



BUDGET ESTIMATES
for
THE FINANCIAL YEAR 1965
and
INFORMATION ANNEXES

GENERAL ASSEMBLY

OFFICIAL RECORDS : NINETEENTH SESSION

SUPPLEMENT No. 5 (A/5805)

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New York, 1964

NOTE

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

CONTENTS

	Page
<i>Foreword by the Secretary-General</i>	v
<i>Draft resolutions relating to the budget estimates</i>	xiv
I. Draft budget resolution for the financial year 1965	xiv
II. Draft resolution relating to unforeseen and extraordinary expenses	xvi
III. Draft resolution relating to the Working Capital Fund	xvi
IV. Information concerning the draft resolutions	xvii
A. Expenditure estimates	
<i>Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses</i> . .	3
<i>Part I. Sessions of the General Assembly, the Councils, Commissions and Committees; special meetings and conferences</i>	
Section	
1. Travel and other expenses of representatives and members of commissions, committees and other subsidiary bodies	11
2. Special meetings and conferences	15
<i>Part II. Staff costs and related expenses</i>	
Section	
3. Salaries and wages	21
4. Common staff costs	67
5. Travel of staff	72
6. Payments under annex I, paragraphs 2 and 3, of the Staff Regulations: Hospitality	75
<i>Part III. Premises, equipment, supplies and services</i>	
Section	
7. Buildings and improvements to premises	77
8. Permanent equipment	79
9. Maintenance, operation and rental of premises	84
10. General expenses	92
11. Printing	107
<i>Part IV. Special expenses</i>	
Section	
12. Special expenses	113
<i>Part V. Technical programmes (sections 13 to 17)</i>	117
<i>Part VI. Special missions and related activities</i>	
Section	
18. Special missions	120
19. United Nations Field Service	125
<i>Part VII. Office of the United Nations High Commissioner for Refugees</i>	
Section	
20. Office of the United Nations High Commissioner for Refugees	128
<i>Part VIII. International Court of Justice</i>	
Section	
21. International Court of Justice	133

CONTENTS (continued)

	<i>Page</i>
<i>Annexes to the expenditure estimates</i>	
I. Established posts: Distribution by category and post level	139
II. Established posts: Comparative numbers and estimated costs 1963, 1964, and 1965	140
III. Public information programmes and related costs	142
IV. 1965 estimates: Distribution by office location with comparable 1964 appropriations and 1963 expenditures	150
V. Project estimates for	
A. Permanent Central Opium Board and Drug Supervisory Body	152
B. Joint Staff Pension Board and United Nations Staff Pension Committee	152
B. Estimates of income	
<i>Summary of estimates of income for 1965 with comparative 1964 approved estimates and 1963 actual income</i>	<i>155</i>
<i>Part I. Income from staff assessment</i>	
<i>Income section</i>	
1. Staff assessment	157
<i>Part II. Other income</i>	
<i>Income section</i>	
2. Funds provided from extra-budgetary accounts	158
3. General income	159
4. Sale of United Nations postage stamps (United Nations Postal Administration).	160
5. Sale of publications.	161
6. Services to visitors and catering services	162
<i>Annexes to the estimates of income</i>	
A. Sale of United Nations postage stamps	167
B. Sale of publications.	167
C. Services to visitors and catering services	170

FOREWORD BY THE SECRETARY-GENERAL

Initial estimates for 1965

1. The gross budget for 1965 is initially estimated at \$104 693 750 compared with an appropriation of \$101 327 600 for 1964. Income from all sources is estimated at \$16 687 600 as against an approved level of \$15 186 800 in 1964. Net expenditure in 1965 is therefore estimated at \$88 006 150 as compared with \$86 140 800 in 1964.

2. On a gross basis, therefore, the 1965 estimates reflect an increase of \$3 366 150 as compared with the level approved for 1964, whereas on a net basis, the increase is \$1 865 350.

3. However, the 1964 appropriation of \$101.3 million contained provision for certain major expenditures of a non-recurring nature, comprising in particular the following items:

	\$
(a) The Third International Conference on the Peaceful Uses of Atomic Energy.....	750 000
(b) The United Nations Conference on Trade and Development.....	2 250 000
(c) Modifications to the Plenary Hall and main conference rooms at Headquarters.....	1 940 000
(d) Part of the construction of new visual facilities for public information and office accommodation in the basement area of the General Assembly Hall.....	900 000
(e) Final payment of reimbursement to the World Health Organization for its investment in the Palais des Nations at Geneva.....	340 000
(f) Other items of improvement to and major maintenance of the buildings at Geneva.....	100 000
	<u>6 280 000</u>

If these expenses are deducted from the 1964 appropriation, the gross figure for purposes of comparison with the 1965 estimates would be closer to \$95 million. On this basis, therefore, the difference would amount to some \$9.7 million gross. This difference may be accounted for as follows:

	\$
(a) The continuation into 1965 of the present 1964 staffing establishment, including the cost of elevations in post classifications and	

increases in the salary rates for general service and manual worker staff at Headquarters, Geneva, and the various regional offices, which either took place in 1964 or are clearly foreseen for 1965.....	2 130 000
(b) The cost of additional post requirements in 1965, including 109 new professional and 149 new general service posts and the conversion to established posts of 14 professional and 22 general service temporary posts; an increase in the credits to provide for additional local staff at the regional economic commissions for Africa, Asia and the Far East, and Latin America, and at the information centres; an increase in the credits for manual workers to permit a small increase in this staff both at Headquarters and Geneva; and the cost of a number of specific upgradings of posts...	2 254 000
(c) The higher level of expenditure for common staff costs due to the increases in salary rates for general service staff and the elevations of the post classifications at various offices, to the new posts requested for 1965, and to the increased contributions to the Pension Fund...	935 000
(d) The need to provide for special conferences, specifically the Third United Nations Congress on the Prevention of Crime and the Treatment of Offenders, the Fourth Regional Cartographic Conference for Asia and the Far East, the Second World Population Conference, the additional costs for the holding of meetings of the Conference of the Eighteen-Nation Committee on Disarmament, and the costs for the printing of the final proceedings of the Third United Nations Conference on the Peaceful Uses of Atomic Energy.....	620 500
(e) The installation of a new telephone exchange at the Palais des Nations, Geneva.....	364 000
(f) The completion of the construction of offices and visual facilities for public information in the basement of the General Assembly Hall at Headquarters.....	293 000
(g) The additional cost of completion of the United Nations building in Santiago, Chile.....	84 000

	\$
(h) The rental of electronic computers for the new data processing centre at Headquarters.....	255 000
(i) The increased costs in regard to the payment of principal and interest due on the United Nations bond issue.....	1 625 000
(j) Other net increases due to higher rates and prices for essential contractual services and supplies, and other additional requirements....	1 165 000
	<u>9 725 500</u>

4. The present estimates cover all requirements in 1965 which can be clearly foreseen or calculated with any precision at this stage. They are subject to revision later in the light of additional items of expenditure which may need to be provided for as a result of:

(a) Decisions to be taken by the Economic and Social Council at its thirty-seventh session, in particular those concerning future requirements following upon the recommendations of the United Nations Conference on Trade and Development and those on the holding of regional and inter-regional symposia on industrial development as called

for by General Assembly resolution 1940 (XVIII) of 11 December 1963;

(b) Such action as the General Assembly may take at its nineteenth session with respect to any further alteration and improvement of the premises, conference rooms, and other facilities at both Headquarters and Geneva based on recommendations to be made by the Advisory Committee on Administrative and Budgetary Questions following its study of these matters as recommended by the Fifth Committee in its report ^{1/} to the General Assembly at its eighteenth session;

(c) Any sale of United Nations bonds beyond the amount sold or pledged as at 15 May 1964; and

(d) The financial implications of decisions to be taken by the General Assembly at its nineteenth session.

5. The following table gives a comparison, under the main parts into which the budget is divided, between the 1965 estimates and the corresponding 1964 appropriations:

^{1/} A/5681.

Part	1965	1964
	\$	\$
I. Sessions of the General Assembly, the Councils, commissions and committees; special meetings and conferences.....	2 911 400	5 220 050
II. Staff costs and related expenses.....	63 038 600	57 736 380
III. Premises, equipment, supplies and services.....	15 627 250	17 008 670
IV. Special expenses.....	9 285 200	7 788 300
V. Technical programmes.....	6 400 000	6 400 000
VI. Special missions and related activities.....	4 036 600	3 925 700
VII. Office of the United Nations High Commissioner for Refugees.....	2 384 400	2 293 500
VIII. International Court of Justice.....	1 010 300	955 000
Expenditure, gross.....	104 693 750	101 327 600
Less: Income other than staff assessment.....	6 127 600	5 698 400
	98 566 150	95 629 200
Income from staff assessment for credit to Tax Equalization Fund..	10 560 000	9 488 400
Net expenditure level	<u>88 006 150</u>	<u>86 140 800</u>

6. Parts II and III of the budget estimates—staff costs and costs for premises, equipment, supplies, and services—represent 75.14 per cent of the total budget figure for 1965, compared with 73.77 per cent for the year 1964.

Form of the 1965 budget

7. The form of the 1965 budget estimates follows that used in the presentation of the estimates for 1964, the latter being in accordance with the wishes expressed by the General Assembly at its sixteenth session

when it endorsed the recommendations contained in the report of the Fifth Committee on this subject.^{2/} The detailed tables introduced in 1963 for comparing levels of expenditure, particularly in regard to items covered under part II, staff costs and related expenses, and part III, premises, equipment, supplies, and services, have been further amplified in order to facilitate the comparison of the levels of expenditure for 1963 and 1964 with the levels proposed for 1965. A new information table has been introduced following the detailed text of section 3, salaries and wages, which provides for the first time a comprehensive statement of the total staff employed at Headquarters which can be clearly identified as being required exclusively for the administrative and servicing support of technical assistance programmes. The table also indicates the method of financing these staffing needs.

Financial position of the Organization

8. The net cash resources of the Organization at the end of 1963 totalled \$40.9 million as compared with a total of \$86.1 million at the end of 1962. Current liabilities at this time in respect of the regular budget (excluding liabilities for the amortization and payment of interest on United Nations bonds, repayment of instalments on the United Nations Headquarters loan, and the balance of credits due Members in respect of the transfer of the League of Nations assets) and the UNEF and ONUC budgets totalled \$168.3 million compared with a total of \$160.2 million at the end of 1962. Accordingly, the deficit between current liabilities and net cash resources at the end of 1963 totalled \$127.4 million as compared with a deficit of \$74.1 million at the end of 1962.

9. The deterioration in the financial position which occurred in 1963 may be expected to continue throughout 1964 unless there is a marked improvement in the payment of the large outstanding balances of assessed contributions for the Organization's UNEF and ONUC operations. At the end of 1963 these balances, together with the outstanding balance relating to the regular budget, totalled \$147 million as compared with an amount of \$103.9 million at the end of 1962.

10. The Secretary-General will report more fully to the General Assembly at its

nineteenth session on the Organization's financial position and prospects.

Policy governing the 1965 estimates

11. In determining the policy to be followed in the preparation of the initial estimates for 1965, the Secretary-General was faced with the difficult task of endeavouring to assess the relative importance attached by a majority of Member States to two major conflicting factors. On the one hand, there is the precarious cash position, attributable principally to the peace-keeping operations of the Organization; on the other, there is a pressing need to meet new demands of Member States for expanding programmes of work in the political, legal, trusteeship, and economic and social fields.

12. Although the serious financial situation of the Organization would by itself call for a policy of maximum economy, such a policy, to the extent that it implied the application of a monetary ceiling, would be in complete contradiction to the expressed desires of Member States, particularly in the context of the imaginative programmes called for under General Assembly resolution 1710 (XVI) which designated the ten-year period beginning in 1961 as the Decade for Development.

13. It is, of course, open to the Secretary-General, and indeed one of his responsibilities, to take certain steps aimed at improving the finances of the Organization. Where the regular budget is concerned, it is certainly his duty to exercise at all times the utmost economy consistent with efficiency. But it is obviously not possible, without crippling the normal activities of the Organization, to find in mere reductions to the regular budget a remedy for a financial situation of such gravity. To attempt such a solution would seem not only manifestly unwise but retrogressive since it could only lead to a significant reduction in the role to be played by the United Nations in the many important matters of international concern. It would restrict in particular the work of the Organization in the complex and technical fields of economic and social development, for it is principally in these areas that the major increase in programmes and resources is called for.

14. Member States have demonstrated beyond any doubt in the many resolutions adopted by the Assembly, the Councils, the commissions and committees that they wish the

^{2/} Official Records of the General Assembly, Sixteenth Session, Annexes, agenda item 50, document A/5075.

Organization to grow, that they expect greater emphasis to be given to certain priority programmes already in existence, and that they wish new programmes of considerable international importance to be undertaken. For his part, therefore, in the face of these growing demands from all parts of the world, above all from the developing countries, the Secretary-General finds it unrealistic to propose a continuation of a strict policy of containment which the difficult financial position would otherwise dictate. The Secretary-General, while remaining extremely concerned by the financial problems facing the Organization, nevertheless believes that this is a question the solution of which rests principally, if not exclusively, with the Member States themselves. While a solution is being found, as indeed it must if the Organization is to continue, he can follow no other course but to present to Member States what in his best judgement are the minimum requirements necessary to carry out the ever-increasing demands which they place upon the Secretariat.

15. Studies and reviews recently undertaken concerning the utilization of staff tend to indicate that there is little possibility of absorbing new work within the present establishment. If heavier demands continue to be made on the services of the Secretariat, as has been the case in the last few years, Member States must be prepared to meet the financial consequences. Under the related sections of the budget estimates for 1965, detailed justifications are given in support of the increases requested. Thus the Secretary-General would hope that should the Assembly propose reductions in the level of the estimates, these would be matched by the specific curtailment of particular programmes or services.

16. The Secretary-General, therefore, having weighed these many considerations, has decided to propose some strengthening of the staffing resources of the Secretariat for 1965 which, if approved, would add 123 posts in the professional levels and above and 171 in the general service category to the establishment as approved for 1964. Of these new requirements, 14 professional and 22 general service posts were approved in 1964 as temporary posts and are requested as established posts in 1965. In addition, the 1965 estimates also make provision for a modest increase in the credits for manual

workers at Headquarters and Geneva and some further provisions for local staff at the economic commissions for Africa, Asia and the Far East, and Latin America.

17. The need for these increases falls broadly into two categories.

18. In the first place, it has been necessary during the past two years to meet an increasing volume of work falling principally upon the central administrative and general services of the Secretariat as a result of the growing impetus in the implementation of both the expanded and regular programmes of technical assistance. Similarly, a larger number of commitments in the political field, in particular in regard to the work of the Committee on the Peaceful Uses of Outer Space, the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa, and the Eighteen-Nation Committee on Disarmament, have required the present staff to be supplemented by temporary assistance. The programmes of work related to questions arising from the United Nations responsibilities in the field of trusteeship and non-self-governing territories have made any further retrenchment in present staff impossible. On the contrary, it has been necessary to return to the level of staffing approved for 1963 in order to provide adequate services to the Council and to the Special Committee on the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples. Of the new posts requested for 1965, 49 professional and 103 general service posts are in the main directly attributable to these increasing activities. It has been necessary during the current year to meet these requirements to a major extent either through recourse to temporary assistance or by reliance on the supplementary staff provided in the central administrative and general services of the Secretariat to cope with the added services required by the major peace-keeping operations of the Organization. Obviously, this situation should not continue. The request for further strengthening of the staff resources in 1965, therefore, is intended primarily to regularize and consolidate these interim arrangements. The proposed augmentation of the language staff of the European Office at Geneva would serve the same purpose since essentially the additional staff requested would otherwise need to be provided on a less satisfactory basis through the use of temporary assistance funds.

19. In the second place, additional staff resources are necessary to meet the urgent demands of a majority of Member States for greater emphasis to be given to certain programmes in the economic and social field which are considered to be of high priority. Such activities include industrial development, economic projections and planning, technical assistance, and housing, building, and planning. Sixty new professional and 46 new general service posts are requested for this purpose. These additional requirements, which are distributed among Headquarters, Geneva, and the four regional economic commissions, and the Economic and Social Office in Beirut, have been assessed after taking into account the results of the extensive survey of the entire economic and social area undertaken by the Administrative Management Service. A full report on this survey has been made available to the Advisory Committee on Administrative and Budgetary Questions.

20. The proposals contained in the initial estimates for 1965 for strengthening the resources available for industrial development meet to a large extent the views expressed by the General Assembly in resolution 1940 (XVIII) that the existing resources in this particular field are not adequate. They also take into account the recommendations made by the Committee for Industrial Development at its fourth session in March 1964. Some further requirements must be anticipated in the form of revised estimates to be submitted later to the General Assembly at its nineteenth session following decisions to be taken by the Economic and Social Council at its thirty-seventh session, particularly in regard to the holding of regional and inter-regional symposia for industrial development in 1965 as called for by General Assembly resolution 1940 (XVIII).

21. Similarly, in the field of housing, building, and planning, the proposals made in the initial estimates for 1965 are in response to the request, contained in resolution 976 (XXXVI) of 1 August 1963 adopted by the Economic and Social Council, that the Secretary-General strengthen the staff resources allotted to this field of activity. They are also designed to meet in large part the proposal made by the Committee on Housing, Building, and Planning at its second session in January 1964 for consideration by the Economic and Social Council at its thirty-

seventh session that the present Housing, Building, and Planning Branch of the Bureau of Social Affairs be reorganized through the establishment of a Centre for Housing, Building, and Planning in the Department of Economic and Social Affairs.

22. As to the programmes of technical assistance, the regular programme provided for under part V of the budget estimates of the United Nations has increased from \$2.3 million in 1960 to a proposed \$6.4 million for 1965, and the United Nations share of the expanded programme of technical assistance from \$6.2 million in 1960 to an anticipated level of not less than \$10.5 million in 1965. Since a period of planning and preparation was required before the expansion of programme activities made possible by this significant increase in funds actually took place, the impact on the supporting administrative and general services was not felt immediately. However, as the programmes become more fully operational, an increase in the administrative and operational servicing staff becomes essential, since their needs can no longer be met by diverting staff from other activities.

23. The regular programme of technical assistance included under part V of the budget estimates is maintained at the level of \$6.4 million as approved for 1964 in accordance with the suggestion made by the Technical Assistance Committee at its last session, held in November-December 1963. In accordance with the procedures initiated by the adoption of its resolution 1768 (XVII) of 23 November 1962, the General Assembly determines the level of the provision under part V for each year on the basis of the recommendations of the Technical Assistance Committee, as endorsed by the Economic and Social Council. At its forthcoming session in June 1964, the Technical Assistance Committee, after examining the detailed project proposals and other relevant factors, will have an opportunity to review, for submission to the Economic and Social Council, its initial position on the total size and content of the regular programme under part V of the estimates for 1965. It will also review the distribution of this amount between country programmes and regional and inter-regional projects, and it will be in a position to take account of all relevant factors, including developments arising from recommendations made by the various legislative bodies, among

them the regional economic commissions and the functional commissions and committees of the Economic and Social Council. In the light of the recommendations of the Technical Assistance Committee, as endorsed by the Economic and Social Council at its thirty-seventh session, a final submission on the detailed programme for part V, technical programmes, and the related estimates will be made to the General Assembly at its nineteenth session.

24. The Economic and Social Council, by resolution 980 A (XXXVI) of 1 August 1963, created a new Advisory Committee on the Application of Science and Technology to Development. This Committee is expected to hold two sessions either in 1964 or 1965 in fulfilment of the tasks placed upon it by the General Assembly under the terms of resolution 1944 (XVIII) of 11 December 1963. Essentially, these tasks were to explore the possible implementation of the results accomplished by the United Nations Conference on the Application of Science and Technology for the Benefit of the Less Developed Areas which was held at Geneva in 1963. The proposals contained in the 1965 estimates would provide a minimum nucleus of staff for the servicing of this new Advisory Committee.

25. Aside from those important activities in the economic and social area which have been singled out in the initial estimates as requiring some additional support, there will of course undoubtedly be a need to provide in 1965 for the continuing activities stemming from the results of the major United Nations Conference on Trade and Development which met during 1964. The requirements in this regard can only be assessed after the specific proposals stemming from the Conference have been considered by the Economic and Social Council at its thirty-seventh session and will be reflected in revised estimates to be submitted to the General Assembly at its nineteenth session.

26. In support of the new staffing proposals made for 1965, more detailed information concerning the main programmes facing departments at Headquarters and overseas is included in the text under section 3 of the expenditure estimates.

Programme of meetings and conferences

27. In recent years the Advisory Committee on Administrative and Budgetary Questions has rightfully expressed its con-

cern at the continuing increase in the number of meetings convened by the United Nations organs and the resultant strain on the capacity of the United Nations Secretariat, within its existing resources, to maintain the proper standard of servicing such meetings. The Secretary-General, for his part, has taken the initiative on appropriate occasions to present the pertinent facts to the General Assembly and to the Economic and Social Council and to appeal for a more restrained and rational approach in the establishment of the annual meetings schedule. In doing so, he has stressed that, apart from considerations of economy, there were physical limits to the services which the Secretariat could render in respect of the preparation for and the conduct of meetings, as well as the volume of documentation to which they inevitably give rise.

28. These representations have met with an encouraging degree of response on the part of Member States. Thus the Secretary-General's special request to the Economic and Social Council in 1963, at its thirty-sixth session, that in setting its meetings pattern for 1964 it should take into consideration the special difficulties in that year due to the structural alterations to be undertaken at Headquarters and the unusually heavy conference schedule at Geneva resulted in a decision by the Council that only one of its functional commissions should meet in 1964 and that the Council itself should meet only once. Despite the fact that it was subsequently decided that a second commission should meet, the general position was much relieved by this initiative. Furthermore, the General Assembly at its eighteenth session gave much attention to the problems attendant on the programme of meetings and conferences and came to the general conclusion that the situation called for the exercise of self-discipline on the part of Members. In its resolution 1987 (XVIII) of 17 December 1963, the Assembly proceeded to request the Economic and Social Council to undertake in 1964 a study of the optimum frequency for the sessions of its functional commissions, committees, and other subsidiary bodies, as well as the possibility of either integrating or eliminating those of the subsidiary bodies whose terms of reference might overlap. In the same resolution the Assembly decided that, as a general rule, and at least until it became possible to rationalize the regular annual programme of conferences, not more

than one major special conference should be scheduled in any one year.

29. The General Assembly's request will be considered by the Council in July at its thirty-seventh session. It is the intention of the Secretary-General on that occasion to renew his appeal for rationalization of the Council's meeting schedule, not only on a long-term basis but for 1965 in particular, in recognition of the fact that the amount of time available for meetings in that year will be restricted due to the probable delay of the opening of the nineteenth session of the General Assembly and, as a consequence, its continuation into the early months of 1965.

30. Pending the conclusions of the Economic and Social Council, the estimates for 1965 have been drawn up on the same basis as in earlier years and provide, *inter alia*, for meetings of eight of the Council's functional commissions and sub-commissions. The related estimates are therefore subject to revision in the light of any change in the number and frequency of the future meetings of these bodies which may be decided upon.

31. The estimates also cover the customary meetings schedule of the General Assembly and the other two Councils, including that of their subsidiary bodies. Furthermore, the estimates assume the continuance in 1965 of the pattern of meetings in 1963 of the Eighteen-Nation Committee on Disarmament and include the requirements of two major special conferences: the Second World Population Conference to be held in Belgrade from 30 August to 10 September 1965 and the Third United Nations Congress on the Prevention of Crime and the Treatment of Offenders scheduled to take place in Stockholm from 9 to 18 August 1965.

32. At its nineteenth session the General Assembly will consider not only the total schedule of meetings for 1965 but will review the pattern for the next five-year period, in accordance with the provisions of General Assembly resolution 1202 (XII) of 13 December 1957. The Secretary-General hopes that the General Assembly will take this opportunity to study the general problem in some depth, taking into consideration the acknowledged need to reduce to more manageable proportions the meetings schedule not only of the Economic and Social Council and its subsidiary bodies, a major segment of the whole, but that of the subsidiary bodies of the General Assembly itself, which is showing

a steady growth. Finally, the Secretary-General wishes once again to stress the difficulties created for the Secretariat as well as for participating States by the convening of more than one large special conference in any one year.

Printing requirements

33. The increased requirements in 1965 for the printing of United Nations publications are due only in part to further increases in the cost of labour and materials; the recent increase in the membership of the Organization and in the general level of its activities has also had an inevitable effect on the volume of documentation which has to be reproduced and the extent of its distribution. This is true not only of the official records but of the various special studies and reports requested. Of particular significance has been the recent demand by Member States for much more extensive, more detailed, and more frequent compilations of statistical data in such fields as international trade, an item which, because of the complex tabular material involved, has added considerably to printing expenditures.

Alteration, improvement, and major maintenance of premises and facilities

34. The initial estimates for 1965 for the alteration, improvement, and major maintenance of United Nations premises and facilities at Headquarters, New York, and at Geneva show a considerable reduction below those approved for 1964. Notably, the appropriations for the current year included a non-recurring provision of almost \$2 million for the expansion and improvement of meeting-room facilities at Headquarters. It should be borne in mind, however, that revised estimates may need to be submitted for 1965 or for future years, as necessary, in the light of the recommendations of the Advisory Committee on Administrative and Budgetary Questions which was requested by the General Assembly at its previous session to undertake during the early part of 1964 a comprehensive examination of (a) the possible further expansion of existing conference facilities at the Palais des Nations in Geneva and the question of a major rehabilitation of the premises as a whole, as well as (b) the proposals contained in the architectural and engineering survey on the expansion of the Headquarters building in New York as sub-

mitted^{3/} to the General Assembly at its eighteenth session.

35. Further consideration will also need to be given to the question of adequate office accommodation. This is a problem which is being increasingly felt not only at Headquarters and Geneva but at the regional economic commissions for Africa, Asia and the Far East, and Latin America. The growing activities of the Organization, with the consequential increases in both regular staff and regional and inter-regional advisers for technical assistance projects, has contributed to the present critical situation. This matter is currently under study, and the conclusions will be reported to the Assembly at the appropriate time.

Supplementary estimates for 1964

36. At this early stage it is difficult to predict with accuracy the budgetary outcome for the current year. The level of expenditures will certainly be affected by commitments entered into under the terms of General Assembly resolution 1985 (XVIII) dealing with unforeseen and extraordinary expenses. These obligations will have been incurred in most cases with the prior concurrence of the Advisory Committee or, if otherwise covered by the resolution cited, will have been reported to that Committee. Specifically, the 1964 budget contained no provision for the following expenditures:

(a) The requirements in excess of the approved appropriation of \$30,000 related to the activities of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(b) The establishment of an office of Technical Representative to the United Nations Conciliation Commission for Palestine and the appointment of the Technical Representative and staff pursuant to the tasks laid upon the Commission by General Assembly resolution 1912 (XVIII);

(c) The appointment of a group of five experts under the terms of operative paragraph 6 of Security Council resolution S/5471 of 4 December 1963 to examine methods of resolving the situation created by the policies

of apartheid of the Government of the Republic of South Africa;

(d) The unforeseen requirements related to the activities of the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa;

(e) The costs of the United Nations Mediator and his immediate staff in Cyprus as called for under operative paragraphs 7 and 8 of Security Council resolution S/5575 of 4 March 1964;

(f) The cost of advancing the work on the installation of the new telephone exchange in the Palais des Nations at Geneva;

(g) The cost of the special training programme for territories under Portuguese administration in accordance with General Assembly resolution 1973 (XVIII);

(h) Additional expenses for the International Court of Justice incurred under the terms of paragraph 1 (b) of General Assembly resolution 1985 (XVIII) relating to unforeseen and extraordinary expenses;

(i) The costs of the United Nations mission to the Kingdom of Cambodia and the Republic of Viet-Nam under the terms of Security Council resolution S/5741 of 4 June 1964.

37. Other significant items which will affect the level of regular budgetary expenditures are the increases in salary rates of general service and manual worker staff and the elevations in post classifications for professional staff at Headquarters, Geneva, and other overseas offices which have already taken place in 1964 or will take place later that year. These increases will also affect the level of expenses for common staff costs.

38. Furthermore, additional expenditures will arise for temporary assistance due to the need to supplement the staffing resources of the central administrative and general services at Headquarters to meet unexpected increases in the volume of work. For similar reasons, certain substantive areas, such as the Departments of Political and Security Council Affairs and Trusteeship and Non-Self-Governing Territories, have also required such strengthening. Moreover, a higher level of expense must be anticipated for the maintenance, operation, and rental of premises, for general expenses, and for contractual printing due to rising costs for supplies and labour generally and to the fact

^{3/} Official Records of the General Assembly, Eighteenth Session, Annexes, agenda item 58, A/C.5/993.

that the 1964 initial estimates were reduced to a level which made any absorption of these increased costs impossible without seriously affecting the level of essential services or programmes.

39. Total additional expenses, the major portion of which relate to the increases in salary rates and elevations in post classifications referred to above, could reasonably be estimated at \$2 million.

Conclusions

40. In the recent past I have been careful to draw attention, not only in the foreword to the initial annual estimates but in other relevant statements, to the widening discrepancy between available resources and the growing responsibilities placed upon the United Nations by Member States in matters of vital international consequence. I am not alluding solely to the critical financial situation facing the Organization principally as a result of its major peace-keeping operations, but also to

the increasing tendency to assume that the Secretariat can continue to take on new work programmes or give greater emphasis to existing programmes or service an ever-growing number of conferences without a reasonable provision for additional staff and other resources.

41. It is my conviction that Member States desire the continued growth and development of the Organization. This is possible, however, only if at the same time they are prepared to accept a reasonable rate of increase in the annual budget estimates. The proposals contained in my budget estimates for 1965 have been formulated with this primary consideration in mind.



U THANT
Secretary-General

May 1964

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

1. Draft budget resolution for the financial year 1965

A

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1965

The General Assembly

Resolves that for the financial year 1965:

1. Appropriations totalling \$US104 693 750 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 and members of commissions, committees and other subsidiary bodies.	1 258 400	
2. Special meetings and conferences.	1 653 000	
Total, part I		2 911 400
<i>Part II. Staff costs and related expenses</i>		
3. Salaries and wages	49 519 000	
4. Common staff costs	11 309 000	
5. Travel of staff	2 085 600	
6. Payments under Annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality	125 000	
Total, part II		63 038 600
<i>Part III. Premises, equipment, supplies and services</i>		
7. Buildings and improvements to premises.	4 834 200	
8. Permanent equipment.	574 600	
9. Maintenance, operation and rental of premises.	3 855 800	
10. General expenses	4 806 850	
11. Printing.	1 555 800	
Total, part III		15 627 250
<i>Part IV. Special expenses</i>		
12. Special expenses	9 285 200	
Total, part IV		9 285 200
<i>Part V. Technical programmes*</i>		
13. Economic development.	*	
14. Social activities	*	
15. Human rights advisory services.	*	
16. Public administration.	*	
17. Narcotic drugs control.	*	
Total, part V		6 400 000*
<i>Part VI. Special missions and related activities</i>		
18. Special missions.	2 489 200	
19. United Nations Field Service.	1 547 400	
Total, part VI		4 036 600
<i>Part VII. Office of the United Nations High Commissioner for Refugees</i>		
20. Office of the United Nations High Commissioner for Refugees . . .	2 384 400	
Total, part VII		2 384 400
<i>Part VIII. International Court of Justice</i>		
21. International Court of Justice	1 010 300	
Total, part VIII		1 010 300
GRAND TOTAL		104 693 750

*The Technical Assistance Committee, at its session in November/December 1963, suggested \$6.4 million as the total to be included under Part V for 1965. The distribution of this total among Sections 13 to 17 will be determined in the light of the recommendations of the Technical Assistance Committee at its 1964 summer session, as endorsed by the Economic and Social Council.

2. The Secretary-General is authorized:

(a) To administer as a unit the provisions under sections 1, 3, 5 and 11 in a total amount of \$172 200 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, 5 and 10, in a total amount of \$332 700, 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 under paragraph 1 above, an amount of \$42 500 is hereby appropriated from the accumulated income of the Library Endowment Fund, comprising \$25 000 for the construction and furnishing of a reading gallery to provide additional desk space for readers and shelving for reference books, and \$17 500 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.

B

INCOME ESTIMATES FOR THE FINANCIAL YEAR 1965

The General AssemblyResolves that for the financial year 1965:

1. Estimates of income other than assessments on Member States totalling \$US16 687 600 are approved as follows:

Section	US dollars	US dollars
<i>Part I. Income from staff assessment</i>		
1. Staff assessment income	10 560 000	
Total, part I		10 560 000
<i>Part II. Other income</i>		
2. Funds provided from extra-budgetary accounts	1 559 800	
3. General income	1 688 300	
4. Sale of United Nations postage stamps	1 415 000	
5. Sale of publications	611 000	
6. Services to visitors and catering services,	853 500	
Total, part II		6 127 600
GRAND TOTAL		16 687 600

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, shall be charged against the income derived from those activities.

C

FINANCING OF APPROPRIATIONS FOR THE FINANCIAL YEAR 1965

The General AssemblyResolves that for the financial year 1965:

1. Budget appropriations totalling \$104 693 750, together with supplementary appropriations for 1964 totalling \$_____,^{1/} shall be financed as follows, in accordance with regulations 5.1 and 5.2 of the Financial Regulations of the United Nations:

(a) As to \$6 127 600, by income other than staff assessment approved under Resolution B above;

(b) As to \$2 240 102, by the amount available in the surplus account for the financial year 1963;

(c) As to \$_____,^{1/} by the contributions of new Member States for 1963 and 1964;

^{1/} To be determined by the General Assembly at its nineteenth session.

(d) As to \$_____,^{1/} by assessment on Member States in accordance with General Assembly resolution _____ (XIX) of ____ December 1964 on the scale of assessments for 1965;

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

(a) Subject to the provisions of General Assembly resolution 973 (X) of 15 December 1955, their respective shares in the Tax Equalization Fund in a total amount of \$10 705 927 comprising:

(i) \$10 560 000, the estimated staff assessment income for 1965;

(ii) \$145 927, the excess of actual staff assessment income over the approved estimate of income in 1963;

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

II. Draft resolution relating to unforeseen and extraordinary expenses

The General Assembly

1. Authorizes 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 and the provisions of paragraph 3 below, to enter into commitments to meet unforeseen and extraordinary expenses in the financial year 1965, 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;

(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 of the Court, Article 31), not exceeding a total of \$37 500;

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

(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. Resolves that the Secretary-General shall report to the Advisory Committee on Administrative and Budgetary Questions and to the General Assembly at its twentieth 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;

3. Decides that if, as a result of a decision of the Security Council, commitments relating to the maintenance of peace and security should arise in an estimated total exceeding \$10 million before the next regular session of the General Assembly, a special session of the General Assembly shall be convened by the Secretary-General to consider the matter.

III. 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 1965 in the amount of \$US40 million.

2. Members shall make advances to the Working Capital Fund in accordance with the scale adopted by the General Assembly for contributions of Members to the budget for the financial year 1965;

3. There shall be set off against this allocation of advances:

(a) The credits, in a total amount of \$1 079 158, accorded to Members by the transfer^{2/} to the Working Capital Fund in 1959 and 1960 of balances available in the surplus account at the end of 1957 and 1958, respectively;

(b) The cash advances paid by Members to the Working Capital Fund for the financial year 1964 under General Assembly resolution 1986 (XVIII) of 17 December 1963;

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 resolutions approved by the General Assembly, in particular, resolution _____ (XIX) of ____ December 1964 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;

^{2/} Resolutions 1340 (XIII) of 13 December 1958 and 1445 (XIV) of 5 December 1959.

(d) With the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, such sums 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; 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;

(e) 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;

5. Should the provision in paragraph 1 above prove inadequate to meet the purposes normally related to the Working Capital Fund, the Secretary-General is authorized to utilize, in 1965, cash from special funds and accounts in his custody, under the conditions approved in General Assembly resolution 1341 (XIII) of 13 December 1958, or the proceeds of loans authorized by the Assembly.

IV. Information concerning the draft resolutions

The draft resolutions are in the same format and contain the same provisions in substance as those for 1964, with the exceptions specifically noted below.

I. Draft budget resolution for the financial year 1965

The draft budget resolution is presented in the same form as General Assembly resolution 1984 (XVIII) A, B, and C of 17 December 1963 relating to the budget for the financial year 1964.

II. Draft resolution relating to unforeseen and extraordinary expenses

The first two paragraphs of draft resolution II are the same as those contained in General Assembly resolution 1985 (XVIII) of 17 December 1963 relating to unforeseen and extraordinary expenses for 1964, except for the omission of the former paragraphs 1 (b) (iii) and (v) which were added for 1964 to cover contingencies arising from the fact that the terms of office of five Judges expired on 5 February 1964 and were the subject of elections held during the eighteenth session of the General Assembly.

Paragraph 3 of the draft resolution repeats the provisions of General Assembly resolution 1615 (XV) of 21 April 1961. In this connexion attention is invited to the report of the Fifth Committee (A/4739) in which the resolution was recommended by that Committee. In paragraph 5 of that report, the understanding is stated that the adoption of the draft resolution would, for purposes of Article 20 of the Charter relating to special sessions, be considered as a determination

by a majority of the Members of the United Nations that a special session of the General Assembly should be called if the contingency envisaged in the draft resolution should arise and that the Secretary-General would in that event be authorized to act accordingly. If a provision such as that contained in paragraph 3 of the draft resolution above is to become a permanent feature of the budgetary procedures of the Organization, the General Assembly may wish to amend the rules of procedure of the General Assembly relating to the convening of special sessions so as to provide for sessions called for this purpose. In the absence of such amendments, the understanding stated in connexion with resolution 1615 (XV) would continue to apply in the event of the adoption of the draft resolution in the form now presented.

III. Draft resolution relating to the Working Capital Fund

Draft resolution III is presented in the same form as General Assembly resolution 1986 (XVIII) of 17 December 1963, except for the omission of the former provision in operative paragraph 4 (f) relating to the financing of awards made for the international encouragement of scientific research into the control of cancerous diseases, pursuant to General Assembly resolution 1398 (XIV) of 20 November 1959. In terms of paragraph 4 (g) of General Assembly resolution 1586 (XV) of 20 December 1960, the Secretary-General was authorized to advance from the Working Capital Fund, during the period 1961 to 1964, sums up to a total of \$100 000 for this purpose.

A. EXPENDITURE ESTIMATES

SUMMARY OF 1965 EXPENDITURE ESTIMATES WITH COMPARATIVE 1964 APPROPRIATIONS AND 1963 EXPENSES

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 -- Main causes of variations and other remarks
1. Travel and other ex- penses of repre- sentatives and mem- bers of commissions, committees and other subsidiary bodies . .	1 258 400	1 207 950	1 132 172	50 450	Increases totalling \$177 400 arise from: (a) the need to provide for an extra session of the International Law Commission (\$40 000), for the sessions of five functional commissions of the Economic and Social Council (\$99 500), and for an additional session of the Advisory Committee on Science and Technology (\$26 000); and (b) increased requirements for sessions of the Board of Auditors (\$4 700), the Permanent Central Opium Board and Drug Supervisory Body (\$5 700) and the International Civil Service Advisory Board (\$1 500). These in- creases are offset by reductions, totalling \$126 950, in the requirements for travel of representatives to the General Assembly (\$56 000), the United Nations Joint Staff Pension Board (\$7 600), the Advisory Com- mittee on Administrative and Budgetary Questions (\$33 850), the Committee on Con- tributions (\$1 500), the Administrative Tri- bunal (\$1 000), the United Nations Scientific Advisory Committee (\$500), the United Nations Scientific Committee on the Effects of Atomic Radiation (\$22 600), the Sub- Commission on Prevention of Discrimina- tion and Protection of Minorities (\$2 000), the visiting mission of the Trusteeship Council (\$1 000) and the Investments Com- mittee (\$900). The net increase is therefore \$50 450
2. Special meetings and conferences	1 653 000	4 012 100	2 897 253	(2 359 100)	The decrease of \$2 359 100 is due to the fact that (a) no provision is required in 1965 for the following conferences provided for in 1964: United Nations Conference on Trade and Development (\$2 190 000), United Na- tions Regional Cartographic Conference for Africa (\$8 600), and United Nations Con- ference on Solar Energy, Wind Power and Geothermic Energy (\$31 000); (b) provision is made only for the printing of the pro- ceedings of the Third International Con- ference on the Peaceful Uses of Atomic Energy in the amount of \$250 000 while the 1964 budget included an appropriation of \$750 000 for the same conference. These reductions, totalling \$2 729 600 are partly offset by (a) the need to provide for the Third United Nations Congress on Preven- tion of Crime and the Treatment of Of- fenders (\$103 000), and for the Fourth Re- gional Cartographic Conference for Asia and the Far East (\$9 500); (b) additional requirements for the Second World Popula- tion Conference (\$178 400) and for the Con- ference of the Eighteen-Nation Committee on Disarmament (\$79 600). The estimates for the meetings of the sub-committees of

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
					the Committees on the Peaceful Uses of Outer Space (\$63 000) and commodity conferences (\$45 000) are maintained at the level approved for 1964
3. Salaries and wages .	49 519 000	45 267 480	43 408 539	4 251 520	<p>The estimates for 1965 are organized under four chapters: chapter I, Established posts, chapter II, Temporary assistance for meetings, chapter III, Other temporary assistance, and chapter IV, Overtime and night differential</p> <p>The total number of established posts requested under chapter I is 2 113 at the professional level and above and 2 470 in the general service category, reflecting an increase of 123 posts in the professional levels and above and 171 posts in the general service category as compared with the numbers approved for 1964. Of these new posts, fourteen professional and twenty-two general service were approved as temporary posts in 1964 under chapter III (i) and are converted to established posts in 1965. Provision is also made for an increase of seventeen additional staff in the manual worker category at Headquarters and Geneva and in the credits for local staff at the Economic Commissions for Africa, Asia and the Far East, and Latin America, and for the information centres. The total additional costs for these increases to the establishment are estimated at \$2 254 000. Of this total, \$323 000 relates to the conversion of the temporary posts to established posts, and the balance of \$1 931 000 represents the net additional costs of the new posts, including \$68 500 for manual worker posts and \$388 000 for the additional local staff at the regional economic commissions and at the information centres. The additional costs of continuing the 1964 establishment into 1965 are estimated at \$2 130 000, thereby making a total increase under chapter I of \$4 334 000</p> <p>The estimated costs under chapter II are \$77 000 above the appropriation for 1964 due to increased requirements, principally resulting from salary increases, for the servicing of the twentieth session of the General Assembly (\$30 000) and the increased requirements for meetings at Geneva, including a second session of the International Law Commission, a functional commission of the Economic and Social Council which was not held in 1964, and the higher level of salaries payable to temporary conference staff at Geneva (\$47 000)</p> <p>The estimates under chapter III for 1965 reflect a decrease of \$250 000 in comparison with the 1964 appropriation. This decrease is due to reductions in the estimates for temporary posts (\$274 000) and in the requirements for general temporary assistance (\$142 000). These reductions, which are made possible in part by the new posts requested under chapter I, are, however, offset by increased requirements for individual experts and consultants (\$145 800) and ad hoc expert groups (\$20 200) principally to strengthen the resources of the Centre for Industrial Development</p>

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
					The estimate for overtime and night differential reflects an increase of \$40 500 in comparison with the appropriation for 1964 as a direct result of the increases in salary rates of general service and manual worker staff particularly at Headquarters and Geneva
4. Common staff costs .	11 309 000	10 374 000	10 007 911	935 000	<p>The principal factors which have caused the increase of \$935 000 in the estimates for 1965, are: (i) the additional posts requested for 1965; and (ii) the higher cost of contributions to the Joint Staff Pension Fund resulting from the upward revision in the pensionable remuneration of staff at the professional levels and above and from increases in salary rates at a number of established offices for staff in all other categories</p> <p>The estimates under chapter I, Staff allowances, reflect an increase of \$240 000 in comparison with the 1964 appropriation. In the case of dependency allowances the increase of \$125 000 is due primarily to item (i) above. The balance of \$115 000, which relates to education grants, is attributable both to the effect of revised conditions for payment under General Assembly resolution 1730 (XVI), and to the increasing number of children for whom grants are payable</p> <p>The estimates under chapter II, Social security payments, are \$621 000 above the appropriation for 1964. Of this amount, \$543 000 relates to the provision for contributions to the Joint Staff Pension Fund stemming from items (i) and (ii) above, \$63 000 to higher costs of contributions for medical insurance and to requirements for new posts, and \$15 000 to additional needs for compensatory payments</p> <p>The increases of \$40 000 under chapter III, Travel on appointment, transfer and separation, and of \$24 000 under chapter IV, Removal expenses on appointment, transfer and separation, stem from item (i) above after taking into consideration the somewhat lower unit costs experienced in 1963 under these Chapters</p> <p>Chapter VI, Staff Training Programmes, reflects an increase of \$10 000, accounted for by additional requirements for staff language training (\$5 500) and for junior professional trainees (\$10 000), having regard, in the latter case, to upward revisions in the post adjustments. These increases are offset by a reduction of \$5 500 in requirements for the information assistant training programme</p>
5. Travel of staff	2 085 600	1 989 900	1 980 219	95 700	The increase of \$95 700 is due to additional requirements totalling \$97 500 under chapter I, Travel of staff to meetings (\$61 400), and chapter II, Travel of staff on other official business (\$36 100). Details of these additional requirements are provided in the relevant budget text. These increases are slightly offset by a reduction of \$1 800 in the estimate for chapter III, Travel of staff and dependants on home leave

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
6. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations; Hospitality.....	125 000	105 000	106 315	20 000	The increase of \$20 000 is due to additional requirements for payments to Under-Secretaries and Directors (\$10 000), for payments to other members of the Secretariat for official hospitality (\$5 000) and for functions honouring Chiefs of State and visiting dignitaries (\$5 000)
7. Buildings and improvements to premises.....	4 834 200	7 458 970	4 271 857	(2 624 770)	<p>The decrease of \$2 624 770 is due to the fact that the costs related to the following items included in 1964 are non-recurring: (a) the remodelling of the Plenary Hall and major conference rooms at Headquarters to provide seating for the larger membership of the Organization (\$1 940 470), (b) part of the construction of new visual facilities for public information and office accommodation in the basement area of the General Assembly Hall (\$900 000), (c) provision for reimbursement to the World Health Organization for its investment in the Palais des Nations at Geneva since the last payment was made in 1964 (\$340 000), (d) part of the work of repairing the roofs of the Palais des Nations (\$45 000), (e) the construction at Geneva of four radio studios for the Conference on Trade and Development (\$50 000), and (f) other major maintenance at Geneva (\$100 000)</p> <p>These reductions, amounting to \$3 375 470, are offset by additional requirements totaling \$750 700 for (a) the United Nations building in Santiago (\$84 000), (b) the installation of a new telephone exchange at Geneva (\$364 200), (c) completing the construction of offices and visual facilities in the basement of the General Assembly Hall at Headquarters (\$293 000), and (d) the replacement of worn carpeting and the replacement of the linings and the repair of the drapes in the conference area at Headquarters (\$9 500)</p>
8. Permanent equipment.....	574 600	528 200	511 746	46 400	<p>The 1965 estimates are higher than the 1964 appropriations by \$46 400. This increase is attributable to additional requirements at Headquarters (\$49 130), Geneva (\$23 900), and ECLA (\$20 000) and a new provision (\$3 260) in respect of the Economic and Social Office in Beirut, the needs of this latter office having previously been met from the provisions for Headquarters</p> <p>These total additional expenses are offset by decreases in the level of requirements for the information centres (\$3 800), ECA (\$1 520), and ECAFE (\$44 570). The 1964 appropriation for ECAFE included a non-recurring provision of \$46 200 for the installation of a new telephone exchange and air-conditioning equipment</p>
9. Maintenance, operation and rental of premises.....	3 855 800	3 593 500	3 628 920	262 300	The 1965 estimates are \$262 300 above the 1964 appropriation level. This increase reflects additional requirements under each of the chapters as indicated below

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 - Main causes of variations and other remarks
					<p><u>Chapter I</u> (Contractual Services). The major factors contributing to an increase of \$139 500 in this chapter are: (a) wage increases for contractual personnel at Headquarters, (b) an intensified programme of general preventative maintenance of the building and premises at Geneva, (c) the need for painting of offices and exterior walls of the Secretariat building as well as for reconditioning the equipment and furniture in the conference rooms at ECA, and (d) expansion of office space both at ECAFE and ECLA entailing additional maintenance costs</p> <p><u>Chapter II</u> (Utilities). The increase of \$23 000 in this chapter arises mainly from: (a) a higher level of requirements at Geneva for electricity, fuel oil and coke, owing to the increasing use of the Palais for international conferences, and (b) higher level of consumption and general increase in prices both at ECA and ECLA</p> <p><u>Chapter III</u> (Other expenses for the maintenance of premises). The major factors contributing to an increase of \$99 800 under this chapter are: (a) rise in costs of certain maintenance supplies and services at Headquarters and Geneva, (b) higher level of requirements at ECA mainly related to the operation of the new sub-regional offices and to the need for partitioning large offices and corridors for providing more office space in Africa Hall, and (c) additional rental costs for sub-regional offices of ECLA in Santiago, Mexico City and Washington</p>
10. General expenses . .	4 806 850	4 004 000	4 184 265	802 850	<p>The estimate for 1965 reflects an increase of \$802 850 as compared to the 1964 appropriation level which is due to the higher level of requirements in each of the six chapters of the section</p> <p><u>Chapter I</u> (Communications) shows an increase of \$178 900 due to (a) the increased activities at all offices, (b) the higher share of the rental costs for the New York-Geneva submarine cable service resulting from the cessation of the ONUC activities, the budget for which had borne a substantial part of these costs in prior years, (c) the increase in the number of information centres, and (d) the holding of the seventh session of ECA at Nairobi, Kenya; the twenty-first session of ECAFE at Wellington, New Zealand; and the eleventh session of ECLA at Santo Domingo, Dominican Republic</p> <p><u>Chapter II</u> (Rental and maintenance of equipment). The increase of \$398 950 arises as follows: (a) at Headquarters (\$351 500) mainly from the rental on a full-year basis of additional and higher capacity electronic computer equipment; (b) at Geneva (\$22 150) due primarily to the conversion of the existing mechanical accounting method to a magnetic ledger card system; (c) at ECA (\$14 300) mainly from the rental of interpretation equipment for the seventh session of the Commission to be held in Nairobi and from the requirements of the new sub-regional offices; (d) at ECAFE (\$9 000) for</p>

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
					<p>additional computer time and tabulating equipment for statistical and accounting work and (e) increased requirements at ECLA (\$1 000) and the information centres (\$1 000)</p> <p><u>Chapter III</u> (Public Information supplies and services) shows an increase of \$95 900 as compared with the 1964 appropriation. However, the level of the 1965 estimates is below the actual expenditure level of 1963 despite two subsequent increases in the wages of contractual telecommunications engineers totalling \$30 000</p> <p><u>Chapter IV</u> (Other supplies and services) shows a net increase of \$30 700 arising principally from (a) an increase at Geneva in the United Nations share of the Joint Medical Scheme administered by WHO and an increase in automobile insurance premiums, (b) a new provision at ECA for fire and extended coverage insurance for Africa Hall as required by the host Government, and (c) general increases at all office locations in the costs of supplies and services provided for under this chapter</p> <p><u>Chapter V</u> (Office and internal reproduction supplies) shows an increase of \$75 100 which is attributable to the continued expansion of the United Nations membership and activities. Apart from increases in the provision for stationery and supplies for internal reproduction at Headquarters, ECA, ECAFE, and ECLA, an additional provision has been included in the Headquarters estimate for machine accounting forms and supplies required for the new computer system</p> <p><u>Chapter VI</u> (Library books and supplies) shows an increase of \$23 300, of which \$9 300 arises at Headquarters for additional reference material in the economic and social fields. The balance of the increase reflects additional requirements at Geneva, the information centres, and at the regional economic commissions to meet new and expanding activities</p>
11. Printing.....	1 555 800	1 424 000	1 444 203	131 800	<p>The 1965 estimates for this section show an increase of \$131 800 as compared with the 1964 appropriation. Of this amount, \$49 070 arises under chapter I, Official Records, due to the continued expansion in the volume of Official Records, the steady increase in printing costs, and the larger press runs for sales purposes. A further increase of \$74 860 arises under chapter II, Recurrent publications, reflecting an increase in the level of programmes for the Office of Legal Affairs (\$14 500), the Department of Economic and Social Affairs (\$48 180), the European Office at Geneva (\$2 800), ECAFE (\$5 700), and ECE (\$13 000). The total increase in chapter II is, however, partly offset by decreases for the Department of Political and Security Council Affairs (\$400), the Department of Trusteeship and Non-Self-Governing Territories (\$4 100), ECA (\$3 600), and ECLA (\$1 220)</p>

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
					Other increases occur in chapter III, Studies and reports (\$11 850); chapter IV, Office of Public Information (\$11 600); chapter V, Permanent Central Opium Board and Drug Supervisory Body (\$1 600); chapter VI, Other contractual printing (\$7 820). The total increases in chapters I to VI are partially offset by an increased deduction under chapter VII for internal reproduction (\$25 000)
12. Special expenses . . .	9 285 200	7 788 300	4 808 462	1 496 900	The total increase of \$1 496 900 in the estimates for 1965 is attributable in the main to the following increases under various chapters of this section: Obligations in regard to the United Nations bond issue (\$1 625 600), the special training programme for territories under Portuguese administration (\$50 000), and the triangular fellowship programme of the Office of Public Information (\$500)
					These increases, totalling \$1 676 100, are offset by decreases under other chapters totalling \$179 200 as follows: United Nations Memorial Cemetery in Korea (\$24 200), United Nations International School (\$55 000), and technical assistance to Rwanda and Burundi, for which provision is made <u>pro memoria</u>
13. Economic Development	*	2 250 000	2 092 381		The estimates for part V, Technical Programmes (sections 13 to 17) will be reviewed by the Assembly on the basis of decisions to be taken by the Economic and Social Council at its thirty-seventh session in 1964 in the light of recommendations made by the Technical Assistance Committee following its meeting in June 1964. In the meantime, for the reasons given in the relevant text under part V of the estimates, the same level as approved for 1964 is maintained
14. Social Activities . . .	*	2 105 000	2 101 571		
15. Human Rights advisory services	*	140 000	178 684		
16. Public administration	*	980 000	1 061 333		
Operational and executive personnel . .	*	850 000	806 431		
17. Narcotic drugs control	*	75 000	57 866		
	6 400 000	6 400 000	6 298 266	-	
18. Special missions . . .	2 489 200	2 400 000	2 638 802	89 200	The higher level of expenditure of \$89 200 for 1965 is made up of increases and decreases in the requirements of the various missions as indicated below: <u>Increases:</u> United Nations Truce Supervision Organization (\$32 700), the United Nations Military Observer Group in India and Pakistan (\$85 450), the United Nations Representative for India and Pakistan (\$1 600), and the replacement of staff assigned to field missions (\$34 000) <u>Decreases:</u> The United Nations Commission for the Unification and Rehabilitation of Korea (\$6 650), the Office of the Special Representative of the Secretary-General in Amman (\$7 900), and other special missions provided for in 1964 but not in 1965 (\$50 000)
19. United Nations Field Service	1 547 400	1 525 700	1 421 645	21 700	The increase of \$21 700 for 1965 arises solely from additional requirements for common staff costs

* Distribution of total estimate for part V among sections 13 to 17 to be determined at later stage in light of recommendation of Technical Assistance Committee.

