation of Judges *ad hoc* of the International Court of Justice pursuant to paragraph 1 (b) (3) of resolution 1444 (XIV); and temporary facilities to accommodate additional Member States. For the above purposes it would be reasonable to assume expenditure of not less than \$900 000, and a higher amount if the two Geneva special conferences continue in session beyond 30 September 1960.

57. Credits will also be needed for the payment of travel expenses of each new Member State admitted to membership, for the review of the activities and organization of the Secretariat (resolution 1446 (XIV)) and to meet the supplementary requirements of the Office of the High Commissioner for Refugees.

58. Other items which will affect the level of regular budgetary expenditures are an increase in general service rates at Geneva, and in manual worker rates at Headquarters and Geneva and at some other overseas offices which have been authorized by the Secretary-General pursuant to annex I, paragraph 7, of the Staff Regulations, higher premium rates for medical insurance, local wage and rate increases for contractual services, and approval by the General Assembly of new post adjustment levels for the professional staff at Headquarters and Geneva, which is the subject of immediate comment below. Total foreseeable new credits in 1960, of which the greater portion would clearly rank as unforeseen items, would, on the basis of the foregoing, be reasonably computed at a level between 1.5 and 2 million dollars gross.

Post adjustment changes

59. The necessity for the General Assembly to review the post adjustment classification for New York arises from a survey carried out by the Expert Committee on Post Adjustments of the relationship of staff living costs in New York to those of Geneva. At its eleventh session, the General Assembly decided that the post adjustment for New York should be class 5, with effect from 1 January 1957. The post adjustment at class 6 was approved, with effect from 1 January 1959. The Expert Committee's calculations show that, in the last quarter of 1959, New York was 22 per cent higher than Geneva and that in January 1956 (the base date of the system) New York was somewhat over 20 per cent above the level of Geneva. Changes in the New York local index from January 1956 to the last quarter of 1959 result in a post adjustment index for New York at the latter date of 132.7. The Expert Committee consequently felt that the conditions required for a change in the present post adjustment

classification of New York from class 6 to 7 have been fully met. The financial consequences of this change would amount to \$280 000 in the whole year 1961.

60. The General Assembly's review of this subject will also involve consideration of the question of a similar change for part of the year 1960 and, should the Assembly decide upon such a change, the cost will amount to \$22 760 for each month of 1960 for which the reclassification is effective.

61. In consequence of changes in the cost of living of international officials in Geneva since 1956, the point has been reached where a change in the post adjustment classification from class 2 to class 3 appears to be warranted. The Expert Committee on Post Adjustments, as a result of a study of the Geneva index, concluded that the living costs of the staff there have increased by at least 10 per cent since January 1956 and that Geneva had met the conditions required for a post adjustment class 3. The cost of this change, which is expected to be made effective by the International Labour Organisation and the World Health Organization as from 1 May 1960, will amount to \$107 000 in 1961, and to \$8 800 in each month of 1960 for which it is made effective.

62. The Secretary-General will submit a separate report on this matter to the General Assembly for its consideration, based on the comprehensive and objective review which the Expert Committee on Post Adjustments has undertaken of a difficult subject upon which there was need to clarify the past as much as the present.

Pensions

63. Pursuant to its resolution 1310 (XIII), the General Assembly will examine proposals arising from the comprehensive review of the joint staff pension system undertaken by the Pension Review Committee on the basis of recommendations made by the Secretary-General in conjunction with the executive heads of the other member organizations and in co-operation with the Joint Staff Pension Board. Additional costs should be anticipated to arise from the action taken by the General Assembly in connexion with this item.

Base salaries

64. The Expert Committee on Post Adjustments, in the course of reviewing its future work, gave very preliminary consideration to the appropriateness of the table of post adjustment rates and its possible extension above class 7, with particular reference to the element of regression both vertically and horizontally. It was noted that the general level of post adjustments for the international staff as a whole had reached a point where the great majority of the staff were in receipt of post adjustments of class 3 or higher. This fact it was felt raised the question as to whether the base salaries were in fact out of date and were maintainable only by virtue of the existence of almost universal post adjustments. The Committee noted that the purpose of the post adjustment system was to achieve identity of emoluments from place to place. The view was consequently expressed that when the situation was reached in which the majority of the duty stations attained a level substantially above the base, there appeared *prima facie* to be a case for changing the base.

65. This observation serves to reinforce the conclusion meanwhile reached by the Administrative Committee on Co-ordination that, having regard to the experience of various organizations in recent years and the fact that the need for a periodic re-examination of the basic salary scales for professional staff and above had specifically been foreseen by the Salary Review Committee in its report, such a re-examination was timely and called for. Members will recall that these salary scales are part of what is called the common system which governs the conditions of service of the staff in the professional and director categories in the United Nations family of organizations and that at its thirty-third session, held in January 1959, the Executive Board of WHO expressed concern "with regard to the adequacy of salary levels for the recruitment of staff of the calibre required by the programmes of the World Health Organization" and requested the Director-General of WHO "to pursue this matter further through the Administrative Committee on Co-ordination at the earliest opportunity with the view to co-ordinated recommendations for suitable adjustments of the salary scales for the professional staffs of the organizations concerned".

66. The ACC accordingly considered the problem at its meeting in May 1959, on which occasion, after recalling the view that had been expressed on this subject in a joint statement by the executive heads of the various organizations made to the General Assembly at its eleventh session in conjunction with the report of the Expert Committee, the ACC decided to make arrangements for a comprehensive inter-agency study of the adequacy of the existing salary scales for international staff, covering not only current difficulties but also the principles on which salary scales for the international civil service are based.

67. The ACC felt that, in addition to this factual review, it should seek the advice of the International Civil Service Advisory Board on whether it was now necessary to consider the need for adjusting the basic salary scales and, if so, what action should be taken.

68. On the basis of the conclusions thus reached appropriate recommendations will be submitted in due course to the General Assembly, for consideration at its sixteenth session.

Organization and management of work of the Secretariat

69. The arrangements for reviewing the activities and organization of the Secretariat contemplated by resolution 1446 (XIV) will undoubtedly require the concentrated attention of all of the senior staff. Circumstances have somewhat delayed the formal constitution of a committee, as envisaged by the resolution in question, but I am nonetheless confident that early and substantial progress will now be made. It is my intention to furnish the Assembly with an interim report outlining the fields for study and the general methods of work of the Group which, in consultation with the Member Governments concerned, is being appointed to undertake the review. The Advisory Committee is being kept informed fully of all developments, and internal studies designed to assist in the matter have commenced within the Secretariat. The booklet

on Organization of the Secretariat (ST/SGB/123), which was revised and reissued as at 1 March 1960, the summary of the work programmes which is separately being furnished to the Advisory Committee and the General Assembly, and the Council's appraisal of the work programmes in the economic, social, human rights and related fields, should be of substantial assistance in the organization review.

70. There is much to be gained from an independent, broadly based examination of the type envisaged. There is value, too, in a critical self-analysis of the organizational structure, programmes, procedures and field activities carried out on a continuous and determined basis. This view has been endorsed consistently by the Advisory Committee and by the Assembly, and the emphasis which was noted in 1959 has been carried forward into 1960, as will be seen from the following summary of management review work recently accomplished and in process.

71. By far the greatest effort of this type during the past year has been devoted to the Bureau of Technical Assistance Operations, following the reorganization reported upon at the fourteenth session of the Assembly (A/C.5/801). The internal machinery of the Bureau, as regards both administrative and programme work, has been completely revised, and the evidence of increased efficiency is now being noted at Headquarters and in the field. A full report on the administrative changes is being furnished to the Advisory Committee. An allied study of the organization and functioning of the Technical Assistance Recruitment Services of the Office of Personnel has been of substantial help in meeting the increased tempo of recruitment activity resulting from recent developments. The preparation of a master manual of job descriptions for technical assistance experts, which the survey disclosed as a major need of personnel both at Headquarters and in the field, is now in process. A revision of the rules governing technical assistance project personnel is also being undertaken, in the interests of more effective administration.

72. The special attention given to the Bureau of Technical Assistance Operations has by no means lessened the emphasis on efforts to modify the structure and machinery of the Department of Economic and Social Affairs as a whole in order to make them fully responsive to the rapidly changing requirements in fields covered by that Department, and the increased assistance being provided to the less-developed countries. While many innovations have been introduced as a result of the integration of technical assistance activities, a significant number are related to the broad range of other departmental responsibilities. The work in regard to Special Fund matters having taken on serious dimensions, the need for a co-ordinating and expediting device became clear in the latter part of 1959; accordingly, a Director for Special Fund activities has been designated to supervise the Department's work in this connexion, on behalf of the Under-Secretary. During the course of 1959, the organization of the Bureau of Economic Affairs required serious examination in the light of expanded responsibilities in some areas. Major shifts in alignments were therefore made, involving the elimination of the Bureau structure and the reconstitution of the former Economic Survey Branch into a Division of General Economic Research and Policies. The former Office for Public Administration has been brought into the

departmental structure as a Division for Public Administration, as part of the efforts for improved co-ordination. A further improvement in co-ordination has been achieved by bringing under the same supervision the Regional Commissions Section and the Economic and Social Council Secretariat. Furthermore, in pursuance of Council resolution 731 F (XXVIII) on the future of the social defence programme, part of the staff of the Headquarters Social Defence Section will during 1960 be assigned to Geneva.

73. An area where striking and fast-moving developments are taking place that will involve radical changes in organization and staffing patterns in the near future is represented by the Department of Trusteeship and Information from Non-Self-Governing Territories. As the workload of this Department diminishes, adjustments need to be made in Secretariat resources to achieve maximum economies while ensuring that essential services to the General Assembly, the Trusteeship Council, and various *ad hoc* bodies are maintained unimpaired. Such a process demands careful advance planning. Thorough studies are even now under way in this respect, under expert guidance.

74. Organizational developments in the Office of Public Information have followed closely the directions set by the General Assembly during the exhaustive discussions of public information activities at the fourteenth session, and reflected in Assembly resolution 1405 (XIV). As indicated elsewhere in the foreword, particular emphasis has been placed on the establishment of new information centres. The placing of responsibility for the administrative servicing of the centres with the Field Operations Service, Office of General Services, has proved to be a sound step and has assisted in the process of programme decentralization. A simpler accounting system has been developed for the use of the centres, and experience has shown it to be both easier and more effective than the former system. The Field Administration Handbook, originally published in 1959 as an aid to political missions, has been revised and reissued in early 1960 as a comprehensive treatment of administrative rules and procedures for both information centres and political missions.

75. The policies and organizational arrangements for the sale of publications were the subjects of intensive scrutiny during 1959. As first steps towards a more effective programme, the responsibilities of the Publications Board in this field were expanded and the Sales and Circulation Section was transferred from the Office of Public Information to the Office of Conference Services, where it has been integrated with the Publishing Service. Management studies in this area are still in process and will continue for some time, with all major proposals for change being reviewed by the Publications Board.

76. For some time, I have felt special concern over the need to strengthen the financial controls of the Organization, in view of the increasing complexity and extent of its activities. The Financial Rules represent a most important tool in this connexion, and these were completely reviewed and reissued in early 1960 in a compact booklet with the Financial Regulations.

77. The conference services of the United Nations Office at Geneva have been subjected to heavy strain during the past few years, as a result of the impact of special conferences and related servicing arrange-

ments at that location. At the request of the Director of the Office, a special examination of the problem was made in early 1960. Steps are being taken to strengthen the supervisory control over the conference services and the provision of technical facilities. Machinery designed to improve co-ordination with headquarters is also being strengthened.

78. The inspection and control of field offices, and particularly of the administrative affairs of special missions, have received, and will continue to receive, the maximum attention. Reporting and accounting arrangements are scrutinized regularly and personal inspections by senior officers from Headquarters are made as frequently as funds permit.

79. Work on rationalizing general administrative policies and procedures is constantly in process, largely through studies by the Administrative Management Unit of the Office of the Controller. This Unit, which participated in many of the surveys and reviews outlined above, has continued to be a focal point for management improvement activities. In addition to organizational and procedural studies, the Unit sponsors analyses of equipment utilization and common services, and governs the issuance of administrative instructions and administrative forms. At present, a thorough examination of payroll procedures at Headquarters is being undertaken, including study of the possibilities for greater mechanization of work. The Unit is also engaged in a comprehensive review of travel policies and procedures designed to provide a basis for the complete reassessment contemplated for 1961.

Budget support to particular programmes

80. Reference was made in the foreword to the 1960 estimates to the factors entailed in the provision of common services by the United Nations to activities which are financed from sources other than the regular United Nations budget or which receive only partial support from the budget. A comprehensive report on this subject has been prepared, and this will be reviewed thoroughly with the Advisory Committee in connexion with the Committee's examination of the 1961 estimates. A brief summary of the problems and policy considerations involved is included here in order that Members may be fully aware of their impact on the estimates.

81. The review covered services furnished to the various activities at Headquarters in 1958, this being the last year for which complete data were available when the study was instituted. Documentation, financial, medical and general services were found to be the areas involving budgetary considerations to an appreciable extent, and these have been carefully analysed. The activities scrutinized in this respect included: (a) the former Technical Assistance Administration; (b) those directly affiliated with the United Nations but receiving major financial support from sources other than the United Nations budget: the United Nations Children's Fund, the United Nations Korean Reconstruction Agency, and the United Nations Relief and Works Agency for Palestine Refugees in the Near East; (c) inter-agency bodies of the United Nations including the Technical Assistance Board and the Joint Staff Pension Board together with the United Nations Joint Staff Pension Committee; and (d) specialized agencies and the International Atomic Energy Agency.

82. Examination has brought to light a combination of factors which serve to explain the existence of a situation involving some lack of uniformity in treatment, particularly as among the activities falling in (b) and (c) above, uncertainties regarding the intent of the General Assembly, and difficulties in assessing the impact on the regular budget of these activities. The more important of these factors are:

(a) The texts of legislation prescribing the status of the activities do not ordinarily express specific guidance with respect to administrative and financial connexions with the United Nations, and there is as a rule no mention of the nature and extent of services, staff and facilities to be provided within the level of regular budgetary appropriations.

(b) On one hand, the Secretariat has been given a general mandate by the Assembly to consolidate and expand the provision of common services, both at Headquarters and elsewhere, in addition to extending all possible support to newly established extra-budgetary agencies; on the other hand, there has been constant pressure to reduce or at least stabilize budget appropriations.

(c) In an organization of the size and complexity of the United Nations, it is extremely difficult—if not impossible—to fix the point at which absorption ends, and at which extra staff, equipment and supplies have to be requested to meet the demands arising from every project or group of projects of an extra-budgetary activity.

(d) Precision and uniformity of treatment in respect of costs of this kind could be achieved on a continuous basis only through development of an intricate and expensive system of cost accounting in the United Nations. The difficulties encountered in regard to the services described above do not in themselves appear to warrant the introduction of such a system.

(e) In considering the administrative relationships of the extra-budgetary activities with the various services and offices of the United Nations Secretariat, it is essential that the nature and purposes of the special programmes be kept in mind. Administrative arrangements cannot be permitted to jeopardize or handicap a programme in performing its functions and achieving its objectives.

(f) Circumstances vary substantially, depending upon the extent of reciprocal services available, the nature of the programme involved, and the requirements of the programme's own legislative authority.

83. An evaluation of the services and facilities provided in 1958 shows that the estimated cost of services in respect of which no compensatory income or reciprocal services were received, came to about \$55 400 in the case of specialized agencies and the International Atomic Energy Agency, \$215 000 in the case of inter-agency bodies of the United Nations, and \$475 000 in the case of United Nations extra-budgetary programmes (UNICEF, UNKRA, UNRWA). While a fair share of these costs represents services which would have had to be available without the existence of the extra-budgetary agency requirements, a substantial portion relates to actual out-of-pocket expenses. The most important of the direct consequences has been an increase in the regular budget to cope with these superimposed requirements. Among the indirect conse-

quences are (a) the use of the absorptive capacity of the Organization to further extra-budgetary rather than budgetary programmes, and (b) the consequential deferral of projects of a lower priority as against the relatively higher priority accorded to projects paid from extra-budgetary funds.

84. The review has served to bring into focus certain points of a practical administrative character which will result in improvement in the future. However, the policy question remains as to whether the present varying approaches followed in respect of extra-budgetary programmes can or should be standardized. While the administrative advantages attaching to standardization are fully appreciated, it is felt, in the light of the foregoing and related considerations, that there might be disadvantages in attempting a consistent application to all extra-budgetary programmes of any single formula aimed at obtaining full reimbursement of services provided. Equal doubt exists as to the feasibility of adopting the alternative, extreme course of financing from the regular budget all administrative costs of extra-budgetary programmes and reserving operational funds exclusively for field costs. The General Assembly has repeatedly directed that a maximum portion of funds received from voluntary contributions be devoted to direct aid to Governments, yet it has by no means precluded some use of voluntary funds as partial subsidies towards extra costs incurred against the regular budget as a consequence of providing facilities and services at Headquarters.

85. Subject to possible further developments flowing from the forthcoming review by the Advisory Committee, the Secretary-General would be inclined to propose continuation for the present of the several policies now being applied. In making this recommendation, he has fully in mind the necessity of improving methods of identifying sources of workloads and of reflecting more fully, in future budget estimates, both workloads and their related costs.

86. The provision of services to commodity groups, which has occasioned no difficulty, was not covered in the review just described. The Secretary-General wishes to report, however, that an administrative and financial arrangement is being concluded with the newly formed Lead and Zinc Study Group under which conference and other Secretariat services are to be reimbursed in full by that Group. A paper describing this arrangement will be submitted to the Advisory Committee later this year.

Cash position

87. A temporary easing of the cash situation occurred in the latter part of 1959 after it had been necessary in June and July of that year to borrow \$2 million at interest from the Special Account of the Expanded Programme of Technical Assistance and from the Special Fund. Substantial payments were received in the last six months of 1959 to cover an amount of \$6 million in 1958 supplementary appropriations which was assessed in 1959, and which was required in large part to cover expenditures incurred in the previous year for the United Nations Observation Group in Lebanon, and an increase of \$1.5 million in the level in the Working Capital Fund approved for 1959. During 1960, however, the Organization will not enjoy a comparable cash benefit from supplementary assessments.

88. The following table which summarizes the contributions due and received as at 30 April 1960, with corresponding percentage amounts remitted by Mem-

ber States as at 30 April 1959, reveals that there has been no basic improvement in the over-all payment record during the first four months of 1960.

	Total amount assessed	Amount received (including credits)	Per cent received	Corresponding per cent received by 30 April 1959
Working Capital Fund	25 010 000	24 320 807	97.24	96.54
1957 contributions	49 088 050	49 023 491	99.87	99.98
1958 contributions	51 500 000	49 835 696.23	96.77	97.51
1959 contributions	61 500 000	57 598 741.98	93.66	92.16
1960 contributions	58 347 514	13 170 176.02	22.57	22.09
UNEF 1957 assessments	15 028 988	10 725 799.49	71.37	-
UNEF 1958 assessments	25 000 000	16 630 670.56	66.52	68.19
UNEF 1959 assessments	15 205 000	10 199 844.50	67.08	65.91
UNEF 1960 assessments	20 000 000	6 433 471.83	32.17	5.52

89. As at 30 April 1960, unpaid assessments in respect of the Working Capital Fund, the Organization's regular budgets and the UNEF budgets totalled \$82.7 million, as compared with \$81.7 one year earlier.

90. The facts reveal that while probably it may not be necessary during 1960 to borrow funds from special accounts or from funds in the custody of the Secretary-General in order to finance the regular budgetary operations of the Organization and those relating to UNEF, the cash position of the Organization cannot be qualified as satisfactory. It is quite probable, however, that, unless assessments now in arrears are paid, recourse to such borrowing will again become necessary in the early part of 1961.

91. In accordance with the request of the General Assembly in resolution 1448 (XIV), the Secretary-General, in addition to continuing efforts to obtain earlier payments of contributions in keeping with regulation 5.4 of the Financial Regulations of the United Nations, addressed a special communication on this matter to Member States on 9 May 1960 and will report to the General Assembly at its fifteenth session on the replies received. A further report on the cash position will be submitted to the General Assembly at that time.

Conclusion

92. There is one solid conclusion to be drawn from the above review. The resources of the Organization appear to be reaching the limit of their absorptive capacity. The margin has been reached and, if more is to be done within the existing level of these resources, then decisions will have to be faced regarding the continuance or the discontinuance of some current activities.

93. The budgetary proposals have regard, as they must, to the emerging needs in certain fields. They have regard also to wise spending, for the calls on the financial resources of Member States are significant and can never be lost sight of. The 1961 estimates provide for the undertaking of programmes which the Member States want of the Organization. They are submitted at a level which endeavours to strike a reasonable balance between the pressure and evidence of needs, on the one hand, and the practical possibilities of meeting those needs, on the other.



Dag HAMMARSKJÖLD
Secretary-General

May 1960

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

A. Draft budget resolution for the financial year 1961

I

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1961

The General Assembly

Resolves that for the financial year 1961:

1. Appropriations totalling \$US 67 453 750 are hereby voted for the following purposes:

Section	US dollars	US dollars
<i>Part I. Sessions of the General Assembly, the Councils, commissions and committees; special meetings and conferences</i>		
1. Travel and other expenses of representatives, members of commissions, committees and other subsidiary bodies	857 700	
2. Special meetings and conferences	222 000	
Total, part I		1 079 700
<i>Part II. Staff costs and related expenses</i>		
3. Salaries and wages	34 800 600	
4. Common staff costs	7 898 200	
5. Travel of staff	2 022 800	
6. Payments under annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality.	100 000	
Total, part II		44 821 600
<i>Part III. Buildings, equipment and common services</i>		
7. Buildings and improvements to premises	3 749 500	
8. Permanent equipment	456 000	
9. Maintenance and operation and rental of premises	3 244 050	
10. General expenses	3 550 600	
11. Printing	1 173 000	
Total, part III		12 173 150
<i>Part IV. Special expenses</i>		
12. Special expenses	154 000	
Total, part IV		154 000
<i>Part V. Technical programmes</i>		
13. Economic development	480 000	
14. Social activities	1 200 000	
15. Human Rights activities.	100 000	
16. Public administration	600 000	
17. Narcotic drugs control	75 000	
Total, part V		2 455 000
<i>Part VI. Special missions and related activities</i>		
18. Special missions	2 605 000	
19. United Nations Field Service	1 314 000	
Total, part VI		3 919 000
<i>Part VII. Office of the United Nations High Commissioner for Refugees</i>		
20. Office of the United Nations High Commissioner for Refugees.	2 117 200	
Total, part VII		2 117 200
<i>Part VIII. International Court of Justice</i>		
21. International Court of Justice.	734 100	
Total, part VIII		734 100
GRAND TOTAL		67 453 750

Draft budget resolution for the financial year 1961

2. The Secretary-General is authorized:

(a) To administer as a unit the provisions under sections 1, 3, and 5 in a total amount of \$98 300 relating to the Permanent Central Opium Board and the Drug Supervisory Body;

(b) To transfer credits between sections of the budget with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions;

3. The appropriations under sections 1, 3, 4 and 5 in a total amount of \$182 380 relating to the United Nations Joint Staff Pension Board and the United Nations Staff Pension Committee shall be administered in accordance with article XXVII of the Regulations of the United Nations Joint Staff Pension Fund;

4. In addition to the appropriations voted by paragraph 1 above, an amount of \$17 500 is hereby appropriated from the income of the Library Endowment Fund for the purchase of books, periodicals, maps and library equipment and such other expenses of the Library at the Palais des Nations as are in accordance with the objects and provisions of the endowment.

II

INCOME ESTIMATES FOR THE FINANCIAL YEAR 1961

The General Assembly

Resolves that for the financial year 1961:

1. Estimates of income, other than assessments on Member States, totalling \$US12 051 780 are approved as follows:

Section	US dollars	US dollars
<i>Part I. Income from staff assessment</i>		
1. Staff assessment	6 600 000	
Total, part I		6 600 000
<i>Part II. Other income</i>		
2. Income from extra-budgetary funds	1 879 880	
3. General income	1 574 000	
4. Sale of United Nations postage stamps	1 035 500	
5. Sale of publications	351 500	
6. Services to visitors and catering services	610 900	
Total, part II		5 451 780
GRAND TOTAL		<u>12 051 780</u>

2. The income from staff assessment shall be credited to the Tax Equalization Fund in accordance with the provisions of General Assembly resolution 973 (X) of 15 December 1955;

3. Direct expenses of the United Nations Postal Administration, services to visitors, catering and related services and the sale of publications, not provided for under the budget appropriations, may be charged against the income derived from those activities.

III

FINANCING OF APPROPRIATIONS FOR THE FINANCIAL YEAR 1961

The General Assembly

Resolves that for the financial year 1961:

1. Budget appropriations totalling \$67 453 750 together with supplementary appropriations for 1960 totalling \$_____ ^{1/} shall be financed as follows, in accordance with Financial Regulations 5.1 and 5.2:

(a) As to \$5 451 780, by income other than staff assessment approved under part II of the present resolution;

(b) As to \$623 131, by the balance on surplus account for the financial year 1959;

(c) As to \$_____, by assessment on Member States in accordance with the General Assembly resolution on the scale of assessments for 1961;

2. There shall be set off against the assessment on Member States:

(a) Their respective shares in the Tax Equalization Fund, subject to the provisions of General Assembly resolution 973 (X) of 15 December 1955, comprising:

(i) \$6 600 000, being the estimated staff assessment income for 1961;

(ii) \$161 869, being the excess of staff assessment income for 1959 over estimated income;

(b) Their credits in respect of the transfer of the League of Nations assets, in accordance with General Assembly resolution 250 (III) of 11 December 1948.

^{1/} As determined by the General Assembly at its fifteenth session.

B. Draft resolution relating to unforeseen and extraordinary expenses

The General Assembly

Resolves that, for the financial year 1961:

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

(a) Such commitments, not exceeding a total of \$2 million, as the Secretary-General certifies relate to the maintenance of peace and security or to urgent economic rehabilitation;

(b) Such commitments as the President of the International Court of Justice certifies relate to expenses occasioned by:

(i) The designation of ad hoc Judges (Statute, Article 31), not exceeding a total of \$30 000;

(ii) The appointment of assessors (Statute, Article 30), or the calling of witnesses and the appointment of experts (Statute, Article 50), not exceeding a total of \$25 000;

(iii) The maintenance in office of Judges who have not been re-elected (Statute, Article 13, paragraph 3) not exceeding a total of \$40 000;

(iv) The holding of sessions of the Court away from The Hague (Statute, Article 22), not exceeding a total of \$75 000;

(v) The payment of pensions and travel and removal expenses of Judges not re-elected, and travel and removal expenses of new Members of the Court, not exceeding a total of \$47 500.

(c) Such commitments not exceeding a total of \$25 000 as may be authorized by the Secretary-General in accordance with paragraph 4 of General Assembly resolution 1202 (XII) of 13 December 1957 relating to the pattern of conferences;

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

C. Draft resolution relating to the Working Capital Fund

The General Assembly

Resolves that:

1. The Working Capital Fund shall be established for the year ending 31 December 1961 at an amount of \$US 25 million, derived:

(a) As to \$23 920 842, from cash advances by Members in accordance with the provisions of paragraphs 2 and 3 of the present resolution;

(b) As to \$1 079 158, by transfer from surplus account as follows:

(i) \$551 170 being the balance of surplus account as at 31 December 1957 not applied against Members' assessments in accordance with General Assembly resolution 1340 (XIII) of 13 December 1958;

(ii) \$527 988 being the balance of surplus account as at 31 December 1958, not applied against Members' assessments in accordance with General Assembly resolution 1445 (XIV) of 5 December 1959;

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 budget for the financial year 1961;

3. There shall be set off against this allocation of advances the amounts paid by Members to the Working Capital Fund for the financial year 1960 under General Assembly resolution 1445 (XIV), provided that, should such advance paid by any Member to the Working Capital Fund for the financial year 1960 exceed the amount of that Member's advance under the provisions of paragraph 2 above, the excess shall be set off against the amount of contributions payable by that Member in respect of the budget for the financial year 1961, 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 purpose, do not exceed \$125 000, to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities; advances in excess of the total \$125 000 may be made with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions;

(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; such loans shall normally be repayable within two years, and the Secretary-General 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 \$250 000;

(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;

(f) Such sums as may be necessary to enable the Tax Equalization Fund to meet current commitments pending accumulation of credits; such advances shall be repaid as soon as credits are available in the Tax Equalization Fund.

D. Information concerning the draft resolutions

A. Draft budget resolution for the financial year 1961

The proposed budget resolution comprises three parts:

- (1) An appropriations resolution;
- (2) A resolution for the approval of the income estimates;
- (3) A resolution dealing specifically with the financing of appropriations. As a consequence of the new form of resolution, Member States will be provided as early as possible with a definitive amount to which the approved scale of contributions would apply in determining their assessments for the regular budget.

In detail, as compared with the appropriations resolution for 1960 (General Assembly resolution 1443 (XIV)), the new presentation differs as follows:

- (1) Paragraph 2 of resolution 1443 (XIV) is made unnecessary by the separate resolution on income and on financing the appropriations;
- (2) Estimates of income are approved in more detail;
- (3) The General Assembly approves the actual amount to be assessed on Member States.

B. Draft resolution relating to unforeseen and extraordinary expenses

The draft resolution is the same as General Assembly resolution 1444 (XIV) relating to unforeseen and extraordinary expenses for 1960, except that under paragraph 1 (b), sub-items (iii) and (v) are added, as 1960 is a year in which Judges will be elected to the International Court of Justice.

C. Draft resolution relating to the Working Capital Fund

The draft resolution is in the same form as General Assembly resolution 1445 (XIV) relating to the Working Capital Fund for 1960, and contains the same provisions except that the provision contained in paragraph 4 (f) of resolution 1445 (XIV) relating to supplementary payments to the United Nations Joint Staff Pension Fund has been eliminated, experience having shown that advances for this purpose have not been necessary.

NOTES ON THE PRESENTATION OF THE 1961 ESTIMATES

1. In its report to the General Assembly on the budget estimates for 1960, the Fifth Committee, having considered reports^{1/} by the Secretary-General and by the Advisory Committee on Administrative and Budgetary Questions on the form of the budget, stated its consensus "that the present form of the budget should be retained for a further experimental period of two years, on the understanding that, in the light of the discussion held in the Fifth Committee and after consultation with the Advisory Committee, the Secretary-General would make appropriate improvements in his budget presentation".^{2/}

2. The form of the presentation of the 1961 estimates was discussed with the Advisory Committee in December 1959, and in February 1960 a detailed memorandum on the matter was circulated to the members of the Committee. The Committee has not had an opportunity to make its observations or recommendations prior to the preparation of the estimates.

3. The 1961 estimates are presented under three main headings:

- (a) Budget foreword and draft resolutions;
- (b) Expenditure estimates and annexes;
- (c) Income estimates and annexes.

Budget foreword and draft resolutions

4. In keeping with wishes expressed in the Fifth Committee, the statement dealing with the work programmes of the Organization has been amplified. Information on certain changes in the draft resolutions is given with the texts of those resolutions.

Expenditure estimates and annexes

5. The expenditure estimates are presented under eight parts comprising twenty-one sections. The major changes in the coverage of the various sections as compared with 1960 are:

(a) The provisions for the Economic Commission for Africa have been included in the several pertinent object-of-expenditure sections (e.g. established posts are in the section "Salaries and wages", and the established posts have been included in the consolidated manning table);

(b) The established posts for the revenue-producing activities (previously shown as a direct charge to revenue under part D of the budget) have been included in the consolidated manning table and the relevant budgetary provision made in the section "Salaries and wages";

(c) The salary and other costs for the development of internal reproduction facilities at Geneva (previously charged on a project basis to printing funds) have been included in the pertinent sections;

(d) The section for the Office of the United Nations High Commissioner for Refugees (UNHCR) includes provision for all direct expenses for the Office; certain of these expenses had previously been carried under other sections;

(e) A rather extensive recasting of the provisions for buildings, equipment and general expenses has been made.

6. The annexes to the expenditure estimates have been expanded along the lines indicated in the reports on the form of the budget submitted to the General Assembly at its fourteenth session. They include additional information on the probable distribution of established posts (with comparative 1959 and 1960 data), additional details of the public information programme and related costs, and a distribution by location of the proposed expenditures.

Income estimates and annexes

7. The income estimates are presented under two parts comprising six sections. The detailed estimates for section 1—Income from staff assessment, section 2—Income from extra-budgetary funds, and section 3—General income (miscellaneous income), follow previous presentations. The detailed annexes for section 4—Sale of United Nations postage stamps, section 5—Sale of publications, and section 6—Services to visitors and catering services, follow the same form as the present "revenue-producing activity" estimates in part D of the 1960 budget. However, the following changes are made in the scope and content of this latter group:

(a) Established posts, where pertinent, have been included in the consolidated manning table and their costs provided for in the regular budget appropriations; thus, the costs of established posts are not a direct charge against revenue;

(b) The estimates for services to visitors include the income from the Gift Centre (previously shown as a separate activity) and the Souvenir Shop (previously included under the Catering and related services).

Following the normal practice of the General Assembly in budgetary matters, each section of the income estimates would be separately considered.

8. The annexes to the income estimates indicate the anticipated net outcome of each of the "revenue-producing activities" and give in detail the income and expenditure experience of the last completed financial year.

Reconciliation of the 1959 expenses and 1960 appropriations with figures used in 1961 estimates

9. For comparability, the actual 1959 expenses and the approved 1960 appropriations have been distributed in the form of the 1961 estimates. Similarly, the approved 1960 income estimates and the actual 1959 income figures have been adjusted to the new form of presentation.

^{1/} Official Records of the General Assembly, Annexes, agenda items 43 and 44, documents A/C.5/776 and A/4228.

^{2/} *Ibid.*, document A/4336, para. 86.

A. EXPENDITURE ESTIMATES

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SUMMARY OF 1961 EXPENDITURE ESTIMATES WITH COMPARATIVE 1960 APPROPRIATIONS AND 1959 EXPENSES
(in US dollars)

Section	1961 estimates	1960 appropriations	1959 expenses	Increase (or decrease) 1961 compared with 1960	Differences between 1960 and 1961—Main causes of variations and other remarks
1 Travel and other expenses of representatives, members of commissions and committees and other subsidiary bodies	857 700	931 600	841 474	(73 900)	The reduction of \$73 900 in the 1961 estimates as compared with the 1960 appropriation is due to (a) reduced requirements for the Scientific Committee on the Effects of Atomic Radiation (\$33 000), for the Joint Staff Pension Board (\$10 000) and for administrative advisory bodies (\$20 000); (b) the exclusion from current estimates of a provision for a visiting mission of the Trusteeship Council (\$50 000). These reductions are partly offset by increases in the estimates for travel of representatives to the General Assembly (\$15 000), for the Board of Auditors (\$7 700) and for functional commissions of the Economic and Social Council (\$17 900). The Social and Population Commissions will meet in 1961; they did not meet in 1960. The Statistical Commission, which met in 1960, will not meet in 1961.
2 Special meetings and conferences	222 000	62 300	1 903 860	159 700	The 1961 estimates provide \$202 000 for the Conference on Diplomatic Intercourse and Immunities, and \$20 000 for the Conference for the Adoption of a Single Convention on Narcotic Drugs. The 1960 appropriation provided \$46 000 for the Second Conference on the Law of the Sea and \$16 300 for the Second Congress on the Prevention of Crime and the Treatment of Offenders.
3 Salaries and wages	34 800 600	33 112 000	31 304 691	1 688 600	<p>The estimates consolidate the establishment of the Economic Commission for Africa (ECA) with that of the Secretariat generally. In 1960 the requirements of the Commission were approved in a separate section.</p> <p>Provision is also made for the established posts for revenue-producing activities formerly charged directly against revenue. The income estimates are correspondingly increased.</p> <p>The estimates further include the staff requirements in Geneva for the internal reproduction of the Official Records in Russian, previously financed from contractual printing funds.</p> <p>Provision is made for 1,807 professional posts. The net addition of 63 such posts over the 1960 strength of 1744 posts is estimated to cost \$694 600.</p> <p>Provision is made for 2,177 general service posts at Headquarters and Geneva. The net addition of 57 such posts together with higher credits for local general service staff at the information centres and the regional economic commissions is estimated to cost \$594 000.</p> <p>An increase of \$41 800 for artisans, technicians and manual workers is due principally to an increase in local wage-rates at Headquarters, effective 1 April 1960. Two additional posts are provided for.</p> <p>The costs of carrying into 1961 the establishment at the level approved for 1960 is estimated at \$254 000 approximately. About half of this amount relates to annual increments for professional staff; the balance to changes in post adjustment levels for professional staff in the regional economic commissions for Latin America and Africa.</p> <p>The reduction applied to the total estimate as a turnover factor is approximately \$43 000 more in 1961 than in 1960. (1961: \$1 110 280; 1960: \$1 067 030). The 1961 amount has been calculated on the basis of 1960 experience for existing staff (about 4 per cent for professional staff) and at a level of 25 per cent for new professional posts and 10 per cent for new general service posts. There is need for the latter apart from the support to be provided to new professional staff.</p>

Summary of 1961 expenditures with comparative 1960 appropriations and 1959 expenses

SECTION	1961 estimates	1961 appropriations	1959 expenses	Increase (or decrease) 1961 compared with 1960	Differences between 1960 and 1961—Main causes of variations and other remarks
					<p>Reductions of \$61 300 and \$18 000 respectively have been made in the estimates for temporary assistance and consultants. But two new provisions are included: (a) \$150 000 for special technical posts for work in the fields of industry, resources and transport; and (b) \$44 000 for the Office of the Executive Agent—Lower Mekong Development Project.</p> <p>There is an increase of \$32 800 in the estimate for overtime and night differential.</p>
4 Common staff costs . . .	7 898 200	7 181 000	6 859 115	717 200	<p>The 1961 estimates have been calculated in the light of (a) statistical analysis of the current expenditure patterns for the several items, (b) the additional posts requested for 1961, and (c) some current and anticipated further decline in vacancies in the 1960 professional posts establishment, including ECA. These factors affect in varying degree the several common staff costs items. Certain trends, when clearly discernible, have been taken into account.</p> <p>Having regard to the elements referred to above, the estimate for staff allowances is \$179 700 above the 1960 provision; the estimate takes into account the trend, particularly at Headquarters and the regional economic commissions, for more staff members to use the education grant provision.</p> <p>The estimate for social security payments is \$291 800 higher: \$214 200 for pension contributions—the estimate is computed at 10.5 per cent of salary costs as against a 10.53 per cent ratio prevailing at the time of preparation of the estimates; \$64 600 more for medical insurance contributions reflecting higher premium rates at Headquarters and some improvement to medical plans at other offices to bring them more into line with Headquarters plans; \$13 000 increase in the provision for compensatory payments.</p> <p>The estimate for recruitment, transfer and separation costs shows an increase of \$213 500; these costs are affected directly by the new posts requested and the decline in vacancies anticipated for 1961, also by the number of professional staff recruited for fixed-term periods and by the number of staff members reaching retirement age.</p> <p>The chapter for staff training and welfare included an additional item for six trainees for ECA (\$30 000) to receive training at the other regional economic commissions in accordance with ECA resolution 16 (II), and provides an additional \$2 200 for staff training at the regional economic commissions.</p>
5 Travel of staff	2 022 800	1 785 400	1 740 900	237 400	<p>The 1961 estimates are \$237 400 above the 1960 level. This increase is due to additional requirements in the three chapters included under this section, as follows:</p> <p>(I) \$97 500 in chapter I—Travel of staff to meetings—owing to (a) the need to provide for meetings of groups of experts and other working groups of ECA (\$47 000); (b) the need to provide for the ninth session of the Economic Commission for Latin America (ECLA), scheduled to meet in Caracas in 1961 (\$83 000); additional requirements for meetings of committees and sub-committees of the Economic Commission for Asia and the Far East (ECAFE) (\$6 500) and ECLA (\$6 400). These increases are partly offset by the exclusion of provisions existing in the 1960 budget for the meetings of the Commission on the Status of Women (\$33 800), the Scientific Committee on the Effects of Atomic Radiation (\$8 600) and the Joint Staff Pension Board (\$3 800);</p> <p>(II) \$81 900 in chapter II—Travel of staff on other official business—due to additional requirements for the Secretary-General (\$10 000), the Headquarters departments and offices (\$17 900), the European Office (\$2 200), and the economic commissions for Africa (\$30 000), for Asia and the Far East (\$8 800) and for Latin America (\$17 000). These increases are partly offset by a decrease of \$4 000 in the provision for the information centres;</p> <p>(III) \$58 000 in chapter III—Travel of staff and dependants on home leave. A reduction of 10 per cent has been applied to the estimate for Headquarters staff rather than 20 per cent as applied to previous initial estimates. A reduction of the latter order has proved to be too severe.</p>

Summary of 1961 expenditures with comparative 1960 appropriations and 1959 expenses

Section	1961 estimates	1960 appropriations	1959 expenses	Increase (or decrease) 1961 compared with 1960	Differences between 1960 and 1961—Main causes of variations and other remarks
6 Payments under annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality	100 000	93 000	88 481	7 000	The increase of \$7 000 is due to increased costs and to the need to provide for six more information centres and for special conferences away from Headquarters.
7 Buildings and improvements to premises.	3 749 500	3 732 000	2 823 257	17 500	The estimates for furniture and fixtures and for office equipment are some \$30 000 and \$32 000 respectively, above the 1960 levels, mainly on account of special items proposed for Headquarters and for the requirements of increased staff at ECLA. The total estimate for internal reproduction, telecommunications and transportation equipment, is substantially in line with the 1960 level for those purposes. The cost of a new X-ray machine, proposed for the Health Clinic at Headquarters accounts for the increase of \$6 350 shown under "other equipment".
8 Permanent equipment.	456 000	388 500	355 639	67 500	The schedule of annual payments towards the amortization of the Headquarters' construction loan, the transfer of assets of the League of Nations to the United Nations and the United Nations building in Santiago call for the same sums in 1961 as in 1960. The increase in the estimate for 1961 over 1960 is due to requirements for improvements to premises at Headquarters and Geneva.
9 Maintenance, operation and rental of premises.	3 244 050	3 027 400	3 053 424	216 650	Of this increase, an amount of \$185 000 approximately relates to rate and wage increases not reflected in the 1960 estimates and the balance to additional requirements to meet the expanded activities of ECLA and ECA. Provision is made for a level of services in other offices at approximately the same level as in 1960.
10 General expenses	3 550 600	3 447 930	3 316 669	102 670	Of this increase, an amount of approximately \$77 000 relates to rate and wage increases not reflected in the 1960 appropriation and the balance to the increased requirements of ECAFE, ECLA and ECA. The estimate for Headquarters is in total, at the 1960 level. The increases for "Office and internal reproduction supplies" as well as for "Library books and supplies" are offset by reductions under "Study and interne programmes" and "Interim arrangements for the Library".
11 Printing.	1 173 000	1 171 070	1 129 918	1 930	Estimated increases of \$25 000 for higher prices for paper and \$9 000 for an increase in printing rates, and increased requirements for certain items in the programme are almost entirely offset by reduced requirements for other items and by an anticipated increase in work contained in the programme which will be reproduced internally.
12 Special expenses	154 000	185 000	96 290	(31 000)	The 1961 estimate provides \$54 000 for the United Nations Memorial Cemetery in Korea and \$100 000 for the establishment of a Cancer Research Fund to implement the purposes of General Assembly resolution 1398 (XIV). The 1960 appropriation included \$30 000 for the World Refugee Year and \$100 000 as a grant to the International School. For the latter, pending discussion by the General Assembly, the estimate is included <u>pro memoria</u> .
13 Economic development.	480 000	480 000	480 000	-	The estimates for sections 13 to 17 will be reviewed by the Assembly on the basis of further reports from the Economic and Social Council. An additional provision of \$25 000 is proposed for the programme of technical assistance in narcotics control under General Assembly resolution 1395 (XIV).
14 Social activities	1 200 000	1 200 000	925 000	-	
15 Human Rights activities	100 000	100 000	79 226	-	
16 Public administration.	600 000	600 000	375 366	-	
17 Narcotic drugs control.	75 000	50 000	-	25 000	
18 Special missions	2 605 000	2 468 300	3 053 265	136 700	The level of the 1961 estimates for special missions is, on the whole, in line with the 1960 appropriations. The decrease of \$152 700 arising from the termination of the United Nations Advisory Council for Somaliland is offset by two new provisions: the plebiscite for the Trust Territory of Western Samoa under New Zealand administration to be acted on by the General Assembly at its fifteenth session and the office of the Special Representative of the Secretary-General stationed in Amman in pursuance of General Assembly resolution 1237 (ES-III) of 21 August 1958. There has been an increase of \$112 000 in the estimate for the United Nations Truce Supervision Organization in Palestine which arises mainly from: (a) the mission expenses of 13 additional Field Service staff required for field and office duties and (b) higher costs of aircraft rental.

Summary of 1961 expenditures with comparative 1960 appropriations and 1959 expenses

SECTION	1961 estimates	1960 appropriations	1959 expenses	Increase (or decrease) 1961 compared with 1960	Differences between 1960 and 1961. Main causes of variations and other remarks
19 United Nations Field Service	1 314 000	1 202 300	1 116 006	111 700	A net increase of 14 Field Service staff is proposed; 13 would be assigned to UNTSO as noted under section 18, 4 would be assigned to the office of the Special Representative of the Secretary-General in Amman (the costs in 1960 under the latter heading are being met in accordance with resolution 1444 (XIV) relating to unforeseen and extraordinary expenses). Three posts formerly authorized for other mission duties will be discontinued.
20 Office of the United Nations High Commissioner for Refugees	2 117 200	1 737 000	1 671 277	380 200	The increase is due in the main to an expansion of operative activities to begin in 1960, and will be substantially, although not wholly, offset by an increase in income.
21 International Court of Justice	734 100	704 500	732 584	29 600	The main reasons for the increase are annual increments and higher levels for temporary assistance and printing arising from a heavier programme.
Expenditures, gross . . .	67 453 750	63 659 300 ^a	61 946 442 ^b	3 794 450	
Less: Income other than staff assessment . . .	5 451 780	5 867 100 ^c	6 248 816 ^d	(415 320)	
TOTAL	62 001 970	57 792 200	55 697 626	4 209 770	
Staff assessment for credit to the Tax Equalization Fund	6 600 000	6 329 000	6 284 869	271 000	

^a \$63 149 700 as voted by General Assembly resolution 1443 (XIV) increased for comparative purposes by \$509 600 in respect of established posts costs chargeable directly against revenue in 1960 but included in expenditure estimates for 1961.

^b \$61 460 607 actual expenses in 1959 increased for comparative purposes by \$485 835 in

respect of established posts costs charged directly against revenue in 1959 but included in expenditure estimates for 1961.

^c \$5 357 500 approved income estimate increased by \$509 600 as indicated in footnote a.

^d \$5 762 981 actual income increased by \$485 835 as indicated in footnote b.

Part I

SESSIONS OF THE GENERAL ASSEMBLY, THE COUNCILS, COMMISSIONS AND COMMITTEES;
SPECIAL MEETINGS AND CONFERENCES

Section 1. Travel and other expenses of representatives, members of commissions, committees
and other subsidiary bodies

\$857 700 (1960: \$931 600 1959: \$841 474)

CHAPTER I

<i>The General Assembly, commissions and committees</i>	\$591 300
1960:	712 600
1959:	609 358
<i>(i) Travel of representatives to the General Assembly</i>	\$425 000
1960:	410 000
1959:	413 992

Pursuant to General Assembly resolution 1075 (XI) of 7 December 1956, 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. Based on the cost of first-

class fares by jet plane between home capitals and New York City, the requirements under this heading would be approximately \$494 000. On the basis of experience in previous years, an initial appropriation somewhat below this amount appears reasonable. In accordance with resolution 1075 (XI), the amount provided for 1961 would be available to meet claims relating to either the fifteenth or the sixteenth sessions of the General Assembly.

<i>(ii) Travel and other expenses of members of commissions, committees and other General Assembly bodies.</i>	\$205 600
1960:	249 600
1959:	142 283

	Number of members	Location	Duration (weeks)	Estimated costs \$
Advisory Committee on Administrative and Budgetary Questions	9	New York (3 sessions)	24	50 000
Committee on Contributions	10	New York	2	6 000
International Law Commission	21	Geneva	10	77 200
Administrative Tribunal	7	New York Geneva	2 2	13 000
United Nations Scientific Advisory Committee	7	New York Geneva	1 1	12 700
United Nations Scientific Committee on the Effects of Atomic Radiation	15	New York (2 sessions)	5	45 000
United Nations Joint Staff Pension Board	-	New York	-	1 700
				<u>205 600</u>

The estimates cover travel and subsistence costs, as provided by General Assembly resolution 1075 (XI), and include an amount of \$1 400 to enable the International Law Commission to be represented by its Chairman at the sixteenth session of the General Assembly.