Summary of 1965 expenditure estimates with comparative 1964 appropriations and 1963 expenses

(In US dollars)

Section	1965 estimates	1964 appropriations	1963 expenses	Increase or (decrease) 1965 compared with 1964	Differences between 1965 and 1964 — Main causes of variations and other remarks
20. Office of the United Nations High Commissioner for Refugees	2 384 400	2 293 500	2 565 369	90 900	The estimates for 1965 reflect an increase of \$90 900 in comparison with the appropriation for 1964. This increase is due principally to a higher level of expenditure in the amount of \$105 400 envisaged under chapter I, Salaries and Wages, as a consequence of increases in salary rates for general service staff and in the postclassification at Geneva. Other increases are also provided for in regard to travel of staff (\$7 000), common staff costs (\$15 800), hospitality (\$2 000), general expenses (\$5 500), and printing (\$200). These total increases, amounting to \$135 900, are offset by the fact that no provision is necessary in 1965 for the programme of indemnification of refugees persecuted under the national socialist regime by reason of their nationality. This programme, for which a provision of \$45 000 was made in 1964, is now completed.
21. International Court of Justice.	1 010 300	955 000	889 936	55 300	The increase of \$55 300 is due to additional requirements for pensions of judges (\$39 980), established posts (\$15 570), contributions to the Joint Staff Pension Fund (\$2 350), dependency allowances, education grants and related travel (\$600), contributions to medical and group life insurance (\$500), travel on official business (\$1 000), postal services (\$500), stationery and office supplies (\$1 000), furniture and installation of additional fittings (\$2 000), and the library (\$500). Such increases, totalling \$64 000, are partly offset by decreases totalling \$8 700 in the estimates for travel on home leave (\$6 200) and separation payments (\$2 500).
Expenditures, gross. . . .	104 693 750	101 327 600	92 195 880	3 366 150	
Less:					
Income, other than Staff Assessment..	6 127 600	5 698 400	6 704 028	429 200	
TOTAL	98 566 150	95 629 200	85 491 852	2 936 950	
Staff assessment for credit to the Tax Equalization Fund	10 560 000	9 488 400	9 076 927	1 071 600	

PART I

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

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

\$1 258 400 (1964: \$1 207 950 1963: \$1 132 172)

Table 1-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. The General Assembly, Commissions and Committees			
(i) Travel of representatives to the General Assembly	622 000	678 000	691 980
(ii) Travel and other expenses of members of commissions, committees and other General Assembly bodies:			
United Nations Joint Staff Pension Board	200	7 800	180
Advisory Committee on Administrative and Budgetary Questions	57 000	90 850	59 573
Committee on Contributions	7 500	9 000	5 432
International Law Commission	131 500	91 500	91 395
Administrative Tribunal	15 000	16 000	9 548
United Nations Scientific Advisory Committee	7 000	7 500	13 560
United Nations Scientific Committee on the Effects of Atomic Radiation	18 000	40 600	15 652
	236 200	263 250	195 340
(iii) Board of Auditors—External audit costs	92 200	87 500	85 882
Total, chapter I	950 400	1 028 750	973 202
II. The Security Council, Commissions and Committees	-	-	-
III. The Economic and Social Council, Commissions and Committees			
Commission on Human Rights	18 800	-	15 266
Commission on the Status of Women	20 900	-	24 018
Population Commission	18 300	-	23 259
Sub-Commission on Prevention of Discrimination and Protection of Minorities	28 500	30 500	18 957
Social Commission	22 300	-	21 340
Advisory Committee on Science and Technology	52 000	26 000	-
Interim Co-ordinating Committee for International Commodity Arrangements	9 000	9 000	2 652
Commission on Narcotic Drugs	18 000	18 000	15 135
Statistical Commission	19 200	-	-
Permanent Central Opium Board and Drug Supervisory Body	41 300	35 600	17 908
Total, chapter III	248 300	119 100	138 535
IV. The Trusteeship Council, Commissions and Committees			
Visiting mission	44 000	45 000	-
Total, chapter IV	44 000	45 000	-
V. Administrative advisory bodies			
Investments Committee	5 700	6 600	3 414
International Civil Service Advisory Board	6 000	4 500	8 740
Committee of Experts on Post Adjustments	2 000	2 000	6 471
Committee of Actuaries	2 000	2 000	1 610
Total, chapter V	15 700	15 100	20 435
TOTAL, section 1	1 258 400	1 207 950	1 132 172

CHAPTER I

<i>The General Assembly, Commissions and Committees</i>	\$950 400
1964:	1 028 750
1963:	973 202

(i) <i>Travel of representatives to the General Assembly</i>	\$622 000
1964:	678 000
1963:	691 980

1.1 Pursuant to paragraph 3 (a) (i) of General Assembly resolution 1798 (XVII), provision is made for the reimbursement of the travel, but not subsistence, expenses in respect of five representatives of each of the present 112 Member States to the twentieth session of the General Assembly. Total requirements for 560 representatives would amount to approximately \$636 000 or an average of approximately

\$1 135 per round trip. However, on the basis of past experience, a lower average has been used to make allowance for the fact that full entitlements are not normally exercised by all Member States. The decrease in the estimate for 1965 compared with the appropriation for 1964 is due to a general reduction in transatlantic air fares which took effect on 1 April 1964. In accordance with paragraph 5 of the annex to resolution 1798 (XVII), the amount provided for 1965 would be available to meet claims relating to either the nineteenth or the twentieth session of the General Assembly.

(ii) <i>Travel and other expenses of members of commissions, committees and other General Assembly bodies</i>	\$236 200
1964:	263 250
1963:	195 340

	Number of members	Location of meetings	Duration (weeks)	Estimated costs \$
United Nations Joint Staff Pension Board	-	New York	-	200
Advisory Committee on Administrative and Budgetary Questions	12	New York	20 (2 sessions)	57 000
Committee on Contributions	10	New York	2	7 500
International Law Commission	25	Geneva	16 (2 sessions)	131 500
Administrative Tribunal	7	New York Geneva	2 2	15 000
United Nations Scientific Advisory Committee	7	New York Geneva	1 1	7 000
United Nations Scientific Committee on the Effects of Atomic Radiation	15	Geneva	2	18 000
				<u>236 200</u>

1.2 In terms of paragraph 2 (a) of General Assembly resolution 1798 (XVII), the travel and subsistence costs of the members of the above-mentioned continuing organs and subsidiary organs are met from United Nations funds; in the case of the United Nations Joint Staff Pension Board, this applies only to members representing the United Nations.

1.3 The estimate for the United Nations Joint Staff Pension Board relates to subsistence payments to two members of the United Nations Staff Pension Committee and of the Standing Committee of the Board while attending meetings of these bodies in New York.

1.4 The estimates for the Advisory Committee on Administrative and Budgetary Questions and for the International Law Commission include, respectively, \$5 000 and \$32 500 to cover payment of honoraria as approved by the General Assembly at its 729th meeting on 13 December 1957.^{1/} For the same purpose the estimate for the Administrative Tribunal includes an amount of \$2 500 as approved by the General Assembly at its 960th plenary meeting on 20 December 1960.^{2/} In terms of paragraph 3 (b) (i) of resolution 1798 (XVII), an amount of \$1 600 is also included in the estimate for the International Law Commission to enable its

Chairman to attend the twentieth session of the General Assembly.

1.5 The estimate for the International Law Commission covers the cost of an additional session in 1965 to enable progress to be made with work on State responsibility and the succession of States and Governments—two topics which would complete the codification of international law—without detracting from the work on the law of treaties. In its report to the General Assembly at its eighteenth session,^{3/} the Commission had proposed such a second session in both 1964 and 1965. Since it was subsequently found that there would be insufficient time for the necessary preparatory work the proposal to schedule a conference in 1964 was not acted upon.

1.6 While at least two sessions of the United Nations Scientific Advisory Committee in 1965 are anticipated, the estimate of \$7 000 provides only for the New York session. Since the same individuals serve as members of the United Nations Scientific Advisory Committee and the Scientific Committee of the International Atomic Energy Agency it has been their practice to hold a combined session, meeting first in the one capacity and immediately thereafter in the other. Usually the United Nations pays the transportation costs to the New York session, and the International

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

^{2/} Ibid., Fifteenth Session, Annexes, agenda item 50, document A/4609.

^{3/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 9 (A/5509).

Atomic Energy Agency the transportation costs to the Geneva session; subsistence costs for both sessions are shared by the two organizations on the basis of the number of days on which either Committee meets.

(iii) <i>The Board of Auditors</i>	\$92 200
1964:	87 500
1963:	85 882

1.7 The estimate provides for the expenses incurred by the Board of Auditors in the external audit of the accounts of the United Nations, comprising the travel and subsistence costs of members of the Board and the salaries, travel expenses and subsistence costs of their supporting staff. The increase in the estimate is due to additional audit work resulting from the growth in the activities of the Special Fund and the Expanded Programme of Technical Assistance.

1.8 The amount requested covers the costs of the external audit not only of the United Nations regular budget accounts, but also of the accounts of the voluntary funds administered by the High Commissioner for Refugees, of the Technical Assistance Board, of the Special Fund, of the United Nations participation in the Expanded Programme of Technical Assistance, and of the United Nations as executing agency of the Special Fund.

1.9 Costs incurred in respect of the audit of the Joint Staff Pension Fund, which are also included, are estimated at \$3 000. They are reimbursed by the Fund as shown in annex V to the present estimates and are included in section 2 of the income estimates.

1.10 A provision of \$500 for the external audit of the accounts of the International Court of Justice is included in section 21.

1.11 In addition to the audits mentioned above, the Board of Auditors also carries out the external audit of other United Nations activities, such as the United Nations Emergency Force, the United Nations Operation in the Congo, the United Nations Children's Fund, and the United Nations Relief and Works Agency for Palestine Refugees in the Near East. The cost of these audits is charged to the relevant special budgets.

CHAPTER II

The Security Council, Commissions and Committees

	\$ -
1964:	-
1963:	-

1.12 Pursuant to paragraph 2 (b) of General Assembly resolution 1798 (XVII), no provision for travel is required for members of the Security Council. In the case of such members of subsidiary organs instituted by the Security Council as may be entitled under the latter resolution to travel and subsistence payments, the necessary provision is made under section 18, Special Missions.

CHAPTER III

The Economic and Social Council, Commissions and Committees

	\$248 300
1964:	119 100
1963:	138 535

	Number of members	Location of meetings	Duration (weeks)	Estimated costs
The Economic and Social Council	18	New York Geneva	3 5	\$ -
<i>Functional commissions and sub-commissions</i>				
Commission on Human Rights	21	Geneva	4	18 800
Commission on the Status of Women	21	New York	3	20 900
Population Commission	18	New York	2	18 300
Social Commission	21	New York	3	22 300
Statistical Commission	18	New York	3	19 200
Commission on Narcotic Drugs	21	Geneva	4	18 000
Sub-Commission on Prevention of Discrimination and Protection of Minorities	14	New York	3	28 500
Commission on International Commodity Trade . .	21	New York	3	-
<i>Regional Economic Commissions</i>				
Economic Commission for Europe (Geneva)	30	Geneva	3	-
Economic Commission for Asia and the Far East (Bangkok)	26	Wellington	3	-
Economic Commission for Latin America (Santiago)	27	Santo Domingo	2	-
Economic Commission for Africa (Addis Ababa) . .	35	Nairobi	3	-
<i>Other organs</i>				
Interim Co-ordinating Committee for International Commodity Arrangements	4	New York Geneva	1 1	9 000
Permanent Central Opium Board	8	Geneva	38 days (3 sessions)	41 300
Drug Supervisory Body	4	Geneva	30 days (3 sessions)	
Advisory Committee on Science and Technology . .	18	New York -	2 2	52 000
				<u>248 300</u>

1.13 By resolution 1987 (XVIII) on the pattern of conferences, the General Assembly requested the Economic and Social Council "to undertake in 1964 a study of the optimum frequency for the sessions of its functional commissions, committees, and other subsidiary bodies, as well as the possibility of either integrating or eliminating those of the subsidiary bodies whose terms of reference might overlap, so that the Council's conclusions may be available to the General Assembly at its nineteenth session". Since the Council will not consider this matter until July 1964 at its thirty-seventh session, the estimates under this chapter have been prepared on the same basis as those of past years and are subject to revision in the light of any decisions taken by the Council when it considers its calendar of conferences under the terms of General Assembly resolution 1987 (XVIII).

1.14 The payments provided for under this chapter are governed by General Assembly resolution 1798 (XVII). The estimates given in the table above are based on the present membership of the bodies concerned and, where applicable, on the cost of first-class fares by jet plane from home capitals to the place of meeting and return.

1.15 In accordance with paragraph 2 (b) of the resolution, neither travel nor subsistence expenses are payable in respect of members of the Economic and Social Council and the regional economic commissions; the same applies, in terms of Economic and Social Council resolution 557 F (XVIII), to members of the Commission on International Commodity Trade.

1.16 Under paragraph 3 (b) (ii) and (iii), travel, but not subsistence, costs are met in respect of one representative of each Member State participating in the Commission on Human Rights, the Commission on the Status of Women, the Population Commission, the Social Commission, the Statistical Commission, and the Commission on Narcotic Drugs. In the case of the latter Commission, the entitlement extends to participating States which are not Members of the United Nations but, being parties to the Single Convention on Narcotic Drugs, have been elected members of the Commission under Economic and Social Council resolution 845 (XXXII).

1.17 Pursuant to paragraph 2 (a) of resolution 1798 (XVII), both travel and subsistence costs are met in respect of members of the Sub-Commission on Prevention of Discrimination and Protection of Minorities, the Interim Co-ordinating Committee for International Commodity Arrangements, the Permanent Central Opium Board, the Drug Supervisory Body, and the Advisory Committee on Science and Technology. This latter Committee was created by the Economic and Social Council under resolution 980 A (XXXVI) of 1 August 1963 to help ensure effective follow-up action on the results accomplished by the United Nations Conference on the Application of Science and Technology for the Benefit of the Less Developed Areas. The functions of the Advisory Committee were further defined by the General Assembly in its resolution 1944 (XVIII) of 11 December 1963. In the light of the discussion during the 1964 session of the Advisory Committee, it may be anticipated that two sessions of this body will be required in 1965, one at New York and the other in one of the developing countries in Africa, Asia or Latin America. Subject to the decision of the Economic and Social Council at its summer session, an estimate covering two sessions in 1965 has been included.

1.18 The estimate for the Commission on Human Rights includes provision for the travel and subsistence of a representative of the Commission on the Status of Women, in accordance with paragraph 3 (b) (ii) of General Assembly resolution 1798 (XVII) and Economic and Social Council resolution 566 (XIX), and of a special rapporteur of the Sub-Commission on Prevention of Discrimination and Protection of Minorities, pursuant to paragraph 3 (b) (i) of General Assembly resolution 1798 (XVII) as well as a decision taken by the Commission on Human Rights at its twentieth session.

1.19 The estimate for the Sub-Commission on Prevention of Discrimination and Protection of Minorities covers the payment of travel and subsistence expenses in respect of a representative of the Commission on the Status of Women, in accordance with paragraph 3 (b) (ii) of General Assembly resolution 1798 (XVII) and Economic and Social Council resolution 48 (IV); it also includes an amount of \$4 500 for the travel and subsistence expenses of two special rapporteurs of the Sub-Commission.

1.20 The estimate for the Commission on Narcotic Drugs includes provision for the travel and subsistence costs of one representative of the Permanent Central Opium Board and one representative of the Drug Supervisory Body, in accordance with paragraph 3 (b) (ii) of General Assembly resolution 1798 (XVII) and Economic and Social Council resolution 201 (VIII).

1.21 The estimate for the Permanent Central Opium Board and the Drug Supervisory Body comprises:

- (i) \$18 980 for travel of members to Geneva in respect of three sessions of the Board lasting thirty-eight days in all and three sessions of the Supervisory Body lasting thirty days in all. It assumes that the four members of the Supervisory Body will be members of the Board and that two sessions of the Supervisory Body will precede or follow immediately after sessions of the Board;
- (ii) \$4 200 for the payment of honoraria to members pursuant to General Assembly resolution 875 C (IX);
- (iii) \$11 790 for subsistence allowance to members while travelling to and from sessions and for the period of attendance, at rates established by General Assembly resolution 1588 (XV);
- (iv) \$1 330 for the representation of the Board at meetings of the Economic and Social Council and the General Assembly;
- (v) \$5 000 for travel of three members from Europe and subsistence for fifteen days for "local enquiries" in the South Asia region.

1.22 In order to carry out the duties deriving from the 1953 Protocol "for limiting and regulating the cultivation of the poppy plant, the production of, international and wholesale trade in, and use of opium", the Board and the Supervisory Body consider that, as in 1964, a third session lasting ten days will be necessary (in addition to the two required in past years in connexion with the 1925 and 1931 Conventions and the 1948 Protocol).

1.23 Under article 11, paragraph 1 (d) of the 1953 Protocol, the Permanent Central Opium Board is charged with the task of undertaking "local enquiries" in countries or territories where the opium situation appears unsatisfactory and requires an elucidation. While there are several countries where such an inquiry would be useful, the Board would propose to proceed gradually and would propose one such inquiry for 1965, probably in the South Asia area.

CHAPTER IV

The Trusteeship Council, Commissions

<i>and Committees</i>	\$44 000
1964:	45 000
1963:	-

1.24 In accordance with paragraph 2 (b) of General Assembly resolution 1798 (XVII), no obligations arise in respect of either travel or subsistence of members of the Trusteeship Council. The estimate is confined to the payment, in terms of paragraph 3 (b) (iii) of the same resolution, of the travel and subsistence of members of visiting missions of the Council. Pending a decision by the Trusteeship Council at its thirty-first session on the detailed arrangements for the 1965 visiting mission, the amount provisionally proposed is intended to cover the costs of a visiting mission to the Trust Territories of Nauru and New Guinea.

CHAPTER V

<i>Administrative advisory bodies</i>	\$15 700
1964:	15 100
1963:	20 435

1.25 The estimate under this chapter provides for the payment, in accordance with paragraph 2 (a) of General Assembly resolution 1798 (XVII), of travel and subsistence in respect of the members of the following bodies:

	\$
Investments Committee	5 700
International Civil Service Advisory Board	6 000
Committee of Experts on Post Adjustments	2 000
Committee of Actuaries	2 000

1.26 The estimate covers two full sessions of the Investments Committee, one in New York and the other in Europe, one session of the International Civil Service Advisory Board to be held in New York, and one session of the Committee of Experts on Post Adjustments in Geneva. Provision is also made for travel and subsistence of three independent actuaries appointed by the Secretary-General, under the terms of article XXIX of the Regulations of the United Nations Joint Staff Pension Fund, to adopt basic tables and to decide upon the rate of interest to be used in each actuarial valuation of the Pension Fund.

1.27 The travel and subsistence costs of the members of the Investments Committee as well as of the members of the Committee of Actuaries are fully reimbursable by the United Nations Joint Staff Pension Fund and have been taken into account in the income estimates under income section 2.

1.28 Similar costs for the International Civil Service Advisory Board and for the Committee of Experts on Post Adjustments are shared with the specialized agencies. The estimates for these two bodies provide exclusively for the United Nations share of such expenses and represent approximately 30 per cent of the estimated total costs. The estimates for the International Civil Service Advisory Board have been increased by \$1 500 as a result of the increase in its membership from nine to eleven and the additional functions, as approved by the General Assembly in resolution 1981 B (XVIII) of 17 December 1963.

Section 2. Special meetings and conferences

\$1 653 000

(1964: \$4 012 100

1963: \$2 897 253)

Table 2-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Second World Population Conference	211 000	32 600	-
II. Third United Nations Congress on Prevention of Crime and the Treatment of Offenders	103 000	-	-
III. Conference of the Eighteen-Nation Committee on Disarmament	971 500	891 900	862 750
IV. Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space	63 000	63 000	12 312
V. Commodity Conferences	45 000	45 000	82 786
VI. Third International Conference on the Peaceful Uses of Atomic Energy	250 000	750 000	-
VII. Fourth Regional Cartographic Conference for Asia and the Far East	9 500	-	-
- United Nations Conference on Trade and Development . .	-	2 190 000	544 650
- United Nations Regional Cartographic Conference for Africa	-	8 600	18 875
- United Nations Conference on Solar Energy, Wind Power and Geothermic Energy	-	31 000	82 706
- United Nations Conference on the Application of Science and Technology for the Benefit of Less Developed Areas . .	-	-	979 107
- International Conference of Plenipotentiaries on Consular Relations	-	-	260 341
- Conference on International Travel and Tourism	-	-	36 557
- International Technical Conference on the International Map of the World on the Millionth Scale	-	-	7 182
- Single Convention on Narcotic Drugs	-	-	9 987
	<u>1 653 000</u>	<u>4 012 100</u>	<u>2 897 253</u>

CHAPTER I

Second World Population Conference . . . \$211 000
 1964: 32 600
 1963: -

2.1 The Second World Population Conference is scheduled to be held in Belgrade, Yugoslavia, from 30 August to 10 September 1965, pursuant to a decision taken by the Economic and Social Council during its thirty-sixth session at its 1300th meeting. In accordance with the standard procedure in the case of conferences held away from Headquarters or Geneva, as laid down in General Assembly resolution 1202 (XII) of 13 December 1957, the host Government has agreed to assume responsibility for the additional expenditure to the United Nations resulting from convening the Conference at Belgrade instead of Geneva and to provide the necessary local facilities.

2.2 In a report^{1/} submitted to the Population Commission at its twelfth session in February 1963 and taken note of by the Economic and Social Council in its resolution 933 B (XXXVI) of 5 April 1963, the Secretary-General proposed a plan for the financing of the Conference and estimated that the total cost of holding the Conference at Geneva would be \$419 500. Subsequently, the General Assembly approved an amount of \$32 600 in the budget for 1964 to commence preparatory work.

2.3 In addition, the estimates for 1965 total \$211 000, and a further \$221 000 will be required in 1966 to complete the publication of the proceedings. Thus the total estimated expenditures for the Conference are in the amount of \$464 600, representing an increase of \$45 100 over the expenditures originally envisaged.

2.4 The principal reason for this increase arises from a request of the Population Commission at its

twelfth session that every effort be made to issue the revised edition of the major study of the Population Branch, entitled "Determinants and Consequences of Population Trends", as part of the documentation of the Conference. By employing additional temporary assistance and with the assistance of demographic institutions and experts in the review of draft material, it will be possible to make provisional texts of the pertinent chapters of this study available as background papers for the Conference, if possible in three languages. The additional costs for these purposes will be partly offset by limiting the distribution of pre-conference documentation to the participants in the Conference, thus reducing considerably the original estimates for reproduction and distribution. The major part of such documentation will, of course, be available after the Conference in the printed editions of the proceedings of the Conference and in the revised edition of "The Determinants and Consequences of Population Trends". Thus the net increase arising from the request of the Population Commission is in the order of \$13 000.

2.5 The balance of the increase comprises \$15 000 for the printing of a Russian edition of a volume of the final proceedings; \$10 500 for additional conference servicing staff, which cost will be fully reimbursed by the host Government; and \$6 600 for the printing of a booklet in three languages on the main features of the Conference. These increases are fully explained under the relevant items below.

2.6 The following table provides a summary of the estimates for 1965 in accordance with the breakdown used by the Secretary-General in presenting his original plan of expenditures for the Conference; it also indicates the amount to be included in the budget estimates for 1966 in connexion with the publication of the proceedings.

Table 2-2

	1965	1966
	\$	\$
<i>A. Substantive direction</i>	99 000	-
(i) Temporary conference secretariat (\$68 000)		
(ii) Consultants (\$12 000)		
(iii) Travel of substantive staff to the Conference (\$19 000)		
<i>B. Reproduction of pre-conference documents</i>	19 000	-
(i) Reproduction of papers, summaries, and background papers (\$10 000)		
(ii) Translation of summaries (\$7 000)		
(iii) Printing of Conference bulletin (\$2 000)		
<i>C. Publication of the proceedings during 1965-1966</i>	45 000	221 000
(i) Printing of three volumes in three languages (\$92 000)		
(ii) Translation of three volumes in three languages (\$67 400)		
(iii) Salaries of editorial team (\$74 000)		
(iv) Salaries of technical printing team (\$11 000)		
(v) Translation, editing, and printing of Volume 3 in Russian (\$15 000)		
(vi) Printing of a booklet on the main features of the Conference in three languages (\$6 600)		
<i>D. Servicing of conference meetings</i>	28 000	
Gross cost, of which an estimated \$11 000 will be reimbursed by the host Government		
<i>E. Miscellaneous general expenses</i>	20 000	
	<u>211 000</u>	<u>221 000</u>

^{1/} E/CN.9/177/Add.1.

A. Substantive direction

2.7 As much of the time of the regular staff of the Population Branch as other priorities allow is being diverted to work connected with the Conference. In addition, as suggested by the Preparatory Committee for the Conference, the Secretary-General is appointing, without remuneration, an organizer for each committee meeting. These organizers will be responsible, in consultation with the Secretariat and the sub-committee on arrangements, for the planning of details of the programme, the selection of experts to contribute papers, and the screening of such papers. The Secretary-General is also appointing unpaid moderators to prepare introductory statements for oral presentation to each meeting and subsequent publication in the proceedings of the Conference, as well as to select the questions to be posed at the meetings. Further, the Secretary-General is appointing unpaid rapporteurs who will prepare summaries of the results of the discussions of each meeting for inclusion in the published proceedings. The costs related to substantive direction would be limited to the following items:

(i) Temporary assistance (\$68 000)

The estimate provides for a temporary conference secretariat consisting of a first officer, two second officers, and five general service staff who will (a) intensify efforts to produce provisional chapters of the revised edition of "The Determinants and Consequences of Population Trends"; (b) deal with the organization of the Conference, including correspondence with officials, participating agencies, the host Government and participants; and (c) screen, edit, and process approximately 700 papers and summaries.

(ii) Consultants (\$12 000)

In order to assure the necessary breadth and balance of world-wide coverage of the pertinent literature in all languages, it is proposed to have the drafts of chapters of "The Determinants and Consequences of Population Trends" reviewed by six institutions in various parts of the world and by twenty experts in different substantive disciplines. A consultant will be invited to assist in the preparation of a manuscript for post-conference publication, in which the main features of the Conference will be summarized.

(iii) Travel (\$19 000)

It is proposed to have nine substantive officers and two secretaries from Headquarters attend the Conference to assist in its operation. They would be aided by four United Nations regional demographers. In addition, provision is made for four regional experts to attend the fourth session of the Preparatory Committee of the Conference to be held in Belgrade just prior to the opening of the Conference.

B. Reproduction of pre-conference documents (\$19 000)

2.8 In terms of Economic and Social Council resolution 820 C (XXXI) of 28 April 1961, the Secretary-General was requested to invite experts nominated by Governments, by interested non-governmental scientific organizations in consultative status, or by specialized agencies and the Department of Economic and Social Affairs. On this basis, it is estimated that 1,000 experts will participate. While each participant will be entitled to submit one paper, it is anticipated that about 700 papers only will be received. Moreover, the following measures will be taken to control the volume of conference documentation:

- (i) The papers, with certain authorized exceptions, will be limited to 2 500 words each, or approximately six typed pages, and will be reproduced for the Conference only in the language of submission.
- (ii) A summary, limited to one page, in either English or French, will be submitted with each paper. This

summary will be translated at United Nations expense into the second language.

- (iii) There will also be twenty-five background papers of about forty pages each prepared by the staff of the Population Branch, consultants, and specialized agencies. These papers will be translated into three languages for conference use in cases where the required revisions have been completed. Papers finalized later will also be translated in due course.
- (iv) The distribution of these documents will be limited to participants in the Conference. On this basis, requirements could be kept to 2 000 copies of summaries (1 300 English, 700 French), 1 200 copies of background papers, and 900 copies of papers, with a smaller number for language versions in lesser demand.
- (v) A conference bulletin of about ten pages will be printed and issued in four languages.

C. Publication and translation of proceedings (\$266 000)

2.9 The published record of the Conference will be contained in three volumes printed in English, French, and Spanish by letterpress, in accordance with the following plan which has been approved by the Publications Board of the United Nations:

- (i) The sub-committee on arrangements for the Conference will select approximately 400 papers to be published in full, together with summaries of such papers. Only the summaries of the remaining papers will be printed. This material will not in any case exceed two volumes.
- (ii) The third volume will contain, *inter alia*, the summary statements prepared by the moderators and the rapporteurs for the various topical meetings, certain background papers, a list of participants and contributors of papers, and the programme. This volume will also be produced in Russian.
- (iii) The papers will be reviewed and edited by a team of six editors and three editorial assistants employed over a period of nine months. The editors will be responsible for providing a final text to be submitted to qualified institutions for translation and revision in the other language versions.
- (iv) The technical preparation of the volumes for printing will require a team of two copy-preparers, one copyholder, and one layout technician over a period of six months.
- (v) In accordance with a request by the Preparatory Committee for the Conference, provision has been made for the preparation of a fifty-page publication in three languages summarizing the main features of the Conference. This booklet would bring information about the Conference to the attention of universities, academic and scientific institutions, and others.

D. Conference servicing (\$28 000)

2.10 The Conference will hold a maximum of two meetings simultaneously. Interpretation into English, French, Russian and Spanish will be required. An estimated 150 pages of in-session documentation will have to be translated. There will be no summary records; however, with the help of sound recordings of the proceedings in the language of delivery and of the English interpretation where appropriate a report of approximately ten pages on each of the twenty-six meetings will be prepared in Belgrade by the unpaid rapporteurs.

2.11 The foregoing services will require a total of forty-one international conference servicing staff, comprising two teams of eight interpreters each, five translators, three revisers, ten steno-typists, three

bilingual secretaries, and one officer each for conference arrangements, documents information, and administration-finance. Eight of these international staff can be made available by the United Nations Office at Geneva, but the remaining thirty-three will need to be recruited on a temporary assistance basis. The host Government will reimburse the United Nations for extra travel and subsistence costs of the international staff and will engage and pay directly such additional local staff as are required.

E. Miscellaneous general expenses (\$20 000)

2.12 Provision is made for miscellaneous general expenses not covered under items A through D above, such as freight for documents, communications, supplies and services, and the cost of a reception to be held in conjunction with the Conference.

CHAPTER II

<i>Third United Nations Congress on the Prevention of Crime and the Treatment of Offenders</i>	\$103 000
1964:	-
1963:	-

2.13 The third United Nations Congress on the Prevention of Crime and the Treatment of Offenders is scheduled to take place in Stockholm, Sweden, from 9 to 18 August 1965 in keeping with sub-paragraph (d) of the annex to General Assembly resolution 415 (V) of 1 December 1950, which provides that "the United Nations shall convene every five years an international congress similar to those previously organized by the International Penal and Penitentiary Commission". The Government of Sweden has invited the United Nations to hold the Congress in Stockholm and, in accordance with the standard procedure laid down in General Assembly resolution 1202 (XII) of 13 December 1957 on the pattern of conferences, has agreed to defray the extra costs involved in holding the meeting away from the United Nations Office at Geneva and to provide the necessary local facilities.

2.14 The Organization of the Congress was dealt with by the Ad Hoc Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders, established by General Assembly resolution 415 (V) to advise the Social Commission and the Secretary-General on the formulation of policy for international action in that field, at a session held in January 1963, in view of the considerable cost of the preparation of comprehensive documents and the experience of two previous congresses which had shown that participants found it difficult to give adequate attention to documentation which was too voluminous, the Ad Hoc Committee recommended that, in addition to the documentation to be prepared by the participating specialized agencies, the United Nations contribution be limited to a single booklet equivalent to 300 mimeographed pages in each of four languages. It is also proposed to print additional copies of three issues of the International Review of Criminal Policy for distribution to the 1,200 participants. The many items on the proposed agenda have been subsumed into seven major topics. Aside from the opening and closing plenary meetings, only two meetings would be held simultaneously at any time. The Congress will not require

summary records of the meetings, the record of its proceedings being limited to a report estimated at 100 printed pages.

2.15 A congress organized on the foregoing scale would require a disbursement by the United Nations in 1965 of \$103 000, of which \$18 000 would be reimbursed by the Swedish Government as a credit to miscellaneous income under Income Section 3. The host Government would also provide all necessary local facilities and services at its expense. Since the printing of the final report of the Congress cannot be done until 1966, the relevant portion of the total cost, estimated at \$8 000, would be included in the budget estimates for that year.

2.16 The total estimate of \$103 000 comprises the following individual items:

(i) Substantive staff (\$35 000)

The Social Defence Section at Geneva, which will be responsible for the substantive organization of the Congress, will require the services during 1965 of a first officer, an associate officer and a secretary, at a cost of \$29 000, to assist in the many preparatory arrangements entailed by a congress of this size.

It is planned to have eight substantive staff members attend the Congress at Stockholm in order to provide guidance for the panel discussion groups. This staff will come from the various United Nations social defence units as follows: four from Geneva, two from Headquarters, and one each from Addis Ababa and Beirut. In addition, the Director of the Social Defence Institute at Tokyo will attend the Congress as a consultant. The cost of travel and subsistence for nine persons is estimated at \$6 000.

(ii) Conference servicing staff (\$27 000)

Fifty-two international staff will be required to service the Congress: 16 interpreters, 8 minute-writers to provide a record from which the Congress report can be drafted, 8 translator-revisers for in-session documentation, 16 stenographer-typists, and 1 officer each for information, documents, conference arrangements, and administration-finance. One half of the servicing staff will be assigned from the regular establishment at a cost of \$11 000 for travel and subsistence, while the other half will need to be engaged on a temporary assistance basis at a cost of \$16 000 for salaries, travel, and subsistence. Of the total cost of \$27 000 for the aforementioned staff, the Swedish Government will reimburse \$16 000; it will also engage and pay additional local staff directly.

(iii) Documents translation and reproduction (\$39 000)

The cost of translating and reproducing the basic United Nations document of 300 pages in four languages is estimated at \$15 000. The printing of additional copies of three issues of the International Review of Criminal Policy for distribution to the participants is estimated to cost \$5 000.

The cost of translating and reproducing an estimated 225 pages of documents to be submitted by participating specialized agencies is set at \$9 000, after making an allowance for the fact that some translations will be provided by the agencies.

Although the Congress report cannot be printed before 1966, a provision of \$10 000 is made for the preparatory work of translation and typing which can be undertaken in 1965.

(iv) General expenses (\$2 000)

General expenses, such as the distribution of documents, which would not be the responsibility of the host Government, as well as the cost of a reception during the Congress are estimated at \$2 000.

2.17 The International Penal and Penitentiary Commission has offered to contribute 20 000 Swiss francs to provide for the honoraria and travel costs of five

or six eminent personalities to give a series of evening lectures and for the cost of the publication of these lectures in a separate pamphlet. It is proposed to treat this grant as a trust fund in accordance with Financial Regulations 7.2 and 7.3.

CHAPTER III

<i>Conference of the Eighteen-Nation Committee on Disarmament</i>	<i>\$971 500</i>
1964:	891 900
1963:	862 750

2.18 By its resolution 1908 (XVIII) of 27 November 1963, the General Assembly (a) called upon the Conference of the Eighteen-Nation Committee on Disarmament to resume its negotiations on general and complete disarmament under effective international control, in accordance with the joint statement of agreed principles for disarmament negotiations,^{3/} and in a spirit of goodwill and mutual accommodation; (b) recommended that the Eighteen-Nation Committee continue to encourage the widening of the areas of basic agreement or similarity in the principal parties' approaches to the fundamental issues of general and complete disarmament; (c) urged the Committee to make efforts to seek agreement on measures which could serve to reduce international tension, lessen the possibility of war, and facilitate agreement on general and complete disarmament; and (d) requested the Committee to submit to the General Assembly an interim report on the progress of its work at an early appropriate date and a comprehensive report not later than 1 September 1964.

2.19 By its resolution 1909 (XVIII) of 27 November 1963, the Assembly further requested the Conference of the Eighteen-Nation Committee on Disarmament to study urgently the question of convening a conference for the purpose of signing a convention on the prohibition of the use of nuclear and thermo-nuclear weapons and to report to the General Assembly at its nineteenth session.

2.20 Finally, in its resolution 1910 (XVIII) of the same date, the Assembly (a) called upon all States to become parties to the treaty banning nuclear weapon tests in the atmosphere, in outer space, and under water and (b) requested the Conference of the Eighteen-Nation Committee on Disarmament to continue with a sense of urgency its negotiations to achieve the objectives set forth in the preamble of the treaty.

2.21 Should it be decided by the General Assembly to continue the work of the Conference of the Eighteen-Nation Committee on Disarmament in 1965, certain costs may be foreseen which might initially and tentatively be estimated at \$971 500 to cover the following items of expenditure:

	\$
(i) Temporary assistance	898 500
(ii) Travel and subsistence of staff.	28 000
(iii) General expense	45 000
	971 500

2.22 The estimate assumes the continuance in 1965 of the pattern of meetings for 1963 and early 1964 and further provides for a meeting period totalling six months within the year as a reasonable basis for estimating purposes.

2.23 The costs indicated in paragraph 2.21 above have been estimated on the assumption that full interpretation, verbatim reporting, and translation services in four languages will be required.

2.24 The estimates for temporary assistance provide for the following temporary staff to service the Conference during a six-month period: 8 interpreters, 33 verbatim reports, 26 typists for transcription of verbatim records, 45 revisers and translators, 46 stenographers and typists for typing of the documentation and final records of the Conference, 15 general service staff (comprising 2 secretaries for professional staff, 3 documents control and distribution staff, 2 finance clerks, and 5 operators for simultaneous interpretation), and additional temporary staff for accreditation purposes, mimeograph operation, security, and cleaning. Salary costs have been reduced by 5 per cent for turnover of staff. The estimate includes an amount of \$700 per month for overtime. On this basis the monthly costs may be computed at \$146 000, or \$876 000 for the six-month period. In addition, an amount of \$22 500 is included for travel of staff on recruitment.

2.25 The estimate for travel and subsistence of staff provides for the travel and subsistence costs of seven staff members detailed from Headquarters to attend the meeting.

2.26 The estimate for general expenses (\$7 500 per month) covers the costs of services and supplies (mainly for mimeograph paper); the rental of equipment, office machines, and typewriters; and such general expenses as additional heating and lighting, and cleaning supplies.

2.27 Income to be derived from the application of staff assessment to the salaries of the temporary staff is estimated at \$16 000 a month, or \$96 000 for the six-month period, and has been included under income section 1.

CHAPTER IV

<i>Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space</i>	<i>\$63 000</i>
1964:	63 000
1963:	12 312

2.28 At its third session, held in New York from 25 February to 18 March 1963, the Committee on the Peaceful Uses of Outer Space agreed^{4/} that its Legal Sub-Committee and its Scientific and Technical Sub-Committee, both composed of the entire membership of the Committee, would meet away from United Nations Headquarters during 1964. At the same session, a statement was made expressing the wish that in future years meetings of the two Sub-Committees should also be held away from Headquarters.

2.29 In preparing the initial estimates for 1964, it was assumed that, in the absence of an invitation from a Member Government, the Committee might decide that the Sub-Committees should be convened at Geneva. It was further assumed that the over-all pattern of meetings would be similar to that followed in previous years, namely, two short sessions of the main Committee at Headquarters, a three- to four-week session of the Legal Sub-Committee, and a two- to three-week

^{3/} Official Records of the General Assembly, Sixteenth Session, Annexes, agenda item 19, document A/4879.

^{4/} A/AC.105/9.

session of the Scientific and Technical Sub-Committee. On this basis, the General Assembly approved a provision of \$63 000 for 1964 to cover the following items of expenditure:

	\$
(i) Temporary assistance	52 000
(ii) Travel and subsistence of staff.	9 500
(iii) General expenses.	1 500
	<u>63 000</u>

2.30 On the assumption that the same pattern of meetings will be repeated in 1965, a similar provision is included in the present estimates to finance the expenses of the meetings of the two Sub-Committees of the Committee on the Peaceful Uses of Outer Space at Geneva during 1965.

CHAPTER V

<i>Commodity conferences</i>	\$45 000
1964:	45 000
1963:	82 786

2.31 A preliminary amount of \$45 000 was appropriated under this chapter for 1964. In addition, the General Assembly authorized the financing of commodity conferences during 1964 under paragraph 1 (c) of resolution 1985 (XVIII) of 17 December 1963 relating to unforeseen and extraordinary expenses for 1964. Since a definitely agreed meetings programme for 1965 cannot be established beforehand, it is proposed to maintain a similar procedure for 1965.

2.32 It is anticipated that a Wheat Conference, a Tin Conference, and a Sugar Conference, each estimated to last six weeks, might be convened during 1965 at locations which have not yet been decided.

CHAPTER VI

<i>Third International Conference on the Peaceful Uses of Atomic Energy</i>	\$250 000
1964:	750 000
1963:	-

2.33 The estimate under this chapter is confined to the final instalment of the cost of printing the proceedings of the third International Conference on the Peaceful Uses of Atomic Energy which will be held in Geneva from 31 August to 9 September 1964.

2.34 At its eighteenth session, the General Assembly approved a total expenditure of \$1 million for this Conference. Of this total, an amount of \$750 000 was appropriated under section 2 of the 1964 budget on the understanding that the balance of \$250 000 would be included in the 1965 estimates. This decision was based on the fact that only part of the total printing

programme, estimated at \$405 200, could be completed before the end of 1964.

2.35 The estimate of \$405 200 was based on the assumption that 750 papers would be printed in the language of submission, and the abstracts of these papers as well as the summaries of the discussions in the four languages of the Conference (English, French, Russian and Spanish). The details of the estimate, as presented in the Secretary-General's report ^{5/} to the General Assembly at its eighteenth session, were as follows:

	\$
(i) Translation of 500 pages of summaries of discussions into the three languages of the Conference other than the language of delivery	12 000
(ii) Printing of 19 250 manuscript (or 7 700 printed) pages at an average rate of \$42 per printed page inclusive of engraving, binding and paper	323 200
(iii) Editing and copy preparation of the following material:	
(a) Editing for letterpress printing (\$20 000);	
(b) Pre-typing of edited material (\$10 000);	
(c) Copy preparation, proofreading, and presentation (\$20 000);	
(d) Contractual indexing (\$20 000)	70 000
	<u>405 200</u>

2.36 Since there has been no change in the original plan for the publication of the proceedings of the Conference as detailed above, the amount required for 1965 is maintained at the level of \$250 000.

CHAPTER VII

<i>Fourth Regional Cartographic Conference for Asia and the Far East</i>	\$9 500
1964:	-
1963:	-

2.37 The present estimate is confined to the cost of printing the proceedings of the Fourth Regional Cartographic Conference for Asia and the Far East, which is scheduled to be held in Manila, in the latter part of 1964 at the invitation of the Government of the Philippines.

2.38 This provision would cover the publication, in English (1 900 copies) and in French (850 copies), of one volume comprising twenty-eight pages at an estimated cost of \$1 000 and another comprising 276 pages at an estimated cost of \$8 500.

^{5/} A/C.5/997.

PART II

STAFF COSTS AND RELATED EXPENSES

Section 3. Salaries and Wages

\$49 519 000 (1964: \$45 267 480^{1/} 1963: \$43 408 539^{1/})

3.1 The estimated requirements under this section as compared with the appropriation for 1964 and actual expenditure in 1963 may be summarized as follows:

Table 3-1

Chapter	1965 estimates \$	1964 appropriations \$	1963 expenses \$
I. Established posts	46 544 000	42 159 980	40 525 714
II. Temporary assistance for meetings	660 000	583 000	686 590
III. Other temporary assistance (including temporary posts)	1 673 000	1 923 000	1 540 447
IV. Overtime and night differential	642 000	601 500	655 788
TOTAL, section 3	<u>49 519 000</u>	<u>45 267 480</u>	<u>43 408 539</u>

3.2 The increases in the estimates for salaries and wages under this section for 1965 are to a large extent attributable to two principal factors: (a) the additional costs of continuing the 1964 establishment into 1965 and (b) the costs of providing some minimum strengthening in staff and consultancy resources which the Secretary-General believes to be urgently required.

(a) Additional costs of continuing the 1964 establishment

3.3 The additional costs of continuing the 1964 establishment into 1965 amount to some \$2.1 million. This rather significant amount is a reflection of the decision to include in the initial estimates not only the increases in base salary rates for staff in the general service and manual worker categories and the changes in post classifications for professional staff which have taken place in 1964, but also similar increases which can be foreseen as arising by the beginning of 1965. In the past it has been the practice to include in the initial estimates only those increases which have in fact become effective at the time of the preparation of the budget estimates and to submit revised estimates later in the year in respect of further foreseeable increases. The change in presentation for 1965 is made for two reasons. The first is that there is little doubt that salary changes will occur as a result of the need to maintain general service salaries in line with the best prevailing conditions of employment in the local area (annex I, paragraph 7 of the Staff Regulations of the United Nations) and changes in the post classification for professional staff in view of the continuing rise in the cost-of-living index. The

second is that, following upon the observations of the Advisory Committee on Administrative and Budgetary Questions, a conscious effort has been made to include in the initial estimates all foreseeable expenses.

(b) The costs of a minimum strengthening in staff and consultancy resources for 1965

3.4 The proposed increase to the permanent establishment of the Secretariat in 1965 at an estimated cost of \$2.2 million, including the conversion of a number of the temporary posts approved for 1964, is based on two main considerations. The first is the need to recognize the added workload which has fallen principally upon the central administrative, general and conference services and to achieve an orderly consolidation of the manning table of the offices concerned by providing for these requirements within the regular establishment rather than by recourse to temporary assistance or by reliance on the use of staff provided specifically for extra-budgetary programmes, which has been the case in 1963 and 1964. The second consideration is the need to provide for some expansion of staff in order to give greater emphasis, as called for by Member States, to certain important priority programmes in the economic and social field.

3.5 As far as the first consideration is concerned, there is an urgent need to strengthen the central administrative and general services of the Secretariat in order that they may meet the growing volume of work which has been placed upon them as a consequence of the significant expansion in the programmes of technical assistance and other operational programmes. The funds available under part V of the regular budget for technical assistance have increased from a level of some \$2.5 million in 1960 to a proposed \$6.4 million for 1965, while the expanded programme of technical assistance has increased from some \$6 million in 1960 to an anticipated level of \$10.5 million in 1965. Since a period of planning and

^{1/} The estimate for 1965 includes provision under chapter I for the cost of custodial workers at ECLA previously shown under section 9, chapter I. The 1964 and 1963 figures have been adjusted by the addition of \$16 500 and \$16 200, respectively, for purposes of comparability. Similarly, the 1965 estimates include the cost of the Editors' Roundtable, previously shown under section 10, chapter VII. The 1964 and 1963 figures have been adjusted by the addition of \$17 000 and \$12 801, respectively.

preparation was required before the expansion of programme activities made possible by this significant increase in funds actually took place, the impact on the supporting administrative and general services was not felt immediately. During the past two years, however, the need to provide on a much larger scale in support of these programmes such services as the recruitment and assignment of large groups of experts, accounting and payrolling operations, the collection, custody, and disbursement of funds, the varied and complex procurement transactions, and the handling of the considerable volume of correspondence, cables, and pouch services has added significantly to the workload of the Offices of the Controller, Personnel, and General Services. This additional burden has been met in large part through the use of continuing temporary staff and has been cushioned somewhat by the fact that the normal staff of these offices has been augmented by additional resources provided by funds outside the regular budget. Since there is no doubt that the requirements of these technical programmes will continue to grow, it is considered both essential and desirable to regularize this situation by providing on the established manning table for the staff clearly required for these purposes at this time.

3.6 As a consequence of the growth in the conference programme at Geneva and in the number of participants, it has been necessary to employ large numbers of temporary language personnel to supplement the relatively small permanent establishment of the European Office. Not only has there been a steady increase in the salaries which have to be paid for free-lance interpreters, translators and other conference staff, but the necessary balance between temporary and permanent staff has not been maintained, to the detriment of the quality and quantity of the work accomplished. There are no indications that the level of conference activity at Geneva is likely to decrease; on the contrary, all factors point to the present high level being maintained. Under these circumstances, it is felt essential to provide for at least some minimum strengthening of the language staff of that office in order to reduce somewhat the reliance on temporary personnel to bring about a more realistic ratio between trained regular staff and temporary personnel, and to improve the services generally.

3.7 Similarly, some minimum strengthening is called for in other areas of the Secretariat, including the Executive Office of the Secretary-General, the Office of Legal Affairs, the library at Headquarters, and the Departments of Political and Security Council Affairs and of Trusteeship and Non-Self-Governing Territories. In the case of the latter two departments these needs have had to be met through the use of temporary assistance during the past year.

3.8 The second main consideration giving rise to the request for an addition to the permanent establishment stems from urgent demands by Member States for greater emphasis to be given to certain priority programmes in the economic and social field. The proposed strengthening takes the form of additional staff and increased credits for consultants and experts and is made both at Headquarters and in the regional economic commissions. The particular activities involved are industrial development, science and tech-

nology, economic projections and planning, technical assistance, housing and urban development, and human rights. The requirements are dealt with in greater detail in the relevant text under chapter I.

Organization of the Secretariat

3.9 While some intra-divisional adjustments have been made, in particular in the Department of Political and Security Council Affairs and in the Department of Trusteeship and Non-Self-Governing Territories, there have been no major organizational changes during the past year which would affect significantly the comparability of the several tables presented under this section. As an aid to the consideration of these tables and other elements of the estimates, there is provided immediately at the end of section 3 a current chart showing the organization of the Secretariat by main unit.

CHAPTER I

<i>Established posts</i>	\$46 544 000
1964:	42 159 980
1963:	40 525 714

3.10 The estimates under this chapter cover the 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).

Proposed 1965 establishment

3.11 A total of 2 113 posts in the professional levels and above and 2 470 posts in the general service category are requested for 1965. This compares with a total of 1 990 professional and 2 299 general service posts approved for 1964. Thus the 1965 estimates reflect an increase of 123 posts in the professional levels and above and 171 posts in the general service category. Of these, 14 professional and 22 general service posts are existing temporary posts, approved for 1964 under chapter III (i), which would be converted to established posts in 1965. An increase is also requested for 1965 in the credits for manual workers at Headquarters and Geneva to the extent of 17 additional staff, and in the provision for local level staff at the Economic Commissions for Africa, Asia and the Far East, and Latin America, and at the information centres as shown in the footnotes to tables 3-3 and 3-5 E to M.

3.12 While no effort has been spared to utilize all available staff resources within the framework of the consolidated manning table, as repeatedly recommended by the Advisory Committee on Administrative and Budgetary Questions, such possibilities are obviously limited, both because there can be little interchangeability of specialized staff and because the policy of consolidation and containment adopted for 1964 was meant by definition to cope with the current tasks of the Secretariat and therefore did not provide any appreciable reserve for new or expanding workloads. As explained in the introduction to this section, an increase in staff resources becomes inevitable for 1965 if the Secretariat is to meet its essential responsibilities. A detailed justification for each new

post requested and for all temporary posts approved for 1964 which it is proposed to convert to established posts in 1965 is given in the text following under this chapter.

3.13 The estimates include no general provision for the upgrading of posts, except in the general service category where it is proposed to provide for 15 more posts at the principal level with corresponding reductions at lower levels. Instead, as suggested by the Advisory Committee,^{2/} specific proposals for the upgrading of posts to the senior officer level and above are justified on an individual basis in the text which follows, having regard to the changes that have taken place in the nature and scope of the responsibilities of the posts concerned.

3.14 The omission of such a provision in the 1965 estimates takes into account the comments^{3/} of the Advisory Committee on the subject of grading changes. As envisaged by the Advisory Committee, a study of

^{2/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 7 (A/5507), para. 130.

^{3/} Ibid., paras. 124, et seq.

the problem of promotion and career prospects in general is being undertaken by the International Civil Service Advisory Board (ICSAB) which is scheduled to meet in July 1964. The Board will have before it a report submitted by the Administrative Committee on Co-ordination (ACC) which reproduces in extenso the above-mentioned comments of the Advisory Committee.

3.15 In essence, the report lays before the Board the dilemma facing all the organizations in the common system. The increasingly complex activities of the organizations must in very large measure depend upon the competent service of long-term officials who are sufficiently acquainted with the varied aspects of these activities. One vital element in the attraction and retention of such officials by the organizations is the range of a career they can offer. But the single most important factor determining the range of careers in the secretariats is the manning table. The number and the level of posts on the manning tables are subject to legislative scrutiny and must be based on work requirements. The concept of career de-

Table 3-2

Number of established posts		Category and post level	Gross salaries			Total
			1964 appropria- tions	1965		
				To maintain 1964 establish- ment	To provide for additional 1965 requirements	
1964	1965					
1	1	Secretary-General				
		Salary		46 200		46 200
		Allowance		22 500		22 500
19	19	Under-Secretary		513 000		513 000
38	42	Director		817 820 ^{a/}	82 000	899 820 ^{a/}
95	99	Principal Officer		1 797 410	66 710	1 864 120
<i>Professional</i>						
260	267	Senior Officer		4 210 650	94 700	4 305 350
508	551	First Officer		6 782 700	524 310	7 307 010
654	699	Second Officer		6 977 500	447 540	7 425 040
415	435	Associate and Assistant Officer ^{b/}		3 369 530	153 250	3 522 780
<u>1 990</u>	<u>2 113</u>		<u>24 461 510</u>	<u>24 537 310</u>	<u>1 368 510</u>	<u>25 905 820</u>
		Add: Post adjustment ^{c/} ...	2 983 030	3 811 300	215 760	4 027 060
			<u>27 444 540</u>	<u>28 348 610</u>	<u>1 584 270</u>	<u>29 932 880</u>
<i>General Service, Headquarters and Geneva</i>						
214	239	Principal level		1 914 340	170 850	2 085 190
2 085	2 231	Other levels		11 726 700	742 970	12 469 670
2 299	2 470		<u>12 881 890</u>	<u>13 641 040</u>	<u>913 820</u>	<u>14 554 860</u>
<u>4 289</u>	<u>4 583</u>		<u>40 326 430</u>	<u>41 989 650</u>	<u>2 498 090</u>	<u>44 487 740</u>
		Provision for local level staff at information cen- tres, ECA, ECAFE, ECLA and the Economic and Social Office, Beirut	1 858 490	2 089 880	497 730	2 587 610
		Provision for artisans, technicians and manual workers	1 487 060	1 627 810	85 580	1 713 390
			<u>43 671 980</u>	<u>45 707 340</u>	<u>3 081 400</u>	<u>48 788 740</u>
		Deduct: Adjustment for turn- over of staff	1 512 000	1 417 440	827 300	2 244 740
			<u>42 159 980</u>	<u>44 289 900</u>	<u>2 254 100</u>	<u>46 544 000</u>

^{a/} Includes \$5 000 for "special duties allowances".

^{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 this section.

velopment does not enter into this scrutiny. Moreover, utilization of the available posts continues to be affected by the need to recruit fresh talent at all levels in relatively large numbers. As a result, careers in the international civil service have not been submitted to a rational definition in terms of either the satisfactory or the outstanding official. It is hoped the Board will come to grips with this problem.

3.16 As the conclusions and recommendations of ICSAB on the broader issue of career prospects in the international civil service will not be available until after the 1965 budget estimates have been completed, it would seem desirable to await that report before any measures are proposed in the area of promotion policy.

Cost estimates

3.17 Table 3-2, which follows, provides a summary of the established posts proposed for 1965, the estimated costs of continuing the 1964 establishment, the additional costs of the new established posts, and the total costs for 1965.

Analysis of cost estimates

3.18 As in past years, the costs of continuing the approved 1964 establishment have been computed essentially on the basis of average salaries prevailing at the time of preparation of the estimates, as adjusted for the increases in salary and post classification rates described below. Posts in the professional category and above which were vacant at the time of the preparation of the estimates have been costed at step III of the grade rather than at the higher average. Similarly, all new posts have been costed at this lower rate.

3.19 In order to allow for savings arising from turnover, a deduction of 5 per cent has been applied to the estimated cost of all existing posts at the professional levels and above, including temporary posts approved for 1964 and requested as established posts for 1965. In the case of all other new posts, a delayed recruitment (turnover) deduction of 40 per cent has been applied to professional posts and 20 per cent to general service, local level and manual worker posts. It should be noted, however, that the turnover deduction factors are of necessity provisional and are subject to variation as the result of the earlier availability of suitable candidates for appointment.

3.20 The estimate of \$46 544 000 for established posts for 1965 represents an increase of approximately \$4 384 000 as compared with the 1964 appropriation. This increase may be summarized as follows:

	\$
(i) Estimated additional cost of continuing 1964 establishment	2 130 000
(ii) Estimated cost of additional requirements in 1965	2 254 000
	<u>4 384 000</u>

3.21 A major factor in these higher costs relates to the upward revision in salary and post classification rates which have already occurred as well as those which can be foreseen at a number of established offices. In the past, the Secretary-General has taken into consideration only those changes which had

actually taken place at the time the initial estimates were prepared. The inclusion of projected increases, therefore is a departure from past practice and follows the recommendations of the Advisory Committee on Administrative and Budgetary Questions for the submission of more realistic estimates which would reduce the need for supplementary appropriations.

(i) Continuation of the 1964 establishment

3.22 Of the estimated additional cost of \$2 130 000, an amount of \$1 903 000 is attributable to upward revisions in salary rates and posts classifications. The following statement indicates separately those increases which have either taken place since the 1964 appropriations were voted, or for which no supplementary credits were requested for 1964, and those increases which are foreseeable on the basis of statistical and other indices, but which have yet to take place.

	Increases in effect \$	Projected increases \$
<i>Post classifications</i>		
New York - on the basis of a steady rise in the cost-of-living index, upward revision from class 5 to 6 expected by 1 January 1965		481 000
Geneva - upward revision from class 2 to 3 as of 1 January 1964;	115 000	
and, on the basis of a steady increase in the cost-of-living index, from class 3 to 4 by 1 January 1965		115 000
Other established offices, including information centres	62 000	59 000
<i>General service salary rates</i>		
New York - increase of approximately 5 per cent on gross salaries as of 1 January 1964, on the basis of a rise in outside net salaries resulting from a combination of higher gross wages and the reduction in United States income tax rates ...	515 000	
Geneva - increase of 4.6 per cent, as of 1 May 1964, on net salary scales in effect on 1 January 1962;	118 000	
and a similar increase expected by 1 March 1965		98 000
Other established offices, including information centres	205 000	
<i>Manual worker wage rates</i>		
New York - increase effective 1 April 1963 and a further increase as of 1 April 1964	112 000	
Geneva - increases identical to those indicated above for general service staff at Geneva	12 500	10 500
	<u>1 139 500</u>	<u>763 500</u>

The remaining additional cost of continuing the 1964 establishment, which amounts to \$227 000, is attributable to the following factors. For the purpose of the 1964 estimates, some 200 vacancies at the professional levels and above were costed at step III of the grade rather than at the higher prevailing average.

At the time of the preparation of these estimates, the vacancy position was reduced by approximately one half, with a consequent reduction in savings of some \$75 000. A further \$95 000 is accounted for by a reduction from 5.5 per cent to 5 per cent in the rate of turnover applied to the cost of the professional establishment. The balance of \$57 000 relates to adjustments in the cost of posts transferred between offices and to other such minor variations.

(ii) *Additional requirements in 1965*

3.23 Of the amount of \$2 254 000 requested for additional established posts, \$323 000 relates not to new requirements but to the conversion to established posts of 14 professional, 22 general service, and 4 local level posts approved for 1964 under chapter III (i). The balance of \$1 931 000, therefore, represents the net additional cost of new posts, of which \$813 300 relates to posts at the professional levels and above and \$635 200 to additional general service posts. Credits amounting to \$388 000 are also requested for additional local staff at the Economic Commissions for Africa, Asia and the Far East, and Latin America, and at the information centres. Provision is also made for 17 manual worker posts (12 at Headquarters and 5 at Geneva) at a cost of \$68 500.

3.24 The cost of the minimal request for specific upgradings of posts, described in detail in the text which follows, is estimated at \$18 000. A further \$8 000 makes provision for the upgrading of 15 posts to the principal level of the general service category.

3.25 Table 3-3, which appears on page 26, indicates the proposed establishment for 1965, by main area of activity, compared with the establishment as at 30 April 1964. Both established and temporary posts are included in this presentation.

**EXECUTIVE OFFICE OF THE
SECRETARY-GENERAL**

(a) *Temporary posts*

3.26 Two temporary general service posts were approved in 1964 for the Protocol Section of the Executive Office of the Secretary-General. One of these posts was to assist in the clerical work related to the arrangements for official events, and the other to assist delegations on matters of procedure in regard to visas and other related questions for delegates and their immediate households. It is now clear that these posts will be required on a continuing basis in the future and it is accordingly proposed to convert them to established posts in 1965.

(b) *New posts*

3.27 The General Assembly approved the internal transfer in 1964 of one post at the director level, together with one general service post, in order to provide within the regular establishment for a Military Adviser to the Secretary-General. Up to now it has been necessary for the Military Adviser to have three assistants whose costs were borne by the Ad Hoc Account for the United Nations Operation in the Congo. However, the Secretary-General feels that, in the light of experience, there will be a continuing need for a small nucleus of military advisers to enable him to continue to meet his obligations in respect of activities related to the maintenance of peace and

security. It is proposed, therefore, to add two new professional posts to the regular establishment, one at the senior and one at the first officer level, to accommodate two Assistant Military Advisers. Two additional general service posts are also requested to provide the necessary related secretarial services.

3.28 An additional general service post is required to meet the greater volume of secretarial work arising in the Executive Office, principally as a direct result of the growth in the membership of the Organization.

(c) *Upgradings of posts*

3.29 It is proposed to upgrade from the principal level of the general service category to the associate officer level one of the posts of the General Assembly Affairs Unit, the responsibilities of which have increased considerably as a result of the growth in the membership of the Organization and in the scope of the agenda of the General Assembly. Under the supervision of the Under-Secretary for General Assembly Affairs, this officer prepares notes for the President of the General Assembly for his use in conducting meetings, including statements on specific items for discussion before the Assembly; takes part in the preparation and tabulation of ballots; verifies roll-call votes; drafts correspondence between the President and the Chairmen of Committees regarding the agenda and the application of the rules of procedure; provides information on request to committee secretaries on matters of procedure based on precedents; participates in the preparation of the agenda of the General Assembly; and prepares material for meetings of the Co-ordination Committee.

OFFICE OF LEGAL AFFAIRS

(a) *Temporary posts*

3.30 One professional post at the first officer level and one general service post were authorized in 1964 as temporary posts. The professional post was provided to undertake the additional work related to the production of a United Nations Juridical Yearbook as called for by General Assembly resolution 1814 (XVII) of 18 December 1962. The general service post was to meet the growing clerical workload of the Treaty Section related to the depositary functions of the Secretary-General in regard to the conclusion of new conventions consequent upon the admission of new Member States. It is proposed to convert these temporary posts to established posts in 1965. Experience has shown that the work related to the preparation of the Juridical Yearbook can best be carried out by one staff member on a regular basis. The workload of the Treaty Section shows no sign of decreasing; on the contrary, it has been entrusted with additional assignments. In particular, reference is made to General Assembly resolution 1907 (XVIII) of 21 November 1963 on the International Co-operation Year and the appeal addressed to Member States by the Secretary-General, in furtherance of that resolution, that they should become parties to conventions concluded under the auspices of the United Nations and its related agencies before the end of 1965. Furthermore, it is expected that the preparation of reports and other documentation pertaining to the implementation of General Assembly resolution 1903 (XVIII) of 18 November 1963, relating to the participation in general multilateral treaties

Table 3-3. Allocation of established and temporary posts by main area of activity

Area of activity by Department or Office	Professional level and above						General Service				
	Allocation at 30 April 1964			Requested for 1965			Allocation at 30 April 1964		Requested for 1965		
	Estab- lished posts	Temporary posts (chapter III)	Conversion of temporary posts	Established posts	New posts	Total	Established posts	Temporary posts (chapter III)	Conversion of temporary posts	Established posts	New temporary posts (chapter III)
Executive Office of the Secretary-General.....	19	-	-	-	3*	3	24	2	2	2*	4
Office of Under-Secretaries for Special Political Affairs.....	12	-	-	-	-	-	11	-	-	2	2
Department of Political and Security Council Affairs.....	52	2	2	4	4	6	24	2	2	3	5
Office of Legal Affairs.....	32	1	1	1	1	2	25	1	1	2	3
<i>Economic and Social</i>											
Department of Economic and Social Affairs.....	335	-	-	-	35	35	278	-	-	39	39
Economic and Social Office, Beirut.....	6	3	3	-	-	-	- ^{a/}	- ^{a/}	- ^{a/}	- ^{a/}	- ^{a/}
Economic Commission for Europe.....	86	-	-	-	3	3	92	1	1	7	8
Social Affairs Office (Geneva).....	9	-	-	-	-	-	8	-	-	-	-
Economic Commission for Africa.....	117	-	-	-	7	7	- ^{b/}	-	-	- ^{b/}	- ^{b/}
Economic Commission for Asia and the Far East.....	108	-	-	-	-	-	- ^{c/}	-	-	- ^{c/}	- ^{c/}
Economic Commission for Latin America.....	110	-	-	-	15	15	- ^{d/}	-	-	- ^{d/}	- ^{d/}
TOTAL, Economic and Social	771	3	3	3	60	63	378	1	1	46	47
Division of Human Rights (Headquarters).....	32	2	2	-	1	3	20	-	-	1	1
Division of Narcotic Drugs (Geneva).....	17	-	-	-	-	-	14	-	-	-	-
Secretariat of the Permanent Central Opium Board and Drug Supervisory Body (Geneva).....	6	-	-	-	1	1	4	-	-	2	2
Department of Trusteeship and Non-Self-Governing Territories	27	-	-	-	4	4	17	-	-	2	2
<i>Public Information</i>											
Office of Public Information.....	103	-	-	-	-	-	97	-	-	-	-
Information Centres.....	61	-	-	-	-	-	- ^{e/}	-	-	- ^{e/}	-
Information Service (Geneva).....	10	-	-	-	-	-	9	-	-	3	3
TOTAL, Public Information	174	-	-	-	-	-	106	-	-	3	3
<i>Conference and General Services</i>											
Office of Conference Services (Headquarters).....	460	-	-	-	2	2	493	-	-	4	4
Office of General Services (Headquarters).....	59	-	-	-	2	2	482	-	-	18	18
Conference and General Services (Geneva).....	125	-	-	-	13	13	338	-	-	17	17
Library (Headquarters).....	39	-	-	-	3	3	53	-	-	5	5
Library (Geneva).....	13	-	-	-	-	-	17	-	-	-	-
TOTAL, Conference and General Services	696	-	-	-	20	20	1 383	-	-	44	44

Administrative and Financial Services

Office of the Contoller	49	10	3	8	11	9	75	6	6	19	25	-
Internal audit Services (Headquarters and Geneva)	19	-	-	1	1	-	14	2	2	1	3	-
Office of Personnel	38	3	3	5	8	-	58	5	5	17	22	-
Health Service	3	-	-	-	-	-	11	-	-	-	-	-
Administrative and Financial Services (Geneva)	24	-	-	1	1	-	44	3	3	5	8	-
TOTAL, Administrative and Financial Services	133	13	6	15	21	5	202	16	16	42	58	-
Secretariat of the Joint Staff Pension Board and United Nations Staff Pension Committee	5	-	-	-	-	-	13	-	-	-	-	-
<i>Revenue-Producing Activities</i>												
Headquarters	12	-	-	-	-	-	66	-	-	-	-	-
Geneva	2	-	-	-	-	-	12	-	-	-	-	-
TOTAL, Revenue-Producing Activities	14	-	-	-	-	-	78	-	-	-	-	-
GRAND TOTAL	1 990	21	14	109	123	9	2 299	22	22	149	171	-

*Includes one reclassification from the General Service to the Professional level.

a/ The 1964 appropriations provide for 6 local posts under chapter I and 4 temporary posts under chapter III; the 1965 estimates provide for 10 posts under chapter I.

b/ The 1964 appropriations provide for 175 local posts; the 1965 estimates provide for 235 posts.

c/ The 1964 appropriations provide for 165 local posts; the 1965 estimates provide for 194 posts.

d/ The 1964 appropriations provide for 180 local posts (162 under chapter I of section 3 and 18 under chapter I of section 9); the 1965 estimates provide for 216 posts, including the 18 posts previously shown under section 5.

e/ The 1964 appropriations provide for 214 local posts; the 1965 estimates provide for 235 posts.

concluded under the auspices of the League of Nations, will add considerably to the workload in the future.

(b) New posts

3.31 One additional professional post at the second officer level and two additional general service posts are requested. These new posts are required to meet the growing volume of work stemming from new responsibilities falling upon the Office of Legal Affairs due to the growth in the membership of the Organization, the increasing need for legal advisers in the field, the furnishing of legal opinions on numerous new questions, and a growing workload in respect of the preparation of documentation for and the related servicing of committees and conferences. All of these responsibilities are of a continuing nature.

DIVISION OF HUMAN RIGHTS

(a) Temporary posts

3.32 Two temporary professional posts at the second officer level were authorized for 1964, one to assist with the accelerated pace of activity requested by the General Assembly and the Economic and Social Council in the fields of discrimination and the status of women and the other to assist in the administration of the Human Rights Advisory Services Programme. It is now clear that these responsibilities are of a continuing nature and that the posts required cannot be met from within the totality of the Headquarters establishment. As a consequence, it is proposed to include these posts as established posts in 1965.

(b) New posts

3.33 One new professional post at the second officer level and one new general service post are proposed for 1965. These added resources are needed to meet new projects called for by the Economic and Social Council particularly in regard to a study of equality and the administration of Justice (Economic and Social Council resolution 958 C (XXXVI) of 12 July 1963), new ideas and recent experiments concerning the protection of human rights (Economic and Social Council resolution 958 D II (XXXVI) of 12 July 1963) implementation of the Convention on the Political Rights of Women (Economic and Social Council resolution 961 B (XXXVI) of 12 July 1963), and the draft declaration on the elimination of discrimination against women (General Assembly resolution 1921 (XVIII) of 5 December 1963). An added workload for the Division can also be foreseen as a result of the International Year for Human Rights (General Assembly resolution 1961 (XVIII) of 12 December 1963).

OFFICE OF THE CONTROLLER

(including Internal Audit Service)

(a) Temporary posts

3.34 Ten professional and eight general service temporary posts were approved for 1964 for the Office of the Controller, including the Internal Audit Service.

3.35 Two of the professional posts, one at the principal officer level and one at the senior officer level, were to provide for some strengthening of the im-

mediate Office of the Controller in the light of growing responsibilities, particularly in regard to special assignments and other financial aspects of the peace-keeping operations of the Organization. Similarly, one of the general service posts was to provide additional secretarial and clerical assistance for this Office. On the basis of experience during 1964 and looking towards 1965, there does not seem to be a continuing need for the temporary post at the principal officer level, and this post is therefore discontinued. On the other hand, the second temporary post, at the senior officer level, is clearly required on a continuing basis, although it could be set at a lower level, and it is therefore proposed to convert it to an established post at the first officer level. The general service post is similarly considered to be of a continuing nature and provision is therefore made for its conversion to an established post in 1965.

3.36 One temporary professional post at the associate officer level was approved for the Administrative Management Service. In practice, however, it became necessary to use this post to meet the increasing demands arising from the added workload connected with the co-ordination between the Controller's Office and the various programmes financed from voluntary funds. Since this development is clearly of a continuing nature, it is proposed to maintain this post for these purposes and to convert it to an established post in 1965. In addition, a further strengthening of the Administrative Management Service is necessary, and provision is made under chapter III of this section for two temporary posts at the first officer level for 1965.

3.37 Six temporary professional posts, one each at the senior, first, and second officer levels and three at the associate officer level, were approved specifically for programmes in connexion with the installation of an electronic data processing system. Since it was found in practice that more posts at lower levels are needed, seven temporary posts are substituted under chapter III for 1965, one at the first officer level and six at the associate officer level. Pending a clearer assessment of the staffing requirements, which could be arrived at only after the programme has been operational for some time, it is felt to be preferable to keep these posts in the temporary category.

3.38 One further professional post at the associate officer level and five general service posts were approved as temporary posts for the Accounts Division in 1964. Experience during 1963 and 1964 to date clearly shows that these posts are required on a continuing basis to meet, in particular, the additional accounting workload arising from the growth in both the expanded and regular programmes of technical assistance, as well as in the volume of trust funds administered by the Organization. Accordingly, their conversion to establish posts is proposed for 1965.

3.39 Finally, two general service temporary posts were approved for the Internal Audit Service in 1964. The volume of work for this Service has also increased, not only for the same reasons as given in the case of the Accounts Division, but because of the growth in the overseas activities of the Organization for which the Service has auditing responsibilities. Since no diminution is foreseen in these activities—on the contrary, they are expected to grow—it is proposed to convert these posts to established posts.

(b) *New posts*

3.40 Nine new professional and twenty general service posts are requested for the Office of the Controller.

3.41 Of these, one professional post at the associate officer level and one general service post are required to reinforce the present staff of the Treasury.

3.42 Four further general service posts are required, one in the immediate Office of the Controller, two in the Budget Division, and one in the Administrative Management Service. All of these posts have had to be provided on a continuing temporary assistance basis during 1964 in view of the increasing workload in each of these areas.

3.43 Seven professional posts, one at the second and six at the associate officer levels, and fourteen general service posts are required to reinforce the present staff of the Accounts Division. Of these posts, three professional (one second officer and two associate officers) and three general service posts (including one at the principal level) would constitute a new unit to be established in the Accounts Division, which unit would be responsible for the examination of field accounts related to the Regional Economic Commissions for Africa, Latin America (including the Mexico Office), and Asia and the Far East, the forty-eight information centres, the Economic and Social Office in Beirut, and several temporary missions. This work was previously undertaken on a limited basis only, subject to the availability of existing staff, by the Internal Audit Service. Its transfer to the Accounts Division, where the function properly belongs, together with the provision of sufficient staff to undertake a complete examination, is made on the basis of a specific recommendation of the External Auditors. The balance of the new posts requested for the Accounts Division, amounting to four professional and eleven general service posts (including three at the principal level), is required principally to meet the increasing volume of work arising from the growth in the expanded and regular technical assistance programmes and in the number of trust accounts administered by the United Nations. The impact of this heavier workload is being felt in most of the sections which make up the Accounts Division, such as the General Accounts Section, the EPTA/Special Fund Accounts Unit, and the Data Processing Section. To a large extent these new posts do not represent a net addition to the staff resources of the Division, but rather the regularization of a *de facto* situation, since much of the work for which they are required has had to be performed by temporary assistance staff.

3.44 Finally, one professional post at the associate officer level and one general service post are required to strengthen the Internal Audit Service for the same reasons as given in paragraph 3.39 above for the conversion of temporary posts for that Service and to meet the growing audit requirements in regard to revenue-producing activities.

OFFICE OF PERSONNEL

(a) *Temporary posts*

3.45 Three temporary professional posts at the first officer level and five general service posts were approved for 1964. These posts were required to strengthen the resources of the Office of the Director,

the Technical Assistance Recruitment Service, the Secretariat Recruitment Services, the Departmental Staff Services, and the Rules and Reports Section, all of which have been seriously affected by the accruing workload. Since the volume of work has remained at the same high level in each of these areas, it is proposed to provide for these posts as established posts in 1965.

(b) *New posts*

3.46 Five additional professional posts, three at the first officer and two at the second officer level, together with seventeen general service posts, one of which is at the principal level, are required for 1965.

3.47 One professional post at the first officer level and one general service post are for the Office of the Director to provide a permanent secretariat for servicing the Joint Disciplinary Committee and the Joint Appeals Board. This work has hitherto been undertaken on an *ad hoc* basis through the loan of staff with legal qualifications from various departments of the Secretariat. This arrangement, however, has not proved satisfactory since on occasion this staff could undertake this work only to the extent that their normal responsibilities so permitted. As a consequence, a considerable backlog has developed and there is a lack of uniformity and continuity in the preparation and presentation of cases to these two bodies. It is therefore proposed to place this activity under the supervision of a permanent Secretary.

3.48 One additional professional post at the first officer level and two general service posts are required in the Examination and Training Unit of the Departmental Staff Services. This increase in posts would provide for a professional officer and the necessary supporting clerical staff to plan, supervise, and administer adequately the junior professional trainee programme and to assist the relevant substantive departments in the Organization with other trainee programmes held under the auspices of the United Nations. Hitherto this work has been undertaken as a part-time function by Secretariat Recruitment Services. However, with the growth and new complexities in the recruitment programme, the supervision of this particular aspect of the work has not received the attention it merits.

3.49 One professional post at the second officer level and eleven general service posts are required to strengthen the Secretariat Recruitment Services. In view of the growing volume of work, it has been necessary to augment the staff of this Service to a considerable extent through the use of temporary assistance funds over the past two years. In particular, the workload has been affected by the need for more extensive negotiations to achieve the wishes of the General Assembly concerning adequate geographical composition of the staff at a time when the total membership of the Organization has increased considerably; by the higher incidence of turnover commensurate with a larger proportion of staff with fixed-term contracts; and by the growing requirements from a recruitment point of view of the Joint Secretariat of TAB and the Special Fund. Furthermore, the activity related to the special recruitment and assignment of regular staff to political and special peace-keeping missions, which is a responsibility of this Service, remains at a high level. As a consequence,

it is proposed to regularize this situation in 1965 by the addition of the staff indicated.

3.50 Two additional professional posts, one at the first and one at the second officer level, and three general service posts, one of which is at the principal level, are required to strengthen the Technical Assistance Recruitment Service in the light of the growth of both the expanded and regular technical assistance programmes and because of the growing number of special trust funds of a technical assistance nature which place added burdens on the staff of this Service. For 1965 it is expected that the Service will be called upon to recruit an increasing number of regional and inter-regional advisers under these programmes and to assist in the recruitment of experts required for the civilian operation in the Congo. It should be noted that between 1961 and 1964 the recruitment workload of the Technical Assistance Recruitment Service has more than doubled, while the number of professional staff members has increased by less than a third.

(c) *Upgradings of posts*

3.51 It is proposed to upgrade from the senior to the principal officer level the post of the Chief, Departmental Services, and that of the Chief, Secretariat Recruitment Services. Both of these posts were graded at the principal officer level in the past; however, to meet the changing organizational needs of the Office of Personnel, these posts were reassigned to new functions. One of them was reclassified to the director level to provide for a Director of Policy Co-ordination, and the other is used for a senior assistant to the Director and Deputy Director in connexion with special assignments. The proposed upgradings, therefore, would simply regularize the situation as it was a few years ago. They would also restore a well-balanced organizational pattern in which each of the three main services of the Office of Personnel (Departmental Services, Secretariat Recruitment Services, and Technical Assistance Recruitment Service) would be headed by a principal officer.

OFFICE OF THE UNDER-SECRETARIES FOR
SPECIAL POLITICAL AFFAIRS

(a) *Temporary posts*

3.52 No temporary posts were authorized for 1964.

(b) *New posts*

3.53 Two new general service posts are requested for this office to meet the increasing volume of secretarial and clerical work.

DEPARTMENT OF POLITICAL AND SECURITY
COUNCIL AFFAIRS

(a) *Temporary posts*

3.54 Two professional posts, one at the first officer and one at the second officer level, and two general service temporary posts were approved for this Department in 1964. These posts were authorized in view of the growing activities stemming from meetings of the Committee and the two Sub-Committees on the Peaceful Uses of Outer Space, the Conference of the Eighteen-Nation Committee on Disarmament, and the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa

established under General Assembly resolution 1761 (XVII) of 6 November 1962. The additional workload connected with these activities continues to grow and, as a consequence, it is proposed to include these temporary posts within the regular establishment to provide specifically for added strengthening of the Outer Space Affairs Group, the Security Council and Political Committees Division, and the Unit for African Questions.

(b) *New posts*

3.55 Aside from the need to convert the temporary posts approved for 1964 to established posts for 1965, it is also necessary to reinforce the staff of the Department by four new professional posts (one at the senior, one at the first, and two at the second officer levels) and three new general service posts. An internal reorganization of the Department took place in 1964 with a view to adapting its structure to the trend in its activities. This resulted inter alia in the setting up of a new unit to deal with African questions, the functions of which are to service the above-mentioned Committee on Apartheid, which is a continuing body, and to prepare the necessary documents and studies for its work. Experience would indicate that a steady increase in demands for Secretariat services for the Committee is to be expected. The staffing requirements of this new Unit were met in 1964 by borrowing from other areas of the Department, as well as by recourse to temporary assistance. The new posts requested would not only help to regularize this situation but would provide some measure of flexibility to meet the growing workload of the Department in the form of further studies and reports on matters of general political interest and, in particular, on matters related to the general question of disarmament.

DEPARTMENT OF TRUSTEESHIP AND NON-SELF-
GOVERNING TERRITORIES

(a) *Temporary posts*

3.56 No temporary posts were approved for this Department in 1964.

(b) *New posts*

3.57 While the proposed establishment for this Department shows an apparent increase for 1965, as compared with 1964, of four professional posts (one at the director level, two at the first officer level, and one at the associate officer level) and two general service posts, in actual fact these posts are not truly new. They are required because, in view of the added workload falling on the Department principally as a result of the activities of the Special Committee on the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, it was not found possible to reduce the staffing of the Department to the target establishment proposed and approved for 1964. As a result, it was necessary to have recourse to continuing temporary assistance during that year. Since it is anticipated that the workload will increase rather than decrease in 1965, it is felt appropriate to retain as a minimum the 1963 staffing level for this Department. As a consequence, the reinstatement of these posts in the establishment becomes necessary.

**DEPARTMENT OF ECONOMIC AND SOCIAL
AFFAIRS AT HEADQUARTERS**

(a) Temporary posts

3.58 No temporary posts were authorized for 1964.

(b) New posts

3.59 Thirty-five new professional and thirty-nine new general service posts are requested for the Department of Economic and Social Affairs at Headquarters in the following areas:

Industrial development

3.60 The Centre for Industrial Development requires fifteen new professional posts (three senior officers, three first officers, seven second officers and two associate officers) and fifteen new general service posts, including one at the principal level, to give substance to the dynamic programme of action called for by the Committee for Industrial Development.

3.61 The General Assembly, by resolution 1940 (XVIII) of 11 December 1963, endorsed the view that the existing resources in the field of industrial development are not adequate. Subsequently, the Committee for Industrial Development, at its fourth session in March 1964, adopted two draft resolutions^{4/} for action by the Economic and Social Council at its thirty-seventh session in July 1964. The first draft resolution declares that "there is an urgent need to establish a specialized agency in the field of industrial development". The second draft resolution outlines the development of a dynamic programme of action for the United Nations Centre for Industrial Development, which places primary emphasis on the need to establish machinery suited to the more complex requirements of industry with its vast range of problems; it also calls for the strengthening of current activities. The totality of financial requirements of the Committee's programme are dealt with in the text which follows, although the provisions for certain items are included under the relevant estimates for consultants and ad hoc expert groups in chapter III of this section, and for travel on official business in chapter II of section 5.

3.62 The proposed programme envisages the Centre for Industrial Development as a catalytic agent capable of promoting industrialization through various facilities and services. The Centre is called upon to develop a periodic world industrial survey which would provide government policy-makers and planners with a readily available analysis of existing trends in industry and of individual developments of major significance. It is considered that a staff of six professionals will be required for that task.

3.63 The preparation of a periodic survey would be dependent upon the collection of a basic body of knowledge and upon following current developments related to industry throughout the world. Consequently, a broad network of contacts with developing and advanced countries is envisaged which would also give the Centre access to the expertise which it must have to assist developing countries in the establishment and expansion of manufacturing. It is evident that the vast number and variety of manufacturing processes make it impossible to include within the Centre's staff

experts in all branches of industry, let alone in the specialized processes within each branch. The programme of the Committee for Industrial Development involves two devices to provide the required technical knowledge of industries in all geographical areas. The first is the establishment of panels of fifteen to twenty experts of recognized standing drawn from as many countries as possible. There would need to be twelve to fifteen such panels in order to cover all major sectors of industrial activity. The panel members would normally be consulted by correspondence for their advice and occasionally would be called upon to undertake research projects. The second device is the convocation of ad hoc expert groups to study in depth specific technical problems such as the applicability of a particular technological innovation to developing countries. Such groups could also assist in the establishment and assessment of new programmes of activity. Two ad hoc expert meetings, in respect of which the travel and subsistence costs of members would be reimbursed, are foreseen for 1965. It is considered that three new professional posts would be necessary to service the panels of technical advisers and the ad hoc expert groups.

3.64 At the same time, an increase is anticipated in the operational programmes financed from technical assistance and Special Fund moneys in the field of industry. This is foreshadowed in part by the resolution adopted by the Technical Assistance Committee in December 1963^{5/} which expressed a desire to see an increased and specific provision made for industrial development in the United Nations regular programme of technical assistance co-operation. Although the composition of the regular programme will not be known before the meeting of the Technical Assistance Committee in July 1964, some expansion is expected in the programme of senior industrial advisers established on an experimental basis in 1963. However, the effectiveness of these advisers and that of the operational programmes as a whole depend to a large extent on strengthening the staff dealing with operational activities both at Headquarters and at the regional commissions and on the possibility of frequent consultations with Governments in connexion with the programming of technical assistance. It is considered that six new professional posts will be required in respect of operational activities.

3.65 Inasmuch as the practical effectiveness of the Centre for Industrial Development is dependent upon an integration of its work with that of the regional economic commissions, particularly their respective industry divisions, the additional resources requested above are also geared to meeting the requirements of the commissions. The new staff requested will be available for secondment to the commissions. The panels of technical advisers will be consulted on problems dealt with by the commissions as to a lesser degree will the ad hoc expert groups. The expanded central information and reference service will provide data required by the commissions. Finally, the funds for travel will be devoted in part to projects undertaken by the commissions in agreement with the Commissioner for Industrial Development.

3.66 It is relevant to note that the Committee for Industrial Development also adopted a resolution^{6/}

^{4/} E/3860, draft resolutions I and II, pages 49-52.

^{5/} E/3849, annex IV.

^{6/} E/3869, resolution I (IV), page 29.

which will be considered by the Economic and Social Council at its thirty-seventh session, and which welcomes the suggestion made by the General Assembly in resolution 1940 (XVIII) of 11 December 1963 concerning the holding of regional symposia as a preliminary step to the holding of an international symposium on industrial development. Depending upon the response of the Council to that resolution, revised estimates, as required, would be submitted to the General Assembly at its nineteenth session.

3.67 The fifteen general service posts requested are to provide the necessary secretarial and clerical assistance to the new professional staff not only to improve the present imbalance in the ratio between the professional and the general service staff in the Centre but to meet also the added workload stemming from the expanded consultancy arrangements and worldwide network of regional and inter-regional advisers.

Technical Assistance

3.68 The Bureau of Technical Assistance Operations (BTAC) requires four new professional posts (two at the first officer and two at the second officer level) and six new general service posts in connexion with the administration of (a) the regular programme of technical assistance provided for in part V of the regular budget of the United Nations and (b) the United Nations share of the Expanded Programme of Technical Assistance.

3.69 These two programmes have risen from a total of \$8.5 million in 1960 to \$16.9 million in 1964. During the same period, the Bureau of Technical Assistance Operations has increased from 35 professional and 53 general service staff actually employed as at 31 August 1960 to an authorized complement of 45 professional and 68 general service posts in 1964. While the operational programme increased by 100 per cent, the staff of BTAC responsible for its administration thus increased by only 28 per cent in both the professional and general service levels. The resulting pressure of work has placed an unreasonable burden on the general service staff and has necessitated a constant examination of total resources with a view to securing more assistance from other areas of the Department, further temporary assistance credits, or greater relief from extra-budgetary funds. It is probable that for 1965 the regular programme will not be less than in 1964. The Expanded Programme for the 1965-1966 biennium is being planned on a larger scale than that for 1963-1964.

3.70 It should be noted that the new posts requested do not bear any relationship to the United Nations participation in the technical assistance programme financed by the voluntary contributions of Governments to the Special Fund. That programme is administered by the Office of the Director for Special Fund Operations which is responsible to the Commissioner for Technical Assistance as is the Bureau of Technical Assistance Operations. The staff of the Director for Special Fund Operations, in sharp contrast to that of BTAC, is adequate because it can be immediately adjusted in line with the level of the programme. This is made possible by the current arrangement under which an overhead payment becomes due to the United Nations from the Special

Fund each time the United Nations is selected as executing agency for a Special Fund project.

3.71 The Director of the Bureau of Technical Assistance Operations, in addition to the regular and expanded programmes of technical assistance, is also responsible for the administration of a steadily increasing funds-in-trust programme which involved an expenditure of \$1.2 million in 1963. Broadly speaking, these funds are placed in trust with the United Nations by Governments to extend their programmes of technical assistance or are contributed by foundations and individuals for the execution of specific projects. The possibility is currently being explored of obtaining a subsidy to provide for the direct cost of administering the funds-in-trust in a manner similar to the overhead subsidy received from the Special Fund.

Economic Research and Policies

3.72 The Bureau of General Economic Research and Policies requires four new professional posts (two at the first officer and two at the second officer level and four new general service posts.

3.73 The General Assembly, by resolution 1939 (XVIII) of 11 December 1963, requested the Secretary-General to increase the assistance to the regional planning institutes which have recently been established at Santiago, Bangkok and Dakar, and to intensify the activities already initiated on projections of world economic trends in trade and economic growth. It is proposed to add three professional and three general service posts to the Economic Projections and Programming Centre of the Bureau which is responsible, in conjunction with similar centres in each of the regional economic commissions, for the effective implementation of this enterprise.

3.74 By its resolution 1938 (XVIII) of 11 December 1963, the General Assembly requested the Secretary-General to review the conceptual and methodological problems with a view to making the annual presentation of data on the international flow of long-term capital as meaningful and comprehensive as possible. This added work, which rests with the Economic Development Branch of the Bureau, gives rise to the need for a new professional and a new general service post.

Natural Resources and Transport

3.75 Two new professional posts (one at the first and one at the second officer level) and three new general service posts are requested for the Resources and Transport Division.

3.76 Since the termination of the Transport and Communications Commission in 1959, there has been no functional committee or commission to which the Division reports. Hence its work is primarily oriented towards technical assistance to developing countries in the discovery, development, utilization and conservation of their natural resources. In particular, it provides the substantive support for technical assistance projects in the fields of surveying, mapping, geology, mining, energy resources such as river basin development, and transportation planning.

3.77 The Division was established under its present organizational structure in 1960 when it employed

seventeen professional staff members, exclusive of the Middle East Unit, since established in Beirut, and the African Training Programme, since transferred to the Bureau of Technical Assistance Operations. In 1960 its workload under the regular and expanded programmes of technical assistance was \$1.7 million and involved 160 experts and 120 fellows; the comparable figures for 1963 were \$3.4 million, 272 experts and 137 fellows. However, during that period the staff of the Division increased only from seventeen to twenty-eight authorized professional posts. The share of this high priority field in the 1965 programmes of technical assistance is expected to increase.

3.78 It is relevant to note that in addition to the foregoing figures, which relate only to the regular and expanded programmes, a major part of the technical assistance work of the Division arises from Special Fund projects. The Division was responsible for forty-eight such projects in January 1964, representing 13 per cent of all the projects approved to that date by the Governing Council of the Special Fund. Of these projects, thirty-two were for geology and mining surveys, twelve for water resources surveys, and two each for energy and cartography surveys. While the responsibility for the policy direction for Special Fund work rests with the supervisory staff of the Division, the technical staff required is provided, at the ratio of one technician for every five projects, from the overhead subsidy paid by the Special Fund for each project assigned to the United Nations.

Bureau of Social Affairs

A. Office of the Director

3.79 One new professional post at the associate officer level is requested for this Office in 1965 to provide for a junior assistant to the Director. In the light of the growth of the over-all workload of the Bureau, there is a need for such an officer to prepare basic background papers and analyses, undertake special studies, and help the Director in the formulation of policy and in the co-ordination of day-to-day operations.

B. Housing, Building and Planning Branch

3.80 Four new professional posts (one each at the senior and first officer levels and two at the second officer level) and three new general service posts are requested for the Housing, Building and Planning Branch of the Bureau of Social Affairs.

3.81 The Economic and Social Council, by resolution 976 (XXXVI) of 1 August 1963, endorsed the recommendation of the first session of the Committee on Housing, Building and Planning^{7/} that the Secretary-General be requested to strengthen the staff resources allotted to the field of housing, building and planning. However, the policy of containment adopted for the budget of 1964 precluded any request for additional staff. This Branch of thirteen professional officers is called upon to provide the central direction and leadership in respect of housing for all the co-operating members of the United Nations family. It provides secretariat services for the newly-established Committee on Housing, Building and Planning. It is also charged with the responsibility for carrying

out the directives of the Committee, the Social Commission, the Economic and Social Council, and the General Assembly as they affect the housing, building and planning field. This involves the preparation of numerous reports and studies for the consideration of those bodies which, experience has shown, invariably lead to the passage of new resolutions assigning new tasks to the Branch. However, the principal function in terms of workload is the servicing of technical assistance projects which, it is reported, take up no less than 75 per cent of the time of the staff in the Housing, Building and Planning Branch. This situation led the high-level consultant employed by the Secretary-General to survey the organizational arrangements in the field of housing, building and planning to conclude^{8/} that "the fact must be faced that with its present numbers of staff the Housing, Building and Planning Branch is demonstrably unable to perform in adequate fashion all the tasks that have been assigned to it".

3.82 It should be noted that the Committee on Housing, Building and Planning, at its second session in January 1964, adopted a draft resolution for submission to the Economic and Social Council at its thirty-seventh session, under which the Council would approve the Committee's proposal concerning the reorganization of the Housing, Building and Planning Branch through the establishment, within the limits of the present United Nations budget, of a Centre for Housing, Building and Planning in the Department of Economic and Social Affairs.

C. Population Branch

3.83 A new professional post at the first officer level and a new general service post are requested for the Population Branch of the Bureau of Social Affairs.

3.84 By resolution 933 (XXXV) of 5 April 1963, the Economic and Social Council requested the Secretary-General to accelerate work in the field of population and, at the same time, recalled General Assembly resolution 1838 (XVII) of 18 December 1962, which recommended intensified study and research on the interrelationship of population growth and economic development, with particular reference to developing countries. The Council was advised in detail of the substantial financial implications that would arise from the implementation of its resolution. However, the policy of containment subsequently adopted for 1964 precluded the submission of revised estimates that might, in another year, have been expected to follow upon the request of the Council.

3.85 It is relevant to note that a small *ad hoc* committee of experts will meet in August 1964 for the purpose of advising on a long-range programme of work in the field of population. At its twelfth session in February 1963, the Population Commission requested that the proposal for the long-range programme should include further plans for intensified research on the interrelationships of population growth and economic development as well as for studies related to needs for investments in health and educational facilities. The additional staff requested for 1965 represents the essential minimum to meet these new tasks.

^{7/} E/3719/Rev.1.

^{8/} E/C.6/24.

Statistical Office

3.86 Two general service posts are requested to regularize the staffing situation in the Statistical Office where the volume of work has made it necessary to have recourse to temporary assistance on a continuing basis. It is expected that these new posts will also help in coping with sudden peaks in the workload and thus avoid some of the delays which have occurred in the past.

Science and Technology

3.87 One new professional post at the second officer level and three new general service posts are required for the unit that has been established to service the Advisory Committee on the Application of Science and Technology to Development. This Committee was created by the Economic and Social Council under resolution 980 A (XXXVI) of 1 August 1963 to help ensure effective follow-up action on the results accomplished by the United Nations Conference on the Application of Science and Technology for the Benefit of the Less Developed Areas. The functions of the Advisory Committee were further defined by the General Assembly in its resolution 1944 (XVIII) of 11 December 1963. It is expected that the Advisory Committee will hold two sessions in 1965.

3.88 A small secretariat of three professional staff members was created by the transfer of posts from other areas to service the Committee, which held its first session in February 1964. At that session, the Committee expressed the need for a small permanent secretariat and for adequate funds for the engagement of special consultants as necessary. A provision of \$20 000 has been included in the estimates for consultants under chapter III.

Economic and Social Council secretariat

3.89 The Council Affairs Section of the Economic and Social Council secretariat requires a new professional post at the second officer level and a new general service post.

3.90 The priority task of the Secretariat is to provide "secretariats" to the various governmental bodies that hold meetings in the economic and social field. Such "secretariats" are responsible for, *inter alia*, the preparation of the provisional agenda, the co-ordination of substantive documents, the preparation of non-substantive papers, correspondence with members, liaison with legal and technical services, and the drafting of the sessional reports.