The estimates for the Advisory Committee on Administrative and Budgetary Questions include \$5 000, and those for the International Law Commission \$30 000, to cover payment of honoraria as approved by the General Assembly at its 729th meeting on 13 December 1957.^{1/}

A sum of \$1 400 is provided for travel and subsistence of one member of the United Nations Staff Pension Committee to attend the annual meeting of

the United Nations Staff Pension Board. An amount of \$300 is included in the estimate for subsistence of three members of the Staff Pension Committee and of the Standing Committee of the Board to attend meetings of these bodies in New York.

<i>(iii) The Board of Auditors</i>	\$60 700
1960:	53 000
1959:	53 083

The estimate under this heading provides for the expenses incurred by the Board of Auditors in the external audit of the accounts of the United Nations and for participation by members of the Board in the Panel of External Auditors for the United Nations and Specialized Agencies. Provision for the external audit of accounts of the International Court of Justice, in the amount of \$500, is included under section 21 of the budget estimates.

^{1/} Official Records of the General Assembly, Twelfth Session, agenda item 41, document A/3766.

The appropriation requested relates to the expenses for the external audit of the United Nations accounts at Headquarters and Geneva and the accounts of the secretariat of the Technical Assistance Board, the United Nations participation in the Expanded Programme of Technical Assistance and the Voluntary Funds administered by the High Commissioner for Refugees. It also provides for the audit of the accounts of the United Nations Joint Staff Pension Fund, the costs of which, estimated at \$2 700, are reimbursed by the Fund and are taken into account in the estimates for miscellaneous income.

The estimate of \$60 700 is based on the present composition of the Board and allocation of the audits among its three members.

In addition to the accounts mentioned above, the Board of Auditors also carries out the external audit of other United Nations activities, the costs of which are charged against the relevant special accounts involved.

CHAPTER II

<i>The Security Council, commissions and committees</i>	\$ -----
1960:	-----
1959:	-----

Pursuant to paragraph 1 (b) of General Assembly resolution 1075 (XI), no provision for travel is required for members of the Security Council. Provision for travel and subsistence of members of commissions of inquiry or conciliation instituted by the Security Council is made under section 18—Special missions—of the budget estimates.

CHAPTER III

<i>The Economic and Social Council, commissions and committees</i>	\$140 900
1960:	123 000
1959:	139 294

	Number of members	Location	Duration (weeks)	Estimated costs \$
The Economic and Social Council	18	New York	3	-
		Geneva	6	-
<i>Functional commissions and sub-commissions</i>				
Commission on Human Rights	18	New York	4	19 800
Commission on Narcotic Drugs	15	Geneva	4	13 000
Commission on the Status of Women	18	New York	3	15 900
Population Commission	15	New York	2	13 400
Social Commission	18	New York	3	19 000
Commission on International Commodity Trade	18	New York	3	-
Sub-Commission on Prevention of Discrimination and Protection of Minorities	14	New York	3	27 500 ^{a/}
Statistical Commission	15	No session scheduled		-
<i>Regional economic commissions</i>				
Economic Commission for Africa (Addis Ababa)	16	Addis Ababa	2	-
Economic Commission for Asia and the Far East (Bangkok)	24	New Delhi	2	-
Economic Commission for Europe (Geneva)	29	Geneva	3	-
Economic Commission for Latin America (Santiago)	24	Caracas	2	-
<i>Other organs</i>				
Interim Co-ordinating Committee for International Commodity Arrangements	4	New York	1	8 900 ^{a/}
		Geneva	1	
Permanent Central Opium Board and Drug Supervisory Body (Geneva)	8	Geneva	28 days (2 sessions)	23 400 ^{a/}
	4	Geneva	20 days (2 sessions)	

^{a/} Includes subsistence payments.

In accordance with paragraph 1 (b) of General Assembly resolution 1075 (XI), no provision is made for members of the Economic and Social Council, the Commission on International Commodity Trade and the regional economic commissions.

The estimates for the functional commissions and sub-commissions of the Council are based on the actual membership of these bodies. The cost of first-class fares by jet plane between home capitals and the site of the meeting would be approximately \$119 900. However, on the basis of claims received in previous years, the estimates assume that 10 per cent of the entitlements will not be exercised in 1961.

The estimate for the Commission on Human Rights includes an amount of \$1 000 for the travel of a representative of the Commission on the Status of Women (Economic and Social Council resolution 566 (XIX)).

The estimate for the Commission on Narcotic Drugs includes an amount of \$3 000 to provide for a representative of (1) the Permanent Central Opium Board and (2) the Drug Supervisory Body (Economic and Social Council resolution 201 (VIII)).

The estimate for the Sub-Commission on Prevention of Discrimination and Protection of Minorities includes an amount of \$1 000 to provide for a repre-

representative of the Commission on the Status of Women (Economic and Social Council resolution 48 (IV)) and an amount of \$4 500 for travel and subsistence expenses of two special rapporteurs (Economic and Social Council resolution 586 (XX)).

The estimate for meetings of the Permanent Central Opium Board and the Drug Supervisory Body is based upon the assumption that three of the four members of the latter body will continue to be members of the Board and that its sessions would immediately precede or follow those of the Board. The estimate, which also provides for a representative of the Board to attend meetings of the Economic and Social Council and the General Assembly, includes an amount of \$11 800 for travel, \$7 100 for subsistence and \$4 500 for the payment of honoraria, in accordance with General Assembly resolution 875 C (IX) of 4 December 1954.

CHAPTER IV

<i>The Trusteeship Council, commissions and committees</i>	\$ -----
1960:	50,000
1959:	70 675

In accordance with paragraph 1 (b) of General Assembly resolution 1075 (XI), no provision for

travel is made for members of the Trusteeship Council. Provision under this chapter was made in previous years only for the annual visiting missions of the Council. At the time of preparation of these estimates, no visiting mission is scheduled for 1961.

CHAPTER V

<i>Administrative advisory bodies</i>	\$25 500
1960:	46 000
1959:	22 147

The estimate provides for the following bodies:

Investments Committee and Advisory Board on Investments	3 500
International Civil Service Advisory Board	12 000
Committee of Experts on Post Adjustments	10 000

The estimate is based on one meeting each of the Investments Committee and the International Civil Service Advisory Board, and on two meetings of the Committee of Experts on Post Adjustments. An amount of \$11 000 is included in the estimate for miscellaneous income, covering the share of the specialized agencies in the costs of the International Civil Service Advisory Board and the Committee of Experts on Post Adjustments.

Table 1-1. Travel and other expenses of representatives, members of commissions, committees and other subsidiary organs (in US dollars)

	1961 estimate	1960 appropriation	1959 expenditure
<i>Chapter I. The General Assembly, commissions and committees</i>			
Travel of representatives to the General Assembly	425 000	410 000	413 992
Advisory Committee on Administrative and Budgetary Questions	50 000	50 000	44 979
Committee on Contributions	6 000	6 900	1 997
International Law Commission	77 200	77 300	64 645
Administrative Tribunal	13 000	13 000	6 622
United Nations Scientific Advisory Committee	12 700	12 700	5 583
United Nations Scientific Committee on the Effects of Atomic Radiation	45 000	78 000	18 187
United Nations Joint Staff Pension Board	1 700	11 700	270
The Board of Auditors	60 700	53 000	53 083
Total, chapter I	691 300	712 600	609 358
<i>Chapter II. The Security Council, commissions and committees</i>			
-	-	-	-
<i>Chapter III. The Economic and Social Council, commissions and committees</i>			
Commission on Human Rights	19 800	14 500	10 774
Commission on Narcotic Drugs	13 000	14 300	12 296
Commission on the Status of Women	15 900	26 200	13 722
Population Commission	13 400	-	10 293
Social Commission	19 000	-	11 338
Commission on International Commodity Trade	-	-	-
Sub-Commission on Prevention of Discrimination and Protection of Minorities	27 500	25 100	21 269
Statistical Commission	-	11 300	-
Transport and Communications Commission	-	-	13 834
Interim Co-ordinating Committee for International Commodity Arrangements	8 900	7 800	2 402
Permanent Central Opium Board and Drug Supervisory Body	23 400	23 800	20 120
Economic and Social Council Committee on Programme Appraisals	-	-	5 697
Middle East Narcotics Survey Mission	-	-	17 549
Total, chapter III	140 900	123 000	139 294
<i>Chapter IV. The Trusteeship Council, commissions and committees</i>			
Annual visiting missions	-	50 000	70 675 ^{a/}
Total, chapter IV	-	50 000	70 675
<i>Chapter V. Administrative advisory bodies</i>			
Investments Committee and Advisory Board on Investments	3 500	3 500	2 579
International Civil Service Advisory Board	12 000	15 000	-
Committee of Experts on Post Adjustments	10 000	10 000	7 171
Expert Group on Review of the Joint Staff Pension System	-	17 500	12 397
Total, chapter V	25 500	46 000	22 147
TOTAL, section I	857 700	931 600	841 474

^{a/} Includes \$42 108 for the visiting mission to Nauru, New Guinea and Pacific Islands, \$27 298 for the visiting mission to Western Samoa and \$1 269 for the 1958 visiting mission to the Cameroons.

Section 2. Special meetings and conferences

\$222 000

(1960: \$62 300

1959: \$1 903 860)

CHAPTER I

<i>United Nations Conference of Plenipotentiaries on Diplomatic Intercourse and Immunities</i>	\$202 000
1960:	-----
1959:	-----

By its resolution 1450 (XIV) of 7 December 1959, the General Assembly decided "that an international conference of plenipotentiaries shall be convoked to consider the question of diplomatic intercourse and immunities and to embody the results of its work in an international convention, together with such ancillary instruments as may be necessary". The General Assembly also requested the Secretary-General to convoke the conference at Vienna, not later than the spring of 1961, and to arrange for the necessary staff and facilities required for the conference.

The estimate of \$202 000 is the same as that submitted (A/C.5/805) to the General Assembly at its fourteenth session. It is based on a conference of eight week duration, to be held during the period March-April 1961, and on the assumption that there will be a maximum of two meetings a day requiring services and that these meetings will not be held at the same time. It provides for the following items of expenditure:

(i) Travel and subsistence of staff	24 500
(ii) Temporary assistance	133 000
(iii) Printing	40 000
(iv) Miscellaneous supplies and services	4 500
	<u>202 000</u>

Under travel and subsistence of staff, provision is made for ten staff members detailed from Headquarters and nine staff members detailed from the Geneva Office.

The estimate under temporary assistance covers the salaries and related travel of ninety-seven temporary staff, comprising eight interpreters, seventeen translators/précis-writers, seven revisers, ten editorial staff, nine proof-reading staff, seven secretaries, seven clerks and thirty-two typists.

The estimate under printing covers the following requirements:

(a) One volume of about 600 pages (100 pages of preparatory material and 500 pages of summary records) in English, French and Spanish—\$21 000;

(b) One volume of about 300 pages (annexes) in English, French and Spanish—\$11 000;

(c) One volume of about 180 pages (Convention and Final Act) in Chinese, English, French, Russian and Spanish—\$8 000.

The number of copies required is of the following order: items (a) and (b), 1,300 English, 500 French and 300 Spanish; item (c), 250 copies. The estimates for items (a) and (b) are based on European printing costs; the estimate for item (c), on New York printing costs.

This conference will be held in Vienna at the invitation of the Austrian Government. In accordance with paragraph 2 (e) of General Assembly resolution 1202 (XII) of 13 December 1957, on the pattern of conferences, the host Government will assume responsibility for the additional expenditures to the

United Nations budget resulting from the fact that the conference is being held away from Headquarters. For this purpose, the contribution to be made by the Austrian Government is estimated at \$130 000 and, accordingly, a corresponding amount is included in the estimates for miscellaneous income.

CHAPTER II

<i>Plenipotentiary Conference for the Adoption of a Single Convention on Narcotic Drugs</i>	\$20 000
1960:	-----
1959:	-----

Provision is included in the budget estimates for the Plenipotentiary Conference for the Adoption of a Single Convention on Narcotic Drugs in pursuance of Economic and Social Council resolution 689 J (XXVI).

The conference is scheduled to be held at the Headquarters of the United Nations for a period of eight weeks during January-March 1961.

The estimate of \$20 000 provides for:

(i) Travel and subsistence of staff	15 000
(ii) Overtime and night differential	3 000
(iii) Printing	1 500
(iv) Miscellaneous supplies and services	500
	<u>20 000</u>

Under travel and subsistence of staff, provision is made for transportation and per diem of seven staff members detailed from Geneva.

The provision under item (ii) is to cover anticipated additional expenses for overtime and night differential related to the holding of the conference, which was originally scheduled for fourteen weeks. Since this period has been reduced to eight weeks, it may be necessary, during the latter part of the conference, to service as many as four meetings a day, with consequential requirements for overtime and night differential payments.

Under item (iii), provision is made for the printing of the Single Convention in the five official languages.

The provision under miscellaneous supplies and services is to cover freight charges for the shipment of documents, and other miscellaneous items.

CHAPTER III

<i>United Nations Conference on the Elimination or Reduction of Future Statelessness</i>	\$ -----
1960:	-----
1959:	31 271

The Conference on the Elimination or Reduction of Future Statelessness, which met in March and April of 1959, adjourned without adopting a convention. It did, however, adopt a resolution (A/CONF.9/L.77) proposing that the Conference reconvene "at the earliest possible time in order to continue and complete its work".

The Secretary-General, after consultation with the Member Governments represented at the 1959 Conference, has decided that the Conference shall reconvene on 29 August 1961 for a period of three

weeks. For budgetary reasons, it should meet at the United Nations Headquarters in New York.

Funds may be required for printing the Final Act and instruments adopted.

CHAPTER IV

<i>United Nations Conference on Solar Energy, Wind Power and Geothermic Energy</i>	\$ -----
1960:	-----
1959:	-----

By resolution 710 A (XXVII) of 17 April 1959, the Economic and Social Council requested the Secretary-General "to take appropriate measures for the holding of a United Nations conference on solar energy, wind power and geothermic energy . . . to be held within the programme of the United Nations, if possible in 1961 but not later than 1962, . . .".

The most appropriate period for convening this conference appears to be the second half of August 1961, but, pending a decision by the Council at its thirtieth session on the date and location of the conference, no estimates are submitted at the present time.

CHAPTER V

<i>Commodity conferences</i>	\$ -----
1960:	-----
1959:	42 173

The International Sugar Council may request the Secretary-General to convene a conference in 1961 to review the operation of the present International Sugar Agreement. Such a request would have to be approved by the Interim Co-ordinating Committee for International Commodity Arrangements. If such a conference were to be held, it would probably be in the latter part of the year, at which time it would be necessary to hold it in Geneva.

It is not possible at this stage to forecast whether any other commodity conferences will be necessary in 1961. The General Assembly authorized the financing of such conferences during 1960 under paragraph 1 (c) of its resolution 1444 (XIV) of 5 December 1959 relating to unforeseen and extraordinary expenses. To the extent that an agreed meetings programme for 1961 cannot be advised beforehand, a similar procedure for 1961 is proposed.

Table 2-1. Special meetings and conferences
(In US dollars)

	1961 estimate	1960 appropriation	1959 expenditure
Chapter I. United Nations Conference of Plenipotentiaries on Diplomatic Intercourse and Immunities	202 000	-	-
Chapter II. Plenipotentiary Conference for the Adoption of a Single Convention on Narcotic Drugs	20 000	-	-
Chapter III. United Nations Conference on the Elimination or Reduction of Future Statelessness	-	-	31 271
Chapter IV. United Nations Conference on Solar Energy, Wind Power and Geothermic Energy	-	-	-
Chapter V. Commodity conferences	-	-	42 173
- United Nations Conference on the Law of the Sea.	-	46 000	-
- United Nations Congress on the Prevention of Crime and the Treatment of Offenders	-	16 300	-
- Second United Nations International Conference on the Peaceful Uses of Atomic Energy.	-	-	1 480 353
- Conference on the Discontinuance of Nuclear Weapons Tests	-	-	350 063
TOTAL, section 2	<u>222 000</u>	<u>62 300</u>	<u>1 903 860</u>

Part II

STAFF COSTS AND RELATED EXPENSES

Section 3. Salaries and wages

\$34 800 600 (1960: \$33 112 000 1959: \$31 304 691)

CHAPTER I

Established posts	\$33 000 000
1960:	31 458 300
1959:	29 709 344

This chapter consolidates the estimated requirements for established posts for all departments and offices except the following:

- (a) The United Nations Field Service (section 19);
- (b) The Office of the United Nations High Commissioner for Refugees (section 20); and
- (c) The International Court of Justice (section 21).

Accordingly, this chapter provides for the estimated cost of established posts for the same departments and offices as were included in the chapter in 1960, plus the estimated cost of established posts for the Economic Commission for Africa and the Revenue-producing activities, which were provided for under section 10 and part D, respectively, of the budget estimates for 1960.

Organization of the Secretariat

The structure and functions of the Secretariat, as at 1 March 1960, are explained in the document entitled *Organization of the Secretariat (ST/SGB/123)*, recently circulated to Member States. This issuance is designed primarily to facilitate consideration of the budget estimates, particularly those relating to salaries and wages.

Reference is made in the foreword preceding these estimates to significant organizational changes in process and planned, some of which involve a redistribution of posts within and between departments and offices. These changes are being brought about within the total resources already available, the object being to secure greater efficiency and coverage through improved organization.

Costs of established posts

As for 1959 and 1960, the costs of established posts have been calculated on the basis of prevailing rates for each grade at the time of preparation of the estimates. The estimates take into account the average salary cost of each level at each office location and the number of posts proposed for each location, except that the additional posts requested for 1961 at the professional level and above have been costed at step III for the grade rather than at the higher prevailing average rates as at the time of preparation of the estimates.

In respect of all additional posts requested for 1961 a special delayed recruitment deduction has been included under the item "Adjustment for turnover of staff" (table 3-1).

The costs shown in this chapter do not provide for the prospective increase in the post adjustment classifications at Headquarters and Geneva, or the prospective necessity to increase the general service and manual worker salary rates at Geneva to bring these into line with prevailing local rates, as referred to in the foreword to these estimates.

Table 3-1

Number of established posts		Category and post level	Gross salaries \$
1960	1961		
1	1	Secretary-General	
		Salary	33 000
		Allowance.	20 000
18	18	Under-Secretary	414 000
26	27	Director.	491 000 ^{a/}
76	80	Principal Officer	1 265 110
		<i>Professional</i>	
178	191	Senior Officer	2 620 630
431	445	First Officer	5 034 690
613	628	Second Officer.	5 551 310
401	417 ^{b/}	Associate and Assistant Officer	2 685 400
<u>1,744</u>	<u>1,807</u>		18 115 140
		Add: Post adjustment ^{c/}	2 529 050
			<u>20 644 190</u>
		<i>General service Headquarters and Geneva</i>	
176	189	Principal level.	1 528 450
1,944	1,988	Other levels	9 580 580
<u>2,120</u>	<u>2,177</u>		<u>11 109 030</u>
<u>3,864^{d/}</u>	<u>3,984</u>		31 753 220
		Provision for local level staff at information centres, ECAFE, ECLA and ECA	1 108 870
		Provision for artisans, technicians and manual workers	1 248 190
			<u>34 110 280</u>
		Deduct: Adjustment for turnover of staff	1 110 280
			<u>33 000 000</u>

^{a/} Includes \$5 000 for "special duties allowance" (A/C.5/726, paras. 22-23; A/3762, paras. 25-26).

^{b/} The distribution of posts between the Assistant and Associate Officer levels is subject to change pursuant to the decision of the General Assembly at its eleventh session (A/3558, paras. 27-30).

^{c/} Post classifications established for the various duty stations are listed at the end of section 3.

^{d/} 3 713 posts as approved for section 6, 1960 (A/4336, p. 51); plus 50 posts as approved for ECA, section 10, 1960; plus 88 posts as approved for Revenue-producing activities, part D, 1960; plus 13 Geneva general service other level posts for which credits were provided under Contractual printing (section 14, 1960) but for which provision is made under this chapter (section 3, chapter I) in 1961.

Analysis of the cost estimates

The estimate of \$33 000 000 for 1961 represents a difference of approximately \$1 542 000 as compared with the amount for 1960, and is accounted for in broad outline by: (1) the request for additional established posts as reflected in table 3-1 (sixty-three additional posts at the professional level and above, fifty-seven general service posts at Headquarters and Geneva, two manual worker posts at Geneva, and, eighty-four additional local level posts at the information centres, ECAFE, ECLA and ECA)—gross \$1 235 000, net after application of the deferred recruitment deduction, \$1 008 000; (2) those factors which affect the costs of continuing the 1960 establishment, \$350 000; and (3) the anticipated reduction in the vacancy factor in established posts carried forward into 1961 (\$184 000). Details of the cost differences between the two years are:

(a) Professional level and above

The 1961 estimate provides for sixty-three additional established posts and for several changes in post levels, details of which are given below. The estimated gross cost of these posts is \$694 600, of which \$184 000 relates to ECA.

A provision of \$120 000 is included to cover the cost of salary increments in 1961 to staff at the Principal Officer and professional levels. A *pro memoria* provision only is made for longevity increments at the Second Officer level, which would continue to be paid in accordance with the decision of the General Assembly at its twelfth session.^{1/}

Additional costs of \$148 600 are accounted for as follows: the post adjustment costs for the staff at ECLA are included in the 1961 estimates at the prevailing class 7 rate for Santiago and the prevailing class 3 rate for Mexico, as compared with the inclusion of these costs at class 3/4 and class 2, respectively, in the 1960 estimates (\$72 700); post adjustments costs for staff at ECA are included in the 1961 estimates at the prevailing *ad hoc* rates shown in the schedule at the end of this chapter as compared with the inclusion of these costs at a provisional class 3 rate in the 1960 estimates (\$75 900).

A number of other smaller items enter into the calculation. These include such items as the increase in post adjustment classification at some of the smaller offices and the transfer of posts from a location of higher post adjustment classification to a location of lower post adjustment classification and *vice versa*. These adjustments account for a net reduction of about \$15 000.

(b) General service staff—Headquarters and Geneva.

The 1961 estimate provides for fifty-seven additional posts at the general service level for the Headquarters and Geneva offices, details of which are given below. The estimated gross cost of these posts (including some changes in post levels at the Geneva office) is \$330 000.

(c) Local level posts

The increase in 1961 costs of local level posts is estimated at approximately \$264 000. This amount is accounted for as follows: increased costs of maintaining the existing local level posts at ECLA based on the prevailing local salary rates as influenced by exchange rates/cost-of-living relationships (\$57 000), and esti-

mated costs of fifteen additional local level posts at ECLA (\$41 200); estimated costs of maintaining and of increasing from 112 to 143 the local level posts at the information centres (\$65 700); estimated costs of maintaining and of increasing from 142 to 147 the local level posts at ECAFE (\$20 250); estimated costs of maintaining and of increasing from sixty-four to ninety-seven the local level posts at ECA (\$80 200).

(d) Artisans, technicians and manual workers

The increased cost (\$41 800) included in the 1961 estimates provides for two additional manual worker posts at Geneva (\$3 000) and for a 4 per cent increase in wage rates for manual workers at Headquarters approved by the Secretary-General, effective 1 April 1960, in order to bring these wage schedules into line with local rates.

(e) Adjustment for turnover of staff

An adjustment of \$1 110 280 is made in the estimate for "turnover of staff". This estimate is comprised as follows: \$173 660, representing a 25 per cent reduction in the estimated cost of additional posts at the professional level and above (calculated at step III for the grade) in order to take into account deferred recruitment; \$53 340, representing a 10 per cent reduction in the estimated costs for additional posts at the general service and local levels, also to take into account planned deferred recruitment; and a deduction of \$883 280 for other turnover of staff. Since the vacancy factor with regard to general service and local level posts is nominal, the latter figure represents an approximate 4 per cent adjustment in relation to existing posts at the professional level and above. Further, since the vacancy and recruitment situation is affected by a number of factors, including the urgency of particular approved programme requirements, the geographical distribution of staff, and the immediate unavailability or availability of suitable appointees, the general deduction made for turnover of staff should be considered provisional.

Provisional distribution of costs of established posts by office

Based upon the costings made for the 1961 estimates, and subject to such transfer of posts between offices as may be found useful and desirable during the course of operations in 1960 and 1961, the division of the estimated costs of established posts for 1961 by main office is as follows:

	\$
Headquarters	23 850 000
Geneva	4 699 000
Information centres	893 000
ECAFE	1 292 000
ECLA	1 364 000
ECA	902 000
	<u>\$33 006 000</u>

Allocation of staff

The staffing pattern for the years 1960 and 1961 indicating the tentative allocation of total staff resources among the various departments and offices, by category and level of staff, and by main unit for the larger departments is given in table 3-3. An estimate of the cost of established posts for each main unit of the Secretariat for the years 1959, 1960 and 1961 is also given in annex II of the expenditure estimates.

The following table gives a summary of the position.

^{1/} Official Records of the General Assembly, Twelfth Session, Annexes, agenda item 51, document A/3797, para. 12.

Table 3-2. Probable distribution of posts

Department or Office	Professional posts		General service posts		Totals	
	1960	1961	1960	1961	1960	1961
Offices of the Secretary-General . . .	138	141	171	190	309	331
Under-Secretaries for Special Political Affairs.	12	11	10	10	22	21
Political and Security Council Affairs	43	43	22	22	65	65
Economic and Social Affairs	286	306	236	253	522	559
Division of Human Rights	29	30	17	18	46	48
Trusteeship and Information from Non-Self-Governing Territories . .	56	55	31	29	87	84
Public Information and information centres	164	157	103 ^{a/}	101 ^{a/}	267 ^{a/}	258 ^{a/}
Conference Services	438	439	478	479	916	918
Library	35	38	49	52	84	90
General Services	46	49	428	431	474	480
Joint Staff Pension Board	4	4	9	9	13	13
Geneva Office	256	259	488	505	744	764
Permanent Central Opium Board . . .	6	6	3	3	9	9
ECAFE	84	90	a/	a/	84	90 ^{a/}
ECLA	85	97	a/	a/	85	97 ^{a/}
ECA	50	69	a/	a/	50	69 ^{a/}
Revenue-producing activities	12	13	75	75	87	88
TOTALS	1 744	1 807	2 120	2 177	3 864	3 984

^{a/} Budgetary credit for local staff at information centres, ECAFE, ECLA and ECA

The proposals made in these estimates are necessarily governed by the needs of the Organization arising from the work-programmes authorized by the Assembly and the Councils. To supplement the budget text, a digest of the work-programmes on which the Secretariat is engaged has been prepared, showing the changes in emphasis in the programmes which have occurred in recent years and the anticipated developments.

The 1961 estimates provide for a net increase of sixty-three professional and fifty-seven general ser-

vice posts together with increases in budgetary credits for local staff required by the regional economic commissions and information centres.

The summary to the left indicates the staffing changes proposed in the different fields of activity. It serves as a basis for the more detailed description of the particular requirements for new posts which is given below. Several of these posts do not represent an addition to total strength, since the functions have been performed over a period of years and the costs of the posts in question has been charged to other funds. The establishment of these posts is aimed at a more rational budgetary procedure; it does not entail an increase in the net budget of the United Nations.

SUMMARY OF POST CHANGES BY FIELD OF ACTIVITY

	Professional posts	General service posts
A. Additions		
1. Economic and Social		
Headquarters	20	17
ECE	1	2
ECAFE	6	- ^{a/}
ECLA	12	- ^{a/}
ECA	19	- ^{a/}
Other Geneva units	-	2
	58	21
2. Human Rights	1	1
3. Finance and Personnel	3	20
4. Conference and General Services		
Headquarters (Conference Services)	2	1
Headquarters (General Services)	3	3
Geneva (Conference and General Services)	1	9
5. Library		
Headquarters	3	3
Geneva	1	1
	72	59
B. Reductions		
Special Political Affairs	- 1	-
Trusteeship Affairs	- 1	- 2
Public Information activities	- 7	- ^{a/}
Net additions	63	57

^{a/} Global budgetary credits are provided for local general service staff.

Post changes

The emphasis in the 1961 estimates is towards a strengthening of the resources to be devoted to economic and social programmes both in the Department of Economic and Social Affairs and in each of the regional economic commissions. The additional needs for which provision is made are related below to the particular areas of Secretariat activity concerned.

Economic and social activities

(a) Headquarters

Of the additional posts requested, eighteen are proposed for divisions and branches of the Department of Economic and Social Affairs dealing with economic matters and one for the Bureau of Social Affairs. The eighteen posts would strengthen staff units responsible for general economic research and policies by seven posts, for questions in the fields of water and natural resources and transport questions by eight posts, and for industrial development by three posts.

The additional posts are described below:

One post of First Officer in the housing, building, and planning area for work on building materials research, as part of the implementation of the long-range programme of concerted international action in the field of low-cost housing and related com-

munity facilities requested in Economic and Social Council resolution 731 B (XXVIII) and General Assembly resolution 1393 (XIV);

Eight posts—4 First Officer, 2 Second Officer, and 2 Associate or Assistant Officer—in the Water Resources Development Centre and in the resources and transport areas, in view of the need to add economists technically qualified in water resources, natural resources, and transport (including roads and rivers);

Seven posts—3 First Officer, 3 Second Officer and 1 Associate or Assistant Officer—in general economic research and policies, particularly to strengthen staff units engaged in economic research on conditions, trends and prospects in world production and trade;

Three posts—1 Senior Officer, 1 First Officer and 1 Second Officer—to bring up to contemplated strength the staff for implementation of the industrialization programme authorized under Economic and Social Council resolution 709 (XXVII).

The addition of a First Officer post to the staff of the Statistical Office ranks as an administrative need rather than as support to the programmes authorized by the Economic and Social Council. The post is required to implement more fully and systematically than heretofore cost-of-living surveys for determining appropriate post adjustment levels, as envisaged by the Salary Review Committee (A/3209, paragraph 15 (x)). This work would be undertaken in consultation with the specialized agencies, who would also contribute approximately half its cost.

For supporting general service staff, the estimates provide for 253 posts in 1961 as compared with 236 posts in 1960.

(b) *The Economic Commission for Europe*

A Second Officer post is proposed to strengthen the staff in the Commission Affairs and Trade Unit, where the work on trade, in particular East-West trade, has increased to the extent that it can no longer be satisfactorily dealt with by part-time assistance from other units. It will also be necessary to reinforce the Steel, Engineering and Housing Division which has been assigned new responsibilities in the field of engineering, including automation, without a corresponding let-up in its work on housing and steel. No specific additional provision is made for this purpose; it is proposed to find an additional post at the Associate Officer level, within the total resources during the course of 1961. A post at the Senior Officer level is proposed in place of a Principal Officer post. Two new general service posts are proposed. There is need to cope with added statistical work resulting from the increasing flow of data from Eastern Europe. Adequate secretarial needs will be barely provided by the number of general service staff proposed without some temporary reinforcement.

(c) *The Economic Commission for Asia and the Far East*

The estimates include provision for an increase of six professional and five general service posts for the Economic Commission for Asia and the Far East. In addition, provision is made in a separate chapter of this section for the Executive Agent of the Lower Mekong Project and his immediate staff, comprising one interpreter/translator (P-3), and five general

service staff (an administrative assistant, two secretaries, one draftsman and one driver).

The six professional posts include two posts of interpreter/translator (P-3). The steady increase in the workload in ECAFE, together with the increase in the number of ECAFE committees and sub-committees that need to be serviced, renders an increase in the Language Services inevitable. The remaining four professional posts are required in the areas indicated below:

A Senior Officer in the Transport and Communications Division to cope with the large-scale planning of the development of railways in all the countries of the region. Provision of this post follows the recommendations of the ECAFE Sub-Committee on Railways for the appointment of an expert research adviser in the Transport Division to work on the possibility of establishing a regional research centre, and advise on high priority technical assistance projects for the development of railway communications in the region.

A First Officer in the Research Division who would have a specialized knowledge of social accounting, industrial and foreign trade statistics. This officer would further provide the necessary competence for advising on technical assistance in statistical development and would service the annual Conference of Asian Statisticians and its working groups. He would also participate in the in-service training programme for junior economists and statisticians from the region.

A Second Officer in the Bureau of Flood Control to maintain continuous liaison with the work of the Committee for Co-ordination of Investigations of the Lower Mekong Basin. He would also assist in the detailed studies undertaken by the secretariat of the four projects related to the Rivers Khamarat, Sambor, Stung Treng and Khone Falls.

An Associate/Assistant Officer to strengthen the administrative staff of the Commission's secretariat. For supporting general service staff, a budgetary credit is proposed at a level to provide some 147 posts in 1961 as compared with 142 in 1960.

(d) *The Economic Commission for Latin America*

The estimates include provisions for an increase of twelve professional and fifteen general service posts for the Economic Commission for Latin America. The twelve professional posts include two posts of interpreter/translator. The steady increase in the workload for the translation, revision, editing and proof-reading of ECLA documentation and publications justifies an increase in the ECLA language staff.

The remaining ten posts relate almost exclusively to: (1) the work on the Latin American common market programme, which necessitates special studies of industries and transport, macro-economic studies, and the provision of staff for servicing committees, working groups and other machinery for inter-governmental negotiations; and (2) the provision of advice to Governments on the preparation and execution of economic development policies—a project which is being carried out in collaboration with the Bureau of Technical Assistance Operations. The utilization of these ten professional posts will be as shown below:

A Senior Officer to serve as the alternate representative to the Inter-American Trade Committee, for

maintaining close contact with the developments of the Latin American Free Trade Association and participate in its meetings. This officer will be stationed at Montevideo, the seat of the Free Trade Association;

A Senior Officer, two Second and one Associate Officers, in the Trade Policy Division, who would provide adequate support to the various aspects of the programme. The Senior Officer will deal with questions of customs duties and tariff duties and study alternative methods by which customs duties can be reduced in a common market agreement. Of the two Second Officers, at least one would have specialized knowledge of questions of trade policy and commercial practices; the remaining two officers would undertake analyses of trade by commodity which are essential for any programme for the general reduction of tariff duties, and related field research for gathering basic information needed for the implementation of the programme;

Two First Officers, one of whom will assist the Chief of Trade Policy Division in maintaining close coordination on the work relating to the common market programme, and have responsibility for the industrial inventory studies called for under resolution 116 (VII) of the Commission. The other will have responsibility for studies of individual industries, particularly to the petro-chemical and iron and steel industries, as called for under resolution 162 (VIII) of the Commission;

A Second Officer, to be stationed in Rio de Janeiro, will be responsible for undertaking studies on the role of Brazil in the common market and generally assisting in other ECLA studies in the field of industry, economic surveys and economic development;

A First Officer in Mexico to be the Chief of the Industry Section and undertake studies on industrial development in relation to the Central American Integration Programme and the common market programme. The Mexico Office of ECLA will be increasingly called upon to assist in studies of basic industries such as the chemical, automotive and mechanical industries, as part of its contribution to the common market programme;

An Associate Officer in the Current Economic Analysis Division assist in developing statistical surveys throughout Latin America and organizing meetings of experts under the terms of the Commission's resolution 154 (VIII).

For supporting general service staff, a budgetary credit is proposed at a level to provide some 138 posts in 1961 as compared with 123 in 1960.

(e) *The Economic Commission for Africa*

The estimates include necessary provision for the second stage in the growth of the Commission secretariat. The second session of the Commission met in Tangier (Morocco) from 27 January - 6 February 1960, and established the programme of work and priorities for 1960-1961. The estimates reflect this programme.

As compared with 1960, there have been two organizational changes in the Commission secretariat. The first is the establishment of a Division of Industry, Transport and Natural Resources directly responsible for the implementation of the high priority projects in these fields. The second is the recognition that projects for concerted action should more appropriately be undertaken by the respective substantive division

rather than by a separate and independent organizational unit. The estimates for 1961 reflect these organizational changes.

The major items accounting for the increases over 1960 are: (1) the addition of nineteen professional and a higher credit for general service posts; (2) provision for ad hoc meetings of expert groups on specific aspects of the approved work programme; (3) provision for the employment of technical consultants to meet requests from Governments of the region for advisory services, and for studies in the field of statistical development, commercial, industry, natural resources, co-operatives, commercial legislation, agricultural marketing, forestry and land problems; (4) provision for the third session of the Commission to be held in Addis Ababa in January - February 1961, the Second Conference of African Statisticians, and other meetings of working groups; and (5) provision for the training of junior economists in the other regional economic commissions in accordance with the Commission's resolution 16 (II).

These increases are a direct consequence of entering into the first full year of a heavy programme in a continent where the emergence of new national States places a heavy responsibility on the Commission. Appropriate reference is made in other parts of the budget text where the credits to support these activities are proposed. Each of the activities, however, has direct effect, in some measure, on the level of the establishment of the Commission.

The nineteen additional professional posts proposed for 1961 will be used primarily in the Research Division and the joint ECA/FAO Agriculture Division. This is in keeping with the priorities established by the Commission at its second session, *viz*:

(a) Problems of the traditional backward sectors of African economies (agriculture and handicrafts) and their integration into the modern sectors of the national economies;

(b) Problems of industrialization and transportation in African States and territories in their national and regional context;

(c) Problems of stabilization of commodity prices, studies on the measures which may be adopted at the national or regional level to meet fluctuations of world prices and reports on international action in this field, including analysis of the effects of such action on African producers;

(d) Problems of the rapid training of staff at all levels;

(e) Problems connected with the social aspects of economic development;

(f) Problems of financing economic development;

(g) Problems arising from the lack of adequate statistical data and research.

The staffing of the Commission's secretariat has proceeded apace. Of the fifty professional posts authorized for 1960, more than half were filled at the time of the preparation of these estimates; recruitment actions are in process in respect of a dozen more posts. Thus, there is every reason to expect that by the end of the year the fifty posts will have been filled.

The increases proposed would strengthen the professional strength of the Commission's secretariat in the following manner:

Research Division. The existing strength of twenty-five posts would be increased by one Senior Officer, three First Officers, five Second Officers, three Associate and two Assistant Officers. In 1961, the

Division will publish two issues of the Economic Bulletin for Africa and the Statistical Handbook. The Research Division comprises the Economic Research Section, the Statistics Section and the Social Research Section. Its main and continuing responsibilities include the undertaking of studies and investigations on problems which are outside the competence of the other divisions of the Commission secretariat; the preparation of surveys and reports on the economic situation in Africa; the collection, evaluation and dissemination of economic and statistical information pertaining to the continent.

Joint ECA/FAO Agriculture Division: The existing strength of six posts (two provided by FAO) would be increased by one Second Officer and two Assistant Officers. The Division's continuing responsibility is to deal with problems of food and agriculture in close co-operation with FAO. In 1961, the Division will continue its review and analyses of current progress in the field of food and agriculture in Africa; the examination of plans and measures to promote agricultural development and increase productivity; the examination of trade in major agricultural products in sub-regions and measures to improve agricultural marketing; and, the provision of aid and advice to Governments.

Administrative Division: The existing strength of eight posts would be increased by one Second Officer to increase the complement of language staff.

Community Development Division: The existing three posts would be increased by one Assistant Officer.

No change in the existing staffing levels is anticipated for the Office of the Executive Secretary (four posts) and the Division of Industry, Transport and Natural Resources (six posts).

For supporting General Service staff a budgetary credit is proposed at a level to provide some ninety-seven posts in 1961 as compared with sixty-four in 1960. Separate provision for custodial and maintenance staff for the premises occupied by the Commission is made under section 9 of the estimates.

(f) *Other Geneva units*

To meet a need in both the Technical Assistance Office and the Social Affairs Office for more secretarial assistance, it is proposed to increase the strength of each office by one general service post.

Human Rights activities

A First Officer post and a general service post have been provided in 1960 from the supplementary temporary assistance credits authorized by the General Assembly at its fourteenth session. These posts are now included in the establishment on a continuing basis in order to implement the programme of work in the field of freedom of information instituted pursuant to Economic and Social Council resolution 718 (XXVII).

Financial and Personnel activities

For the Office of the Controller, apart from the Internal Audit Service, the requested 1961 establishment provides for an increase of one professional officer and thirteen posts at the general service level. The costs of the one professional and of three of the general service posts, however, represent no net increase in expenditures since, for some years past,

they have been carried as a specific charge against the administrative budget of the Technical Assistance Board. The Secretary-General believes it to be in line with the wishes of the General Assembly and the recommendations of the Advisory Committee that the Office should be organized and staffed in a manner that will enable it to carry out its total continuing responsibilities as economically and effectively as possible and that the total establishment deemed necessary for this purpose should be presented for the Assembly's information and approval. Subject to such policy directives as the General Assembly may lay down in this respect, services rendered by the Controller's Office to the Technical Assistance Board will be offset by an appropriate income credit. For 1961, the offsetting income provision will be approximately equivalent to the cost of the four posts in question.

The proposed addition of the remaining ten general service posts is intended to bring its authorized complement of clerical and typing staff to a level which, as experience over a considerable period has demonstrated, needs to be continually maintained if proper controls are to be exercised and operating schedules reasonably fulfilled. The workload of the Office, particularly, if account is taken of the impact of extra-budgetary programmes and responsibilities, has grown very appreciably over the past several years without any corresponding adjustment of its regular staffing pattern. There has, in consequence, been an increasing trend towards undue reliance on temporary assistance, replacement posts, etc. It is believed imperative, in the interests of good administration, that the *de facto* situation should be regularized. The immediate needs are for secretarial and typing help in the Budget Division (three posts) and in the recently established Administrative Management Unit (one post), as well as clerical assistance in the Accounts Division (five posts) and the Treasury (one post). The extra costs thus reflected in the established posts account will be partially offset by savings in temporary assistance.

In the Finance Division of the Geneva Office one more general service post is proposed to strengthen the unit responsible for the refugee fund accounts. This particular accounting programme is cumulative; it has been in existence since 1955 and the workload is becoming too heavy for the unit to handle.

Although the Internal Audit Service has been made organizationally a part of the Office of the Controller, proposed manning-table adjustments designed to strengthen its status and operational effectiveness are separately presented in view of the special importance placed both by the Secretary-General and the General Assembly on the independence and authority of the audit function. With the increasingly widespread and complex operations for which he must assume financial accountability, the Secretary-General is convinced that the restoration of an appropriately high level post to head the Organization's audit establishment should not be further delayed. It is therefore proposed that for this purpose a post at the Director level be provided for. In keeping with the wishes expressed by the Board of External Auditors concerning the scope and the quality of the internal audit review on which they must to an important extent rely, it is also proposed that the Service's continuing establishment be further strengthened by a professional post at a junior level. Simultaneously, certain readjustments would be effected in supporting clerical and secretarial staff with

some saving on expenditures for established posts and/or temporary assistance.

During recent years, the Office of Personnel has added to its authorized strength by an average, at any given time, of eight general service posts in the typist and stenographer categories. It is now proposed to regularize this increase.

The increase has corresponded with a general increase in the clerical work of the Office, arising especially from: services required by new extra-budgetary programmes including the Special Fund, and by OPEX; a substantial improvement and expansion in the personnel statistics maintained by the Office; information and services needed for the revised appointment and promotion processes; and an intensified effort to improve the geographic distribution of the staff, including regular advice about openings to all Member States with disproportionately few, or no, nationals on the staff.

The distribution of the eight posts is as follows: Technical Assistance Recruitment Services, two posts; Departmental and Staff Services, two posts; Placement Services, three posts, two for Records and Reports and one for Placement and Correspondence; Appointments and Promotion Board and Committee secretariat, one post. The extra costs reflected in the established posts account will be offset almost entirely by savings in temporary assistance.

Conference and General Services

In the Office of Conference Services at Headquarters, it is proposed to meet an expanding need for Russian translation and revision (an estimated four posts) within the existing level of authorized posts. A like need arising in Geneva will be similarly dealt with. Separate arrangements to liquidate a mounting backlog of Russian translation are proposed under chapter III, below, as a temporary measure. There is a need, however, to provide for continuing the arrangements which have been made with beneficial effect for a strengthening of the functions of Documents Control—a First Officer post is proposed for this purpose—and to increase by one general service post at the principal level, the staff of the Presentation Unit, where the demands for charts, graphs and similar tables required for United Nations publications and reports has been substantially adding to the workload.

For the sale of publications, provision is made for an additional Associate Officer post, for business management. A continuing requirement to provide for this function has been temporarily met during the past two years as a direct charge to revenue.

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For the Office of General Services, at Headquarters, provision is made for two additional posts in the Field Operations Service at the Second Officer level. The functions assumed by this Service in regard to field missions and other field activities, including the servicing of information centres and technical assistance operations, are particularly heavy and are increasing.

The estimates also provide for four new general service posts; one in the Office of the Director, two in the Field Operations Service for the reasons indicated above and one in the Communications and Records

Service to provide for an additional teletype operator to allow for a twenty-four-hour daily coverage of the teletype operation. A new post at the Associate Officer level rather than at its existing general service level is proposed in the Communications and Records Service.

The estimates for the Geneva Office reflect a principal organizational change. General Services would be organized in two main services—Conference and General Services and Administrative and Financial Services, each with a Head of Office. These two services together with the Office of the Director and the Library would constitute the main units of the Office. Over the past few years, the volume of conference activities in Geneva, particularly the continuous servicing of special conferences, has substantially increased the workload; this, together with the related impact of the modernization programme on the buildings side, has indicated a need for a new post of Head of Conference and General Services for ensuring the effective co-ordination and direction of these activities. A new post at the Principal Officer level is proposed for this purpose. This post, together with a new secretarial post and an Associate Officer post transferred from the Office of the Director would constitute the establishment for the new unit.

In the Languages and Stenographic Division, it has been possible to arrange within existing resources for the setting up of a Documents Control Unit and an Editorial Unit. A new general service post for an editorial assistant is proposed for the latter unit. The need for one additional Russian reviser (the situation in this respect is similar to that at Headquarters) will be met by a redistribution of existing resources. A new general service post is required, however, as a Head of Shift to strengthen the Spanish typing pool.

In the Documents Division, an additional general service post is proposed for the Mailing Section, which cannot deal with an increased workload without reinforcement. This has needed to be provided over a period from temporary assistance funds. The posts needed for the internal reproduction at Geneva of Official Records in the Russian language have been merged with the established strength of the Division as contemplated in 1960. This represents no increase in total cost as compared with 1960.

In the Purchase, Supply and Transportation Division, it is proposed to increase the general service established strength by one post to meet the increased workload of the Transport and Travel Unit; the existing arrangements for a Housing Unit will, however, be continued on the present temporary basis for a further period. This Unit needs the full-time services of two general service staff, the costs being shared with WHO (47-1/2 per cent) and WMO (5 per cent).

In the Buildings Management Division, posts for a secretary and two radio operators for the Telecommunications Station are proposed in substitution for the existing temporary arrangements. There is little likelihood of a diminution in the total traffic of the Station. A new general service post is also proposed for a chief gardener together with two manual worker posts. These are needed for the programme of improvements to the Park, the dependencies and the surroundings of the Palais des Nations. Otherwise, the budgetary credit for artisans and manual workers is proposed at a level to accommodate the existing authorized strength.

Library services

In his report to the General Assembly at its fourteenth session on the Gift of the Ford Foundation for the construction of a new library building at Headquarters, the Secretary-General stated:^{2/}

"In order to provide library resources and services adequate to meet the growing needs, the Secretary-General has estimated that a considerable increase up to an approximate doubling of the present rate of acquisition of library materials would be necessary to achieve a desired eventual total collection of about 400 000 volumes. He also proposes that, in due course, an increase of 25 to 30 per cent in staff will be necessary to allow, particularly, for an approximate doubling of the present indexing and related bibliographical work. This expanded indexing programme might include the completion of the check list of documents of the United Nations, 1946, publication in French and possibly in other languages of current indexes now issued only in English, and preparation of subject bibliographies and special indexes which are not only essential to the Organization's daily work, but which also fulfil its obligation to make the documentary record of its activities more generally accessible.

"To achieve these objectives the Secretary-General will, in due time, recommend the necessary budgetary support."

For 1961, three new junior professional and three general service posts are proposed as a preliminary measure so that the necessary emphasis on indexing and related bibliographical work may be given as planned.