3.91 The workload of the ECOSOC secretariat is based on the number of meetings it serves and, even more important, on the number of different bodies. During the period 1960 to 1963 the annual number of meetings has grown from 303 to 454, reflecting the establishment of two new major standing committees of the Council: the Committee for Industrial Development, with its intersessional working group, and the Committee on Housing, Building and Planning. During the same period, various new *ad hoc* bodies have been created, such as the Special Committee on Co-ordination, the Committee on Co-ordination of Technical Assistance Activities, the Working Group on the Declaration on International Economic Co-operation, and the Preparatory Committee for the Conference on Trade and Development.

Fiscal and Financial Branch

3.92 Two new professional posts (one each at the second and associate officer levels) and one new general service post are requested for the Fiscal and Financial branch of the Department.

3.93 The Branch originally reported to the Fiscal Commission whose terms of reference, set forth in 1946, authorized it to assist Member Governments in the field of public finance. Thus from the beginning, the work of the Branch has been directed primarily towards technical assistance to developing countries and to such research as would serve to increase the effectiveness of that assistance. In an average year, approximately half of the professional staff themselves undertake expert assignments in the field, ranging from a few weeks to up to twelve months. Such missions are frequently carried out on behalf of the regional commissions, as illustrated by the recent participation of three members of the Branch in a special mission in Africa in connexion with the preparatory work for the African Development Bank. The Branch also provides substantive support for an increasing number of experts and fellows in the fiscal and financial field.

3.94 From 1960 when there were fourteen professionals employed, the staff of the Branch has decreased to an authorized complement of eleven in 1964, despite the continuing nature of its activities. This reduction arose from a progressive transfer of posts to the Bureau of Technical Assistance Operations which was experiencing an overwhelming increase in its work during the same period. It is now proposed, in the light of the expanding technical assistance programme of the Branch and its continuing programme of publications and research, to replace some of the posts that were transferred to the Bureau of Technical Assistance Operations on a priority basis.

(c) Upgradings of posts

3.95 It is also proposed to upgrade the post of Director of the Fiscal and Financial Branch from the senior officer to the principal officer level. Until the end of 1962 the Branch was headed by a Director (D-2) who, in addition, was also the Director of the Bureau of Technical Assistance Operations. Apart from the Economic and Social Office, Beirut, where a similar upgrading is being requested, the Branch is the only major unit of the Department in which the post of Head of the Branch is graded below the principal officer level.

*UNITED NATIONS ECONOMIC AND SOCIAL OFFICE,
BEIRUT**(a) Temporary posts*

3.96 Three professional temporary posts for economists at the senior, first, and second officer levels, respectively, together with four supporting local level temporary posts were approved for 1964 in order to strengthen the Social Affairs Office for the Middle East at Beirut, which has been renamed the United Nations Economic and Social Office, Beirut. These outposted economists have increased the depth of the studies concerning the Middle East and have, in furtherance of General Assembly resolution 1941 (XVIII) of 11 December 1963, played a role in the conception

and execution of the United Nations programmes of technical assistance in the area. It is apparent that such work is of a continuing nature, and it is therefore proposed to include these posts in the regular establishment. A staff mission in development planning is currently in the Middle East, and it is hoped that its findings will strengthen United Nations operations there.

(b) *New posts*

3.97 No new posts are requested for 1965.

(c) *Upgrading of posts*

3.98 It is proposed to upgrade the post of Head of Office from the senior to the principal officer level in view of the degree of the responsibilities attached to this post, coupled with the growing importance of the work programmes of the Office.

ECONOMIC COMMISSION FOR EUROPE (ECE)

(a) *Temporary posts*

3.99 One general service temporary post was approved for the Economic Commission for Europe for 1964, and the justification for its conversion to an established post is given in paragraph 3.103 below in conjunction with the new posts requested for the Technical Assistance Office of the Commission.

(b) *New posts*

3.100 Three new professional posts and seven new general service posts are requested. The need for these new posts arises not only from an increase in the Commission's programme of work, but in consideration of the substantial amount of time that the staff of the Commission devotes to United Nations programmes which are outside its area of operation but are, nevertheless, of mutual concern to all offices in the economic and social field. In 1963 such contributions totalled 142 man-months of professional time and 115 man-months of general service time.

3.101 In the Statistics Section of the Research and Planning Division, a new second officer post needs to be added to the team of three professional statisticians who service the Conference of European Statisticians. The Conference, composed of the heads of the central statistical offices of Member Governments, adopted a five-year work programme for the period 1962-1967 with a view to improving national statistics and increasing their comparability. It is to cope with this programme, which comprised four projects in 1962-1963 as compared with twenty-six projects envisaged for 1964-1967, that the new professional post is requested. That post will also improve the balance of the team by permitting the recruitment of an expert in the statistical methodology of countries with centrally-planned economies.

3.102 The Steel, Engineering and Housing Division requires one new second officer and one new general service post. The Housing Committee, through its Working Party on Urban Renewal and the Town Aspects of Housing, is to carry out a pilot inquiry on the planning and cost of new residential areas, an inquiry on the provision and price control of land for housing, and further work on urban renewal in accordance with the recommendations of a symposium held in 1961. The Commission will be assisted in

this work by rapporteurs made available by Governments without charge; however, for their work to be effective, a considerable amount of preparation, co-ordination and editing will be required on the part of the secretariat.

3.103 The Technical Assistance Office requires an additional second officer and a general service post for the In-Service Trainee Programme which provides training for one year in the Commission secretariat for suitably qualified young economists and statisticians. Pursuant to General Assembly resolution 1708 (XVI) of 19 December 1961 and a related decision of the Commission, the programme has been expanded by the acceptance of fellows from the regions served by the other three regional economic commissions and the Economic and Social Office at Beirut. The ninth such programme, due to start in May 1964, will provide for six students from within the area served by the Commission and eight students from outside that area. The supervisor of the programme deals with the selection of the students, the programming of their work, and their day-to-day problems. His post and that of his secretary have been financed from technical assistance funds during 1964, but the administrative nature of their duties indicates that they should more appropriately be provided for within the regular budget.

3.104 The Technical Assistance Office also requires for its fellowship programme three new general service posts, in addition to the conversion of one temporary general service post to an established post requested in paragraph 3.98 above. The fellowship programme, which constitutes the main task of this Office, has grown from 306 fellows placed in 1958 to 430 in 1963, although the number of general service posts has remained constant at seven. During the same period the number of study tours and seminars has increased from one to four, and while Geneva has always dealt with the placement of fellows from Poland and Yugoslavia, it will take over from Headquarters during 1964 the responsibility for dealing with the nominations and selections for these two large programmes. This increase in the workload has been met in part by employing staff on technical assistance project funds. It is considered that as from 1965 the necessary posts should be included in the regular budget under which the costs of the administration of the fellowship programme may more appropriately be borne.

3.105 The Energy Division requires two additional general service posts, one for a typist and one for a computer for the work arising from added projects in the fields of gas, electric power, and coal. These needs have been met to date by the use of temporary assistance.

ECONOMIC COMMISSION FOR AFRICA (ECA)

(a) *Temporary posts*

3.106 No temporary posts were authorized for 1964.

(b) *New posts*

3.107 Seven new professional posts are requested for the Economic Commission for Africa to provide for the establishment of two new sub-regional offices, the creation of a Division of Public Administration and the establishment of permanent posts for language

staff, which has hitherto been provided from temporary assistance funds, but which is now required on a continuing basis throughout the year.

3.108 In 1962, the Commission, by its resolution 64 (IV), decided to set up a sub-regional office for Western Africa at Niamey (Niger) and one for Africa north of the Sahara, which was subsequently established at Tangier (Morocco). Both of these offices were provided for initially in the revised budget estimates for 1964. By the same resolution, the Executive-Secretary was invited to consider later the possibility of establishing a sub-regional office for East Africa and one for Central Africa. Late in 1963, the Executive-Secretary sent a mission to Lusaka (Northern Rhodesia) to explore the possibility of establishing a sub-regional office in that city. At its sixth session in March 1964, the Commission, by its resolution 104 (VI), subsequently endorsed the administrative action of the Executive Secretary and confirmed the setting up of the sub-regional office for East Africa at Lusaka; by its resolution 102 (VI), the Commission officially proclaimed the existence of the sub-region of Central Africa and authorized the Executive Secretary to define, in agreement with the states concerned and inter-governmental bodies, the boundaries of this sub-region in order to take all appropriate measures with regard to the operation of a sub-regional office. The work programmes and activities of all sub-regional offices will necessarily be closely inter-related to the work programmes of the Commission but concentrated on practical projects from the sub-regional point of view, with emphasis on concerted action. The sub-regional offices will commence operations with a nucleus staff and rely heavily on the Commission headquarters for the provision of substantive staff.

3.109 Two professional posts (one each at the principal and second officer levels) are requested to provide for the Director and Administrative Officer of the sub-regional office at Lusaka which will concentrate on the development of transport, energy, agriculture and trade with a view to harmonization of development plans within the sub-region. These two posts are presently filled by staff outposted from the establishment authorized for the headquarters of the Commission at Addis Ababa.

3.110 One second officer post is requested to deal with the setting up of the Central African sub-regional office which will take place only after the exploratory work has been completed. Pending the establishment of this office, this new post is urgently required for temporary use in the Administrative Division at Addis Ababa where the rapid growth of the Commission has not allowed adequate time to be devoted to formulating procedures. One example of such a need is the establishment of a central registry for which the Geneva Office has loaned the second officer in charge of its registry but not his post, which must be filled at Geneva during his extended absence.

3.111 It is proposed to create a new Public Administration Division for which a senior officer post and a second officer post are requested. During 1964, the work in the field of public administration is being carried out entirely by some six regional advisers. However, such an arrangement may not be in accordance with the proper role of the regional advisers who are financed from technical assistance funds on

the assumption that all of their time will be available for direct, on-the-spot advice to governments requesting such services. It is apparent that regional advisers will function more effectively if they were to benefit from the guidance and continuity which only a permanent secretariat specialized in their discipline can provide at the regional headquarters. Furthermore, a small permanent staff can undertake studies and surveys of the region as a whole, organize regional seminars and provide broad background information and support for short-term experts working with individual countries.

3.112 The Division of Administration, Conference and General Services requires two additional second officers to serve as translator-interpreters. These needs have been met hitherto through the use of temporary assistance funds. The addition of two posts will bring the strength of the Language Unit of the Division to eight professional posts, the same complement as the Language Units at both ECAFE and ECLA.

3.113 Provision is requested for an increase in the credits covering local level posts to allow for an addition of some sixty such posts, principally for the headquarters at Addis Ababa, but also to meet the requirements of the sub-regional offices.

3.114 There are two basic reasons which make this strengthening of the local staff essential. The first reason is the increase in the number of professional staff, both in terms of those on the regular establishment of the Commission and those who are attached to the Commission's secretariat but who are engaged in technical assistance projects. In regard to the former the manning table of the Commission is now virtually fully encumbered; the latter are increasing steadily as a result of the larger number of regional advisers and professional staff from specialized agencies who are working in the field of technical assistance. The second reason relates to the difficulties experienced by the Commission in securing a sufficient number of such staff who are adequately trained, resulting in a rather low average productivity, both in quantity and quality. To meet this problem, it has been necessary in 1964 to increase somewhat the number of internationally-recruited staff, to secure some experienced staff from ONUC, and to recruit qualified staff from other countries in Africa. Consideration is also being given to the institution of an in-service training programme for local staff.

3.115 In essence, all of the new posts requested, in the local level category are to provide secretarial, typing, and general clerical personnel to keep pace with the growth of the professional staff.

ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (ECAFE)

(a) Temporary posts

3.116 No temporary posts were authorized for 1964.

(b) New posts

3.117 No new professional posts are requested for the Economic Commission for Asia and the Far East since the Commission has not yet been able to put to full use the total establishment approved for 1964. Those professional posts which were vacant at the

time of the preparation of the estimates will be utilized for the employment of staff to undertake the most urgent work programmes of the Commission on a priority basis. In this way the Commission will be able to meet its current and immediately foreseeable work programme without recourse to an increase in its present complement of 108 professional posts.

3.118 The opposite situation applies in the case of local level posts, however. Not only are all the local level posts filled, but it has been necessary to employ extra staff on a continuing basis through the use of temporary assistance funds. Accordingly, provision is requested for twenty-nine new local posts in 1965 not only to regularize the present situation, but in order to provide for the further needs of the Commission in 1965.

3.119 There has been a considerable growth in the number of regional technical assistance projects decentralized to the Commission in the last few years in respect of which the Commission is primarily responsible for providing the necessary secretarial and clerical supporting staff. Such supporting staff are required not only to meet the added workload consequent upon the large increase in professional regional advisers and experts, but also to deal with the larger volume of administrative work created by their presence. Furthermore, the volume of statistical analyses undertaken by the Commission has greatly increased, giving rise to the need for more statistical clerks and related typing assistance.

(c) Upgrading of posts

3.120 It is proposed to upgrade the post of Executive Agent for the Mekong Project from the principal officer to the director level in acknowledgement of the heavy responsibilities attaching to that post. This activity, under the aegis of the Commission, is concerned with the over-all development of the water resources of the Lower Mekong River Basin, including such aspects as hydroelectric power, irrigation, flood control, drainage, navigation, water supply and watershed management.

3.121 It is also proposed to upgrade the post of Special Assistant to the Executive Secretary of the Commission from the senior to the principal officer level. This upgrading is requested in the light of the responsibilities which attach to this post. The Special Assistant is called upon to represent the Commission at high level meetings. He is responsible for the supervision of the Technical Assistance Co-ordination Unit, and as such he co-ordinates the work of an increasingly large number of regional advisers stationed at the Commission. He is also responsible for following up, on behalf of the Executive Secretary, the new tasks placed upon the Commission as a result of resolutions adopted by the Economic and Social Council and the General Assembly. There is, finally, the fact that he co-ordinates the work of units some of which are also headed at the principal officer level.

*ECONOMIC COMMISSION FOR LATIN AMERICA
(ECLA)*

(a) Temporary posts

3.122 No temporary posts were authorized for 1964.

(b) New posts

3.123 Fifteen new professional posts are requested for the Economic Commission for Latin America,

eight for the Commission's headquarters at Santiago, five for its sub-regional office at Mexico City, and one each for its outposted units at Rio de Janeiro and Washington, D.C. The anticipated addition of these posts makes possible a reduction in the estimate for consultants and experts from the appropriation level of \$120 000 for 1964 to \$60 000 for 1965.

3.124 This Commission, unlike the other regional economic Commissions, has been subjected to restraint in terms of staff increases during the past two years. Specifically, of the sixty-three new professional posts approved by the General Assembly in the 1963 budget for the economic and social activities of the United Nations, none were requested or allocated to the substantive divisions of ECLA. It was during that year that the Commission was busily engaged in establishing the Latin American Institute for Economic and Social Planning, to which the Commission transferred many of its own staff, and in re-orienting its own programme of work to take account of the transfer of certain of its responsibilities to the Institute. The Institute's programme of research, training, and advisory services is now functioning in close co-operation and co-ordination with the Commission. Again in 1964, the Commission failed to receive any new posts as a consequence of the Secretary-General's policy of containment which applied to all United Nations activities. In view of the increased activity called for by the Latin American Governments and the lack of concurrent growth of staff since 1962, it is considered that the provision of additional staff resources in 1965 is fully justified.

3.125 The Trade Policy Division requires two new posts, one at the first and one at the associate officer levels, to maintain the impetus of the United Nations Conference on Trade and Development with a view to advancing towards a Latin American common market and a concomitant expansion of trade. The success of the Central American economic integration programme is attributable in large measure to the constant and detailed work carried out by the Central American Economic Co-operation Committee and its sub-committees; the movement towards the Latin American common market can only be consolidated through similar regular work by its Trade Committee, which has not held a session since 1961, and by its subsidiary working parties. The Trade Committee is expected to meet twice during 1965 and thereafter at a minimum interval of eighteen months.

3.126 The Economic Development and Research Division requires three new professional posts, one each at the senior, first and second officer levels, in order to intensify work on the problems of financing economic development in Latin America. It is currently planned to devote the twelfth session of the Commission in 1965 to questions of financing economic development. Little research has been done to date concerning the institutions required for channelling savings towards development and the policies that should be applied by Governments in their national plans to ensure adequate financing of development.

3.127 A new second officer post is requested for the Washington Office of the Commission because essential information on financing can best be obtained from such sources as the United States Government and the headquarters of the International Monetary Fund, the International Bank for Reconstruction and

Development and the Inter American Development Bank.

3.128 The Economic Development and Research Division has additionally been called upon by members of the Commission to resume the preparation of the annual Economic Survey of Latin America previously undertaken at Washington in collaboration with the Organization of American States. However, the staff of the Commission who were engaged on the Survey will remain outposted to the Organization of American States in exchange for the transportation experts detached by that organization to work on the ECLA transportation programme at Santiago.

3.129 The Natural Resources and Energy Programme at Santiago will require one new first officer post to continue in depth the first estimates made by the Commission concerning the main natural resources of Latin America. At the direction of the Commission, this work is being intensified with a view to convening a meeting of experts. It is being carried out in conjunction with the Food and Agriculture Organization for work on soil, vegetation and fisheries, the Latin American Institute for Economic and Social Planning, and other interested international organizations.

3.130 It is proposed that a Public Administration Unit be established at Santiago consisting of one first officer. Governments are requesting more assistance from the Commission in connection with difficulties arising from their administrative organization for the implementation of their development plans. The direct assistance to individual Governments is being provided by regional advisers financed from technical assistance funds, but to date the Commission has been unable to provide these advisers with adequate substantive support, as it has no post in the field of public administration.

3.131 The Statistics Division at Santiago requires a new second officer post to extend its work on statistical series which are published in the annual Economic Survey and the Statistical Bulletin and used by the substantive divisions in carrying out projects. Specifically, further work is required in transport, construction, and social statistics.

3.132 At the sub-regional office at Mexico City, it is proposed that a unit for the Caribbean area be established to undertake studies and research for two new members of the Commission (Jamaica and Trinidad and Tobago), for two associate members (British Honduras, or Belize, and British Guiana) who have not yet acquired fully independent status, and for Surinam, which participates actively in the Commission's discussions through its parent country. The unit would comprise a first officer and two second officers to work in the fields of economic integration, trade and industry. Problems of language and distance indicate that the most practical organizational approach would be the formation of such a new unit, without which the countries of the Caribbean area can expect little or no assistance from ECLA.

3.133 The sub-regional office at Mexico City also requires one new post at the second officer level for the Industry Section and another for the Trade Policy Section. The industry specialist would be concerned with the study of the industrial structure of the Central American countries, with reference to new industrial prospects within the newly-created Central

American common market, and to the problems of the location of industrial activity in that area. The trade policy economist would be engaged primarily in study of the problems of establishing a Central American customs union and of creating trade links between the Central American Common Market and Latin American Free Trade Association.

3.134 A new post of second officer is requested for the joint ECLA-Brazilian National Economic Development Bank Centre at Rio de Janeiro. This Centre was set up by an agreement between the Commission and the Bank with the former providing the Director and the latter the other staff, as well as premises and equipment. The major activity of the Centre relates to intensive training courses carried out in different regions of Brazil in co-operation with the Latin American Institute for Economic and Social Planning.

3.135 In addition to the additional requirements indicated above an increase of thirty-six local posts is requested for 1965. Of this total, twenty-eight are for the Commission's headquarters at Santiago, five for the sub-regional office at Mexico City, and one each for the Bogotá, Montevideo, and Washington offices. Generally speaking, these new posts are local staff previously engaged from temporary assistance funds on a continuing basis in order to meet the expanded work programme of the Commission, including the decentralization from Headquarters of regional technical assistance projects.

OFFICE OF PUBLIC INFORMATION

(a) Temporary posts

3.136 No temporary posts were authorized for this Office in 1964.

(b) New posts

3.137 No new posts are requested for the Office of Public Information at Headquarters in 1965. It is proposed, however, to increase the level of the credits for local staff at the information centres so as to provide a strengthening of the total establishment to the extent of twenty-one new local posts in 1965, including five information assistants. This increase is considered necessary in order to provide a minimum staffing for all information centres, which will total forty-eight, excluding the four information services located at Geneva and at the regional economic commissions. It should be recalled that this staff provides not only the necessary local secretarial and clerical assistance but also messenger, chauffeur and custodial services.

(c) Upgrading of posts

3.138 The responsibilities attached to the posts of Director of three of the information centres, which are also regional radio and visual production centres, justify a grading at the senior officer level. While it would appear possible to allocate one post at this level from within the total establishment of the Office of Public Information, it will be necessary to upgrade two first officer posts to the senior officer level to provide for the other two centres.

OFFICE OF CONFERENCE SERVICES

(a) *Temporary posts*

3.139 No temporary posts were authorized for this Office in 1964.

(b) *New posts*

3.140 Two new professional and four general service posts are requested for the Office of Conference Services, exclusive of the library.

3.141 In 1962 the Administrative Management Service undertook an extensive survey of this Office. The conclusions of this survey, leading to some strengthening of the staffing resources and an improvement in the general grading structure, were included in the Secretary-General's budget estimates for 1963 and were approved by the General Assembly that year.

3.142 The continuing growth in the conference programme, particularly in regard to major special meetings and conferences, the increasing trend on the part of Governments to invite conferences away from their established base under the terms of General Assembly resolution 1202 (XII), and the growth in the membership of the Organization have added considerably to the administrative work of the Office. As a consequence, the planning and implementation of the annual conference programme has become more complicated, the need to prepare cost estimates for meetings held away from their normal base more frequent, and inquiries from delegations more numerous. In the light of these developments it is necessary in 1965 to strengthen by one new professional post at the second officer level and one general service post the administrative staff in the immediate office of the Under-Secretary.

3.143 Additional staff resources would be warranted in the Editorial Control Section, the Official Records Editing Section, the Publishing Service and the library in view of the increasing volume of documentation related to the annual conference programme. The Secretary-General continues to hope that Member States will pay heed to the observations he made in the foreword to his budget estimates last year in regard to the very real need for a rationalization of the annual conference programme, which can only be accomplished if Member States are prepared to exercise some discipline and restraint. As far as the Editorial Control Section and the Official Records Editing Section are concerned, no new staffing resources are requested at this time. For the Publishing Service, however, it is proposed to add one new professional post at the associate officer level and one new general service post to provide for a proofreader and copyholder hitherto provided for on a continuing basis through the use of temporary assistance funds. Furthermore, two new general service posts are requested, one at the principal level, to augment the staff of the Reproduction Section for the purpose of operating a third shift on a continuing basis. For the library, it is proposed to increase the present staff by three new professional posts (two at the second officer and one at the associate officer level) and five general service posts. In addition, an increase in the credits for manual workers is requested to provide for two more such posts in 1965. The need for this strengthening is due to the significant increase which has taken place in the number of United Nations docu-

ments in general, including those emanating from the regional economic commissions. Aside from the sheer increase in the volume of these documents, there has also been the added factor of greater complexity, giving rise to considerably more indexing work. Whereas the process of indexing 10 000 documents formerly resulted in the creation of about 80 000 entries, to index the same number of documents now requires some 120 000 entries. This means that the number of unit cards to be typed, revised, reproduced, edited and filed has risen by 50 per cent since 1959. For this reason two of the requested new professional posts at the second officer level and three of the general service posts would be added to the Index Section. Similarly, but to a lesser degree, there has been an increase in the volume and complexity of non-official documents and other publications which are added annually to the library collection under the development programme, which commenced in 1959. In that year some 275 000 items were received, including books, periodical issues, government documents and maps. In 1963 this total acquisition had grown to 366 000 items. To meet this growth, it is proposed to add one new professional post at the associate officer level and one general service post to the Acquisitions Section, and one new general service post to the Catalogue Section.

OFFICE OF GENERAL SERVICES

(a) *Temporary posts*

3.144 No temporary posts were authorized for this Office for 1964.

(b) *New posts*

3.145 Two additional professional posts and eighteen general service posts are proposed for this Office in 1965. In addition, an increase is requested in the provision for manual workers to the extent of approximately ten more such posts next year.

3.146 The rather considerable growth which has taken place in the activities of the Organization during the past seven years, affecting both Headquarters and offices abroad, has had a significant impact upon the provision of general services, all the more so since this growth has taken place at a time when the Organization was also heavily committed in special operations of a peace-keeping nature. Furthermore, the increase in the membership of the Organization has created major problems of a physical nature requiring a re-examination of existing resources, the planning and supervision of new construction for expanded facilities to meet these needs, and advance planning in regard to future requirements. At the same time, there has been little increase in the establishment of the Office of General Services aside from that which occurred by some strengthening of the security forces, as well as by the transfer to this Office, for the purpose of accomplishing better co-ordination and common administration of certain functions previously undertaken in other departments, including the administration of the information centres, technical assistance experts and the archives.

3.147 More recently the Office has assumed an increasing workload in respect of the servicing requirements of the growing operational programmes, particularly the expanded and regular programmes of technical assistance, as well as the servicing require-

ments of the joint secretariat of the Special Fund and the Technical Assistance Board. This burden was relieved somewhat during the past two years by the fact that the staffing of the Office was augmented to some extent by additional manpower financed from the ONUC and UNEF budgets in view of the added commitments in respect of the servicing of these activities. With this larger pool of manpower to draw upon, the growing requirements stemming from the technical assistance operations were not readily apparent. However, these additional responsibilities are proving increasingly burdensome as the workload related to ONUC gradually decreases and, consequently, the number of staff provided for that purpose is reduced.

3.148 The proposed new posts are intended mainly for the Communications, Archives, and Records Service. Specifically, one professional post at the first officer level and thirteen general service posts are required for this Service alone. The professional post is to provide for an additional telecommunications engineer in view of the considerably heavier workload occasioned by the growth in the membership of the Organization and in the annual programme of meetings. The establishment of this post would in fact bring the professional strength of the Telecommunications Unit back to the level which existed in 1963, it having been necessary in the interim to transfer one of the posts previously assigned to this unit for strengthening the Purchase and Transportation Division. The thirteen general service posts are required for the following purposes: two teletype operators, one typist for the Correspondence Unit, two cable editors, one code equipment technician, two diplomatic pouch service clerks, two telephone operators and three messengers.

3.149 The establishment of the Communications, Archives and Records Service has not been strengthened in the past two years; in fact it was reduced from 201 in 1955 to 199 in 1964. At the same time, the volume of work, even excluding that related to the major peace-keeping operations, increased substantially. Between 1955 and 1963 the number of letters prepared by the Correspondence Unit doubled from 34 000 to 68 000; the number of cables in and out also doubled from 53 000 to 115 000, while cable traffic increased more than four-fold from 2.06 million words to 10.01 million; incoming telephone calls which must be handled by the operators tripled, while toll calls more than doubled; the number of pouches rose from 5 100 to 13 000 and their destinations from 35 to 77. Considerable increases in the volume of work were also recorded for messenger services (30 per cent), personnel records (68 per cent), records control (343 per cent) and records retirement (328 per cent).

3.150 The balance of the new posts requested, comprising one professional post at the second officer level and five general service posts, is required for the following purposes:

- (i) The professional post is to augment the present staff of procurement officers in the Purchase and Transportation Division consequent upon the growing volume of procurement which must be undertaken, in particular with regard to the technical assistance operations. Two of the new general service posts are also required for this

Division. One of these posts is needed to meet the increased volume of freight shipments resulting from a larger procurement programme, and the other to assist in the maintenance of property records, the volume of which has also grown as a result of the greater procurement activities.

- (ii) Two new general service posts are requested for the Field Operations Service to meet the added clerical work arising from the administration of the information centres, as a result of the growth in the number of such centres. During 1964 it was necessary to provide for these posts on a continuing temporary assistance basis.
- (iii) One general service post is needed in the Buildings Management Service to provide for a draftsman in view of the continuing need to prepare plans for the readjustment and use of available space in all parts of the Headquarters buildings.

3.151 The larger credit proposed for manual workers is to meet the demands for added services of a house-keeping nature due to the more extensive use of facilities and equipment. Specifically, it is proposed to increase the office labour force and to provide additional tradesmen for air-conditioning maintenance and the upholstering and repair of furniture.

(c) Upgradings of posts

3.152 It is proposed to upgrade one of the principal officer posts of the Office of General Services to the director level so as to provide for a Deputy to the Director of that Office in order to relieve him of certain responsibilities with respect to day-to-day operations. The Office of General Services is the only major organizational unit in the Secretariat which does not have a Deputy Director at the D-2 level. During the past several years, the various urgent programmes and projects have demanded the constant attention of the Director, with a resulting diminution in the time which he has been able to devote to the formulation of policy and the development of broad programmes and plans.

3.153 The upgrading of one post from the senior to the principal officer level is requested consequential upon the action proposed in the preceding paragraph and in order to retain the present number of principal officer posts in the Office of General Services. It is felt that the current responsibilities attached to all of these posts warrant their maintenance at that level.

EUROPEAN OFFICE AT GENEVA

(excluding the Economic Commission for Europe)

(a) Temporary posts

3.154 Three temporary general service posts were approved for 1964 specifically to strengthen the administrative services due to the increasing workload in both the finance and personnel services as a result of the greater use of the Palais des Nations as an international conference centre. With the growth in the membership of the Organization and the related increase in the number of participants in conferences held at the Palais, including meetings in the regular programme, special conferences held under the aus-

pices of the United Nations, and specialized agency conferences, it is considered necessary to retain these posts on a continuing basis. Their conversion to established posts is therefore proposed for 1965.

(b) *New posts*

3.155 In addition, it is proposed to increase the strength of the European Office by fifteen new professional and twenty-seven new general service posts in 1965. Of these, twelve professional and seven general service posts are for the Language Services and three professional and twenty general service posts for the various other services and units at the European Office. An increase is also requested in the credits for manual workers so as to provide for five further staff in this category.

3.156 Provision was made in the initial estimates for 1964 to increase the language services through the use of temporary posts to the extent of eight professional and eight general service staff. On the recommendation of the Advisory Committee on Administrative and Budgetary Questions, the General Assembly approved a reduction in the global provision for temporary posts in general. It was decided to achieve the major portion of this reduction by deferring any strengthening of the language services at Geneva. The initial proposal was based on the fact that with the growing conference programme at the Palais, coupled with the increasing size of the participation in these meetings, it was necessary to employ for considerable periods of time large numbers of temporary staff, both in the professional and general service categories. The professional staff included temporary interpreters, translators, *précis*-writers, revisers and verbatim reporters, and in the general service levels it included stenographers, typists to augment the central typing pools, reproduction and distribution personnel, secretaries, messengers and other related clerical conference staff.

3.157 During 1962 and 1963 and as foreseen for 1964 and 1965, considerable numbers of such staff have been and will be needed for the servicing of such conferences as the Eighteen-Nation Committee on Disarmament, the two Sub-Committees of the Committee on the Peaceful Uses of Outer Space, the International Law Commission, the summer session of the Economic and Social Council and meetings of its functional commissions, as well as for the major annual sessions of the International Labour Organisation and the World Health Organization. To this regular programme of meetings should be added the special international conferences such as the United Nations Conference on the Application of Science and Technology for the Benefit of the Less Developed Areas in 1963, the United Nations Conference on Trade and Development, and the Third United Nations Conference on the Peaceful Uses of Atomic Energy in 1964.

3.158 While reliance on temporary staff to meet peak periods of work has in the past proved an effective and economical arrangement, certain disadvantages are now apparent in view of the large numbers of such staff that are needed annually. In the first place, the regular establishment is unable to provide an adequate nucleus of trained regular staff to supervise and to work with the temporary personnel to ensure proper uniformity and continuity in the preparation of documents. Thus to some extent there has

been a lowering of the standards of quality in the work and a drop in the level of production. In the second place, the costs of free-lance personnel, particularly for interpreters and translator/*précis*-writers, have increased considerably and continue to rise. Accordingly, it is felt prudent to provide at least some minimum strengthening of the regular language services so as to ensure a reasonable balance between the temporary staff and the trained regular staff in the over-all use of resources for the various conferences and meetings. Such a strengthening would also tend to minimize to some extent the reliance on temporary staff and as a consequence control somewhat the level of expenditure not only in terms of salary costs but also in terms of travel expenses. Travel expenses for temporary staff relates not only to necessary travel to and from particular meetings, but to further travel during the course of meetings for the replacement of staff who leave unexpectedly to meet other personal commitments.

3.159 The experience of 1964 has only confirmed the need to increase the permanent establishment of the language staff. Therefore, the requested addition of twelve professional posts at the first officer level and seven general service posts represents only a minimum strengthening. Four of these professional posts are for interpreters. The remaining eight are for senior translators who will provide a cadre of highly trained staff within the regular establishment, an addition which should lead to an improvement in the equality and quantity of the work performed by the temporary personnel. Furthermore, the addition of these posts will make it possible to release some of the journeymen translators for *précis*-writing assignments. All decisions concerning the filling of the new professional language posts will be taken in consultation between the Office of Conference Services at Headquarters and the European Office with a view to ensuring the most effective use of such specialized personnel on the basis of the total needs of the Organization. The seven general service posts are to reinforce the Russian typing pool by two posts, the Spanish typing pool by three posts, and the Documents Reference Unit by two posts.

3.160 The addition of this staff has enabled some reduction to be made in the level of the estimates for special conferences and meetings shown under Section 2 and for temporary assistance required for the normal programme of meetings at Geneva as shown under chapter II of this section. However, such reductions are in part offset by the higher rates which must now be paid to temporary conference staff.

3.161 The remaining three new professional and twenty general service posts are required for the various other services and units at the European Office.

3.162 One professional post at the second officer level and two general service posts are required in the Office of the Director to provide on a permanent basis for the staff needed to produce the Daily Bulletin at Geneva. This document compares with the Journal at Headquarters and has been produced on an experimental basis during 1963 and to date during 1964. The need for such a publication has been raised by several permanent missions in Geneva and by the specialized agencies as an indispensable source of information on the daily activities taking place in the

Palais. The staff required have hitherto been provided from temporary assistance funds. However, since this experiment has proved successful, it is deemed proper that these posts should now be provided for on an established basis.

3.163 One additional general service post is needed for the Office of the Director to provide secretarial services for the Co-ordination Unit. This unit, which comprises two professional officers, serves as a liaison unit with the specialized agencies based on Geneva, with particular reference to matters under consideration by the Administrative Committee on Co-ordination.

3.164 Seven new general service posts are proposed for Conference and General Services, exclusive of the Language Services referred to above. In the main, these requirements arise as a result of the more extensive use of the Palais as a conference centre, and their need is confirmed by the fact that it has been necessary to provide for these requirements on a continuing temporary assistance basis over the past two years. Specifically, two new posts are required in the Documents Division (one secretary and one mailing clerk), one additional post in the Purchase and Transportation Division for a visa clerk, and four new posts in the Buildings Management and Engineering Division to strengthen the security services.

3.165 For the Administrative and Financial Services one new professional post at the first officer level and five general service posts are requested. The professional post is required to provide necessary strengthening of the Office of the Chief, particularly in regard to budgetary control and the undertaking of certain management studies which are considered long overdue. The professional staff available for this work is limited to one post at the moment, and this is clearly insufficient. One additional secretarial post is also needed for this Office.

3.166 Three new general service posts are required, one to meet the expanded workload of the normal personnel services and two for the Technical Assistance Recruitment Service.

3.167 One additional general service post at the principal level is required in the Finance Division for work in connexion with the new electronic machine accounting system.

3.168 In the Information Service it is proposed to increase the staffing by three new general service posts. These requirements have been met over the past year on a continuing basis from temporary assistance funds.

3.169 For the Joint Secretariat of the Permanent Central Opium Board and the Drug Supervisory Body, an augmentation of the present staff by one new professional post at the associate officer level and two new general service posts, one at the principal level, is requested in 1965. The need for this additional staff stems principally from the added workload arising from the coming into force of the 1953 Opium Protocol. Although some of the provisions of the Protocol had to be implemented in 1963, more provisions of the new treaty will become operative in the course of 1964. The total impact therefore will be felt by the Joint Secretariat at the beginning of 1965.

(c) Upgradings of posts

3.170 It is proposed to upgrade from the principal officer to the director level the post of Head of the Administrative and Financial Services. The activities of the European Office have increased considerably over the past few years and have given rise not only to new responsibilities, but to a heavy additional workload in the administrative and financial area. Among the factors which might be mentioned in this respect are the growing number of conferences and meetings held at Geneva, the policy of decentralization of Headquarters functions, the organization of new entities such as the United Nations Research Institute for Social Development, and the need for direct consultation and co-ordination with the specialized agencies and other international organizations in Europe. In the circumstances, it is considered that the upgrading proposed if fully warranted, especially if the responsibilities attached to the post in question are compared with those of other posts at the director level within the Organization.

3.171 Also requested is the reclassification of the post of Deputy Librarian from the first to the senior officer level. This upgrading is considered justified in terms of level of responsibility, volume of work and participation in policy decisions, and by comparison with similar posts in the United Nations family of organizations.

3.172 Aside from the additional posts referred to above and to provide further strengthening of the Joint Secretariat of the Permanent Central Opium Board and the Drug Supervisory Body in 1965, provision is made for the upgrading of one post at the second officer level to the first officer level and one post at the associate officer level to the second officer level.

CHAPTER II

<i>Temporary assistance for meetings</i>	\$660 000
1964:	583 000
1963:	686 590

(i) <i>The General Assembly</i>	\$430 000
1964:	400 000
1963:	445 329

3.173 This estimate covers the cost of temporary assistance for the twentieth session of the General Assembly, primarily in the Office of Conference Services (language, typing and reproduction staff) and in the Office of General Services (messengers, guards, elevator operators and similar service personnel).

3.174 The request for 1965 involves ten additional guard posts, at a cost of \$10 000, for stricter security measures during the period of the General Assembly and, at the same time, to alleviate the number of overtime hours the regular security establishment would otherwise be called upon to work during this period. The estimate also takes into account salary and wage increases amounting to \$20 000.

(ii) <i>Geneva (including ECE)</i>	\$230 000
1964:	183 000
1963:	241 261

3.175 The estimate for 1965 provides for the following Geneva-based meetings:

	\$
The Economic and Social Council and its committees (six weeks)	73 000
International Law Commission (sixteen weeks)	60 000
A functional commission of the Economic and Social Council (four weeks)	9 000
Scientific Committee on the Effects of Atomic Radiation (two weeks)	3 500
Other meetings, including those of the Commission on Narcotic Drugs, Permanent Central Opium Board and Drug Supervisory Body, the Economic Commission for Europe, the Executive Committee of the High Commissioner for Refugees, ILO, GATT, WHO and the Intergovernmental Committee for European Migration.	84 500
	<u>230 000</u>

3.176 The estimate takes into account the additional session of six weeks of the International Law Commission as well as the fact that one functional commission of the Economic and Social Council will meet in 1965, which was not the case in 1964; it also reflects the higher salary costs both in regard to the increases in general service salaries as well as in the rates of pay of free-lance interpreters and translators. These additional factors, together with the turnover in temporary staff and the consequent increase in travel costs, would have justified a provision of some \$330 000. The lower provision of \$230 000 actually requested is made possible by taking into account the strengthening of the language staff as proposed under Chapter I of this section.

CHAPTER III

<i>Other temporary assistance</i>	\$1 673 000
1964:	1 923 000 ^{10/}
1963:	1 540 447 ^{10/}

3.177 The estimated requirements under this chapter are as follows:

	1965	1964	1963
(i) Temporary posts	93 000	367 000	43 792
(ii) General temporary assistance	763 000	905 000	997 119
(iii) Individual experts and consultants	657 000	511 200	354 361
(iv) <i>Ad hoc</i> expert groups	160 000	139 800	145 175
	<u>1 673 000</u>	<u>1 923 000</u>	<u>1 540 447</u>
<i>(i) Temporary posts</i>	\$ 93 000		
1964:	367 000		
1963:	43 792 ^{11/}		

3.178 The temporary posts category was introduced in the 1964 budget estimates. It was indicated^{12/} at the time that such posts would be clearly identified in relation to specific temporary post requirements in

the same manner as new established posts. Such posts should, however, be deemed to extend for the period of the budget year only and each would need to be reassessed for the following year with a view to deciding whether it should be (i) transferred to the established posts account, when the function has been confirmed as a continuing one, (ii) continued as a temporary post, or (iii) deleted where the function or workload has concluded.

3.179 In accordance with that policy, each of the temporary posts authorized for 1964 was reassessed with a view to its conversion to an established post, its continuation as a temporary post or its suppression. A full analysis of the reassessment process and its results has been given under the explanatory text relating to the additional staffing requirements of each of the main organizational units of the Secretariat. (See paras. 3.25-3.173 above.)

3.180 On the basis of this examination, it is proposed to convert to established posts for 1965, 14 of the 21 professional, all of the 22 general service and the four local temporary posts authorized for 1964. One post at the principal officer level in the Office of the Controller is deleted. The remaining six professional posts authorized for programmers in connexion with the installation of an electronic data processing system are retained as temporary posts and one additional post is requested. All seven posts would be at a somewhat lower level (one at the first officer level and six at the associate officer level).

3.181 Two new professional temporary posts at the first officer level are requested for 1965 to reinforce the Administrative Management Service. This Service urgently requires specialists to study specific problems of administration and to undertake management and other procedural surveys.

<i>(ii) General temporary assistance</i> . . .	\$763 000
1964:	905 000
1963:	997 119 ^{11/}

3.182 The estimate under this heading provides for temporary assistance during peak-load periods, during the absence of regular staff on maternity and extended sick leave, for requirements in connexion with the preparation of publications such as the year-books and for other periodic and short-term needs, including the maintenance and opening of the gardens on a partial-year basis. Provision is also made for services rendered on a contractual basis, such as investment and actuarial services for the Joint Staff Pension Fund and medical consultants for the Health Service.

3.183 As has been indicated under chapter I above, the continuing growth of extra-budgetary technical and operational programmes has placed a heavy burden on staff in the various administrative and service areas. This has been particularly apparent during the latter part of 1963 and in the early months of 1964. During this period it has been necessary to carry a significant number of staff on continuing temporary assistance. To some extent the added workload has been met through the use of staff specifically provided for extra-budgetary activities. Such practices are at best only interim and somewhat unsatisfactory solu-

^{10/} Includes \$17 000 for 1964 and \$12 801 for 1963 for the Editors' Roundtable ad hoc meeting shown prior to 1965 under section 10, chapter VII.

^{11/} For the purpose of comparability, 1963 expenditures amounting to \$43 792 have been excluded from chapter III (ii) and included in chapter III (i). These expenditures relate to posts of programmers for the electronic accounting system and for the *Juridical Yearbook* approved under chapter III (i) for 1964.

^{12/} *Official Records of the General Assembly, Eighteenth Session, Supplement No. 5 (A/5505), p. 18.*

tions. The new posts requested under chapter I, particularly in the general service category, will serve to regularize this state of affairs to a large extent.

3.184 It should be noted, however, that the situation described above will undoubtedly affect the level of expenditures for 1964, and this fact, together with the increases in salary and wage rates already described, should be borne in mind in making any comparison between the estimate for 1965 and the related credits available for 1964.

3.185 Details of requirements for 1965 are as follows:

HEADQUARTERS

	\$	\$
(a) <u>Department of Economic and Social Affairs</u> —Secretarial and clerical assistance for commissions and committees, for the typing of yearbooks (Demographic, Statistical, Trade, National Accounts) and for the servicing of short-term consultants and experts (\$10 000); contractual card-punching services for the compilation of external trade statistics (\$13 000)	56 000	
(b) <u>Office of the Under-Secretaries for Special Political Affairs</u> —Peak-load secretarial and clerical assistance for the servicing of the Scientific Committee on the Effects of Atomic Radiation.	4 000	
(c) <u>Joint Staff Pension Fund</u> —Investment and investment advisory and reference services (\$100 400); actuarial services (\$3 000); temporary assistance (\$2 000); medical examinations (\$300)	105 700	
(d) <u>Office of Conference Services</u> —Temporary assistance for peak-load periods in the reproduction and distribution areas.	20 000	
(e) <u>Office of General Services</u> —Security coverage in connexion with the opening of the gardens (\$10 000) and the engagement of gardeners for the period April to December in conjunction with the opening of the gardens to the public (\$15 000).	25 000	
(f) <u>Office of Public Information</u> —Contractual editing, typing and translation of the French and Spanish editions of the <u>United Nations Monthly Chronicle</u> (\$14 400); secretarial and clerical assistance for the production of the <u>United Nations Yearbook</u> and for the preparation of material for <u>United Nations Day</u> and <u>Human Rights Day</u> (\$4 600)	19 000	
(g) <u>Office of the Controller</u> —Temporary assistance in the Pay Allowance and Machine Processing Units and for peak-load periods, such as the year-end closing of the accounts (\$20 000); the United Nations share of the costs of the staff officer for the Consultative Committee on Administrative Questions, borne jointly with the specialized agencies (\$10 500)	30 500	
(h) <u>Office of Personnel</u> —Secretarial and clerical assistance during peak-load periods (\$5 000); the United Nations share of costs of the Secretary		

	\$	\$
of the International Civil Service Advisory Board (\$11 300).	16 300	
(i) <u>Health Service</u> —Medical consultants for examinations and consultations, as required.	15 500	
(j) <u>Office of Legal Affairs</u> —Temporary assistance for the preparation of the Third Supplement to the <u>Repertory of Practice of United Nations Organs</u> (\$7 000); indices for the French and Spanish editions of Volumes I to V of the <u>Repertory of Practice of United Nations Organs</u> and for the <u>United Nations Juridical Yearbook</u> (\$6 000)	13 000	
(k) <u>Other requirements</u> —Temporary assistance for other offices at Headquarters during peak periods and for the replacement of staff on maternity and extended sick leave	50 000	
(l) <u>Contractual translation</u> —A credit of \$60 000 is requested to continue the arrangement entered into in 1962 with a leading publishing house in Moscow to reduce the backlog of Russian translation of the <u>Official Records</u> of the General Assembly and of the Security, Economic and Social and Trusteeship Councils. As in previous years, these arrangements provide for the translation from English and French of 10 000 pages a year at a cost of \$6 per page of original text. It is estimated that an additional 8 500 pages will be translated, during the course of their studies, by students under the Russian Language Training Programme provided for under Chapter VI of section 4. A further credit of \$40 000 is requested for translation of documentation into French, Spanish and English, having regard to specialized requirements for the translation of technical material and to the continuing difficulty experienced in maintaining language staff at full strength	100 000	455 000

GENEVA (including Economic Commission for Europe)

Provision is made for temporary requirements for the replacement of staff on maternity and extended sick leave and for the United Nations share of the staff costs of the Sickness Insurance Scheme and the Joint Housing Service as follows:

General Services	65 000	
ECE	7 000	
Information Services	3 000	
Division of Narcotic Drugs, Permanent Central Opium Board and Drug Supervisory Body and Office of Social Affairs	5 000	80 000

ECONOMIC COMMISSION FOR AFRICA

This estimate provides for temporary language and supporting general service staff to service all ad hoc expert groups including those described in Chapter III (iv) below (\$70 000); provision is also made for custodial services relating to the

	\$	\$
mainenance and operation of premises (\$18 000), for language staff to service the Seventh Session of ECA (\$17 000) and for peak-load requirements as well as for maternity and extended sick leave replacements (\$15 000)		120 000

ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST

Provision is made for peak-load requirements, including temporary staff for the servicing of meetings, seminars and working groups, and for replacement of staff on maternity and extended sick leave		25 000
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ECONOMIC COMMISSION FOR LATIN AMERICA

The estimate provides for language and supporting staff to service the eleventh session of ECLA and the ECLA Trade Committee, and for other peak-load requirements and replacements of staff on maternity and extended sick leave (\$51 000); provision is also made for computer time and related costs in connexion with the electronic data processing of international trade statistics (\$17 000)		68 000
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INFORMATION CENTRES

The estimate provides for temporary peak-load requirements in connexion with United Nations Day and Human Rights Day ceremonies, and for replacement of staff on maternity and extended sick leave		15 000
		<u>763 000</u>

(iii) <i>Individual experts and consultants</i>	\$657 000
1964:	511 200
1963:	354 361

3.186 This estimate provides for the travel, subsistence, fees or other remuneration of individuals generally employed for short terms as experts in the economic and social or other substantive fields.

3.187 Detailed requirements are as follows:

	\$
(a) <i>Economic and Social</i>	579 000

The growing emphasis placed on programmes for economic and social development calls for advice of a highly specialized and technical nature as well as knowledge of widely-differing areas of the world. In addition to requirements in such fields as the development of natural resources and transport, science and technology, population, housing and urban development, community development and agriculture, \$250 000 is requested for the Department of Economic and Social Affairs in the field of industrial development. This latter provision is in keeping with the wishes of the General Assembly as reflected in resolution 1940 (XVIII) and re-emphasized at the fourth session of the Committee for Industrial Development. The new dynamic programme of action called for by the Committee requires the Centre for Industrial Development to undertake a periodic world industrial survey which would provide government policy-

makers and planners with a readily available analysis of existing trends in industry and of individual developments of major significance. Consequently, a broad network of contacts will need to be developed on a world-wide basis in order to provide the Centre with access to the expertise which it will require in the fulfilment of these new tasks. In this regard the establishment of panels of fifteen to twenty experts of recognized standing drawn from as many countries as possible is contemplated. It is further considered that there would need to be twelve to fifteen such panels in order to cover all major sectors of industrial activity. The panel members would normally be consulted by correspondence for their technical advice and guidance. Occasionally, however, they would be called upon to undertake research projects. The rather significant amount in the estimates for industrial development is to provide for the payment of fees, travel and subsistence, as necessary, for the implementation of these proposals.

The following schedule summarizes estimated requirements for 1965 as compared with 1964:

	1964 provision \$	1965 estimate \$
Department of Economic and Social Affairs	130 000	340 000
ECA	100 000	90 000
ECAFE	67 000	50 000
ECE (including Social Affairs Office, Geneva)	30 000	39 000
ECLA	<u>120 000</u>	<u>60 000</u>
	<u>447 000</u>	<u>579 000</u>

(b) <i>Office of the Under-Secretaries for Special Political Affairs</i>	10 000
For expert studies on radiation in conjunction with the session of the Scientific Committee on Atomic Radiation programmed for 1965.	

(c) <i>Division of Human Rights</i>	3 000
For expert services in connexion with a report on slavery.	

(d) <i>Department of Political and Security Council Affairs</i>	20 000
For expert services in the field of international co-operation in the peaceful uses of outer space, pursuant to General Assembly resolutions 1721 (XVI), 1802 (XVII) and 1963 (XVIII).	

(e) <i>Offices of Legal Affairs</i>	5 000
For studies on permanent sovereignty over natural wealth and resources, as required by General Assembly resolution 1803 (XVII), (\$2 500); research and studies for the International Law Commission (\$2 500).	