An extensive survey of the requirements for the Geneva Library was completed in 1957. The Survey Committee recognized the need to strengthen the staff of the Library and recommended a total establishment of thirty posts. Four extra posts were approved in the period 1958-1960. The present proposal for one more junior professional post for the Catalogue Unit and a general service post to assist the stackman and to work in the Periodicals Unit would bring the Library staff up to the strength the need for which was foreseen in 1957.

Other activities

No change is contemplated in the staffing levels for Legal Affairs and Political and Security Council Affairs, but the estimates allow for a reduction of one professional post in the staff assigned to the offices of Under-Secretaries for Special Political Affairs.

Full details of the proposed 1961 public information programmes are given, together with details of staff

^{2/} Official Records of the General Assembly, Fourteenth Session, Annexes, agenda item 72, document A/4231.

utilization, in annex III to these estimates. Compared with 1960, the proposed establishment provides for an over-all reduction of seven professional posts for Headquarters, Geneva and the information centres; a reduction of two general service posts at Headquarters and an increase of two general service posts at Geneva. A budgetary credit is included for local level posts at information centres and offices which would provide for some 143 posts in 1961 as compared with 112 in 1960; twenty-two of these local posts relate to six new information centres.

For activities in the field of Trusteeship and Information from Non-Self-Governing Territories, the 1961 requirements, as compared with 1960, show a reduction of one professional post and two general service posts. Additionally, posts currently shown on this Department's establishment will be assigned to other duties during the course of 1961 to the fullest extent possible. It should be noted, however, that, besides covering the continuing work programmes of the Trusteeship Council and the Committee on Information from Non-Self-Governing Territories, the Department will have to provide a substantial number of officers for the two plebiscites in the Cameroons under United Kingdom administration and one in Western Samoa under New Zealand administration.

The proposed establishment includes for the Joint Secretariat of the Permanent Central Opium Board and the Drug Supervisory Body the same number of posts at the same levels as for 1959: a Principal Officer, a First Officer, a Second Officer, three Associate or Assistant Officers and three general service staff. The particular requirements of these organs have been included under the several sections of the estimates generally, a statement summarizing the costs relating to these organs is presented in annex V.

Provision is also made at the level approved for 1960 for the following posts for the Joint Secretariat of the United Nations Joint Staff Pension Board and the United Nations Staff Pension Committee: a Principal Officer, a First Officer, a Second Officer, an Associate Officer, and nine general service staff. A statement in respect of requirements for the activities of these two organs is given in annex V, which distinguishes between the cost which falls to the United Nations budget and that portion of the expenditures chargeable to the Joint Staff Pension Fund.

Other changes in post levels

The estimates provide for some strengthening of the Secretariat at the Principal Officer and Senior Officer levels of the professional category (with offsetting reductions at lower professional levels) to provide reasonable opportunity for promotion of staff whose duties and responsibilities have increased as a result of the continued expansion in particular work programmes or departmental responsibilities.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 A

Category and level	Offices of the Secretary-General													
	Executive Office of the Secretary-General		Office of Legal Affairs		Office of the Controller		Office of Personnel		Health Service		Total			
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961		
I. Under-Secretary	1	1	1	1	1	1	1	1	1	1	1	1	4	4
Director	2	2	2	2	1	1	1	1	1	1	1	1	6	7
Principal Officer	5	5	2	2	5	4	3	3	1	1	1	1	16	15
Total I	8	8	5	5	7	6	5	5	1	1	1	1	26	26
II. Professional														
Senior Officer	1	1	5	5	7	8	1	1	4	5	4	5	18	20
First Officer	1	1	8	8	13	13	3	3	13	12	13	12	38	37
Second Officer	2	2	6	6	8	10	3	3	10	12	11	11	30	34
Associate and Assistant Officer	1	1	3	3	10	9	3	4	7	5	1	1	25	23
Total II	5	5	22	22	38	40	10	11	34	34	2	2	111	114
TOTAL I and II	13	13	27	27	45	46	10	12	39	39	3	3	137	140
III. General service														
Principal level	7	7	4	3	12	19	2	2	6	6	1	1	32	38
Other levels	11	11	21	22	48	54	8	6	42	50	9	9	139	152
Total III	18	18	25	25	60	73	10	8	48	56	10	10	171	190
TOTAL I, II and III	31	31	52	52	105	119	20	20	87	95	13	13	308	330

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 B

Category and level	Office of Under-Secretaries for Special Political Affairs						Department of Political and Security Council Affairs			
	1960		1961		1960		1961		1960	1961
	Secretariat of the Scientific Committee on the Effects of Atomic Radiation		Total		1960		1961			
I. Under-Secretary	2	2	-	-	2	2	2	2	1	1
Director	-	-	-	-	-	-	-	-	1	1
Principal Officer	1	1	1	1	2	2	2	2	6	6
Total I	3	3	1	1	4	4	4	4	8	8
II. Principal Officer										
Senior Officer	-	-	5	5	5	5	5	5	6	6
First Officer	1	-	-	-	1	1	-	-	9	9
Second Officer	1	-	-	-	1	1	-	-	10	10
Associate and Assistant Officer	1	2	-	-	1	1	2	2	10	10
Total II	3	2	5	5	8	8	7	7	35	35
TOTAL I and II	6	5	6	6	12	12	11	11	43	43
III. General service										
Principal level	1	-	-	-	1	1	-	-	1	2
Other levels	6	7	3	3	9	9	10	10	21	20
Total III	7	7	3	3	10	10	10	10	22	22
TOTAL I, II and III	13	12	9	9	22	22	21	21	65	65

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 C

Category and level	Department of Trusteeship and Information from Non-Self-Governing Territories									
	Office of the Under-Secretary and Stenographic Service		Division of Trusteeship		Division of Information from Non-Self-Governing Territories		Total		Division of Human Rights	
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961
I. Under-Secretary	1	1	-	-	-	-	1	1	-	-
Director	-	-	1	1	1	1	2	2	1	1
Principal Officer	-	-	1	1	1	1	2	2	1	1
Total I	1	1	2	2	2	2	5	5	2	2
II. Professions										
Senior Officer	-	-	7	7	4	4	11	11	4	4
First Officer	-	-	6	6	8	8	14	14	6	7
Second Officer	1	1	5	5	4	4	10	10	5	5
Associate and Assistant Officer	-	-	7	7	9	8	16	15	12	12
Total II	1	1	25	25	25	24	51	50	27	28
TOTAL I and II	2	2	27	27	27	26	56	55	29	30
III. General service										
Principal level	1	1	2	2	-	-	3	3	-	-
Other levels	16	14	7	7	5	5	28	26	17	18
Total III	17	15	9	9	5	5	31	29	17	18
TOTAL I, II and III	19	17	36	36	32	31	87	84	46	48

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 D

Category and level	Department of Economic and Social Affairs (Headquarters)												Total ^{a/}	
	Office of the Under-Secretary		Bureau of Technical Assistance Operations		Statistical Office		Divisions and branches, Economic Affairs		Bureau of Social Affairs ^{b/}		Division of Public Administration			
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961
I. Under-Secretary	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Director	2	2	1	1	1	1	1	1	1	1	1	1	1	1
Principal Officer	4	4	1	1	2	2	3	4	3	4	-	-	13	15
Total I	8	8	2	2	3	3	4	5	4	5	1	1	22	24
II. Professional														
Senior Officer	6	6	3	3	4	4	14	14	7	6	2	2	36	35
First Officer	8	8	6	6	12	13	20	28	19	20	1	1	66	76
Second Officer	7	7	7	7	12	12	26	32	16	16	3	3	71	77
Associate and Assistant Officer	1	1	21	21	29	29	25	28	14	14	1	1	91	94
Total II	22	22	37	37	57	58	85	102	56	56	7	7	264	282
TOTAL I and II	30	30	39	39	60	61	89	107	60	61	8	8	286	306
III. General service														
Principal level	6	6	6	6	5	6	6	6	3	3	-	-	26	27
Other levels	27	27	58	58	39	40	43	53	37	42	6	6	210	226
Total III	33	33	64	64	44	46	49	59	40	45	6	6	236	253
TOTAL I, II and III	63	63	103	103	104	107	138	166	100	106	14	14	522	559

a/ Excludes, both 1960 and 1961 columns, 1 First Officer, 1 Second Officer, 1 Associate Officer and 1 general service other level post, foreshadowing proposed 1960 transfer of Social Defence posts from the Department of Economic and Social Affairs to the Office of Social Affairs, Geneva.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 E

Category and level	Regional economic commissions ^{a/}					
	Economic Commission for Asia and the Far East ^{b/}		Economic Commission for Latin America ^{c/}		Economic Commission for Africa ^{d/}	
	1960	1961	1960	1961	1960	1961
I. Under-Secretary	1	1	1	1	1	1
Director	-	-	-	-	-	-
Principal Officer	5	5	5	5	3	3
Total I	6	6	6	6	4	4
II. Professional						
Senior Officer	12	13	13	15	8	9
First Officer	22	23	19	22	10	13
Second Officer	24	27	21	26	15	23
Associate and Assistant Officer	20	21	26	28	13	20
Total II	78	84	79	91	46	65
TOTAL I and II	84	90	85	97	50	69
III. General service						
Principal level	-	-	-	-	-	-
Other levels	-	-	-	-	-	-
Total III	-	-	-	-	-	-
TOTAL I, II and III	84	90	85	97	50	69

^{a/} The Economic Commission for Europe is shown in table 3-3 J with other offices in Geneva.

^{b/} 1960 appropriations provide additionally for 142 local posts; 1961 estimates provide additionally for 147 local posts.

^{c/} 1960 appropriations provide additionally for 123 local posts; 1961 estimates provide additionally for 138 local posts.

^{d/} 1960 appropriations provide additionally for 64 local level posts and an \$8 000 credit for custodial and maintenance staff; the 1961 estimates provide additionally for 97 local posts.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 F

Category and level	Office of Public Information including information centres												Revenue-producing activities		
	Office of the Under-Secretary		Press Publications and Public Services Division		Division of Radio and Visual Services		Division of External Relations		Information centres and offices		Total ^{a/}		1960	1961	
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	
I. Under-Secretary	1	1	-	-	-	-	-	-	-	-	-	1	1	-	-
Director	-	-	1	1	1	1	1	1	-	-	-	3	3	-	-
Principal Officer	1	1	1	1	1	2	-	-	6	5	9	9	9	-	-
Total I	2	2	2	2	2	3	1	1	6	5	13	13	-	-	
II. Professional															
Senior Officer	1	1	5	5	8	4	3	2	8	10	25	22	1	1	
First Officer	-	-	12	10	20	19	7	6	18	20	57	55	1	1	
Second Officer	-	-	11	9	12	10	5	5	14	17	42	41	1	1	
Associate and Assistant Officer	2	2	5	3	18	17	1	-	3	4	27	26	2	2	
Total II	3	3	31	27	58	50	16	13	43	51	151	144	5	5	
TOTAL I and II	5	5	33	29	60	53	17	14	49	56	164	157	5	5	
III. General service															
Principal level	2	2	1	1	10	10	-	-	-	-	13	13	2	2	
Other levels	6	6	26	24	44	44	14	14	-	-	90	88	20	20	
Total III	8	8	27	25	54	54	14	14	-	-	103	101	22	22	
TOTAL I, II and III	13	13	60	54	114	107	31	28	49	56	267	258	27	27	

a/ Appropriations for 1960 provide additionally for 112 local posts; estimates for 1961 provide additionally for 143 local posts. The posts shown provide for the Office of Public Information establishment and for information centres offices at:

Accra	Buenos Aires	Kabul	Manuá	New Delhi	Río de Janeiro	Teheran
Athens	Cairo	Karachi	Mexico City	Paris	Rome	Tokyo
Belgrade	Copenhagen	Lima	Monrovia	Prague	San Salvador	Tunis
Bogotá	Djakarta	London	Moscow	Rangoon	Sydney	Washington

plus new centres to be opened in 1961 (12 local posts).

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 G

Category and level	Office of Conference Services										Revenue producing activities			
	Office of the Under-Secretary					Stenographic Service					Library ^{b/}		Sale of publications	
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961
I. Under-Secretary	1	1	-	-	-	-	-	-	1	1	-	-	-	-
Director	-	-	1	1	-	-	-	-	1	1	1	1	-	-
Principal Officer	1	1	1	1	-	-	-	-	3	3	-	-	-	-
Total I	2	2	2	2	1	1	1	1	5	5	1	1	-	-
II. Professional														
Senior Officer	3	3	6	6	1	1	1	1	10	10	1	1	1	1
First Officer	5	6	105	105	3	3	3	-	113	114	5	5	1	1
Second Officer	4	4	246	246	10	10	10	1	261	261	5	5	-	-
Associate and Assistant Officer	1	1	15	15	33	33	33	-	49	49	23	26	1	2
Total II	13	14	372	372	47	47	47	1	433	434	34	37	3	4
TOTAL I and II	15	16	374	374	48	48	48	1	438	439	35	38	3	4
III. General service														
Principal level	5	6	15	15	30	31	31	4	54	56	2	2	2	2
Other levels	31	30	59	59	155	155	179	179	424	423	47	50	6	6
Total III	36	36	74	74	185	186	183	183	478	479	49	52	8	8
TOTAL I, II and III	51	52	448	448	233	234	184	184	916	918	84	90	11	12

^{a/} 1960 appropriations provide additionally for 16 manual workers in the Publishing Service; the 1960 estimates provide for the same number of manual worker posts.

^{b/} 1960 appropriations provide additionally for 5 manual worker posts in the Library; the 1961 estimates provide for the same number of manual worker posts.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 H

Category and level	Office of General Services												Revenue producing activities			
	Office of the Director		Purchase and Transportation Service		Buildings Management Service		Field Operations Service		Communications and Records Service		Commercial Management Service		Total ^{a/}		1960	1961
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961
I. Under-Secretary	1	1	-	-	-	-	-	-	-	-	-	-	1	1	-	-
Director	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal Officer	-	-	1	1	1	1	1	1	-	-	-	-	3	3	-	-
Total I	1	1	1	1	1	1	1	1	-	-	-	-	4	4	-	-
II. Professional																
Senior Officer	1	1	1	1	2	2	1	1	1	1	1	1	7	7	-	-
First Officer	-	-	3	3	1	2	1	1	5	6	-	-	10	12	1	1
Second Officer	2	2	6	6	5	4	3	5	2	1	-	-	18	18	-	-
Associate and Assistant Officer	-	-	-	-	1	1	1	1	5	6	-	-	7	8	2	2
Total II	3	3	10	10	9	9	6	8	13	14	1	1	42	45	3	3
TOTAL I and II	4	4	11	11	10	10	7	9	13	14	1	1	46	49	3	3
III. General service																
Principal level	2	2	9	10	7	8	3	4	9	8	2	2	32	34	1	1
Other levels	4	5	39	38	176	175	7	8	168	169	2	2	396	397	34	34
Total III	6	7	48	48	183	183	10	12	177	177	4	4	428	431	35	35
TOTAL I, II and III	10	11	59	59	193	193	17	21	190	191	5	5	474	480	38	38

^{a/} 1960 appropriations provide additionally for 164 manual workers, 36 in the Purchase and Transportation Service and 128 in the Buildings Management Service; the 1961 estimates provide for the same number of manual worker posts in each of the two Services.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 I, GENEVA

Category and level	General Services - Geneva												Revenue-producing activities			
	Office of the Director		Library		Conference and General Services ^{a/}		Administrative and Financial Services		Total		Sale of publications		Visitors' Service Geneva			
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961		
I. Under-Secretary	1	1	-	-	-	-	-	-	-	1	1	-	-	-		
Director	1	1	-	-	-	-	-	-	-	1	1	-	-	-		
Principal Officer	-	-	-	-	-	1	1	1	2	1	2	-	-	-		
Total I	2	2	-	-	-	1	1	1	3	4	-	-	-	-		
II. Professional																
Senior Officer	-	1	1	1	3	3	2	2	6	7	-	-	-	-		
First Officer	3	2	1	1	27	27	3	3	34	33	-	-	-	-		
Second Officer	-	-	2	2	58	58	4	4	64	64	-	-	-	-		
Associate and Assistant Officer	2	1	8	9	22	23	3	3	35	36	1	1	-	-		
Total II	5	4	12	13	110	111	12	12	139	140	1	1	-	-		
TOTAL I and II	7	6	12	13	110	112	13	13	142	144	1	1	-	-		
III. General service																
Principal level	-	-	-	-	2	3	3	3	5	6	-	-	-	-		
Other levels	7	7	16	17	318	326	35	36	376	386	6	5	4	5		
Total III	7	7	16	17	320	329	38	39	381	392	6	5	4	5		
TOTAL I, II and III	14	13	28	30	430	441	51	52	523	536	7	6	4	5		

^{a/} Includes 13 general service other level posts both columns, financed by contractual printing funds in 1960.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 J

Category and level	Information Services		Economic Commission for Europe		Technical Assistance Office		Office of Social Affairs ^{a/}		Division of Narcotic Drugs	
	1960	1961	1960	1961	1960	1961	1960	1961	1960	1961
I. Under-Secretary	-	-	1	1	-	-	-	-	-	-
Director	-	-	2	2	-	-	-	-	1	1
Principal Officer	1	1	4	3	-	1	-	-	-	-
Total I	1	1	7	6	-	1	-	-	1	1
II. Professional										
Senior Officer	-	-	10	11	1	-	1	1	2	2
First Officer	3	3	13	13	2	2	2	2	2	2
Second Officer	3	3	21	22	1	1	2	2	6	6
Associate and Assistant Officer	2	2	26	26	2	2	1	1	5	5
Total II	8	8	70	72	6	5	6	6	15	15
TOTAL I and II	9	9	77	78	6	6	6	6	16	16
III. General service										
Principal level	1	1	-	-	-	-	-	-	-	-
Other levels	5	7	79	81	8	9	2	3	12	12
Total III	6	8	79	81	8	9	2	3	12	12
TOTAL I, II and III	15	17	156	159	14	15	8	9	28	28

^{a/} Includes, in both columns, 1 First Officer, 1 Second Officer, 1 Associate Officer and 1 general service other level post, forshadowing proposed 1960 transfer of Social Defence posts from the Department of Economic and Social Affairs, Headquarters, to the Office of Social Affairs, Geneva.

Table 3-3. Established posts - Distribution by category and post level - 1960 and 1961 (continued)

Within the authorized establishment, the distribution of posts shown would vary according to the requirements of particular activities or services. The 1960 figures represent the post allocation as at 30 April 1960.

TABLE 3-3 K

Category and level	Secretariat of the Joint Staff Pension Board and United Nations Pension Committee		Secretariat of Permanent Council Opium Board and Drug Supervisory Body	
	1960	1961	1960	1961
I. Under-Secretary	-	-	-	-
Director	-	-	-	-
Principal Officer	1	1	1	1
Total I	1	1	1	1
II. Professional				
Senior Officer	-	-	-	-
First Officer	1	1	1	1
Second Officer	1	1	1	1
Associate and Assistant Officer	1	1	3	3
Total II	3	3	5	5
TOTAL I and II	4	4	6	6
III. General service				
Principal level	1	2	-	-
Other levels	8	7	3	3
Total III	9	9	3	3
TOTAL I, II and III	13	13	9	9

BASE SALARY SCALES

(In US dollars)

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										
Gross	23 000	-	-	-	-	-	-	-	-	-
Net	15 000	-	-	-	-	-	-	-	-	-
Director										
Gross	18 000	-	-	-	-	-	-	-	-	-
Net	12 500	-	-	-	-	-	-	-	-	-
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	6 620	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)^{a/}										
Principal										
Gross	5 510	5 830	6 150	6 480	6 800	7 130	7 470	7 790	8 130	8 460
Net	4 610	4 860	5 110	5 360	5 600	5 850	6 100	6 340	6 590	6 820
Senior										
Gross	4 630	4 850	5 070	5 290	5 510	5 750	6 000	6 240	6 480	-
Net	3 900	4 080	4 260	4 430	4 610	4 800	5 000	5 180	5 360	-
Intermediate										
Gross	4 080	4 220	4 360	4 490	4 630	4 770	4 900	5 050	5 190	5 340
Net	3 460	3 580	3 690	3 790	3 900	4 020	4 130	4 240	4 350	4 470
Junior										
Gross	3 510	3 650	3 800	3 940	4 080	4 220	4 360	4 490	4 630	-
Net	2 980	3 100	3 230	3 350	3 460	3 580	3 690	3 790	3 900	-
Messenger										
Gross	3 090	3 230	3 370	3 510	3 650	3 800	3 940	4 080	-	-
Net	2 630	2 750	2 860	2 980	3 100	3 230	3 350	3 460	-	-
Field Service										
Principal Field Service Officer										
Gross	6 200	6 490	6 790	7 080	7 370	7 650	7 950	8 260	8 570	-
Net	5 150	5 370	5 590	5 810	6 030	6 240	6 460	6 680	6 900	-
Senior Field Service Officer										
Gross	5 080	5 280	5 490	5 690	5 890	6 110	6 330	6 560	6 790	-
Net	4 260	4 420	4 590	4 750	4 910	5 080	5 250	5 420	5 590	-
Intermediate Field Service Officer										
Gross	4 250	4 370	4 500	4 640	4 760	4 890	5 040	5 180	5 310	-
Net	3 600	3 700	3 800	3 910	4 010	4 110	4 230	4 340	4 450	-
Junior Field Service Officer										
Gross	3 730	3 860	3 980	4 110	4 250	4 370	4 500	4 640	4 760	-
Net	3 170	3 280	3 380	3 490	3 600	3 700	3 800	3 910	4 010	-
Guard										
Gross	3 240	3 360	3 480	3 610	3 730	3 860	3 980	4 110	4 250	-
Net	2 750	2 860	2 960	3 070	3 170	3 280	3 380	3 490	3 600	-
Messenger										
Gross	2 880	3 000	3 120	3 240	3 360	3 480	3 610	3 730	3 860	-
Net	2 450	2 550	2 650	2 750	2 860	2 960	3 070	3 170	3 280	-

^{a/} Salary scales for general service staff at offices other than Headquarters vary according to the locality.

SCHEDULE OF POST ADJUSTMENTS (additions)

(In US dollars)

(i) For areas where cost of living is higher than at the base ^{a/}

Classification of duty stations

	Class 2 (5 per cent)		Class 3		Class 4		Class 5		Class 6		Class 7 (30 per cent)	
	S	D	S	D	S	D	S	D	S	D	S	D
	Assistant Officer	170	250	335	500	500	750	650	975	800	1 200	935
Associate Officer	290	300	400	600	600	900	785	1 175	950	1 425	1 100	1 650
Second Officer	235	350	465	700	700	1 050	915	1 375	1 100	1 650	1 265	1 900
First Officer	270	400	535	800	785	1 175	1 015	1 525	1 215	1 825	1 400	2 100
Senior Officer	300	450	600	900	865	1 300	1 100	1 650	1 315	1 975	1 515	2 275
Principal Officer	335	500	650	975	950	1 425	1 215	1 825	1 450	2 175	1 635	2 450
Director	365	550	715	1 075	1 065	1 600	1 385	2 075	1 650	2 475	1 865	2 800
Under-Secretary	400	600	800	1 200	1 200	1 800	1 500	2 250	1 785	2 675	2 000	3 000

S = rate of post adjustment applicable to staff members with no primary dependants.

D = rate of post adjustment applicable to staff members with one or more primary dependants.

SCHEDULE OF POST ADJUSTMENTS (deductions)

(In US dollars)

(ii) For areas where cost of living is lower than at the base ^{a/}

Classification of duty stations

	Class A (-5 per cent)		Class B		Class C		Class D		Class E		Class F (-30 per cent)	
	S and D		S and D		S and D		S and D		S and D		S and D	
	Assistant Officer	160		320		480		640		800		960
Associate Officer	200		400		600		800		1 000		1 200	
Second Officer	260		525		785		1 050		1 300		1 570	
First Officer	315		630		945		1 260		1 575		1 890	
Senior Officer	370		740		1 110		1 480		1 850		2 220	
Principal Officer	410		825		1 235		1 650		2 050		2 480	
Director	470		940		1 410		1 880		2 350		2 820	
Under-Secretary	525		1 050		1 575		2 100		2 625		3 150	

(iii) List of post classifications at United Nations duty stations away from Headquarters

Area	Post classification	Area	Post classification	Area	Post classification
Accra	4	Djakarta	1	Prague	1
Addis Ababa	ad hoc rates b/	Geneva	2	Rangoon	5
Athens	3	The Hague	A	Rio de Janeiro	1
Bangkok	7	Karachi	3	Rome	3
Beirut	3	Lima	1	San Salvador	4
Belgrade	1	London	1	Santiago	7
Bogotá	3	Manila	ad hoc rates c/	Sydney	2
Bonn	A	Mexico City	3	Teheran	4
Brussels	1	Moscow	1	Tokyo	3
Buenos Aires	B	Munich	A	Tunis	2
Cairo	1	New Delhi	4	Vienna	2
Copenhagen	B	Paris	4	Washington	6

^{a/} For this purpose the base is Geneva as at January 1956.^{b/} The rates for Addis Ababa are (in U.S. dollars):

	S	D		S	D
Assistant Officer	1 300	1 950	Senior Officer	1 665	2 500
Associate Officer	1 400	2 100	Principal Officer	1 750	2 625
Second Officer	1 500	2 250	Director	1 865	2 800
First Officer	1 585	2 375	Under-Secretary	2 000	3 000

^{c/} The rates for Manila are (in U.S. dollars):

	S	D		S	D
Associate Officer and below	2 375	3 575	First Officer	3 050	4 550
Second Officer	2 750	4 100	Senior Officer and above	3 275	4 900

CHAPTER II

<i>Temporary assistance for meetings</i>	\$436 000
1960:	430 000
1959:	382 387
<i>(i) The General Assembly</i>	\$302 000

This estimate provides for costs of temporary assistance for the sixteenth session of the Assembly, at the same amount as provided for the fifteenth session (1960). The main requirement under this heading is for temporary staff in the Office of Conference Services, and in the Office of General Services (messengers, guards, telephone operators and similar service personnel).

<i>(ii) Geneva (including the Economic Commission for Europe)</i>	\$134 000
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At Headquarters, no special provision is made for the servicing of meetings other than the General Assembly. The capacity of the Geneva establishment, however, allows only for the servicing of Geneva-based United Nations organs; it has been found more economical to service other meetings held at Geneva by temporary staff. The estimate provides for the following:

	\$
The Economic and Social Council and its committees (six weeks)	57 000
The International Law Commission (ten weeks) . .	13 000
A functional commission of the Economic and Social Council (four weeks)	20 000
Other meetings including those of the Commission on Narcotic Drugs, the Permanent Central Opium Board and Drug Supervisory Body, ECE, WHO, the ILO, GATT and ICEM	44 000

CHAPTER III

<i>Other temporary assistance</i>	\$349 900
1960:	417 500
1959:	599 981

This estimate provides for supplementing the establishment, particularly to meet such requirements as specialized services, peak-load periods, temporary requirements in the French typing unit and temporary help to replace staff on extended sick leave and maternity leave.

<i>(i) Headquarters</i>	\$219 500
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General Headquarters temporary assistance requirements for 1961 are estimated at \$179 000, designed to provide for the following:

(a) Requirements in the economic and social field—short-term statistical, clerical, and secretarial assistance in connexion with the preparation of the 1960 and 1961 World Economic Survey, Demographic Yearbook, and other reports and tabulations in the economic and social field (\$24 750); secretarial and clerical assistance at peak periods in the technical assistance operations (\$10 000); short-term appointments of field pricing agents in conjunction with cost-of-living surveys (\$3 000).

(b) Office of Conference Services—peak-load requirements in the French typing unit (\$10 000); extra proof-reading staff in conjunction with the Treaty Series, the Yearbook on International Trade Statistics and other publications (\$12 000).

(c) Office of General Services—temporary assistance (guards) in connexion with the opening of the gardens to the public for the period April to November (\$7 500).

(d) Health Service—to provide for medical consultants for examinations and consultations as required (\$14 500).

(e) Joint Staff Pension Fund—investment and investment advisory services and custody of securities (\$52 000); actuarial services (\$3 000); temporary assistance and medical examinations for persons drawing disability pensions (\$1 500). These costs are recoverable from the Joint Staff Pension Fund.

(f) Other temporary assistance requirements—peak-load requirements of other departments, and general provision for replacement of Headquarters staff on extended sick leave and maternity leave (\$40 750).

The Headquarters estimate makes provision also for temporary assistance designed to eliminate the heavy backlog of Russian translation (\$40 500).

<i>(ii) Geneva (including ECE)</i>	\$ 97 400
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An amount of \$67 400 is estimated for temporary assistance requirements for all services and units of the Geneva Office. In addition, provision is made for a training programme of translators (\$10 000), and for contractual translation (\$20 000); part of the latter may, however, be carried out at Headquarters or other offices as may be found most expeditious.

<i>(iii) Regional economic commissions</i> . .	\$ 21 000
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An amount of \$11 000 is provided for ECAFE for temporary secretarial and clerical assistance to meet peak-load periods and for replacement of staff on extended sick leave and maternity leave; \$10 000 is provided for ECLA for the same purposes.

<i>(iv) Information centres</i>	\$12 000
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Temporary assistance costs for the information centres are estimated at \$12 000 as compared with a provision of \$15 000 in 1960.

CHAPTER IV

<i>Consultants and experts</i>	\$420 700
1960:	439 000
1959:	253 683

A. *Individual experts and consultants*

<i>(i) Headquarters</i>	\$ 99 500
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Provision is made as follows:

(a) Requirements in the economic and social field—for the preparation of approved studies and documentation of a highly specialized nature, including reports on capital flow, cost and value of water for various uses, international map of the world on the millionth scale and continuance of the series of studies on balanced economic and social development as well as the demographic pilot studies, and for the preparation of technical works on low-cost housing, agrarian reform and urbanization (\$75 500); and for consultancy services in the field of human rights (\$3 500).

(b) Office of Legal Affairs—for studies in the work of the Commission on Permanent Sovereignty over Natural Resources—General Assembly resolution 1314 (XIII)—(\$2 500).

(c) Office of Under-Secretaries for Special Political Affairs—for expert assistance in the drafting of a report for the Scientific Committee on the Effects of Atomic Radiation (\$3 000).

(d) Office of the Controller—for special studies in the field of administrative management and procedures (\$15 000); this amount does not include provision for any special studies which may be required for the review of the organization and activities of the Secretariat as envisaged by General Assembly resolution 1446 (XIV).

(ii) *Geneva (including ECE)*. \$ 14 300

For specialized technical services, particularly in the economic and narcotic drugs fields.

(iii) *Regional economic commissions* \$225 000

ECAFE—for studies on savings, intra-regional co-operation and development planning and for the preparation of technical statistical papers (\$10 000); analyses and documentation for the Industry and Trade Division (\$12 000); special studies for the Transport and Communications Division relating to such activities as techniques of management, transport of goods by road, railway track construction and maintenance (\$13 500); studies for the ECAFE/FAO Agriculture Division in agricultural financing and credit, capital formation in agriculture and rural employment (\$3 500), a total of \$39 000.

ECLA—for the continuation of the joint FAO/ECLA timber trends study (\$19 000); continuation of the system of statistical correspondents in certain Latin American countries (\$6 000); for special studies in relation to the Common Market Programme, including individual industry studies in the petro-chemical, iron and steel, automotive, mechanical and other fields, work on customs nomenclature, tariff levels and relating to the technical aspects of the programmes undertaken in the fields of energy and water resources under ECLA resolution 99 (VI) and 166 (VIII) (\$50 000); for the Mexico Office, relating to its part in the Common Market Programme and the Central American Integration Programme (\$9 000); Washington Office, (\$2 000), a total of \$86 000.

ECA—an estimate of \$100 000 is included to provide for the employment of technical consultants to meet requests from Governments of the region for advisory services and to provide for the more urgent studies, as these develop, in the fields of statistics, industry, natural resources, co-operatives, commercial legislation, agricultural marketing and forestry and land problems.

B. Ad hoc expert groups

(i) *Headquarters*. \$ 42 900

The following requirements are foreseen: two meetings of statistical experts for developmental work on subjects in the work programme of the Statistical Commission, possibly in the fields of statistical sampling and enterprise statistics, (\$13 000); three meetings of experts (each meeting estimated as five experts for five days) on methods of energy resources appraisal, dealing with coal and lignite, petroleum and natural gas, and hydro-power, for the purpose of completing the report called for under Economic and Social Council resolution 710 B (XXVII) (\$16 900); an expert group of seven members on

organization and administration of social services, as requested in Economic and Social Council resolution 731 D (XXVIII) (\$13 000).

(ii) *Economic Commission for Africa*. \$ 39 000

Provision is made for the following meetings of ad hoc expert groups: a working party on economic and social development, for two weeks (\$3 000); a national accounts meeting, eight experts (\$6 800); a working group of statisticians, eighteen experts (\$15 000); regional consultations of statisticians, ten trips of four weeks each (\$9 000); committee on trade statistics, seven experts (\$5 200).

CHAPTER V

Special technical posts. \$150 000

1960:	-
1959:	-

An amount of \$150 000 is requested to be administered as a lump-sum solely for the appointment, normally at Headquarters, of technically qualified persons to work for fixed periods on specific expert or consultative tasks in such specialized fields as industry, resources, and transport. The terms of appointment, which would not accord career status, would be suited to individual circumstances. Detailed explanation of the arrangements contemplated are being submitted to the Advisory Committee on Administrative and Budgetary Questions.

CHAPTER VI

Office of the Executive Agent (Lower Mekong River Basin Development Project) \$ 44 000

1960:	-
1959:	-

Budgetary provision is proposed for 1961 and will be required as well for several years thereafter in order to permit the Economic Commission for Asia and the Far East to fulfil its servicing and managerial responsibilities in connexion with the implementation of the programme of investigations of the Lower Mekong River Basin initiated by the Governments of Cambodia, Laos, Thailand and Viet-Nam in 1957 under the good offices of the Commission. The preponderance of resources for the Lower Mekong Project are from bilateral, Special Fund, and other operational funds, but specific servicing and advisory functions in relation to the four-power Committee for Co-ordination of Investigations are carried out by an Executive Agent who is subject to the direction and guidance of the Executive Secretary of ECAFE in policy matters (see paragraph 14 of E/CN.11/500 and paragraphs 318-323 of E/3214).

The post of Executive Agent was established in May 1959 on request of the Committee for Co-ordination of Investigations, funds for the purpose being made available as a matter of urgency and in the absence of budgetary resources by the Executive Chairman of the Technical Assistance Board through contingency allocations. Related support services and office facilities have been provided in part by ECAFE from its normal resources and in part by recourse to other project funds.

Under the financial policies of the Expanded Programme, the existing contingency allocation will cease

to be available after 1960. It is, therefore, proposed that direct expenses for the Executive Agent and his immediate staff be provided as part of the total budgetary requirements of ECAFE. Accordingly, provision is requested in this section of the estimates for salary costs of the Office of the Executive Agent, as follows: Executive Agent, one interpreter/translator, and five general service posts (one administrative assistant, two secretaries, 1 draftsman and 1 driver). The related requirements under other budget sections, e.g.: common staff costs (section 4); travel on official business (section 5); and general expenses, stationery and library supplies (section 10); would bring the 1961 budgetary costs in respect of the Office of the Executive Agent to a total of \$69 300.

The regional technical assistance project financed under funds appropriated for economic development (section 13—General Assembly resolution 200 (III)) would continue.

Additionally, for the Plan of Operations of the Special Fund, Lower Mekong Tributaries Project—of which the United Nations is executing agency—the Special Fund would contribute an amount of \$1 245 000 and the four riparian Governments the equivalent of \$454 000 towards direct project costs over a four-year period. The Plan makes provision, *inter alia*, for the salary and related costs (including travel and secretarial requirements) of three technical experts (engineer, hydro-meteorologist and economist) who will be associated with the Executive Agent and stationed in his office.

Section 4. Common staff costs

\$7 898 200

(1960: \$7 181 000 1959: \$6 859 115)

This section provides for common staff costs in respect of:

I. Those units of the Secretariat covered by section 3, namely:

- (a) Headquarters departments and offices;
- (b) The European Office of the United Nations, excluding the Office of the United Nations High Commissioner for Refugees;
- (c) Information centres;
- (d) The Economic Commission for Asia and the Far East;
- (e) The Economic Commission for Latin America;
- (f) The Economic Commission for Africa;
- (g) Revenue-producing activities—established posts and the guide service.

II. Internationally recruited and replacement staff under section 18 (Special missions and related activities).

Common staff costs for the Field Service are provided for under section 19 and those for the Office of the High Commissioner for Refugees under section 20. Common staff costs for the Registry of the International Court of Justice are shown with the other estimates for the Court under section 21.

Similarly, as for 1960, the common staff costs have been computed, as far as possible, on the basis of prevailing unit dollar costs or as a percentage of salary costs, as determined by statistical analysis of 1959 and/or early 1960 experience. These computations take into account the turnover factor provided for under section 3.

CHAPTER VII

Overtime and night differential \$400 000
1960: 367 200
1959: 359 296

The major part of the overtime and night differential expenditure is incurred at Headquarters, principally in the Office of Conference Services and the Office of General Services to meet the continuous demands for night work arising particularly from meetings service requirements, security arrangements and shift work in the reproduction area.

The 1961 estimate provides for some increase over the 1960 appropriation, having regard to:

(a) The revision late in 1959 of the staff rules relating to overtime, in order to remove previously existing inequities: on the basis of expenditure experience in the early months of 1960, the revision will increase costs to some degree;

(b) Some increase in overtime requirements of offices outside Headquarters, owing partly to a rise in local level salary rates and partly to the insufficiency of past allocations.

Estimated 1961 cost by office

	\$
Headquarters	369 400
Geneva	16 000
Regional economic commissions	12 000
Other offices (information centres)	2 600
	<u>400 000</u>

Over-all, the level of common staff costs inevitably bears a relationship to the level of expenditures for established posts. The common staff costs for 1961, estimated at \$7 898 200, equal approximately 23.83 per cent of the costs of the established posts covered for common staff costs purposes by this section.

Factors which have influenced the percentage upward from 1960 (22.56 per cent) are the increases in medical insurance premiums and the increased weight of recruitment costs relating to additional posts, including the continuing development of the Economic Commission for Africa.

CHAPTER I

Staff allowances \$2 002 200
1960: 1 822 500
1959: 1 779 809

(i) Dependency allowances \$1 718 000
1960: 1 581 000
1959: 1 544 831

General Assembly resolution 1095 (XI) provides for dependency allowances in respect of staff in the director and professional categories as follows:

	\$
For a dependent spouse	200
For each dependent child	300
For one secondary dependant (provided an allowance is not paid in respect of a dependent spouse)	200

The rates in respect of staff in the general service, manual worker, dispatcher and guide categories, at Headquarters, are:

For a dependent spouse	\$ 300
For each dependent child (except that for the first dependent child of a widowed or divorced staff member the allowance will be \$400)	250
For one secondary dependant (provided an allowance is not paid in respect of a dependent spouse)	200

The rates in respect of the director and professional categories apply at all offices. The rates in respect of the general service category and local recruits vary in nature and amount in accordance with local practices.

Based on an analysis of the January 1960 payroll, it is found that, excluding the Economic Commission for Africa and the local staff of the information centres, 2 808 staff members were receiving dependency allowances in respect of a total of 6 393 dependants, at an annual rate of \$1 549 000. The computed costs for 1961 are estimated at \$1 669 000. The estimated requirement for 1961 for ECA and the local staff at the information centres is \$49 000.

(i) Education grants and related travel.	\$284 200
1960:	241 500
1959:	234 978

The education grant is payable to expatriated staff:

- (a) At the rate of \$400 per year, per eligible child who is at school or university in the home country; or
- (b) To cover costs of attendance up to \$200 per year when the child is at a school recognized by the Secretary-General outside the home country; if the cost exceeds \$200, the grant is the greater of \$200 or one-half of the cost of attendance but does not exceed a grant of \$400 per eligible child; and/or
- (c) At a predetermined portion of the cost of training in the mother tongue at the established office.

The related travel comprises one round-trip each scholastic year by cabin class on steamer or by tourist air flight between the duty station and an accepted school outside the area of the duty station. In computing the amount of education grant travel, allowance is made for the fact that such travel may frequently be combined with travel on home leave or dispensed with because of home leave travel of the parents.

An analysis of 1959 experience shows that, excluding the Economic Commission for Africa, education grants were paid in respect of 534 children, totalling \$192 000, and that education grant travel paid totalled \$41 200. Taking into account the tendency of more staff members to arrange for the education of their children in home countries or in international schools, the costs of the education grant and related travel for 1961 are estimated at \$260 500. The estimated requirements for ECA are \$23 700.

Chapter I. Recapitulation of estimated costs by office location

	Dependency allowances \$	Education grant and related travel \$
Headquarters	1 210 000	155 000
Geneva	255 000	37 000
Information centres	38 000	3 000
ECAFE	76 000	52 500
ECLA	99 000	13 000
ECA	40 000	23 700
	<u>1 718 000</u>	<u>284 200</u>

CHAPTER II

Social security payments	\$3 912 500
1960:	3 620 700
1959:	3 449 990
(i) Contributions to the Joint Staff Pension Fund and other social security plans	\$3 469 000
1960:	3 254 800
1959:	3 095 666

An analysis of the January 1960 payroll shows that, excluding the Economic Commission for Africa and local staff of the information centres, 3 985 staff members covered by this section participated in the Joint Staff Pension Fund as regular participants and 235 participated as associate participants.

A further analysis for the year 1959 and the early months of 1960 shows that, for all offices, contributions to the Joint Staff Pension Fund have amounted to 10.58 per cent and 10.53 per cent, respectively, of the costs of established posts, although the percentage varies between offices, depending upon the proportion of fixed-term staff participating as associate participants. Calculation has been made for 1961 at the rate of 10.5 per cent of established posts' costs.

The estimate includes an amount of \$3 300 for contribution costs to the pension arrangement established for part-time cleaners at the Geneva office and also an amount of \$700 to cover the Organization's contributions to the Swiss old-age insurance plan for such part-time cleaners.

(ii) Annual retirement allowance for former Secretaries-General	\$10 000
1960:	10 000
1959:	10 000

Provides for a retirement allowance for the first Secretary-General pursuant to paragraph 32 of General Assembly resolution 13 (I) of 13 February 1946.

(iii) Contributions to medical insurance and other medical care	\$385 500
1960:	320 900
1959:	300 142

By resolution 1095 (XI) the General Assembly decided that the United Nations would contribute 50 per cent of the costs of a broadened hospital and medical care plan for staff members, including major medical coverage. At its twelfth session, the General Assembly approved the introduction for Headquarters payroll staff members of a group dental insurance plan and the payment by the United Nations of one-third of the costs of the plan.

Medical insurance plans at Geneva and other established offices provide coverages roughly comparable to the Headquarters coverages.

For local staff of small established offices, principally the information centres, a medical expense assistance plan applies.

The estimate includes an amount of \$9 000 to allow for internationally and locally recruited staff members at the information centres and the regional economic commissions, the same facility for voluntary periodic medical examinations as is provided through the medical services at Headquarters and Geneva.

As at January 1960, 2 697 staff members covered by this section (including professional staff of the information centres) participated in the Headquarters

medical insurance plans and 1 350 staff members participated in the Headquarters dental insurance plan. A total of approximately 1 000 staff members participated in the medical/dental insurance coverages at Geneva, ECAFE and ECLA.

The increase in the 1961 estimate is accounted for mainly by the material upward adjustment of the premiums for major medical insurance effective 1 October 1959 (vide document A/C.5/806 of 25 November 1959) and in the premium rates for the United Medical Services (Blue Shield) and the Associated Hospital Services (Blue Cross) plans.

(iv) <i>Compensatory payments</i>	\$48 000
1960:	35 000
1959:	44 182

This item provides for costs of compensation in respect of the injury or death of staff members, members of commissions and military observers, arising out of the performance of official duties; it also provides for losses of personal effects arising directly out of the performance of official duties. The estimate represents an average of actual costs incurred for the last three completed financial years, 1957-1959.

Chapter II. Recapitulation of estimated costs by office location (In US dollars)

	Contributions to Joint Staff Pension Fund	Contributions to medical insurance and other medical care	Other costs
Headquarters.	2 543 400	298 000	58 000
Geneva.	499 000	33 000	
Information centres	93 500	7 500	
ECAFE.	111 400	21 900	
ECLA.	135 200	16 000	
ECA.	86 500	10 000	
	<u>3 469 000</u>	<u>385 500</u>	<u>58 000</u>

CHAPTER III

<i>Travel expenses on appointment, transfer and separation</i>	\$727 500
1960:	602 000
1959:	622 253

The provision made in this chapter covers (a) transportation costs for staff members and dependants and (b) installation allowances. Expenditures under both headings arise on appointment or on transfer; expenditures under the first heading only arise on separation.

The present estimate has regard to the experience of 1959 and to the additional posts requested for 1961.

In 1959, excluding ECA, there were 186 cases of travel on appointment, 104 cases of travel on transfer and 106 cases of travel on separation. On the average, each staff member was accompanied by one dependant. The average cost of each journey (one staff member and a dependant) was \$1 100. This amount has been used as a basis for calculating the estimated 1961 programme.

(i) <i>Travel on transfer, appointment and separation</i>	\$510 000
1960:	447 000
1959:	444 101

The 1961 programme is estimated as follows:

	\$
210 appointments: estimated cost	231 000
80 transfers: estimated cost	88 000
140 separations: estimated cost	154 000
	<u>473 000</u>

An amount of \$2 000 is provided for travel of applicants for interviews; \$20 000 for travel of temporary staff to the General Assembly and \$15 000 for travel of temporary staff for conferences in Geneva.

(ii) <i>Installation allowance</i>	\$217 500
1960:	155 000
1959:	178 152

Existing arrangements provide for payment to staff members of an installation allowance on appointment or transfer equal to fifteen days subsistence allowance for staff members without dependants and to thirty days for staff members with dependants, in respect of themselves, and to one-half of such allowance in respect of each dependant. (Effective, 1 January 1960, the allowances payable by the United Nations and the specialized agencies in Geneva, have been based on payments for longer periods, in view of the difficulties in securing housing accommodations within a reasonable period of time.) Based on 1959 experience, the average cost of the allowance for a single staff member was approximately \$250; for a staff member with dependants, approximately \$950. The average for all staff members was \$750, and this amount has been used as the basis for the 1961 estimate:

	\$
210 appointments: estimated cost	157 500
80 transfers: estimated cost	60 000
	<u>217 500</u>

Chapter III. Recapitulation of estimated costs by office location

	Travel \$	Installation allowance \$
Headquarters.	351 000	85 000
Geneva.	34 000	46 000
Information centres	25 000	12 000
ECAFE.	52 000	37 500
ECLA.	32 000	25 000
ECA.	16 000	12 000
	<u>510 000</u>	<u>217 500</u>

CHAPTER IV

<i>Removal expenses on appointment, transfer and separation</i>	\$517 000
1960:	478 000
1959:	340 653

The provision made in this chapter covers (a) the cost of removing the household effects of a staff member on appointment, transfer or separation and (b) payment of assignment allowances. The Staff Rules provide for payment of such an allowance in appropriate cases in lieu of the two-way payment of removal expenses; this provision relates more particularly to fixed-term appointees or to staff members transferred for a fixed term. In the total 1959 expenditure of \$340 653, relative expenditures for the above purposes were \$223 803 and \$116 850. The 1960

appropriation of \$478 000 may be divided into \$323 000 for removal expenses and \$155 000 for assignment allowances.

In 1959 there were 210 cases of removal of household effects. Costs vary significantly according to the localities concerned and the distances to be covered. However, based on the 1959 experience, the average cost for each such shipment may be computed at \$1 300 for the purposes of the 1961 estimate.

In January 1960, the assignment allowance was being paid in 125 cases. The number is increasing with new appointments made especially to the secretariats of the regional economic commissions. The average payment is \$1 200.

The basis of the present estimate is the programme of appointment, transfer and separation set out in chapter III above. Using 1959/1960 experience as a guide, it is estimated that payment for removal of effects may be made in approximately 250 cases, and payment of assignment allowance, in 160 other cases.

Accordingly, this estimate provides:

(a) For removal of household effects on appointment, transfer or separation	\$ 325 000
(b) For payment of assignment allowances on appointment or transfer	192 000
	<u>517 000</u>

Chapter IV. Recapitulation of estimated costs by office location

	Removal expenses \$	Assignment allowance \$
Headquarters.	268 000	14 500
Geneva.	20 000	15 000
Information centres	10 000	20 000
ECAFE.	2 000	60 000
ECLA.	15 000	37 500
ECA.	<u>10 000</u>	<u>45 000</u>
	<u>325 000</u>	<u>192 000</u>

CHAPTER V

<i>Separation payments</i>	\$627 000
	1960: 578 000
	1959: 608 332

This chapter provides for (a) the payment of indemnities, including commutation of annual leave, to separated staff members, (b) repatriation grants and for (c) service benefits to fixed-term appointees.

An analysis of the 1959 expenditures, excluding ECA and the local staff of the information centres, indicates that commutation of annual leave and other indemnities were paid to 460 staff members, amounting to \$397 160, that repatriation grant was paid to 91 staff members, totalling \$188 295, and that service benefits were paid in 55 cases amounting to \$17 562. (These payments at ECA and the information centres equalled \$5 315.) While the amount included in the 1960 appropriation was not delineated, an estimated division is \$379 500, \$175 000 and \$23 500 respectively.

Based on past experience and the programme for 1961, separation payments are estimated as follows:

Indemnities (including commutation of annual leave)	405 000
Repatriation grants.	184 000
Service benefit.	38 000
	<u>627 000</u>

Chapter V. Recapitulation of estimated cost by office location

	Commutation of annual leave and other indemnities \$	Repatriation grants \$	Service benefits \$
Headquarters.	310 000	125 000	15 000
Geneva.	43 500	44 500	2 000
Information centres	20 000	5 000	-
ECAFE.	17 000	2 000	16 000
ECLA.	12 500	7 500	5 000
ECA.	<u>2 000</u>	<u>-</u>	<u>-</u>
	<u>405 000</u>	<u>184 000</u>	<u>38 000</u>

CHAPTER VI

<i>Staff training and welfare</i>	\$112 000
	1960: 79 200
	1959: 58 078

(i) <i>Staff training</i>	\$103 000
	1960: 70 800
	1959: 51 670

(a) *Language and other staff training* (\$43 000)

Provision is made for language training classes at Headquarters on the same pattern as for 1960, namely forty classes meeting three hours a week for fifteen weeks on each of two semesters, giving a total of 3,600 teaching hours. Provision is made for \$1 000 for special language classes. Revenue from fees charged to staff members' families, members of delegations and others is estimated at \$ 7 500.

The estimate continues the 1960 provision of \$6 000 for Geneva, and includes an amount of \$3 000 for ECAFE and ECLA, and an amount of \$2 000 for ECA where it is planned to conduct language classes in both English and French at two levels in two semesters.

(b) *Professional trainees* (\$60 000)

In 1961, as in 1960, it is proposed that several trainees be recruited from Member States which are "under-represented" in the Secretariat. After a period of training they will, if suitable, be placed in vacant junior professional posts. The amount of \$30 000 will allow for the maintenance of four trainees throughout the year at Headquarters and two at Geneva. Provision is made for six trainees for ECA (\$30 000) to receive training at the other regional economic commissions in accordance with ECA resolution 16 (II).

(ii) <i>Staff welfare</i>	\$9 000
	1960: 9 000
	1959: 6 408

This item provides for staff welfare at Headquarters and other established offices and for losses on housing projects.

Section 5. Travel of staff

\$2 022 800

(1960: \$1 785 400 1959: \$1 740 900)

Provision is made under this section for estimated expenditures relating to travel of staff members, specifically: (1) travel of staff required to attend meetings of United Nations bodies; (2) travel of staff in connexion with other United Nations responsibilities and activities; and (3) travel of staff and dependants on home leave.

Provisions for travel of staff in connexion with special field missions and for travel of staff of the United Nations Office of the High Commissioner for Refugees are made separately under sections 18 and 20, respectively, of the budget estimates.

Provision for travel of members of administrative bodies, which in previous years was also included under this heading, is now shown under section 1.

The estimates in this section are based on current travel rates and the existing standards of accommoda-

tion. Since changes are impending both in fares and in modes of accommodation, these questions are being kept under continuous study as foreseen in the report of the Secretary-General to the General Assembly at its fourteenth session.^{1/} It is the intention of the Secretary-General to report further on this matter prior to the seventeenth session of the General Assembly.

CHAPTER I

Travel of staff to meetings \$303 800
1960: 206 300
1959: 230 932

Details of this estimate are as follows:

	1961 estimate \$	1960 appropriation \$	1959 expenditure \$
(i) Sixteenth session of the General Assembly	27 000	24 000	23 346
(ii) International Law Commission	8 500	8 500	7 314
(iii) Administrative Tribunal	2 500	2 100	2 443
(iv) United Nations Scientific Advisory Committee	2 500	2 900	-
(v) Economic and Social Council	37 000	35 500	74 826 ^{a/}
(vi) Functional commission of ECOSOC	5 000	5 000 ^{b/}	3 784 ^{c/}
(vii) Interim Co-ordinating Committee for International Commodity Arrangements	1 000	1 000	-
(viii) Economic Commission for Africa	36 300	40 000	18 570
(ix) ECA ad hoc groups of experts and other working groups	47 000	-	-
(x) Economic Commission for Asia and the Far East	20 000	20 000	28 926 ^{d/}
(xi) ECAFE committees and sub-committees	18 000	11 500	11 297
(xii) Economic Commission for Latin America	83 000	-	50 497 ^{e/}
(xiii) ECLA committees and sub-committees	16 000	9 600	7 000
(xiv) Advisory Committee on Administrative and Budgetary Questions	-	-	2 929
(xv) United Nations Joint Staff Pension Board	-	3 800	-
(xvi) Commission on the Status of Women	-	33 800 ^{f/}	-
(xvii) United Nations Scientific Committee on the Effects of Atomic Radiation	-	8 600	-
TOTAL, chapter I	303 800	206 300	230 932

^{a/} Includes \$39 141 for the Mexico City session and \$35 685 for the Geneva session.

^{b/} Commission on Human Rights.

^{c/} Population Commission.

^{d/} ECAFE session in Broadbeach, Australia.

^{e/} ECLA session in Panama City.

^{f/} Session of the Commission held in Buenos Aires.

In computing the costs for travel of staff to service the meetings of the above-listed bodies, due account has been taken of entitlements to home leave and the consequential reduction thus possible in the estimates under this heading.

The estimate for the sixteenth session of the General Assembly provides for the transportation of eight and subsistence of ten language staff from the European Office. The estimates under items (ii) to (vii) above provide for travel and subsistence, from Headquarters to Geneva, of the following staff: four staff members to attend a ten weeks' session of the International Law Commission; two staff members to attend a two weeks' session of the Administrative Tribunal; two staff members to attend a one-week meeting of the United Nations Scientific Advisory Committee; staff required to service a session of the Economic and Social Council

and its committees, for varying periods up to six weeks; four staff members to attend a three weeks' session of a functional commission of the Economic and Social Council; and one staff member to attend a one-week meeting of the Interim Co-ordinating Committee for International Commodity Arrangements.

The estimate for the third session of the Economic Commission for Africa provides for the travel to Addis Ababa and subsistence of twenty-seven staff members, mostly from the European Office, for a period of approximately two weeks. The estimate for travel of staff to meetings of ECA ad hoc groups of experts and other working groups is based on the need for servicing the following meetings: (a) Second Conference

^{1/} Official Records of the General Assembly, Fourteenth Session, Annexes, agenda item 44, document A/4336, paras. 27-29.

of African Statisticians (may be held in Tunis) - \$15 000; (b) Working Party on Economic and Social Development and Working Group of Statisticians, in Addis Ababa - \$7 400; (c) Budget Workshop, in Addis Ababa - \$7 400; (d) Training Course in Community Development, in West Africa - \$4 600; (e) Workshop on Community Facilities, in Ghana - \$9 300; and (f) a meeting of African businessmen, in Monrovia - \$3 300.

The estimate for the meeting of the Economic Commission for Asia and the Far East provides for the travel and subsistence of thirty-four staff members from Bangkok to New Delhi, for a period of sixteen days, to service the seventeenth session of the Commission; the estimate for travel of staff to meetings of ECAFE committees and sub-committees is based on the need for servicing some nine meetings of the subsidiary bodies of the Commission scheduled to convene in 1961 away from Bangkok, at an average cost of \$2 000 per meeting covering transportation and subsistence of four staff members.

The estimate for the ninth session of the Economic Commission for Latin America provides for the travel (\$43 600) and subsistence (\$39 400) of approximately eighty staff members from Santiago, New York and Mexico City to Caracas, Venezuela, for a period of approximately two to three weeks. The provision for travel of staff to meetings of ECLA committees and sub-committees is to cover transportation and subsistence of staff required to service meetings of the ECLA Trade Committee and its working groups (\$6 000) and of the Committee of Ministers on Central American Economic Integration and its six sub-committees (\$10 000).

CHAPTER II

Travel of staff on other official business. \$540 000
1960: 458 100
1959: 477 699

The estimates under this heading reflect the increase in activity in three of the regional economic commissions (ECA, ECAFE and ECLA). Otherwise, estimates for Headquarters departments and offices and for the European Office remain generally in line with the 1960 level, apart from a provision of \$40 000 rather than \$30 000 for travel of the Secretary-General and his special representatives. The estimate for the information centres is \$4 000 below the budget amount for 1960.

A tentative breakdown of the projected travel programme follows:

For the Secretary-General, or for staff members for purposes related to the special responsibilities of the Secretary-General	40 000
For the regional economic commissions' secretariats: ECA - \$70 000; ECAFE - \$55 000; ECE - \$25 000; and ECLA - \$70 000	220 000
For Headquarters, New York	200 000

The programme of travel on which these estimates are based will be planned in advance in the light of known requirements. The main purposes for which it is believed official travel will be necessary in 1961 are indicated below:

For economic and social programmes, more specifically for gathering data in the economic and social fields, programme co-ordination with regional economic commissions and specialized agencies, planning and co-ordination in the statistical field, consultations on problems of natural resources and utilization of new sources of energy, planning

of the 1962 World Economic Survey, programming in the field of industrial development, consultations on work programme in the field of housing and town planning (\$66 000); technical assistance planning and co-ordination (\$10 000); planning and co-ordination in the field of public administration (\$6 000); regional statistical advisory services (\$12 000); and special studies in the Middle East (\$10 000). Total - \$104 000.

For recruitment activities including recruitment of technical assistance experts and examination purposes - \$35 000.

For mission and overseas offices inspection (\$7 000); cost-of-living surveys (\$4 000); audit purposes (\$5 000); Secretariat of the United Nations Joint Staff Pension Board and United Nations Staff Pension Committee (\$700); and other administrative purposes including servicing and representation at ACC, CCAQ and other inter-agency consultative and co-ordinating meetings and the requirements of Conference Services and General Services (\$8 000). Total - \$24 700.

For Headquarters public information activities - \$16 000.

For activities in the field of special political and legal affairs, human rights and trusteeship; co-ordination with the International Atomic Energy Agency and activities in connexion with scientific programmes - \$20 500.

For the regional Social Affairs units - \$20 000.

For the information centres - \$39 300.

For the Geneva Office (excluding ECE and the Office of the High Commissioner for Refugees): General Services (\$7 500); Information Service (\$2 000); Division of Narcotic Drugs (\$3 500); Social Affairs Office (\$3 000); Technical Assistance Office (\$2 000); and Joint Secretariat of the Permanent Central Opium Board and the Drug Supervisory Body (\$2 500). Total - \$20 500.

CHAPTER III

Travel of staff and dependants on home

<i>leave</i>	\$1 179 000
1960:	1 121 000
1959:	1 032 269

The estimate provides for travel on home leave of staff and their dependants for all offices of the Secretariat except the United Nations Field Service and the Office of the United Nations High Commissioner for Refugees, for which provisions are included, respectively, under sections 19 and 20 of the budget estimates. The estimated requirements for 1961, with comparable 1960 amounts and actual 1959 expenditures, are as follows:

	1961 \$	1960 \$	1959 \$
Headquarters	940 000	927 000	857 535
Geneva Office	90 000	58 000	62 673
Information centres	26 000	20 500	25 308
Economic Commission for Africa	30 000	17 000	4 290
Economic Commission for Asia and the Far East	37 000	40 500	43 064
Economic Commission for Latin America	56 000	58 000	39 399
	<u>1 179 000</u>	<u>1 121 000</u>	<u>1 032 269</u>

These estimates are based on the following entitlements:

	Staff members	Dependants
Headquarters	476	713
Geneva Office	200	239
Information centres	11	15
Economic Commission for Africa	10	30
Economic Commission for Asia and the Far East	33	63
Economic Commission for Latin America	22	47
	<u>752</u>	<u>1 107</u>

Based upon current travel rates and on actual entitlements as shown above, the requirements under this heading would amount to some \$1 308 000. In terms of the relationship between entitlements and actual travel undertaken in previous years, the estimates for the

Headquarters and for the Geneva staff assume that some 10 per cent of the entitlements will not be exercised in 1961, either because of deferments or turnover of staff.

Table 5-1. Travel of staff on official business
(In US dollars)

	1961 estimate	1960 appropriation	1959 expenditure
<i>Chapter I. Travel of staff to meetings</i>	303 800	206 300	230 932
<i>Chapter II. Travel of staff on other official business</i>			
(i) The Secretary-General	40 000	30 000	106 556
(ii) Headquarters departments and offices	220 200 ^{a/}	202 300 ^{a/}	168 520 ^{a/}
(iii) Geneva Office	45 500	43 300	45 386
(iv) Information centres	39 300	43 300	37 056
(v) Economic Commission for Africa	70 000	40 000	24 502
(vi) Economic Commission for Asia and the Far East	55 000	46 200	39 972
(vii) Economic Commission for Latin America	70 000	53 000	55 707
	<u>540 000</u>	<u>458 100</u>	<u>477 699</u>
<i>Chapter III. Travel of staff and dependants on home leave</i>	<u>1 179 000</u>	<u>1 121 000</u>	<u>1 032 269</u>
TOTAL, section 5	<u>2 022 800</u>	<u>1 785 400</u>	<u>1 740 900</u>

^{a/} Includes the regional Social Affairs units: 1961 - \$20 000; 1960 - \$17 300; 1959 - \$15 000.

Section 6. Payments under annex I, paragraphs 2 and 3 of the Staff Regulations; Hospitality

\$100 000

(1960: \$93 000

1959: \$88 481)

CHAPTER I

Payments under annex I, paragraphs 2 and 3, of the Staff Regulations \$70 000
1960: 70 000
1959: 67 006

Provision under this chapter is made for payments to Under-Secretaries and Directors which the Secretary-General, under the Staff Regulations, is authorized to make, subject to appropriate justification and/or reporting, "to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General". The total provision requested will be utilized to the extent of approximately \$50 000 for special payments to which Under-Secretaries are entitled, pursuant to annex I, paragraph 2, of the Staff Regulations, and to the extent of approximately \$20 000 for similar payments to Directors, pursuant to paragraph 3 of the same annex.

CHAPTER II

Payments to other members of the Secretariat for official hospitality \$25 000
1960: 18 000
1959: 14 591

This estimate provides for the reimbursement to members of the Secretariat both at Headquarters and offices away from Headquarters, who do not receive payments under chapter I above, of necessary hospitality expenditures incurred in the course of official duties.

An increase of \$7 000 for this item is proposed. In view of the steady rise in costs, the needs for six more information centres and also the need to provide for hospitality expenses in connexion with special conferences held away from Headquarters, a provision of

\$25 000 is requested for 1961. This amount is intended to cover the requirements of all departments and offices at Headquarters, the European Office at Geneva, including the secretariat of the Permanent Central Opium Board and Drug Supervisory Body, the secretariats of the four regional economic commissions and thirty information centres.

CHAPTER III

Contribution towards hospitality expenditures for the General Assembly and for receptions honouring Chiefs of State \$5 000
1960: 5 000
1959: 6 884

The amount requested under this chapter is intended to cover the contribution towards hospitality expenditures to be incurred in connexion with the sixteenth session of the General Assembly.

No provision is included for receptions honouring Chiefs of State. In past years there have been functions of this type, the costs of which were paid for entirely by the Secretary-General. The instances were, however, only occasional. In light of the number of functions in 1959, the practice of charging the entire costs thereof to the Secretary-General has been examined. In view of the nature of such functions, it appears reasonable that their costs be shared equally by the Organization and the Secretary-General. This would be similar to the procedure established in respect of the annual General Assembly reception, the costs of which are borne in equal shares by the Organization and the President of the Assembly. This formula was applied to the 1959 expenses. It is proposed that the same procedure be followed in future years. Since such expenses cannot be foreseen, provision for the Organization's share is included pro memoria under this section of the budget estimates.

Part III

BUILDINGS, EQUIPMENT AND COMMON SERVICES

Section 7. Buildings and improvements to premises

\$3 749 500 (1960: \$3 732 000 1959: \$2 823 257)

This section provides for the acquisition and improvement of important permanent capital assets, particularly land and structures. For most of the purposes specified in separate chapters, the General Assembly has determined the maximum cost to be incurred and the method of its financing.

CHAPTER I

<i>Amortization of the Headquarters construction loan.</i>	\$2 500 000
1960:	2 500 000
1959:	2 000 000

The amount of \$2 500 000 provides for the eleventh instalment to be paid in accordance with General Assembly resolution 242 (III) of 18 November 1948. At the end of 1961, an amount of \$45 000 000 will remain outstanding for payment to be liquidated according to the following scale of annual instalments:

Year	Annual payment \$
1962 to 1975	2 500 000
1976 to 1981	1 500 000
1982	1 000 000

CHAPTER II

<i>Transfer of assets of the League of Nations to the United Nations</i>	\$649 500
1960:	649 500
1959:	649 466

The amount of \$649 500 provides the eleventh annual instalment to be paid in accordance with paragraph 1 (a) of General Assembly resolution 250 (III) of 11 December 1948, concerning the permanent capital assets of the League of Nations. At the end of 1961, an amount of \$2 697 864 will remain outstanding for payment to be liquidated in four annual instalments over the years 1962 to 1965.

CHAPTER III

<i>United Nations building in Santiago, Chile</i>	\$382 500
1960:	382 500
1959:	6 907

General Assembly resolutions 1273 (XIII) of 14 November 1958 and 1407 (XIV) of 1 December 1959 authorized the Secretary-General to proceed with the preparation of plans and with the construction of a United Nations building in Santiago, Chile, at a cost of \$1 550 000. A sum of \$20 000 was appropriated in 1959 for initial preparatory expenses, and it was decided to include in the regular United Nations budget annual instalments of \$382 500 for 1960 to 1963 inclusive. The Secretary-General will present a progress report on this project to the General Assembly at its fifteenth session.

CHAPTER IV

<i>Improvements to premises</i>	\$217 500
1960:	200 000
1950:	166 884

The requirements for 1961 are limited to Headquarters and Geneva

<i>(i) Headquarters</i>	\$73 500
1960:	67 000
1959:	686

The Secretary-General submitted to the General Assembly at its thirteenth session a three-year plan for the major maintenance and capital improvement programme at Headquarters. Consideration of the full programme was postponed by the General Assembly at its thirteenth and fourteenth sessions pending the completion of an architectural and engineering survey of the Headquarters building. In the meantime, expenditures are limited to the most urgent repair items, which in 1960 may include repairs to the refrigeration condensers. The Secretary-General will submit in a separate report to the General Assembly at its fifteenth session recommendations on the actions to be taken in pursuance of the architectural survey which is being conducted in 1960.

The 1961 budget estimates make provision for \$31 000 for repairs to the refrigeration condensers and \$42 500 for replacement of worn carpeting in the Conference building (\$22 000), the General Assembly building (\$11 500), and the Secretariat building (\$9 000). Anticipated replacement needs of worn carpeting for 1962 are estimated at present at \$30 000. The replacement of carpeting for the whole of the building submitted in the major maintenance report to the General Assembly at its thirteenth session provided for a total expenditure of \$463 000 spread over three years. The proposals for 1961 concern replacements which cannot be further delayed for reasons, not only of appearance, but also of safety. This programme therefore covers only the areas in which the deterioration of the carpets is most severe.

<i>(ii) Geneva</i>	\$144 000
1960:	133 000
1959:	140 107

The modernization of the Palais des Nations authorized by the General Assembly at its eleventh session (resolution 1101 (XI) of 27 February 1957) was reviewed by the General Assembly at its fourteenth session and approved at the cost of \$1 790 000 (resolution 1447 (XIV) of 5 December 1959). The 1961 estimates provide for the fifth annual instalment amounting to \$121 000. At the end of 1961, an amount

^{1/} Official Records of the General Assembly, Thirteenth Session, Annexes, agenda items 43 and 44, document A/C.5/738.

of \$1 185 000 will remain outstanding for payment to be liquidated in accordance with the following scale of annual instalments:

Year	Annual instalment \$
1962	
1963	121 000
1964-1966	311 000

The estimate for Geneva also includes the third instalment, amounting to \$10 000, in a four-year plan to improve the lighting in the Palais. Towards an estimated total cost of \$40 000 for this project, an amount of \$10 000 remains to be provided in 1962. An

item of \$6 500 is included for the air-conditioning of the narcotics laboratory, in which present working conditions are unsatisfactory both from the point of view of the accuracy of measurements and of staff comfort. Furthermore, a provision of \$6 500 is proposed for the purchase of flagpoles for the United Nations flag and the flags of the United Nations Member States.

(iii) <i>Economic Commission for Asia and the Far East</i>	\$ -
1960:	-
1950:	26 091

Section 8. Permanent equipment

\$456 000

(1960: \$388 500 1959: \$355 639)

This section provides for furniture and equipment required in all offices of the United Nations. The estimates are based on a costed programme detailing specific items for each office. This programme will be reviewed prior to actual purchase in 1961 to ensure that it continues to reflect anticipated essential needs.

A summary of the estimates by main items, with comparative 1960 amounts is as follows:

Table 8-1. Permanent equipment summary of 1961 estimates with comparative 1960 amounts
(In US dollars)

Description	1960 appropriation	1961 estimate						Total
		Head- quarters	Geneva	Informa- tion centres	ECAFE	ECLA	ECA	
<i>Chapter</i>								
I. Furniture and fixtures	68 500	59 700	16 850	5 900	3 800	5 100	7 400	98 750
II. Office equipment ...	105 000	68 000	19 400	6 600	5 900	25 800	11 300	137 000
III. Internal reproduction equipment	75 000	69 100	2 400	300	500	3 200	-	75 500
IV. Telecommunications equipment	86 600	47 400	25 100	10 000	-	-	-	82 500
V. Transportation equipment	23 500	4 900	2 600	7 000	7 000	3 000	2 400	26 000
VI. Other equipment ...	29 900	17 200	7 250	800	1 800	2 200	7 000	36 250
TOTAL	388 500	265 400	73 600	30 600	19 000	39 300	28 100	456 000

A further summary distinguishing between costs for acquisition and replacement of equipment in all offices is given in table 8-2 at the end of this section.

The increase in the amount of \$67 500 over the 1960 appropriations is distributed as follows between the offices of the United Nations:

	Increase compared with 1960 \$
Headquarters	22 400
Geneva	11 600
Information centres	9 900
ECAFE	1 900
ECLA	21 600
ECA	100
	<u>67 500</u>

The major part of the proposed increase relates to acquisitions:

Year	Acquisition \$	Replacement \$
1961	211 635	244 365
1960	170 500	218 000
Increase	41 135	26 365

The proposals for ECA include only items for acquisition as, naturally, replacement of equipment will start only at a later stage.

Revenue estimated at \$19 000 is anticipated from the sale of equipment to be replaced. The estimates of income provide accordingly.

CHAPTER I

<i>Furniture and fixtures</i>	\$98 750	
1960:	68 600	
1959:	1/	
Year	Acquisition	Replacement
	\$	\$
1961	51 170	47 580
1960	26 800	41 700

Chairs and desks constitute the principal need. The estimates include respective amounts of \$17 500 and \$17 300 for these purposes to provide for new staff and to cover replacement needs.

1/ Prior expenditures for offices away from Headquarters were maintained in a global account which does not afford a breakdown under the different headings.

Most offices also need cabinets, including file and index cabinets, bookcases and tables; the respective amounts included for such needs are \$8 200, \$4 700 and \$6 200.

Other requirements, e.g. shelving, distribution racks, costumers, carpeting and rugs for overseas offices and miscellaneous items, are estimated to cost approximately \$9 850.

The Headquarters estimate covers additionally three specific needs: \$15 000 for furniture for senior officials; \$10 000 for transfer cases for permanent storage; and \$10 000 to construct ten portable booths for simultaneous interpretation for use at conferences overseas. Hitherto, booths were temporarily constructed or rented with recurring cost to the budget as a whole. Owing to priority needs, the contemplated acquisition of the booths in 1960 had to be deferred.

CHAPTER II

<i>Office equipment</i>		\$137 000
	1960:	105 000
	1959:	2/

Year	Acquisition \$	Replacement \$
1961	49 115	87 885
1960	26 500	78 500

As a result of a typewriter survey undertaken in 1959, it was possible to reduce substantially purchases in 1960. The effects of the survey continue to benefit the budget, in that the annual replacement programme is geared to a reduction in the total number of machines used. The principal requirement in this chapter, however, continues to be the acquisition of electric typewriters and the replacement of manual machines. Nearly 50 per cent of the proposed estimate, or approximately \$66 000, is for the purchase of typewriters, the major emphasis being on replacement. Other needs, generally shared in all offices, are for adding machines, calculators and comptometers, for which a total provision of approximately \$28 000 is made. A little more than half of this sum would be spent at Headquarters. A sum of \$6 200 is proposed for dictating equipment mainly for Headquarters and Geneva, and a sum of \$8 500 for addressograph machines in offices other than Headquarters or Geneva.

Other specific needs are: \$10 500 for replacing the accounting machine at Santiago; \$1 500 for air-conditioning equipment at Bangkok; \$7 500 for replacing code machines at Headquarters. Finally, a provision of \$8 800 is made for miscellaneous purchases of equipment in all offices of which about one-half relates to needs at Headquarters.

CHAPTER III

<i>Internal reproduction equipment</i>		\$75 500
	1960:	75 000
	1959:	2/

Year	Acquisition \$	Replacement \$
1961	35 200	40 300
1960	45 000	30 000

An amount of \$13 200 is proposed for mimeograph and duplicating machines, for which there is general

need in all offices. About half of this sum would be spent at Headquarters.

The balance of the estimate relates almost entirely to Headquarters' needs. Under the heading of acquisition, provision is made as follows: \$16 000 for a medium offset press; \$4 500 for additional stations on a gathering machine; and \$3 000 for make-up or similar tables. Relevant provisions under the replacement heading are: \$11 000 for a collator; \$6 600 for two light offset presses; \$6 000 for justwriting equipment; \$2 900 for a varityper; \$2 800 for an addressograph machine; and \$1 300 for drafting tables. The balance of \$8 200 would provide either for acquisition or replacement of miscellaneous equipment required for internal reproduction purposes. The increasing volume of work done internally, with consequential savings on the contractual printing account, necessarily demands a continuing watch on the condition and adequacy of the equipment used. The results of this continuing technical and budgetary review are reflected in the foregoing minimal programme for the acquisition and replacement of internal reproduction equipment in 1961.

CHAPTER IV

<i>Telecommunications equipment</i>		\$82 500
	1960:	86 600
	1959:	3/

Year	Acquisition \$	Replacement \$
1961	57 700	24 800
1960	46 900	39 700

The total requirements for telecommunications equipment are proposed at a level lower than that approved for 1960 despite the provision of \$13 500 for an important acquisition to strengthen the radio transmitter in Geneva from 2 kW to 10 kW. It is further proposed to acquire for Geneva, at a cost of approximately \$8 000, sound recording and transcription machines, the purchase of which had to be postponed on account of other priority requirements in 1960. Replacement needs in Geneva are estimated to cost \$3 600. The balance of the estimate relates as to \$35 700 for equipment required at Headquarters and the information centres for radio, photographic, films and television activities, and as to \$21 700 for general telecommunication needs at Headquarters.

CHAPTER V

<i>Transportation equipment</i>		\$26 000
	1960:	23 500
	1959:	3/

Year	Acquisition \$	Replacement \$
1961	2 400	23 600
1960	4 400	19 100

The programme for 1961 makes provision for the acquisition of one bus-type vehicle for ECA (\$2 400) and for replacement in other offices of equipment which it has become uneconomical to operate. It is proposed to replace an electric lift jack and a tractor with snowplough at Headquarters (\$4 000), one delivery car in Geneva (\$2 600), two sedans and one station-wagon at information centres (\$7 000), one sedan and one

2/ Prior expenditures for offices away from Headquarters were maintained in a global account which does not afford a breakdown under the different headings.

3/ Prior expenditures for offices away from Headquarters were maintained in a global account which does not afford a breakdown under the different headings.

Table 8-2. Permanent equipment: Acquisition and replacement proposals for 1961
(In US dollars)

Chapter	Description	Headquarters		Geneva		Information centres		ECAFE		ECLA		ECA		Total		Total acquisition and replacement
		Acquisition	Replacement	Acquisition	Replacement	Acquisition	Replacement	Acquisition	Replacement	Acquisition	Replacement	Acquisition	Replacement			
I.	Furniture and fixtures.....	24 990	34 710	5 440	11 410	5 600	300	3 200	600	4 540	560	7 400	-	51 170	47 580	98 750
II.	Office equipment.....	10 500	57 500	13 015	6 385	3 000	3 600	1 700	4 200	9 600	16 200	11 300	-	49 115	87 885	137 000
III.	Internal reproduction equipment	29 700	39 400	2 400	-	300	-	-	500	2 800	400	-	-	35 200	40 300	75 500
IV.	Telecommunications equipment.	30 600	16 800	21 500	3 600	5 600	4 400	-	-	-	-	-	-	57 700	24 800	82 500
V.	Transportation equipment.....	-	4 000	-	2 600	-	7 000	-	7 000	-	3 000	2 400	-	2 400	23 600	26 000
VI.	Other equipment.....	1 400	15 800	3 200	4 050	550	250	1 700	100	2 200	-	7 000	-	16 050	20 200	36 250
	TOTAL	97 190	168 210	45 555	28 045	15 050	15 550	6 600	12 400	19 140	20 160	28 100	-	211 635	244 365	456 000
	Estimate for 1961.....	265 400		73 600		30 600		19 000		39 300		28 100				456 000
	Appropriation for 1960.....	243 000		62 000		20 700		17 100		17 700		28 000				388 500
	Increase 1960-1961.....	22 400		11 600		9 900		1 900		21 600		100				67 500

station-wagon for ECAFE (\$7 000), and one sedan for ECLA (\$3 000).

CHAPTER VI

<i>Other equipment</i>		\$36 250	
	1960:	29 900	
	1959:	4/	
	Year	Acquisition	Replacement
		\$	\$
1961		16 050	20 200
1960		20 900	9 000

4/ Prior expenditures for offices away from Headquarters were maintained in a global account which does not afford a breakdown under the different headings.

This chapter covers miscellaneous equipment, including building maintenance equipment, fire, safety, security, and medical as well as library equipment. The largest single item consists of the replacement of the X-ray machine in the Health Clinic (\$12 000). This machine was purchased in 1949 and has become obsolete and uneconomical to service.

The ECA proposals make provision for the completion of the library in the new building. This includes steel shelving, tables, chairs and filing equipment.

In view of the construction of the new library building, no library equipment purchases are proposed for Headquarters during 1961.

Section 9. Maintenance, operation and rental of premises

\$3 244 050 (1960: \$3 027 400 1959: \$3 053 424)

The estimate covers requirements for the maintenance, operation and rental of the buildings at Headquarters (\$2 864 000), Geneva (\$162 500), the information centres (\$83 000), and the Economic Commissions for Asia and the Far East, for Latin America and for Africa (\$134 550).

The most significant part of these estimates relates to contractual services covered by chapter I. These services are provided at Headquarters by outside contractors on the basis of contracts negotiated for a determined number of years. The terms and conditions under which these contracts are awarded are in accordance with the pattern of the particular industry in New York, and generally are subject to limited administrative control. The level and standard of services, however, are determined by the United Nations. The net increase in the provision requested for 1961 over the 1959 expenditures is accounted for solely by the higher costs of the same level of contractual services.

The provision for utilities under chapter II is based on the level of consumption during 1959, due account having been taken of the interim arrangements for the Library. It would seem reasonable to regard the maintenance of the level of consumption in the case of Headquarters, as evidence of the continued effectiveness of automatic controls and of the stricter utility schedules currently applicable. The increase in the estimate can, therefore, be attributed for the most part to rate increases.

The additional provision requested, under chapter III, for other expenses for the maintenance of premises is accounted for in part by the impact of rate and wage adjustments, and in part by the increased space and other servicing and supply needs of certain overseas offices, particularly ECLA and ECA.

The geographical location of offices has itself a bearing on the level of general expenses since a significant amount of the expenditure for which provision is made in this section is subject to the changes in the local wage rates and prices. In order, therefore, to provide a ready basis for assessing the level of services proposed for 1961, an information table (9-1) is included at the end of the section showing a comparison between 1961 estimates for each main item of expenditure at each main office location and the expenditures incurred during the last full year (i.e., 1959) adjusted to take into account subsequent wage and rate

increases. Approved 1960 appropriations are also given, as well as brief indication of the main causes of variations in the 1961 estimates compared with the adjusted 1959 expenditure. It is estimated that, on the basis of known or clearly foreseeable wage and rate increases since January 1960, an additional budgetary provision of not less than \$185 000 will be needed in order to finance in 1961 the authorized 1959 level of services and facilities relating to maintenance, operation and rental of premises.

CHAPTER I

<i>Contractual services</i>	\$1 813 300
	1960: 1 681 200
	1959: 1 715 853

This chapter provides \$1 752 500 for Headquarters and \$60 800 for Geneva. Rate and wage increases that have occurred since 1 January 1960 or which are clearly foreseeable, account for an increase of \$134 700 above the 1959 expenditure level. The Headquarters estimate covers: electrical maintenance (\$273 000); elevator maintenance (\$86 000); operation of elevators (\$257 000); cleaning services (\$862 000); and operation and maintenance of telecommunications equipment for conferences (\$274 500). Provision for the maintenance and operation of telecommunications equipment for public information purposes is included in section 10. The operation and maintenance of all telecommunications equipment will continue to be administered as one activity but the budget charges will be apportioned to two accounts. Since maintenance of the grounds is now being undertaken by United Nations staff, no provision for contractual services for this purpose is needed.

The Geneva estimate covers: maintenance of the main buildings of the Palais (\$37 100); maintenance of the heating plant, air-conditioning plant and elevators (\$10 100); window cleaning and laundry (\$11 800); and parks and gardens (\$1 800).

CHAPTER II

<i>Utilities</i>	\$814 900
	1960: 783 100
	1959: 796 600

This chapter provides \$752 700 for Headquarters and \$62 200 for Geneva. Rate increases, effective

Table 9-1. Maintenance, operation and rental of premises: Summary of estimates by office

	1959		1960		1961		Differences between 1959 (column 2) and 1961 (column 4). Main causes of variations and other remarks
	expenditure 1 \$	adjusted to take account of sub- sequent wage or rate increases 2 \$	appropriation 3 \$	estimate 4 \$			
HEADQUARTERS							
Chapter I. Contractual services . . .	1 659 980	1 794 674	1 622 200	1 752 500	Savings in the main arise from the closure of the Library building and cancellation of the gardening contract		
Chapter II. Utilities	736 873	773 373	718 700	752 700	Savings from closure of the Library building		
Chapter III. Other expenses for main- tenance of premises . .	342 351	346 301	356 300	358 800	Purchase of additional uniforms, and slightly higher level of supplies for plumbing and air-conditioning, grounds maintenance, telecommunications and miscellaneous supplies and services		
TOTAL, Headquarters	<u>2 739 204</u>	<u>2 914 348</u>	<u>2 697 200</u>	<u>2 864 000</u>			
GENEVA							
Chapter I. Contractual services . . .	55 873	55 873	59 000	50 800	Higher maintenance costs for same level of upkeep		
Chapter II. Utilities	59 727	59 727	64 400	62 200	More intensive occupancy of conference rooms increased the consumption of electricity, fuel and water		
Chapter III. Other expenses for main- tenance of premises . .	37 689	37 689	38 500	39 500	Provision for planting of trees and bushes around the new parking lot		
TOTAL, Geneva	<u>153 289</u>	<u>153 289</u>	<u>161 900</u>	<u>162 500</u>			
INFORMATION CENTRES							
Chapter III. Other expenses for main- tenance of premises . .	78 199	80 199	86 600	83 000	Opening of new information centres		
ECAFE							
Chapter III. Other expenses for main- tenance of premises . .	27 992	27 992	29 100	30 300	Higher costs of maintenance and alterations to make the most effective use of existing space		
ECLA							
Chapter III. Other expenses for main- tenance of premises . .	52 885	60 795	50 200	80 450	Additional rental in Santiago to accommodate new staff, with consequential increases in utilities, supplies and contractual services; higher rentals in Mexico and Washington		
ECA							
Chapter III. Other expenses for main- tenance of premises . .	1 855	1 855	3 000	23 800	Rental of temporary space for a limited period in 1961 to accommodate new staff, pending completion of the Africa Hall. The United Nations will assume responsibility for cleaning and guarding the building		
GRAND TOTAL, section 9	<u>3 053 424</u>	<u>3 238 478</u>	<u>3 027 400</u>	<u>3 244 050</u>			

since 1 January 1960, account for an increase of \$36 500 over the 1959 expenditure level.

The Headquarters estimate covers electricity (\$393 500); steam (\$338 000) and gas and water (\$21 200).

The consumption trend at Headquarters is as follows:

	1957	1958	1959
Electricity (million kWh).	28	26	27
Steam (million lb)	288	269	285

The Geneva estimate covers: electricity (\$31 300); fuel oil (\$25 800) and water (\$5 100).

CHAPTER III

<i>Other expenses for maintenance of premises</i>	\$615 850
1960:	563 100
1959:	540 971

A provision of \$358 800 for Headquarters covers: (a) supplies for maintenance of premises including supplies for cleaning, electrical and other maintenance, uniforms, towel and linen service and flags (\$244 000); (b) miscellaneous services, including carpet cleaning, rubbish removal and other maintenance services, (\$54 800); (c) minor alterations to premises (\$15 000); and (d) telecommunication supplies for conferences (\$30 000). The estimate also includes the annual provision of \$15 000 for housing accommodations for the Secretary-General (see table 9-1).

The estimate of \$39 500 for Geneva provides for: (a) supplies for the continued maintenance of the Palais des Nations (\$23 000); (b) telecommunication supplies (\$4 300); and radio installations in the Palais des Nations and at Prangins (\$12 200).

The Headquarters and Geneva provisions are substantially in line with those of the past two years. This is also true of the estimate of \$83 000 for the information centres, where the relevant costs for three new information centres are provided for without significant increase, and of the estimate of \$30 300 for ECAFE.

There is, however, an increase in the estimates for the Economic Commissions for Latin America and for Africa. A provision of \$80 450 is made for ECLA—some \$30 000 above the 1960 appropriation amount.

This is due to higher rentals and the need for additional space to accommodate new staff, pending completion of the building in Santiago, with consequential increases in utilities and contractual services.

For ECA, it will be necessary for a limited period in 1961 to make temporary arrangements to accommodate new staff pending completion of the Africa Hall. When the Commission moves into the Africa Hall, the United Nations will assume responsibility for cleaning and guarding the premises. The estimates amounting to \$23 800 provide accordingly.

Future estimates will make separate provision for rental of premises at the United Nations charge. For most of the offices away from Headquarters, the anticipated expenditures for this particular purpose have featured as an element in the single account covering the totality of expenses for the maintenance of premises.

The current situation regarding space occupied is as follows: the United Nations benefits from rent-free accommodations provided by the Government of Thailand in Bangkok, by the Government of Ethiopia in Addis Ababa, by the Government of Italy for the Information Centre in Rome, by the Government of France for a technical assistance recruiting office in Paris, by the Government of Ghana for the Information Centre in Accra and by the Government of Indonesia for the Information Centre in Djakarta. The Government of Mexico contributes substantially towards the cost of accommodating the ECLA Office in Mexico City.

The total estimate of \$80 450 for ECLA includes an amount of \$53 000 for rental of premises. The total estimate of \$83 000 for the information centres includes an amount of approximately \$60 000 for rental of premises in the following cities: Athen (\$2 400); Belgrade (\$1 080); Bogotá (\$526); Buenos Aires (\$2 747); Cairo (\$1 881); Copenhagen (\$1 812); Karachi (\$3 100); London (\$10 918); Mexico City (\$6 720); Moscow (\$2 600); New Delhi (\$3 276); Prague (\$270); Rangoon (\$500); Rio de Janeiro (\$1 811); Sydney (\$1 466); Teheran (\$1 680); Tokyo (\$7 203); and Washington (\$6 180). Premises in Kabul, Manila and Paris are shared with, or provided by other agencies on a reciprocal or shared-cost basis. The Governments of El Salvador, Peru and Tunisia have undertaken to provide appropriate accommodations for the new centres to be opened at San Salvador, Lima and Tunis.

Section 10. General expenses

\$3 550 600 (1960: \$3 447 930^{1/} 1959: \$3 316 669^{1/})

This section covers the cost of general supplies and services needed to undertake the work programmes of the Organization. It provides \$2 637 400 for Headquarters, \$446 900 for Geneva, \$176 600 for the information centres, \$69 500 for ECAFE, \$150 600 for ECLA and \$69 600 for ECA. The total estimate is \$233 931 above the 1959 expenditure level.

As for section 9, the 1961 estimates for each office have been compared (table 10-1) with the relevant 1959 expenditure figure adjusted to take account of

^{1/} These amounts include \$3 500 for 1960 and \$5 263 for 1959 for *ex gratia* payments and claims for prior years. No specific provision is made for these purposes in 1961. Necessary charges will be made to the appropriate account although any *ex gratia* payment made will continue, as heretofore, to be reported by the Board of Auditors.

rate and wage increases. Such increases as compared with 1959 expenditures account for approximately \$77 200 in the higher estimate. The balance is attributable to the following causes offset by reductions elsewhere.

For Headquarters, there is a provision of \$54 000 for interim arrangements for the Library, an additional provision of \$27 400 for library books and supplies, and increases of \$18 600 for rental of equipment for use in the Machine Records Room and \$16 300 for office and internal reproduction supplies.

At Geneva, additional requirements for communications, rental and maintenance of equipment and internal reproduction supplies account for an increase of \$18 600. The impact of heavy and continuing special

conference activities and of the production of the Official Records in Russian has a direct effect on the requirements.

An increase of \$7 500 in ECAFE, as compared with 1959, is due to the inclusion in the budget of requirements for the Lower Mekong River Basin Development Project.

Higher costs in ECLA of some \$31 300 arise from the need to provide for communications in an amount substantially above the level of prior years. The priority activities of the Latin American Common Market and the Joint ECLA/BTAO development programme, together with an increase in the number of sub-committee meetings and working groups have a direct effect on the requirements in this section. The 1961 meeting of the ECLA in Venezuela must also be provided for. Tabulations (IBM) for statistical purposes, necessitate a higher provision for miscellaneous supplies and services.

For the ECA, the higher cost of some \$29 400 reflects the developing needs of the Commission.

It is planned to confine expenses under this section for the information centres to a level below that of the past two years.

CHAPTER I

Communications \$1 018 800
1960: 950 900
1959: 967 965

This chapter makes provision for cables, telephone, postage, pouches and freight for all offices. The increase over the 1959 expenditure level is mainly on account of increased requirements of offices in the field (\$40 963), Headquarters (\$6 872) and rate increases (\$3 000).

(i) *Telephone and cables* \$655 300
1960: 578 900
1959: 613 959

This estimate provides \$368 000 for Headquarters; \$304 500 for telephones and \$63 500 for cables. The amount for telephones is expected to remain for the third year at the same level to provide for rentals (\$177 000), additional local messages (\$114 000), installations and repairs (\$7 000) and long distance and toll calls (\$6 500).

Additional local messages, in thousands, were 2 298 in 1957, 2 284 in 1958 and 2 349 in 1959.

The Headquarters provision for cables—i.e., telegraph, teletype, cables and wireless, is slightly above the 1959 level: it provides for the rental of the New York-Geneva circuit (\$20 000) and the cost of other communications filed commercially (\$11 500 for the Office of Public Information and \$32 000 for other departments).

The trend of cable traffic (words in millions) is as follows:

	1950	1952	1954	1956	1957	1958	1959
In	1.5	1.4	1.1	2.0	2.6	3.0	2.3
Out	1.8	1.7	1.0	2.2	3.1	3.1	2.6
TOTAL	3.3	3.1	2.1	4.2	5.7	6.1	4.9

For similar purposes, the estimates provide \$51 600 for Geneva. The estimates of \$83 200 for the information centres, \$27 500 for ECAFE, \$95 000 for ECLA, and \$30 000 for ECA include telephone, cable, postage and freight requirements.

(ii) *Postage* \$305 000
1960: 316 500
1959: 299 194

This estimate covers requirements of \$235 000 at Headquarters, and \$70 000 at Geneva. The Headquarters provision covers regular mailing expenses (\$145 000) and the pouch service (\$90 000 — \$59 000 for the Office of Public Information and \$31 000 for other departments). The Geneva provision covers regular mailing (\$56 000) and the pouch service (\$14 000).

The stabilization of the requirements for postage at Headquarters reflects the continued effect of improved routing methods. In 1958, pouch services to 44 cities were in operation, in 1959, to 45 cities, and in 1960, to 51 cities. Dispatch statistics are as follows:

	1957	1958	1959
Pouches	7 307	8 477	6 144
Mail (thousands)	1 107	1 163	1 117

(iii) *Freight* \$58 500
1960: 55 500
1959: 54 812

This item covers freight shipments and related insurance for Headquarters (\$25 500) and Geneva (\$33 000). The over-all freight volume remains at the same level; the increase in the budget is solely on account of price increases.

Shipments from Headquarters were 3 929 in 1957, 4 392 in 1958 and 3 946 in 1959. The number of packages shipped increased from 61 981 in 1957, to 104 438 in 1958, and to 133 820 in 1959. The weight of the shipments was 5 597 thousand pounds in 1957, 7 437 thousand pounds in 1958, and 6 768 thousand pounds in 1959.

CHAPTER II

Rental and maintenance of equipment . . . \$182 200
1960: 159 900
1959: 149 374

The Headquarters estimate of \$118 900 provides for rental of office and related equipment (\$59 400), maintenance of office equipment (\$5 000), maintenance of internal reproduction equipment (\$15 000), maintenance of furniture (\$8 000), contractual maintenance (\$10 000), maintenance of Office of Public Information cameras (\$2 000), operation of transportation equipment (\$7 000), and local transportation, including rental of the car for the President of the General Assembly, taxis and other car rentals (\$12 500).

The estimate for Geneva of \$24 000 provides for maintenance of furniture and office equipment (\$16 500), re-upholstering in conference rooms III and VI and in various offices and halls in the Assembly block (\$4 500), operation of transportation equipment (\$2 700), and local transportation (\$300).

Provision for similar expenses is made in respect of information centres (\$18 800), ECAFE (\$6 000), ECLA (\$8 400) and ECA (\$6 100).

In the total estimate, rate increases amount to \$3 870; the higher estimate is due mainly to increased requirements.