(f) <i>Office of the Controller</i>	20 000
For special studies in the field of administrative management and procedures.	

(g) <i>Geneva</i>	20 000
For General Services, including \$3 500 for the fee paid to the Registrar for the Declaration of Deaths of Missing Persons (\$6 000); for Division of Narcotic Drugs, for studies on particular aspects of drugs and control and treatment of offenders (\$2 000); and for the preparation of the Commentary on the Single Convention on Narcotic Drugs, 1961 (\$12 000). It is expected that this latter study, for which a similar credit was approved for 1964, will	

be deferred until 1965. The 1964 provision, therefore, will be surrendered at the time of preparation of the revised estimates for that year

657 000

(iv) *Ad hoc expert groups*. \$160 000
1964: 139 800 ^{10/}
1963: 145 175 ^{10/}

3.188 This estimate provides for the costs of travel, subsistence and fees, where applicable, for the members of *ad hoc* expert groups.

(a) *Department of Economic and Social Affairs*

(i) The Committee for Industrial Development at its fourth session in March 1964 called for the development of a dynamic programme of action which would institute machinery suited to the complex requirements of industry with its wide range of problems. The financial requirements of the integrated programme as a whole are set forth in the preceding paragraphs under chapter I. One element of the programme is the convocation of two *ad hoc* expert groups to study in depth specific technical problems and to assist in the establishment and assessment of new programmes of action in the field of industry. It is expected that the two groups of twelve to fifteen members will meet for a period of two weeks each in 1965. 35 000

(ii) The Statistical Commission, by its resolution 3 (XII) of April 1962, requested the Secretary-General, with the aid of experts, to make a detailed study of the problems and techniques for the gathering of data on construction. A group of five experts is to meet for a period of one week at Headquarters for this purpose 7 000

(iii) The Statistical Commission at its twelfth session called for the creation of an international centre, to be attached to the Statistical Office of the United Nations, for the collection, processing by electronic computer, and publication of statistics on external trade by-commodity-by-country. The work of the centre will be reviewed by the Statistical Commission in 1965, at its thirteenth session, and it is considered that an expert group of six members will need to meet afterwards for a period of two weeks 8 000

(iv) An expert group of nine members is to meet in 1964 to assist in the compilation of a manual that will provide guidance in applying the recommendations contained in the United Nations publication "A System of National Accounts and Supporting Tables". The Statistical Commission in 1965, at its thirteenth session, will consider the work of this group following which a further meeting of two weeks will be required. 9 000

(v) In 1960 the Economic and Social Council, by resolution 777 (XXX), authorized the Secretary-General to convene a meeting of experts for the evaluation of techniques of medium and long-term economic projections. Such a group met in 1962. Provision was made in 1964 for a second meeting; however, in view of the priority given to the work of the Conference on Trade and Development by the Bureau of Economic Research and Policies it has not been possible for this group to convene during that year. It is now proposed to hold the second meeting of ten experts for a period of two weeks in 1965 14 000

(vi) The General Assembly, by resolution 415 (V), provided for a small international *Ad Hoc* Advisory Committee of Experts to advise the Secretary-General and the Social Commission in formulating programmes for international action in the field of crime and the treatment of offenders. The Committee was convened in accordance with this provision in 1953, 1955, 1958, 1960 and again in 1963 when a principal item on its agenda was the determination of the organization of the third United Nations Congress on the Prevention of Crime and the Treatment of Offenders. Accordingly, it is desired to have it meet in Stockholm in 1965 for two weeks immediately preceding the Congress, in order to review the detailed plans for the operation of the Congress as well as to review certain projects of the social defence work programme of the United Nations 7 000 80 000

(b) *Economic Commission for Latin America*

(i) The current work programme of the Commission, based on its resolutions 154 (VIII) and 196 (IX), calls for various meetings on statistical problems. It is proposed that a group of ten experts meet for a period of two weeks to advise on national accounts, with a view to improving the relevant statistics of the region. 12 500

(ii) As a consequence of the United Nations Conference on Trade and Development, there will be one or possibly two meetings of the Commission's Trade Committee in 1965, to be preceded by an *ad hoc* expert group. Such a group of ten experts would be convened for a period of two weeks in response to resolutions 69 (V) and 221 (X) of the Commission which call for advice from expert groups on (a) the possibilities of establishing a Latin American common market and (b) trade policy from the point of view of different groups of Latin American countries. 12 500 25 000

(c) *Economic Commission for Africa*

The estimate of \$33 000 is to cover the costs of travel and *per diem* in regard to the convening of the following three *ad hoc* expert groups in 1965 to advise on specific technical matters.

	\$	\$
(i) An expert group of fifteen statisticians and planners at Dakar, Senegal	8 000	
(ii) An expert group of twenty-six participants at Lusaka, Northern Rhodesia, on distribution statistics and on the use of sampling techniques in investigating small-scale enterprises . .	16 200	
(iii) An expert group of twelve participants to meet at Addis Ababa on social welfare and community development problems	8 800	33 000

(d) Office of Public Information

The estimate under this heading was formerly included in section 10, chapter VII. It provides for the travel and subsistence of approximately 30 leading personalities from information media in African countries who will meet in Africa early in 1965 in an "editors' roundtable" at site to be chosen. The participants, who will be selected at the highest professional levels, will discuss information aspects of the economic and social activities of the United Nations family within the context of the United Nations Development Decade,

aiming at intensifying the flow of such information. The meeting will follow the pattern established by the three previous editors' roundtables held in Geneva in 1962, in Bangkok in 1963, and in Mexico City in 1964

22 000
160 000

CHAPTER IV

<i>Overtime and night differential</i>	\$642 000
1964:	601 500
1963:	655 788

3.189 It will be noted from table 3-4 below that the major portion of the estimate under this heading relates to Headquarters. Having regard to the level of expenditures in 1963 and the increases in the salary rates of general service and manual worker staff, the provision for 1965 might more appropriately have been estimated at \$623 000 or some \$48 000 in excess of the \$575 000 actually requested. The lower provision specifically takes into account the increased establishment requested under chapter I of this section.

Table 3-4. Distribution of the 1965 estimates for section 3 by office location

	Headquarters	Geneva	Information centres	ECA	ECAFE	ECLA	Total
	\$	\$	\$	\$	\$	\$	\$
I. Established posts	31 586 000	7 413 000	1 367 000	2 229 000	1 892 000	2 057 000	46 544 000
II. Temporary assistance for meetings .	430 000	230 000	-	-	-	-	660 000
III. Other temporary assistance							
(i) Temporary posts	93 000	-	-	-	-	-	93 000
(ii) General temporary assistance .	455 000	80 000	15 000	120 000	25 000	68 000	763 000
(iii) Individual experts and consultants	398 000	59 000	-	90 000	50 000	60 000	657 000
(iv) <i>Ad hoc</i> expert groups	102 000	-	-	33 000	-	25 000	160 000
TOTAL, chapter III	1 048 000	139 000	15 000	243 000	75 000	153 000	1 573 000
IV. Overtime and night differential	575 000	37 000	4 000	7 000	10 000	9 000	642 000
	33 639 000	7 819 000	1 386 000	2 479 000	1 977 000	2 219 000	49 519 000

Table 3-5. Established posts: distribution by category and post level — 1964 and 1965

(Within the authorized establishment, the distribution of posts shown may vary according to the requirements of particular activities or services. The figures shown for 1964 represent the post allocation as at 30 April 1964. The 1965 figures indicate the establishment proposed for that year, including all additional posts and changes of post levels requested in these estimates.)

TABLE 3-5 A

Category and level	Headquarters ^{a/}		United Nations Economic and Social Office, Beirut		Information Centres		Geneva/ (excluding ECE)		Economic Commission for Europe ^{c/}		Economic Commission for Africa ^{d/}		Economic Commission for Asia and the Far East ^{e/}		Economic Commission for Latin America ^{f/}		Provision for post levels		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary	14	14	-	-	-	-	1	1	1	1	1	1	1	1	1	1	-	-	19	19
Director	32	34	-	-	-	-	2	3	1	1	1	1	2	1	1	1	-	-	38	42
Principal Officer	65	68	-	1	3	3	8	7	5	5	5	6	5	5	4	4	-	-	95	99
Total I	111	116	-	1	3	3	11	11	7	7	7	8	7	8	6	6	-	-	152	160
II. Professional																				
Senior Officer	153	155	1	1	12	14	27	28	13	13	16	17	19	18	19	21	-	-	260	267
First Officer	346	370	2	3	19	17	51	64	17	17	22	22	25	25	26	33	-	-	508	551
Second Officer	431	462	2	3	20	20	75	76	23	26	39	44	34	34	30	34	-	-	654	699
Associate and Assistant Officer	250	268	1	1	7	7	46	46	26	26	33	33	23	23	29	31	-	-	415	435
Total II	1 180	1 255	6	8	58	58	199	214	79	82	110	116	101	100	104	119	-	-	1 837	1 952
TOTAL I and II	1 291	1 371	6	9	61	61	210	225	86	89	117	124	108	108	110	125	-	-	1 989	2 112
III. General Service																				
Principal level	202	208					12	14	-	2							+15	+15	214	239
Other levels	1 554	1 681					439	467	92	93							-15	-15	2 085	2 231
Total III	1 756	1 889					451	481	92	100							-	-	2 299	2 470
TOTAL I, II and III	3 047 ^{g/}	3 260 ^{h/}	6	9	61	61	661	706	178	189	117	124	108	108	110	125	-	-	4 288	4 582 ^{i/}

^{a/} For details, see tables 3-5B to 3-5H.

^{b/} For details, see table 3-5I.

^{c/} For details, see table 3-5J.

^{d/} For details, see table 3-5K.

^{e/} For details, see table 3-5L.

^{f/} For details, see table 3-5M.

^{g/} Excludes post of Secretary-General.

Table 3-5. Established posts: distribution by category and post level — 1964 and 1965 (continued)

TABLE 3-5B

Category and level	Offices of the Secretary-General													
	Executive Office of the Secretary-General		Office of Legal Affairs		Division of Human Rights		Office of the Controller			Office of Personnel				
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary	1	1	1	1	-	-	1	1	-	-	1	1	-	-
Director	3	3	2	2	1	1	4	4	1	1	2	2	1	1
Principal Officer	1	1	3	3	1	1	4	4	-	-	2	4	-	-
Total I	5	5	6	6	2	2	9	9	1	1	5	7	1	1
II. Professional														
Senior Officer	4	5	7	7	7	7	13	13	2	2	9	7	-	-
First Officer	5	6	8	9	7	7	14	15	5	5	12	18	1	1
Second Officer	1	1	6	7	5	8	11	12	5	5	7	9	1	1
Associate and Assistant Officer	3	4	5	5	11	11	2	11	2	3	5	5	-	-
Total II	13	16	26	28	30	32	40	51	14	15	33	39	2	2
TOTAL I and II	18	21	32	34	32	34	49	60	15	16	38	46	3	3
III. General Service														
Principal level	6	5	5	5	-	-	17	21	3	3	7	8	1	1
Other levels	18	23	20	23	20	21	58	79	6	9	51	72	10	10
Total III	24	28	25	28	20	21	75	100	9	12	58	80	11	11
TOTAL I, II and III	42 ^{a/}	49 ^{a/}	57	62	52	56	124	160	24	28	96	126	14	14

a/ Excludes post of Secretary-General.

b/ See Table 3-5f for Internal Audit Service posts at Geneva.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5C

Category and level	Office of the Under-Secretaries for Special Political Affairs						Department of Political and Security Council Affairs													
	Total						Office of the Under- Secretary		Unit for African Questions		Disarmament Affairs Group		Outer-Space Affairs Group		Political Affairs Division		Security Council and Political Committees Division		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965		
I. Under-Secretary.....	2	2			2	2	1	1	-	-	-	-	-	-	-	-	-	-	1	1
Director	-	-			-	-	1	1	-	-	-	-	-	-	1	1	-	-	2	2
Principal Officer.....	1	1			2	2	-	-	-	-	2	2	1	1	1	1	2	2	6	6
Total I	3	3			4	4	2	2	-	-	2	2	1	1	2	2	2	2	9	9
II. Professional																				
Senior Officer	1	1			6	6	-	-	-	1	-	-	3	3	6	6	3	3	12	13
First Officer	-	-			-	-	-	-	1	1	4	4	-	-	4	5	6	7	15	17
Second Officer	1	1			1	1	2	2	1	3	1	1	2	2	3	3	2	3	11	14
Associate and Assistant Officer.....	1	1			1	1	1	1	-	-	2	2	-	-	2	2	-	-	5	5
Total II	3	3			8	8	3	3	2	5	7	7	5	5	15	16	11	13	43	49
TOTAL I and II	6	6			12	12	5	5	2	5	9	9	6	6	17	18	13	15	52	58
III. General Service																				
Principal level.....	1	1			2	2	-	-	-	-	-	-	-	-	1	1	1	1	2	2
Other levels.....	5	7			9	11	4	4	-	3	4	4	-	2	8	8	6	6	22	27
Total III	6	8			11	13	4	4	-	3	4	4	-	2	9	9	7	7	24	29
TOTAL I, II and III	12	14			23	25	9	9	2	8	13	13	6	8	26	27	20	22	76	87

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5D

Category and level	Department of Trusteeship and Non-Self-Governing Territories								Secretariat of the Joint Staff Pension Board and United Nations Pension Committee	
	Office of the Under-Secretary		Division of Trusteeship		Division of Non-Self-Governing Territories		Total			
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary.....	1	1	-	-	-	-	1	1	-	-
Director	-	1	-	-	-	-	-	1	-	-
Principal Officer.....	-	-	1	1	1	1	2	2	1	1
Total I	1	2	1	1	1	1	3	4	1	1
II. Professional										
Senior Officer	-	-	3	3	4	4	7	7	1	1
First Officer	-	1	2	2	4	5	6	8	-	-
Second Officer	-	-	3	3	5	5	8	8	1	1
Associate and Assistant Officer,	-	-	-	-	3	4	3	4	2	2
Total II	-	1	8	8	16	18	24	27	4	4
TOTAL I and II	1	3	9	9	17	19	27	31	5	5
III. General Service										
Principal level.....	1	1	-	-	1	1	2	2	3	3
Other levels,	3	3	3	3	9	11	15	17	10	10
Total III	4	4	3	3	10	12	17	19	13	13
TOTAL I, II and III	5	7	12	12	27	31	44	50	18	18

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5E

Category and Level	Department of Economic and Social Affairs																											
	Office of the Under-Secretary		Science and Technology Section		Bureau of Technical Assistance Operations		Office of the Director of Special Fund Activities		Statistical Office		Bureau of General Economic Research and Policies		Centre for Industrial Development		Resources and Transport Branch		Fiscal and Financial Branch		Bureau of Social Affairs		Division of Public Administration		Economic and Social Council Secretariat		United Nations Economic and Social Office, Beirut		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary.....	1	1	-	-	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	3	3
Director	1	1	-	-	1	1	1	1	1	1	1	1	2	2	1	1	-	-	1	1	1	1	-	-	-	-	10	10
Principal Officer.....	1	1	1	1	2	2	-	-	2	2	5	5	2	2	2	2	-	1	4	4	-	-	1	1	-	1	20	22
Total I	3	3	1	1	4	4	1	1	3	3	6	6	5	5	3	3	-	1	5	5	1	1	1	1	-	1	33	35
II. Professional																												
Senior Officer	2	2	-	-	7	7	-	-	5	5	3	3	3	6	3	3	2	1	11	12	4	4	2	2	1	1	43	45
First Officer	1	1	1	1	5	7	-	-	11	11	15	17	11	14	12	13	1	1	26	28	4	4	5	5	2	3	94	105
Second Officer	2	2	1	2	16	13	-	-	10	10	10	12	8	15	8	9	2	3	14	16	5	5	3	4	2	3	81	99
Associate and Assistant Officer	1	1	-	-	13	13	-	-	30	30	12	12	8	10	5	5	6	7	9	10	2	2	3	3	1	1	90	94
Total II	6	6	2	3	41	45	-	-	56	56	40	44	30	45	28	30	11	12	60	66	15	15	13	14	6	8	308	344
TOTAL I and II	9	9	3	4	45	49	1	1	59	59	46	50	35	50	31	33	11	13	65	71	16	16	14	15	6	9	341	379
III. General Service																												
Principal level.....	7	7	-	-	3	3	-	-	6	6	2	2	-	1	3	3	-	-	5	5	-	-	-	-	-	-	26	27
Other levels.....	16	16	-	3	47	53	2	2	47	49	32	36	23	37	15	18	7	8	41	45	12	12	10	11			252	290
Total III	23	23	-	3	50	56	2	2	53	55	34	38	23	38	18	21	7	8	46	50	12	12	10	11	a/	b/	278	317
TOTAL I, II and III	32	32	3	7	95	105	3	3	112	114	80	88	58	88	49	54	18	21	111	121	28	28	24	26	6	9	619	696

a/ 6 local posts.

b/ 10 local posts.

b/ 10 local posts.

a/ 6 local posts.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5F

Category and level	Office of Public Information										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		Total		1964		1965		Visitors' Service
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
I. Under-Secretary.....	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-
Director	-	-	1	1	1	1	1	1	3	3	-	-	-	-	-
Principal Officer.....	2	2	2	2	1	1	1	1	6	6	3	3	3	3	-
Total I	3	3	3	3	2	2	2	2	10	10	3	3	3	3	-
II. Professional															
Senior Officer	2	2	2	2	2	2	3	3	9	9	12	14	14	1	1
First Officer	1	1	14	14	19	19	4	4	38	38	19	17	17	1	1
Second Officer	4	4	6	6	13	13	1	1	24	24	20	20	20	1	1
Associate and Assistant Officer.....	-	-	4	4	18	18	-	-	22	22	7	7	7	2	2
Total II	7	7	26	26	52	52	8	8	93	93	58	58	58	5	5
TOTAL I and II	10	10	29	29	54	54	10	10	103	103	61	61	61	5	5
III. General Service															
Principal level.....	3	3	2	2	5	5	1	1	11	11				3	3
Other levels.....	9	9	25	25	43	43	9	9	86	86				21	21
Total III	12	12	27	27	48	48	10	10	97	97	5/	5/	5/	24	24
TOTAL I, II and III	22	22	56	56	102	102	20	20	200	200	61	61	61	29	29

5/ 214 local posts.

b/ 235 local posts.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5G

Category and level	Office of Conference Services												Revenue-producing activities
	Secretary of the Under-				Language and Meetings Service		Publishing Service		Stenographic Service		Total \$/Library \$/		
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	
I. Under-Secretary Director Principal Officer Total I	1	1	-	-	-	-	-	-	-	1	1	-	-
	-	-	2	2	-	-	-	-	-	2	2	1	1
	2	2	7	7	1	1	1	1	-	10	10	1	1
	3	3	9	9	1	1	1	1	-	13	13	2	2
II. Professional Senior Officer First Officer Second Officer Associate and Assistant Officer Total II	2	2	17	17	1	1	-	-	-	20	20	2	2
	6	6	106	106	3	3	1	1	1	116	116	6	6
	3	4	227	227	18	18	-	-	-	248	249	8	10
	1	1	38	38	24	25	-	-	-	63	64	21	22
	12	13	388	388	46	47	1	1	1	447	449	37	40
	15	16	397	397	47	48	1	1	1	460	462	39	42
TOTAL I and II													
III. General Service Principal level Other levels Total III Total I, II and III	8	8	16	16	31	32	5	5	5	60	61	7	7
	31	32	55	55	160	162	187	187	187	433	436	46	51
	39	40	71	71	191	194	192	192	192	493	497	53	58
	54	56	468	468	238	242	193	193	193	953	959	92	100

a/ Appropriations for 1964 provide additionally for 19 manual workers in the Publishing Service; the estimates for 1965 provide for the same number of manual workers.

b/ Appropriations for 1964 provide additionally for 7 manual workers in the Library; the estimates for 1965 provide for 9 manual workers.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5I

Category and level	European Office—Geneva (excluding ECE)																			
	General Services					Revenue-producing activities					Information Service		Office of Social Affairs		Division of Narcotic Drugs		Secretariat of the Permanent Central Opium Board and Drug Supervisory Body		Total, Geneva (excluding ECE)	
	Library		Conference and General Services B/		Administrative and Financial Services		Total, General Services		Internal Audit Service (Geneva)		Visitors' Service		Sale of Publications		United Nations Postal Administration		1964		1965	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
Director	1	1	-	-	-	-	1	2	-	-	-	-	-	-	-	-	-	-	2	3
Principal Officer	2	2	1	1	2	2	6	5	-	-	-	-	-	-	-	-	1	1	8	7
Total I	4	4	1	1	2	2	8	8	-	-	-	-	-	-	-	-	1	1	11	11
II. Professional																				
Senior Officer	3	3	1	10	6	6	19	20	1	1	-	-	-	-	-	-	-	-	27	28
First Officer	1	1	-	26	38	7	35	47	-	-	-	-	-	-	-	-	1	2	51	64
Second Officer	-	1	2	57	57	6	65	66	1	1	-	-	-	-	1	1	1	1	75	76
Associate and Assistant Officer	1	1	9	21	21	4	35	35	2	2	-	-	1	1	-	-	3	3	46	46
Total II	5	6	12	114	126	23	154	168	4	4	-	-	1	1	1	1	5	6	199	214
TOTAL I and II	9	10	13	116	128	24	162	176	4	4	-	-	1	1	1	1	6	7	210	225
III. General Service																				
Principal level	2	2	-	4	4	3	9	10	1	1	-	-	-	-	-	-	-	-	12	14
Other levels	7	10	17	325	339	41	390	414	4	4	4	4	6	6	1	1	8	11	439	467
Total III	9	12	17	329	343	44	399	424	5	5	4	4	6	6	2	2	9	12	461	481
TOTAL I, II and III	18	22	30	445	471	68	561	590	9	9	4	4	7	7	3	3	19	22	661	706

a/ Appropriations for 1964 provide additionally for 70 manual workers; the estimates for 1965 provide for 75 manual workers.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5J

Category and level	Economic Commission for Europe																		
	Office of the Executive Secretary		Technical Assistance Office		Commission Affairs and Trade Development Division		Research and Planning Division		Transport Division		Steel, Engineering and Housing Division		Energy Division		ECE/FAO Agriculture Division		ECE/FAO Timber Division		Total ECE
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	
I. Under-Secretary	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Director	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Principal Officer.	-	-	-	-	1	1	1	1	1	1	1	1	1	1	-	-	-	-	5
Total I	2	2	-	-	1	1	1	1	1	1	1	1	1	1	-	-	-	-	7
II. Professional																			
Senior Officer	-	-	1	1	2	2	5	5	1	1	1	1	3	3	-	-	-	-	13
First Officer	-	-	-	-	1	1	8	8	5	5	2	2	1	1	-	-	-	-	17
Second Officer	-	-	2	3	1	1	12	13	1	1	4	5	3	3	-	-	-	-	23
Associate and Assistant Officer. . .	-	-	1	1	1	1	12	12	1	1	5	5	3	3	2	2	1	1	26
Total II	-	-	4	5	5	5	37	38	8	8	12	13	10	10	2	2	1	1	79
TOTAL I and II	2	2	4	5	6	6	38	39	9	9	13	14	11	11	2	2	1	1	86
III. General Service																			
Principal level.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1	-	2
Other levels.	8	8	7	12	4	4	27	27	11	10	12	13	13	15	5	5	4	92	98
Total III	8	8	7	12	4	4	27	27	11	11	12	13	13	15	5	5	5	92	100
TOTAL I, II and III	10	10	11	17	10	10	65	66	20	20	25	27	24	26	7	7	6	178	189

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5K

Category and level	Economic Commission for Africa																									
	Office of the Executive Secretary		Division of Administration, Conference and General Services		Economic Development Division		Statistics Division		Trade and Surveys Division		Social Development Section		ECA/FAO Agriculture Division		Division of Public Administration		Sub-Regional Office, Tangier		Sub-Regional Office, Niamey		Sub-Regional Office, Luanda		Sub-Regional Office, Central Africa		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965		
I. Under-Secretary	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Director	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Principal Officer	1	1	-	-	1	1	-	-	1	1	-	-	-	-	-	-	1	1	1	1	-	-	-	-	5	6
Total I	3	3	-	-	1	1	-	-	1	1	-	-	-	-	-	-	1	1	1	1	-	-	-	-	7	8
II. Professional																										
Senior Officer	2	2	1	1	6	6	2	2	2	2	1	1	2	2	-	-	-	-	-	-	-	-	-	-	16	17
First Officer	-	-	2	2	9	9	3	3	1	1	4	4	1	1	-	-	1	1	1	1	-	-	-	-	22	22
Second Officer	4	4	9	11	12	12	6	6	4	4	2	2	2	2	-	-	-	-	-	-	-	-	-	1	39	44
Associate and Assistant Officer	-	-	2	2	10	10	7	7	6	6	2	2	4	4	-	-	-	-	2	2	-	-	-	-	33	33
Total II	6	6	14	16	37	37	18	18	13	13	9	9	9	9	-	-	2	1	3	3	-	-	-	1	110	116
TOTAL I and II	9	9	14	16	38	38	18	18	14	14	9	9	9	9	-	-	2	2	4	4	-	-	-	1	117	124
III. General Service																										
Principal level																										
Other levels																										
Total III																										
TOTAL I, II and III	9	9	14	16	38	38	18	18	14	14	9	9	9	9	-	-	2	2	4	4	-	-	-	1	117	124

a/ 175 local posts.

b/ 235 local posts.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5L

Category and level	Economic Commission for Asia and the Far East																					
	Office of the Executive Secretary		Research and Planning Division		Division of Water Resources Development		Industries Division		International Trade Division		Transport and Communications Division		Social Affairs Division		ECAFE/FAO Agriculture Division		Division of Administration		Office of the Executive Agent for the Mekong Project		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
I. Under-Secretary	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Director	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	2
Principal Officer	-	1	1	1	1	1	1	1	-	-	1	1	-	-	-	-	-	-	1	-	5	5
Total I	2	3	1	1	1	1	1	1	-	-	1	1	-	-	-	-	-	-	1	1	7	8
II. Professional																						
Senior Officer	4	3	4	4	3	3	2	2	2	2	1	1	1	1	1	1	1	1	-	-	19	18
First Officer	3	3	5	5	1	1	5	5	2	2	4	4	3	3	-	-	1	1	1	1	25	25
Second Officer	9	9	8	8	2	2	4	4	2	2	3	3	1	1	-	-	4	4	1	1	34	34
Associate and Assistant Officer	2	2	6	6	2	2	5	5	2	2	-	-	-	-	1	1	5	5	-	-	23	23
Total II	18	17	23	23	8	8	16	16	8	8	8	8	5	5	2	2	11	11	2	2	101	100
TOTAL I and II	20	20	24	24	9	9	17	17	8	8	9	9	5	5	2	2	11	11	3	3	108	108
III. General Service																						
Principal level																						
Other levels																						
Total III																					5/	5/
TOTAL I, II and III	20	20	24	24	9	9	17	17	8	8	9	9	5	5	2	2	11	11	3	3	108	108

a/ 165 local posts.

b/ 194 local posts.

Table 3-5. Established posts: distribution by category and post level—1964 and 1965 (continued)

TABLE 3-5M

Category and level	Economic Commission for Latin America																																		
	Office of the Executive-Secretary		Division of Administration		Economic Development and Research Division		Social Affairs Division		Industrial Development Division		Trade Policy Division		ECLA/FAO Agriculture Division		Natural Resources and Energy Programme		Transport Programme		Public Administration Unit		Statistical Division		Washington Office		CEPAL/BNDE Group, Rio de Janeiro		Bogotá Office		Mexico Office		Montevideo Office		Total		
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965	
I. Under-Secretary . .	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Director	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Principal Officer . .	-	-	-	-	1	1	-	-	-	-	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	4	4
Total I	2	2	-	-	1	1	-	-	-	-	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	6	6	
II. Professional																																			
Senior Officer . .	2	2	1	1	1	1	1	1	1	3	3	1	1	1	1	1	1	1	-	-	1	1	1	1	1	1	1	1	3	4	-	-	-	19	21
First Officer . . .	4	4	2	2	2	2	3	4	4	2	2	2	3	1	1	-	1	1	1	-	1	1	2	-	-	-	-	7	9	-	-	-	-	26	33
Second Officer . .	5	5	2	2	2	4	5	-	-	5	5	2	2	1	1	1	-	-	-	-	3	3	3	4	-	-	-	4	6	-	-	-	-	30	34
Associate and Assistant Officer .	4	4	4	4	4	4	4	-	-	1	1	1	2	-	-	1	1	-	-	-	3	3	1	1	1	1	2	9	9	-	-	-	29	31	
Total II	15	15	9	9	11	14	5	5	11	11	6	8	3	3	3	4	2	2	-	1	8	9	5	6	2	3	1	1	23	28	-	-	-	104	119
TOTAL I and II	17	17	9	9	12	15	5	5	11	11	7	9	4	4	3	4	2	2	-	1	8	9	5	6	2	3	1	1	24	29	-	-	-	110	125
III. General Service																																			
Principal level . .																																			
Other levels																																			
Total III																																			
TOTAL I, II and III	17	17	9	9	12	15	5	5	11	11	7	9	4	4	3	4	2	2	-	1	8	9	5	6	2	3	1	1	24	29	-	-	-	110	125

a/ 180 local posts.

b/ 216 local posts.

b/ 216 local posts.

a/ 180 local posts.

Table 3-6

A. Administrative support within the regular establishment to programmes of technical co-operation

B. Additional posts authorized under Special Fund Overhead Account

1. The table below indicates the staff at Headquarters and in the Technical Assistance Recruitment Service (TARS) at Geneva who provide administrative services in support of the following operational activities of the United Nations:

(a) The regular programme of technical assistance financed under part V of the United Nations budget;

(b) United Nations participation in the Expanded Programme of Technical Assistance financed by voluntary contributions to the Special Account;

(c) The administration of programmes financed from funds held in trust for Governments and others;

(d) Special Fund projects in respect of which the United Nations acts as the executing agency.

2. The table includes all the regular staff of organizational units which are devoted fully to the administration of technical programmes. In the case of units whose workload arises from various sources, an estimation has been made of the number of staff providing administrative services to those programmes, using workload statistics where available. In general, the table includes only staff in units whose workload varies directly with the volume of those programmes.

3. The table excludes staff employed in this capacity at the regional economic commissions and, other than TARS, at Geneva. Also omitted are the following categories of staff at Headquarters: (a) technical staff working in substantive divisions and providing technical guidance as opposed to administrative services* and (b) administrative staff whose workload includes certain services in support of technical programmes but which does not arise primarily from these programmes or vary in accordance with their volume.

4. The posts shown under A are established posts financed under section 3 of the regular budget. In the case of the regular programme under part V of the budget, there is no subsidy for the related administrative costs. A subvention, computed in accordance with a formula laid down by Economic and Social Council resolution 950 (XXXVI), is made from the Special Account towards the administrative costs of Expanded Programme activities. For 1965 this subvention, as included under income section 2, is estimated at \$1 161 500. As far as the funds-in-trust are concerned, it has been decided recently to make, where feasible, an assessment of 12 per cent towards administrative costs, these amounts to be used to defray directly the expenses involved.

5. The posts shown under B are posts especially authorized as additions to the regular establishment in connexion with Special Fund projects for which the United Nations acts as the executing agency. These posts are financed from a subsidy received from the Special Fund in accordance with General Assembly resolution 1240 (XII). This resolution provides that the Managing Director of the Special Fund shall rely as far as possible on the existing facilities of the United Nations and the specialized agencies, to be made available without charge except when clearly identifiable additional expenses are involved. In practice, the amount of the subsidy to cover such additional expenses has come to be fixed at 3 per cent for equipment and 11 per cent for all other costs related to a particular project. The subsidy due to the United Nations is pro-rated over the anticipated life of each project and the total amount thus available for disbursement in any one year allocated, on the basis of need, to both the administrative and the substantive units involved. Any administrative costs not covered by the subsidy are absorbed within the regular budget appropriations.

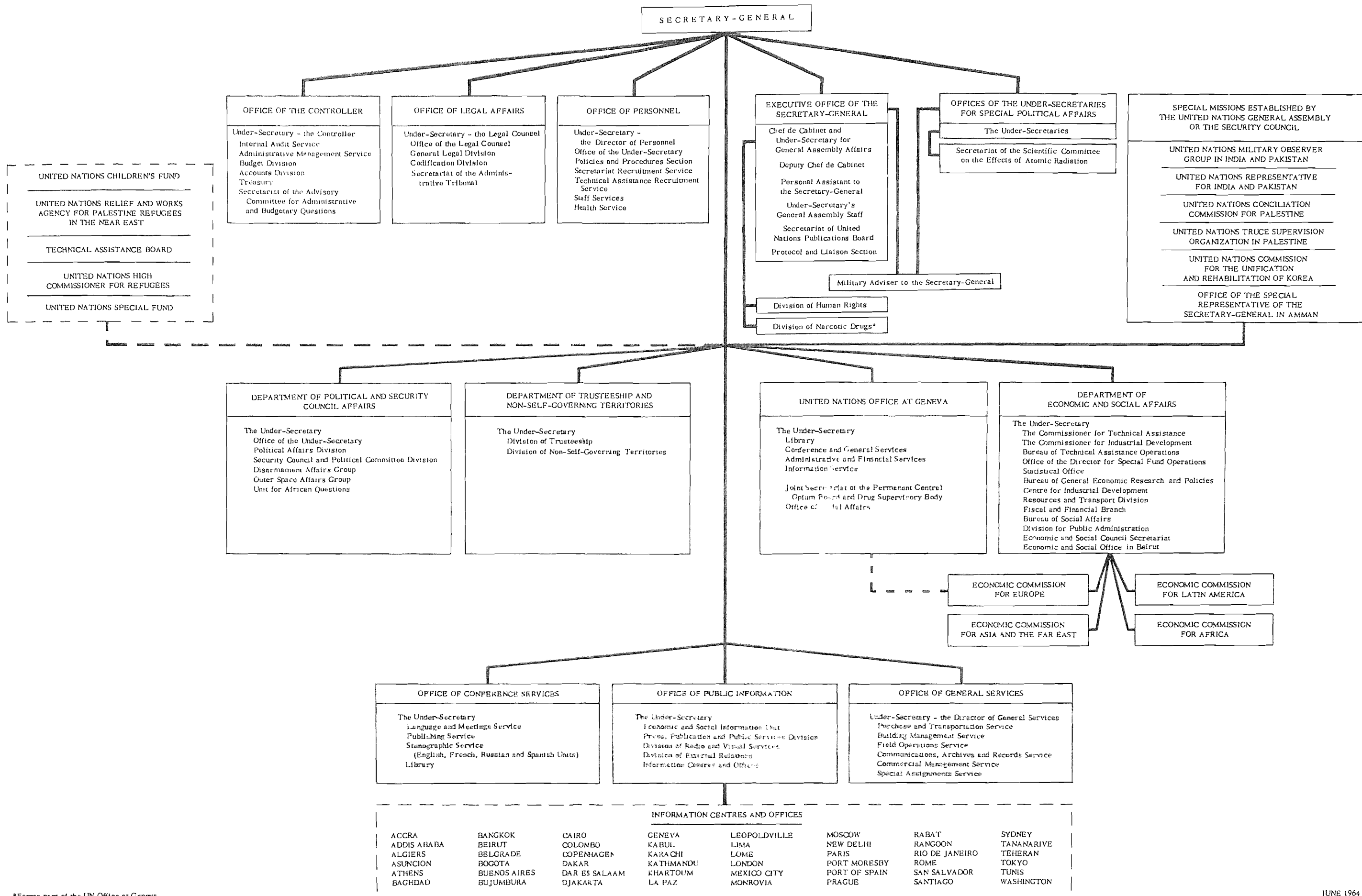
*Except for posts provided from the Special Fund Overhead Account.

Offices	A			B		
	1965 established posts: section 3			1964 additional posts: Special Fund Overhead Account 2/		
	Professional	General Service		Professional	General Service	
			\$			\$
ADMINISTRATIVE SUPPORT						
I. <i>Department of Economic and Social Affairs</i>						
(i) Bureau of Technical Assistance Operations	49	56	1 253 500	-	-	-
(ii) Office of the Director of Special Fund Activities	1	2	45 300	15	14	329 700
(iii) Division of Public Administration	2	1	33 900	-	-	-
Total I	52	59	1 332 700	15	14	329 700
II. <i>Office of Personnel</i>						
(i) Technical Assistance Recruitment Service	19	30	565 000	3	9	111 100
Total II	19	30	565 000	3	9	111 100
III. <i>Office of the Controller</i>						
(i) Budget Division	2	-	42 300	-	-	-
(ii) Accounts Division	5	25	229 400	-	9	66 000
(iii) Treasury	- b/	3	19 800	-	-	-
(iv) Internal Audit Service 2/	-	-	-	3	3	35 100
Total III	7	28	291 500	3	12	101 100

Table 3-6 (continued)

Offices	A			B		
	1965 established posts: section 3			1964 additional posts: Special Fund Overhead Account ^{a/}		
	Professional	General Service		Professional	General Service	
			\$			\$
IV. Office of General Services						
(i) Administrative Section of Technical Assistance Operation	6	30	334 700	4	5	56 600
(ii) Purchase and Transportation Service ..	2	15	129 800	3	3	45 000
(iii) Communications, Archives and Record Service	1	23	167 300	-	-	-
Total IV	<u>9</u>	<u>68</u>	<u>631 800</u>	<u>7</u>	<u>8</u>	<u>101 600</u>
V. Office of Legal Affairs						
(i) General Legal Division	1	1	25 800	1	-	8 800
Total V	<u>1</u>	<u>1</u>	<u>25 800</u>	<u>1</u>	<u>-</u>	<u>8 800</u>
OTHER POSTS AUTHORIZED UNDER SPECIAL FUND OVERHEAD ACCOUNT FOR SUBSTANTIVE SUPPORT						
VI. Department of Economic and Social Affairs						
(i) Bureau of Social Affairs	-	-	-	1	-	21 200
(ii) Resources and Transport Branch	-	-	-	10	5	270 800
(iii) Centre for Industrial Development	-	-	-	2	1	70 500
Total VI	<u>-</u>	<u>-</u>	<u>-</u>	<u>13</u>	<u>6</u>	<u>362 500</u>
TOTAL I, II, III, IV, V, VI	<u>88</u>	<u>186</u>	<u>2 846 800</u>	<u>42</u>	<u>49</u>	<u>1 014 800</u>

^{a/} As of 30 June 1964.^{b/} Work performed less than the equivalent of the annual workload of one professional post.^{c/} Not identifiable.



*Forms part of the UN Office at Geneva.

BASE SALARY SCALES
as of 1 May 1964

(In US dollars)

Category and level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary												
Gross.....	27 000	-	-	-	-	-	-	-	-	-	-	-
Net	17 900	-	-	-	-	-	-	-	-	-	-	-
Director												
Gross.....	20 500	21 400	22 300	-	-	-	-	-	-	-	-	-
Net	14 530	15 020	15 520	-	-	-	-	-	-	-	-	-
Principal Officer												
Gross.....	16 300	17 000	17 700	18 400	19 100	19 800	20 500	-	-	-	-	-
Net	12 080	12 500	12 920	13 340	13 760	14 140	14 530	-	-	-	-	-
Professional												
Senior Officer												
Gross	14 000	14 400	14 800	15 200	15 600	16 080	16 560	17 040	17 520	18 000	-	-
Net	10 650	10 910	11 170	11 420	11 660	11 950	12 240	12 520	12 810	13 100	-	-
First Officer												
Gross	11 400	11 750	12 100	12 450	12 800	13 200	13 600	14 000	14 400	14 800	15 200	-
Net	8 930	9 180	9 420	9 640	9 870	10 130	10 390	10 650	10 910	11 170	11 420	-
Second Officer												
Gross	9 300	9 600	9 900	10 200	10 500	10 800	11 100	11 400	11 750	12 100	12 450	12 800
Net	7 460	7 670	7 880	8 090	8 300	8 510	8 720	8 930	9 180	9 420	9 640	9 870
Associate Officer												
Gross	7 500	7 750	8 000	8 250	8 500	8 750	9 000	9 300	9 600	9 900	-	-
Net	6 130	6 310	6 500	6 690	6 880	7 060	7 250	7 460	7 670	7 880	-	-
Assistant Officer												
Gross	5 750	6 000	6 250	6 500	6 750	7 000	7 250	7 500	7 750	-	-	-
Net	4 800	5 000	5 190	5 380	5 560	5 750	5 940	6 130	6 310	-	-	-
General Service												
(Headquarters) ^{a/}												
Principal												
Gross	6 330	6 680	7 040	7 390	7 760	8 120	8 480	8 830	9 170	9 530	-	-
Net	5 247.50	5 510	5 780	6 042.50	6 320	6 590	6 860	7 122.50	7 360	7 621	-	-
Senior												
Gross	5 360	5 600	5 840	6 080	6 330	6 590	6 870	7 130	7 390	-	-	-
Net	4 488	4 680	4 872	5 060	5 247.50	5 442.50	5 652.50	5 847.50	6 042.50	-	-	-
Intermediate												
Gross	4 760	4 910	5 060	5 210	5 360	5 510	5 670	5 830	5 990	6 160	-	-
Net	4 008	4 128	4 248	4 368	4 488	4 608	4 736	4 864	4 992	5 120	-	-
Junior												
Gross	4 120	4 280	4 440	4 600	4 760	4 910	5 060	5 210	5 360	-	-	-
Net	3 496	3 624	3 752	3 880	4 008	4 128	4 248	4 368	4 488	-	-	-
Messenger												
Gross	3 610	3 780	3 950	4 120	4 280	4 440	4 600	4 760	-	-	-	-
Net	3 088	3 224	3 360	3 496	3 624	3 752	3 880	4 008	-	-	-	-

BASE SALARY SCALES (continued)
as of 1 May 1964

(In US dollars)

Category and level	Steps										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Field Service											
Principal Field											
Service Officer											
Gross	6 820	7 130	7 450	7 770	8 080	8 400	8 700	9 010	9 360	-	-
Net	5 620	5 850	6 090	6 330	6 560	6 800	7 030	7 260	7 500	-	-
Senior Field											
Service Officer											
Gross	5 590	5 810	6 040	6 280	6 520	6 760	7 000	7 240	7 480	-	-
Net	4 670	4 850	5 030	5 210	5 390	5 570	5 750	5 930	6 110	-	-
Intermediate Field											
Service Officer											
Gross	4 680	4 810	4 950	5 090	5 240	5 390	5 540	5 690	5 840	-	-
Net	3 940	4 050	4 160	4 270	4 390	4 510	4 630	4 750	4 870	-	-
Junior Field											
Service Officer											
Gross	4 110	4 250	4 390	4 520	4 680	4 810	4 950	5 090	5 240	-	-
Net	3 490	3 600	3 710	3 820	3 940	4 050	4 160	4 270	4 390	-	-
Guard											
Gross	3 540	3 680	3 820	3 970	4 110	4 250	4 390	4 520	4 680	-	-
Net	3 030	3 140	3 260	3 380	3 490	3 600	3 710	3 820	3 940	-	-
Messenger											
Gross	3 120	3 260	3 400	3 540	3 680	3 820	3 970	4 110	4 250	-	-
Net	2 700	2 810	2 920	3 030	3 140	3 260	3 380	3 490	3 600	-	-

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

SCHEDULE OF POST ADJUSTMENTS (additions) ^{a/}

(in US dollars)

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

Level		Steps											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
P-1	D.....	216	228	240	252	252	252	264	276	288	-	-	-
	S.....	144	152	160	168	168	168	176	184	192	-	-	-
P-2	D.....	276	288	300	312	312	312	324	336	348	360	-	-
	S.....	184	192	200	208	208	208	216	224	232	240	-	-
P-3	D.....	336	348	360	372	372	372	384	396	408	420	432	444
	S.....	224	232	240	248	248	248	256	264	272	280	288	296
P-4	D.....	396	408	420	432	432	432	444	456	468	480	492	-
	S.....	264	272	280	288	288	288	296	304	312	320	328	-
P-5	D.....	468	480	492	504	504	504	516	528	540	552	-	-
	S.....	312	320	328	336	336	336	344	352	360	368	-	-
D-1	D.....	504	516	528	540	552	564	576	-	-	-	-	-
	S.....	336	344	352	360	368	376	384	-	-	-	-	-
D-2	D.....	576	600	624	-	-	-	-	-	-	-	-	-
	S.....	384	400	416	-	-	-	-	-	-	-	-	-
U.S.	D.....	720	-	-	-	-	-	-	-	-	-	-	-
	S.....	480	-	-	-	-	-	-	-	-	-	-	-

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.

^{a/} For each 5 per cent by which the cost of living in any area is above the base level, the above amounts of post adjustment are added to base salaries of staff members serving in the area concerned.^{b/} For this purpose the base is Geneva, April 1960 = 100, at an exchange rate of 4.34 Swiss francs per dollar.SCHEDULE OF POST ADJUSTMENTS (deductions) ^{a/}

(in US dollars)

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

Level		Steps											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
P-1	S and D....	144	152	160	168	168	168	176	184	192	-	-	-
P-2	S and D....	184	192	200	208	208	208	216	224	232	240	-	-
P-3	S and D....	224	232	240	248	248	248	256	264	272	280	288	296
P-4	S and D....	264	272	280	288	288	288	296	304	312	320	328	-
P-5	S and D....	312	320	328	336	336	336	344	352	360	368	-	-
D-1	S and D....	336	344	352	360	368	376	384	-	-	-	-	-
D-2	S and D....	384	400	416	-	-	-	-	-	-	-	-	-
U.S.	S and D....	480	-	-	-	-	-	-	-	-	-	-	-

^{a/} For each 5 per cent by which the cost of living in any area is below the base level, the above amounts of post adjustment are deducted from base salaries of staff members serving in the area concerned.^{b/} For this purpose the base is Geneva, April 1960 = 100, at an exchange rate of 4.34 Swiss francs per dollar.

POST CLASSIFICATIONS AT UNITED NATIONS DUTY STATIONS ^{a/}
as of 1 May 1964

Class B	Class A	Class 0 base level - no post- adjustment	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9
-10%	-5%		5%	10%	15%	20%	25%	30%	35%	40%	45%
Belgrade Prague Rio de Janeiro Santiago ^{b/}	Cairo	Bogotá London Port More:by The Hague Usumbura	Beirut Bonn Brussels Moscow Munich Sydney Tunis Vienna	Colombo Copenhagen Dares Salaam Karachi Lagos Lima Manila Port of Spain	Athens Buenos Aires Geneva ^{c/} Mexico City Rabat Rangoon Rome Teheran	Asuncion Bangkok ^{d/} New Delhi San Salvador Washington	Accra Djakarta New York ^{e/} Tokyo	Lome Monrovia Yaounde	Paris	Abidjan Dakar	

^{a/} The rates for Addis Ababa are:

Staff with dependants Equivalent of class 2 post adjustment rates plus \$US\$52.

Staff without dependants Equivalent of class 2 post adjustment rates plus \$US\$66.

^{b/} Projected at class 0 for the 1965 estimates.

^{c/} Projected at class 4 for the 1965 estimates.

^{d/} Projected at class 5 for the 1965 estimates.

^{e/} Projected at class 6 for the 1965 estimates.

Section 4. Common staff costs

\$11 309 000 (1964: \$10 374 000^{1/} 1963: \$10 007 911^{1/})

4.1 The estimates under this section provide for common staff costs for:

(i) Those units of the Secretariat covered by section 3 (salaries and wages), 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 Africa;
- (e) The Economic Commission for Asia and the Far East;
- (f) The Economic Commission for Latin America;
- (ii) Internationally recruited and replacement staff under section 18 (special missions and related activities);

(iii) Revenue-producing activities (guide service and temporary assistance).

4.2 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.

4.3 The common staff costs for 1965 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 the 1963 and early 1964 experience. These computations take into account the turnover factors provided for under section 3.

4.4 The following table summarizes, by chapter total, the estimates for 1965, the 1964 appropriations and actual expenses in 1963:

Table 4-1

	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Staff allowances (dependency allowances and education grants and related travel)	2 723 000	2 483 000	2 455 109
II. Social security payments (contributions to the Joint Staff Pension Fund, contributions to medical insurance and other medical care, compensatory payments relating to death, injury or illness)	5 619 000	4 998 000	4 940 642
III. Travel on appointment, transfer and separation	1 000 000	960 000	824 152
IV. Removal expenses on appointment, transfer and separation	649 000	625 300	552 092
V. Separation payments	946 000	946 000	852 873
VI. Staff training programmes	372 000	362 000 ^{1/}	383 043 ^{1/}
TOTAL	<u>11 309 000</u>	<u>10 374 000</u>	<u>10 007 911</u>

4.5 The level of common staff costs inevitably bears a relationship to the cost of established and temporary posts. For 1965, the estimates under this section total \$11 309 000, which equals 24.25 per cent of the estimate of \$46 637 000 for established and temporary posts under Section 3. As far as the corresponding appropriations for 1964 were concerned, the comparable percentage was 24.39.

CHAPTER I

Staff allowances	\$2 723 000
1964:	2 483 000
1963:	2 455 109
(i) Dependency allowances	\$2 188 000
1964:	2 063 000
1963:	1 985 369

4.6 General Assembly resolutions 1095 (XI) of 27 February 1957 and 1658 (XVI) of 28 November 1961 provide for dependency allowances in respect of staff in the professional and higher categories as follows:

	\$
For a dependent spouse	400
For each dependent child	300
For one secondary dependant (provided an allowance is not paid in respect of a dependent spouse)	200

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

	\$
For 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

^{1/} Includes \$10 500 for 1964 and \$14 174 for 1963 for the Information Assistants Training Programme shown in those years under section 10, chapter VII, but included for 1965 in chapter VI of the present section.

4.8 The rates in respect of the professional and higher 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.

4.9 In January 1964 approximately 3 241 staff members were receiving dependency allowances in respect of 7 849 dependants (i.e., 2 232 spouses, 5 119 children and 498 secondary dependants).

4.10 Based on current experience and the proposed staffing programme, costs for dependency allowances for 1965 are estimated at \$2 188 000.

(ii) Education grants and related travel	\$535 000
1964:	420 000
1963:	469 740

4.11 Under specific conditions, as laid down in General Assembly resolutions 975 (X) of 15 December 1955, 1095 (XI) of 27 February 1957 and 1730 (XVI) of 20 December 1961, the education grant is payable to internationally-recruited staff whose duty station is outside the home country, as follows:

(a) When the dependent child attends an educational institution outside the area of the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum grant of \$600 a year;

(ii) Where the institution does not provide board, \$400 plus 75 per cent of the cost of attendance up to a maximum grant of \$600 a year;

(b) In the case of attendance at an educational institution at the duty station (except university or equivalent), the amount of the grant shall be 75 per cent of the cost of attendance up to a maximum grant of \$600 a year;

(c) In the case of training of the child in his mother tongue at the established duty station, the grant shall be a predetermined portion of the cost.