Table 10-1. General expenses: Summary of estimates by office

HEADQUARTERS Chapter	1959		1960		1961 estimate 4	Differences between 1959 (column 2) and 1961 (column 4). Main causes of variations and other remarks
	expenditure 1	expenditure adjusted to take account of sub- sequent wage or rate increases 2	appropriation 3	estimate 4		
	\$	\$	\$	\$	\$	
I. Communications						
(i) Telephone and cables . .	365 030	365 030	357 900	368 000		
(ii) Postage	231 316	231 316	246 500	235 000		There was a greater carry-over of funds in the postal meters at the end of 1958 than 1959. Increases in overseas activities foreseen and authorized for 1960 are also taken into account
(iii) Freight	25 282	25 282	22 500	25 500		
	621 628	621 628	626 900	628 500		
II. Rental and maintenance of equipment	100 322	100 322	107 100	118 900		Increases authorized for 1960 (\$6 700) as well as a further increase for rental of IBM equipment for the Machine Records Unit. This includes the exchange of four machines for new equipment with two to four times greater capacity
III. Public Information supplies and services						Changes in estimates reflect differences in programme emphasis within the over-all policy of budgetary stabilization
(i) Telecommunications . . .	345 652	379 005	356 500	356 500		
(ii) Motion picture and photographic supplies and services	215 243	215 243	231 000	218 300		
(iii) Radio and television supplies and services	476 400	476 400	438 900	438 000		
(iv) Publication supplies and services	111 787	113 787	118 630	129 200		
	1 149 082	1 184 435	1 145 030	1 142 000		
IV. Other supplies and services						
(i) Insurance	55 233	55 233	52 900	50 000		Reduction in cost of public liability insurance premium
(ii) Miscellaneous supplies and services	48 339	48 339	42 100	54 500		Machine card tabulation for the Department of Economic and Social Affairs (\$2 000); news agency services (\$2 000); supplies for the Health Service (\$930); and other miscellaneous increases (\$1 231)
	103 572	103 572	95 000	104 500		
V. Office and internal reproduction supplies	408 661	419 661	400 000	436 000		Internal reproduction supplies (\$21 000), mainly on account of depletion of stocks, offset by a reduction in stationery and office supplies (\$4 661)
VI. Library books and supplies	61 822	65 122	68 000	92 500		Increase aimed at doubling of present rate of acquisition of books

VII. Study and interne programmes	64 787	64 787	83 000	61 000	Makes provision for senior study internships only
VIII. <u>Interim arrangements for the Library</u>	2 509 874	2 559 527	2 639 030	2 637 400	Programme started in 1960—no 1959 provision
TOTAL, Headquarters					
GENEVA					
Chapter					
<u>I. Communications</u>					
(i) Telephone and cables.	47 962	47 962	47 500	51 600	Cables (\$1 893) and telephone (\$1 745)
(ii) Postage.	67 878	67 878	70 000	70 000	Increased volume of pouch services
(iii) Freight	29 530	32 530	33 000	33 000	
	145 370	148 370	150 500	154 600	
II. <u>Rental and maintenance of equipment</u>	20 903	20 903	21 000	24 000	Repair costs to the radio station (\$1 710) and the higher number of machines to service
IV. <u>Other supplies and services</u>					
(i) Insurance	7 497	7 497	9 500	9 500	Increase in accordance with authorized 1960 level
(ii) Miscellaneous supplies and services	36 028	36 028	30 300	33 800	Increase compared with 1960 mainly on account United Nations share in Joint Medical Service administered by WHO
	43 525	43 525	39 800	43 300	
V. <u>Office and internal reproduction supplies</u>	176 780	190 880	191 500	200 000	Official records in Russian (\$6 603) and increased conference activities (\$2 517)
VI. <u>Library books and supplies</u>	24 568	24 568	24 500	25 000	
TOTAL, Geneva	411 146	428 246	427 300	446 900	
INFORMATION CENTRES					
Chapter					
<u>I. Communications</u>					
(i) Telephone and cables.	80 673	80 673	79 000	83 200	Three new centres
II. <u>Rental and maintenance of equipment</u>	17 574	17 574	16 700	18 800	Three new centres
IV. <u>Other supplies and services</u>					
(ii) Miscellaneous supplies and services	49 256	49 256	53 000	39 450	The decrease reflects the policy of placing all salary costs under established posts

Table 10-1. General expenses: Summary of estimates by office (continued)

	1959				1961 estimate	Differences between 1959 (column 2) and 1961 (column 4). Main causes of variations and other remarks
	1959 expenditure	expenditure adjusted to take account of subsequent wage or rate increases	1960 appropriation	1961 estimate		
	1	2	3	4		
	\$	\$	\$	\$		
INFORMATION CENTRES (continued)						
Chapter						
V. <u>Office and internal reproduction supplies</u>	29 640	29 640	36 000	32 000	Three new centres	
VI. <u>Library books and supplies</u>	2 200	2 200	2 500	3 150	Three new centres	
TOTAL, Information centres	179 343	179 343	187 200	176 600		
ECAFE						
Chapter						
I. <u>Communications</u>						
(i) <u>Telephone and cables</u>	29 017	29 017	25 000	27 500	Reflects reduction on freight expenditures which were exceptionally high in 1959 on account of shipment of three jeeps	
II. <u>Rental and maintenance of equipment</u>	5 113	5 113	5 000	6 000	More equipment to be serviced, and increased strain on transportation facilities	
IV. <u>Other supplies and services</u>						
(ii) <u>Miscellaneous supplies and services</u>	4 997	4 997	5 000	13 000	Increased requirements under section 10 for the Lower Mekong River Basin Development Project	
V. <u>Office and internal reproduction supplies</u>	15 852	17 000	17 000	17 000		
VI. <u>Library books and supplies</u>	5 878	5 878	5 000	6 000		
TOTAL, ECAFE	60 857	62 005	57 000	69 500		
ECLA						
Chapter						
I. <u>Communications</u>						
(i) <u>Telephone and cables</u>	70 800	70 800	51 500	95 000	Increased activity in connexion with the Latin American Common Market programme, the joint ECLA/BTAO development programmes and the greater number of sub-committees and working groups. 1961 estimates also cover expenses for the meeting of the Commission.	
II. <u>Rental and maintenance of equipment</u>	3 854	7 724	5 600	8 400		
IV. <u>Other supplies and services</u>						
(ii) <u>Miscellaneous supplies and services</u>	11 283	11 283	10 000	17 000	Mainly IBM tabulations for the Statistical Office	

V. Office and internal reproduction supplies	17 053	21 700	17 300	21 700	
VI. Library books and supplies	7 021	7 771	7 500	8 500	
TOTAL, ECLA	110 011	119 278	91 900	150 600	
ECA					
Chapter					
I. Communications					
(i) Telephone and cables . . .	20 477	20 477	18 000	30 000	Installation of basic telephone equipment (\$4 800), cables (\$1 000), moving expenses (\$2 500), and postage (\$1 223)
II. Rental and maintenance of equipment	1 608	1 608	4 500	6 100	Reflects the increased equipment to be serviced
IV. Other supplies and services					
(i) Insurance	-	-	-	1 000	
(ii) Miscellaneous supplies and services	3 829	3 829	4 500	9 500	Includes a proposal to buy fifty films for the Community Development Clearing House for loan to Governments
V. Office and internal reproduction supplies	5 505	5 505	5 000	8 000	Reflects the increase in activities
VI. Library books and supplies	8 756	8 756	10 000	15 000	Makes provision for the binding of 3 000 volumes in addition to level of purchases authorized for 1960
TOTAL, ECA	40 175	40 175	42 000	69 600	
GRAND TOTAL, section 10	3 311 406	3 388 574	3 444 430	3 550 600	
Adjustment to take into account ex gratia payments and charges from prior years	5 263	5 263	3 500	-	
	3 316 669	3 393 837	3 447 930	3 550 600	

CHAPTER III

Public information supplies and services. \$1 142 000
1960: 1 145 030
1959: 1 149 082

This chapter covers the estimates for motion picture, photographic services, radio and television supplies and services, and publication supplies and services.

On a net basis, the estimate for 1961 provides for \$932 000, as compared with \$937 086 in 1959, taking into account anticipated revenue from television activities amounting to \$210 000 in 1961 and \$247 349 in 1959, as well as rate and wage increases amounting to \$35 353. The estimates under this chapter are further explained in the annex on Public Information Activities.

The breakdown of the estimates is as follows:

(i) *Telecommunications* \$356 500
1960: 356 500
1959: 345 652

This estimate provides for the telecommunications engineers necessary for the implementation of the normal programme of the Office of Public Information (\$260 500), as well as the extra contractual staff (\$66 000) engaged solely for such portions of the programme produced for television outlets and recovered from the requesting services. The income is credited to miscellaneous income. In addition, provision is made for television supplies connected with these programmes (\$30 000).

(ii) *Motion picture supplies and services* \$218 300
1960: 231 000
1959: 215 243

	1959	1960	1961
	\$	\$	\$
Motion picture production	149 988	161 900	145 300
Photographic, laboratory supplies	65 255	69 100	3 000

(iii) *Radio and television supplies and services* \$438 000
1960: 438 900
1959: 476 400

	1959	1960	1961
	\$	\$	\$
<i>Radio</i>			
Programme costs	213 215	212 200	204 250
Lines, transmitters, etc.	77 600	79 700	86 750
Special features	28 340	15 000	15 000

	1959	1960	1961
	\$	\$	\$
<i>Television</i>			
Special service contracts, writers, editors, etc.	51 890	53 000	53 000
Additional supplies	85 810	59 000	59 000
Field projects	19 545	20 000	20 000
TOTAL,			
Radio and Television	<u>476 400</u>	<u>438 900</u>	<u>438 000</u>

(iv) *Publications, supplies and services* \$129 200
1960: 118 630
1959: 111 787

This item covers the production and printing of booklets, pamphlets, leaflets and visual aids in more than fifty-seven languages. Of the total estimate, an

amount of about \$90 000 would be for materials printed locally and distributed through information centres. There are decreases under other operational headings.

CHAPTER IV

Other supplies and services \$227 750
1960: 207 300
1959: 216 462

(i) *Insurance* \$60 500
1960: 62 400
1959: 62 730

This estimate covers the cost of insurance at Headquarters (\$50 000), Geneva (\$9 500) and ECA (\$1 000) for public liability, losses, fire, air travel, automobile liability, property damage, boiler and machine failures. At Headquarters, the main item, public liability (\$20 000), covers the premiums for both general United Nations liability and the liability arising out of the operations of contractors.

(ii) *Miscellaneous supplies and services* \$167 250
1960: 144 900
1959: 153 732

The Headquarters portion of \$54 500 covers the cost of expendable supplies for the Health Service (\$5 500), miscellaneous recruitment costs (\$3 750), contractual costs for production of machine statistics of the Department of Economic and Social Affairs (\$11 000), bank charges (\$15 000), news agency services (\$3 500), and other miscellaneous supplies and services (\$15 750).

The estimate for Geneva of \$33 800 covers the United Nations share in the Joint Medical Service (\$20 000), personnel advertising and expenses (\$6 000), supplies for the Narcotic Drugs Laboratory (\$4 000), news agency services (\$3 800).

For similar expenses, the estimates provide \$39 450 for the information centres, \$13 000 for ECAFE, \$17 000 for ECLA and \$9 500 for the ECA.

CHAPTER V

Office and internal reproduction supplies. \$714 700
1960: 666 800
1959: 653 491

The estimates under this chapter provide as follows, for stationery and office supplies, and for paper, stencils, photostat and microfilm supplies, plates and other supplies used for internal reproduction.

	Stationery and office supplies	Supplies for internal reproduction
	\$	\$
Headquarters	110 000	326 000
Geneva	35 000	165 000
Information Centres	13 000	19 000
ECAFE	7 700	9 300
ECLA	11 700	10 000
ECA	3 500	4 500
TOTAL	180 900	533 800

1960 approved estimates 168 200 498 600
1959 expenses 171 310^{a/} 482 181^{a/}

^{a/} The expenses for offices other than Headquarters are not maintained separately under those two headings; the totals have been distributed in the ratio of the 1961 estimates.

Compared with a total expenditure in 1959 of approximately \$653 500, the 1961 estimate reflects price increases of \$31 000, and increased requirements for internal reproduction supplies estimated to cost \$30 000. For stationery and office supplies, the volume of supplies is at its 1959 level; the increase in the estimate is because of higher prices. For internal reproduction supplies, the increase in the estimate is due to price increases and to an increase in the volume of requirements, mainly at Headquarters and Geneva.

CHAPTER VI

<i>Library books and supplies</i>	\$150 150
1960:	117 500
1959:	110 245

Provision is made in this chapter for books, bindings, subscriptions, etc. and/or contractual library services and supplies as follows:

	\$
Headquarters	92 500
Geneva	25 000
Information centres	3 150
ECAFE	6 000
ECLA	8 500
ECA	15 000
	<u>150 150</u>

The estimate reflects about a 50 per cent increase in the provision for Headquarters and ECA, and slight increases for other offices, as well as price increases amounting to \$4 050. The Headquarters estimates represent the first stage of the programme aimed at an approximate doubling of the present rate of acquisition for library materials as noted in the report of the Secretary-General on the United Nations Library^{2/} which was reviewed by the General Assembly at its fourteenth session. The proposals for ECA provide, in addition to normal requirements, for \$5 000 to cover the cost of binding the initial stock of approximately 3 000 volumes.

^{2/} Official Records of the General Assembly, Fourteenth Session, Annexes, agenda item 72, document A/4231.

It is proposed to keep the amount to be appropriated for the Geneva Library from the Library Endowment Fund at \$17 500 as for 1960. The draft budget resolution submitted with these estimates provides accordingly.

CHAPTER VII

<i>Study and interne programmes</i>	\$61 000
1960:	83 000
1959:	64 787

This estimate makes provision for the implementation of the recommendation of the Expert Committee on Public Information to give highest priority to senior study internships for representatives of non-governmental organizations, educators, editors, and writers. It provides for about twenty-five fellowships for a period of six weeks and, furthermore, for five fellowships for a period of three months. The latter group of fellows will be selected, in co-operation with their respective Governments, for special training with a view to being seconded later for work in the United Nations information centres.

No funds are requested for the students interne programme in 1961 since it is hoped that this programme can continue on the basis that interested universities, colleges or non-governmental organizations will assume the financial responsibility for the individual student. No provision is made in 1961 for a civil servants interne programme.

CHAPTER VIII

<i>Interim arrangements for the Library</i>	\$ 54 000
1960:	114 000
1959:	-

The interim arrangements for the relocation of the Library while the new building is under construction called for estimated expenditures amounting to \$114 000 in 1960 and \$54 000 in 1961.^{3/} The present estimate is submitted on the assumption that the building will be completed and occupied during the course of 1961.

^{3/} Official Records of the General Assembly, Fourteenth Session, Annexes, agenda item 44, documents A/C.5/796 and A/4259.

Section 11. Printing

\$1 173 000 (1960: \$1 171 070^{1/} 1959: \$1 129 918)

This section provides for contractual printing expenses except those for

- The International Court of Justice;
- The Office of the United Nations High Commissioner for Refugees;
- Special meetings and conferences;
- Missions and related activities;
- Booklets, pamphlets and leaflets and similar informational material distributed as a part of the public information programme.

The estimates for the sale of publications, income section 5, refer to the estimated run-on costs^{2/} for

^{1/} Comprises the net total of chapters I to VII, inclusive, less \$70 000 estimated costs for staff and other expenses for internal reproduction at Geneva which are shown for comparable purposes under the appropriate sections of the 1961 estimates.

^{2/} Costs of paper, presswork and binding for additional copies produced for sales purposes.

sales copies of United Nations publications in the amount of \$95 000. The major portion of these costs is provided for in the estimates for this section. Other contractual printing for revenue-producing activities, such as the printing of United Nations postage stamps, is charged against the revenue of those activities.

A 10 per cent increase in the prices for paper is reflected in these estimates, and amounts, in total, to some \$25 000. Contractual printing prices have remained relatively stable except in the case of those at Mexico City where a substantial portion of printing of publications in Spanish is done. An increase of printing costs at Mexico City has added some \$9 000 to the requirements for publications of the Economic Commission for Latin America; nevertheless, those prices remain advantageous.

The gross printing programme detailed in chapters I to VI inclusive is costed on the basis of external printing prices at \$1 503 800, as compared with \$1 491 070 for 1960. As in previous years, a substantial portion of the work provided for in the gross programme will be reproduced by internal printing processes. The value in terms of external costs of the work to be reproduced internally in 1961 is estimated at \$330 800. Thus the net requirements for contractual printing under this section for 1961 is estimated at \$1 173 000, compared with an approved provision of \$1 171 070 for 1960. The increases in paper and printing costs referred to above, and certain other increased requirements specified under the various chapters are offset in part by reduced requirements for certain items, and by continued efforts to obtain more competitive prices.

Orders for printing outside the Headquarters area comprised, in money value, 60 per cent of the total contractual printing expenses in 1959. This figure compares with 65 per cent in 1958 and 52 per cent in 1957. The basic policy of seeking the widest possible distribution of printing contracts, at competitive prices, is maintained.

CHAPTER I

<u>Official Records</u>	\$681 100
1960:	670 700
1959:	627 009 ^{3/}

The estimates for the Official Records of the General Assembly and the Councils, produced under the rules of procedures of those organs, are based on the experience of the past three years, adjusted to eliminate unusual factors and to reflect knowledge of likely coverage of agendas, etc. Similarly, the estimate for the printing of proceedings of conferences (other than those specifically covered under section 2) is based on average requirements. The provision for printing of the backlog of the Official Records is maintained at the approved 1960 amount.

The printing in Arabic of certain documents of the General Assembly and other documents is provided for in accordance with General Assembly resolution 878 (IX) of 4 December 1954, and the printing of documents of the International Law Commission in accordance with General Assembly resolution 987 (X) of 3 December 1955. It will be noted that the printing of the documents of the Commission has been brought up to date.

The Repertory of Practice of United Nations Organs is published pursuant to General Assembly resolutions 796 (VIII) of 27 November 1953, 992 (X) of 21 November 1955 and 1136 (XII) of 14 October 1957. Previous editions have been produced internally and no specific printing provision sought. In order to reflect more fully the gross publications programme, future editions of the Repertory will be included and the French and Spanish versions of the Second Supplement are shown under article (x) below. They will be produced internally and the deduction for internal reproduction (chapter VII) has been increased accordingly.

(i) <u>The General Assembly, commissions and committees</u>	\$417 000
1960:	414 490
1959:	353 964

^{3/} Includes \$243 205 for work done internally.

	Text pages in English	Estimated costs \$
(a) Meeting records in five languages (500 meetings)	4 000	252 000
(b) Annexes in five languages (62 fascicles)	744	56 400
(c) Supplements in five languages		108 600
 (ii) <u>The Security Council, commissions and committees</u>		
		\$40 000
	1960:	45 000
	1959:	19 634
	Text pages in English	Estimated costs \$
(a) Meeting records and supplements in five languages	1 600	40 000
 (iii) <u>The Economic and Social Council, commissions and committees</u>		
		\$78 000
	1960:	69 560
	1959:	64 427
	Text pages in English	Estimated costs \$
(a) Meeting records of two sessions in three languages (56 meetings)	400	18 700
(b) Annexes for two sessions, in three languages (50 fascicles)	456	21 400
(c) Supplements: Reports of commissions in three languages and resolutions in five languages		37 900
 (iv) <u>The Trusteeship Council, commissions and committees</u>		
		\$30 000
	1960:	35 740
	1959:	41 069
	Text pages in English	Estimated costs \$
(a) Meeting records and annexes for two sessions, in two languages, and resolutions in five languages	1 120	30 000
 (v) <u>Official Records, backlog</u>		
		\$50 000
	1960:	50 000
	1959:	93 671
 (vi) <u>Printing in Arabic of certain documents of the General Assembly and other documents</u>		
		\$11 000
	1960:	11 000
	1959:	14 820
 (vii) <u>Proceedings of conferences and agreements and protocols</u>		
		\$18 000
	1960:	18 000
	1959:	12 016
	Text pages in English	Estimated costs \$
(a) Proceedings of conferences		6 000
(b) Agreements and protocols		12 000
 (viii) <u>Documents of the International Law Commission</u>		
		\$23 300
	1960:	23 400
	1959:	22 808
	Text pages in English	Estimated costs \$
(a) Volume II of the records of the twelfth session, in three languages		11 300
(b) Volume I of the records of the thirteenth session, in three languages		12 000

(ix) Library		\$3 000
	1960:	3 510
	1959:	4 600
	Text pages in English	Estimated costs
		\$
Indexes to Proceedings of the General Assembly and the Councils	390	3 000
(x) <u>Repertory of Practice of United Nations Organs</u>		\$10 800
	Text pages in English	
Supplement No. 2, two languages	1 000	

Distribution of Official Records

The current pattern of distribution of the Official Records requires, on the average, the following number of copies:

	English	French	Spanish	Chinese	Russian
<i>General Assembly</i>					
Records of meetings and annexes	2 100	800	425	100	225
Average for previous year	2 200	800	450	100	225
Supplements	2,700	825	475	135	325
Average for previous year	2,825	950	525	135	325
<i>Security Council and Dis- armament Commission</i>					
Records of meetings and supplements	1,725 (bilingual)		300	125	235
Average for previous year	1,775 (bilingual)		300	125	225
<i>Economic and Social Council</i>					
Records of meetings and annexes	2,025	775	425	-	-
Average for previous year	2,100	800	425	-	-
Supplements	2,750	1,025	525	175 ^{a/}	375 ^{a/}
Average for previous year	2,975	1,100	600	225 ^{a/}	350 ^{a/}
<i>Trusteeship Council</i>					
Records of meetings and annexes	2,200	825	-	-	-
Average for previous year	2,200	825	-	-	-
Supplements	2,100	750	400 ^{a/}	125 ^{a/}	275 ^{a/}
Average for previous year	2,200	775	525 ^{a/}	150 ^{a/}	350 ^{a/}

^{a/} Resolutions only.

CHAPTER II

<i>Recurrent publications</i>	\$562 750
	1960: 572 550
	1959: 516 585 ^{4/}

The estimates provide for the maintenance of the programme of recurrent publications and take into account the increased costs for printing in the case of

^{4/} Figures for 1959 and 1960 each include \$1 900 for the Department of Political and Security Council Affairs; the figure for 1959 also includes \$12 570 for work done internally.

ECLA publications and for paper referred to in general terms in the introduction to the section.

Changes being made during 1960 in the presentation of the Status of Multilateral Conventions are expected to reduce the annual requirements for that publication for 1961 and later years. All of the material which was registered by the end of 1958 for inclusion in the Treaty Series was published in that series during 1959. Thus, the goal of reducing the interval between registration and publication of the material to not more than one year has been achieved.

In the programme for the Department of Economic and Social Affairs, provision has been made for printing a quarterly publication, Current Economic Indicators, pursuant to action of the Economic and Social Council at its twenty-eighth (July 1959) session. This action was reported to the General Assembly in revised estimates for 1960 (A/C.5/777).

The approved estimate for 1960 for the Department of Trusteeship and Information from Non-Self-Governing Territories included \$26 000 for the report on the progress achieved in the Non-Self-Governing Territories. No similar provision is required for 1961.

(i) <i>Office of Legal Affairs</i>	\$126 220
	1960: 133 450
	1959: 135 777

	Text pages in original language	Estimated costs \$
(a) Treaty Series, 34 volumes, multi- lingual	11 900	110 000
(b) Cumulative Index to Treaty Series No. III, Vols. 201-300, French . . .	360	3 200
(c) Interim Index to Treaty Series (Vols. 301 to 350), English	200	620
(d) Legislative Series: Legislative Texts and Treaty Provisions on Privileges and Immunities of the Specialized Agencies and other In- ter-Governmental Organizations, Vol. II, bilingual	400	3 500
(e) International Arbitral Awards, Vol. XI, bilingual	560	5 700
(f) Supplement to Status of Multilateral Conventions, two languages	250	3 200

(ii) <i>Department of Economic and Social Affairs</i>	\$301 250
	1960: 286 140
	1959: 258 856

	Text pages in original language	Estimated costs \$
(a) Monthly Bulletin of Statistics, 12 issues, bilingual	2 600	66 200
(b) Statistical Yearbook 1961, bilingual	670	37 700
(c) Demographic Yearbook 1961, bi- lingual	750	35 900
(d) Yearbook of International Trade Statistics 1960, Vol. I, English . . .	700	26 600
(e) Yearbook of National Accounts Sta- tistics, Vol. IV, bilingual	300	10 000
(f) Bulletin on Narcotics: four issues and index, two languages	202	5 800
(g) Summary of Annual Narcotics Re- ports, Parts I and II, three lan- guages	70	3 000

	Text pages in original language	Estimated costs \$
(h) Cumulative Index of Narcotics Laws, three languages.	92	2 700
(i) Yearbook on Human Rights: 1958 (French)	365	4 000
1959 (English)	330	4 000
(j) World Economic Survey 1960, three languages	320	15 600
(k) Economic Developments in the Middle East, 1959-1960, three languages	112	2 850
(l) Annual Survey of Primary Commodity Markets 1960, three languages	200	6 350
(m) World Cartography, Vol. VII, two languages	80	2 600
(n) Annual Report on the Map of the World on the Millionth Scale, bilingual	40	1 100
(o) Bulletin on Industrialization and Productivity, Nos. 5 and 6, three languages	160	14 100
(p) International Tax Agreements, Vol. VIII, Supplement No. 1 and Vol. IX, Supplements 1-4, three languages	400	17 100
(q) Population Bulletin No. 7, four languages	136	7 150
(r) International Social Service Review, Nos. 9 and 10, three languages	200	11 400
(s) Housing, Building and Planning, Nos. 16 and 17, three languages	200	9 000
(t) International Review of Criminal Policy, Nos. 17 and 18, trilingual	240	4 600
(u) Current Economic Indicators, four issues, bilingual	256	13 500
 (iii) Department of Trusteeship and Information from Non-Self-Governing Territories.		\$ 9 300
1960:		32 050
1959:		22 723
	Text pages in original language	Estimated costs \$
(a) Special Study on Social Conditions in Non-Self-Governing Territories, three languages	200	6 600
(b) Cumulative Index to Report on Progress of Non-Self-Governing Territories under the Charter, Vols. I to V, three languages	56	2 700
 (iv) United Nations Office at Geneva (excluding Economic Commission for Europe)		\$8 800
1960:		8 800
1959:		9 898
	Text pages in original language	Estimated costs \$
(a) Monthly list of books catalogued (Library) twelve issues, bilingual	540	4 650
(b) Monthly list of selected articles (Library) twelve issues	220	4 150

	Text pages in original language	Estimated cost \$
(v) Economic Commission for Europe.		\$60 000
1960:		58 100
1959:		47 649
	Text pages in original language	Estimated cost \$
(a) Economic Survey of Europe, 1960, three languages	350	21 900
Headquarters offset edition		2 900
(b) Economic Bulletin for Europe, three issues, three languages	280	16 800
(c) Quarterly Bulletin of Coal Statistics, bilingual	384	3 200
(d) Quarterly Bulletin of Steel Statistics, trilingual	500	6 000
(e) Quarterly Bulletin of Timber Statistics, bilingual	320	4 100
(f) Annual Bulletin of Transport Statistics, bilingual	105	2 400
(g) Annual Bulletin of Housing and Building Statistics, bilingual	56	1 100
(h) Annual Bulletin of Electric Energy Statistics for Europe, bilingual	79	1 600
 (vi) Economic Commission for Asia and the Far East		\$26 500
1960:		24 850
1959:		19 955
	Text pages in original language	Estimated costs \$
(a) Economic Bulletin for Asia and the Far East, Vol. XII, English, three issues	250	4 850
(b) Economic Survey of Asia and the Far East, 1960, two languages	200	6 500
Headquarters offset edition		2 700
(c) Mining Developments in Asia and the Far East, 1959 (Mineral Resources Development Series, No. 15).	100	1 200
(d) Flood Control Series No. 17: Earth Moving by Manual Labour and Machines	150	1 850
(e) Flood Control Series No. 18: Country Surveys	260	3 200
(f) Flood Control Series No. 19: Proceedings of Fourth Regional Technical Conference on Water Resources Development	520	6 200
 (vii) Economic Commission for Latin America.		\$22 280
1960:		19 260
1959:		13 606
	Text pages in original language	Estimated costs \$
(a) Economic Bulletin for Latin America, two regular issues, two languages	192	8 830
Special mid-year statistical issue, bilingual	48	1 770
(b) Economic Survey of Latin America, 1960, two languages	265	11 680
 (viii) Economic Commission for Africa.		\$8 400
1960:		8 000
1959:		6 221

	Text pages in original language	Estimated cost \$
(a) Economic Bulletin for Africa, two issues, two languages	128	5 000
(b) Statistical Handbook for Africa, two languages	80	3 400

CHAPTER III

<i>Studies and reports.</i>	\$141 300
1960:	135 000
1959:	112 742 ^{5/}

This chapter provides for the printing of certain studies and reports prepared under work programmes authorized by the competent organs. The specific items to be printed are not specified, since changes in those work programmes have a consequential effect on the publications programme. On the basis of current information, increased requirements for ECAFE are anticipated; a corresponding adjustment has been made in the provision for the Department of Economic and Social Affairs. The estimate for ECLA reflects increased printing costs.

	1961 estimates \$	1960 approved estimates \$	1959 expenses \$
(i) Department of Economic and Social Affairs . .	65 000	72 000	60 567
(ii) Economic Commission for Europe	8 000	8 000	11 862
(iii) Economic Commission for Asia and the Far East	15 000	8 000	6 753
(iv) Economic Commission for Latin America	41 300	35 000	33 620
(v) Economic Commission for Africa	12 000	12 000	-
	141 300	135 000	112 742

CHAPTER IV

<i>Office of Public Information</i>	\$82 000
1960:	81 370
1959:	95 471

The estimate provides for periodicals and books of the Office of Public Information. Provision for printing of booklets, pamphlets, leaflets and similar informational material is made under public information supplies and services in section 10.

The United Nations Review, Revista and Revue are maintained as monthly publications. The Review will continue to be produced at Headquarters, the Revue at Paris; under arrangements made in early 1960, the editing of the Revista has been transferred from Headquarters to Mexico City. The estimate also provides for the purchase of copies for official distribution of the United Nations Yearbook and a 1961 edition of Everyman's United Nations.

^{5/} Includes \$820 for work done internally.

A. HEADQUARTERS

	Estimated costs \$
(i) Periodicals	
United Nations Review, monthly, English, average 64 pages, 22 000 copies per issue (twelve issued)	55 000
Index to United Nations Review	2 000
(ii) Books	
(a) United Nations Yearbook, copies for official distribution	2 050
(b) Everyman's United Nations, 1961, English edition, copies for official distribution . .	3 000
TOTAL, Headquarters	62 050

B. OTHER THAN HEADQUARTERS

	Estimated costs \$
Periodicals	
(a) La Revista de las Naciones Unidas, monthly, Spanish, average 64 pages, 3 200 copies per issue (twelve issues)	11 000
(b) La Revue des Nations Unies, monthly, French, average 100 pages, 3 000 copies per issue (twelve issues)	9 000
Index to La Revue	150
TOTAL, other than Headquarters	20 150
TOTAL A and B	82 200

CHAPTER V

<i>Permanent Central Opium Board and Drug Supervisory Body</i>	\$11 450	
1960:	11 450	
1960:	10 113	
		Estimated costs \$
(i) Report to the Economic and Social Council on the work of the Board in 1961, three languages	90	3 900
(ii) Addendum to the report on the work of the Board in 1960, three languages	60	1 900
(iii) Estimated World Requirements of Narcotic Drugs in 1962, three languages	72	2 500
(iv) Supplements to (iii) above, 1960-1961 statements, three languages.	80	2 100
(v) Questionnaire to be sent to Governments, four languages.	38	1 050

CHAPTER VI

<i>Other contractual printing.</i>	\$25 000
1960:	20 000
1959:	24 593

The estimates for other contractual printing are based on experience and reflect increasing requirements for forms and similar office needs.

	Estimated costs \$
(i) Offices of the Secretary-General	1 000
(a) Invitation cards, etc.	700
(b) Briefs in litigation	300
(ii) Office of Conference Services	2 500
(outside expenditures in connection with internal reproduction of publications)	

	Estimated costs \$
(iii) General services.	15 730
(Laissez-passers, forms, seals, labels, charts, etc.)	
(iv) United Nations Office at Geneva.	5 770
(a) Bibliographical cards for lib- rary 2 200	
(b) Brochure for library 70	
(c) Forms, etc. 3 500	

CHAPTER VII

<i>Deduction for internal reproduction. . .</i>	(\$330 800)
1960: (250 000)	
1959: (256 695)	

As a consequence of including provision in the gross programme for the Repertory of Practice of United Nations Organs (see chapter I), the anticipated value of work included in chapters I to VI which will be produced internally in 1961 is increased by \$10 800.

Aside from the Repertory, the deduction is maintained at the 1960 level. It assumes production by internal processes at Headquarters of items valued in the gross programme of \$210 000, and at Geneva, of items valued at \$110 000. The amount of the 1960 deduction is not comparable with the 1961 figure in that costs of staff and other expenses for the establishment of the programme of internal reproduction of Official Records at Geneva were offset against the savings in printing expenses anticipated from that arrangement. For 1961, the provisions for these expenses have been included in the relevant sections; they are estimated at \$53 000, so that the net anticipated saving from the operation is \$57 000. The net saving for 1960 was estimated at \$40 000; the increased saving for 1961 reflects the fact that major equipment purchases for the operation have now been completed.

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Information is given below on publications and analogous items reproduced internally and not reflected in the programme set out above. As previously indicated, the allocation of reproduction capacity to these publications depends on the relationship of the type of material to be printed and the timing of its submission to the availability of capacity in the various processes required, and is limited on a "quota" system based on

1955 production of similar items. The listing given below indicates the allocation of capacity during 1959 in terms of cost of external printing, by the same processes, of the work done. The listing is not exhaustive but describes the types of items in this category:

Description of items	Value in terms of external printing costs of work done during 1959 \$
<u>Economic and Social Affairs.</u>	99 800
(i) Economic publications (\$1 800)	
(ii) Social publications (\$1 400)	
Summaries of Bulletin on Narcotic Drugs	
(iii) Statistical publications (\$37 500)	
(a) Periodicals (\$28 800)	
Population and Vital Statistics Re- ports	
Statistical Notes	
Commodity Trade Statistics	
Direction of International Trade	
(b) Other (\$8 700)	
Report of Regional Census Training Centre for Latin America	
Statistical series for use of Less Developed Countries	
Customs Areas of the World	
International Standards in Distribu- tion Statistics	
(iv) Technical Assistance items (\$59 100)	
Experts' reports	
Reports of seminars on Human Rights Toward the Economic Development of Viet-Nam	
Water and Power Development in East Pakistan	
<u>Legal Affairs.</u>	4 100
Treaty statements	
<u>Headquarters Library.</u>	12 100
United Nations Documents Index	
New publications in Headquarters Library	
List of selected articles	
<u>Public Information.</u>	30 100
Fact Series	
Reprints	
NGO Newsletters	
Miscellaneous pamphlets and leaflets	
<u>Repertory of Practice of United Nations Organs</u>	4 200
<u>UNICEF.</u>	15 600
"News of the World's Children"	
Material for fund-raising	
Leaflets and brochures	
<u>World Refugee Year.</u>	6 200
Newsletter	
Information series	

Part IV

SPECIAL EXPENSES

Section 12. Special expenses
\$154 000

(1960: \$185 000^{1/} 1959: \$96 290^{1/})

This section provides (a) for expenses related to the United Nations Memorial Cemetery in Korea, (b) pro memoria, for a grant to the United Nations International School, and (c) for the establishment of a Cancer Research Fund.

CHAPTER I

<i>United Nations Memorial Cemetery in Korea</i>	\$54 000
1960:	55 000
1959:	3 923

The Secretary-General, under General Assembly resolution 977 (X), concluded an agreement, effective 11 December 1959, with the Republic of Korea by which the United Nations undertook to maintain permanently the Memorial Cemetery on the land at Tanggok, near Pusan, that the Government granted to the Organization in perpetuity. The Principal Secretary and the Administrative Officer of the United Nations Commission for the Unification and Rehabilitation of Korea have been appointed as United Nations Custodian and Assistant Custodian, respectively, of the Cemetery, although their subsistence and travel will continue to be charged to the Commission.

The maintenance of the Cemetery was not taken over from the United States Army under the United Nations Command in Korea until 31 March 1960, and consequently the following estimates have been prepared prior to any actual experience in the administration of this activity.

	1960 appropriation \$	1961 estimates \$
Salaries of local interpreters/drivers/mechanics	-	5 000
Subsistence and travel of Field Service staff	8 400	5 000
Maintenance of buildings	-	7 000
Contractual maintenance of the Cemetery	38 600	29 000
Maintenance/rental of vehicles	-	4 000
Communications and freight	-	1 000
Purchase of equipment	8 000	3 000
	<u>55 000</u>	<u>54 000</u>

The Cemetery will be staffed by three Field Service officers assisted by five local employees in the capacity

^{1/} 1960 and 1959 figures include \$30 000 and \$59 667, respectively, for the World Refugee Year.

of drivers, interpreters and mechanics. An agreement has been made with a local contractor to provide maintenance, security and custodial services at the Cemetery.

The maintenance of buildings account provides for the utilities at the Cemetery and for maintenance and utilities of housing in the Hileah Compound offered without other charge to the Field Service staff by the United States Army, which also provides trucks on a reimbursable basis. Two jeep station-wagons required are the property of the United Nations. The equipment account provides for the purchase of a generator and miscellaneous items.

CHAPTER II

<i>Grant to the United Nations International School Fund</i>	pro memoria
	1960: \$100 000
	1959: 32 700

By its resolution 1439 (XIV) of 5 December 1959, the General Assembly, inter alia, invited the Board of Trustees of the United Nations International School to establish an International School Fund, and decided to contribute to the Fund for a period of five years such continuing financial assistance as it, the Assembly, might consider necessary. By the same resolution, the Secretary-General was requested to present to the Assembly at its fifteenth session certain reports, including his recommendations, together with the comments of the Advisory Committee on Administrative and Budgetary Questions on future contributions to the Fund, and on the means of financing such contributions.

Pending the submission of the recommendations requested, and their consideration by the General Assembly at its forthcoming session, provision is included pro memoria for a grant in 1961 to the International School Fund.

CHAPTER III

<i>International encouragement of scientific research into the control of cancerous diseases</i>	\$100 000
	1960: -
	1959: -

Provision is made for the establishment of a Cancer Research Fund to implement the purposes of General Assembly resolution 1398 (XIV) of 20 November 1959. A separate report on this matter will be submitted.

Part V

TECHNICAL PROGRAMMES

The amounts included in this part of the estimates, comprising sections 13 to 17 inclusive, are devoted wholly to technical assistance operations. They represent only a part of a larger total in that they will be supplemented by other funds made available to the United Nations from the Special Account for the Expanded Programme and from the United Nations Special Fund. Amounts necessary to cover the direct administrative and operational costs of projects are provided in other relevant sections of these estimates in the

amount of \$1 608 800. In respect of these costs, subventions based on the total level of the approved programmes are received from the Special Account for the Expanded Programme.

In 1959, the latest year for which expenditure figures are available, obligations incurred on direct project costs (excluding Special Fund projects, none of which had then reached the stage of implementation) were as follows:

	Regular budget \$	Special account \$	Trust funds \$	Total \$
Economic development	480 000	5 127 202	283 985	5 891 187
Social activities	925 000	825 730	166 605	1 917 335
Human Rights	79 226	-	-	79 226
Public administration:				
Advisory services, training and research	300 000	1 094 743	60 678	1 455 421
Operational and Executive Person- nel (OPEX)	75 366	-	-	75 366
	<u>1 859 592</u>	<u>7 047 675</u>	<u>511 268</u>	<u>9 418 535</u>

It is expected that, for 1961, funds at approximately the same level as in 1959 and 1960 will be made available to the United Nations from the Special Account through an allocation to be approved by the General Assembly at its fifteenth session. As an indication, it may be noted that the total financial authorizations received under the Expanded Programme for 1959 came to \$7 201 864; this amount included earmarkings in respect of category I 1959 projects, 1959 reallocations to cover 1958 year-end procurement commitments, 1959 contingency authorizations from the Working Capital and Reserve Fund and provisional 1959 earmarkings for local costs.

Regular budget appropriations for 1959 totalled \$2 005 000. In 1960, increased amounts were appropriated for social activities and Operational and Executive Personnel and provision was made for a new programme in the field of narcotic drugs control, bringing the total regular budget appropriations to \$2 430 000. For 1961, a provision of \$75 000 rather than \$50 000 is requested for technical assistance in the field of narcotic drugs, bringing the total presently requested in these estimates to \$2 455 000.

Towards administrative and operational services costs, the income estimates provide for a subvention of \$937 000 from the Expanded Programme. This anticipated income figure is lower than the corresponding amount of \$1 100 000 for 1960 as a result of the application of the formula laid down in Economic and Social Council resolution 737 (XXVIII), which is being generally applied by all participating organizations.

The United Nations is now receiving monies from the Special Fund in respect of those projects of the Fund for which it is the executing agency. At the present time, the United Nations has been assigned a total of seven projects, extending from one to five

years and involving anticipated field expenditures of \$5 599 000 during the life of the projects. It is expected that, at its sessions in May and December 1960, the Governing Council of the Special Fund will approve further projects for execution through the United Nations. In connexion with each of its projects, the Special Fund makes available a partial subsidy towards the administrative and operational services costs likely to arise in the course of negotiating an actual plan of operations with the Government or Governments concerned and in subsequent administration. In respect of the seven approved projects, an overhead component totalling \$268 000 has been approved, of which some \$100 000 is available to the United Nations for the period 1959-1960. The Special Fund subsidy is being administered centrally and will provide for the temporary employment of engineering and other technical staff, travel necessary in connexion with the negotiation and technical supervision of projects, and, in due course, for possible ancillary staff in the administrative and financial services.

Beginning in 1959, the Secretary-General supplied to the Technical Assistance Committee for review and approval and simultaneously made available to the General Assembly a plan of expenditure (E/TAC/95) showing the probable use in 1959 and in 1960 of the funds appropriated under the regular budget for project purposes in response to requests from Governments. Because of the country programming cycle, such a report cannot be prepared until the latter part of a programming year, and the Secretary-General's second report, showing probable use of funds in 1960 and 1961, will be available for submission to the autumn meeting of TAC and for the information of Member Governments at the fifteenth regular session of the General Assembly.

In 1959, 864 experts and 1,082 fellowships were provided from regular budget and Special Account funds in the following fields of study:

	Experts	Fellowships
Economic surveys.....	89	59
Industrial development and productivity	103	180
Natural resources development and power.....	119	89
Trade promotion and marketing.....	7	42
Public finance.....	11	20
Financial institutions.....	11	9
Statistics.....	53	59
Transport and communications.....	55	133
Telecommunications.....	28	32
Meteorology.....	39	22
Social development activities.....	201	222
Public administration.....	122	145
Human Rights.....	23	60
Narcotics.....	2	9
Other.....	1	-
	<u>864</u>	<u>1,082</u>

These figures include experts and participants in regional activities, such as seminars, study tours, working groups and training centres.

As to the level of appropriation sought for economic development, it will be apparent that this sum constitutes a supplement towards much larger amounts to be received from the Expanded Programme and the Special Fund. The existence of a provision in the regular United Nations budget enables the Secretary-General to take action on new and urgent needs which cannot be met from the Expanded Programme and to undertake essential longer-term commitments. Budgetary and extra-budgetary funds combined continue to be insufficient in relation to governmental requests and, for this reason, Governments are re-

quired to indicate priorities in the submission of their requests.

In the social development area, the regular budget appropriations comprise the larger part of the funds available. This will continue to be the case in 1961 because Expanded Programme funds are limited in relation to needs and the emphasis in their allocation is upon economic development.

With effect for the experimental period 1961-1962, biennial programming as called for under the terms of Economic and Social Council resolution 735 (XXVIII) is being applied to all United Nations projects financed from Expanded Programme funds as well as to projects financed from regular budget funds. This is in keeping with the policy of applying identical procedures to Expanded Programme and to regular budget projects to the maximum extent possible. While programming will thus be on a two-year basis, the implementation of programmes in each year continues to be contingent upon annual appropriations in the case of projects financed from the budget and upon annual earmarkings of funds in the case of Expanded Programme projects. Inasmuch as the larger amounts are received from the Expanded Programme and the budgetary provisions are supplementary, the annual budgetary appropriations would be used in full so that any balance remaining after liquidating outstanding obligations will remain available for reprogramming in the case of economic development (section 13), social activities (section 14), and public administration advisory services, training and research (chapter I of section 16).

The appropriations requested below will be used as appropriate, to provide for experts, a small amount of supporting equipment, fellowships, seminars and study tours, support to training institutions, and technical materials.

Section 13. Economic development

\$480 000

(1960: \$480 000 1959: \$480 000)

The same amount as in previous years is presently requested under this section for continuing the operational programme in the field of economic development contemplated in General Assembly resolutions 200 (III) of 4 December 1948 and 304 (IV) of 16 November 1949.

Assistance was provided during 1959 to some forty-eight countries in the following fields: economic surveys, industrial development and productivity; natural resources development and power; public finance and financial institutions; statistics; trade promotion and marketing; and transport and communications. The

number of experts employed as advisers to Governments was fifty-one, and the number of fellowships was 122. Regional projects in the field of exchange and training included: highway study groups (Asia and the Far East); Roads Study Tour (Europe); preparatory meeting for a seminar on electric power (Latin America); seminar on national accounts (Latin America); Natural Resources Development Survey (Latin America); seminar on utilization of population census (Latin America); survey on Pulp and Paper Resources (ECLA/FAO/UN); and Economic Development Training Centre at Santiago de Chile.

Section 14. Social activities

\$1 200 000

(1960: \$1 200 000 1959: \$925 000)

A sum of \$1 200 000 is requested for continuing the operational programme in the field of advisory social welfare services, as contemplated in General Assembly resolution 418 (V) of 1 December 1950. The amount is the same as was approved for 1960.

Assistance was provided during 1959 to some fifty-nine countries in the following fields: general social development; demographic services; housing and town planning and building; community development; social defence; family and child care; medical social ser-

vices; social welfare organization; training in social services. The number of experts sent as advisers was 136 and the number of fellowships awarded, 130. The chief exchange and training activities were: community development study tours (Africa); community development workshops (Africa); European social welfare exchange programme; European community development training programme; seminar on role of health and social workers in meeting family needs (UN/WHO); Demographic Research and Training Centre (Latin America); Central American Integration Programme

in Housing, Physical Planning and Building; community development study tours (Latin America); community development training (in conjunction with the Regional Fundamental Education Centre, Latin America, at Patzcuaro, Mexico); seminar on social welfare organi-

zation and administration (Asia and the Far East); Population and Demographic Research and Training Centre (Asia and the Far East); and seminar on planning and administration of community development (Asia and the Far East).

Section 15. Human rights activities

\$100 000

(1960: \$100 000 1959: \$79 226)

A sum of \$100 000 is requested for the continuation in 1961, at the level approved for 1960, of a programme of advisory services in the field of human rights contemplated in General Assembly resolution 926 (X) of 14 December 1955.

The amount will cover three regional seminars and a limited number of experts and fellowships. The following regional seminars are planned for 1961: (1) a seminar on some aspects of the protection of human rights in criminal procedure, to be held in New Zealand; (2) a seminar on the status of women in family law, to be held in Romania; and (3) a seminar on amparo, habeas corpus and similar remedies of judicial protection against the violation of human rights, to be held in Mexico.

The 1959 appropriation was used for the following regional seminars: a seminar on judicial and other

remedies against illegal exercise or abuse of authority, held in Ceylon; a seminar on the same subject, held in Argentina and a seminar on the participation of women in public life, held in Colombia. Some preparatory work for the 1960 programme of three regional seminars was also undertaken.

The 1960 appropriation is being used for: (1) a seminar in Tokyo on the role of substantive criminal law in the protection of human rights, and the purposes and legitimate limits of penal sanctions; (2) a seminar in Austria on the protection of human rights in criminal procedure; and (3) a seminar in Ethiopia on the participation of women in public life. In addition, an expert-consultant was provided to Costa Rica for advising the Government on electoral laws and procedures.

Section 16. Public administration

\$600 000

(1960: \$600 000 1959: \$375 366)

CHAPTER I

Training and research \$300 000

A sum of \$300 000 is requested as an appropriation towards the continuing programme of advisory services, training and research in the field of public administration (General Assembly resolutions 518 (VI) of 12 January 1952, 723 (VIII) of 23 October 1953, and 1024 (XI) of 21 December 1956).

The 1959 appropriation was utilized for the provision of expert and consultative assistance, fellowships and associated training activities in nine countries. Regional training activities consisted of four seminars and workshops in the fields of budget and public enterprises, as well as the continued provision of aid to schools of public administration in Central America and Libya. Additionally, the funds were used for the employment of senior consultants for direct research at Headquarters, for the making of grants or other

co-operative arrangements with various international professional institutions, and for the preparation of technical publications and reference services in the interest of widespread dissemination of technical information. A continuation of this range of activities is foreseen for future years.

CHAPTER II

Operational, executive and administrative personnel \$300 000

In accordance with General Assembly resolution 1385 (XIV) of 20 November 1959, the Economic and Social Council at its thirtieth session is to review in detail the progress and results of this experimental programme. The Secretary-General will submit to the General Assembly at its fifteenth session a report on this subject. Pending such a review, the budgetary provision is retained at the level approved for 1960.

Section 17. Narcotic drugs control

\$75 000

(1960: \$50 000 1959: \$ -)

A sum of \$75 000 is requested as an appropriation during 1961 towards the continuing programme of technical assistance in narcotic control under General Assembly resolution 1395 (XIV) of 20 November 1959.

While planning for 1961 must necessarily be tentative, there are sufficient indications from present developments and inquiries from Governments upon which to base the broad lines of the 1961 programme. The programme as envisaged would utilize the appropriation for the purposes and in the approximate amounts shown below: regional consultative groups on the coca leaf and cocaine policy in South America

(\$15 000), opium policy and illicit traffic in South East Asia (\$15 000), and illicit traffic in the Middle East (\$15 000); provision of individual experts (\$13 000) and of fellowships (\$12 000); provision of some supporting laboratory equipment and of informational material (\$3 000); and some minor assistance to Governments calling regional meetings (\$2 000).

The present 1960 programme provides for one regional project in South East Asia (approximately \$15 000); one or two individual experts (up to \$18 800); four to six fellowships (up to \$15 000); and miscellaneous assistance (\$1 200).

Part VI

SPECIAL MISSIONS AND RELATED ACTIVITIES

Section 18. Special missions

\$2 605 000 (1960: \$2 468 300^{1/} 1959: \$3 053 265^{2/})

This section provides for the United Nations special missions for which estimates are necessarily subject to revision in the light of future developments. Chapters I to IX show in detail the estimates for each mission for which totals only are given in the following summary table.

Chapter	Mission	Abbreviation	1959 expenses \$	1960 appropriation. \$	1961 estimates \$
I	United Nations Truce Supervision Organization in Palestine.....	UNTSO	1 532 871	1 438 000	1 550 000
II	United Nations Military Observer Group in India and Pakistan	UNMOGIP	435 039	431 500	430 000
III	United Nations Commission for the Unification and Rehabilitation of Korea	UNCURK	153 156	148 500	162 000
IV	Plebiscites for the Trust Territory of the Cameroons under United Kingdom administration . .	PLEBCAM	87 422	106 700	126 000
V	Expenses arising from General Assembly resolution 1237 (ES-III)	G.A. res. 1237 (ES-III)	213 852	-	53 000
VI	Plebiscite for Trust Territory of Western Samoa under New Zealand administration	PLEBSAM	-	-	74 000
VII	United Nations Conciliation Commission for Palestine	UNCCP	37 565	57 000	62 000
VIII	United Nations Representative for India and Pakistan.	UNRIP	32 262	32 400	33 000
IX	Replacement of staff assigned to field missions		<u>155 041</u>	<u>101 500</u>	<u>115 000</u>
	Sub-total		2 647 208	2 315 600	2 605 000
	1959-1960 missions not provided for in 1961.		<u>406 057^{a/}</u>	<u>152 700^{b/}</u>	<u>-</u>
			<u>3 053 265</u>	<u>2 468 300</u>	<u>2 605 000</u>

^{a/} Includes \$127 286 for the United Nations Advisory Council for Somaliland under Italian Administration, \$120 778 for the residual expenses of the United Nations Observation Group in Lebanon, \$85 271 for the Security Council sub-committee under resolution S/4236 of 7 September 1959, \$38 836 for the Special Representative of the Secretary-General in Guinea, \$18 386 for the United Nations Representative on the Question of Hungary, \$9 242 for the United Nations

Good Offices Mission to Cambodia and Thailand, and \$6 258 for the Good Offices Committee on South West Africa; excludes \$3 923 for the United Nations Memorial Cemetery in Korea now shown in section 12.

^{b/} Includes \$152 700 for the United Nations Advisory Council for Somaliland under Italian administration; excludes \$55 000 for the United Nations Memorial Cemetery in Korea now shown in section 12.

CHAPTER I

<i>United Nations Truce Supervision Organization in Palestine</i>	<i>\$1 550 000</i>
	1960: 1 438 000
	1959: 1 532 871

The United Nations Truce Supervision Organization in Palestine was established in accordance with resolution S/1376 adopted by the Security Council on 11 August 1949. The details of its estimates compared with previous years are:

Items of expenditure	1959 expenses \$	1960 appropriations \$	1961 estimates \$
(i) Salaries and wages of staff recruited for mission.	138 733	132 000	148 000
(ii) Subsistence and travel of staff recruited and detailed	357 113	361 000	379 000
(iii) Subsistence and travel of military observers.	458 087	503 000	472 000
(iv) Maintenance of premises and equipment	122 079	72 000	120 000
(v) Maintenance of vehicles	122 331	135 000	122 000
(vi) Communications, freight, supplies, services.	86 703	70 000	102 000
(vii) Rental of aircraft.	72 617	48 000	84 000
(viii) Purchase of furniture and fixtures.	64 599	36 000	15 000
(ix) Purchase of vehicles	110 609	81 000	108 000
TOTALS of chapter I	1 532 871	1 438 000	1 550 000

Additional expenditures, included elsewhere in sections 3, 4 and 19, for the salaries and allowances of "Staff detailed from the regular establishment" (item (ii) of the manning table) are:

	\$	\$
(a) Professional	53 000	
(b) Secretarial and clerical	85 000	
(c) Field Service	971 000	1 109 000

Revenue derived from the mission's activities and included in the income estimates is:

(a) Staff assessment for "Staff recruited for mission" and "Staff detailed from the regular establishment" (items (i) and (ii) of the manning table)	146 000	
(b) Sales of vehicles	7 000	(153 000)

Estimated total net expenditure (estimates in section 18 plus estimates in other sections less revenue).

3 506 000

The following manning table shows the total mission staff subdivided in accordance with the foregoing items of expenditure numbered (i), (ii), and (iii).

	1960	1961
(i) Staff recruited for mission		
(a) International		
(Chief of Staff, Special Adviser, Information, Security, Legal and Political Officers).	5	6
(b) Local recruits.	66	66
(ii) Staff detailed from regular establishment		
(a) Professional		
(Chief Administrative, Deputy Administrative, Legal and Finance Officers).	6	4
(b) Secretarial and clerical	15	12
(c) Field Service	134	147
(iii) Military Observers.	118	118
	<u>344</u>	<u>353</u>

The following comments are related to the "items of expenditure" given in the summary tables above.

(i) The salary account provides for the recruitment of an international staff member to act as a political adviser to the Chairman of the Israel-Syrian Mixed Armistice Commission in view of the increasing difficulties encountered in that sector of the frontier and the frequent change in the military personnel.

(ii) The subsistence and travel account has been increased by \$20 000 for the proposed addition of thirteen new Field Service staff as follows:

	Office staff	Vehicle maintenance	Radio operators and technicians	Building maintenance and security	Total
Existing posts (non-professional)					
Detailed general service staff	12	-	-	-	12
Field Service staff.	6	13	43	72	134
Local recruits	8	16	-	42	66
New Field Service posts	8	1	1	3	13
	<u>34</u>	<u>30</u>	<u>44</u>	<u>117</u>	<u>225</u>

The duties and justification for each of the thirteen new Field Service posts are given herewith. The increase of three Field Service secretaries is offset by a reduction of three secretaries detailed from the regular establishment. An additional finance clerk is proposed to strengthen control in this area. A second supply clerk is required to bring inventory control work up to date. A second registry clerk is required to enable the archives to be properly organized. A second dark-room technician is needed because the mission is making more extensive use of photography in investigating incidents. A second office machine repairman is essential to proper upkeep of office equipment used under field conditions. A further vehicle mechanic is proposed because the mileage of the vehicle fleet has increased substantially. The addition of one radio operator and three guards is proposed because improved security arrangements have reduced the necessary margin for leave and contingencies.

It should not be overlooked that UNTSO, employing, as it does, some three-quarters of the Field Service establishment (excluding Field Service staff attached to UNEF), is an essential source of trained personnel who can be drawn on immediately to meet emergency needs whenever and wherever they may arise and to provide field staff for short-term missions such as the three plebiscites already scheduled for 1961.

Of the total estimate of \$379 000 for subsistence and travel, \$351 000 relates to subsistence and the remainder to travel of staff recruited for and detailed to the mission.

(iii) The estimated cost of subsistence of military observers amounts to \$382 000; the balance of this account (\$84 000) provides for travel costs resulting from the need to replace approximately two-thirds of the present observer strength on expiration of their one-year tours of duty during 1961.

(iv) The estimate for maintenance of premises and equipment has been increased in light of 1959 experience, which showed an average monthly expenditure of \$10 000. The 1960 request under-estimated the heavy cost of spare parts for the radio network.

(vi), (v) and (ix) The increase in the account for "communications, freight, supplies and services" arises mainly from the provision of \$23 000 for the freight costs of the forty-six vehicles to be purchased to replace those in the fleet of 187 which will have

exceeded 50 000 miles after approximately three years' service. The majority of the vehicles required by UNTSO during 1959/1960 were drawn, without cost for freight, from the surplus stored at Jerusalem following liquidation of the United Nations Observation Group in Lebanon.

(vii) The rate for rental of the United States Army Air Force plane has been increased to a minimum of \$220 a day or a minimum annual charge of \$80 300, to which \$3 700 has been added to provide for those days when the minimum charge will be exceeded because the plane will be in flight more than two hours at \$110 a flying hour.

(viii) The purchase of furniture and fixtures account provides \$10 000 for communication equipment, \$2 000 for office equipment and \$3 000 for miscellaneous items required by observers and the Field Service, such as binoculars, compasses, etc.

CHAPTER II

The United Nations Military Observer

<i>Group in India and Pakistan</i>	<i>\$430 000</i>
1960:	431 500
1959:	435 039

The Military Observer Group in India and Pakistan was established following Security Council resolution S/1462 of 14 March 1950. The details of its estimates compared with previous years are:

Items of expenditure	1959 expenses \$	1960 appropriations \$	1961 estimates \$
(i) Salaries of staff recruited for mission	30 330	26 200	36 000
(ii) Subsistence and travel of staff recruited and detailed	60 521	57 700	62 000
(iii) Subsistence and travel of military observers	161 252	165 000	187 000
(iv) Maintenance and rental of premises and equipment	25 003	16 000	17 000
(v) Maintenance of vehicles	22 337	23 000	19 000
(vi) Communications, freight, supplies, services	41 936	34 600	39 000
(vii) Rental of aircraft	69 183	68 000	50 000
(viii) Purchase of furniture and fixtures	11 997	31 000	10 000
(ix) Purchase of vehicles	12 480	10 000	10 000
TOTALS of chapter II	<u>435 039</u>	<u>431 500</u>	<u>430 000</u>

Additional expenditures, included elsewhere in sections 3, 4 and 19 for the salaries and allowances of "Staff detailed from the regular establishment" (item (ii) of the manning table) are:

	\$	\$
(a) Professional	25 000	
(b) Secretarial and clerical	-	
(c) Field Service	<u>166 000</u>	191 000

Revenue derived from the mission's activities and included in the income estimates is:

(a) Staff assessment for "Staff recruited for mission" and "Staff

	\$	\$
detailed from regular establishment" (items (i) and (ii) of manning table)	27 000	
(b) Sale of vehicles and equipment	6 000	<u>(33 000)</u>
<u>Estimated total net expenditure</u> (estimates in section 18 plus estimates in other sections less revenue)		<u>588 000</u>

The following manning table shows the total mission staff subdivided in accordance with the foregoing items of expenditure numbered (i), (ii) and (iii).

	1960	1961
(i) Staff recruited for mission		
(a) International (Chief Military Observer)	2	1
(b) Local recruits	32	33
(ii) Staff detailed from regular establishment		
(a) Professional (Administrative and Finance Officers)	1	2
(b) Secretarial and clerical	1	-
(c) Field Service	25	25
(iii) Military Observers	32	32
Air crew	4	4
	<u>97</u>	<u>97</u>

The following comments are related to the "items of expenditure" given in the summary tables above:

(i) The increase in the salary account arises from the inclusion of the wages of maintenance of vehicles and premises staff previously carried in the relevant accounts. The decrease of one international recruit is offset by the increase of one detailed professional, a Finance Officer in both cases.

(ii) Of the total estimate of \$62 000 for subsistence and travel, \$47 000 relates to subsistence and the remainder to travel of staff recruited for and detailed to the mission.

(iii) and (vii) The increase in subsistence and travel of military observers is caused by the inclusion of the subsistence of the air crew, previously carried under "rental of aircraft", and by the decrease in the number of observers who extend their tour of duty.

(iv) There has not been a corresponding decrease in the maintenance of premises account, following the transfer of maintenance workers' wages to the salary account because now that all contractual arrangements for the international radio station at Karachi are completed, they are known to total \$7 500 for rent of the

station, lines, antennae, technical maintenance, etc. in comparison with a smaller anticipated expenditure for 1959. A further \$6 500 provides for the rental and maintenance of mission headquarters (Rawalpindi and Srinagar), established offices (New Delhi, Jammu, Sialkot), and various field stations. The cost of spare parts for the radio installations at all stations is estimated to be \$3 000.

(vi) The account for "communications, freight, supplies and services" covers such major items as \$6 000 for cables and postage, \$7 500 for freight including \$2 000 for the shipment of the new cars, \$5 800 for equipment and clothing allowance of twenty-nine new military observers, \$5 200 for insurance, mainly in connexion with the aircraft and vehicles and \$2 400 for expendable office supplies.

(viii) Purchase of furniture and fixtures account includes \$7 000 for radio and \$3 000 for office equipment.

(ix) and (v) Provision is made for the replacement of four vehicles, of a total fleet of twenty-one, which will be over three years of age and have high mileage.

CHAPTER III

<i>United Nations Commission for the Unification and Rehabilitation of Korea</i>	<i>\$162 000</i>
1960:	148 500
1959:	153 156

The United Nations Commission for the Unification and Rehabilitation of Korea was established by General Assembly resolution 376 (V) of 7 October 1950. The details of the estimates compared with previous years are:

Items of expenditure	1959 expenses \$	1960 appropriations \$	1961 estimates \$
(i) Salaries of staff recruited for mission	49 475	24 500	44 000
(ii) Subsistence and travel of staff detailed to mission	18 115	18 000	18 000
(iii) Subsistence and travel of members of the Commission	31 294	30 000	37 000
(iv) Maintenance of premises and equipment	16 276	28 200	24 000
(v) Maintenance of vehicles	5 930	27 300	6 000
(vi) Communications, freight, supplies, services	18 127	14 500	18 000
(vii) Purchase of furniture and radio equipment	721	1 400	1 000
(viii) Purchase of vehicles	<u>13 218</u>	<u>4 600</u>	<u>14 000</u>
TOTALS of chapter III	<u>153 156</u>	<u>148 500</u>	<u>162 000</u>

Additional expenditures, included elsewhere in sections 3, 4 and 10, for the salaries and allowances of "Staff detailed from the regular establishment" (item (ii) of the manning table) are:

	\$	\$
(a) Professional	28 000	
(b) Field Service	27 000	55 000
Revenue derived from the mission's activities and included in the income estimates is:		
(a) Staff assessment for "Staff recruited for mission" and "Staff detailed from regular establishment" (Items (i) and (ii) of manning table).	8 000	
(b) Sale of vehicles	6 000	(14 000)
Estimated total net expenditure (estimates in this section plus related estimates in other sections less revenue).		<u>203 000</u>

The following manning table shows the total mission staff subdivided in accordance with the foregoing items of expenditure numbered (i), (ii) and (iii).

	1960	1961
(i) Staff recruited for mission		
(a) International recruits	1	-
(b) Local recruits	29	30
(ii) Staff detailed from regular establishment		
(a) Professional (Principal Secretary, Political and Administrative Officers).	2	3
(b) Field Service	4	4
	<u>36</u>	<u>37</u>

The following comments are related to the "items of expenditure" given in the summary tables above. The details of the increase in the 1961 estimates can best be explained by comparison with the 1959 expenditures since in 1960 the wages of staff engaged in maintaining premises and vehicles were included in maintenance accounts, not in the salary account.

(i) In comparison with 1959 the salaries of local recruits have increased by 10 per cent. This staff comprises fourteen drivers and mechanics, nine building maintenance staff and seven clerical workers.

(ii) Of the total estimate of \$18 000 for subsistence and travel, \$14 000 relates to the subsistence and the remainder to the travel of the staff detailed to the mission.

(iii) The Commission is composed of members and alternates from seven governments whose subsistence and travel is estimated in accordance with the following pattern:

(a) Four assigned full time to the Commission who receive daily subsistence and a trip to their home countries for leave or replacement (Australia—two, Thailand, Turkey);

(b) Three assigned to the embassies of their Governments in Seoul who receive subsistence during meetings (120 days) of the Commission (Philippines—two, Turkey);

(c) Four who report for the plenary meeting of the Commission and receive subsistence (six days) and travel from their duty station to Korea and return (Chile, Netherlands, Pakistan and Thailand).

(iv) The maintenance of premises account includes \$16 000 for a housing subsidy introduced in April 1959 on behalf of professional and Field Service staff with dependants in the area. In view of the abnormal cost of housing in the mission area, the United Nations rents houses from the Korean Housing Administration for which it pays in full after collecting a normal rent from the staff involved. The subsidy is the difference between the amounts paid and received by the United Nations for this housing and it accounts for the increased estimate in comparison with 1959. The headquarters building is currently made available without charge for rent, but \$7 000 is provided for its maintenance and utilities. The estimated cost of maintaining the radio equipment is \$1 000.

(v) Apart from small day-to-day sundry expenditures, the account for "communications, freight, supplies and services" includes an item of \$5 400 for freight in connexion with the purchase of cars.

(vi) The account for the purchase of furniture and radio equipment provides for replacements only.

(vii) and (v) In accordance with existing practice, it is planned to replace all cars over two years of age, which will involve the purchase of six vehicles out of a total of eleven.

CHAPTER IV

Plebiscites for the Trust Territory of the Cameroons under United Kingdom administration.

\$126 000
1960: 106 700^{1/}
1959: 87 422

The details of the estimates, compared with the actual expenditures for the plebiscite held in 1959, are:

	1959	1960/1961
Items of expenditure	expenses	estimates
	\$	\$
(i) Salaries of staff recruited for mission	18 897	45 000
(ii) Subsistence and travel of staff recruited and detailed	47 241	143 000
(iii) Rental of premises	-	2 000
(iv) Rental of vehicles	12 412	62 000
(v) Communications, freights, supplies, services	8 872	20 000
(vi) Rental of aircraft	-	47 000
	<u>87 422</u>	<u>1961: 126 000</u>
		1960: 193 000 ^{1/}
		<u>319 000</u>

Mission revenue included in the income estimates is:

	\$
(a) Staff assessment for "Staff recruited for mission" (item (i) of manning table)	4 000
(b) Sale of miscellaneous equipment	500
	<u>4 500</u>

^{1/} 1960 requirements are \$193 000, of which \$106 700 has already been appropriated; supplementary estimates are to be submitted for the balance of \$86 300.

The following manning table shows the total mission staff:

	1959	1960/1961
(i) Staff recruited for mission		
(a) International recruit (Plebiscite Commissioner)	1	1
(b) Local recruits	12	29
(ii) Staff detailed from regular establishment		
(a) Professional (Principal Secretary, Political, Administrative, Information and Legal Officers, twenty Observers).	14	25
(b) Secretarial and clerical.	2	3
(c) Field Service.	4	7
	<u>33</u>	<u>65</u>

The General Assembly, by resolutions 1 352 (XIV) of 16 October 1959 and 1 473 (XIV) of 12 December 1959, recommended that plebiscites be held in the Southern and Northern Cameroons beginning on 30 September 1960 and concluding not later than March 1961.

The estimates for conducting these two plebiscites concurrently provide for a total expenditure of \$319 000 (\$193 000 in 1960 and \$126 000 in 1961) compared with an expenditure of \$87 000 for a plebiscite in the Northern Cameroons conducted in 1959 under General Assembly resolution 1 350 (XIII) of 13 March 1959. The 1959 plebiscite was conducted over a period of approximately one month while the two plebiscites for 1960/1961 are estimated to extend over a period of about five months in view of the fact that the registration as well as the actual voting will be under the surveillance of the Plebiscite Commissioner.

The plebiscites will be conducted from offices at Buea in the south and Mubi in the north. There is neither regular air service nor all-weather roads between these centres of activity and consequently provision has been made for chartering a small aircraft on an hourly basis to fly between them once a week and for the United Nations Plebiscite Commissioner to share in the use of the Plebiscite Administrator's plane.

Ten observers were required in 1959 and twenty will be needed for the two plebiscites in 1960/1961; otherwise, the addition of a Legal Officer has been the only change in the number and composition of the professional staff provided.

The Field Service staff has been increased by three to provide guards, vehicle dispatchers, etc. for the second office at Mubi. The local staff will be made up of an interpreter for each observer, three clerks and four messengers.

The vehicles that were sent from the UNOGIL depot for the 1959 plebiscite were sold locally since it did not prove possible to find a covered storage area for protection against the severe climate. Provision is therefore made for renting twenty-eight vehicles, as compared with fifteen that were actually operated in 1959, at a cost of fourteen cents a mile.

The salary estimate includes \$39 700 for the salary and representation allowance of the Plebiscite Commissioner during twelve months in 1960 and six months in 1961.

Of the total 1960/1961 costs of \$319 000: a sum of \$126 000 is included in these estimates for 1961; \$106 700 has been appropriated in 1960; and the required balance of \$86 300 will be included in supplementary estimates for 1960.

CHAPTER V

<i>Expenses rising from General Assembly resolution 1237 (ES-III)</i>	\$ 53 000
1960:	-
1959:	213 852

The Office of the Special Representative of the Secretary-General who has been stationed in Amman in pursuance of General Assembly resolution 1237 (ES-III) of 21 August 1958, is still maintained, although on a reduced basis. It is necessary to make financial provision for the coming year to cover the possibility that this arrangement will be continued.

Items of expenditure	1959 expenses \$	1961 estimates \$
(i) Salaries of staff recruited for mission	99 444	13 000
(ii) Subsistence and travel of staff recruited and detailed.	86 391	23 000
(iii) Rental and maintenance of premises and equipment.	6 331	8 000
(iv) Maintenance of vehicles.	3 962	3 000
(v) Communications, freight, supplies, services.	6 269	6 000
(vi) Purchase of furniture and equipment.	11 455	-
	<u>213 852</u>	<u>53 000</u>

Additional expenditures, included elsewhere in sections 3, 4 and 19, for the salaries and allowances of "Staff detailed from the regular establishment" (item (ii) of the manning table) are:

(a) Professional	\$ 21 000	\$ -
(b) Secretarial and clerical	8 000	-
(c) Field Service	27 000	56 000

Revenue derived from the mission's activities and included in the income estimates is:

(a) Staff assessment for "Staff recruited for mission" and "Staff detailed from the regular establishment" (Items (i) and (ii) of manning table).	(8 000)
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<u>Estimated total net expenditure</u> (estimates in section 18 plus related estimates in other sections less revenue) .	<u>101 000</u>
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The following manning table shows the total mission staff:

	1961
(i) Staff recruited for mission:	
(a) International recruit (interpreter/translator).	1
(b) Local recruits (two drivers, office boy, gardener)	4
(ii) Staff detailed from regular establishment:	
(a) Professional (Special Representative of the Secretary-General, Chief Administrative Officer) . .	2
(b) Secretarial and clerical.	1
(c) Field Service (two radio operators, finance clerk, security guard)	4
	<u>12</u>

Expenditures during 1960 are being incurred under paragraph 1 (a) of General Assembly resolution 1444 (XIV) of 5 December 1959 relating to unforeseen and extraordinary expenses, and will be submitted to the

Assembly as a supplementary estimate. Requirements of the order of \$80 000 are foreseen.

The following comments relate to the "items of expenditure" given in the summary tables above:

(i) and (ii) The 1961 manning table provides for the continuation of the staff that is at present (April 1960) serving the mission. The Special Representative of the Secretary-General is currently the Director of the Geneva Office and the estimate for subsistence and travel includes \$4 600 for six round trips from Geneva to the mission.

(iii) The apparent increase in the cost of premises is accounted for by the fact that the 1959 expenditure was understated because a full year's rent was paid in advance from the 1958 budget.

(iv) The vehicle account provides for the operation of three cars.

(v) and (vi) The estimate for "communications, freight, supplies and services" is at the same level as 1959 but no provision is made for the purchase of equipment.

CHAPTER VI

<i>Plebiscite for the Trust Territory of Western Samoa under New Zealand administration</i>	\$ 74 000
1960:	-
1959:	-

The United Nations Visiting Mission to the Trust Territory of Western Samoa, 1959, endorsed a tentative time-table^{2/} submitted to it by the New Zealand Government, the Administering Authority, which, *inter alia*, provided that General Assembly be asked at its fifteenth session to make arrangements for supervising a plebiscite in Western Samoa about May 1961. At its twenty-fourth session, the Trusteeship Council endorsed the time-table^{3/} in its broad outline and considered that the holding of a plebiscite under United Nations supervision would be an appropriate means of ascertaining the freely expressed wishes of the population. Accordingly, provision for the plebiscite is included, pending action by the General Assembly at its fifteenth session.

The following estimate is based on the assumption that the plebiscite will not require more than three months.

Items of expenditure	1961 estimate \$
(i) Salaries of staff recruited for mission	9 000
(ii) Subsistence and travel of staff recruited and detailed	37 000
(iii) Rental of premises	3 000
(iv) Rental of vehicles	18 000
(v) Communications, freight, supplies, services	7 000
	<u>74 000</u>

Revenue derived from the mission's activities and included in the income estimate is:

	\$
(a) Staff assessment	1 650
(b) Sale of typewriters	180
	<u>1 830</u>

^{2/} T/1449, paras. 174 and 175.

^{3/} Official Records of the General Assembly, Fourteenth Session, Supplement No. 4 (A/4100) part two, chapter VII, para. 194.

The manning table of the mission is:

(i) Staff recruited for mission:	1961
(a) International (Plebiscite Commissioner)	1
(b) Local recruits	5
(ii) Staff detailed from regular establishment:	
(a) Professional (Principal Secretary, Political and Administrative Officers, five Observers)	8
(b) Secretarial	2
(c) Field Service	2
	<u>18</u>

The following comments are related to the "items of expenditure" given in the summary tables above:

(i) The salary account provides for the appointment of a Commissioner for a period not to exceed four months.

(ii) All international staff other than the Commissioner will be detailed from the regular establishment without charge for replacements.

(iii) Provision is made for the rental of a central office at the Casino Hotel in Apia and for small offices in the regions where the Observers are located.

(iv) Eight cars will be rented at a cost of about \$25 per day, and provision is also made for boat transportation between the islands of Upolu and Savai'i.

(v) The estimate for general expenses includes cables, pouch service, freight of documents, clothing allowance, tropical field equipment, medical supplies, etc.

CHAPTER VII

<i>The United Nations Conciliation Commission for Palestine</i>	\$62 000
1960:	57 000
1959:	37 565

The Conciliation Commission for Palestine, established by General Assembly resolution 194 (III) of 11 December 1948, has undertaken the task of identification and valuation of Arab property holdings in Israel. The identification work has been practically completed, with the exception of the Beersheba sub-district, and a preliminary analysis of values has been made in respect of three towns (Haifa, Jaffa and Jerusalem) out of thirteen, and, in the case of rural land, of part of four sub-districts out of sixteen.

The General Assembly by resolution 1456 (XIV) of 9 December 1959 requested the Conciliation Commission for Palestine to make further efforts to secure the implementation of paragraph 11 of General Assembly resolution 194 (III). The United Nations was able to fill the vacant post of the Senior Land Expert in charge of the project in April 1960 and at its meeting on 18 May 1960 the Commission established a tentative target date of mid-1962 for completion of the valuation work.

The details of the estimates compared with previous years are:

	1959 expenses	1961 appropriations	1961 estimates
(i) Salaries of staff recruited for mission.....	\$ 33 763	\$ 50 000	\$ 58 000
(ii) Subsistence and travel of staff	3 058	6 000	3 000
(iii) Supplies and services.	<u>744</u>	<u>1 000</u>	<u>1 000</u>
	<u>37 565</u>	<u>57 000</u>	<u>62 000</u>

Revenue included in the income estimate for staff assessment is \$7 700

The manning table for the mission is:

	1960	1961
Staff recruited for the mission:		
(a) International		
(Senior Land Expert, three Land Experts, six clerical staff)	8	10
(b) Local recruits	<u>2</u>	<u>2</u>
	<u>10</u>	<u>12</u>

In view of the decision to expedite the work, provision is made for the employment of two additional land experts. Travel provides for an inspection trip to Jerusalem and the account for supplies and services includes printing of forms, maps and plans, purchase of computing instruments, etc.

CHAPTER VIII

<i>United Nations Representative for India and Pakistan</i>	\$33 000
1960:	32 400
1959:	32 262

The United Nations Representative for India and Pakistan was appointed under Security Council resolution S/1469 of 14 March 1950. By Security Council resolution S/2883 of 23 December 1952, the representative was requested to continue to make his ser-

vices available to the Governments of the two States.

The estimate of \$33 000 provides for the salaries of the Representative and his secretary and will give rise to a credit of \$9 175 in the income estimates relating to staff assessment.

CHAPTER IX

<i>Replacement of staff assigned to field missions</i>	\$115 000
1960:	101 500
1959:	155 041

The cost of hiring temporary staff at established offices in order to replace those sent to missions was \$155 041 in 1959 and expenditures during the first quarter of 1960 were at the annual rate of \$120 000. It is hoped that further use of the Field Service staff for administrative work will enable replacement costs in 1961 to be limited to \$115 000.

Revenue included in the income estimates for the staff assessment of replacement staff is \$20 470.

*
* *
* *

The following table, presented only for purposes of information, shows in summary form the estimates given in chapters I to IX above concerning total net expenditures for the special missions:

Chapter	Mission	1961 estimate in section 18 \$	1961 estimates ^{a/} in sections 3, 4, 19 \$	1961 estimate for revenue \$	1961 estimated total net expenditure \$
I.	UNTSO.	1 550 000	1 109 000	153 000	2 506 000
II.	UNMOGIP. . .	430 000	191 000	33 000	588 000
III.	UNCURK . . .	162 000	55 000	14 000	203 000
IV.	PLEBCAM ..	126 000	-	4 500	121 500
V.	G.A. res. 1237 (ES-III) . . .	53 000	56 000	8 000	101 000
VI.	PLEBSAM ..	74 000	-	1 830	72 170
VII.	UNCCP	62 000	-	7 700	54 300
VIII.	UNRIP.	33 000	-	9 175	23 825
IX.	Mission re- placements .	<u>115 000</u>	-	<u>20 470</u>	<u>94 530</u>
	TOTALS	<u>2 605 000</u>	<u>1 411 000</u>	<u>251 675</u>	<u>3 764 325</u>

^{a/} Estimates for the salaries and allowances of staff detailed to the mission from the regular establishment and the Field Service.

Section 19. United Nations Field Service

\$1 314 000 (1960: \$1 202 300 1959: \$1 116 006)

This section provides for all members of the Field Service with the exception of seventy-one men currently assigned to the United Nations Emergency Force and six serving with the Technical Assistance Board field offices. The relevant portion of these estimates has been pro-rated, for information purposes only, to various missions in section 18. The duty stations and functions of the staff provided for in this section are shown in the following table:

Duty station ^{a/}	Adminis- trative assistants	Radio operators/ technicians	Vehicle mechanics	Clerks secretaries	Guards	Total	
						1961	1960
UNTSO	1	44	14	13	75	147	134
UNMOGIP	1	16	2	6		25	25
UNCURK		2		2		4	4
G.A. res. 1237 (ES-III)		2		1	1	4	-
Memorial Cemetery in Korea					3	3	3
Geneva Office		8				8	8
ECAFE		3				3	2
Other ^{b/}	3	2				5	6
UNACS						-	3
	<u>5</u>	<u>77</u>	<u>16</u>	<u>22</u>	<u>79</u>	<u>199</u>	<u>185</u>

^{a/} See the introduction to section 18 for full titles.

^{b/} Two radio operators assigned to UNRWA in Jordan on a reimbursable basis; administrative assistants in training, to be assigned.

CHAPTER I

<i>Established posts</i>	\$877 000
1960:	801 000
1959:	755 971

Number of posts		Post level	Gross salaries \$
1960	1961		
8	10	Principal Field Service Officer. . .	69 000
16	19	Senior Field Service Officer.	109 000
34	40	Intermediate Field Service Officer	196 000
79	81	Junior Field Service Officer.	350 000
48	49	Guard.	175 000
185	199		899 000
		<u>Less 2.5 per cent for turnover . . .</u>	<u>22 000</u>
		TOTAL	877 000

The increase in the estimate arises from the net addition of fourteen posts to various duty stations as shown in table 5-1 and explained in the relevant chapters of section 18 "Special missions". The additional staff have been added to the post levels at the grades normally applying for their functions, but the proposed 1961 distribution of staff by level also provides, inter alia, for two higher level posts at UNTSO involving substantial supervisory responsibility: one, the Chief of Transport post, which supervises fourteen Field Service mechanics and sixteen local maintenance men; the other, the Chief of Maintenance post, which directs forty-two local building and grounds maintenance men.

CHAPTER II

<i>Common staff costs</i>	\$411 000
1960:	380 500
1959:	347 300

(i) <i>Dependency allowance</i>	\$94 000
1960:	82 000
1959:	86 605

Provision is made for the payment of allowance in respect of 160 dependent spouses at \$200 and 207 dependent children at \$300.

(ii) <i>Education grants and related travel</i>	\$13 000
1960:	5 000
1959:	5 380

The 1961 estimate is based on current expenditures.

(iii) <i>Contributions to the Joint Staff Pension Fund</i>	\$91 000
1960:	80 000
1959:	73 453

It is estimated that 75 per cent of the staff will be full participants and 25 per cent will be associate participants.

(iv) <i>Travel on home leave</i>	\$120 000
1960:	140 000
1959:	85 810

The home leave journeys of eighty eligible staff members and their 140 dependants have been costed and a reduction of 20 per cent made for separation and voluntary deferments.

(v) <i>Travel on appointment and separation</i>	\$43 000
1960:	38 000
1959:	45 790

The estimate provides for travel of thirty persons on recruitment and thirty-one on termination at an average cost of \$700 a person. It also covers the installation allowance paid to staff assigned to established offices at Bangkok and Geneva.

(vi) <i>Separation payments</i>	\$20 000
1960:	12 000
1959:	24 763

Provision is made for separation payments (commutation of annual leave, termination indemnities, repatriation grants).

(vii) <i>Contributions to medical insurance</i>	\$30 000
1960:	23 500
1959:	25 499

The United Nations subsidy will average \$160 for the 187 staff that it is estimated will participate in the group medical insurance plan.

CHAPTER III

<i>General expenses</i>	\$26 000
1960:	20 800
1959:	12 735

Provision is made for the cost of uniforms for thirty recruits at \$200 each, replacement of uniforms for 170 staff at \$100, and for periodic medical examinations of approximately 150 staff at \$20 each.

The supplies and equipment required by the Geneva and Bangkok stations of the radio network, previously shown under this section, have been included in sections 10 and 8, together with similar expenses for the Headquarters station. Such expenses for other stations are shown in section 18 under the estimates of the mission where they are located.

Revenue

The following revenue estimates are attributable to the Field Service:

	\$
(a) Staff assessment (of which \$125 000 has also been shown in section 18 under the various missions to which it relates)	138 000
(b) Reimbursement for cables sent on the United Nations radio network on behalf of the Technical Assistance Board and the relief agencies	46 000
(c) Reimbursement for the salaries of two radio operators assigned to UNRWA work in Jordan	<u>13 000</u>
	<u>197 000</u>

Part VII

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

Section 20. Office of the United Nations High Commissioner for Refugees

\$2 117 200

(1960: \$1 737 000^{1/} 1959: \$1 671 277)

1. All administrative expenses relating to the functions of the High Commissioner have been consolidated in the budget estimates. Provisions for common services and equipment, contractual printing and hospitality have been included in this section, instead of in other sections as in 1960.

2. In the light of developments which have occurred, the 1960 amounts, as appropriated, will need to be increased by the General Assembly. The 1961 provisions requested should, therefore, be assessed accordingly and to assist in this connexion, an indication of foreseeable additional requirements in 1960 is given in the budget text, and in table 20-2 at the end of these estimates. This table compares the estimated administrative expenses of the High Commissioner's Office as provided in the present estimates with the corresponding amounts for 1960, indicating possible supplementary provisions to be matched by income from the Refugee Fund, and actual 1959 expenditures.

3. The 1961 Consolidated Estimates provide for a total establishment of 297 posts, of which 150 are at Geneva and 147 at the branch offices. This compares with an establishment for 1960 of 251 posts supplemented by 63 additional posts which the High Commissioner has requested as a result of a marked increase in the operational activities of the Office.

4. In addition to the annual grant-in-aid of \$480 000 from Voluntary Funds, the Executive Committee of the High Commissioner's Programme will be asked to approve a special grant-in aid of \$270 000 in view of the additional administrative expenditures due to the increase in the Voluntary Funds programmes as a result of the World Refugee Year. The staff assessment income to be credited to Member States through the Tax Equalization Fund is estimated at \$260 000.

5. The major part of the activity of the Office of the High Commissioner for Refugees will continue to be devoted, as in previous years, to current tasks in the field of international protection, i.e., legal protection of refugees and promotion of permanent solutions through facilitating voluntary repatriation and assimilation within new national communities. In accordance with General Assembly resolution 1284 (XIII), the legal protection activities of the Office are being carried out at the increased level already approved for 1960. The situation in Morocco and Tunisia, to which attention was called in the budget estimates for 1960, is expected to continue in 1961.

6. As a result of the World Refugee Year, in April 1960 the High Commissioner was already able to recommend to the Executive Committee of the High Commissioner's Programme an increase in the 1960

planning target to \$9 500 000. The implementation of a major part of this programme will only take place in 1961 because a proportion of this money will not be received until the latter part of 1960. For this reason, the administrative budget now submitted is relatively higher than would be required only for the 1961 programmes, for which the target is set at \$6 000 000.

7. In addition to his duties as representative of the High Commissioner, the head of the Branch Office in Australia has been responsible, since 1960 when the head of the Information Centre was transferred elsewhere, for the information activities of the United Nations in Australia and New Zealand.

CHAPTER I

<i>Salaries and wages</i>	\$1 482 700
1960:	1 226 550 ^{2/}
1959:	1 168 363
<i>Established posts</i>	\$1 416 000
1960:	1 174 850
1959:	1 110 882

^{2/} \$170 000 supplementary requirement estimated for 1960.

Table 20-1. Office of the United Nations High Commissioner for Refugees

Number of established posts		Category and post level	Gross salaries \$
1960	1961		
1	1	High Commissioner	
		Salary	23 000
		Allowance	5 000
1	1	Deputy High Commissioner	
		Salary	18 000
		Allowance	1 000
2	3	Principal Officer	46 000
<i>Professional</i>			
13	14	Senior Officer	191 000
12	12	First Officer	120 050
22	25	Second Officer	204 650
20	23	Associate Officer	148 000
26	37	Assistant Officer	196 000
			952 700
		Add: Post adjustment	28 500
			981 200
<i>General service (Dollar equivalent)</i>			
1	1	Principal level	5 750
153	180	Other levels	472 550
251	297		1 459 500
		Deduct: Adjustment for turnover (3 per cent)	43 500
			TOTAL 1 416 000

^{1/} \$295 000 supplementary requirement estimates for 1960.

The estimates provide for 116 posts in the professional category and above. Of these, 57 would be used at Headquarters and 59 in the Branch Offices. At Headquarters, provision has been made for strengthening the administrative staff of the Office by the inclusion of a new post at the Principal Officer level, and a post is provided at a higher level for the Chief of Planning and Statistical Section. One post at a higher level is also proposed in view of the increased responsibilities of the High Commissioner's representative in Germany. A total of 161 posts in the general service category is proposed, of which 77 would be used at Headquarters and 104 in the Branch Offices.

To meet urgent needs related to an intensification of the activities of the Office of the High Commissioner, particularly in respect of the programmes in Tunis and Morocco, and the fund-raising and public information campaigns co-ordinated with the observance of the World Refugee Year, the High Commissioner has requested additional staff—some 33 at Headquarters for 1960, of which 13 are professional and 20 are general service, and some 30 in the branch offices, of which 11 are professional and 19 are general service. The costs of this staff, together with other relevant costs, would be reimbursed to the United Nations by an increase in the grant from the refugee fund so that there would be no net increase in the United Nations regular budget arising from the expansion.

The new staff would supplement the establishment authorized by the General Assembly for 1960, i.e., 97 professional and 154 general service posts.

A reduction in the 1960 strength of authorized established and additional temporary posts combined is foreseen for 1961.

<i>Temporary assistance and consultants</i> . . .	\$65 000
1960:	50 000 ^{3/}
1959:	55 960

Provision is requested for the preparation of specific studies or reports by experts on matters which are the concern of the Office of the High Commissioner. Experience has shown that, as the programme develops, it is necessary to employ experts to advise on new phases of the work. Provision is also made for the replacement of staff on sick or maternity leave and for additional help during peak periods of work.

<i>Overtime</i>	\$1 700
1960:	1 700
1959:	1 521

CHAPTER II

<i>Travel of staff</i>	\$103 000
1960:	88 000 ^{4/}
1959:	93 415

The provision takes into account the continued planning and implementing of the increased programme. A strict control of travel is now exercised by the High Commissioner personally.

CHAPTER III

<i>Common staff costs</i>	\$349 400
1960:	256 150 ^{5/}
1959:	265 408

^{3/} \$170 000 supplementary requirement estimated for 1960.

^{4/} \$29 000 supplementary requirement estimated for 1960.

^{5/} \$46 000 supplementary requirement estimated for 1960.

Estimates for common staff costs are based on the experience of the past year, adjustment being made for the additional requirements arising from new posts.

<i>Dependency allowance</i>	\$56 000
1960:	45 000 ^{6/}
1959:	42 209
<i>Education grants and related travel</i> . . .	\$9 000
1960:	6 000 ^{7/}
1959:	6 279
<i>Contributions to the Joint Staff Pension Fund</i>	\$110 000
1960:	88 000 ^{8/}
1959:	94 366
<i>Contributions to medical and other social insurance</i>	\$18 000
1960:	12 150 ^{9/}
1959:	12 429
<i>Travel and removal expenses upon appointment, transfer and separation</i> .	\$30 000
1960:	22 000 ^{10/}
1959:	22 269
<i>Installation expenses</i>	\$18 000
1960:	16 000 ^{11/}
1959:	12 615
<i>Assignment allowances</i>	\$30 000
1960:	22 000
1959:	28 805
<i>Separation payments, including repatriation grants</i>	\$40 000
1960:	30 000
1959:	24 051
<i>Travel of staff and dependants on home leave</i>	\$38 400
1960:	15 000
1959:	22 385

Estimates are based on a costed estimate of travel of staff members entitled to home leave in 1961, and their dependants. A 20 per cent deduction has been applied.

CHAPTER IV

<i>Public relations and information activities</i>	\$27 300
1960:	19 300 ^{12/}
1959:	23 812

The provision covers the maintenance of a comprehensive reference service for the use of the Press, the production of feature articles, press releases, photographs, pamphlets and special radio, television and film programmes. The importance of these activities in 1961 will be great, as it will be necessary to continue to maintain the refugee problem before the public when the world-wide effort of World Refugee Year has been completed.

^{6/} \$10 000 supplementary requirement estimated for 1960.

^{7/} \$ 2 000 supplementary requirement estimated for 1960.

^{8/} \$12 000 supplementary requirement estimated for 1960.

^{9/} \$ 2 000 supplementary requirement estimated for 1960.

^{10/} \$ 8 000 supplementary requirement estimated for 1960.

^{11/} \$12 000 supplementary requirement estimated for 1960.

^{12/} \$10 000 supplementary requirement estimated for 1960.

CHAPTER V

<i>Hospitality</i>	\$2 000
1960:	2 000
1959:	1 715

CHAPTER VI

<i>General expenses and supplies</i>	\$128 000
1960:	123 000 ^{13/}
1959:	108 667

Estimates are based on the experience of the previous year, some adjustment being made for necessary additional requirements.

<i>Rental and maintenance of premises</i>	\$46 000
1960:	40 000 ^{14/}
1959:	32 619

<i>Utilities</i>	\$2 600
1960:	2 600
1959:	2 857

<i>Rental and maintenance of equipment, including transportation equipment</i>	\$10 000
1960:	12 000 ^{15/}
1959:	8 628

No provision is included in the above three accounts for requirements of Headquarters in the Palais des Nations, which are provided for in the European Office estimates.

<i>Communications, postage and freight</i>	\$59 100
1960:	61 100 ^{16/}
1959:	57 078

The estimate comprises \$19 000 for Headquarters and \$40 100 for branch offices.

<i>Other supplies and services</i>	\$5 500
1960:	5 000 ^{17/}
1959:	4 309

The estimate covers the estimated requirements of Headquarters and the branch offices.

<i>Stationery and office supplies</i>	\$4 800
1960:	2 300 ^{18/}
1959:	3 176

The estimate covers the estimated requirements of the branch offices.

CHAPTER VII

<i>Permanent equipment</i>	\$17 000
1960:	14 400 ^{19/}
1959:	8 560 ^{20/}

Provision is made for the requirements of Headquarters and the branch offices and includes replacement of three motor cars of which the maintenance costs are now excessive (\$9 000) and replacement of other obsolete equipment, as well as for a safe for keeping security documentation in one branch office where the existing facilities are becoming inadequate (\$1 000).

CHAPTER VIII

<i>Contractual printing</i>	\$7 800
1960:	7 600
1959:	1 337

Estimated costs \$

Headquarters

(a) Eligibility manual, in two languages	1 700
(b) Pamphlets on legal protection, in two languages	760
(c) Handbook for refugees in Greece	1 300
(d) Report on the Voluntary Funds Programme after World Refugee Year, in four languages	1 500

*Branch offices**Austria*

(e) Information bulletin	600
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Germany

(f) Information bulletin	900
(g) Special bulletin for camp clearance and building programmes	800
(h) Leaflets for new arrivals in East European languages	240

7 800

^{18/} \$ 2 500 supplementary requirement estimated for 1960.

^{19/} \$17 500 supplementary requirement estimated for 1960.

^{20/} Branch offices only.

Table 20-2. Office of the United Nations High Commissioner for Refugees
(Statement showing UNHCR and Voluntary Funds 1955 expenditures,
1960 appropriations and proposed 1961 estimates)
(In US dollars)

	1959		1960		1961
	Expenditures	Consolidated appropriation	Estimated supplementary requirement for 1960	Total	Consolidated estimate
Headquarters:					
Established posts	600 802	506 150	-	606 150	745 130
Temporary assistance	26 850	16 000	99 000	115 000	20 000
Overtime	179	200	-	200	200
Travel of staff	32 600	30 000	10 000	40 000	35 000
Common staff costs	129 656	137 750	26 000	163 750	183 500
Public relations and Information activities	23 812	19 300	10 000	29 300	27 300
General expenses	18 500	19 000	7 500	26 500	20 000
Permanent equipment	- 3/	3 400	5 500	8 900	5 500
Contractual printing	-	5 800	-	5 800	5 260
Hospitality	1 715	2 000	-	2 000	2 000
	<u>834 114</u>	<u>839 600</u>	<u>158 000</u>	<u>997 600</u>	<u>1 043 890</u>

Table 20-2. Office of the United Nations High Commissioner for Refugees (continued)
 (Statement showing UNHCR and Voluntary Funds 1959 expenditures,
 1960 appropriations and proposed 1961 estimates)
 (In US dollars)

	1959		1960		1961
	Expenditures	Consolidated appropriation	Estimated supplementary requirement for 1960	Total	Consolidated estimate
Branch Offices:					
Established posts	510 080	568 700	-	568 700	670 870
Temporary assistance	29 110	34 000	71 000	105 000	45 000
Overtime	1 342	1 500	-	1 500	1 500
Travel of staff	60 815	58 000	19 000	77 000	68 000
Common staff costs	135 752	118 400	20 000	138 400	165 900
General expenses	90 167	104 000	15 000	119 000	108 000
Permanent equipment	8 560	11 000	12 000	23 000	11 500
Contractual printing	1 337	1 800	-	1 800	2 540
	837 163	897 400	137 000	1 034 400	1 073 310
Sub-totals	1 671 277	1 737 000	295 000	2 032 000	2 117 200
Included in Other Sections:					
Internal audit costs	15 500	15 500	-	15 500	15 500
TOTALS	1 686 777	1 752 500	295 000	2 047 500	2 132 700
Deduct:					
(a) Estimated income from staff assessment	209 000	210 000	25 000	235 000	260 000
(b) Estimated grant-in-aid from voluntary funds	525 845	497 000	270 000	767 000	750 000
NET TOTALS	960 932	1 045 500	-	1 045 500	1 122 700

a/ Included in European Office expenditure.