4.12 The related travel comprises one round-trip each scholastic year by cabin class, sea, or by tourist or economy class, air, between the duty station and the educational institution outside the area of the duty station. In computing the total cost 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.

4.13 An analysis of the 1963 experience shows that education grants were paid in that year in respect of 938 children at a cost of \$398 859, and that education grant travel was paid in respect of the travel of 196 children, at a total cost of \$70 881.

4.14 Having regard to the pattern of costs for 1963, expenditures for 1965 may be estimated at \$535 000.

CHAPTER II

Social security payments	\$5 619 000
1964:	4 998 000
1963:	4 940 642

(i) Contributions to the Joint Staff Pension Fund and other social security plans	\$5 017 000
1964:	4 474 000
1963:	4 336 933

4.15 An analysis of the January 1964 payroll shows that at that time 4 430 staff members covered by this section participated in the Joint Staff Pension Fund as regular participants and 612 as associate participants.

4.16 A further analysis of expenditures incurred during the early months of 1964 shows that for all offices, contributions to the Joint Staff Pension Fund amount to 10.7 per cent of the costs of established posts. This percentage, however, does not take into account an increase of 5 per cent to be applied as of 1 January 1965 to the pensionable remuneration of staff in the professional category and above, in accordance with General Assembly resolution 1561 (XV) of December 1960, which provides, under operative paragraph 1 (b) (ii), as amended by part B of resolution 1658 (XVI) of 28 November 1961, that:

"In the case of staff in the professional category or above, who are subject to the post adjustment system under annex I of the Staff Regulations, the base pensionable remuneration shall be adjusted in multiples of 5 per cent whenever the weighted average of the post adjustment classifications of the headquarters and regional offices of the member organizations varies by 5 per cent measured from 1 January 1962; such adjustment shall be effective from the 1 January following the date on which each 5 per cent variation in the weighted average was accomplished."

The required 5 per cent in the movement of the weighted average of the post adjustment classifications was reached in January 1964. Having regard to this latter factor, the estimate for 1965 has been calculated at the rate of 10.76 per cent of the costs of posts provided for under section 3.

4.17 The estimate includes an amount of \$5 000 to cover the Organization's contribution to the special pension fund for part-time cleaners at Geneva and for Swiss old-age insurance for this staff.

(ii) Annual retirement allowance for former Secretaries-General	\$10 000
1964:	10 000
1963:	10 000

4.18 This estimate 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	\$510 000
1964:	447 000
1963:	463 276

4.19 By resolution 1095 (XI) of 27 February 1957, the General Assembly decided that the United Nations would contribute 50 per cent of the costs of a broadened hospital and medical care plan, including major medical coverage, for staff members. At its twelfth session, the General Assembly approved the introduction for Headquarters payroll staff members of a group dental insurance plan with payment by the United Nations of one third of the costs of the plan. A proposal in the budget estimates for 1964,^{2/} for a 50 per cent contribution by the Organization to the group dental insurance plan was approved by the General Assembly

^{2/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 5 (A/5505), p. 54.

at its eighteenth session on the basis of a more than offsetting reduction in major medical insurance costs.

4.20 The proposal to increase the dental insurance subsidy rate from one third to one half of the premium rate, at a cost to the Organization in 1964 of approximately \$13 000, was based on the expectation that premium rates under the major medical insurance plans would be reduced by some \$50 000, with a consequent saving to the Organization of \$25 000. While premium rates under this latter plan could in fact be reduced, it has since been considered advisable to maintain present rates in order to provide a reserve for contingencies. On the other hand, it should be stated that favourable experience under the hospital insurance plan has resulted in a reduction in premium rates as of 1 January 1964, at a saving to the Organization of some \$15 000. This saving has therefore made it possible to implement the revised dental insurance subsidy rates for staff on the Headquarters payroll at no additional cost to the Organization.

4.21 At Geneva and at other established offices, medical insurance plans approximate the coverage at Headquarters. In the case of local staff at small established offices, principally at the information centres and presently also at the Economic Commission for Africa, a medical assistance plan applies.

4.22 As of January 1964, approximately 2 827 staff members covered by this section (including professional staff of information centres and of ECA) participated in the Headquarters medical insurance plans and 1 389 in the Headquarters dental insurance plan. A total of approximately 1 252 staff members participated in plans at other established offices.

4.23 The estimate for 1965 makes provision for the rising number of staff currently participating in the various medical and dental insurance plans, for the new posts requested under section 3, and for an increase of approximately \$15 000 in the cost of the Geneva medical plan (Staff Mutual Insurance Society against Sickness and Accident) as a result of an upward adjustment in the rates of contribution on the part of both the Organization and the staff to the plan. This adjustment was made necessary by an accruing deficit against income arising from increased use of the plan as well as the higher cost of medical care. At the Economic Commission for Asia and the Far East a new group accident and health insurance plan was instituted for staff at that office, effective 1 February 1964. This plan, which provides broader coverage than the local medical scheme, is still in the stage of infancy and costs cannot be accurately estimated at this time. The provision for ECAFE, therefore, has been maintained at the 1964 level of \$20 000.

4.24 The estimate includes an amount of \$12 000 to allow staff members at information centres and at the regional economic commissions the same facility for voluntary periodic medical examinations as is provided through the medical services at Headquarters and Geneva.

(iv) <i>Compensatory payments</i>	\$70 000
1964:	55 000
1963:	119 567

4.25 The estimate under this item provides for compensation in respect of death, injury or illness of staff members, members of commissions and military

observers, arising out of the performance of official duties. Costs consist of death annuities, monthly benefits for incapacity resulting from injury or illness, lump-sum indemnities for permanent disability, as well as medical, hospital and other directly related expenses.

4.26 Until 1963, expenditures under this heading were at a level of some \$40 000 annually. The increase in 1963 is attributable to the retroactive effect of the revised Appendix D to the Staff Rules governing compensation payments, to the payment of one exceptionally high claim and to a number of lump-sum benefits for permanent disability. It is apparent from the nature of most of these payments that no reasonable basis exists for a firm estimate. Having regard, however, to existing commitments for death annuities for 1965, totalling some \$30 000, and to the pattern of expenditures in 1963, a token increase of \$15 000 is proposed for 1965 as compared with the provision for 1964.

(v) <i>Staff Welfare</i>	\$12 000
1964:	12 000
1963:	10 866

4.27 Provision is made under this heading for staff welfare at Headquarters and at other established offices and for losses on housing projects.

CHAPTER III

<i>Travel on appointment, transfer and separation</i>	\$1 000 000
1964:	960 000
1963:	824 152

4.28 The estimates under this chapter provide for the costs of (i) travel of staff members and dependants on appointment, transfer and separation, and (ii) installation allowances on appointment and transfer.

(i) <i>Travel expenses on appointment, transfer and separation</i>	\$635 500
1964:	655 500
1963:	524 561

4.29 In 1963, there were 267 cases of travel on appointment, 105 cases of travel on transfer and 122 cases of travel on separation for staff in the professional category and above, at a total cost of \$465 326. In addition there were 131 cases of travel of general service staff engaged on an international or non-local basis (76 on appointment, 19 on transfer and 36 on separation) at a total cost of \$38 585. Expenditures amounting to \$20 650 were incurred in connexion with travel on interview.

4.30 Costs of travel vary considerably as between offices and having regard to the number of dependants travelling. However, on the basis of 1963 experience and the higher cost of travel on appointment and separation from geographically distant areas, the average individual cost of travel of staff in the professional category and of their dependants may be computed at \$1 100. For 1965 provision is made for the travel of 295 professional staff on appointment, 95 on transfer and 135 on separation, at a total cost of \$577 000. Having regard to 1963 experience, travel of general service staff is estimated at \$38 000, and travel on interview at \$20 000.

(ii) <i>Installation allowance</i>	\$364 500
1964:	304 500
1963:	299 591

4.31 Existing arrangements provide for the payment to staff members and their dependants of an installation allowance on appointment or transfer. Payment of fifteen days' subsistence allowance is made to staff without dependants and thirty days to staff with dependants. Payments to each dependant are based on one half of the staff member's entitlement.

4.32 Having regard to 1963 experience, as adjusted for revisions in subsistence rates, the average allowance for professional staff is computed at \$875. Based on an estimate of 390 appointments and transfers, provision of \$341 250 is made for 1965 for staff at the professional levels and above and \$23 250 for staff in the general service category.

CHAPTER IV

<i>Removal expenses on appointment, transfer and separation</i>	\$649 000
1964:	625 000
1963:	552 092

4.33 The estimates under this chapter cover (i) the cost of removal of household effects of staff members on appointment, transfer and separation, and (ii) the payment of an assignment allowance in lieu of the removal of household effects. The assignment allowance relates more particularly to fixed-term appointees or to staff transferred for a fixed period, and is intended as compensation for the extra costs arising from the non-removal of household effects and for various other dislocation aspects of assignments of limited duration, particularly in the absence of full normal household arrangements.

(i) <i>Removal expenses</i>	\$355 000
1964:	341 000
1963:	310 366

4.34 In 1963, expenditures amounted to \$291 195 for 288 instances of removal of effects of staff at the professional levels and above and to \$19 171 for 61 instances for staff in the general service category.

4.35 Having regard to 1963 experience and to variations in distances to be covered, the average cost for each shipment may be computed at \$1 100. For 1965 provision is made for 300 cases of removal for staff at the professional levels and above and for 65 cases for staff in the general service category. The relevant costs are estimated at \$330 000 and \$25 000 respectively.

(ii) <i>Assignment allowance</i>	\$294 000
1964:	284 000
1963:	241 726

4.36 In January 1964, the assignment allowance was being paid in 215 cases. The number increases somewhat from year to year as new appointments are made on a fixed-term basis. For 1965, some 245 cases are anticipated at an average annual cost of \$1 200.

CHAPTER V

<i>Separation payments</i>	\$946 000
1964:	946 000
1963:	852 873

4.37 The estimate under this chapter provides for the payment to separated staff members of (i) indemnities, including commutation of annual leave and (ii) repatriation grants. In accordance with General Assembly resolution 1929 (XVIII) of 11 December 1963, the service benefit, previously payable to expatriate and non-expatriate fixed-term appointees on expiration of their contracts, ceased to exist with effect from 1 January 1964, subject to certain transitional arrangements for existing staff. For 1965 provision for such transitional payments are included within the estimate for repatriation grants. General Assembly resolution 1929 (XVIII) of 11 December 1963 further provided that entitlement to the repatriation grant, which is limited to expatriate staff, be amended to a minimum qualifying service of one year in lieu of two years, and that the ceiling in terms of weeks of salary not be subject to a dollar maximum.

4.38 An analysis of 1963 expenditures indicates that commutation of annual leave and indemnities were paid to 557 staff members in an amount of \$477 520, and the repatriation grant and service benefit to 174 staff members in an amount of \$375 353.

4.39 The estimate for 1965, while providing for the increases in salary scales referred to in section 3, is maintained at the same level as the appropriation for 1964. The particular requirements are as follows:

Commutation of annual leave and other indemnities	530 000
Repatriation grants (and service benefits if applicable)	416 000
	<u>946 000</u>

Income from staff assessment on these payments is estimated at \$190 000.

CHAPTER VI

<i>Staff training programmes</i>	\$372 000
1964:	362 000 ^{1/}
1963:	383 043 ^{1/}

(i) <i>Staff language training</i>	\$ 67 000
1964:	61 500
1963:	44 961

4.40 This estimate provides for language training classes at Headquarters on the basis of 50 classes meeting 3 hours a week for 15 weeks during each of 2 semesters, a total of 4 500 teaching hours. The estimate for 1965 also makes provision for \$2 000 for special language classes and \$4 000 for the cost of assessing the written and oral examinations for staff at Headquarters and in overseas offices at the end of each semester and for the language proficiency allowances. The revenue from fees charged to staff members' families, members of delegations and others is estimated at \$14 000.

4.41 The estimate continues the 1964 provision of \$6 000 for Geneva, and also includes \$4 000 for the Economic Commission for Asia and the Far East and the Economic Commission for Latin America. At the Economic Commission for Africa, \$5 000 is provided for language classes in English and French and for a typing and shorthand refresher course. An additional \$1 000 is included for other field offices.

(ii) <i>Junior professional trainees</i>	\$200 000
1964:	190 000
1963:	220 418

4.42 As in previous years, provision is made in this estimate for the recruitment of trainees from Member States which are under-represented in the Secretariat. The practice is to recruit such trainees at either the assistant officer or associate officer level, depending upon the qualifications of the candidate.

4.43 The purpose of the programme is to take account of the difficulties of some of the new Members in releasing experienced personnel, by providing training preliminary to placement of the trainees, where found suitable, in vacant junior professional posts in the regular establishment.

4.44 The estimate provides for the costs of salaries, travel and installation on appointment and other allowances of the trainee. The average cost for each trainee man-year may be computed at \$10 000.

4.45 The average number of trainees provided for in 1965 is 20, after allowing for some delays in recruitment and turnover. While this programme has been centred mainly at Headquarters, there are now two such trainees at Geneva and one at the Economic Commission for Africa.

(iii) Russian language training \$100 000
1964: 100 000
1963: 103 480

4.46 Having regard to the serious difficulties of recruitment to the Russian language posts in the Office of Conference Services, and following consultations with the Advisory Committee on Administrative and Budgetary Questions, the Secretary-General entered into arrangements with the Moscow Pedagogical Institute for Foreign Languages for the establishment of a Training Centre for Russian language personnel. Provision was made in the appropriations for continuance of this programme in 1964; it is proposed, moreover, that it be further continued in 1965.

4.47 The difficulties experienced in the past of maintaining full strength in the Russian language units are likely to continue at least until 1965. Twelve of the present staff of the Russian Translation Sections at Headquarters and Geneva and three of the present interpreters will have reached or exceeded the normal retirement age during 1965. Aside from the need to replace this staff, it will also be necessary to replace

Table 4-2. Distribution of the 1965 estimates for section 4 by office location

Chapter	Headquarters	Geneva	Information Centres	ECA	ECAFE	ECLA	Total
	\$	\$	\$	\$	\$	\$	\$
I. Staff allowances							
(i) Dependency allowances	1 460 000	320 000	65 000	108 000	100 000	135 000	2 188 000
(ii) Education grants and related travel	280 000	84 000	9 000	55 000	80 000	27 000	535 000
	<u>1 740 000</u>	<u>404 000</u>	<u>74 000</u>	<u>163 000</u>	<u>180 000</u>	<u>162 000</u>	<u>2 723 000</u>
II. Social security payments							
(i) Contributions to the Joint Staff Pension Fund and other social security payments	3 444 000	837 000	150 000	183 000	170 000	233 000	5 017 000
(ii) Annual retirement allowance for former Secretaries-General	10 000	-	-	-	-	-	10 000
(iii) Contributions to medical insurance and other medical care	380 000	58 000	12 000	15 000	20 000	25 000	510 000
(iv) Compensatory payments	70 000	-	-	-	-	-	70 000
(v) Staff welfare	6 800	1 000	-	1 000	1 000	2 200	12 000
	<u>3 910 800</u>	<u>896 000</u>	<u>162 000</u>	<u>199 000</u>	<u>191 000</u>	<u>260 200</u>	<u>5 619 000</u>
III. Travel on appointment, transfer and separation							
(i) Travel expenses	360 500	65 000	25 000	90 000	55 000	40 000	635 500
(ii) Installation allowance	202 500	60 000	12 000	40 000	25 000	25 000	364 500
	<u>563 000</u>	<u>125 000</u>	<u>37 000</u>	<u>130 000</u>	<u>80 000</u>	<u>65 000</u>	<u>1 000 000</u>
IV. Removal expenses on appointment, transfer and separation							
(i) Removal expenses	240 000	33 000	18 000	32 000	7 000	25 000	355 000
(ii) Assignment allowance	38 000	18 000	35 000	90 000	70 000	43 000	294 000
	<u>278 000</u>	<u>51 000</u>	<u>53 000</u>	<u>122 000</u>	<u>77 000</u>	<u>68 000</u>	<u>649 000</u>
V. Separation payments							
(i) Commutation of annual leave and other indemnities	361 000	75 000	40 000	22 000	20 000	12 000	530 000
(ii) Repatriation grant	259 000	85 000	15 000	15 000	32 000	10 000	416 000
	<u>620 000</u>	<u>160 000</u>	<u>55 000</u>	<u>37 000</u>	<u>52 000</u>	<u>22 000</u>	<u>946 000</u>
VI. Staff training programmes							
(i) Staff language training	52 000	6 000	-	5 000	2 000	2 000	67 000
(ii) Junior professional trainees	200 000	-	-	-	-	-	200 000
(iii) Russian language training	100 000	-	-	-	-	-	100 000
(iv) Information assistant training	-	-	5 000	-	-	-	5 000
	<u>352 000</u>	<u>6 000</u>	<u>5 000</u>	<u>5 000</u>	<u>2 000</u>	<u>2 000</u>	<u>372 000</u>
TOTAL	<u>7 463 800</u>	<u>1 642 000</u>	<u>386 000</u>	<u>656 000</u>	<u>582 000</u>	<u>579 200</u>	<u>11 309 000</u>

some of the existing staff who are appointed predominantly on fixed-term contract.

4.48 The 1962 agreement, renewed in 1963 and 1964 and the continuance of which it is proposed should be negotiated for 1965, provides for a centre to train translators and interpreters. In two years, the previous courses have enabled the United Nations to recruit 31 translators and 10 interpreters who by virtue of the course had arrived at a good knowledge of United Nations affairs, procedures and terminology by the time they assumed their functions.

4.49 The candidates are selected from university graduates with some experience in the linguistic field, as well as other fields useful for United Nations purposes, e.g., economic, legal, political and scientific. The students participate full time in a programme approved by the United Nations, averaging 30 academic hours a week. They receive a stipend during the course of the training which covers a 10-month period. As part of their studies the trainees translate some of the backlog of official records and other documents, estimated provisionally at 8 500 pages during the 10-month course. Other arrangements call for qualified teaching and administrative staff.

4.50 The Moscow Institute provides the premises and equipment, and the United Nations for the cost of teaching and administrative staff, stipends for the students during the course and for a short while after its completion pending appointment to the United Nations, as well as for certain items of equipment for the trainees. On this basis, the annual costs are estimated at approximately \$200 000, of which \$100 000 are to be met by the United Nations and the balance by the Institute.

(iv) *Information Assistants Training*

<i>Programme</i>	\$ 5 000
1964:	10 500 ^{1/}
1963:	14 174 ^{1/}

4.51 The estimate under this heading was previously included in section 10, chapter VII. It provides for the travel and subsistence of five information assistants to be employed at the information centres, who will receive up to two months of specialized training at Headquarters or at field offices. The information assistants are selected from candidates working in the information field in one of the countries covered by the centres.

Section 5. Travel of staff

\$2 085 600

(1964: \$1 989 900

1963: \$1 980 219)

Table 5-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
<i>I. Travel of staff to meetings</i>	<u>338 000</u>	<u>276 600</u>	<u>326 351</u>
<i>II. Travel of staff on other official business</i>			
(i) The Secretary-General	40 000	36 800	38 308
(ii) Headquarters departments and offices	185 000	171 700	160 509
(iii) Geneva Office	51 200	38 700	53 699
(iv) Information centres	25 000	25 000	19 178
(v) Economic Commission for Europe	30 000	27 600	25 875
(vi) Economic Commission for Asia and the Far East . . .	100 000	76 400	74 652
(vii) Economic Commission for Latin America	76 400	76 400	77 108
(viii) Economic Commission for Africa	<u>100 000</u>	<u>118 900</u>	<u>120 484</u>
Total, chapter II	<u>607 600</u>	<u>571 500</u>	<u>569 813</u>
<i>III. Travel of staff and dependants on home leave</i>			
(i) Headquarters departments and offices	864 300	905 100	855 670
(ii) Geneva Office	90 000	82 100	68 730
(iii) Information centres	29 700	9 900	37 874
(iv) Economic Commission for Asia and the Far East . . .	45 000	43 400	34 539
(v) Economic Commission for Latin America	61 000	57 900	45 832
(vi) Economic Commission for Africa	<u>50 000</u>	<u>43 400</u>	<u>41 410</u>
Total, chapter III	<u>1 140 000</u>	<u>1 141 800</u>	<u>1 084 055</u>
TOTAL, section 5	<u>2 085 600</u>	<u>1 989 900</u>	<u>1 980 219</u>

5.1 The estimates under this section provide for expenditures relating to official travel of staff members both at Headquarters and elsewhere, specifically: (a) travel of staff required to attend meetings of United Nations bodies; (b) travel of staff in connexion with other United Nations responsibilities and activities; and (c) travel of staff and dependants on home leave. Provision is made separately under sections 2, 18, 19, 20 and 21 for staff travel in these categories, where appropriate, in the case of special meetings and conferences, special missions, the field service, the office of the High Commissioner

for Refugees, and the International Court of Justice, respectively. The estimates, which include provision for transportation costs, subsistence allowances and other related expenses, are based on presently authorized standards of accommodation and take into account the general reduction in transatlantic air fares which took effect on 1 April 1964.

CHAPTER I

<i>Travel of staff to meetings</i>	\$338 000
1964:	276 600
1963:	326 351

Table 5-2

	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
(i) General Assembly (twentieth session)	27 000	27 000	25 125
(ii) Economic and Social Council	44 000	38 000	40 731
(iii) International Law Commission	11 800	8 500	7 827
(iv) Administrative Tribunal	1 700	1 700	-
(v) United Nations Scientific Advisory Committee	800	2 100	-
(vi) United Nations Scientific Committee on the Effects of Atomic Radiation	7 300	7 300	3 990
(vii) Functional commission of the Economic and Social Council	5 000	-	4 016
(viii) Interim Co-ordinating Committee for International Commodity Arrangements	1 000	1 200	1 136
(ix) Advisory Committee on Science and Technology	400	-	-
(x) Economic Commission for Asia and the Far East (twenty-first session - Wellington, New Zealand)	53 000	45 400 ^{a/}	21 268 ^{b/}
(xi) ECAFE committees and sub-committees	16 000	17 100	6 183
(xii) Economic Commission for Latin America (eleventh session - Santo Domingo, Dominican Republic)	73 000	-	45 754 ^{c/}
(xiii) ECLA committees and sub-committees	15 000	13 000	8 797
(xiv) Economic Commission for Africa (seventh session - Nairobi, Kenya)	57 000	49 700 ^{d/}	91 089 ^{e/}
(xv) ECA committees, <i>ad hoc</i> groups of experts, and other working groups	25 000	58 400	68 264
- Advisory Committee on Administrative and Budgetary Questions	-	1 900	-
- United Nations Joint Staff Pension Board	-	5 300	-
- African Development Bank	-	-	2 171
TOTAL, chapter I	<u>338 000</u>	<u>276 600</u>	<u>326 351</u>

^{a/} Twentieth session of ECAFE held in Teheran, Iran.

^{b/} Nineteenth session of ECAFE held in Manila, Philippines.

^{c/} Tenth session of ECLA held in Mar del Plata, Argentina.

^{d/} Sixth session of ECA scheduled to meet in Algiers, Algeria. It was actually held in Addis Ababa, Ethiopia.

^{e/} Fifth session ECA held in Leopoldville, Congo.

5.2 The estimate for this chapter shows an increase of \$61 400 as compared with the amount approved for 1964. This is due in the first instance to the inclusion of a provision of \$73 000 for a regular session of the Economic Commission for Latin America. The sessions of this Commission are held biennially, in odd years, and therefore no provision was required in the 1964 budget. A further total of \$31 600 arises from the need to provide in 1965 for meetings of a functional commission of the Economic and Social Council at Geneva (\$5 000) and the Advisory Committee on Science and Technology (\$400) for which no provision was required in 1964, as well as additional requirements for the Economic and Social Council (\$6 000), the International Law Commission (\$3 300), the annual session of the Economic Commission for Asia and the Far East (\$7 600), the committees and sub-committees of the Economic Commission for Latin America (\$2 000) and the annual session of the Economic Commission for Africa (\$7 300). These additions, however, are offset by reduced requirements, totalling \$43 200, for the following bodies: United Nations Scientific Advisory Committee (\$1 300); Interim Co-ordinating Committee for International Commodity Arrangements (\$200); committees and sub-committees of the Economic Commission for Asia and the Far East (\$1 100); committees, *ad hoc* groups of experts and other working groups of the Economic Commission for Africa (\$33 400); Advisory Committee on Administrative and Budgetary Questions (\$1 900) and United Nations Joint Staff Pension Board (\$5 300).

5.3 In computing travel costs of staff to meetings, account has been taken of entitlements to home leave, with a consequential reduction in the estimate under this chapter.

5.4 The estimate under item (i) for the twentieth session of the General Assembly (\$27 000) provides for the strengthening of the Headquarters meetings service staff by ten staff members from Geneva. It is assumed that two of these might be on home leave in the United States. Accordingly, the estimate covers travel costs for eight staff members and subsistence for ten.

5.5 The estimates under items (ii) to (viii) provide for travel from New York to Geneva and return, and subsistence in respect of the following staff: fifty substantive and technical staff, twenty-three of which would travel in conjunction with home leave, required to service the summer session of the Economic and Social Council and its committees, for varying periods of up to six weeks (\$44 000); four substantive staff, two of which would travel in conjunction with home leave, to attend a winter session of six weeks and the regular summer session of ten weeks of the International Law Commission (\$11 800); the Secretary of the Administrative Tribunal and his assistant to attend a two weeks' session of the Tribunal (\$1 700); one substantive staff to attend a one-week session of the United Nations Scientific Advisory Committee (\$800); eight staff members to attend a two-weeks' session of the United Nations Scientific Committee on the Effects

of Atomic Radiation (\$7 300); four substantive staff to attend a four weeks' session of a functional commission of the Economic and Social Council (\$5 000); and one substantive staff member to attend a one-week meeting of the Interim Co-ordinating Committee for International Commodity Arrangements (\$1 000).

5.6 The estimate under item (ix) for the Advisory Committee on Science and Technology (\$400) provides mainly for the subsistence of one staff member who would travel in conjunction with travel on other official business, to attend a two-weeks' session of the Committee to be held in one of the developing countries in Asia, Africa or Latin America.

5.7 The estimate under item (x) for the twenty-first session of the Economic Commission for Asia and the Far East (\$53 000) provides for the travel and subsistence of forty staff members from Bangkok to Wellington, New Zealand, and return, for a period of approximately twenty days. The estimate under item (xi) for travel of staff to meetings of ECAFE committees and sub-committees (\$16 000) is based on the need for servicing a maximum of eight meetings of the subsidiary bodies of the Commission away from Bangkok, at an average cost of \$500 per person, covering transportation and subsistence of two substantive and two language staff.

5.8 The estimate under item (xii) for the eleventh session of the Economic Commission for Latin America (\$73 000) provides for the travel to Santo Domingo and return (\$41 300) and subsistence (\$31 700) of fifty-six staff members from Santiago, fourteen staff members from New York, four staff members from Mexico City, one staff member from Washington and one staff member from Rio de Janeiro, for a period of approximately three weeks. The estimate under item (xiii) for ECLA committees and sub-committees (\$15 000) covers the costs of transportation and subsistence of staff of the Mexico Office, required to service eight meetings of the Central American Economic Co-operation Committee (\$12 500) and three staff members from Santiago to service a meeting of ECLA's Trade Committee to be held in the Dominican Republic before or after the eleventh session of the Commission (\$2 500).

5.9 The estimate under item (xiv) for the seventh session of the Economic Commission for Africa (\$57 000) provides for the travel to Nairobi and return (\$35 700) and subsistence (\$21 300) of fifty staff members from Addis Ababa, twenty-six staff members from Geneva, two staff members from New York, and one staff member from each of the four sub-regional offices of the Commission (Lusaka, Niamey, Tangier and Central Africa). The estimate under item (xv) for travel of staff to meetings of ECA committees, *ad hoc* groups of experts and other working groups (\$25 000) is based on the need for servicing a number of meetings of those bodies scheduled to be held away from Addis Ababa.

CHAPTER II

Travel of staff on other official business . \$607 600
1964: 571 500
1963: 569 813

5.10 The estimated requirements for travel and subsistence under this chapter are distributed as follows:

	\$
(i) Secretary-General or staff members travelling for purposes related to the special responsibilities of the Secretary-General	40 000
(ii) Headquarters departments and offices . .	185 000
(iii) Geneva Office (excluding the Economic Commission for Europe and the Office of the High Commissioner for Refugees) .	51 200
(iv) Information centres	25 000
(v) Secretariats of the regional economic commissions	306 400
TOTAL	607 600

5.11 A tentative breakdown of the projected travel programme under item (ii) above for the Headquarters departments and offices (\$185 000) follows:

(a) *Economic and social programmes (\$120 000)*

The activities envisaged include: gathering of data in the economic and social fields; programme co-ordination with regional economic commissions and other international organizations; technical assistance planning and co-ordination; planning and co-ordination in the statistical field; consultations on problems of economic development and planning; planning and co-ordination for industrial development; consultations on problems of utilization of natural resources; planning of the *World Economic Survey*; preparation of the *Report on the World Social Situation*; programming in the field of housing and town planning; planning and co-ordination in the field of public administration; economic and social activities in the Middle East; and other purposes related to the responsibilities and activities of the Department of Economic and Social Affairs. The related travel and subsistence costs may be tentatively distributed between the various units as follows:

	\$
Office of the Under-Secretary	10 000
Bureau of Technical Assistance Operations .	13 000
Statistical Office	8 000
Bureau of General Economic Research and Policies	7 000
Centre for Industrial Development	35 000
Fiscal and Financial Branch	1 000
Resources and Transport Division	7 000
Division for Public Administration	5 000
Bureau of Social Affairs	15 000
Secretariat of the Economic and Social Council	4 000
Economic and Social Office, Beirut	7 500
Representation of the United Nations at meetings of specialized agencies, intergovernmental and non-governmental organizations	7 500
	120 000

(b) *Recruitment, including recruitment of technical assistance experts, and examinations prior to recruitment (\$10 000)*

(c) *Inspection of missions and overseas offices (\$6 000)*

(d) *Internal audit (\$7 000)*

(e) *Cost-of-living surveys (\$800)*

(f) *Secretariat of the Joint Staff Pension Board (\$700)*

(g) *Servicing of the Investments Committee; servicing of and representation at meetings of the Administrative Committee on Co-ordination and its subsidiary bodies, the International Civil Service Advisory Board and other inter-agency consultative and co-ordinating meetings (\$7 500)*

(h) *Conference Services, including the Library, and General Services (\$6 000)*

(i) *Public Information activities (\$17 000)*

(j) *Activities in the field of special political affairs, legal affairs, human rights and trusteeship, and activities in connexion with scientific programmes (\$10 000)*

5.12 The estimate under item (iii) above for the Geneva Office (\$51 200) consists of the following:

	\$
General services	14 000
Information Services	2 500
Division of Narcotic Drugs	5 000
Office of Social Affairs	3 200
Internal Audit Service	6 000
Technical Assistance Recruitment Services	18 000
Joint Secretariat of Permanent Central Opium Board and Drug Supervisory Body	2 500

5.13 The estimate under item (iv) above for the information centres (\$25 000) is maintained at the level approved for 1964.

5.14 The estimate under item (v) above for the regional economic commissions is distributed as follows:

	\$
Economic Commission for Europe	30 000
Economic Commission for Asia and the Far East	100 000
Economic Commission for Latin America	76 400
Economic Commission for Africa	100 000

5.15 The estimate for the Economic Commission for Europe is \$2 400 above the 1964 approved level. The additional amount would allow for the increasing scope of co-ordination with the other regional commissions and with Headquarters on projects of a global nature.

5.16 The estimate for the Economic Commission for Asia and the Far East shows an increase of \$23 600

as compared with the amount authorized for 1964. This increase reflects the growth in the activities of the secretariat of the Commission; the increasing need for more frequent consultations and discussions with officials of Member Governments, as well as with professional economists, planners, statisticians and industrialists; the necessity to render more advisory services to various Governments upon request; and the greater degree of co-ordination between the Commission and other units concerned with technical assistance programmes and projects. An amount of \$9 000 is included in the estimate to cover the travel requirements of the Mekong Office.

5.17 The estimate for the Economic Commission for Latin America is maintained at the same level of 1964.

5.18 The estimate for the Economic Commission for Africa (\$100 000) shows a decrease of \$18 900 as compared with the amount authorized for 1964.

CHAPTER III

Travel of staff and dependants on home leave

<i>leave</i>	\$1 140 000
1964:	1 141 800
1963:	1 084 055

5.19 The estimate under this chapter is based on current travel rates and on presently authorized modes and standards of accommodation. Actual entitlements for 1965, compared with 1964, are as follows:

	Staff members		Dependants	
	1965	1964	1965	1964
Headquarters departments and offices	555	571	874	897
Geneva Office	239	262	304	333
Information centres	16	8	37	15
Economic Commission for Asia and the Far East	33	44	76	52
Economic Commission for Latin America	34	34	85	82
Economic Commission for Africa	48	44	107	111
	<u>925</u>	<u>963</u>	<u>1 483</u>	<u>1 490</u>

5.20 On the basis of total entitlements as shown above, the requirements under this chapter would amount to approximately \$1 431 400; the lower amount

requested takes account of possible deferments and turnover of staff in all offices of the secretariat.

Section 6. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations; Hospitality

\$125 000

(1964: \$105 000

1963: \$106 315)

Table 6-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
I. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations	\$ 80 000	\$ 70 000	\$ 63 733
II. Payments to other members of the Secretariat for official hospitality	30 000	25 000	22 438
III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries	15 000	10 000	15 144
TOTAL, section 6	<u>125 000</u>	<u>105 000</u>	<u>106 315</u>

CHAPTER I

<i>Payments under annex I, paragraphs 2 and 3, of the Staff Regulations</i>	\$80 000
1964:	70 000
1963:	68 733

6.1 Under annex 1, paragraphs 2 and 3, of the Staff Regulations, the Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries and Directors "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". Since 1959 an annual provision of \$70 000 has been made for this purpose. By 1964 the number of such posts had increased by thirteen and some further increase is proposed for 1965. In recognition of this fact an additional provision of \$10 000 is requested.

CHAPTER II

<i>Payments to other members of the Secretariat for official hospitality</i>	\$30 000
1964:	25 000
1963:	22 438

6.2 The estimate under this chapter covers the reimbursement to members of the Secretariat who do not receive payments under chapter I of necessary hospitality expenditures incurred in the interest of the Organization in the course of the performance of official duties. The amount requested takes into account the requirements of all departments and offices at Headquarters, the Geneva Office, including the secretariat of the Permanent Central Opium Board and the Drug Supervisory Body, the secretariats of the regional economic commissions, and the information centres. The credit under this chapter has been held at the level of \$25 000 since 1959. Subsequently the Economic Commission for Africa and its three sub-regional offices have come into being and by 1965 the number of information centres will have increased from twenty-seven to forty-eight.

There has also been a significant rise in costs in almost all localities. Recent payments within the total amount approved have been insufficient to cover even the minimum cost of essential hospitality activities. In the circumstances, an increase of \$5 000 is proposed for 1965.

CHAPTER III

<i>Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries .</i>	\$15 000
1964:	10 000
1963:	15 144
 <i>(i) General Assembly functions</i>	 \$5 000
1964:	5 000
1963:	5 352

6.3 The provision requested under this heading is intended to cover the costs of the annual General Assembly reception and of the weekly luncheons attended by the President of the General Assembly and the Chairmen and Secretaries of the Main Committees for co-ordination and planning of the work of the Assembly.

<i>(ii) Functions honouring Chiefs of State and visiting dignitaries</i>	\$10 000
1964:	5 000
1963:	9 792

6.4 In accordance with the current procedure, the Organization bears the costs of relatively large and formal functions of a strictly protocol character, typically involving receptions or dinners in honour of visiting Chiefs of State or visiting dignitaries. The costs of other similar, though normally smaller, protocol functions are shared equally between the Organization and the Secretary-General. In the light of recent experience of the growing number of functions that are required, the estimate under this heading for 1965 shows an increase of \$5 000 in the amount provided for 1964.

PART III

PREMISES, EQUIPMENT, SUPPLIES AND SERVICES

Section 7. Buildings and improvements to premises

\$4 834 200 (1964: \$7 458 970 1963: \$4 271 857)

7.1 The estimates in this section cover the acquisition, improvement or major maintenance of United Nations premises and facilities at New York, Geneva and Santiago, Chile.

7.2 In the light of a report by the Secretary-General to the General Assembly at its eighteenth session on the alteration, improvement and major maintenance of the Palais des Nations in Geneva,^{1/} the Fifth Committee, at its 1043rd meeting held on 18 November 1963, agreed^{2/} that the Advisory Committee on Administrative and Budgetary Questions should be requested to undertake during the early part of 1964 a comprehensive examination of all relevant factors governing (a) the possible further expansion of existing conference facilities at the Palais, and (b) the question

of a programme of major rehabilitation of the premise and to report its conclusions to the General Assembly at its nineteenth session. At its 1050th meeting, held on 2 December 1963, the Fifth Committee recommended^{3/} that a similar procedure be followed in the case of the proposals contained in the architectural and engineering survey on the expansion of the Headquarters buildings in New York, attached to the relevant report of the Secretary-General.^{4/} Revised estimates for this section will be submitted for 1965 or future years, as necessary, in the light of the recommendations of the Advisory Committee.

7.3 Table 7-1 below provides a comparison, by chapter total, between the 1965 estimates, the 1964 appropriations, and expenditures in 1963:

Table 7-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Amortization of the Headquarters construction loan	2 500 000	2 500 000	2 500 000
II. Transfer of assets of the League of Nations to the United Nations	649 500	649 500	649 466
III. United Nations building in Santiago, Chile .	584 000	500 000	382 500
IV. Alteration, improvement and major maintenance of premises and facilities at Headquarters, New York, and Geneva ...	1 100 700	3 469 470	399 891
— Reimbursement to the World Health Organization for its investment in the Palais des Nations	—	340 000	340 000
TOTAL, section 7	<u>4 834 200</u>	<u>7 458 970</u>	<u>4 271 857</u>

CHAPTER I

<i>Amortization of the Headquarters construction loan.</i>	\$2 500 000
1964:	2 500 000
1963:	2 500 000

7.4 This estimate relates to the fifteenth annual instalment towards the amortization of the Headquarters construction loan of \$65 million as approved by the General Assembly in resolution 242 (III) of 18 November 1948.

7.5 After this payment, an amount of \$35 million will remain to be liquidated in accordance with the following schedule of annual instalments:

Year	Annual instalments \$
1966-1975	2 500 000
1976-1981	1 500 000
1982	1 000 000

^{1/} Official Records of the General Assembly, Eighteenth Session, Annexes, agenda item 53, A/C.5/982.

^{2/} *Ibid.*, A/5681, para. 79.

CHAPTER II

<i>Transfer of assets of the League of Nations to the United Nations</i>	\$649 500
1964:	649 500
1963:	649 466

7.6 This estimate relates to the final annual instalment, in terms of paragraph 1 (a) of General Assembly resolution 250 (III) of 11 December 1948, towards the acquisition by the United Nations of the permanent capital assets of the League of Nations, involving a total payment during the period 1951 to 1965 of \$9 741 994.

CHAPTER III

<i>United Nations building in Santiago, Chile</i>	\$584 000
1964:	500 000
1963:	382 500

^{3/} *Ibid.*, para. 92.

^{4/} *Ibid.*, A/C.5/993.

7.7 In terms of General Assembly resolutions 1273 (XIII) of 14 November 1958 and 1407 (XIV) of 1 December 1959, the Secretary-General was authorized to proceed, at a total cost of \$1 550 000, with the preparation of plans for, and the construction of, a United Nations building in Santiago, Chile, to accommodate the secretariat of the Economic Commission for Latin America and the local offices of the United Nations and the specialized agencies. Of this total amount, \$20 000 was included in the budget for 1959 and the balance in four annual instalments of \$382 500 in the budgets for the next four years. In reports^{5/} to the General Assembly at its seventeenth and eighteenth sessions, the Secretary-General indicated that, as a result of a number of developments in 1962 and 1963, the amount of \$1 550 000 initially approved would no longer suffice. The additional requirements were estimated at \$1 084 000. In the light of this information, the Secretary-General was authorized^{6/} to proceed with the construction of the building at this estimated additional cost. An amount of \$500 000 was appropriated for 1964 for work to be performed during that year, it being understood that the balance of the funds required, within the limit of a further \$584 000, would be included in the initial estimates for 1965. The actual amount of this final appropriation would be determined on the basis of a review by the General Assembly at its nineteenth session of the circumstances then prevailing, including the results of the gift programme, which it was hoped would continue to be vigorously promoted. A detailed progress report will be submitted in due course. In the meantime, the estimate under this chapter covers the balance of the requirements up to the maximum amount of \$584 000 authorized by the General Assembly.

7.8 The construction of the building commenced in 1963 and is expected to be ready for occupation in the course of 1966. With the approval of the General Assembly the unexpended balances of the annual appropriations since 1960 have been transferred to a special Santiago building fund account in order to remain available to meet the authorized expenditures as they arose. It is proposed that the same procedure be approved for any unexpended balance of the appropriation for 1965.

CHAPTER IV

<i>Alteration, improvement and major maintenance of premises and facilities at Headquarters, New York and at Geneva</i>	\$1 100 700
1964:	3 469 470
1963:	399 891

(1) *Headquarters, New York* \$ 322 500

(a) *Alteration and improvement of premises and facilities (\$293 000)*

7.9 At its eighteenth session, the General Assembly appropriated \$1 940 470 for the expansion and improvement of meeting room facilities. Of this amount, \$1 873 370 related to seating facilities, \$40 700 to the

installation in the Plenary Hall of a mechanical voting system and \$26 400 to the initial preparation of two other rooms for the introduction of such a system. In addition, the Secretary-General was authorized,^{2/} subject to the concurrence of the Advisory Committee on Administrative and Budgetary Questions before the relevant contract was signed, to enter into commitments not exceeding \$1 193 000 for the development of the basement area of the General Assembly to provide office space and production facilities for the visual services of the Office of Public Information. Of this amount, \$900 000 was appropriated for that portion of the work which was to be undertaken in 1964.

7.10 The expansion of the seating facilities in the meeting rooms and the mechanical voting system installations will be completed in 1964 prior to the nineteenth session of the General Assembly. The project for the development of the basement area of the General Assembly building will extend into 1965. An estimate of \$293 000 is included under this chapter to cover the balance of the requirements for this purpose. Any unspent balance of the appropriation for 1964 will need to be reappropriated for 1965. A detailed progress report will be submitted to the General Assembly at its nineteenth session.

(b) *Major maintenance (\$29 500)*

7.11 A provision of \$21 000 is requested for the continuation of the programme of replacement of worn carpeting in the General Assembly and Conference buildings and in certain areas of the Secretariat building.

7.12 In 1958 the General Assembly decided against the adoption of a proposal whereby all carpeting throughout the Headquarters building would be replaced over a number of years at a total estimated cost of \$463 000. Under the present procedure provision is made each year for replacement only in those areas in which deterioration has been most severe. Expenditures for this purpose during the period 1961 to 1963 were \$41 614, \$9 933, and \$21 528 respectively; the amount approved for 1964 was \$12 000.

7.13 Also included under the present heading is an estimate in the amount of \$8 500 for the replacement of the linings and the repair of the drapes in the Security Council and Economic and Social Council Chambers.

(2) *Geneva* \$778 200

(a) *Alteration and improvement of premises and facilities (\$708 200)*

(i) *Financing of programme of modernization of the Palais des Nations completed in 1962 (\$311 000)*

7.14 In terms of resolutions 1101 (XI) of 27 February 1957, 1447 (XIV) of 5 December 1959 and 1737 (XVI) of 20 December 1961, the General Assembly authorized a programme of modernization of the Palais des Nations at a total cost of \$2 081 000. The financing arrangements included the acceptance of an interest-free loan of 4 million Swiss francs (approximately \$926 000) from the Swiss Federal Council.

^{5/} Official Records of the General Assembly, Seventeenth Session, Annexes, agenda item 62, A/C.5/923 and Add.1; Eighteenth Session, Annexes, agenda item 58, A/C.5/990.

^{6/} *Ibid.*, Eighteenth Session, Annexes, agenda item 58, A/5681, para. 73.

^{2/} *Ibid.*, para. 86.

7.15 The following schedule of annual budget instalments for the repayment of the loan and the financing of additional expenditures was decided upon:

	\$
1957-1960	121 000
1961	202 000
1962	331 000
1963	131 000
1964-1966	311 000

7.16 Accordingly, a provision of \$311 000 is requested for the payment in 1965 of the ninth annual instalment. The tenth and final instalment in the same amount will be included in the budget estimates for 1966.

(ii) *Installation of a new telephone exchange at the Palais des Nations (\$397 200)*

7.17 At its seventeenth session the General Assembly, on the recommendation^{8/} of the Fifth Committee, approved the replacement, with an increased capacity, of the central telephone exchange at the Palais des Nations at a total cost over a period of years of \$495 000 estimated at current cost and wage levels. An initial amount of \$33 000 was appropriated for 1964 to cover part of the cost of construction of the necessary premises. Of the balance, it was expected that \$386 600 would be required for 1965, \$70 200 during the period 1966 to 1974 and \$5 200 in 1975. The sum of \$386 600 for 1965 would cover the balance of the construction costs, the cost of the new equipment and its installation, as well as normal maintenance costs payable to the Swiss PTT as from the time the new exchange begins to function. The estimates during the period 1966 to 1975 would also relate to normal maintenance costs payable to the Swiss authorities.

7.18 As a result of continuously rising wage rates in the area, it has been necessary to increase the estimated costs for 1964 and 1965 from a total of \$419 600 to \$507 400 as follows:

^{8/} Official Records of the General Assembly, Seventeenth Session, Annexes, agenda item 62, A/5391, para. 51.

	Original \$	Revised \$
Construction	50 000	60 000
New equipment and related installations	367 000	404 200
Contingency provision (10 per cent of \$404 200)	-	40 000
Maintenance payments to Swiss authorities in 1965 ..	2 600	3 200
	<u>419 600</u>	<u>507 400</u>

Maintenance payments during the period 1966 to 1975 will necessarily depend on the rates prevailing at the time.

7.19 In order to reduce additional commitments as a result of rising costs, it was found advisable to commence excavation and construction at an earlier date than originally scheduled. Accordingly, the total costs in the amount of \$507 400 during the period up to the end of 1965, may now be expected to be distributed as follows: \$10 000 in 1963, \$97 000 in 1964 and \$400 400 in 1965. Of the latter amount, \$397 200 is included under the present section to cover the costs of construction, equipment and the installation of equipment. The balance of \$3 200, which relates to maintenance costs, has been included under section 9. The 1963 expenditures have been met from within the total appropriations for buildings projects. For 1964 an amount of \$64 000 is required over the appropriation of \$33 000. Of this additional amount, \$7 000 will be met from savings in existing authorizations for major maintenance. The Advisory Committee on Administrative and Budgetary Questions has agreed that the balance of \$57 000 be treated as an unforeseen and extraordinary expense to be included in the supplementary estimates for 1964.

(b) *Major maintenance (\$70 000)*

7.20 At its eighteenth session, the General Assembly appropriated \$115 000 for 1964 for the implementation of the first phase of a programme of reconditioning of the roofing of the Palais des Nations. The total cost of the project was estimated at \$220 000, to be spread over a period of three years. An estimate of \$70 000 is included to meet the costs of the 1965 portion of the programme.

Section 8. Permanent equipment

\$574 600

(1964: \$528 200

1963: \$511 746)

8.1 This section provides for the acquisition and replacement of furniture and equipment at all offices of the United Nations other than the International Court of Justice and the special missions; the latter requirements are covered under sections 21 and 18, respectively. The estimates are based on a costed programme covering the specific items proposed for each office.

This programme will be reviewed prior to actual purchase in 1965 to ensure that it continues to reflect essential needs.

8.2 Table 8-1 below provides a comparison of the 1965 estimates, by chapter total, with the corresponding appropriations for 1964 and actual expenditures in 1963:

Table 8-1

Chapter	1965 estimates \$	1964 appropriations \$	1963 expenses \$
I. Furniture and fixtures	131 500	152 700	135 346
II. Office equipment	207 800	181 860	148 768
III. Internal reproduction equipment	66 600	35 110	87 337
IV. Telecommunications equipment	83 600	91 060	71 515
V. Transportation equipment	29 800	39 800	31 099
VI. Other equipment	55 300	27 670	37 881
TOTAL, section 8	<u>574 600</u>	<u>528 200</u>	<u>511 746</u>
Income from sale of equipment	32 460	29 650	38 716

8.3 The estimates show an increase of \$46 400 over the appropriations for 1964. This increase, as distributed between the various offices, is given in table 8-2 below:

Table 8-2

Office	Increase (or decrease) in 1965 estimates compared with 1964 appropriations
	\$
Headquarters	49 130
Geneva (including the Economic Commission for Europe)	23 900
Information centres	(3 800)
Economic Commission for Africa	(1 520)
Economic Commission for Asia and the Far East	(44 570)
Economic Commission for Latin America	20 000
Economic and Social Office in Beirut	3 260
TOTAL	46 400

8.4 A comparison, by office and by chapter, of the 1965 estimates and the 1964 appropriations is provided in table 8-3 which follows:

Table 8-3

Chapter	Headquarters	Geneva	Information centres	ECA	ECAFE	ECLA	Beirut Office	Total 1965 estimates	1964 appropriation	Increase in 1965 estimate over 1964 appropriation
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
I. Furniture and fixtures . .	65 870	31 100	7 000	6 180	4 180	15 510	1 660	131 500	152 700	(21 200)
II. Office equipment	139 110	26 700	5 400	9 100	8 390	17 000	1 600	207 800	181 860	25 940
III. Internal reproduction equipment	35 300	9 350	6 600	10 800	1 300	3 250	-	66 600	35 110	31 490
IV. Telecommunication equipment	60 750	8 450	4 400	10 000	-	-	-	83 600	91 060	(7 460)
V. Transportation equipment	6 900	6 500	8 000	2 400	6 000	-	-	29 800	39 800	(10 000)
VI. Other equipment	22 230	15 000	8 600	3 000	1 530	4 940	-	55 300	27 670	27 630
TOTAL	330 160	97 100	40 000	41 480	21 900	40 700	3 260	574 600	528 200	46 400
Income from sale of permanent equipment	21 700	2 100	3 400	500	960	3 800	-	32 460	29 650	2 810

8.5 A further summary distinguishing between costs for acquisition and for replacement at all offices is given in table 8-4 at the end of this section.

8.6 The estimates represent the minimum requirements of the various offices for the replacement of unserviceable or obsolete items of equipment, as well as for the acquisition of additional items to meet essential needs arising from increases in staff and activities.

8.7 In the case of Headquarters and the Geneva Office, the greater part of the respective estimates is devoted to replacement programmes. Reductions made by the General Assembly in the Secretary-General's estimates under this section during the past few years have made it difficult for these offices to implement a satisfactory annual replacement programme and this in turn has resulted in an increasing accumulation of unserviceable or inefficient items of furniture and equipment. This situation, if allowed to continue, would not only lead to heavy and uneconomical expenditures on repairs, but also prove to be detrimental to the efficient functioning of the Secretariat. The acquisition programme at these two offices cover minimum needs for additional furniture and equipment for the new

staff and activities provided for in the present budget estimates.

8.8 The estimates for the information centres relate to the requirements of forty-eight offices. The major part of these estimates covers the replacement of equipment at the older centres which in most cases was purchased more than twelve years ago.

8.9 The estimates for the Economic Commission for Africa relate almost entirely to the acquisition of additional furniture and equipment in the light of the further development of the Commission as well as the establishment of the sub-regional offices in Lusaka (Northern Rhodesia), Niamey (Niger), Tangier (Morocco) and central Africa.

8.10 The estimates for the Economic Commissions for Asia and the Far East and for Latin America contain a larger provision for replacement than for acquisition programmes. In the case of the latter Commission, the estimates provide for the normal requirements of the offices at Santiago and Mexico. They do not, however, include any additional provision in connexion with the Commission's move to the new building in Santiago; any such requirements will be submitted

to the General Assembly at its twentieth session, either as supplementary estimates for that year or as part of the 1966 budget estimates, depending on the progress made in the completion of the building.

8.11 In previous years the cost of the acquisition of furniture and equipment for the Economic and Social Office in Beirut was met from the credits available to Headquarters. In view of the expansion in the size and activities of the Office, it is considered appropriate henceforth to make separate provision for it under this chapter.

CHAPTER I

<i>Furniture and fixtures</i>	<i>\$131 500</i>
1964:	152 700
1963:	135 346

8.12 Of the estimate of \$65 870 for Headquarters, \$43 010 relates to the replacement, and \$22 860 to the acquisition programme. Major items in the replacement programme include file cabinets, chairs of different types, costumers, book cases and tables, which were acquired in 1946 and 1947 and are now practically beyond repair. The estimates for the acquisition programme cover additional requirements for similar items of furniture, keeping in view the new posts requested and the normal vacancy factor.

8.13 The requirements of the Geneva Office amount to \$31 100, of which \$18 700 will be devoted to the replacement of such items as chairs, tables, book cases and draperies, and the balance to the acquisition of a small stock of similar items.

8.14 The major part of the estimates in respect of the information centres relates to replacement items. In the case of the Economic Commissions for Africa, Asia and the Far East, and Latin America, the requirements mainly cover the acquisition of office furniture for new staff and consultants, as well as for experts provided under the expanded programme of technical assistance.

8.15 The estimate for the Economic and Social Office in Beirut relates to the purchase of additional furniture for the new staff and experts who will be assigned to that office in 1965.

CHAPTER II

<i>Office equipment</i>	<i>\$207 800</i>
1964:	181 860
1963:	148 768

8.16 Of the estimate of \$139 110 for Headquarters, \$123 950 relates to the replacement of old and unserviceable office equipment which is not only uneconomical to maintain, but is causing interruptions in work as a result of frequent breakdowns. The requirements include 75 electric and 175 manual typewriters, 10 adding machines, 15 calculators, 76 dictating machines, 8 tape recorders, 2 photo-copying machines, 1 postage meter, and other minor equipment, including such items as time-stamps and letter openers.

8.17 The estimate for the acquisition of new office equipment at Headquarters (\$15 160) covers additional needs already existing, as well as those foreseen, including 8 electric, 15 manual, and 4 portable typewriters; 3 adding machines; 5 calculators; 6 dictating machines; 1 tape recorder; and 1 microfilm reader.

8.18 The estimate for Geneva (\$26 700) comprises \$15 700 for the replacement of old and unserviceable equipment (45 electric typewriters and 7 calculators) and \$11 000 for the acquisition of additional items (6 electric and 2 manual typewriters; 12 dictating machines; 1 addressograph machine; 25 electric fans; and 25 electric radiators).

8.19 The greater part of the estimates for the information centres, the Economic Commission for Asia and the Far East, and the Economic Commission for Latin America is devoted to replacement of unserviceable office equipment, while the major part of the estimate for the Economic Commission for Africa provides for the acquisition of additional office equipment.

8.20 The estimate for the Economic and Social Office in Beirut relates to acquisition of additional office equipment.

CHAPTER III

<i>Internal reproduction equipment.</i>	<i>\$66 600</i>
1964:	35 110
1963:	87 337

8.21 The provision for Headquarters (\$35 300) represents the major part of the estimates under this chapter. Of this amount, \$30 060 is required for the normal replacement of internal reproduction machines and related accessories. These include: \$13 600 for two cold-type composition and reproducing machines, purchased in 1955-1956; \$1 150 for one proportional-spacing typewriter which is more than fifteen years old and can no longer be maintained in good operating condition, and one multigraph/vari-type fount, which is in a worn out and defective condition; \$5 400 for four electric mimeograph machines and four electric spirit duplicators, all of which are beyond repair; \$6 500 for one folding machine, purchased in 1952; \$2,960 for one addressograph machine, purchased in 1946; and \$450 for other minor accessories. The provision of \$5 240 for the acquisition programme covers a variety of tools and accessories required in the Reproduction, Printing and Distribution Sections for increased efficiency and improved quality of work.

8.22 The estimate for Geneva (\$9 350) includes \$8 650 for the replacement of one light off-set press and one photo enlarger, as well as \$700 for acquisition of two duplicator machines.

8.23 The estimates for the information centres (\$6 600), the Economic Commission for Asia and the Far East (\$1 300) and the Economic Commission for Latin America (\$3 250) provide, in most part, for the replacement of old and unserviceable equipment for internal reproduction.

8.24 Of the estimate of \$10 800 for the Economic Commission for Africa, an amount of \$9 600 is intended for the acquisition of additional equipment with a view to enlarging and improving the existing internal reproduction capacity to meet the increasing needs of the Commission. This additional equipment would consist of a cold-type composing machine, a collating machine, a heavy duty stitcher, a large size paper cutter, a binding and padding machine, and a photo off-set machine. It is expected that the resultant expansion in internal reproduction capacity would minimize the increase in the external printing costs of the Commission in subsequent years.

CHAPTER IV

<i>Telecommunications equipment</i>	<i>\$83 600</i>
1964:	91 060
1963:	71 515

8.25 The estimate for Headquarters (\$60 750) includes: \$16 600 to cover conference requirements; \$5 000 for the United Nations radio network stations at Addis Ababa and Bangkok; and \$39 150 for different types of equipment required by the Office of Public Information. The estimate in respect of conference requirements includes \$12 100 for the replacement of old and inefficient items of equipment, such as ear-phones, loud speakers and tape recorders; and \$4 500 for the acquisition of four tape recorders and other miscellaneous items. The need for recorders has arisen as a result of the replacement of disc recording of the proceedings of meetings, by tape recording. These recorders will be used in the archives to play back, as well as reproduce, tapes for the use of delegations and the Secretariat. The estimate in respect of the United Nations radio network provides for the replacement by more efficient equipment of the transmitting and receiving antennae presently used at the stations in Addis Ababa and Bangkok. The major part of the estimate for the Office of Public Information relates to the replacement of inefficient or obsolete equipment used for television, radio and photography (\$25 420), which is from ten to fifteen years old, and the rest to the acquisition of additional equipment required in these fields (\$13 730).

8.26 The estimate for Geneva (\$8 450) covers, for the greater part, the acquisition of additional equipment required for the servicing of meetings.

8.27 For the information centres, the request consists of \$2 800 for the replacement and \$1 600 for the acquisition of additional items of radio and photographic equipment. The estimate for the Economic Commission for Africa (\$10 000) provides for the acquisition of two additional portable sets of interpretation equipment—one for Addis Ababa and the other for use at the sub-regional office in Tangier.

CHAPTER V

<i>Transportation equipment</i>	<i>\$29 800</i>
1964:	39 800
1963:	31 099

8.28 Of the total estimate, \$19 900 relates to the replacement of vehicles which are more than four years old and the continued use of which would be neither economical nor in the interests of efficiency. These include: three light trucks at Headquarters, one

car at the Geneva Office, two cars at the information centres, and two cars at the Economic Commission for Asia and the Far East. The balance (\$9 900) relates to the acquisition of the following additional vehicles: one light truck at Geneva, two cars at newly-opened information centres, and one car at the Economic Commission for Africa.

CHAPTER VI

<i>Other equipment</i>	<i>\$55 300</i>
1964:	27 670
1963:	37 681

8.29 This estimate covers miscellaneous items of equipment not contained in the previous chapters, including those required for the new electronic computer system to be installed in December 1964; build-ings and garden maintenance; fire prevention; safety and security, etc. The estimate comprises \$22 230 for Headquarters, \$15 000 for the Geneva Office, \$8 600 for the information centres, \$3 000 for the Economic Commission for Africa, \$1 530 for the Economic Commission for Asia and the Far East and \$4 940 for the Economic Commission for Latin America.

8.30 The estimate for Headquarters includes a provision of \$8 260 for the purchase of magnetic tapes, forms handling equipment and other miscellaneous equipment required for the operation of the new electronic computer system. It also includes a provision of \$6 500 for the installation of a communications system, consisting of two-way radio equipment and portable transceivers, as well as a closed-circuit video system for maintaining security surveillance over certain unguarded corridors and passages in the building. This installation was recommended in 1963 by the Administrative Management Service attached to the Office of the Controller after a study to determine the most economical means of improving and tightening the existing security measures in the Headquarters building. The Secretary-General included an estimate for this purpose in his supplementary estimates ^{1/} for 1963. However, no additional appropriation was made for that year, in accordance with a recommendation by the Advisory Committee on Administrative and Budgetary Questions ^{2/} to the effect that the expenditure in question should be postponed on the grounds that it could not be regarded as falling under the definition of an "unforeseen" expenses in 1963.

^{1/} Official Records of the General Assembly, Eighteenth Session, Annexes, agenda item 57, document A/5525.

^{2/} Official Records of the General Assembly, Eighteenth Session, Annexes, agenda item 57, document A/5558.

Table 8-4. Permanent equipment: acquisition and replacement estimates for 1965

(in US dollars)

Chapter	Headquarters		Geneva		Information centres		ECA		ECAFE		ECLA		Beirut Office		Total		Total acquisition and replacement
	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	Acq.	Repl.	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
I. Furniture and fixtures . . .	22 860	43 010	12 400	18 700	2 000	5 000	6 180	-	3 180	1 000	8 220	7 280	1 660	-	56 510	74 990	131 500
II. Office equipment	15 160	123 950	11 000	15 700	2 000	3 400	5 850	3 250	4 370	4 520	5 830	11 170	1 600	-	45 810	161 990	207 800
III. Internal reproduction equipment	5 240	30 060	700	8 650	2 200	4 400	9 600	1 200	-	1 300	250	3 000	-	-	17 990	48 610	66 600
IV. Telecommunications equipment	18 230	42 520	8 200	250	1 600	2 800	10 000	-	-	-	-	-	-	-	38 030	45 570	83 600
V. Transportation equipment .	-	6 900	3 500	3 000	4 000	4 000	2 400	-	-	6 000	-	-	-	-	9 900	19 900	29 800
VI. Other equipment	18 230	4 000	9 380	5 620	4 000	4 600	3 000	-	1 170	360	3 340	1 600	-	-	39 120	16 180	55 300
TOTAL	79 720	250 440	45 180	51 920	15 800	24 200	37 030	4 450	8 720	13 180	17 650	23 050	3 260	-	207 360	367 240	574 600
Estimate for 1965	330 160		97 100		40 000		41 480		21 900		40 700		3 260		574 600		
Appropriation for 1964	281 030		73 200		43 800		43 000		66 470		20 700		-		528 200		
Increase (or decrease) of 1965 estimates compared with 1964 appropriations	49 130		23 900		(3 800)		(1 520)		(44 570)		20 000		3 260		46 400		

Section 9. Maintenance, operation and rental of premises

\$3 855 800 (1964: \$3 593 500^{1/} 1963: \$3 628 920^{2/})

9.1 The estimates under this section cover the requirements for the maintenance, operation and rental of premises at Headquarters (including the Economic and Social Office in Beirut), Geneva, the information centres and the regional economic commissions.

9.2 Table 9-1 below provides a comparison, by chapter total, between the estimates for 1965, the appropriations for 1964 and the actual expenditures for 1963.

Table 9-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Contractual services	2 148 000	2 008 500 ^{1/3/}	1 970 309 ^{2/3/}
II. Utilities	1 043 000	1 020 000 ^{3/}	1 022 742 ^{3/}
III. Other expenses for maintenance of premises	664 800	565 000 ^{3/}	635 869 ^{3/}
TOTAL	<u>3 855 800</u>	<u>3 593 500^{1/}</u>	<u>3 628 920^{2/}</u>

9.3 For purposes of comparing the 1965 estimates with the level of expenditure for 1963, the latter figure should be adjusted as indicated in table 9-2 below.

Table 9-2

	\$
Actual expenditure in 1963	3 628 920 ^{2/}
Plus: rate and wage increases in 1964.	46 950
Adjusted 1963 total	<u>3 675 870</u>

9.4 In comparison with the adjusted level of 1963 expenditures, the requirements for 1965, estimated at \$3 855 800, show an increase of \$179 930. A distribution of this increase as between the different offices is given in table 9-3 below.

Table 9-3

	\$
Headquarters (including the Economic and Social Affairs Office in Beirut)	59 660
Geneva (including the Economic Commission for Europe)	69 061
Information centres	(30 190)
Economic Commission for Africa	26 675
Economic Commission for Asia and the Far East	14 373
Economic Commission for Latin America	40 351
	<u>179 930</u>

9.5 In order to provide a ready basis for assessing the level of services proposed for 1965, table 9-6 is included at the end of the section showing, by main office location, a comparison between the 1965 estimates and the expenditures incurred during the last full year, 1963, adjusted upward to take into account

subsequent wage and rate increases for certain contractual services and supplies.

9.6 In previous years, all expenses for maintenance, operation and rental of premises for the information centres and the regional economic commissions were included under chapter III. In the interests of uniformity the estimates for these offices are now distributed under the three chapters of the section in the same manner as for Headquarters and Geneva.

9.7 In the following text all comparisons are between the 1965 estimates and the adjusted 1963 level of expenditure, although for information purposes the 1964 appropriations are also shown.

9.8 The level of expenditure under this section is affected not only by rate and wage increases, but also by the continued growth in the activities of the various United Nations offices.

9.9 As will be seen from table 9-6, the 1965 estimates for Headquarters under chapter I (Contractual services) reflect further wage increases which will become effective on 1 January and 1 March 1965. The wages of most contractual personnel are negotiated on an industry-wide basis in New York and those agreed are automatically applied to the United Nations contracts. In chapter III (Other expenses for the maintenance of premises) the estimate for Headquarters is affected by an increase in the rates for rubbish removal, which will come into effect on 1 January 1965, and for the smoke detection inspection which, in accordance with local municipal government regulations, will henceforth need to be carried out on a semi-annual rather than an annual basis.

9.10 The requirements for the Geneva office reflect a higher level of maintenance costs due to the greater use of the Palais as an international conference centre and to the continuation of an intensified programme of general preventive maintenance of the Palais and its grounds, initiated in 1964, including the repainting of offices and corridors both in the Palais and in the adjoining properties on a planned basis over a period of several years.

^{1/} Excludes \$16 500 in respect of custodial workers at ECLA now included in chapter I of section 3.

^{2/} Excludes \$16 200 for reason given in footnote above.

^{3/} Estimated distribution, in respect of information centres and regional economic commissions, all costs of which were included in chapter III in previous years.

9.11 The expansion of office space at the Economic Commission for Asia and the Far East by the addition of a new annex to Sala Santitham, and at the Economic Commission for Latin America by the rental of additional space in Santiago, Mexico City and Washington, have resulted in an increase in the level of the estimates for those offices. Similarly, the opening of the three sub-regional offices in Lusaka, Niamey and Tangier is partly responsible for the higher level of expenditure for the Economic Commission for Africa.

9.12 In respect of the information centres, a lower level of expenditure can be anticipated due to increasing contributions by host Governments, in cash and in kind, towards the operating expenses of the centres located within their borders.

CHAPTER I

Contractual services \$2 148 000
1964: 2 038 500^{1/3}/₁₉₆₃: 2 017 256^{2/3}/₁₉₆₃

9.13 The estimates under this chapter provide for the contractual services required for the maintenance of the buildings and premises.

9.14 The estimate for Headquarters (\$1 949 000) includes electrical maintenance, operation and maintenance of telecommunication equipment for conferences, elevator operation and maintenance, and cleaning services. All these services are undertaken on a contractual basis. The Administrative Management Service of the Controller's Office recently undertook a study of the electrical, telecommunications and cleaning service contracts and endorsed in general the existing arrangements as being the most practical and economical. The higher level of requirements of Headquarters in 1965 is due solely to wage increases referred to above.

9.15 The estimates for Geneva (\$113 000) provide for the maintenance of the Palais and the adjoining parks and gardens, as well as of electrical, heating, ventilation, refrigeration, and other similar equipment. The increase of \$46 841 over the adjusted 1963 expenditure level is due to (a) the intensified programme of general preventive maintenance and repair of the Palais and its grounds which commenced in 1964, including the systematic repainting of the premises on a planned basis over a period of years at an estimated annual cost of \$26 000, and (b) the unusually high contractual cost of certain projects planned for 1965, such as the cleaning of the glass roofing frames, due to the hazards involved.

9.16 The estimate for information centres (\$26 000), which reflects an increase of \$2 000 over the adjusted 1963 expenditure level, provides for a total of forty-eight centres, excluding the information services at Geneva and at the three regional economic commissions.

9.17 The estimate for the Economic Commission for Africa (\$34 000) reflects an increase of \$10 645 over the adjusted 1963 level of expenditure. This is due in part to the need for the painting of offices and corridors as well as certain exterior walls of the secretariat building at an estimated cost of \$5 000. Another factor contributing to the increase is a provision of \$2 000 for reupholstering and repairing the furnishings in the Plenary Hall and conference areas of Africa Hall. The rest of the increase is due to the general increase in the cost of contractual services for elevator maintenance, electrical maintenance, window cleaning and general maintenance supervision.

9.18 In respect of the Economic Commission for Asia and the Far East, the added floor space provided by the new annex to Sala Santitham in Bangkok, accounts for the increase of \$7 732 under this chapter.

9.19 The estimate for the Economic Commission for Latin America reflects an increase of \$4 618. This is accounted for partly by an increase in the office space to be maintained and by a general rise in the cost of such services.

CHAPTER II

Utilities \$1 043 000
1964: 1 020 000³/₁₉₆₃: 1 022 742³/₁₉₆₃

9.20 The estimate for Headquarters, as indicated in table 9-6, shows a decrease of \$1 500 for electricity, an increase of \$5 265 for steam, and a decrease of \$500 for other utilities, as compared with the adjusted 1963 expenditures.

9.21 The increase of \$4 831 for Geneva provides for a higher level of expenditure on electricity, fuel oil and coke in view of the increasing use of the Palais for international conferences.

9.22 The reduction of \$2 000 in the estimate for information centres reflects the increased contributions, in cash and in kind, which host Governments are expected to make towards the operating expenses of the centres.

9.23 The additional requirements of \$5 647 for the Economic Commission for Africa, \$4 524 for the Economic Commission for Asia and the Far East, and \$3 991 for the Economic Commission for Latin America reflect both increased consumption and a general increase in rates.

9.24 As indicated in prior years, it is difficult to forecast accurately the requirements under this chapter, since actual expenditures are dependent upon prevailing climatic conditions which are unpredictable and the extent to which the premises are used.

9.25 For information purposes, the consumption trends at Headquarters and Geneva for certain utilities are given in table 9-4 below.

Table 9-4

	1960	1961	1962	1963
Headquarters				
Electricity (millions of kWh)	27	29	31.4	31.4
Steam (millions of lb)	282	284	309	288
Geneva				
Electricity (millions of kWh)	1.92	1.99	2.37	2.59
Fuel oil (metric tons)	923	950	1 115	1 138
Coal (metric tons)	28	56	75	83

CHAPTER III

<i>Other expenses for maintenance of premises.</i>	<i>\$664 800</i>
1964:	565 000 ^{3/}
1963:	635 869 ^{3/}

9.26 The estimates under this chapter provide, in respect of all offices, for the rental of premises, minor alterations, and for building and maintenance services other than contractual services and utilities.

9.27 The estimate for Headquarters (\$401 300) includes a provision of \$7 900 for the rental and maintenance of premises for the Economic and Social Office in Beirut, and \$1 400 for similar expenses in respect of the Technical Assistance Liaison Office in Washington, D.C. The increase for maintenance supplies of some \$7 300, compared with the 1963 expenditure level, is offset by a decrease of \$6 896 for telecommunications supplies and reflects a rise in the cost of certain supplies, such as those for air conditioning and plumbing, and also additional requirements for the replacement of plants and shrubs damaged by severe extremes of weather in 1962/1963 for which insufficient funds were available in 1963 and 1964. A limited plants replacement programme is being carried out in 1964, but having regard to the present construction work in the basement and conference areas which affects the garden area, a substantial part of the programme will have to be postponed until 1965. The replacement of lawns, shrubs and plants damaged during the construction work is covered under the terms of the relevant contracts. The estimate for Headquarters also covers such services as carpet cleaning, rubbish removal, air filtration, and sprinkler system and smoke detector inspection. With regard to rubbish removal, an annual rate increase of \$5 000 will take effect on 1 January 1965. As in the case of the contractual services provided for under chapter I, the rate increases in this chapter are not controllable. The decrease of \$2 759 for the Economic and Social Office in Beirut, as compared with the 1963 adjusted expenditure, is due to the transfer to section 10 (General expenses) of certain items which may more appropriately be shown under that section.

9.28 The estimate for the Geneva office (\$99 000) provides for supplies for the maintenance of buildings, parks and gardens, technical installations and telecommunications equipment; and for minor alterations to premises. The increase of approximately \$17 300 over the adjusted 1963 expenditure is due mainly to the general rise in the rates for related supplies and services. The estimate for Geneva also includes provision for the continued rental of additional office space outside the Palais des Nations at the same level as 1964 (\$30 000). It may, however, become necessary at a later stage to request an additional provision for outside rental in 1965 in the light of a current examination of the office space problem in the Palais arising from the expanding needs of large conferences, as well as of the units permanently accommodated in the building. The Secretary-General will submit a further report on this matter to the General Assembly at its nineteenth session.

9.29 The estimate of \$54 000 for the information centres represents a decrease of approximately \$30 000 below the adjusted 1963 expenditure. Although the number of centres will increase by 1965 to a total of forty-eight, excluding the four information services located at Geneva and at the regional economic commissions, actual rental costs will diminish by some \$27 000 as compared with the adjusted 1963 expenditure. For the past several years, the Secretary-General has actively pursued a policy of seeking contributions, in cash or in kind, from host Governments towards the local operating expenses of information centres situated in their countries. In view of the special nature of the contributions, it was clear that the crediting of cash contributions to miscellaneous income under the terms of Financial Regulation 7.1 would create inequities and certain technical difficulties, particularly in those cases where the host Government stipulated the use to which such funds should be put. Accordingly, it was considered that such voluntary cash contributions should more appropriately be treated as trust funds under the terms of Financial Regulations 6.6 and 6.7 and be used directly to reduce the operational expenses of the centres concerned. The estimates for the information centres in this chapter, therefore, reflect only those expenses not covered by specific contributions.

9.30 The estimate for the Economic Commission for Africa (\$20 000) represents an increase of approximately \$10 300 over the adjusted 1963 expenditures. The largest single increase pertains to maintenance supplies for the main office in Addis Ababa and for the sub-regional offices at Lusaka (Northern Rhodesia), Niamey (Niger), and Tangier (Morocco). Since 1963 the Commission has experienced some difficulties in respect of office space. A survey is being undertaken in 1964 with the view to achieving the maximum use of the available floor space in Africa Hall. The estimates therefore include provision for the partitioning of large offices and for the conversion into offices of certain corridor areas.

9.31 The estimate of \$14 000 for the Economic Commission for Asia and the Far East represents an increase of approximately \$2 000 over the adjusted 1963 expenditure level. This is attributable mainly to the addition of the new annex to Sala Santitham.

9.32 The estimate for the Economic Commission for Latin America (\$76 500) reflects an increase of approximately \$31 800 over the adjusted 1963 expenditures. Of this amount, a total of approximately \$15 000 is required for additional rental costs. Included in the latter amount is a provision of \$5 000 for the Washington office which for several years had received office space free of charge through the co-operation of the Organization of American States. This arrangement will come to an end in late 1964 or early 1965. At Mexico City \$5 000 is required for the rental of additional office space to accommodate the increasing number of staff as well as technical assistance personnel attached to that office. The estimate for Santiago shows an increase of \$2 290 in the rental costs of the existing office accommodation and \$2 700 for rental of additional office space.

9.33 Table 9-5 below indicates all rentals payable in respect of United Nations premises, where applicable.

Table 9-5

Office location			Estimated total rental in 1965
	\$	\$	\$
Headquarters			-
Geneva			30 000
Economic Commission for Europe			-
Economic Commission for Asia and the Far East			-
Economic Commission for Latin America:			
Santiago	34 160		
Mexico City	14 500		
Montevideo	3 840		
Washington, D.C.	<u>5 900</u>		57 500
Economic Commission for Africa			
(Addis Ababa)			800
Economic and Social Office, Beirut			7 900
Technical Assistance Liaison Office,			
Washington, D.C.			1 400
Information Centres:			
Abidjan ^{a/b/}	-		
Accra ^{b/}	-		
Algiers ^{b/}	-		
Asunción ^{b/}	-		
Athens ^{b/}	4 800		
Baghdad ^{b/}	3 780		
Beirut ^{b/}	2 413		
Belgrade	1 122		
Bogotá	1 620		
Buenos Aires	4 285		
Bujumbura ^{b/}	2 880		
Cairo	700		
Colombo ^{b/}	-		
Copenhagen	1 883		
Dakar ^{b/}	-		
Dar es Salaam ^{b/}	-		
Djakarta ^{b/}	-		
Kabu ¹ ^{b/}	-		
Karachi	3 660		
Katmandu ^{b/}	-		
Khartoum ^{b/}	-		
Lagos ^{a/}	-		
La Paz ^{b/}	-		
Leopoldville ^{a/}	-		
Lima ^{b/}	-		
Lome	-		
London	10 403		
Manila ^{b/}	-		
Mexico City	5 910		
Monrovia ^{b/}	-		
Moscow	5 889		
New Delhi ^{b/}	3 276		
Paris ^{b/}	-		
Port Moresby ^{b/}	-		
Port of Spain ^{b/}	1 411		
Prague	269		
Rabat ^{b/}	-		
Rangoon ^{b/}	-		
Rio de Janeiro	1 000		
Rome	-		
San Salvador ^{b/}	-		
Sydney ^{b/}	2 361		
Tananarive ^{b/}	-		
Teheran ^{b/}	1 680		
Tokyo	7 670		
Tunis ^{b/}	-		
Washington	8 280		
Yaounde ^{a/}	-		
Addis Ababa ^{b/}	-		
Bangkok ^{b/}	-		
Geneva ^{b/}	-		
Santiago ^{b/}	-	75 292	
Deduct:			
(i) Cash contributions from host Government, paid or pledged, and		17 033	
(ii) Additional contributions anticipated on basis of current negotiations		<u>9 259</u>	<u>49 000</u>
			<u>146 600</u>

^{a/} Scheduled to be opened.^{b/} Centre shares common premises with one or more other offices of the United Nations or a specialized agency.

Table 9-6. Maintenance, operation and rental of premises: summary of estimates by office

Table 9-6		Difference between 1963 (column 2) and 1965 (column 4)				Main causes of variations and other remarks
		1963 expenditure (1)	1963 expenditure (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (5)
		\$	\$	\$	\$	\$
HEADQUARTERS						
I. Contractual services						
Electrical maintenance		273 100	280 000	279 755	288 000	1963 adjusted expenditure reflects increase in wages (\$6 900) effective 1 January 1964 1965 estimate includes further wage increases (\$8 000) effective 1 January 1965
Telecommunications operation and maintenance (for conferences)		234 194	242 094	219 610	250 000	1963 adjusted expenditure reflects increase in wages (\$7 900) effective 1 January 1964, 1965 estimates include further wage increases (\$8 100) effective 1 January 1965
Elevator operation and maintenance		384 068	394 218	385 505	406 000	1963 adjusted expenditure reflects increase in wages (\$10 150) effective 1 January and 1 March 1964, 1965 estimate includes further wage increases (\$11 900) effective 1 January and 1 March 1965
Cleaning services		951 783	973 783	971 130	1 005 000	1963 adjusted expenditure reflects increase in wages (\$22 000) effective 1 January 1964, 1965 estimate includes further wage increase (\$31 000) effective 1 January 1965
TOTAL, chapter I		1 843 145	1 890 095	1 856 000	1 949 000	58 905
II. Utilities						
Electricity		491 500	491 500	485 000	490 000	
Steam		349 735	349 735	363 000	355 000	
Other utilities		25 500	25 500	24 000	25 000	
TOTAL, chapter II		866 735	866 735	872 000	870 000	3 265
III. Other expenses for maintenance of premises						
Maintenance supplies		247 608	247 608	250 000	255 000	
Telecommunication supplies (for conferences)		46 896	46 896	38 000	40 000	
Miscellaneous maintenance services		47 554	47 554	45 800	52 000	1965 estimate includes increase of \$5 000 per annum, effective 1 January 1965, for rubbish removal
Minor alterations to premises		35 109	35 109	15 320	30 000	1965 estimate provides for the continuation of the programme of maximum utilization of space for expanding and new activities
Housing accommodation for Secretary-General		14 584	14 584	15 000	15 000	
Sub-total		391 751	391 751	364 120	392 000	249

Rental and maintenance of Technical Assistance Liaison Office, Washington.	1 400	1 400	1 380	1 400	1963 actual expenditure includes approximately \$4 000 for general expenses which from 1 January 1964 is being charged to section 10. 1965 estimate, as compared with the appropriation for 1964 reflects increased rental of office space for increased staff
Rental and maintenance of Economic and Social Office, Beirut	10 659	10 659	4 500	7 900	
Sub-total	12 059	12 059	5 880	9 300	
TOTAL, chapter III	403 810	403 810	370 000	401 300	
TOTAL, HEADQUARTERS, section 9	3 113 690	3 160 640	3 098 000	3 220 300	(2 759) (2 510) 59 660
GENEVA					
I. <i>Contractual services</i>					
Buildings, parks and gardens	44 482	44 482	64 000	80 000	1965 estimate reflects the intensified programme of general preventive maintenance of the Palais and grounds which commenced in 1964
Cleaning services	10 606	10 606	11 000	13 000	
Installation maintenance	11 071	11 071	15 000	20 000	1965 estimate reflects an increase mainly attributable to carrying out on a contractual basis certain hazardous projects, such as the cleaning of the glass roofing frames
TOTAL, chapter I	66 159	66 159	90 000	113 000	
II. <i>Utilities</i>					1965 estimate reflects essential maintenance and repair costs for electrical, heating, refrigeration, elevator and other equipment
Electricity	45 971	45 971	43 000	48 000	
Fuel oil and coke	43 798	43 798	41 000	44 500	
Other utilities	14 400	14 400	13 000	16 500	
TOTAL, chapter II	104 169	104 169	97 000	109 000	4 831
III. <i>Other expenses for maintenance of premises</i>					
Maintenance supplies	34 909	34 909	31 500	40 000	1965 estimate which includes rental for Villa Horngacher and part of Palais Wilson, is maintained at approximately the 1964 level
Telecommunication operation and maintenance	20 149	20 149	21 000	25 000	
Rental of premises	26 553	26 553	27 500	30 000	1965 estimate provides for construction of doors between adjoining offices and partitions inside large offices or areas not originally designed for use as offices
Minor alterations to premises	-	-	-	4 000	
TOTAL, chapter III	81 611	81 611	80 000	99 000	17 389
TOTAL, GENEVA, section 9	251 939	251 939	267 000	321 000	69 061

Table 9-6. Maintenance, operation and rental of premises: summary of estimates by office (continued)

Difference between 1963 (column 2) and 1965 (column 4)					
	1963 expenditure (1)	1963 expenditure (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (5)
INFORMATION CENTRES					
I. Contractual services					
Maintenance of premises	24 000 ^{3/}	24 000 ^{3/}	21 000 ^{3/}	26 000	2 000
II. Utilities					
Electricity	3 000	3 000	1 500	3 000	
Other utilities	9 000	9 000	5 500	7 000	
TOTAL, chapter II	12 000 ^{3/}	12 000 ^{3/}	7 000 ^{3/}	10 000	(2 000)
III. Other expenses for maintenance of premises					
Maintenance supplies	5 190	5 190	3 000	4 000	
Rental of premises	76 000	76 000	47 000	49 000	
Minor alterations to premises	3 000	3 000	2 000	1 000	
TOTAL, chapter III	84 190 ^{3/}	84 190 ^{3/}	52 000 ^{3/}	54 000	(30 190)
TOTAL, INFORMATION CENTRES, section 9	120 190	120 190	80 000	90 000	(30 190)
1965 estimates reflect increased contribution of Governments towards the operational expenses of centres					
ECA					
I. Cont: actual services					
Maintenance of premises	23 355 ^{3/}	23 355 ^{3/}	25 000 ^{3/}	34 000	10 645
1965 estimate reflects general increase in the cost of services provided under annual contracts for window cleaning, elevator maintenance, electrical maintenance, general construction maintenance and supervision; also includes funds for painting of offices, corridors and certain exterior walls of Secretariat building					
II. Utilities					
Electricity	6 000	6 000	6 000	10 000	
Other utilities	14 353	14 353	14 000	16 000	
TOTAL, chapter II	20 353 ^{3/}	20 353 ^{3/}	20 000 ^{3/}	26 000	5 647
1965 estimate includes a provision for expenses at sub-regional offices at Lusaka, Niamey, and Tangier					
III. Other expenses for maintenance of premises					
Maintenance supplies	2 967	2 967	3 000	11 000	
Rental of premises	604	604	800	800	
Minor alterations to premises	6 046	6 046	6 200	8 200	
TOTAL, chapter III	9 617 ^{3/}	9 617 ^{3/}	10 000 ^{3/}	20 000	10 383
TOTAL, ECA, section 9	53 325	53 325	55 000	80 000	26 675
1965 estimate includes a provision for expenses at sub-regional offices at Lusaka, Niamey, and Tangier					

ECAFE					
I. Contractual services					
Maintenance of premises	9 268 ³ / ₄	9 268 ³ / ₄	13 000 ³ / ₄	17 000	7 732
II. Utilities					
Electricity	9 000	9 000	13 000	13 000	
Other utilities	1 476	1 476	2 000	2 000	
TOTAL, chapter II	10 476 ³ / ₄	10 476 ³ / ₄	15 000 ³ / ₄	15 000	4 524
III. Other expenses for maintenance of premises					
Maintenance supplies	11 883	11 883	12 000	13 000	
Minor alterations to premises	-	-	-	1 000	
TOTAL, chapter III	11 883 ³ / ₄	11 883 ³ / ₄	12 000 ³ / ₄	14 000	2 117
TOTAL, ECAFE, section 9	31 627	31 627	40 000	46 000	14 373
ECLA					
I. Contractual services					
Maintenance of premises	4 382 ² / ₃	4 382 ² / ₃	3 500 ¹ / ₃	9 000	4 618
II. Utilities					
Electricity	5 000	5 000	5 000	7 000	
Other utilities	4 009	4 009	4 000	6 000	
TOTAL, chapter II	9 009 ³ / ₄	9 009 ³ / ₄	9 000 ³ / ₄	13 000	3 991
III. Other expenses for maintenance of premises					
Maintenance supplies	10 161	10 161	10 000	14 000	
Rental of premises	34 597	34 597	30 000	57 500	
Minor alterations of premises	-	-	1 000	5 000	
TOTAL, chapter III	44 758 ³ / ₄	44 758 ³ / ₄	41 000 ³ / ₄	76 500	31 742
TOTAL, ECLA, section 9	58 149 ² / ₃	58 149 ² / ₃	53 500 ¹ / ₃	98 500	40 351
GRAND TOTAL, section 9	3 628 920 ² / ₃	3 675 870 ² / ₃	3 593 500 ¹ / ₃	3 855 800	179 930

Additional floor space now available in annex to Sala Santitham has increased over-all requirements for this office

1965 estimate includes a provision of \$1 000 for the Mekong project

1965 estimate provides for new office space for Washington, D.C. (\$5 000); additional space requirements in Mexico City (\$5 000), and in Santiago (\$2 700); existing space in Santiago, Mexico City and Montevideo (\$42 510); and an anticipated rent increase in Santiago (\$2 290)

1965 estimates provides for shelving and partitioning in Santiago (\$3 000) and in Mexico City (\$2 000)

Section 10. General expenses

\$4 806 850 (1964: \$4 004 000^{a/} 1963: \$4 .84 265^{a/})

10.1 This section covers the estimated cost of general supplies and services required for the execution of the work programmes of the Organization at Headquarters (including the Economic and Social Office in Beirut), Geneva, the regional economic commissions, and the information centres.

10.2 Table 10-1 below provides a summary, by chapter total, of the requirements for 1965, as compared with the appropriations for 1964 and the actual expenditures for 1963.

Table 10-1

	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Communications	1 393 900	1 215 000	1 391 941
II. Rental and maintenance of equipment	789 950	391 000	262 241
III. Public information services and supplies .	1 268 900	1 173 000	1 268 114
IV. Other supplies and services	243 700	213 000	236 138
V. Office and internal reproduction supplies .	942 100	867 000	863 789
VI. Library books, supplies, and services . . .	168 300	145 000	162 042
TOTAL, section 10	<u>4 806 850</u>	<u>4 004 000^{a/}</u>	<u>4 184 265^{a/}</u>

^{a/} Excludes items contained in former chapter VII (Study and interne programme) which in the 1965 estimates have been distributed under other sections as follows:

Item	New location	1964 appropriations	1963 expenses
		\$	\$
Editors' roundtable	Section 3, chapter III, item (iv) (Ad Hoc expert groups)	17 000	12 801
Triangular fellowships	Section 12, chapter VII	20 500	27 724
Information assistants	Section 4, chapter VI (Staff training programmes)	10 500	14 174
TOTAL, former chapter VII		<u>48 000</u>	<u>54 699</u>

10.3 The level of the 1965 estimates, as in the case of those appearing under section 9, may best be evaluated by comparison with the actual expenditure record in 1963, adjusted in the following manner:

Table 10-2

	\$
1963 actual expenditure	4 184 265
Plus wage increases in 1964 for telecommuni- cations engineers	15 000
Adjusted 1963 total	<u>4 199 265</u>

10.4 The requirements for 1965, estimated at \$4 806 850, show an increase of \$607 585 in comparison with the adjusted 1963 expenditure level. In table 10-3, which follows, this increase is distributed in summary form between Headquarters and the various overseas offices. A detailed analysis is given at the end of the section in table 10-7 which, in addition to providing comparative data for 1963, 1964 and 1965, indicates the increases and decreases in the amounts requested for 1965, in comparison with the adjusted level of expenditure for 1963, for the different items covered under the various chapters within the section.

Table 10-3. Distribution of net increases or decreases in the 1965 estimates as compared with the 1963 expenditure (adjusted)

Office	Increase or (decrease)
	\$
Headquarters (including the Economic and Social Office in Beirut)	511 268
Geneva (including the Economic Commission for Europe)	32 802
Information centres	4 043
Economic Commission for Africa (including sub-regional offices in Lusaka, Niamey and Tangier)	(6 001)
Economic Commission for Asia and the Far East (including the Mekong Office)	27 888
Economic Commission for Latin America (including the sub-regional offices in Mexico City, Rio de Janeiro and Washington D.C.)	37 585
TOTAL	<u>607 585</u>

10.5 The increase in the level of estimates for Headquarters is attributable in the main to the need to provide for the rental for a full year at a cost of \$486 500, of the computer system for the electronic data processing centre, which will be installed by December 1964. While this results in a significant addition to the total estimate under this chapter, it is offset by the fact that it will no longer be necessary to seek provision under section 3, chapter (III) for the processing by contractual means of commodity trade statistics for which \$180 000 was required in 1964. Furthermore, the existing machine accounting system which has been rented hitherto at an annual cost of some \$52 000, will be discontinued after a transition period of five months in 1965. Other factors contributing to the increased level for Headquarters include: (a) a provision for the rental and maintenance in 1965 of the electrical voting equipment which is being installed in the Plenary Hall in August 1964 on a one-year trial basis, in accordance with the decision of the General Assembly at its eighteenth session;^{1/} and (b) increased requirements for internal reproduction and library material resulting from the growing membership and activities of the Organization. The estimates exclude the costs of the study and interne programme which, in the light of the recommendations of the Advisory Committee on Administrative and Budgetary Questions,^{2/} have now been included under sections 3, 4 and 12.

10.6 At Geneva, the estimates reflect the increased requirements arising from (a) the need to replace the out-moded electric machine accounting system by a more efficient and flexible magnetic ledger card system; (b) a rise in the United Nations contribution to the Joint Medical Service; and (c) the increased number of meetings and conferences being held at the Palais.

^{1/} General Assembly resolution 1957 (XVIII) of 12 December 1963.

^{2/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 7 (A/5507), para. 254.

10.7 Although the number of information centres, excluding those located at Geneva and at the regional economic commissions, will have risen to forty-eight, the estimated level of expenditure for these offices does not show a corresponding growth. This is due to the increased co-operation of the host Governments in making contributions, in cash or in kind, towards the operating expenses of the centres located in their countries.

10.8 The estimate for the Economic Commission for Africa includes the requirements of the three sub-regional offices located at Lusaka (Northern Rhodesia), Niamey (Niger), and Tangier (Morocco) and for the seventh session of the Commission to be held in Nairobi, Kenya.

10.9 The higher level of the estimate for the Economic Commission for Asia and the Far East is due to (a) the need to rent, on a contractual basis, more time on a local computer system for increased statistical and accounting needs; (b) additional needs in connexion with the twenty-first session of the Commission, which is to be held in Wellington, New Zealand; and (c) general increases in the cost of supplies.

10.10 The estimate for the Economic Commission for Latin America includes the requirements for the eleventh session of the Commission to be held in Santo Domingo, in the Dominican Republic.

10.11 The significant factors affecting the level of the estimates for 1965, as compared in all cases with the adjusted expenditure for 1963, are explained in greater detail under the relevant chapter headings.

CHAPTER I

Communications \$1 393 900
1964: 1 215 000
1963: 1 391 941

10.12 The estimates under this chapter provide for expenditure related to cables, telephones, postage, pouches and freight. Table 10-4 below indicates the distribution by office and by type of service:

Table 10-4

Office	Cables	Telephone	Postage	Pouch	Freight	Total
	\$	\$	\$	\$	\$	\$
Headquarters	115 000	328 600	173 000	133 000	48 000	797 600
Geneva (including Economic Commission for Europe) . .	27 000	52 500	55 000	15 000	36 000	185 500
Information centres	23 000	15 000	18 000	32 000	19 000	107 000
Economic Commission for Africa	30 000	22 000	31 000	41 800	20 000	144 800
Economic Commission for Asia and the Far East . . .	5 000	8 000	17 000	6 000	6 000	42 000
Economic Commission for Latin America	39 000	13 000	21 000	17 000	27 000	117 000
TOTAL	239 000	439 100	315 000	244 800	156 000	1 393 900

10.13 At Headquarters, the cable requirements show an increase of \$7 668 as compared with the adjusted 1963 expenditure. Following the study of cable traffic referred to under this chapter in the budget estimates for 1964,^{3/} procedures were established during the latter part of 1963 to obtain from the specialized agencies reimbursement of costs incurred on their

^{3/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 5 (A/5505).

behalf for the relaying, through commercial channels, of cables arriving at New York over the United Nations radio network and destined for other points in North and South America. The sums so recovered are used to defray directly the expenses incurred. On the other hand, payments received from the various agencies for transmission of their cable traffic over the New York/Geneva circuit and the United Nations network continue to be credited to miscellaneous in-

10.16 The estimate for the Geneva Office is maintained at the level of expenditure for 1963. While measures are being taken to restrict the usage of more expensive types of communication, known in-

10.21 Table 10-5 below indicates the rate of use of the main media of communication at Headquarters and at Geneva.

	1961	1962	1963
<i>Headquarters</i>			
Cable traffic (millions of words)			
In	5.7	5.9	6.8
Out	5.1	5.6	7.3
Additional local telephone message units (millions).	2.5	2.5	2.5
Outgoing mail (millions of items)	1.1	1.3	1.2
Outgoing pouches and air cargo shipments			
Number of shipments	10 749	12 050	12 695
Thousands of pounds	206.4	252.2	306.8
Incoming pouches and air cargo shipments			
Number of shipments	3 912	4 700	5 587
Thousands of pounds	82.6	108.9	128.4
<i>Geneva</i>			
Cable traffic (in millions of words)			
In	5.5	8.4	8.8
Out	5.5	8.9	9.9
Local telephone calls (in thousands)	637	672	754
Outgoing pouches			
Number	1 046	1 260	1 517
Thousands of pounds	36.0	44.6	55.3

10.22 The estimates under this chapter relate to the rental, operation and maintenance of all types of equipment and furniture, including electrical account-

10.23 The estimate for Headquarters (\$619 500) reflects an increase of \$485 362 as compared with the 1963 adjusted expenditure. The increase is due to the fact that the 1965 estimates include an amount of

\$486 500 for an electronic computer system to be installed in December 1964; \$27 200 for the short-term rental of the existing electrical accounting equipment to be operated parallel to the new system for five months in 1965 to ensure an orderly transition; and \$22 000 for the rental and maintenance of the electronic voting system which will have been installed in the Plenary Hall on a one-year trial basis. Comparable expenses under this chapter in 1963 were confined to an amount of \$51 134 for the rental and maintenance of the existing electrical accounting equipment.

10.24 On the basis of estimated technical requirements at the time, the General Assembly, at its eighteenth session, initially approved the installation, at the end of 1964, of an electronic computer system at an annual rental cost of \$276 000. In the light of a careful study which has since been made of the present and probably future needs of the Organization, it is now proposed that a system of greater capacity and efficiency be installed, at an annual rental cost of \$486 500.

10.25 The further investigation has revealed, specifically, that the smaller system originally contemplated would not provide the necessary speed, flexibility and reserve capacity. The equipment now proposed would not only be capable of meeting the requirements of the Office of the Controller, including the accounting of, and the provision of data for, all regular and special accounts, the Special Fund, the Joint Staff Pension Fund and the United Nations Children's Fund (UNICEF), but would also serve all the needs of the Statistical Office, including those statistical requirements of the regional commissions and other bodies which can most economically be met by means of a centralized operation. In the context of the Organization as a whole, the introduction of these advanced computer methods will provide a means of rationalizing other areas of activity and result in an increase in the capacity of the Secretariat to respond rapidly and effectively to the demands of all organs for statistical reports and data. To this end, it is the intention that the proposed computer system should accommodate the steadily growing demands in the administrative, statistical and technical fields in general, which otherwise could only have been met by an expansion of the staff.

10.26 As against the annual rental cost of the new system in the amount of \$486 500, it will be possible to discontinue the rental, after a five-month transition period in 1965, of the present machine accounting system which cost \$51 134 in 1963. Furthermore, it will not be necessary henceforth to provide for the outside processing of commodity trade statistics, for which a provision of \$180 000 was required under section 3, chapter III (Other temporary assistance) in 1964.

10.27 The total cost will also be offset by the fact that UNICEF will make an annual payment of \$50 000, to be reflected in income section 3, in consideration of services received from the new computer centre. In addition, significant potential revenue may be anticipated as a result of the expanding demands on the Statistical Office by Governments and business organizations for special tabulations of international trade data. With the introduction of the proposed system it will be possible to undertake internally, at

an appropriate charge for machine time, work which otherwise would have had to be done on a contractual basis, at the expense of the government or organization concerned.

10.28 Finally, it should be noted that the annual rental cost of \$486 500 indicated for 1965 represents the present cost of an instrument of adequate speed, capacity and efficiency to meet current and future needs. However, in view of the advances which are being made in computer technology, it is already clear that the annual cost of an installation of this size and efficiency will be reduced by about 25 per cent by 1967, as a result of adaptations already announced by the manufacturers. Therefore, the annual cost in 1967 and subsequent years may be expected to be of the order of \$360 000.

10.29 The estimates for Geneva (\$48 150) reflect an increase of \$15 931 as compared with the 1963 adjusted expenditure. This increase is attributable mainly to the replacement of the present mechanical posting system for accounts and payroll work by a magnetic ledger card system. The changeover to the new system resulted from the recommendation of the Administrative Management Service of the Office of the Controller which had studied the existing system early in 1963 and found it to be inadequate to meet the current and future needs of the Geneva Office. The proposed new system is compatible with the equipment to be installed at Headquarters and may, if necessary, be expanded by the addition to the basic equipment of further machine units to meet the future workload.

10.30 The estimates for the information centres (\$29 000) reflect an increase of \$3 096 as compared with the 1963 adjusted expenditure, due mainly to the opening of new centres in 1964.

10.31 The requirements for the Economic Commission for Africa (\$54 300) indicate an increase of \$5 821, the greater part of which represents the rental cost of interpretation equipment for the seventh session of the Commission to be held in Nairobi, Kenya.

10.32 The estimate for the Economic Commission for Asia and the Far East (\$29 000) indicates an increase of \$14 814 as compared with the 1963 adjusted expenditure. This increase arises principally from the rental of more time on a local electronic computing system for general accounting and payroll work, and for the compilation of an increased volume of statistics. In this regard, a general review was made recently of the trade statistics work being performed at the various offices to ensure that the project as a whole is properly co-ordinated and that there is no duplication of effort and consequent wastage of budgetary resources. As far as the requirements of the Economic Commission for Asia and the Far East are concerned, it was determined that the present work programme represents the essential minimum.

10.33 The estimate for the Economic Commission for Latin America (\$10 000) indicates an increase of \$2 685, as compared with the 1963 adjusted expenditure, reflecting a general rise in costs at Santiago, Montevideo and Mexico City.