Table 20-3. Established posts - 1961 - Distribution by category and post level

	Headquarters	Athens	Bogotá	Bonn	Brussels	Cairo	The Hague	Hanover	London	Munich	Naples	New York	Nuremberg	Paris	Rabat	Rome	Stuttgart	Trieste	Tunis	Sydney	Vienna	Total	
I. High Commissioner	1																						1
Deputy High Commissioner	1																						1
Principal Officer	2		1																				3
Total I	4		1																				5
II. Professional																							
Senior Officer	7	1		1								1		1		1			1		1		14
First Officer	7					1			1						1					1	1		12
Second Officer	12	2	1	3	1			1				1				1						3	25
Associate Officer	12			4		1											1	1				4	23
Assistant Officer	14	1		6			2			1		1	1	1	1	3			1		5	37	
Total II	52	4	1	14	1	2	2	1	1	1		3	1	2	2	5	1	1	2	1	14	111	
III. General Service																							
Principal or highest level	1																						1
Other levels	76	9	2	25	6	3	1	2	2	2	2	2	2	3	2	9	1	1	2	1	27	180	
Total III	77	9	2	25	6	3	1	2	2	2	2	2	2	3	2	9	1	1	2	1	27	181	
Totals I, II and III	133	13	4	39	7	5	3	3	3	3	2	5	3	5	4	14	2	2	4	2	41	297	

Part VIII

INTERNATIONAL COURT OF JUSTICE

Section 21. International Court of Justice

\$734 100

(1960: \$704 500

1959: \$732 584)

CHAPTER I

Salaries and expenses of Members of the Court \$376 300
 1960: 376 300
 1959: 372 579

(i) Salaries and allowances for the President, the Vice-President and the judges \$307 800
 1960: 307 800
 1959: 290 601

This estimate is in accordance with General Assembly resolution 474 (V) of 15 December 1950.

(ii) Pensions \$ 39 100
 1960: 39 100
 1959: 39 107

Provision is made for pensions actually due to be paid in 1961 in accordance with General Assembly resolution 86 (I) of 11 December 1946.

(iii) Travel on official business \$ 2 200
 1960: 2 200
 1959: -

(iv) Annual journeys and journeys on leave \$ 26 000
 1960: 26 000
 1959: 21 086

In 1959 some judges did not avail themselves of their right to travel to their countries.

(v) Travel and removal expenses of Members of the Court and dependants . . . \$ 1 000
 1960: 1 000
 1959: -

(vi) Miscellaneous supplies and services \$ 200
 1960: 200
 1959: -

(vii) Judges *ad hoc*, assessors, witnesses and experts \$ -
 1960: -
 1959: 21 785

Since expenses arising under this item are of a contingent nature, no estimate is made for them in the budget. The draft resolution relating to unforeseen and extraordinary expenses for 1961 authorizes the Secretary-General to enter into commitments to meet any such expenses.

CHAPTER II

Salaries, wages and expenses of the Registry \$280 840
 1960: 258 440
 1959: 276 321

(i) Established posts \$189 820
 1960: 180 300
 1959: 176 522

Table 21-1. Registrar and staff of the Registry of the Court

Number of established posts		Category and post level	Gross salaries \$
1960	1961		
1	1	Registrar	
		Salary	23 000
		Allowance	1 000
1	1	Director	18 000
<i>Professional</i>			
3	3	Senior Officer	43 000
1	1	First Officer	10 540
1	1	Second Officer	8 820
7	7	Associate Officer	48 760
2	2	Assistant Officer	10 250
			163 370
Less: Post adjustments			4 400
			158 970
14	14	General Service (Dollar equivalent of local salary scale)	30 850
30	30		189 820

(ii) Temporary assistance \$ 45 000
 1960: 30 000
 1959: 61 090

Expenditure in the year 1959 greatly exceeded the credit requested. The number of cases dealt with by the Court and, in particular, the length of the oral arguments submitted by the States parties to cases made it necessary to employ a greater number of temporary officials (interpreters, translators and stenographers) for a longer period. For 1961, the expenditure which can be estimated at present has been assessed at \$45 000.

(iii) Overtime \$ 1 000
 1960: 1 000
 1959: 495

(iv) Travel and removal of staff and dependants \$ 800
 1960: 800
 1959: 72

(v) Installation payments \$ 900
 1960: 900
 1959: 630

(vi) Contributions to Joint Staff Pension Fund \$ 22 150
 1960: 21 830
 1959: 20 082

This estimate is calculated on the basis of the salaries of the participating staff, including the Registrar.

(vii) <i>Dependency allowances, education grants and related travel</i>	\$ 11 820
1960:	11 160
1959:	9 754
(viii) <i>Contributions, medical and group life insurance</i>	\$ 1 800
1960:	1 600
1959:	1 618
(ix) <i>Compensatory payments</i>	\$ 150
1960:	150
1959:	-
(x) <i>Travel on home leave</i>	\$ 1 200
1960:	4 500
1959:	595

This estimate is based on the cost of travel on home leave to which the officials of the Registry will be entitled in 1961.

(xi) <i>Staff welfare</i>	\$ 200
1960:	200
1959:	67
(xii) <i>Travel on official business</i>	\$ 6 000
1960:	6 000
1959:	5 396

This estimate is arrived at on the basis of the costs incurred during the financial year 1959.

CHAPTER III

<i>Common services</i>	\$ 72 460
1960:	65 260
1959:	79 329
(i) <i>Contribution to the Carnegie Foundation</i>	\$ 26 320
1960:	26 320
1959:	26 316
(ii) <i>Supplementary amortization of cost of new premises</i>	\$ 2 640
1960:	2 640
1959:	2 632

The estimates under (i) and (ii) 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), 586 (VI) and 1343 (XIII), an annual contribution of 100,000 Netherlands florins (\$26 316) is payable under the Agreement.

(iii) <i>Cost of distribution of documents</i>	\$ 1 800
1960:	1 800
1959:	1 352
(iv) <i>Telephone services</i>	\$ 900
1960:	900
1959:	775
(v) <i>Cable, telegraph and wireless</i>	\$ 1 000
1960:	1 000
1959:	584
(vi) <i>Postal services</i>	\$ 1 800
1960:	1 600
1959:	1 693
(vii) <i>Stationery and office supplies</i>	\$ 7 000
1960:	5 000
1959:	6 552
(viii) <i>Contractual printing</i>	\$ 30 000
1960:	25 000
1959:	38 842
(ix) <i>External audit costs</i>	\$ 500
1960:	500
1959:	307
(x) <i>Miscellaneous supplies and services</i>	\$ 400
1960:	400
1959:	276
(xi) <i>Miscellaneous expenses (Nürnberg Archives)</i>	\$ 100
1960:	100
1959:	-

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. For 1961, a token estimate is submitted.

CHAPTER IV

<i>Permanent equipment</i>	\$ 4 500
1960:	4 500
1959:	4 355
(i) <i>Furniture and installation of additional fittings</i>	\$ 1 500
1960:	1 500
1959:	1 404

This credit provides for the purchase of articles of current use.

(ii) <i>Library</i>	\$ 3 000
1960:	3 000
1959:	2 951

Annexes to the Expenditure Estimates

ANNEX I

Established posts 1961 - Distribution by category and post level

	Offices of the Secretary-General	Offices of the Under-Secretaries for Special Political Affairs	Division of Human Rights	Department of Political and Security Council Affairs	Department of Economic and Social Affairs	Economic Commission for Africa	Economic Commission for Asia and the Far East	Economic Commission for Latin America	Department of Trusteeship and Information from Non-Self-Governing Territories	Office of Public Information	Office of Conference Services	Library	Office of General Services	United Nations Office at Geneva	Permanent Central Opium Board	Visitors' Service	Sale of Publications	United Nations Postal Administration	Provision for changes of post levels	Secretary of the Joint Staff Pension Board and United Nations Staff Pension Committee	Total table 3-1	Comparable 1960 total	United Nations Field Service	Office of the United Nations High Commissioner for Refugees	International Court of Justice	Grand total	Comparable 1960 grand total	
I. Under-Secretary ^{a/}	4	2	-	1	2	1	1	1	1	1	1	-	1	2	-	-	-	-	-	-	18	18	-	1	1	20	20	
Director	7	-	1	1	7	-	-	-	2	3	1	1	-	4	-	-	-	-	-	-	27	26	-	1	1	29	28	
Principal Officer	15	2	1	6	15	3	5	5	2	9	3	-	3	7	1	-	-	-	2	1	80	76	-	3	-	83	78	
Total I	26	4	2	8	24	4	6	6	5	13	5	1	4	13	1	-	-	-	2	1	125	120	-	5	2	132	126	
II. Professional																												
Senior Officer	20	5	4	6	35	9	13	15	11	22	10	1	7	21	-	1	1	-	10	-	191	178	-	14	3	208	194	
First Officer	37	-	7	9	76	13	23	22	14	55	114	5	12	55	1	1	1	1	(C)	1	445	431	-	12	1	458	444	
Second Officer	34	-	5	10	77	23	27	26	10	41	261	5	18	98	1	1	-	-	(10)	1	628	613	-	25	1	654	636	
Associate and Assistant Officers	23	2	12	10	94	20	21	28	15	26	49	26	8	72	3	2	3	2	-	1	417	401	-	60	9	486	456	
Total II	114	7	28	35	282	65	84	91	50	144	434	37	45	246	5	5	5	3	(2)	3	1,681	1,623	-	111	14	1,806	1,730	
TOTAL I and II	140	11	30	43	306	69	90	97	55	157	439	38	49	259	6	5	5	3	-	4	1,806	1,743	-	116	16	1,938	1,856	
III. General Service																												
Principal level	38	-	-	2	27				3	13	56	2	34	7	-	2	2	1		2	189	176	10	1	-	200	185	
Other levels	152	10	18	20	226	p/	q/	e/	26	88 ^{e/}	423	50	397	498	3	25	11	34		7	1,988 ^{f/}	1,944	189	180	14	2,371	2,288	
Total III	190	10	18	22	253				29	101	479	52	431	505	3	27	13	35	-	9	2,177	2,120	199	181	14	2,571	2,473	
GRAND TOTAL	330	21	48	65	559	69	90	97	84	258	918	90	480	764	9	32	18	38	-	13	3,983^{f/}	3,863	199	297	30	4,509	4,329	

^{a/} Includes United Nations High Commissioner for Refugees and Registrar of the International Court of Justice.

^{b/} Estimates provide additionally for 147 local posts.

^{c/} Estimates provide additionally for 138 local posts.

^{d/} Estimates provide additionally for 97 local posts.

^{e/} Estimates provide additionally for 143 local posts.

^{f/} Excludes post of Secretary-General.

ANNEX II

Established posts - Comparative numbers and estimated costs 1959, 1960 and 1961

The table in this annex is not strictly an accounting statement. It shows the distribution and the estimated cost of established posts envisaged for 1 January 1961 which are included in table 3-1 of section 3 of the 1961 estimates. Comparative data reflecting the distribution and estimated costs of established posts for 1959 and 1960 as foreseen at the time of the preparation of those

estimates are also given for each department and office.

An indication of the developing trends in the allocation of established posts resources over a three-year period may thus be noted, viewed prospectively as at the time of the preparation of the relevant estimates.

Department or Office	Number of professional posts		Number of general service posts		Total number of posts		Computed costs	
	1959	1960	1959	1960	1959	1960	1959	1960
<i>Offices of the Secretary-General</i>								
Executive Office of the Secretary-General	14	14	18	18	32	32	359 200	375 400
Office of Legal Affairs	28	28	25	25	53	53	495 400	512 400
Office of the Controller (including Internal Audit Service)	54	54	61	68	115	122	944 100	1 026 600
Office of Personnel (including Health Service)	40	40	54	58	94	98	766 500	816 600
Offices of the Under-Secretaries for Special Political Affairs	13	13	9	10	22	23	260 500	267 000
Department of Political and Security Council Affairs	41	42	21	22	62	64	615 000	642 500
Department of Trusteeship and Information from Non-Self-Governing Territories	61	56	32	31	93	87	849 600	821 200
Division of Human Rights	28	29	17	17	44	46	377 000	388 600
Department of Economic and Social Affairs	296	293	280	237	526	530	4 456 800	4 586 200
Economic Commission for Asia and the Far East	83	84	90	-	83	84	1 151 900 ^{a/}	1 205 600 ^{a/}
Economic Commission for Latin America	83	82	97	-	83	82	1 013 200 ^{b/}	1 364 000 ^{b/}
Economic Commission for Africa	28	50	69	-	28	50	250 000 ^{c/}	548 500 ^{c/}
Office of Public Information	120	119	105	103	225	222	1 911 300	1 951 100
Information centres	49	49	56	-	49	49	724 800 ^{d/}	752 900 ^{d/}
Revenue-producing activities—Visitors' Service	6	5	22	22	28	27	161 100	166 500
Office of Conference Services	454	443	474	472	928	915	7 252 900 ^{e/}	7 326 200 ^{e/}
Library	35	35	49	49	84	84	552 200 ^{f/}	591 450 ^{f/}
Revenue-producing activities—Sale of publications	3	4	17	16	20	20	118 600	127 400
Office of General Services	46	47	49	408	454	480	3 248 200 ^{e/}	3 536 800 ^{e/}
Revenue-producing activities—United Nations Postal Administration	2	2	35	35	37	38	187 680	203 900
<i>United Nations Office at Geneva</i>								
General Services	127	138	144	363	392	511	2 647 700 ^{h/}	2 801 500 ^{h/}
Revenue-producing activities	-	-	1	4	5	6	11 900	11 800
Sale of Publications	-	-	4	4	5	4	90 400	87 950
Visitors' Service	6	6	6	6	12	12	204 600	208 500
Information Service	16	16	12	12	28	28	1 085 600	1 094 650
Division of Narcotic Drugs	76	76	77	79	153	155	91 500	94 700
Economic Commission for Europe	6	6	8	8	14	14	40 500	44 500
Technical Assistance Office	3	3	1	2	4	5	32 100	98 100
Office of Social Affairs	4	4	7	9	11	13	69 400	69 800
Secretariat of the Joint Staff Pension Board	6	6	3	3	9	9	30 019 680	31 420 600 ^{i/}
Joint Secretariat of the Permanent Central Opium Board and Drug Supervisory Body	1 728	1 744	1 807	2 058	2 177	3 851	3 019 680	33 000 000
TOTAL	1 728	1 744	1 807	2 058	2 177	3 851	30 019 680	33 000 000

^{a/} Includes for local posts: 1959, \$216,600; 1960, \$254,800; 1961, \$274,100.

^{b/} Includes for local posts: 1959, \$190,600; 1960, \$249,900; 1961, \$243,200.

^{c/} Includes for local posts: 1959, \$60,000; 1960, \$121,000; 1961, \$203,100.

^{d/} Includes for local posts: 1959, \$166,000; 1960, \$184,500; 1961, \$244,000.

^{e/} Includes for manual workers: 1959, \$65,600; 1960, \$69,500; 1961, \$73,400.

^{f/} Includes for manual workers: 1959, \$21,400; 1960, \$23,000; 1961, \$24,000.

^{h/} Includes for manual workers: 1959, \$806,100; 1960, \$852,800; 1961, \$877,700.

^{i/} Includes for manual workers: 1959, \$217,300; 1960, \$226,300; 1961, \$229,700.

^{j/} Included in 1959 and 1960 with Geneva General Services costs.

^{k/} Excludes thirteen General Services other level posts carried in 1960 against section 14, contractual printing and the amount of \$37,700 in respect of those posts, transferred in the 1961 estimates to established posts.

ANNEX III

Public information programmes and related expenses

Note: The public information programme planned for 1961 is described in detail in this annex, as requested by the General Assembly in paragraph 5 of its resolution 1405 (XIV). The estimated costs of particular activities is also shown, together with a table indicating the anticipated level of expenditure for the programme as a whole.

SUMMARY OF PUBLIC INFORMATION STAFF

	1960	1961
(i) Professional Staff		
Office of the Under-Secretary	5	5
Press, Publications and Public Services	33	29
Radio and Visual Services	60	53
External Relations	17	14
Information centres/offices, including Geneva	58	65
TOTAL	<u>173</u>	<u>166</u>
(ii) General service staff at Headquarters and Geneva		
	<u>109</u>	<u>109</u>

The 1961 estimates include \$244 000 for local posts at information centres/offices; the 1960 provision was \$184 500.

SUMMARY OF PUBLIC INFORMATION EXPENSES

	1961 estimates \$	1960 adjusted ^{a/} \$	Original 1960 estimates ^{b/} \$
(a) Salaries and wages, established posts, Headquarters, Geneva and information centres, and common staff costs	3 156 900	3 107 785	3 268 600
(b) Operational funds	1 014 200	1 029 600	1 042 300
(c) Local costs, including local staff, at information centres	636 900	623 600	580 400
(d) Other expenses	<u>201 200</u>	<u>245 300</u>	<u>247 300</u>
TOTAL	<u>5 009 200</u>	<u>5 006 285</u>	<u>5 138 600</u>

^{a/} Reflects anticipated effect of action taken in pursuance of General Assembly resolution 1405 (XIV).

^{b/} As contained in Information Annex II-D of the 1960 budget estimates (A/4110).

1961 BUDGET ESTIMATES

	Salaries and wages, established posts (including common staff costs) \$	Operational funds, local costs at information centres, etc. \$	\$	Total cost \$
1. THE UNDER-SECRETARY				
(i) Office of the Under-Secretary	76 650		76 650	
(ii) Executive Office	78 050		<u>78 050</u>	154 700
2. PRESS, PUBLICATIONS AND PUBLIC SERVICES				
(i) Office of the Director	32 550		32 550	
(ii) Press Services	381 850	3 460	385 310	
(iii) Publications Service	191 150	211 400	<u>402 550</u>	820 410
3. RADIO AND VISUAL SERVICES				
(i) Office of the Director	86 700		86 700	
(ii) Operations Service	226 300	71 800	298 100	
(iii) Visual Services	330 950	434 500	} 555 450	
Less income		(210 000)		
(iv) Radio Services	475 000	503 040	<u>978 040</u>	1 918 290
4. EXTERNAL RELATIONS				
(i) Office of the Director	51 850		51 850	
(ii) Centre Services and Briefings	186 750		186 750	
(iii) Liaison and Special Projects	72 400		<u>72 400</u>	311 000
5. INFORMATION CENTRES/GENEVA	1 017 700	636 900	1 654 600	1 654 600
6. ESTIMATES OF OTHER EXPENSES	-	201 200	201 200	201 200
	<u>3 207 900</u>	<u>1 852 300</u>	<u>5 060 200</u>	<u>5 060 200</u>
Less reduction of a/	51 000		<u>51 000</u>	<u>51 000</u>
TOTALS	<u><u>3 156 900</u></u>	<u><u>1 852 300</u></u>	<u><u>5 009 200</u></u>	<u><u>5 009 200</u></u>

Note: Estimates include provision for three new information centres to be opened in 1961.

a/ In addition to the normal turnover of staff, provides for the temporary "freezing" of some posts in 1961.

	1960	1961	\$	\$	\$
1. THE UNDER-SECRETARY					
(i) Office of the Under-Secretary					
Under-Secretary	1	1			
Principal Officer	1	1			
General service					
Principal level	1	1			
Other levels	2	2			
Salaries and common staff costs					76 650
(ii) Executive Office					
Is the executive management arm of the Office of Public Information, reporting directly to the Under-Secretary. Provides budgetary, personnel, administrative and financial services.					
Senior Officer	1	1			
Associate Officer	2	2			
General service					
Principal level	1	1			
Other levels	4	4			
Salaries and common staff costs					78 050
TOTAL					<u>154 700</u>

	\$	\$	\$
2. PRESS, PUBLICATIONS AND PUBLIC SERVICES DIVISION			
(i) <i>Office of the Director</i>	1960	1961	
Director	1	1	
General service	1	1	
Salaries and common staff costs			32 550
 (ii) <i>Press Services</i>			
<p>This staff services the accredited representatives of the world press over the range of United Nations activities. It covers all the proceedings of United Nations organs and committees. Its functions include oral briefings of correspondents and the issuance of press releases. It schedules and professionally services press conferences and briefings and is responsible for accreditation proceedings and the extension of kindred facilities. This service also provides basic day-to-day coverage of all United Nations developments for the use of the other media divisions of the Office of Public Information and the information centres. It is planned to maintain these services at their present level in 1961.</p>			
(a) <i>Staff costs</i>	1960	1961	
Principal Officer	1	1	
Senior Officer	4	4	
First Officer	7	7	
Second Officer	4	4	
Associate Officer	2	2	
<i>General service</i>			
Principal level	1	1	
Other levels	15	15	
Salaries and common staff costs			381 850
(b) <i>Other costs</i>			
Subscriptions to news agency services			3 460
			385 310
 (iii) <i>Publications Service</i>			
<p>Writes and publishes all publications of the Office of Public Information which are produced at Headquarters. Controls and approves publications produced through the information centres. Assists, as requested, outside writers and publishers in the preparation and checking of texts and other material dealing with the United Nations.</p>			
(a) <i>Headquarters costs</i>	1960	1961	
<u>(1) Staff costs</u>			
Senior Officer	1	1	
First Officer	5	3	
Second Officer	7	5	
Associate Officer	1	1	
General service	9	8	
Salaries and common staff costs			191 150

(2) The printing programme for 1961 is planned as follows:

The estimates propose that \$11 400 be added to the printing programme, as compared with the past few years, which will—in 1961—be offset by a corresponding reduction of operating expenses in Visual Services. This increase will be utilized to increase direct publication programmes in information centres and the production of additional language versions of publications which are already produced in over 57 languages by comparison with 37 languages in 1958. Pending consideration of any alternative policy for the publication of the three monthly reviews, the programme envisages their continued monthly production, except that they will be produced and published in the English, Spanish and French languages in New York, Mexico City and Paris respectively. The effect of the 1961 programming arrangements will be to increase from \$76 000 to \$90 000 the allocation provided for direct publication activities through information centres.

	\$	\$	\$
(i) <u>Periodicals</u>			
United Nations Review; monthly; English; 9" x 12"; average 64 pages; 22,000 copies per issue (twelve issues)	55 000		
Index to United Nations Review	<u>2 000</u>	57 000	
(ii) <u>Books</u>			
(a) United Nations Yearbook; English; 365 copies for official distribution	2 053		
(b) 1961 edition of Everyman's United Nations; English	3 000		
(iii) Booklets, pamphlets, leaflets and visual aids	<u>39 197</u>	44 250	
(b) <u>Centres</u>			
(1) (Staff costs totalling \$38 465 have been included under information centres).			
(2) <u>Printing programme:</u>			
(i) <u>Periodicals</u>			
(a) La Revista de las Naciones Unidas; monthly; Spanish; 9" x 12"; average 64 pages; 3,200 copies per issue (twelve issues)	11 000		
(b) Revue des Nations Unies; monthly; French; 6" x 9"; average 100 pages; 3,000 copies per issue (twelve issues)	9 000		
Index to Revue.	150		
(ii) Booklets, pamphlets, leaflets and visual aids.	<u>90 000</u>	<u>110 150</u>	<u>402 550</u>
TOTAL, Press and Publications			<u>820 410</u>

3. RADIO AND VISUAL SERVICES DIVISION

(i) *Office of the Director*

The Director and his two Assistant Directors—in charge of the Visual Services and the Radio Services—are collectively responsible for the over-all working of the Division.

	1960	1961	
Director	1	1	
Principal Officer.	2	2	
General service	3	3	
Salaries and common staff costs.			86 700

(ii) *Operations Service**Office of the Chief*

As the management arm of the Division, the Office will continue to supervise contractual arrangements with outside organizations and information outlets and placement of television services. It will continue to maintain contacts with the Radio and Visual Information officers attached to information centres and to serve as the secretariat of the United Nations Visual Information Board, and co-ordinate joint projects undertaken by the Board.

	1960	1961	
Senior Officer.	1	1	
First Officer	2	2	
General service	2	2	
Salaries and common staff costs.			63 200

Technical Operating Unit

This Unit controls and schedules use of the facilities required for the production of the programmes of the Division. It services accredited radio and visual correspondents and co-ordinates the day-to-day administrative matters of the Division.

	1960	1961	
Second Officer	1	1	
Associate Officer	2	1	
<i>General service</i>			
Principal level.	2	2	
Other levels	2	2	
Salaries and common staff costs			55 900

\$ \$ \$

Distribution and Library Services

This service is responsible for cataloguing, maintaining and distributing all radio, television and film material, including the provision of language versions as required. The head of the service is the Chief Distribution Officer and is responsible for the execution of the distribution policies laid down by the Operations Service.

	1960	1961		
First Officer	1	1		
Second Officer	1	1		
Associate Officer	4	4		
<i>General service</i>				
Principal level.	1	1		
Other levels	5	5		
Salaries and common staff costs			<u>107 200</u>	226 300

(iii) *Visual Services*

Office of the Chief

Film, television and photography resources, including staff resources, will be co-ordinated and used interchangeably in the production of documentary visual materials for multiple uses. Activities of the United Nations and its related agencies in Latin America will be the subject of a special visual project, for which the co-operation of Governments will be sought in production and distribution along lines similar to the Asia project in 1960. Preparations will be begun for a similar project in the Middle East and Africa for 1962. Visual officers posted to Bangkok, Geneva, Mexico City and New Delhi will assist in these and other regional productions and in their distribution. Collaboration with the agencies related to the United Nations will be maintained through the Visual Information Board.

	1960	1961		
Senior Officer.	2	1		
General service	1	1		
Salaries and common staff costs.			25 300	

Film and Television Services

These services are now combined as was forecast in the Secretary-General's report to the General Assembly at its fourteenth session. A reduction of five professional posts within the combined services will be achieved by 1961. The activities of the service will be concentrated upon the production of material for multiple uses suited to both TV programmes and to group-showings. Resources of the United Nations Film Footage Library will be refreshed by the collection of appropriate material from governmental and non-governmental services, as well as from original materials produced in the field.

A main programme organized in 1960 has concentrated on the development of material covering economic and social development in South-East Asia. This programme has aimed at providing material suitable for distribution in Asia and also for adaptation for non-Asian audiences. Distribution of the materials produced will be partially effected in 1960 and will continue in 1961. Planning has also proceeded in 1960 with governmental and non-governmental organizations in Latin America to the end that similar material based upon the work of ECLA and the United Nations economic and technical assistance projects in Latin America will be produced both for TV and group-showing usage in 1961. In addition to the above, the 1961 programme also envisages the production for multiple usage of three short educational films dealing with the Security Council and with the activities of the Economic and Social Council. These will supplement similar short educational films to be completed towards the end of 1960 on the Charter, the General Assembly and the Trusteeship Council.

Joint production, in collaboration with the specialized agencies, has been undertaken in 1960 in connexion with a film on water resources (WHO) and the peaceful uses of the atom (IAEA). Further joint participation is planned with the agencies for several additional productions in 1961.

United Nations television will continue to extend its facilities for the origination of programmes and dispatches concerning United Nations activities to accredited television organizations. It will also continue to provide (1) basic news coverage supplied as newfilm and (2) completed documentary programmes of a duration of fifteen to thirty minutes or short items of topical interest, as requested by contracting stations.

	\$	\$	\$
<p>In addition to such demands already serviced in North America and some countries in Latin America and several in Europe, the needs of developing television systems in Asia and the Middle East are being explored. In this context, also, OPI is collaborating with specialized agencies in accepting an invitation from UNESCO to develop, in conjunction with that organization, the use by TV stations in Europe, the Middle East and Asia of production facilities which are being established in the UNESCO headquarters in Paris for this purpose. Such a development will improve the dissemination of information on an inter-agency basis and so help to meet the development of programmes of the maximum usefulness at the minimum cost.</p>			
	1960	1961	
<i>Production staff</i>			
Senior Officer	3	1	
First Officer	2	1	
Second Officer	2	2	
<i>General service</i>			
Principal level.	1	1	
Other levels	2	2	
Salaries and common staff costs			82 250
	1960	1961	
<i>Servicing staff</i>			
First Officer	2	2	
Second Officer	3	1	
<i>General service</i>			
Principal level.	2	2	
Other levels	1	1	
Salaries and common staff costs.			70 250
<i>Film production costs</i>			
(a) Three short primary educational films			10 000
(b) General and joint film projects with specialized agencies, including a film on water development to be produced under the auspices of WHO and other agencies and a film, with IAEA, on the peaceful uses of atomic energy			33 500
(c) Film on the economic development of Latin America, with special reference to ECLA and the United Nations family			20 000
(d) Adaptation of telefilms for group showings			5 000
(e) Miscellaneous, such as United Nations Day trailer, etc.			<u>5 000</u>
			73 500
<i>Television production costs</i>			
(a) Cost of programmes commissioned by networks on the North American continent			138 000
(b) Cost of adaptations and language versions of basic programmes to non-English language areas			40 000
(c) Special field coverage and local production			20 000
(d) Cost of engineers and television supplies			<u>90 000</u>
			288 000
<i>Distribution costs</i>			
(a) Provision of language versions, dupe negatives, and rawstock for distribution of motion picture prints in the field			39 400
(b) Cost of prints for information centre libraries			12 400
(c) News coverage at Headquarters and in the field, including library footage			15 000
(d) Miscellaneous expenses for film and television distribution			<u>5 000</u>
			71 800
			611 100
<u>Less television income.</u>			<u>210 000</u>
			401 100

Photographs and Exhibits Services

The broadest possible photo coverage of activities in the field and at Headquarters of the United Nations and its related agencies will be carried out by both staff and outside photographers under contract. These photographs will be made available to government information services and other publishers through United Nations Information centres and will be deposited in the photo libraries in New York and Geneva, and at centres with regional visual officers. Accredited press and magazine photographers will be assisted in covering United Nations activities. Co-operation with education ministries and organizations will be continued in the production and distribution of filmstrips in order to continue the reduction of distribution costs while increasing production. Basic display materials for multiple use, including wall-sheets and an annual printed display set, will be produced for United Nations information centres, taking account of their varying needs and covering a wide range of activities of the Organization and its related agencies.

	1960	1961	\$	\$	\$
First Officer	1	1			
Associate Officer	4	4			
Assistant Officer	1	1			
<i>General service</i>					
Principal level	2	2			
Other levels	10	10			
Salaries and common staff costs				153	150
<i>Production and servicing costs</i>					
(a) Basic laboratory service, raw materials including paper, film, chemicals, etc., to supply photographs for world-wide distribution . . .			27	000	
(b) Cost of photo libraries, including distribution to information centres; purchase of negatives from the field; special coverage of field activities and meetings			22	500	
(c) Production and distribution of filmstrips, including language versions .			13	500	
(d) Display materials			10	000	627 250

(iv) Radio Services

Services will be maintained in each of the principal categories of UN Radio's normal operations: recording and transmission facilities for delegations and correspondents; broadcast of meetings of the General Assembly and other principal organs of the United Nations; broadcast of summaries of news about the United Nations and specialized agencies for short-wave listening and relay by national radio organizations; production and distribution of recorded feature and documentary programmes, giving "thematic" accounts of current political, economic and social activities of the United Nations; provision of "raw materials" and scripts to national organizations for the local production of programmes of regional interest.

On the basis of past experience, it is expected that recording and transmission facilities will be provided to between 80 to 85 accredited correspondents of national organizations. Daily and/or weekly United Nations news programmes will be broadcast under arrangement for relay by 53 Member States. Recorded feature and documentary material will be prepared in over 30 languages and will be rebroadcast in nearly 100 Member States, non-member States and Territories. Under arrangement with national radio organizations, these programmes will be produced locally in 15 to 17 languages in 17 countries.

Pending any change in basic policy decisions on the continuation or otherwise of the unrelayed short-wave radio broadcasts, the 1961 programme provides for their continuation, and the present budget proposals include the cost of this programme in the amount of \$93 000, inclusive of staff costs. These include broadcasts in Russian, Arabic, Chinese and Hungarian.

As a special project in 1961, it is planned to produce, in co-operation with the national radio organizations of Latin America, a special series of programmes on the economic and social phases of Latin American development. This project will be in the nature of a counterpart to the Asian Radio Project conducted in 1960.

Central Services

Will be responsible for preparing the central United Nations news bulletins and the scripts for the feature and documentary programmes referred to above.

	1960	1961			
			\$	\$	\$
Senior Officer	2	1			
First Officer	1	2			
Second Officer	1	1			
Associate Officer	4	4			
General service	3	3			
Salaries and common staff costs			119 350		
<u>Operating funds</u>			<u>50 250^a</u>	169 600	

Latin American-Iberian Service

Will maintain a daily half-hour short-wave broadcast schedule in Spanish throughout the year. This will be relayed in whole or in part by eighteen Latin American countries. Will also produce weekly news programmes in Portuguese for relay in Brazil and Portugal. Will provide a weekly news service by short-wave for relay in Spain. Will provide material to national organizations of the region for local production of programmes about the United Nations. Will itself produce at Headquarters six documentary programmes, of half-hour duration, which will be distributed for rebroadcast by over 400 independent stations in nineteen Latin American countries. Will produce scripts for twenty-six 15-minute feature programmes which will be produced locally for regional distribution, in co-operation with United Nations offices at Buenos Aires, Rio de Janeiro, Bogotá, Santiago and Mexico City.

	1960	1961			
First Officer	3	3			
General service	3	3			
Salaries and common staff costs			65 800		
<u>Operating funds</u>			<u>56 600</u>	122 400	

European Languages Service (other than English)

Will maintain a daily half-hour short-wave news service in Russian Mondays through Fridays and a 5-minute daily news dispatch in French for rebroadcast in France, Belgium and Canada. In addition, will produce weekly news programmes of 5 to 15-minute duration in the following languages under arrangement for national relay: Finnish, Flemish, German, Greek, Hebrew, Icelandic, Italian, Polish, Serbo-Croat and Turkish. During General Assembly sessions these news broadcasts will be put on a daily basis. A 15-minute broadcast in Hungarian will be maintained on a weekly basis throughout the year. Will produce, for distribution from Headquarters on demand, six documentary programmes of half-hour duration and twenty-six 15-minute feature programmes in German, Hebrew, Italian, Polish and Turkish. These programmes will also be produced locally in Greek and Serbo-Croat by national radio organizations in co-operation with United Nations Information Centres in Athens and Belgrade. Local production will also be undertaken by the United Nations Information Service in Geneva and the Centre in Paris for rebroadcast in the French-speaking countries of Europe as well as French-speaking countries and territories in other parts of the world.

	1960	1961			
First Officer	3	2			
Second Officer	2	2			
Associate Officer	2	2			
General service	3	3			
Salaries and common staff costs			113 700		
<u>Operating funds</u>			<u>89 550</u>	203 250	

English Language Service

Will produce a daily 10-minute news during the General Assembly session for rebroadcast on a network basis in the United States and also in Australia, Canada, Ceylon, Malaya, the Philippines and the Union of South Africa. In the inter-Assembly period, will produce a 15-minute news round-up each week for broadcast in the United States, Canada, Ceylon, Malaya, New Zealand, the Philippines, Ghana and the Union of South Africa. This service is also taken by India, Pakistan and Ireland on a weekly basis during Assembly sessions. Will be responsible for the production of the English language versions of the six documentary and twenty-six feature programmes planned for the year, for rebroadcast in the above-named countries as well as twenty-one English-speaking territories.

	1960	1961	\$	\$	\$
First Officer	1	1			
Second Officer	1	1			
<i>General service</i>					
Principal level.....	2	2			
Other levels.....	7	7			
Salaries and common staff costs.....			94 200		
<u>Operating funds</u>			<u>23 100</u>	117 300	
<i>Asian Languages Service</i>					
Will broadcast a daily half-hour short-wave programme in Chinese. Will maintain a weekly short-wave news service throughout the year for relay in Singhalese, Tagalog, Thai, Burmese, Indonesian, Urdu and Japanese. Most of these will be put on a daily basis during the General Assembly session. Will produce, either directly or through national organizations, six half-hour documentary and twenty-six 15-minute feature programmes in Burmese, Chinese, Hindi, Indonesian, Malay, Singhalese, Tagalog, Tamil, Thai, and Urdu. United Nations Information Centres at New Delhi, Karachi and Manila will oversee local productions for Burma, India, Pakistan and the Philippines.					
First Officer	2	2			
Second Officer	1	1			
Associate Officer	1	1			
General service	1	1			
Salaries and common staff costs.....			60 000		
<u>Operating funds</u>			<u>44 900</u>	104 900	
<i>Middle East and African Languages Service</i>					
Will maintain a daily 15-minute schedule of short-wave broadcasts in Arabic and, additionally, a daily 10-minute news programme for relay or rebroadcast in Amharic, Persian, Pushtu and Duri. Broadcasts in these languages will be on a weekly basis in the inter-Assembly period. Feature and documentary programmes will also be provided for rebroadcast in these languages.					
Arrangements will be continued for local production in Kabul of programmes in Duri and Pushtu, and the local production of Persian programmes in Teheran is under consideration.					
First Officer	1	1			
General service	1	1			
Salaries and common staff costs.....			21 950		
<u>Operating funds</u>			<u>41 600</u>	<u>63 550</u>	781 000
<i>Telecommunications engineers</i>					
Cost of telecommunications engineers servicing all six radio services . . .					
					197 040
TOTAL, Radio and Visual Services					<u>1 918 290</u>

4. EXTERNAL RELATIONS DIVISION

(i) Office of the Director

The Office of the Director will continue to co-ordinate the work of the Division and to develop further the appropriate liaison with delegations, governmental, and non-governmental organizations. The Office will continue to provide the secretariat of the Consultative Committee on public information (CCPI) and to maintain liaison with the specialized agencies on projects of joint interest. The meeting of CCPI in 1961 will take place concurrently with a meeting of centre directors at Headquarters which will afford the opportunity for discussion between the heads of the information services of the agencies and the heads of the United Nations field information offices on the development of programmes of mutual concern in their respective areas.

	1960	1961	
Director	1	1	
Senior Officer.....	2	1	
General service	1	1	
Salaries and common staff costs.....			51 850

\$ \$ \$

(ii) *Centre Services and Briefing*

The staff of this service will continue to maintain day-to-day contact with the information centres. In so far as practicable the work of the service is being organized to meet the varying regional needs of the centres. In 1961, in addition to the regular production of the Weekly Newsletter, the Lettre Hebdomadaire and Notes to Centres, this service will provide special kits of material on topical subjects for use by the centres. Centres will be encouraged to prepare additional materials in the languages of their areas to meet their regional needs. The documentation and reference facilities of the centres will be further strengthened and liaison between the centres and the information sections of the specialized agencies will be continued.

	1960	1961	
First Officer	7	6	
Second Officer	4	4	
Associate Officer	1	-	
General service	8	7	
Salaries and common staff costs			186 750

(iii) *Liaison and Special Projects*

Services educators and non-governmental organizations, assists the information departments of the agencies in joint projects, supervises the Senior Fellowship and Student Interne Programmes and co-ordinates programmes for such special observances as United Nations Day and Human Rights Day. The section also acts as a clearing house and sends regularly to the information centres materials produced in Member States relevant to teaching about the United Nations. Information centres are encouraged to maintain contact with education authorities on the introduction of material on the United Nations family into the curricula of schools, universities and teacher-training institutes. Centres are also asked to stimulate production locally of textbooks, films, filmstrips and other materials by education authorities, non-governmental organizations and commercial firms.

Apart from regular briefings for non-governmental organizations, OPI will be represented at NGO conferences in 1961, of which two are planned—one in Latin America and one at Headquarters.

It is proposed to conduct the following interne and fellowship programmes in 1961:

(a) *Interne Programme for College Students*: to provide students interested in international affairs an opportunity to acquire a clearer understanding of the principles, purposes and activities of the United Nations.

(b) *Senior Fellowship Programme*: to be divided into two groups:

(i) For educators and producers of school materials;

(ii) For representatives of non-governmental organizations and journalists.

	1960	1961	
Senior Officer	1	1	
Second Officer	1	1	
General service	6	6	
Salaries and common staff costs			72 400
TOTAL, External Relations Division			<u>311 000</u>

5. INFORMATION CENTRES/GENEVA

(i) *Staff* ^{b/}

	1960	1961	
Principal Officer	6	6	
Senior Officer	8	10	
First Officer	22	23	
Second Officer	17	21	
Associate Officer	5	5	
General service (Geneva)	8	8	
Salaries and common staff costs			1 017 700

(ii) Local costs

	\$	\$	\$
Salaries and wages, 143 local staff		244 000	
Relevant common staff costs		48 800	
Temporary assistance and overtime		14 600	
Travel on official business		39 300	
General expenses, premises, utilities, communications, etc.		225 400	
Stationery, office supplies, library items, etc.		34 200	
Equipment		<u>30 600</u>	<u>636 900</u>
TOTAL, Information Centres/Geneva			1 654 600

^{a/} Includes \$15 000 for concert and \$11 750 for special regional projects.

^{b/} These estimates include nine Radio and Visual Information Officers detached from Headquarters to Centres, and three staff members similarly detached for the production and publication of the *Revista* in Mexico. Three staff members were detached from Headquarters for the establishment of new information centres in 1960 and it is proposed to detach a further three staff members to man three new centres in 1961. The above estimates also include

nine professional posts in Geneva, two of which are detached from Headquarters to provide for regional radio production and one as regional Visual Information Officer. It is proposed to transfer the regional Visual Information Officer from Geneva to Paris in 1961 in connexion with the establishment of visual production facilities in UNESCO. (During 1960, two additional posts were assigned from Headquarters to assist with the World Refugee Year. One of these posts is suppressed in the 1961 estimates and the other is reassigned at Headquarters).

ESTABLISHED POSTS — INFORMATION CENTRES / GENEVA

Centre	Professional posts					Total 1961	Total 1960
	D-1	P-5	P-4	P-3	P-2		
Accra			1			1	1
Athens		1				1	1
Belgrade			1			1	1
Bogotá			1			1	1
Buenos Aires		1			1	2	2
Cairo			2	2		4 ^{a/}	4 ^{a/}
Copenhagen		1	1			2	2
Djakarta						-	-
Kabul					1	1	1
Karachi			2			2	2
Lima				1		1	-
London	1	1		1		3	4
Manila			1	1		2 ^{a/}	2 ^{a/}
Mexico City			3	3		6 ^{a/}	3 ^{a/}
Monrovia						-	-
Moscow		1	1	1		3	3
New Delhi	1		1	2		4 ^{a/}	4 ^{a/}
Paris	1		2	1		4 ^{a/}	4 ^{a/}
Prague			1			1	1
Rangoon					1	1	1
Rio de Janeiro		1	1			2	2
Rome	1					1	1
San Salvador				1		1	-
Sydney						-	1
Teheran			1			1	1
Tokyo	1			1		2	2
Tunis		1				1	-
Washington		1	1			2	2
Geneva Office	1		3	3	2	9 ^{a/}	9 ^{a/}
Addis Ababa						-	-
Bangkok				2		2 ^{a/}	2 ^{a/}
Santiago				1		1 ^{a/}	1 ^{a/}
New Centres		2	1			3 ^{b/}	-
TOTALS	6	10	23	21	5	65	58

^{a/} Includes Radio, Visual and Information Officers, etc., outposted from Headquarters, including the *Revista* staff to Mexico.

^{b/} Three additional posts to be transferred in 1961 from Headquarters manning table for establishment of new centres.

PUBLIC INFORMATION EXPENSES

Provided in 1961 in section		1961 estimates \$	1960 adjusted \$	Original 1960 estimates ^{a/} \$
(a) Staff employed in public information activities				
	Number of professional staff:			
	Headquarters and Information centres	(157)	(164)	(167)
	Geneva	(9)	(9)	(6)
3	Salaries and wages, established posts, including general service posts at Headquarters and Geneva:			
	Headquarters and Information centres	2 412 000	2 465 630	2 501 500
	Geneva	126 800		
4 and 5	Relevant common staff costs	669 100	642 155	678 800
		3 207 900		
		<u>Less b/</u> 51 000		
	Total (a)	<u>3 156 900</u>	<u>3 107 785</u>	<u>3 268 600</u>
(b) Operational funds and related income				
10	Public information supplies and services	854 960	741 000	753 700
	<u>Less income</u>	(210 000)	(210 000)	(210 000)
10	Telecommunications supplies and services	287 040	298 600	298 600
11	Contractual printing	82 200	200 000	200 000
	Total (b)	<u>1 014 200</u>	<u>1 029 600</u>	<u>1 042 300</u>
(c) Local costs including local staff at information centres				
3	Salaries and wages, local	244 000	184 500	184 500
4	Relevant common staff costs	48 800	40 000	40 000
3	Temporary assistance and overtime	14 500	17 000	17 000
5	Travel on official business	39 300	45 000	45 000
9 and 10	General expenses, premises, utilities, communications, etc.	224 450	234 700	234 700
10	Stationery and office supplies, library items	35 150	38 500	38 500
8	Equipment	30 600	18 900	20 700
	Funds for three new Information centres opened during 1960.		45 000	
	Total (c)	<u>636 900</u>	<u>623 600</u>	<u>580 400</u>
	TOTALS (a), (b) and (c)	<u>4 808 000</u>	<u>4 760 985</u>	<u>4 891 300</u>
(d) Estimates of other expenses				
3	Temporary assistance and overtime—Headquarters and Geneva.	24 000	25 600	25 600
5	Travel on official business—Headquarters and Geneva	18 000	18 000	20 000
10	Communications	133 500	146 000	146 000
8	Equipment	25 700	55 700	55 700
	Total (d)	<u>201 200</u>	<u>245 300</u>	<u>247 300</u>
	TOTALS (a), (b), (c) and (d)	<u>5 009 200^{e/}</u>	<u>5 006 285^{d/}</u>	<u>5 138 600</u>

a/ As contained in annex II.D to 1960 estimates (A/41.10).

b/ In addition to the normal turnover of staff, provides for the temporary "freezing" of some posts in 1961.

c/ Estimates include provision for a further three new information centres to be opened in 1961, and the absorption of \$32 000 increase for allowances and

increments; plus approximately \$10 000 increase in salaries of telecommunication engineers.

d/ Includes \$25 000 for increase in local salaries for general service staff, and \$20 000 increase in salaries of telecommunication engineers, plus funds required to open three new centres in 1960.

ANNEX IV

1961 estimates: Distribution by office location with comparative 1960 appropriations and 1959 expenditures

Section	Headquarters \$	Geneva \$	Economic Commission for Africa \$	Economic Commission for Asia and the Far East \$	Economic Commission for Latin America \$	Information centres \$	Other \$	Total \$
1 Travel and other expenses of representatives of commissions and committees and other subsidiary bodies								
1961	-	-	-	-	-	-	857 700	857 700
1960	-	-	-	-	-	-	931 600	931 600
1959	-	-	-	-	-	-	841 474	841 474
2 Special meetings and conferences								
1961	-	-	-	-	-	-	222 000	222 000
1960	-	-	-	-	-	-	62 300	62 300
1959	-	-	-	-	-	-	1 903 860	1 903 860
3 Salaries and wages								
1961	25 033 300	4 960 700	1 043 000	1 391 000	1 465 000	907 600	-	34 800 600
1960	24 664 110	4 587 750	639 500	1 260 100	1 191 240	769 300	-	33 112 000
1959	23 381 342	4 619 319	225 226	1 213 426	1 154 675	710 793	-	31 304 651
4 Common staff costs								
1961	5 490 900	1 046 000	277 700	449 400	400 200	234 000	-	7 898 200
1960	5 103 000	969 700	204 300	385 500	310 250	208 250	-	7 181 000
1959	4 997 735	951 347	55 199	354 175	316 161	184 498	-	6 859 115
5 Travel of staff								
1961	1 200 200	135 500	183 300	130 000	225 000	65 300	83 500 ^{a/}	2 022 800
1960	1 159 300	101 300	97 300	118 200	120 600	63 800	125 200 ^{a/}	1 785 400
1959	1 132 611	108 059	47 362	123 259	152 603	62 364	114 642 ^{a/}	1 740 900
6 Payments under annex 1, paragraphs 2 and 3 of the Staff Regulations, Hospitality								
1961	-	-	-	-	-	-	100 000	100 000
1960	-	-	-	-	-	-	93 000	93 000
1959	-	-	-	-	-	-	88 481	88 481
7 Buildings and improvement of premises								
1961	78 500	144 000	-	-	-	-	3 532 000 ^{b/}	3 749 500
1960	67 000	133 000	-	-	-	-	3 532 000 ^{b/}	3 732 000
1959	686	140 107	-	26 091	6 907	-	2 649 466 ^{b/}	2 823 257
8 Permanent equipment								
1961	265 400	73 600	28 100	19 000	39 300	30 600	-	456 000
1960	243 000	62 000	28 000	17 100	17 700	20 700	-	388 500
1959	231 781	64 172	25 747	6 189	13 998	23 752	-	355 639

ANNEX IV (continued)

Section	Headquarters \$	Geneva \$	Economic Commission for Africa \$	Economic Commission for Asia and the Far East \$	Economic Commission for Latin America \$	Information centres \$	Other \$	Total \$
9 Maintenance operation and rental premises								
1961	2 864 000	162 500	23 800	30 300	80 450	83 000	-	3 244 050
1960	2 697 200	161 900	3 000	29 100	50 200	86 000	-	3 027 400
1959	2 739 494	152 999	1 855	27 992	52 885	78 199	-	3 053 424
10 General expenses								
1961	2 637 400 ^ε	446 900	69 600	69 500	150 600	176 600	-	3 550 600
1960	2 642 530 ^ε	427 300	42 000	57 000	91 900	187 200	-	3 447 930
1959	2 515 137 ^ε	411 146	40 175	60 857	110 011	179 343	-	3 316 669
11 Printing								
1961	583 050	94 020	20 400	41 500	63 580	20 150	350 300 ^d	1 173 000
1960	601 540	91 720	20 000	32 850	54 260	20 000	350 700 ^d	1 171 070
1959	564 642	82 467	6 221	23 958	46 406	22 420	383 804 ^d	1 129 918
12 Special expenses								
1961	-	-	-	-	-	-	154 000	154 000
1960	100 000	-	-	-	-	-	85 000	185 000
1959	32 700	-	-	-	-	-	63 590	96 290
13-17 Technical programmes								
1961	-	-	-	-	-	-	2 455 000	2 455 000
1960	-	-	-	-	-	-	2 430 000	2 430 000
1959	-	-	-	-	-	-	1 859 592	1 859 592
18 Special Missions								
1961	-	-	-	-	-	-	2 605 000	2 605 000
1960	-	-	-	-	-	-	2 468 300	2 468 300
1959	-	-	-	-	-	-	3 053 265	3 053 265
19 United Nations Field Service								
1961	-	-	-	-	-	-	1 314 000	1 314 000
1960	-	-	-	-	-	-	1 202 300	1 202 300
1959	-	-	-	-	-	-	1 116 006	1 116 006
20 Office of the High Commissioner for Refugees								
1961	-	-	-	-	-	-	2 117 200	2 117 200
1960	-	-	-	-	-	-	1 737 000	1 737 000
1959	-	-	-	-	-	-	1 671 277	1 671 277
21 International Court of Justice								
1961	-	-	-	-	-	-	734 100	734 100
1960	-	-	-	-	-	-	704 500	704 500
1959	-	-	-	-	-	-	732 584	732 584
TOTAL:	1961	38 147 750	7 063 220	1 645 900	2 130 700	2 424 130	14 524 800	67 453 750
	1960	37 277 680	5 534 670	1 033 800	1 899 850	1 836 150	13 721 900	63 659 300
	1959	35 586 128	6 529 616	401 785	1 835 947	1 853 646	14 478 041	61 946 442

^{a/} Includes travel of staff to meetings at Headquarters and Geneva.

^{b/} Relates to expenditures or estimates other than improvement of premises.

^{c/} Includes public information and supplies incurred in the field.

^{d/} Represents expenditures or estimates of Official Records, offset by the estimated value of internal reproduction at Headquarters and Geneva.

ANNEX V

A. Permanent Central Opium Board and Drug Supervisory Body

1961 ESTIMATES FOR ITEMS ADMINISTERED AS A UNIT, WITH
COMPARABLE 1960 AND 1959 FIGURES

Provided in 1961 in section	1961 estimate \$	1960 approved estimate \$	1959 expense \$
1 <u>Travel and subsistence of members</u>	<u>23 400</u>	<u>23 800</u>	<u>21 120</u>
3 <u>Salaries and wages:</u>			
(i) Established posts	71 400	67 350	73 364
(ii) Temporary assistance	1 000	1 000	-
Total, section 3	<u>72 400</u>	<u>68 350</u>	<u>73 364</u>
5 <u>Travel of staff on official business .</u>	<u>2 500</u>	<u>2 400</u>	<u>-</u>
TOTAL	<u>98 300</u>	<u>94 550</u>	<u>93 484</u>

B. Joint Staff Pension Board and United Nations Pension Committee

1961 ESTIMATES, WITH COMPARABLE 1960 AND 1959 FIGURES^{a/}

Provided in 1961 in section	1961 estimate \$	1960 estimate \$	1959 expense \$
A. <u>Items administered in accordance with Article XXVII of the United Nations Joint Staff Pension Fund</u>			
1 <u>Travel of members</u>	1 700	11 700	270
3 <u>Salaries and wages:</u>			
(i) Established posts**	97 180	94 565	83 468
(ii) Overtime*	1 800	1 600	2 602
(iii) Temporary assistance*	<u>56 500</u>	<u>91 975</u>	<u>59 383</u>
Total, section 3	<u>155 480</u>	<u>188 140</u>	<u>145 453</u>
4 <u>Common staff costs**</u>	<u>17 100</u>	<u>21 750</u>	<u>59 529</u>
5 <u>Travel of staff:</u>			
(i) Travel on official business*	700	5 000	2 705
(ii) Travel on home leave**	<u>7 400</u>	<u>-</u>	<u>4 900</u>
Total, section 5	<u>8 100</u>	<u>5 000</u>	<u>7 605</u>
TOTAL, A	<u>182 380</u>	<u>226 590</u>	<u>182 857</u>
B. <u>Other items*</u>			
1 <u>Cost of external audit</u>	2 700	1 000	1 000
3 and 4 <u>Staff services rendered by the United Nations^{b/}</u>	20 000	21 410	9 428
1 <u>Investments Committee</u>	2 500	2 500	2 579
10 <u>Communications services</u>	<u>1 060</u>	<u>1 060</u>	<u>1 060</u>
TOTAL, B	<u>26 260</u>	<u>25 970</u>	<u>14 067</u>
GRAND TOTAL	<u>208 640</u>	<u>252 560</u>	<u>196 924</u>
C. <u>Charge to the United Nations Joint Staff Pension Fund^{c/}</u>	<u>154 580</u>	<u>190 400</u>	<u>143 927</u>

^{a/} The items marked * are reimbursed to the United Nations by the Fund; on items marked **, the Fund reimburses the United Nations two-thirds of the expenses.

^{b/} Provision is made for the salary and related costs of an Investments Officer and staff in the IBM Unit (one P-2 for 12 months and one G-4 for 6 months) to cope with the accounts of the Pension Fund.

^{c/} The figures take into account a reduction for staff assessment on salaries: 1961 - \$16 200; 1960 - \$11 690; 1959 - \$12 901.

B. ESTIMATES OF INCOME

**SUMMARY OF ESTIMATES OF INCOME FOR 1961 WITH COMPARATIVE 1960 APPROVED ESTIMATES
AND 1959 ACTUAL INCOME**

(In US dollars)

Income section	1961 estimates	1960 approved estimates	1959 actual	Increase (or decrease) 1961 compared with 1960	Differences between 1960 and 1961—Main causes of variations and other remarks
1. Staff assessment income . . .	<u>6 600 000</u>	<u>6 329 000</u>	<u>6 284 869</u>	<u>271 000</u>	Increase is in the main consequential to increases in expenditure estimates for salaries and wages.
TOTAL income from staff assessment	<u>6 600 000</u>	<u>6 329 000</u>	<u>6 284 869</u>	<u>271 000</u>	
2. Funds provided from extra-budgetary accounts	1 879 880	1 787 400	1 769 772	92 480	Contribution from Special Account for Technical Assistance toward administrative and operational services expenses reduced by \$163 000 as first of progressive reductions to eliminate such contributions from Special Account; contribution of \$40 000 provided to offset central administrative costs included in 1961 expenditure estimates previously charged directly to Special Account; increase of \$253 000 from Voluntary Funds of the High Commissioner's budget in respect of increased expenditure requirements (section 20); reduction of \$37 520 in contribution from Joint Staff Pension Fund.
3. General income	1 574 000	1 586 100	2 082 371	(12 100)	Estimate based in the main on 1959 experience; includes \$130 000 reimbursement from Austrian Government in respect of expenses for Conference on Diplomatic Intercourse and Immunities (expenditure—section 2); further income from disposal of equipment of Observation Group in Lebanon, which accounted for \$493 590 in 1959 and \$90 200 in 1960 estimates, not predictable.
4. Sale of United Nations postage stamps	1 035 500	1 270 000	1 015 285	(234 500)	Estimate based on 1959 experience; sales have declined, \$1 420 000 gross estimated for 1961 compares with \$1 650 000 for 1960.
5. Sale of publications	351 500	625 200	669 313	(273 700)	Estimate includes \$55 000 income from sale of proceedings of Second United Nations Conference on the Peaceful Uses of Atomic Energy; corresponding figures for 1960 and 1959 were \$300 000 and \$393 581 respectively. Other sales estimated generally at 1960 level.
6. Services to visitors and catering services	<u>610 900</u>	<u>598 400</u>	<u>712 075</u>	<u>12 500</u>	Estimates generally at 1960 level with some increases in sales and increased expenditure requirements foreseen.
TOTAL income other than staff assessment	<u>5 451 780</u>	<u>5 867 100^{a/}</u>	<u>6 248 816^{b/}</u>	<u>(415 320)</u>	

^{a/} \$5 357 500 approved income estimate increased for comparative purpose by \$509 600 in respect of established posts costs chargeable directly against revenue in 1960 but included in expenditure estimates for 1961.

^{b/} \$5 762 981 actual income increased for comparative purposes by \$485 835 in respect of established posts costs chargeable directly against revenue in 1959 but included in expenditure estimates for 1961.

Part I

INCOME FROM STAFF ASSESSMENT

Income section 1. Staff assessment income

\$6 600 000 (1960: \$6 329 000 1959: \$6 284 869)

Staff assessment is levied on salaries and emoluments paid to staff at rates and conditions set out in Staff Regulation 3.3. Under General Assembly resolution 973 (X) of 15 December 1955, all revenue derived from the Staff Assessment Plan not otherwise disposed of by specific resolutions of the General Assembly is to be credited to the Tax Equalization Fund established under that resolution. As there is at present no provision for other disposition of staff assessment income, the total of 1961 estimate is for credit to the Tax Equalization Fund.

The estimate for income from staff assessment is based on 1959 experience as to the average rate of assessment applied to 1961 estimates for assessable payments.

The 1961 estimate includes \$39 065 in respect of income from staff assessment at the International Court of Justice, and \$260 000 in respect of the Office of the High Commissioner for Refugees.

Part II

OTHER INCOME

Income section 2. Funds provided from extra-budgetary accounts

\$1 879 880

(1960: \$1 787 400 1959: \$1 769 772)

These estimates cover contributions to be received from the Special Account of the Expanded Programme of Technical Assistance, from the Voluntary Fund of the High Commissioner's Programme, and from the Joint Staff Pension Fund towards the expenses of those activities provided for in the regular budget. The Joint Staff Pension Fund will be debited with the administrative costs of the Board on the basis of actual expenses.

The following table shows the details of 1961 estimates with comparable figures for 1960 and 1959:

	<u>1961</u>	<u>1960</u>	<u>1959</u>
	\$	\$	\$
I. Special Account for Technical Assistance			
(a) Contribution towards administrative and operational services expenses of the United Nations as a participating organization	937 000	1 100 000	1 100 000
(b) Contribution towards central administrative and financial service costs in connexion with the Special Account . .	40 000	— <u>a/</u>	— <u>a/</u>
II. Voluntary Fund of the High Commissioner's Programme.	750 000	497 000	525 845
III. United Nations Joint Staff Pension Fund .	<u>152 880</u>	<u>190 400</u>	<u>143 927</u>
TOTAL	1 879 880	1 787 400	1 769 772

a/ Expenditures charged directly to the Expanded Programme of Technical assistance.

The lower anticipated contribution than the corresponding amount for 1960 from the Special Account of Technical Assistance is in accordance with the formula laid down in Economic and Social Council resolution 737 (XXVIII).

The estimate for the Joint Staff Pension Fund is in line with 1959 experience. The higher figure for 1960 resulted from costs in connexion with the work of the Pension Review Group for which no provision is made in 1961.

Income section 3. General income

\$1 574 000

(1960: \$1 586 100 1959: \$2 082 371)

The detailed estimates under this heading with the comparable figures for 1960 and 1959, are as follows:

	<u>1961</u>	<u>1960</u>	<u>1959</u>
	\$	\$	\$
(i) Rental income	350 000	328 000	345 691
(ii) Reimbursement of staff and services furnished to specialized agencies and others	397 800	359 700	302 875
(iii) Income from interest and investments .	190 000	157 000	293 977
(iv) Sale of used office transportation and other equipment.	40 000	164 100	545 846
(v) Refund of prior years' expenditure . . .	162 000	141 000	181 874
(vi) Contributions from non-member States	183 900	178 000	123 653
(vii) Revenue from television services and film distribution	210 000	210 000	247 349
(viii) Miscellaneous income.	<u>40 300</u>	<u>48 300</u>	<u>41 106</u>
TOTAL	<u>1 574 000</u>	<u>1 586 100</u>	<u>2 082 371</u>

The estimates include \$1 163 000 in respect of income anticipated at Headquarters and other offices, except Geneva, and at Geneva \$411 000:

(i) Rental income (space charges) \$ 350 000

The estimates for Headquarters include \$35 000 for rental of office and other space, \$130 000 from garage parking charges. In 1959 the income from garage parking was \$137 197. The lower estimate for 1961 is due to a contemplated reduction of space for visitors in order to provide additional parking facilities for a larger number of delegations, particularly during the General Assembly.

The estimate of income from the garage is on a gross basis. The expenses for providing parking facilities are carried in the relevant sections of the regular budget and are estimated as follows:

(a) Section 3, Salaries and wages for cashiers, clerical services and guards used for traffic control and fire protection.	37 100
(b) Section 10, Uniforms, stickers, medallions. .	3 000
(c) Section 9, Cleaning.	15 100
(d) Section 9, Utilities.	52 250
	107 450

The estimate of rental income at Geneva of \$185 000 is based on the 1959 experience.

(ii) Reimbursements for staff and services furnished to specialized agencies and others \$ 397 800

The income estimated for Headquarters includes \$46 200 for communications services and cable traffic carried on the United Nations network for other United Nations agencies and \$15 000 for the share of specialized agencies in costs of jointly sponsored expert studies. Pursuant to General Assembly resolution 1202 (XII), it also includes an estimated \$130 000 for payment by the Austrian Government to defray the additional costs of the Conference on Diplomatic Intercourse and Immunities to be held in Vienna in the spring of 1961. Income of \$200 000 from the loan of staff and services at Geneva is estimated on the basis of 1959 experience.

(iii) Income from interest and investments \$ 190 000

Interest from investments in the amount of \$180 000 is estimated on an average balance available for short-

term investments based on the previous years' experience. Interest on bank balances is estimated at \$10 000.

(iv) Sale of used office, transportation and other equipment. \$ 40 000

The estimate is based upon experience and plans for the replacement of equipment in 1961. The estimate includes \$14 220 in respect of Headquarters equipment, \$19 680 in respect of mission equipment, \$5 100 from the sale of equipment at the Economic Commission in Latin America and \$1 000 at Geneva. The proceeds from the sale of used equipment in 1959 was \$545 845, of which sale of UNOGIL equipment accounted for \$493 590. No estimate has been made for proceeds from the possible disposal of UNOGIL equipment because the remaining supplies consist of a wide range of items for which immediate use by other missions cannot be foreseen.

(v) Refund of prior years' expenditure . . . \$ 162 000

The estimate is based on 1959 experience.

(vi) Contributions from non-member States \$ 183 900

The estimate consists of contributions from non-member States participating in the activities of the following:

(a) The International Court of Justice.	7 200
(b) Conventions relating to narcotic drugs.	40 300
(c) Regional economic commissions.	135 800
(d) International Bureau for Declarations of Death of Missing Persons	600
	183 900

The estimates have been calculated on the basis of present participation in these activities and in accordance with General Assembly resolution 1308 (XIII). The percentage rates established in resolution 1308 (XIII) have been applied to the estimated 1961 expenses of these activities.

(vii) Revenue from television services and film distribution. \$ 210 000

The estimate is based on 1959 experience.

(viii) Miscellaneous income \$ 40 300

This estimate includes \$5 300 for income anticipated from the International Court of Justice comprising \$5 000 from the sale of publications, \$200 from bank interest and \$100 from other income.

Income section 4. Sale of United Nations postage stamps (United Nations Postal Administration)

\$1 035 500 (1960: \$1 270 000 1959: \$1 015 285)

Estimates:

Gross sales of United Nations postage stamps \$ 1 420 000

Less: Payments to the United States Post Office for mail carrying and cancellation charges; refunds and adjustments . . . 250 000

Expenses charged against revenue 134 500 384 500

Income from the sale of United Nations postage stamps

. \$1 035 500

1960: 1 270 000

1959: 1 015 285

Provision is included in the expenditure estimates (sections 3 and 4) for the established posts and relevant common staff costs for the Postal Administration. These expenses are estimated at \$257 800 for 1961, so that the estimated excess of income from the sale of United Nations postage stamps over the expenses directly attributable to that activity is \$777 700.

There is given in annex I to the income estimates a detailed statement of the 1961 estimates for the Postal Administration with comparable estimated 1960 and actual 1959 figures.

Revenue

The philatelic sales of United Nations postage stamps has shown a steady decline since 1957. While continuing efforts will be made to stimulate interest in the stamps, the estimate of gross sales for 1961 is maintained approximately at the actual 1959 level. Further, on the basis of sales during the first quarter of 1960, gross sales during the current year are not expected to reach the estimated level of \$1 650 000.

Income section 5. Sale of publications

		\$351 500	(1960: \$625 200	1959: \$669 313)
	\$	\$		
Gross sales		670 000		
Less:				
Costs of sales, discounts . .	156 500			
Expenses charged against revenue	<u>162 000</u>	<u>318 500</u>		
Credit to income		<u>\$351 500</u>		

This section covers income from the sale of United Nations publications and information material, specialized agency and other publications handled on a consignment or similar basis and includes sales of proceedings of the Second United Nations International Conference on the Peaceful Uses of Atomic Energy. These last sales, which were dealt with under separate income accounts in 1960 and 1959, account for \$300 000 and \$393 581, respectively, in the income figures shown above for those two years. The 1961 figure for income includes \$55 000 from sales of the proceedings.

Provision is included in the expenditure estimates (sections 3 and 4) for the established posts and relevant common staff costs for the Sales Sections at Headquarters and Geneva, (section 11) for the run-on cost of sales copies of publications, and (section 9) for utilities and maintenance for the Bookshop at Headquarters. These expenses are estimated at \$254 500 for 1961, so that the estimated excess of income from the sale of publications over the expenses directly attributable to that activity is \$97 000.

Details of the 1961 estimates for this section, with comparative 1960 and 1959 figures, are given in annex II to the income estimates, statements 1 to 7.

Revenue

The estimated revenue from sales agents and the Bookshop for 1961 is based on 1959 experience, but is

Expenses

The estimate for expenses to be charged against revenue covers temporary assistance, overtime, printing of stamps and expenses for supplies and equipment for the operation. The amount of \$134 500 reflects a reduction of \$25 500 from the 1960 estimate.

Management

The issuance and philatelic sale of United Nations postage stamps is a regular secretariat activity which is undertaken by the Postal Administration, an organizational unit of the Office of General Services, in accordance with General Assembly resolutions 454 (V) of 16 November 1950 and 657 (VII) of 6 November 1952.

increased to take into account some upward adjustment in sales prices of United Nations publications and the anticipated effect of added promotional efforts. As indicated above, some residual sales of the proceedings of the Second Conference on the Peaceful Uses of Atomic Energy are expected.

Expenses

Provision is made for some increase in promotional efforts for the sale of publications, both for staff, under temporary assistance, and for printing of brochures, mailing, advertising and other similar expenses.

Management

The sale of publications is a regular secretariat activity which is undertaken to provide, on a self-supporting basis, general public distribution of the publications of the United Nations and to extend, on the same basis, the distribution of informational material regarding the Organization. Apart from the Bookshop at Headquarters, the basic outlet for sales is the network of sales agents throughout the world.

The administration of the publications sales programme is a function of the Sales Section of the Publishing Service, Office of Conference Services, having been transferred from the Office of Public Information as from 1 February 1960, with the Sales Section at Geneva servicing sales agents in Europe, Africa, the Near and Middle East, Australia and New Zealand. In carrying out its responsibilities the Publishing Service is guided by directives of the Publications Board. The United Nations Bookshop at Headquarters is operated by an outside publishing house without management fee or other profit consideration.

Income section 6. Services to visitors and catering services

	\$610 900	(1960: \$598 400	1959: \$712 075)	
1961 estimates	Guided tours Headquarters and Geneva	Gift Centre Headquarters	Catering services (including Souvenir Shop)	Total
	\$	\$	\$	\$
Gross	685 000	601 500	2 270 000	3 556 500
Less: Cost of sales, discounts, etc. .	10 000	273 000	1 105 000	1 388 000
Expenses charged against revenue	<u>309 600</u>	<u>163 000</u>	<u>1 085 000</u>	<u>1 557 600</u>
CREDIT TO INCOME	<u>365 400</u>	<u>165 500</u>	<u>80 000</u>	<u>610 900</u>

In the following presentation, the estimates under this section are shown under two chapters, distinguishing between (1) services provided in the main to visitors and the public, and (2) services (mainly catering) which, while partly available to the public, are provided as a necessary facility to delegations and staff. To reflect this distinction, the Souvenir Shop in the basement of the General Assembly building, which is operated together with the catering services under the same management contract, is shown as a service to visitors. No change in the management arrangements is implied.

Catering services at Geneva are provided on a concession basis, the concessionaire paying a fee based on gross turnover. With the concurrence of the Advisory Committee on Administrative and Budgetary Questions, this fee (some \$6 000 per annum on present turnover) is being used to amortize the cost of certain equipment purchases for the cafeteria and restaurant at the Palais des Nations.

CHAPTER I

<i>Services to visitors</i>		\$644 900	
	1960:	616 400	
	1959:	716 726	
		\$	\$
<u>Gross sales and other income</u>			1 696 500
<u>Less:</u>			
Costs of goods sold; discounts and refunds	503 000		
Expenses charged against revenue	548 600	<u>1 051 600</u>	
<u>Credit to income from services to visitors</u>			<u>644 900</u>

This chapter reflects the income from guided tours, the United Nations Gift Centre and the Souvenir Shop at Headquarters, and guided tours at Geneva.

Annex III A, statements 1 to 6, set out in detail the estimates for these services and give comparable figures for 1960 and 1959. As indicated in those statements, provision is included in the expenditure estimates (sections 3 and 4) for the established posts and relevant common staff costs for the Visitors Service at Headquarters, in the amount of \$212 700, and the Visitors Service at Geneva, in the amount of \$17 900. Further, it is estimated that extra costs of \$156 500 for utilities and maintenance, cleaning, etc. are attributable to the services to visitors^{1/} at Headquarters, and \$1 000 to those at Geneva. Thus, the estimated excess of income from the services to visitors over the expenses attributable to the services is \$256 800.

Estimates of revenue and expenses

The 1961 estimates for revenue and expenses of the several activities are based on 1959 experience. The revenue from guided tours, the Gift Centre and the Souvenir Shop at Headquarters has increased over the past few years, and, while expenses have also risen, the net outcome of each of these activities has improved. The estimated expenses take into account salary and price increases not fully reflected in the 1959 figures. The 1959 revenue from guided tours at

^{1/}These costs, which relate in the main to keeping the General Assembly building open on week-ends, have in previous years been attributed solely to the guided tours. Attention was drawn, however, to the fact that the presence of visitors in the building on week-ends is a source of revenue to other activities.

Geneva was lower than anticipated, owing to the necessity of suspending the tours during the Foreign Ministers' meetings. The estimate for 1961 is maintained at the approved 1960 level.

The services are open daily, seven days per week. In 1959, guided tours were provided to 894 044 visitors at Headquarters and 175 391 visitors at Geneva.

Management

The provision of guided tours at Headquarters is a function of the Visitors Service, an organizational unit of the Office of Public Information, which is also responsible for maintaining an inquiry service, providing background and educational material on request, and for arranging speaking engagements and special briefings for groups.

The United Nations Gift Centre is operated by the United Nations Co-operative, Inc., under a management contract. The Office of General Services has administrative responsibility for ensuring performance of the contract. All direct expenses are paid by the contractor from revenue. Net income, after payment of a management fee, reverts to the United Nations. All persons necessary for the performance of the contract are employees of the contractor.

As indicated in the introduction to this section, the Souvenir Shop is operated under the same management contract and, together with the catering services, under direct instructions of the Office of General Services.

The provision of guided tours at the Palais des Nations is a function of the Building Management and Engineering Division of the Geneva Office.

CHAPTER II

<i>Catering services</i>			(\$34 000)
	1960:		(\$18 000)
	1959:		(\$ 4 651)
		\$	\$
<u>Gross sales and other income</u>			1 860 000
<u>Less:</u>			
Cost of goods sold	885 000		
Expenses charged against revenue	<u>1 009 000</u>	<u>1 894 000</u>	
<u>Credit to income from catering services</u>			(34 000)

The estimates for catering services as set out in this chapter cover:

- The cafeteria, including the coffee counters on the various floors;
- The dining room;
- Beverage sales;
- The candy, tobacco and novelty and other sales at the newsstand on the fourth floor;
- The coffee shop in the General Assembly building; and
- Coin-operated machines.

Details of the estimates for these services are given in annex III B to the income estimates.

The Souvenir Shop in the basement of the General Assembly building, which for budgetary presentation purposes is shown under Services to visitors, is operated together with the catering services as a consolidated activity under the same management contract. Thus, while the estimated 1961 expenses to be charged against the revenue of the catering services under

this chapter exceed the estimated revenue from those services by \$34 000, the anticipated 1961 outcome of the total activity is an excess of revenue over expenses in the amount of \$80 000, as shown in the introduction to this section. Additional expenses for utilities and maintenance for the catering services and the Souvenir Shop, borne under regular budget appropriations, are estimated for 1961 at \$51 000. For 1959, revenue in excess of direct expenses for the total activity was \$131 269; additional expenditure under budget appropriations was estimated at \$48 000.

The operation schedules for the catering services, particularly the cafeteria, are frequently extended, occasioning substantial overtime expenditures without a corresponding increase in revenue. This happens more often during the General Assembly or emergency meetings; such overtime expenses are estimated to vary from \$30 000 to \$45 000 per annum depending on the frequency and length of meetings beyond normal schedules. Even services for normal night shifts give rise to expenditures which would not be experienced in a commercial operation. Other factors, which affect the financial outcome of the operation and which consequently must be taken into account, are the necessity of maintaining an adequate standard of service and of providing a reasonably wide choice of menus, at the times when it is possible for delegates, staff, correspondents, etc., to take their meals. On the present basis, the revenue from catering services under this chapter closely approximates direct expenses, and,

as noted above, the revenue from the entire activity, including the Souvenir Shop, yields a net income after charges for utilities and maintenance.

Revenue

The revenue estimates are based on 1959 experience and assume that similar conditions regarding the meeting schedule will prevail in 1961 as in 1959.

Expenses

The estimates are based on 1959, but take into account wage rate increases of 5 per cent in August 1959 and a further 5 per cent increase in rates and fringe benefits in August 1960 in accordance with the current union contract. The estimates for operating supplies also reflect increased costs.

Management

These operations, together with the Souvenir Shop, are conducted by a contractor under direct instructions from the Office of General Services. All persons engaged for the fulfilment of the contractor's obligations are employees of the contractor. All direct expenses are paid by the contractor from revenue; net income, after payment of a management fee, reverts to the United Nations. The United Nations provides space, maintenance and permanent equipment.

Annexes to the Estimates of Income

ANNEX I - INCOME ESTIMATES
Sale of United Nations postage stamps

STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH ORIGINAL^{a/} 1959 ESTIMATES

	1961 estimates \$	Approved 1960 estimates ^{b/} \$	1959 actual \$	Original 1959 estimates \$
Gross sales of United Nations postage stamps	1 420 000	1 650 000	1 392 190	1 850 000
Less: Payments to the United States Post Office for mail carrying and cancellation charges; refunds and adjustments	250 000	220 000	246 858	175 000
Gross revenue	1 170 000	1 430 000	1 145 332	1 675 000
Expenses charged against revenue				
Temporary assistance	55 000	67 000	54 183	65 000
Overtime and night differential	16 000	16 000	15 674	23 000
Printing of postage stamps	46 000	55 000	42 660	60 000
Miscellaneous supplies and services	8 500	8 500	9 429	9 000
Freight and postage	6 000	6 500	5 691	5 000
Miscellaneous equipment	3 000	3 000	2 410	-
TOTAL, expenses charged against revenue	134 500	160 000	130 047	162 000
INCOME	1 035 500	1 270 000	1 015 285	1 513 000
Additional expenses under regular budget appropriations				
Salaries and wages, established posts ^{c/}	210 000	203 900	200 138 ^{d/}	187 680
Common staff costs	47 000	37 000	41 500 ^{e/}	41 500
Overtime for guards on first days of stamp issues	800	800	750 ^{e/}	750
TOTAL, additional expenses	257 800	241 700	242 388	229 930

^{a/} As approved in 1958; in the supplementary estimates for 1959 (A/4198), a shortfall in net revenue of \$325 000 was foreseen.

^{b/} As presented in 1960 budget estimates (A/4110) adjusted (i) to reflect increases for established posts (\$8 700) and temporary assistance (\$4 000) as a result of 5 per cent increase in general service salaries effective 1 October 1959 and (ii) to eliminate income other than sale of United Nations postage stamps.

^{c/} For details of establishment, see annex II to the expenditure estimates.

^{d/} Actual expense; original estimate did not provide for change in post classification at Headquarters from class 5 to class 6 effective 1 January 1959, nor increase in general service salaries effective 1 October 1959.

^{e/} Approved estimate.

ANNEX II - INCOME ESTIMATES
Sale of publications

1. SUMMARY OF ESTIMATES

	Revenue from sales agents and other income (statement 3) \$	United Nations Bookshop (statement 5) \$	Sale of Atomic Energy Conference proceedings (statement 7) \$	1961 total \$	1960 estimates \$	1959 actual \$
Gross sales	300 000	305 000	65 000	670 000		1 143 000
Less: Cost of sales	17 000	126 000	-	143 000		149 142
Discounts	6 500	7 000	-	13 500		12 239
Gross revenue	276 500	172 000	65 000	513 500	809 050	981 619
Expenses charged against revenue	81 000	71 000	10 000	162 000	183 850	312 306
CREDIT TO INCOME	195 500	101 000	55 000	351 500	625 200	669 313
Additional expenses under regular budget appropriations - statement 2	-	-	-	254 500 ^{a/}	293 600 ^{a/}	281 806 ^{a/}

^{a/} Figures do not include printing cost of proceedings of Second Conference on the Peaceful Uses of Atomic Energy charged to the budget of the Conference.

Annex II (continued)

2. ESTIMATES OF 1961 EXPENSES UNDER REGULAR BUDGET APPROPRIATIONS IN RESPECT OF THE SALE OF PUBLICATIONS, WITH COMPARATIVE 1960 AND 1959 AMOUNTS

	1961 estimates \$	1960 estimates ^{a/} \$	1959 ^{b/} \$
Salaries and wages, established posts, Headquarters ^{c/}	197 000	127 70	123 606
Headquarters common staff costs. . . .	19 100	23 200	20 400
Salaries and wages, established posts, Geneva ^{c/}	24 400	-	-
Geneva common staff costs	5 000	-	-
Sales Section, Geneva ^{d/}	-	37 000	36 000
Run-on costs of United Nations pub- lications for sale ^{e/}	95 000	102 000	98 000
Utilities and maintenance, Bookshop. .	4 000	4 000	3 800
TOTAL	254 500	293 600	281 806

^{a/} As presented in 1960 estimates (A/4110), adjusted to reflect increase for established posts (\$4 300) as a result of 5 per cent increase in general service salaries effective 1 October 1959.

^{b/} Approved estimates except for established posts, Headquarters, which is actual.

^{c/} For details of establishment see annex II to the expenditure estimates.

^{d/} For 1960 and 1959 include, in addition to established posts and common staff costs, estimated amounts for temporary assistance and overtime and freight and postage, which are treated as direct expenses in 1961.

^{e/} Estimated cost of paper, press-work and binding of sales copies; do not include costs of sales copies of the proceedings of the Second Conference on the Peaceful Uses of Atomic Energy.

3. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR REVENUE FROM SALES AGENTS AND OTHER INCOME (EXCLUDING THE UNITED NATIONS BOOKSHOP) FOR 1961 WITH COMPARATIVE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	1960 estimates ^{a/} \$	1959 actual \$	1959 estimates ^{b/} \$
<u>Gross income from sales agents^{c/} and other income</u>	<u>300 000</u>		<u>268 292</u>	
<u>Less: Cost of sales^{d/}</u>	<u>17 000</u>		<u>17 046</u>	
Discounts	6 500		6 221	
Gross revenue	276 500	280 000	245 025	280 000
<u>Expenses charged against reve- nue</u>				
Temporary assistance ^{e/}	23 000	6 300	6 306	6 000
Overtime ^{e/}	1 800	1 000	1 417	1 000
Freight and postage ^{e/}	20 000	15 000	21 684	15 000
Promotion expense	35 000	27 500	29 878	24 000
Miscellaneous supplies and services	1 200	-	1 122	-
TOTAL, expenses charged against revenue	81 000	49 800	60 407	46 000
CREDIT TO INCOME	195 500	230 200	184 618	234 000

^{a/} As presented in 1960 budget estimates (A/4110), adjusted (i) to reflect transfer to global establishment of established posts and (ii) to reflect increase for temporary assistance (\$300) as a result of 5 per cent increase in general service salaries effective 1 October 1959.

^{b/} As approved in 1958, in the supplementary estimates for 1959 (A/4198) a shortfall in net revenue of \$25 000 was foreseen.

^{c/} After deduction by sales agents of their commissions under sales agent contracts.

^{d/} Relates only to United Nations Yearbook and Revolving Fund items; the estimated cost of sales copies of publications charged to budget appropriations is given in statement 2 of this annex.

^{e/} 1961 figures include \$1 000 for temporary assistance, \$300 for overtime and \$5 000 for freight and postage for Sales Section at Geneva, previously shown as an additional expense under regular budget appropriations.

Annex II (continued)

4. BREAKDOWN OF REVENUE FROM SALES AGENTS BY CATEGORY

	1961 estimates \$	1960 estimates ^{a/} \$	1959 actual ^{b/} \$
United Nations publications			
Gross income from agents, etc. ^{c/}	275 000		240 341
Less: Cost of sales ^{d/}	7 000		6 935
Discounts ^{d/}	6 500		6 221
Gross revenue	<u>261 500</u>		<u>227 185</u>
Informational materials^{e/}			
Gross sales	25 000		23 630
Less: Cost of sales	10 000		9 580
Gross revenue	<u>15 000</u>		<u>14 050</u>

^{a/} Separate estimates not made.

^{b/} Excludes royalties and miscellaneous sales.

^{c/} After deduction by sales agents of their commissions under sales agent contracts.

^{d/} Relates only to United Nations Yearbook.

^{e/} Items produced on a self-liquidating (revolving fund) basis.

5. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR THE UNITED NATIONS BOOKSHOP FOR 1961 WITH COMPARATIVE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	1960 estimates \$	1959 actual \$	1959 estimates \$
Gross sales	305 000	295 000	297 952	280 000
Less: Cost of sales	126 000	132 500	131 748	125 000
Discounts	7 000	9 250	6 018	9 000
Gross revenue	<u>172 000</u>	<u>153 250</u>	<u>160 186</u>	<u>146 000</u>
Expenses charged against revenue				
Salaries	62 500	53 500	60 730	52 000
Other expenses				
Payroll taxes			2 118	
Hospitalization and medical insurance			952	
Postage and freight			290	
Miscellaneous supplies			4 016	
Equipment			618	
TOTAL, other expenses	8 500	4 750	7 994	4 000
TOTAL, expenses charged against revenue	<u>71 000</u>	<u>58 250</u>	<u>68 724</u>	<u>56 000</u>
CREDIT TO INCOME	<u>101 000</u>	<u>95 000</u>	<u>91 462</u>	<u>90 000</u>

^{a/} As presented in 1960 estimates (A/4110).

6. BREAKDOWN OF REVENUE FROM THE UNITED NATIONS BOOKSHOP BY CATEGORY

	1961 estimates \$	1960 estimates \$	1959 actual \$
United Nations publications			
Gross sales	30 000	50 000	27 240
Less: Cost of sales	5 000 ^{a/}	24 500	14 077
Discounts	3 000	4 000	2 674
Gross revenue	<u>22 000</u>	<u>21 500</u>	<u>10 489</u>
Informational material^{b/}			
Gross sales	125 000	115 000	123 774
Less: Cost of sales	43 000	43 000	40 968
Discounts	1 000	1 250	754
Gross revenue	<u>81 000</u>	<u>70 750</u>	<u>82 052</u>
Items on consignment			
Gross sales	150 000	130 000	146 633
Less: Cost of sales	78 000	65 000	76 702
Discounts	3 000	4 000	2 590
Gross revenue	<u>69 000</u>	<u>61 000</u>	<u>67 341</u>

^{a/} Run-on costs only—previous years' charges were based on treatment of Bookshop for accounting purposes as a sales agent.

^{b/} Items produced on a self-liquidating (revolving fund) basis.

Annex II (continued)

7. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR THE SALE OF PRINTED PROCEEDINGS OF THE SECOND UNITED NATIONS INTERNATIONAL CONFERENCE ON THE PEACEFUL USES OF ATOMIC ENERGY FOR 1961, WITH COMPARATIVE FIGURES FOR 1960 AND 1959; COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	1960 estimates \$	1959 actual \$	1959 estimates \$
Gross revenue from sales ^{a/}	65 000	375 800	576 756	682 000
Expenses charged against revenue				
Staff costs		30 000	65 558	52 500
Sales promotion	9 650 ^{b/}	36 700	103 627	127 500
Representation at meetings and other travel	-	1 000	2 010	
Exhibition costs	-	3 500	605	
Shipping costs	350	4 600	9 558	2 000
Other	-	-	1 817	-
TOTAL, expenses charged against revenue	10 000	75 800 ^{c/}	183 175	182 000 ^{c/}
CREDIT TO INCOME	55 000	300 000 ^{d/}	393 581	500 000 ^{d/}

^{a/} After deduction of sales agents' commissions and Governments discounts where applicable.

^{b/} 1961 requirements provided under estimates for Sales Sections, Headquarters and Geneva.

^{c/} As notified to Advisory Committee on Administrative and Budgetary Questions.

^{d/} As estimated under miscellaneous income for 1960 and 1959.

ANNEX III - INCOME ESTIMATES

A. Income section 6, chapter I - Services to Visitors

1. SUMMARY OF ESTIMATES

	Visitors Service Headquarters (statement 3) \$	United Nations Gift Centre (statement 4) \$	Souvenir Shop (statement 5) \$	Total Headquarters \$	Visitors Service Geneva (statement 6) \$	Total Services to Visitors 1961 \$	1960 estimates \$	1959 actual \$
Gross sales and other income	653 000	601 500	410 000	1 664 500	32 000	1 696 500	1 623 500	1 723 039
Less: Cost of goods sold,	-	270 000	220 000	490 000	-	490 000	460 000	476 652
Discounts and refunds	10 000	3 000	-	13 000	-	13 000	10 000	12 760
Gross revenue	643 000	328 500	190 000	1 161 500	32 000	1 193 500	1 153 500	1 233 627
Expenses charged against revenue	298 000	163 000	76 000	537 000	11 600	548 600	537 100	516 901
INCOME	345 000	165 500	114 000	624 500	20 400	644 900	616 400	716 726
Additional expenses under regular budget appropriations								
Salaries and wages, established posts and relevant common staff costs for Visitors Service, Headquarters and Geneva - statements 3 and 6	212 700	-	-	212 700	17 900	230 600	220 100	200 491
Utilities and maintenance, etc. - statements 2 and 6	-	-	-	156 500	1 000	157 500	149 200	145 700
TOTAL, additional expenses				369 200	18 900	388 100	369 300	346 191

Annex III (continued)

2. ESTIMATES OF UTILITIES, MAINTENANCE AND CLEANING EXPENSES, ETC. FOR SERVICES TO VISITORS AT HEADQUARTERS, WITH COMPARABLE FIGURES FOR 1960 AND 1959

	1961 estimates \$	1960 estimates \$	1959 estimates \$
Utilities and maintenance, cleaning and elevator operation.	106 500	101 200 ^{a/}	97 500 ^{a/}
Additional wear and tear.	8 000	8 000	8 000
Guards and receptionists	42 000	39 000	39 200
TOTAL	156 500	148 200	144 700

^{a/} Includes \$3 000 for United Nations Gift Centre and \$1 500 for Souvenir Shop shown separately in 1960 and 1959.

3. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR VISITORS SERVICE, HEADQUARTERS FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	Approved 1960 estimates ^{a/} \$	1959 actual \$	1959 estimates ^{b/} \$
Gross fees for guided tours.	653 000	640 000	657 913	630 000
Less: Discounts and refunds	10 000	10 000	9 751	10 000
Gross revenue	643 000	630 000	648 162	620 000
Expenses charged against revenue				
Temporary assistance.	4 000	2 600	3 931	2 500
Overtime and night differential	1 000	1 000	383	1 000
Salaries and wages of guides and dispatchers.	277 000	277 800	261 237	260 000
Contractual printing	4 000	4 000	2 265	4 000
Purchase and maintenance of uniforms.	7 000	7 000	5 860	7 000
Miscellaneous supplies and services	5 000	5 000	5 942	6 000
TOTAL, expenses charged against revenue	298 000	297 400	279 618	280 500
INCOME	345 000	332 600	368 544	339 500
Additional expenses under regular budget appropriations				
Salaries and wages, established posts ^{c/}	176 000	166 500	156 908 ^{d/}	161 100
Common staff costs.	36 700	39 300	35 900 ^{e/}	35 900
TOTAL, additional expenses	212 700	205 800	192 808	197 000

^{a/} As presented in 1960 budget estimates (A/4110), adjusted to reflect increases for established posts (\$5 300), temporary assistance (\$100) and salaries and wages of guides and dispatchers (\$13 300) as a result of 5 per cent increase in general service salaries effective 1 October 1959.

^{b/} As approved in 1958.

^{c/} For details of establishment, see annex II to the expenditure estimates.

^{d/} Actual.

^{e/} Approved estimate.

Annex III (continued)

4. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR UNITED NATIONS GIFT CENTRE FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	Approved 1960 estimates ^{a/} \$	1959 actual \$	1959 estimates ^{b/} \$
Gross sales	600 000	550 000	632 510	520 200
Less: Cost of goods sold	270 000	250 000	265 712 ^{c/}	250 000
Discounts and refunds	3 000	-	3 009	-
Add: Other income	1 500	1 500	2 381	1 500
Gross revenue	<u>328 500</u>	<u>301 500</u>	<u>366 170</u>	<u>271 700</u>
Expenses charged against revenue				
Salaries and wages	<u>120 000</u>	<u>115 000</u>	<u>120 660</u>	<u>110 000</u>
Other operating expenses				
Sundry payroll taxes			5 452	
Provident Fund expenses			2 691	
Medical expenses			239	
Hospitalization insurance			2 585	
Packing supplies			9 845	
Marking supplies			339	
Stationery and office supplies			1 709	
Telephone, telegraph, postage			1 280	
Insurance			648	
Advertising, travel and promotion			465	
Miscellaneous expenses			1 492	
Equipment			1 680	
TOTAL, other expenses	<u>28 000</u>	<u>25 000</u>	<u>28 425</u>	<u>33 000</u>
Management fee	<u>15 000</u>	<u>14 500</u>	<u>14 873</u>	<u>13 000</u>
TOTAL, expenses charged against revenue	<u>163 000</u>	<u>154 500</u>	<u>163 958</u>	<u>156 000</u>
INCOME	<u>165 500</u>	<u>147 000</u>	<u>202 212</u>	<u>115 700</u>

^{a/} As presented in 1960 budget estimates (A/4110)

^{b/} As approved in 1958; in the supplementary estimates for 1959 (A/4198), an increase in net revenue of \$25 000 was foreseen.

^{c/} Derived as follows:

	\$	\$
Inventory, 1 January 1959		50 262
Purchases of merchandise, 1959	255 967	
Postage, freight and insurance	2 092	
Reappraisal duties	586	258 645
		308 907
Less: Inventory, 31 December 1959		43 195
Cost of goods sold		265 712

5. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR SOUVENIR SHOP, HEADQUARTERS FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959

	1961 estimates \$	1960 estimates ^{a/} \$	1959 estimates ^{a/} \$
Gross sales	410 000	400 000	405 260
Less: Cost of goods sold	220 000	210 000	210 940
Gross revenue	<u>190 000</u>	<u>190 000</u>	<u>194 320</u>
Expenses charged against revenue			
Salaries and wages	64 000	60 000	50 280
Other operating expenses	10 000	10 000	6 120
Management fee	2 000	2 000	2 000
TOTAL, expenses charged against revenue	<u>76 000</u>	<u>72 000</u>	<u>58 400</u>
INCOME	<u>114 000</u>	<u>118 000</u>	<u>135 920</u>

^{a/} Estimated distribution of amounts shown under catering and related services (which included the Souvenir Shop) in the 1960 estimates (A/4110) and the 1959 accounts (A/4380). Amounts for catering service are shown in annex III B, below.

Annex III (continued)

6. STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR VISITORS SERVICE, GENEVA FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959: COMPARISON OF ACTUAL 1959 FIGURES WITH 1959 ESTIMATES

	1961 estimates \$	Approved 1960 estimates ^{a/} \$	1959 actual \$	1959 estimates ^{b/} \$
Gross fees for guided tours. . . .	32 000	32 000	24 975^{c/}	32 000
Expenses charged against revenue				
Temporary assistance.	9 000	8 500	11 144	8 000
Overtime.	100	100	-	100
Miscellaneous supplies and services.	500	1 000	25	1 000
Miscellaneous equipment.	2 000	3 600	3 756	4 000
TOTAL, expenses charged against revenue.	11 600	13 200	14 925	13 100
INCOME	20 400	18 800	10 050	18 900
Additional expenses under regular budget appropriations				
Salaries and wages, established posts ^{d/}	15 400	11 800	5 183 ^{e/}	11 900
Common staff costs.	2 500	2 500	2 500 ^{f/}	2 500
Cleaning and utilities.	1 000	1 000	1 000 ^{f/}	1 000
TOTAL, additional expenses	18 900	15 300	8 683	15 400

^{a/} As presented in 1960 budget estimates (A/4110).

^{b/} As approved in 1958.

^{c/} Guided tours were suspended during Foreign Minister's meetings which coincided with the height of the Geneva tourist season.

^{d/} For details of establishment, see annex II to expenditure estimates (\$15 400 is anticipated actual, not average costs).

^{e/} Actual.

^{f/} Approved estimate.

B. Income section 6, chapter II - Catering Services: Headquarters

STATEMENT OF ESTIMATED INCOME AND EXPENSES FOR 1961, WITH COMPARABLE FIGURES FOR 1960 AND 1959 (EXCLUDING SOUVENIR SHOP^{a/})

	1961 estimates \$	1960 estimates ^{a/} \$	1959 estimates ^{a/} \$
Gross sales	1 840 000	1 750 000	1 806 269
Less: Cost of goods sold.	885 000	850 000	868 100
Add: Other income.	20 000	18 000	23 155
Gross revenue	975 000	918 000	961 324
Expenses charged against revenue			
Salaries and wages.	701 000	652 600	661 809
Other operating expenses.	265 000	245 400	256 617
Maintenance and replacement of equipment.	25 000	20 000	29 549
Management fee.	18 000	18 000	18 000
TOTAL, expenses charged against revenue	1 009 000	936 000	965 975
INCOME	(34 000)	(18 000)	(4 651)
Additional expenses under regular budget appropriations			
Utilities and maintenance.	49 500	49 500	46 500

^{a/} Estimated distribution of amounts shown under catering and related services (including the Souvenir Shop) in the 1960 estimates (A/4110) and the 1959 accounts (A/4380). Amounts for Souvenir Shop are shown in annex III, A, statement 5.