CHAPTER III

<i>Public information supplies and services</i>	\$1 268 900
1964:	1 173 000
1963:	1 283 114

10.34 The estimates under this chapter provide for supplies and services required in the production and distribution of radio and television programmes; for films, photographs and exhibits; and for the publication of booklets, pamphlets, leaflets and visual aids by the Office of Public Information.

10.35 The 1965 requirements are estimated at \$1 268 900, representing a decrease of \$14 214 as compared with the 1963 adjusted expenditures. Revenue from television programmes, as shown under income section 3, is estimated at \$310 000 and from publication programmes, at \$5 700. The total estimated revenue of \$315 700 in 1965 compares with an actual revenue of \$305 140 in 1963.

10.36 The following table shows the distribution of the 1965 estimates as compared with the 1964 appropriation and the 1963 adjusted expenditures.

Table 10-6

	1965 estimates \$	1964 appropriations \$	1963 adjusted expenses \$
(i) Telecommunications engineers	489 000	441 000	479 207
(ii) Films and photographic services	187 000	186 800	193 813
(iii) Radio services	245 300	245 500	215 437
(iv) Television services	214 000	170 000	245 889
(v) Publications services	133 600	129 700	148 768
TOTAL	1 268 900	1 173 000	1 283 114
Less income	315 700	300 000	305 140
NET COST	953 200	873 000	977 974

10.37 The 1965 estimates are at about the same level as the adjusted 1963 expenditures despite contractual increases in salaries of telecommunications engineers during 1964 and 1965 and a general increase in prices of materials and services. It is hoped that it will be possible to achieve this stabilization of the level of expenditures for an additional year by a continuing review and adjustment of priorities in the production and distribution programmes for the different media and by the exercise of close administrative controls.

(i) Telecommunications

10.38 The operation and maintenance of telecommunications equipment for radio, film and television production is carried out by telecommunications engineers engaged through a commercial contractor. The estimate of \$489 000 reflects an increase of \$9 793 as compared with the 1963 adjusted expenditure of \$479 207. This is wholly attributable to an expected increase of \$15 000 in the salaries of the engineers, partially offset by a reduction of \$5 000 in the provision for telecommunication supplies.

(ii) Films and photographic services

10.39 The 1965 estimate is kept at approximately the 1964 appropriation level and provides for the following requirements:

<i>(a) Film production costs</i>	\$
Three short education films edited from existing footage, dealing with the main organs of the United Nations family	15 000
A short film on the International Co-operation Year	5 000
Field coverage of United Nations activities and projects in economic and social development	30 000
Adaptation of television films for group showings	3 000
Film rawstock, editing cost and miscellaneous expenses of production	13 000
	<u>66 000</u>

(b) Film distribution costs

Adaptation of films into multiple language versions; contractual and internal laboratory processing and distribution of prints to information centres; and duplication of material furnished to national organizations for local adaptation	28 000
Film coverage of important meetings and events at Headquarters	16 500
Maintenance of film footage library at Headquarters	8 500
Supply of film footage to regional libraries and national producers	8 000
	<u>61 000</u>

(c) Photographs

Film, paper, chemicals and basic laboratory services required for photo coverage of conferences and activities at Headquarters and distribution, through information centres, to Government information services, newspapers and periodicals	27 000
Photo coverage of United Nations activities and conferences in the field and maintenance of regional photo libraries	21 000
Distribution of film strips	2 000
Display and exhibit materials	10 000
	<u>60 000</u>

(iii) Radio services

10.40 The estimate for these services is kept at the level approved for 1964 and covers the following requirements:

<i>Programme costs, including special service contracts for narrators, language adaptation, writers, etc.</i>	133 300
<i>Lines, transmitters, etc.</i>	68 800
<i>Regional projects and special features</i>	43 200
	<u>245 300</u>

10.41 News, features and documentaries are currently being supplied by the United Nations Radio to eighty-seven countries in more than twenty-six languages. Broadcasts of meetings permit national organizations to monitor the proceedings for subsequent preparation of their own news summaries and to relay the full proceedings directly to their audiences. The emphasis in United Nations radio broadcasts will continue to be shifted towards areas where developing radio organizations request material to supply listeners with fuller coverage of United Nations activities. In the programming of broadcasts, particular attention will be given to areas where radio is the principal means of information. Broadcasts will continue to be provided in languages requested by the national broadcasting organizations for rebroadcast and efforts will be continued to assist and encourage these organizations to undertake their own adaptation into regional languages of the United Nations radio programmes they require.

(iv) Television services

10.42 The estimate for television services covers the following requirements:

Supplies, including film rawstock, chemicals, laboratory costs, etc.	\$ 68 000
Special service agreements with writers, editors, programme personnel, etc.	116 000
Field coverage of United Nations activities and projects by camera crews and regional production costs	30 000
	<u>214 000</u>

10.43 The television programmes produced by United Nations Television are made available to national organizations under cost-sharing arrangements based on the number of television stations in their region and on their ability to pay. Under this policy, television organizations in Europe and North America, where the medium is well established, pay the full cost of television services requested. However, in other areas, where the medium is in an early stage of growth, television organizations are able to pay only a portion of the costs for services provided. Revenue to be derived from the sale of television programmes, as shown under income section 3, is estimated at \$310 000 in 1965.

10.44 The rapid growth of television in both developed and developing countries presents United Nations Television with a challenge and an opportunity to utilize this prime medium of information in support of the aims and work of the Organization. Thus, it is planned to produce thirteen documentary television programmes in the International Zone series in support of the Development Decade. These programmes, of one-half hour duration, are distributed under contract to a large number of television stations around the world. English language versions are distributed in Australia, Canada, Ireland, Jamaica, Kenya, Malta, Philippines, the United Kingdom and the United States of America. Spanish and Portuguese language programmes, "Perspectiva Internacional", are distributed to Argentina, Brazil, Chile, Colombia, Ecuador, El Salvador, Mexico, Panama, Puerto Rico, Uruguay and Venezuela. Arabic language programmes will continue to be available for distribution in the Middle East. Prints of the above programmes are prepared for distribution to information centres for

group showings, particularly where television is not yet established. During the General Assembly, weekly television programmes, covering the important events of the week, will be produced for distribution in Europe, the Middle East and North America and the Caribbean. News highlights of speeches and debates in the General Assembly, the Security Council, and other meetings are also televised and dispatched in filmed form (kinescopes) to requesting television organizations around the world.

(v) Publication service

10.45 This estimate provides for the following:

	\$
Booklets and pamphlets	76 300
Leaflets,	40 000
Visual aids	17 300
TOTAL	<u>133 600</u>

10.46 Of the total estimated cost of \$133 600 for booklets, pamphlets and leaflets and visual aids, about \$66 300 will be spent at information centres and \$50 000 at Headquarters. The visual aids include wallsheets, photo display sets and posters dealing with important subjects, produced in different languages for distribution in Member States through the information centres. Estimated revenue from the sale of publications covered by these estimates is included in income section 5 in the amount of \$5 700.

CHAPTER IV

Other supplies and services	\$243 700
1964:	213 000
1963:	236 138

10.47 The estimate under this chapter provides for miscellaneous supplies and services, Health Service supplies, miscellaneous recruitment costs, news agency services, bank charges, general insurance, and miscellaneous claims and adjustments.

10.48 The estimate for Headquarters (\$102 800) indicates a decrease of \$13 694 as compared with the 1963 adjusted expenditure of \$116 494. This decrease is explained by the fact that the 1963 expenditure figure includes an amount of \$25 162, being the net loss on exchange during that financial year. This is a contingency that cannot be provided for in advance. Except for an additional estimate of \$9 000 for the miscellaneous expenses of the Economic and Social Office in Beirut, which were charged in 1963 to section 9, chapter III, the 1965 estimate is therefore maintained at approximately the same level as the 1963 adjusted expenditure.

10.49 The estimate for Geneva (\$67 900) shows an increase of \$16 584 as compared with the 1963 adjusted expenditure. This is attributable to a large extent to an increase of approximately \$10 000 in the United Nations share of the Joint Medical Scheme administered by the World Health Organization. The balance results from an increase in insurance premium costs for coverage of vehicles, additional supplies for the Narcotics Laboratory, higher fees for news agency services, and additional expenses for examinations in connexion with recruitment.

10.50 The estimate for the information centres (\$35 000) indicates a decrease of \$6 872 which arises from the transfer of the estimates for newspaper sub-

scriptions and periodicals to chapter VI, and to the increase in assistance from host Governments in meeting some of the operational expenses previously charged to this chapter.

10.51 The estimate for the Economic Commission for Africa (\$19 300) which indicates an increase of \$9 713 as compared to the 1963 adjusted expenditure, is entirely attributable to the need to provide for fire and extended coverage insurance for Africa Hall, as required by the host Government, and for United Nations public liability and property damage insurance.

10.52 The increases of \$546 for the Economic Commission for Asia and the Far East and \$1 285 for the Economic Commission for Latin America reflect the general rise in the cost of goods and services in the local market.

CHAPTER V

<i>Office and internal reproduction supplies</i>	\$942 100
1964:	867 000
1963:	863 789

10.53 The estimates under this chapter provide for writing paper; machine accounting and electronic computer forms and supplies; internal reproduction paper; photostat and microfilm supplies; stencils and duplicating masters; printing paper and supplies; and photocopy paper and supplies.

10.54 The estimates for Headquarters (\$569 000) indicate an increase of \$68 468 as compared with the 1963 adjusted expenditure. To a large extent the increase reflects the continued expansion of the membership and activities of the United Nations, resulting in a greater consumption of paper and supplies. Of the total increase, approximately \$23 000 may be attributed to the additional requirements for photocopy paper and for accounting and computer forms. Of this amount, \$12 000 will be required for commodity trade statistics. The expansion of the microfilm work in the Records Retirement and Archives Units also contributes to the increase.

10.55 It may be noted from table 10-7 that in the 1964 budget estimates, stencils, duplicator masters, photocopy paper and printing plates were provided for under a single account heading. Separate accounts have now been established to provide better administrative control, particularly over photocopy paper and supplies for the photocopy machines, first introduced in 1957, and now being used more extensively throughout the Secretariat.

10.56 The requirements of the Geneva Office (\$195 000) reflect a decrease of \$1 341 as compared with the 1963 adjusted expenditure.

10.57 The estimate for the information centres (\$44 000) shows an increase of \$4 466 which relates entirely to the opening of new centres during 1964.

10.58 The requirements for the Economic Commission for Africa (\$66 100) show an increase of \$3 199, due to the need to provide for the seventh session of the Commission to be held in Nairobi, Kenya, and for the three sub-regional offices.

10.59 The estimate for the Economic Commission for Asia and the Far East (\$26 000) indicates an increase of \$4 300 over the 1963 adjusted expenditure, reflecting not only increased needs as a result of the expanding programme of activities, but also the general rise in the cost of these commodities in the local market.

10.60 The requirements for the Economic Commission for Latin America (\$42 000) are approximately at the same level as 1963 adjusted expenditure and include provision for the biennial session of the Commission in Santo Domingo, Dominican Republic.

CHAPTER VI

<i>Library books, supplies and services . . .</i>	\$168 300
1964:	145 000
1963:	162 042

10.61 The estimates under this chapter provide for books, subscriptions, standing orders, library supplies and, at Headquarters only, for contractual library services.

10.62 The estimate for Headquarters (\$102 500) indicates an increase of \$6 024 over the 1963 adjusted expenditure. To a large extent, the increase is required for additional reference material for the expanding activities of the Organization, particularly in the economic and social areas. It should be noted that the air mail and air freight costs for the expeditious delivery to Headquarters of newspapers and certain publications from all parts of the world are also a charge to this account since they are a part of the total subscription cost paid to the publisher. It is estimated that such mail and freight costs will amount to approximately \$8 100 in 1965.

10.63 The estimate for Geneva (\$26 000) shows a modest increase in 1965 of \$1 600 as compared with the 1963 adjusted expenditure. This increase will enable the Library Service to provide for the increasing activities and usage of the conference facilities by international organizations.

10.64 The estimate for the information centres (\$9 000) shows an increase of \$1 093 due to the requirements of the recently opened centres.

10.65 A decrease of \$4 320 in the estimate for the Economic Commission for Africa (\$13 500) as compared with the 1963 adjusted expenditure, reflects some stabilization of the requirements for the Library in the newest of the regional economic commissions.

Table 10-7. Summary of estimates and explanations, by office

HEADQUARTERS									
Chapter									
I. Communications									
(i) Cables									
Office of Public Information	10 376		10 376		9 765		10 000		From 1963, specialized agencies have been required to reimburse the expenditures incurred on relaying, through commercial channels, their cables arriving in New York over United Nations radio network for other destinations in North and South America. These reimbursements are used to defray directly the costs incurred. Payments received from agencies for transmission of their cables over New York-Geneva circuit continue to be credited to miscellaneous income as shown in income section 3
Other departments and offices	70 266		70 266		41 010		55 000		
Rental of New York-Geneva circuit . .	26 690		26 690		27 700		50 000		
	107 332		107 332		78 475		115 000		
								7 668	
(ii) Telephones									
Rentals	194 701		194 701		192 000		195 600		Annual rental of submarine cable is \$57 200 for 1965; however, the estimate represents only the net cost after expected credit of \$7 200 from UNEF accounts
Additional local messages	116 163		116 163		110 000		117 000		
Long distance and toll calls	7 118		7 118		9 000		8 000		
Installation and repairs	4 979		4 979		7 600		8 000		
	322 961		322 961		318 600		328 600		
(iii) Postage	190 259		190 259		173 000		173 000		5 639
									(17 259)
(iv) Pouches									
Office of Public Information	101 994		101 994		92 760		93 000		1965 estimate reflects emphasis on more economical methods of communication, such as shipment by freight rather than parcel post
Other departments and offices	43 359		43 359		41 010		40 000		
	145 353		145 353		133 770		133 000		
								(12 353)	
(v) Freight									
Office of Public Information	7 102		7 102		7 815		8 000		1965 estimate held at approximately the 1964 appropriation level
Other departments and offices	45 271		45 271		27 340		40 000		
	52 373		52 373		35 155		48 000		
	818 278		818 278		739 000		797 600		
								(4 373)	
TOTAL, chapter I									
									(20 678)
1965 estimate includes approximately \$5 000 for shipment by air freight punch cards and tapes containing international trade statistics data									

Table 10-7. Summary of estimates and explanations, by office (continued)

HEADQUARTERS (continued)						
Chapter	1963 expenditures (1)	1963 expenditures (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (4) compared with (2)	Main causes of variation and other remarks
	\$	\$	\$	\$	\$	
II. Rental and maintenance of equipment						
Rental of office equipment.....	53 311	53 311	146 000	516 000		1965 estimate includes provision for twelve months rental of new computer system (\$486 500) and a parallel operation for five months of existing system (\$27 200)
Maintenance of equipment and furniture...	37 853	37 853	42 000	40 000		
Rental of conference equipment	-	-	38 000	22 000		1965 estimate provides for rental and maintenance of an electrical voting system in the Plenary Hall on a one-year trial basis as approved by General Assembly at its eighteenth session. Installation expected to be completed by August 1964
Maintenance of Office of Public Information cameras	1 894	1 894	2 000	2 000		
Contractual maintenance.....	13 291	13 291	14 000	14 000		
Operation of transportation equipment, ...	10 687	10 687	10 000	10 500		
Local transportation,	17 102	17 102	16 000	15 000		
TOTAL, chapter II	134 138	134 138	268 000	619 500	485 362	
III. Public information supplies and services						
(i) Telecommunication supplies and services						
Telecommunication supplies,	30 148	30 148	30 000	25 000		1963 adjusted expenditure reflects increase in wages (\$15 000) for telecommunication engineers effective 1 January 1964. 1965 estimates reflect a further increase effective 1 January 1965
Engineers' services	434 059	449 059	411 000	464 000		
	464 207	479 207	441 000	489 000	9 793	
(ii) Films and photographic supplies and services						
Motion picture supplies and services.	59 399	59 399	65 800	66 000		
Film distribution costs	67 167	67 167	61 000	61 000		
Photographic supplies and services..	67 247	67 247	60 000	60 000		
	193 813	193 813	186 800	187 000	(6 813)	
(iii) Radio supplies and services						
Programme costs,	134 677	134 677	133 500	133 300		
Lines, transmitters, etc.	41 468	41 468	68 800	68 800		
Regional projects and special features	39 292	39 292	43 200	43 200		
	215 437	215 437	245 500	245 300	29 863	

(iv) <i>Television supplies and services</i>	Special service contracts.....	106 252	106 252	71 000	116 000	
	Additional supplies.....	33 798	93 798	64 000	68 000	
	Field projects.....	45 839	45 839	35 000	30 000	
		245 889	245 889	170 000	214 000	(31 889)
(v) <i>Publications</i>	Booklets, pamphlets and periodicals .	90 643	90 643	72 400	76 300	
	Leaflets.....	38 289	38 289	40 000	40 000	
	Visual aids.....	19 836	19 836	17 300	17 300	
		148 768	148 768	129 700	133 600	(15 168)
		1 268 114	1 283 114	1 173 000	1 268 900	(14 214)
	TOTAL, chapter III					
IV. <i>Other supplies and services</i>						
	Miscellaneous supplies and services.....	17 816	17 816	15 000	18 000	1965 estimate includes provision for certain proprietary medicines issued to travellers on official business; these costs were previously charged to travel accounts on the basis of individual claims for reimbursement of expenses
	Health Service supplies.....	4 244	4 244	5 000	6 500	
	Miscellaneous recruitment costs.....	16 064	16 064	16 000	16 000	
	New's agency services.....	5 629	5 629	5 000	5 700	
	General insurance.....	42 072	42 072	45 000	42 000	
	Bank charges.....	5 507	5 507	5 000	5 600	
	Miscellaneous claims and adjustments.....	25 162	25 162	-	-	1963 expenditure represents net loss on exchange incurred in that year. No such contingency provided for in 1964 or 1965
		116 494	116 494	91 000	93 800	(22 694)
	Economic and Social Office, Beirut.....	-	-	7 000	9 000	9 000
		116 494	116 494	98 000	102 800	(13 694)
	TOTAL, chapter IV					
V. <i>Office and internal reproduction supplies</i>						
	Writing paper.....	14 807	14 807	17 670	20 000	1965 estimate reflects the increase in the United Nations activities
	Other office supplies.....	94 535	94 535	88 335	95 000	1965 estimate includes provision for five months for existing electrical accounting system and for a full year for the new system. Also included is a provision of \$12 000 for commodity trade statistics
	Machine accounting forms and supplies...	18 637	18 637	29 445	42 000	1965 estimate reflects the increase in the volume of internal reproduction required as a result of increases in membership and activities of the Organization
	Internal reproduction paper.....	232 037	232 037	225 750	250 000	1965 estimate reflects the expansion of microfilm work in the Records Retirement and the Archives Units
	Photostat and microfilm supplies.....	3 930	3 930	6 760	7 000	

Table 10-7. Summary of estimates and explanations, by office (continued)

	1963 expenditures (1)	1963 expenditures (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (4) compared with (2)	Main causes of variation and other remarks
HEADQUARTERS (continued)						
Chapter V (cont'd)						
Stencils and duplicator masters	83 290	83 290	20 000	20 000		1965 estimate is maintained at the 1964 appropriation level. 1963 expenditure includes the costs for photocopy paper and supplies, and for printing plates and supplies. Beginning in 1964 these costs are recorded in three separate accounts, with a view to improved administrative control
Photocopy paper and supplies	-	-	42 875	43 000		
Printing plates and supplies	-	-	40 000	40 000		
Miscellaneous internal reproduction supplies	53 296	53 296	44 165	52 000		
TOTAL, chapter V	500 532	500 532	515 000	569 000	68 468	
VI. Library books, supplies and services						
Library books purchased in the United States	9 380	9 380	9 000	9 500		
Library books purchased elsewhere	10 017	10 017	10 000	11 000		
Bindings and microfilm	13 144	13 144	10 000	12 000		
Subscriptions for standing orders in the United States	18 057	18 057	20 000	21 000		
Subscriptions for standing orders elsewhere	27 649	27 649	31 000	34 000		Estimate covers subscriptions for newspapers and periodicals, including necessary air mail and air freight costs estimated in 1965 at \$8 100
Library supplies	6 729	6 729	1 700	3 000		
Contractual library services	11 500	11 500	11 500	12 000		
TOTAL, chapter VI	96 476	96 476	93 200	102 500	6 024	Increase in 1965 is for additional reference material for expanding activities particularly in the economic and social areas
VII. Study and Fellowship Programmes						
Editors' roundtable	12 801	12 801	17 000	-		This chapter is included here for information purposes only. For 1965, editors' roundtable is shown in section 3, chapter III, (Ad Hoc Expert Groups); triangular fellowships in section 12, chapter VII; and information assistants in section 4, chapter VI (Staff training programmes).
Triangular fellowships	27 724	27 724	20 500	-		1963 expenditure and 1964 appropriation figures are excluded from the totals for Headquarters, section 10
Information assistants	14 174	14 174	10 500	-		
TOTAL, chapter VII	54 699	54 699	48 000	-	(54 699)	
TOTAL, HEADQUARTERS, section 10	2 934 032 $\frac{1}{2}$	2 949 032 $\frac{1}{2}$	2 886 200 $\frac{1}{2}$	3 460 300	511 268 $\frac{1}{2}$	

I. Communications

Cables	30 657	30 657	22 000	27 000	
Telephones	45 548	45 548	44 000	52 500	
Postage	60 730 ^{a/}	60 730 ^{a/}	53 500 ^{a/}	55 000	
Pouches	16 657 ^{a/}	16 657 ^{a/}	13 000 ^{a/}	15 000	
Freight	31 880	31 880	32 500	36 000	
TOTAL, chapter I	185 472	185 472	165 000	185 500	28

1965 estimate is maintained at the 1963 expenditure level

II. Rental and maintenance of equipment

Office equipment	29 025	29 025	23 000	45 000	
Operation of transportation equipment	2 821	2 821	2 700	2 800	
Local transportation	373	373	300	350	
TOTAL, chapter II	32 219	32 219	26 000	48 150	15 931

For 1965, provision is made for the rental of the new magnetic ledger card machine to replace existing equipment

IV. Other supplies and services

Miscellaneous supplies and services	44 050	44 050	45 000	58 900	
General insurance	7 266	7 266	8 000	9 000	
TOTAL, chapter IV	51 316	51 316	53 000	67 900	16 584

1965 estimate reflects increase of some \$10 000 in the United Nations share of the total cost of the Joint Medical Scheme operated by WHO

1965 estimate reflects upward trend of insurance premium cost for vehicles in Switzerland

V. Office and internal reproduction supplies

Stationery and office supplies	37 666	37 666	40 000	40 000	
Internal reproduction supplies	158 675	158 675	155 000	155 000	
TOTAL, chapter V	196 341	196 341	195 000	195 000	(1 341)

1965 estimate is maintained at the 1964 appropriation level

VI. Library books, supplies and services

Library books, supplies and services	24 400	24 400	21 800	26 000	1 600
TOTAL, GENEVA, section 10	489 748	489 748	460 800	522 550	32 802

1965 estimate reflects the increased services required of the Library

INFORMATION CENTRES

Chapter

I. Communications

Cables	21 417	21 417	21 000 ^{a/}	23 000	
Telephones	13 470	13 470	14 000 ^{a/}	15 000	

^{a/} Estimated distribution.

Table 10-7. Summary of estimates and explanations, by office (continued)

	1963 expenditures (1)	1963 expenditures (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (4) compared with (2)	Main causes of variation and other remarks
INFORMATION CENTRES						
Chapter I (cont'd)						
Postage	47 487	47 487	17 000 ^{a/}	18 000		
Pouches			30 000 ^{a/}	32 000		
Freight	22 366	22 366	18 000 ^{a/}	19 000		
TOTAL, chapter I	104 740	104 740	100 000	107 000	2 260	
II. Rental and maintenance of equipment	25 904	25 904	28 000	29 000	3 096	
IV. Other supplies and services						
Miscellaneous supplies and services	41 872	41 872	38 000	35 000	(6 872)	
V. Office and internal reproduction supplies						
Stationery, internal reproduction supplies .	39 534	39 534	45 000	44 000	4 466	
VI. Library books, supplies and services	7 907	7 907	6 000	9 000	1 093	
TOTAL, INFORMATION CENTRES, section 10	219 957	219 957	217 000	224 000	4 043	1965 estimates reflect the requirements of the new centres
ECONOMIC COMMISSION FOR AFRICA						
Chapter						
I. Communications						
Cables	19 519	19 519	14 500 ^{a/}	30 000		
Telephones	36 955	36 955	22 000 ^{a/}	22 000		
Postage	77 741	77 741	17 000 ^{a/}	31 000		
Pouches			28 000 ^{a/}	41 800		
Freight	30 999	30 999	10 500 ^{a/}	20 000		
TOTAL, chapter I	165 214	165 214	92 000	144 800	(20 414)	1963 expenditure includes communication costs of prior years which had to be met from that year's appropriation. 1965 estimate includes a provision of \$15 800 for the sub-regional offices and \$8 000 for the seventh session of the Commission to be held in Nairobi
II. Rental and maintenance of equipment						
Rental of electrical accounting equipment. .	21 546	21 946	33 000	33 000		
Other equipment	26 533	26 533	7 000	21 300		
TOTAL, chapter II	48 479	48 479	40 000	54 300	5 821	1965 estimate includes \$2 000 for sub-regional offices and \$5 000 for seventh session of the Commission
IV. Other supplies and services						
Miscellaneous supplies and services	9 336	9 336	8 700	9 300		

General insurance	251	251	300	10 000	1965 estimate provides for fire and extended coverage insurance for Africa Hall, as required by the host Government, and for public liability and property damage insurance. Also included is \$1 300 for sub-regional offices
	9 587	9 587	9 000	19 300	
TOTAL, chapter IV					
V. Office and internal reproduction supplies					
Stationery and office supplies.	41 963	41 963	26 000	31 100	
Internal reproduction supplies	20 938	20 938	35 000	35 000	
TOTAL, chapter V	62 901	62 901	61 000	66 100	1965 estimate includes \$4 600 for sub-regional offices and \$3 500 for the seventh session of the Commission
VI. Library books, supplies and services					
Library books, supplies and services	17 820	17 820	10 000	13 500	1965 estimate includes \$3 000 for sub-regional offices
TOTAL, ECA, section 10	304 001	304 001	212 000	298 000	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST					
Chapter					
I. Communications					
Cables.	2 677	2 677	3 500	5 000	
Telephones.	5 985	5 985	7 000	8 000	
Postage	21 475	21 475	12 000 ^{a/}	17 000	
Pouches.	4 730	4 730	4 000 ^{a/}	6 000	
Freight	34 867	34 867	5 500	6 000	
TOTAL, chapter I	7 415	7 415	32 000	42 000	1965 estimate includes \$3 000 for the Mekong project
II. Rental and maintenance of equipment					
Rental of electrical accounting equipment.	7 415	7 415	11 000	20 000	1965 estimate reflects an increase of \$9 000 over the 1964 appropriation and provides for the rental of tabulating and computer equipment for general accounting and trade statistics
Other equipment	6 771	6 771	9 000	9 000	
TOTAL, chapter II	14 186	14 186	20 000	29 000	
IV. Other supplies and services					
Miscellaneous supplies and services.	3 835	3 835	3 800	4 200	
General insurance	2 319	2 319	2 200	2 500	
TOTAL, chapter IV	6 154	6 154	6 000	6 700	
V. Office and internal reproduction supplies					
Stationery and office supplies.	19 708	19 708	12 000	14 500	
Internal reproduction supplies	1 992	1 992	11 000	11 500	
TOTAL, chapter V	21 700	21 700	23 000	26 000	1965 estimate reflects general growth of ECAFE and the gradual rise in prices of supplies in the local market

^{a/} Estimated distribution.

Table 10-7. Summary of estimates and explanations, by office (continued)

	1963 expenditures (1)	1963 expenditures (adjusted) (2)	1964 appropriations (3)	1965 estimates (4)	Increase or (decrease) (4) compared with (2)	Main causes of variation and other remarks
	\$	\$	\$	\$	\$	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (continued)						
Chapter						
VI. Library books, supplies and services						
Library books, supplies and services	7 205	7 205	7 000	8 300	1 095	
TOTAL, ECAFE, section 10	84 112	84 112	88 000	112 000	27 888	1965 estimate includes \$3 000 for the twenty-first session of the Commission to be held in Wellington, New Zealand, and \$3 000 for the Mekong project
ECONOMIC COMMISSION FOR LATIN AMERICA						
Chapter						
I. Communications						
Cables	25 998	25 998	28 000 ^{a/}	39 000		
Telephones	9 487	9 487	10 000 ^{a/}	13 000		
Postage	30 238	30 238	17 500 ^{a/}	21 000		
Pouches			15 500 ^{a/}	17 000		
Freight	17 647	17 647	16 000 ^{a/}	27 000		
TOTAL, chapter I	83 370	83 370	87 000	117 000	33 630	1965 estimate includes provision for the eleventh session of the Commission to be held in Santo Domingo, Dominican Republic
II. Rental and maintenance of equipment						
Rental of electrical accounting equipment.	7 315	7 315	700 ^{a/}	1 000		
Other equipment			8 300 ^{a/}	9 000		
TOTAL, chapter II	7 315	7 315	9 000	10 000	2 685	
IV. Other supplies and services						
Miscellaneous supplies and services	9 110	9 110	7 500 ^{a/}	10 000		
General insurance	1 605	1 605	1 500 ^{a/}	2 000		
TOTAL, chapter IV	10 715	10 715	9 000	12 000	1 285	
V. Office and internal reproduction supplies						
Stationery and office supplies.	28 764	28 764	21 000 ^{a/}	28 000		
Internal reproduction supplies	14 017	14 017	7 000 ^{a/}	14 000		
TOTAL, chapter V	42 781	42 781	28 000	42 000	(781)	
VI. Library books, supplies and services						
Library books, supplies and services	8 234	8 234	7 000	9 000	766	
TOTAL, ECLA, section 10	152 415	152 415	140 000	190 000	37 585	
GRAND TOTAL, section 10	4 184 265	4 199 265	4 004 000	4 806 850	607 585	

^{a/} Estimated distribution.

Section 11. Printing

\$1 555 800

(1964: \$1 424 000

1963: \$1 444 203)

11.1 This section provides for contractual printing expenses, except those for:

- (a) The International Court of Justice (section 21);
- (b) The Office of the High Commissioner for Refugees (section 20);
- (c) Special meetings and conferences (section 2);
- (d) Special missions (section 18);
- (e) Booklets, pamphlets, and leaflets and similar information material distributed as a part of the public information programme (section 10).

11.2 The estimates for the sale of publications under income section 5 refer to the estimated run-on costs¹ for sales copies of United Nations publications in the amount of \$140 000 compared with \$116 300 in 1964. The major portion of these costs is included in the estimates for this section. Other contractual printing for revenue-producing activities is charged against the revenue of those activities, as indicated in the relevant income sections.

11.3 The following table indicates, by chapter total, the 1965 estimates, the 1964 appropriations, and actual expenditures in 1963:

Table 11-1

Chapter	1965 estimates \$	1964 appropriations \$	1963 expenses \$
I. <u>Official Records</u>	902 870	853 800	816 324
II. Recurrent publications	732 160	657 300	663 623
III. Studies and reports	215 350	203 500	256 370
IV. Office of Public Information	95 400	83 800	92 090
V. Permanent Central Opium Board and Drug Supervisory Body	17 700	16 100	12 707
VI. Other contractual printing	42 320	34 500	43 089
VII. Deduction for internal reproduction	(450 000)	(425 000)	(440 000)
TOTAL, section 11	<u>1 555 800</u>	<u>1 424 000</u>	<u>1 444 203</u>

11.4 The increase of \$131 800 over the 1964 appropriation is due to the several factors listed below:

(1) The costs of labour and materials have maintained the upward trend referred to in the 1964 estimates and have resulted in a further increase in the printing expenses of the Organization.

(2) In order to remain within the level of the appropriation for 1964, it was necessary to defer the printing of certain publications or of the language versions of others. Additional credits will be required for 1965 in order to reduce the resultant backlog.

(3) In the last few years there has been a significant expansion of United Nations activities in all fields. This trend has been particularly marked in the field of statistics. The demands of Governments for increased statistical compilations reflecting basic international economic problems and the increase in membership of the Organization have resulted in an appreciable expansion of statistical material. Furthermore, the use of computers has made possible the production of data in greater detail and far more rapidly than hitherto. As a result, statistical publications are now more complex, in certain cases more lengthy, and several of them must be issued at more frequent intervals. This is particularly true of statistics relating to international trade.

(4) Larger press runs are needed due to the increase in the membership of the Organization as well as to more extensive sales of United Nations publications.

11.5 The gross printing programme, as set forth in chapters I to VI, is costed at \$2 005 800 on the basis of external printing prices. This compares with a gross figure of \$1 849 000 for 1964. As in previous

years a substantial portion of the work provided for in the gross programme will be produced by internal printing processes. The value in terms of external costs of the work to be reproduced by this means in 1965 is estimated at \$450 000. Thus the net requirement for contractual printing under this section in 1965 is estimated at \$1 555 800 compared with an approved provision of \$1 424 000 for 1964.

11.6 As in 1963, about 60 per cent of the over-all expenditure on printing in 1964 occurred in areas outside Headquarters. The printing volume in European countries increased by about 8 per cent as the backlog in the Russian language has been transferred to contractors in the USSR at economical prices. The printing volume in the United States and Canada and in the Middle East and Africa remained more or less stationary; on the other hand, printing in Latin American countries increased. As in the past, efforts have been made to assign contractual work on the widest possible geographic scale at the lowest competitive prices.

CHAPTER I

<i>Official Records</i>	\$902 870
	1964: 853 800
	1963: 816 324

11.7 The proposed printing programme for 1965 is set forth in paragraph 11.15 below.

11.8 The estimates for the Official Records of the General Assembly and the three Councils, as given in items (i) to (iv) of the programme, are based on the

^{1/} Costs for paper, presswork, and binding for additional copies produced for sales purposes.

^{2/} Includes \$362 170 for work done internally.

rules of procedure of these organs and reflect the average experience regarding the number and length of meetings records, supplements, and annexes over the past three years, adjusted to eliminate unusual factors in any of these years and taking into account known requirements in 1965. On this basis the estimated requirements for these four items are in a total amount of \$735 355, compared with an approved provision of \$681 800 for 1964. The over-all addition of \$53 555 comprises increases of \$36 255 for the General Assembly and \$20 100 for the Security Council, offset by decreases of \$1 300 for the Economic and Social Council and \$1 500 for the Trusteeship Council.

11.9 The additional requirement of \$36 255 for the General Assembly is due, in the main, to increases which have occurred in the costs of labour and supplies.

11.10 In considering the increase of \$20 100 for the Security Council, it may be recalled that, as explained under this chapter in the budget estimates for 1964,^{3/} the approved estimate for \$56 200 for that year was arrived at by applying a reduction of \$30 000 to an initial estimate of \$86 200 based on actual costing of foreseen requirements. This was done in anticipation of a repetition in 1964 of the decreased rate of Security Council activity in 1962. In view of the large number of meetings in fact held in 1963 and to date in 1964, this expectation was not realized, and it is considered prudent to provide in 1965 for printing costs reflecting a meetings schedule at least as intensive as that experienced during the first half of 1964.

11.11 In the case of the Economic and Social Council, the approved estimate of \$65 800 was arrived at by applying a reduction of \$26 000 to an initial estimate of \$91 800 based on an actual costing of foreseen requirements. This reduction was made on the assumption that some savings could be achieved in 1964 as a result of a survey to be undertaken by the Publications Board of the criteria governing the inclusion in the printing budget of Official Records material. As a result of this survey it has in fact been found possible to produce certain of the supplements of the Council and of certain of the functional and regional commissions by an internal process known as photo-offset from fair copy. Since this process is distinct from the internal printing processes, as dealt with under chapter VII of this section, inasmuch as it does not involve cold type composition, the material in question has been removed from the gross printing programme provided for under the present chapter. It has thus not only been possible to realize the economies anticipated for 1964, but a decrease of the same order has been applied to the estimate for 1965.

11.12 The estimate for the printing of the Official Records backlog under item (v) of the printing programme has been established at \$90 000 in the light of the contractual arrangements made in the USSR for the translation and printing of the backlog of Russian Official Records. It is estimated that some 6 000 printed pages will be issued at a cost of approximately \$67 000, \$23 000 being reserved for printing in Chinese.

11.13 The printing in Arabic of certain documents of the General Assembly and of other documents is

^{3/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 5 (A/5505).

provided for under item (vi) in accordance with General Assembly resolution 878 (IX) of 4 December 1954 and the printing under item (viii) of documents of the International Law Commission in accordance with General Assembly resolution 987 (X) of 3 December 1955. The estimates for these two items are maintained at the level approved for 1964.

11.14 The Repertory of Practice of United Nations Organs is published pursuant to General Assembly resolutions 992 (X) of 21 November 1955, 1136 (XII) of 14 October 1957, and 1756 (XVII) of 23 October 1962. The related estimate shows a decrease of \$13 955.

11.15 The detailed printing programme proposed for 1965 is the following:

<i>(i) The General Assembly, Commissions and Committees</i>			\$581 855
	1964:		545 600
	1963:		528 744

	Text pages in English	Estimated costs \$
(a) Meeting records in five languages (600 meetings)	4 500	350 000
(b) Annex in five languages (75 fascicles)	1 126	99 955
(c) Supplements in five languages	1 280	131 900

<i>(ii) The Security Council, Commissions and Committees</i>			\$76 300
	1964:		56 200
	1963:		18 438

	Text pages in English	Estimated costs \$
(a) Meeting records and supplements in five languages	2 140	76 300

<i>(iii) The Economic and Social Council, Commissions and Committees</i>			\$64 500
	1964:		65 800
	1963:		123 929

	Text pages in English	Estimated costs \$
(a) Meeting records of two sessions in three languages (64 meetings)	464	19 100
(b) Annexes for two sessions in three languages (52 fascicles)	440	18 500
(c) Supplements: reports of Commissions in three languages and resolutions in five languages		26 900

<i>(iv) The Trusteeship Council, Commissions and Committees</i>			\$12 700
	1964:		14 200
	1963:		6 725

	Text pages in English	Estimated costs \$
(a) Meeting records and annexes for one session in two languages, resolutions in five languages, and Visiting Mission to Nauru and New Guinea	364	12 700

<i>(v) Official Records backlog</i>			\$90 000
	1964:		80 000
	1963:		101 726

<i>(vi) Printing in Arabic of certain documents of the General Assembly and other documents</i>			\$11 000
	1964:		11 000
	1963:		11 603

<i>(vii) Agreements and Protocols</i>	\$12 000
1964:	12 000
1963:	8 702
<i>(viii) Documents of the International Law Commission prepared in pursuance of General Assembly resolution 987 (X)</i>	\$25 600
1964:	26 700
1963:	9 222
	Text pages Estimated costs
	in English \$
(a) Volume II of the records of the sixteenth session (1964)	300 12 600
(b) Volume I of the records of the seventeenth session (1965)	300 13 000
<i>(ix) Library</i>	\$7 770
1964:	7 200
1963:	2 435
<i>(x) Repertory of Practice of United Nations Organs published in pursuance of General Assembly resolutions 992 (X), 1136 (XII) and 1756 (XVII)</i>	\$21 145
1964:	35 100
1963:	4 800
	Text pages Estimated costs
	in English \$
(a) Supplement No. 3, English	2 200 17 500
(b) Table of contents and subject index to volumes I-V, French and Spanish	653 3 645

CHAPTER II

<i>Recurrent publications</i>	\$732 160
1964:	657 300
1963:	663 623 ^{4/}

11.16 The printing programme to be provided for under this chapter is given in paragraph 11.19 below.

11.17 The total estimate for 1965 shows an over-all increase of \$74 860, the individual increases or decreases for the various departments and offices being as follows:

	\$
Office of Legal Affairs	14 500
Department of Political and Security Council Affairs	(400)
Department of Economic and Social Affairs	48 180
Department of Trusteeship and Non-Self-Governing Territories	(4 100)
United Nations Office at Geneva	2 800
Economic Commission for Africa	(3 600)
Economic Commission for Asia and the Far East	5 700
Economic Commission for Europe	13 000
Economic Commission for Latin America	(1 220)
TOTAL increase	<u>74 860</u>

11.18 The substantial additional requirements for the Department of Economic and Social Council are attributable almost exclusively to a 50 per cent increase in the volume of commodity trade statistics, provided for under item (iii) (g) of the programme, for reasons described in paragraph 11.4 above.

11.19 The detailed printing programme for 1965 is as follows:

<i>(i) Office of Legal Affairs</i>	\$146 300
1964:	131 800
1963:	126 996
	Text pages Estimated costs
	in original language \$
(a) Treaty series, 36 volumes, multilingual	12 600 100 000
(b) Cumulative Index No. 4 to Treaty series, volumes 301-400, alphabetical part	400 3 600
(c) Cumulative Index No. 5 to Treaty series, volumes 401-450, chronological and alphabetical parts, English	500 5 000
(d) Cumulative Index No. 5 to Treaty series, volumes 401-450, chronological part, French	200 1 900
(e) Yearly Supplement to the Status of Multilateral Conventions, No. 5 — English and French	500 12 800
(f) Reports of International Arbitral Awards, volume XV	500 4 600
(g) United Nations Legislative Series, volume 14: Laws and Practices concerning Succession of States and Governments	400 4 000
(h) United Nations Juridical Yearbook, 1964	2 900 9 300
(i) Supplement to the Systematic Survey of Treaties for the Pacific settlement of International Disputes, 1928-1948	320 5 100
<i>(ii, Department of Political and Security Council Affairs)</i>	\$2 800
1964:	3 200
1963:	-

	Text pages Estimated costs
	in original language \$
Supplement No. 3 to the Repertoire of the Practice of the Security Council	256 2 800

<i>(iii) Department of Economic and Social Affairs</i>	\$416 480
1964:	368 300
1963:	397 026

	Text pages Estimated costs
	in original language \$
(a) Monthly Bulletin of Statistics, twelve issues, bilingual	2 720 74 000
(b) Statistical Yearbook, 1965, bilingual	700 50 000
(c) Demographic Yearbook, 1965, bilingual	700 55 000
(d) Yearbook of International Trade Statistics, 1964, English	752 37 500
(e) Yearbook of National Accounts Statistics, 1964, bilingual	376 16 500
(f) Current Economic Indicators, four issues, bilingual	256 18 000
(g) Commodity Trade Statistics, English	10 000 84 000
(h) World Economic Survey, 1964, two volumes, three languages	256 17 600
(i) Commodity Survey, 1963-1964	200 5 200
(j) Bulletin on Industrialization and Productivity, vol. 10, three languages	80 7 400
(k) Yearbook on Human Rights, 1963, English	380 5 300
Yearbook on Human Rights, 1962, French	400 4 300
(l) Review of International Criminal Policy No. 23, three languages	112 6 500
(m) Bulletin on Narcotics, vol. XVII, four issues, English, French	202 9 900

^{4/} Includes \$48 900 for work done internally.

	Text pages in original language	Estimated costs \$
(n) Summary of Annual Narcotics Reports, 1963, parts I and II, three languages.	60	3 650
(o) Cumulative Index of Narcotic Laws, three languages.	112	3 330
(p) International Social Development Review, No. 2, English.	100	1 850
(q) Bulletin on Industrialization and Productivity, No. 9, two languages.	88	3 600
(r) World Economic Survey, 1963, part I (Experience of planning techniques in the developing countries), five languages.	88	7 100
(s) World Cartography, vol. VIII, two languages.	76	2 600
(t) International Social Development Review, No. 1, two languages.	300	3 150

(iv) Department of Trusteeship and Non-Self-Governing Territories..	\$ -
1964:	4 100
1963:	12 481

(v) United Nations Office at Geneva (excluding Economic Commission for Europe)	\$12 500
1964:	9 700
1963:	10 187

	Text pages in original language	Estimated costs \$
(a) Monthly list of books, catalogued (Library), twelve issues, bilingual.	670	6 100
(b) Monthly list of selected articles (Library), twelve issues	300	6 400

(vi) Economic Commission for Africa .	\$25 400
1964:	29 000
1963:	21 414

	Text pages in original language	Estimated costs \$
(a) Economic Bulletin for Africa, two issues (vol. V, Nos. 1 and 2), two languages	110	11 100
(b) Statistical Newsletter, four issues (Nos. 17, 18, 19 and 20), two languages	8	700
(c) African Trade Statistics, Series A, Direction of Trade, two issues (Nos. 7 and 8), bilingual.	100	1 500
(d) African Trade Statistics, Series B, Direction of Trade, four issues (Nos. 10, 11, 12 and 13), bilingual.	250	3 000
(e) Foreign Trade Newsletter, four issues (Nos. 11, 12, 13 and 14), two languages	25/50	800
(f) Agricultural Economic Bulletin, four issues (Nos. 9, 10, 11 and 12), two languages	70/100	1 100
(g) Social Welfare Services in Africa, three issues (Nos. 4, 5 and 6), two languages	50	3 700
(h) Training facilities in Africa, one issue (No. 2), bilingual	200	3 500

(vii) Economic Commission for Asia and the Far East.	\$37 700
1964:	32 000
1963:	33 190

	Text pages in original language	Estimated costs \$
(a) Economic Bulletin for Asia and the Far East, vol. XVI, three issues, English.	376	4 800
(b) Economic Survey of Asia and the Far East, 1964.	272	13 800
(c) Comparative studies in the application of programming techniques for economic development in selected ECAFE countries (Development programming Techniques, Series No. 5)	200	2 100
(d) Proceedings of the Sixth Regional Conference on Water Resources Development (Water Resources, Series No. 28), English.	310	3 450
(e) The Sediment Problem (Water Resources), English.	170	2 000
(f) Water Code (Water Resources, Series No. 30), two languages.	120	1 950
(g) Mining Development in Asia and the Far East (a review of 20 years' development—1945-1964) (MRD Series No. 25), English.	150	1 700
(h) Electric Power in Asia and the Far East, 1963, English.	100	1 100
(i) Transport and communications bulletin, two issues, English.	160	1 800
(j) Asian Trade Statistics, five issues, English.	1 258	5 000

(viii) Economic Commission for Europe	\$68 000
1964:	55 000
1963:	46 723

	Text pages in original language	Estimated costs \$
(a) Economic Survey of Europe, 1964, part I (analysis of current trends), three languages	103	8 700
Headquarters offset edition, English.		1 300
(b) Economic Bulletin for Europe, vol. 17, No. 1, three languages	100	8 500
Vol. 17, No. 2, three languages	100	8 500
(c) Quarterly Bulletin of Coal Statistics, three quarterly issues, bilingual.	91	2 950
One annual issue, bilingual.	99	2 850
(d) Quarterly Bulletin of Steel Statistics, four issues, trilingual.	144	9 000
(e) Timber Bulletin for Europe, four issues, bilingual.	96	7 420
(f) Annual Bulletin of Transport Statistics in Europe, bilingual.	120	4 500
(g) Annual Bulletin of Housing and Building Statistics, bilingual.	80	2 760
(h) Annual Bulletin of Electric Energy Statistics, trilingual.	104	4 600
(i) Statistics of World Trade in Steel, English.	45	1 145
(j) Indices of Concentration in the European Coal Mining Industry, two languages	16	1 005
(k) Statistical Standards and Studies, Nos. 8, 9 and 10, three languages	60	4 770

(ix) Economic Commission for Latin America			
			\$22 980
	1964:	24 200	
	1963:	15 606	
		Text pages in original language	Estimated costs \$
(a) Economic Bulletin for Latin America, two issues, two languages	228	8 700	
(b) Economic Survey of Latin America, 1964, two languages	276	9 800	
(c) Statistical Bulletin for Latin America, two issues, two languages	200	4 000	
(d) Occasional reprints of some special articles, two languages	50	480	

CHAPTER III

Studies and reports	\$215 350
1964:	203 500
1963:	256 370 ^{5/}

11.20 The estimate under this chapter provides for the printing of certain studies and reports prepared

under work programmes authorized by the competent organs of the United Nations. The items to be printed are not specified, since the actual publications programme may be affected by changes in those work programmes. Item (vii), Reprints, provides for the reproduction of additional copies of earlier publications which are required for distribution and sales purposes and in respect of which stocks have been exhausted. Reprints have been required in steadily increasing numbers over the past few years and they have become a permanent feature of the printing programme. It is considered desirable, therefore, to include monetary provision in the estimates, based on the average experience of the last three years. As before, every effort will be made to meet the major part of the requirements by means of internal reproduction and due allowance has been made for this purpose in the estimated deduction appearing under chapter VII.

11.21 The estimated requirements for the various offices and departments, compared with the approved estimates for 1964 and actual expenditures in 1963 are given in the following table.

Table 11-2

	1965 estimates \$	1964 approved estimates \$	1963 expenses \$
(i) Office of Legal Affairs	-	-	-
(ii) Security Council	4 500	-	-
(iii) Department of Economic and Social Affairs	75 220	78 500	122 264
(iv) Economic Commission for Africa	30 600	19 400	21 362
(v) Economic Commission for Asia and the Far East	14 480	14 300	10 700
(vi) Economic Commission for Europe	22 150	26 400	35 756
(vii) Economic Commission for Latin America	38 400	35 800	38 308
(viii) Reprints	30 000	29 100	27 980
	<u>215 350</u>	<u>203 500</u>	<u>256 370</u>

CHAPTER IV

Office of Public Information	\$95 400
1964:	83 800
1963:	92 090

11.22 The estimated printing requirements for the Office of Public Information are as follows:

	Estimated costs \$
A. HEADQUARTERS	
1. Periodicals	
United Nations Monthly Chronicle, English, 96 pages, 22,000 copies per issue (11 issues)	55 000
Index to English edition	2 000
2. Books	
(a) United Nations Yearbook, English, 550 copies for official distribution	4 000
(b) Everyman's United Nations, French, 1 000 copies for official distribution	3 000
B. CENTRES	
(a) United Nations Monthly Chronicle, French, 96 pages, 3 000 copies per issue (11 issues)	18 000
Index to French Chronicle	1 200
(b) United Nations Monthly Chronicle, Spanish, 96 pages, 2 500 copies per issue (11 issues)	11 000
Index to Spanish edition	1 200

CHAPTER V

Permanent Central Opium Board and Drug Supervisory Body	\$17 700
1964:	16 100
1963:	12 707

11.23 The estimated requirements under this chapter for 1965 are the following:

	Text pages in original language	Estimated costs \$
(a) Report to the Economic and Social Council on the Work of the Board in 1965, three languages	95	4 800
(b) Addendum to the report on the work of the Board in 1964, one (English and French) bilingual, one Spanish	50	2 350
(c) Estimated World Requirements of Narcotic Drugs in 1966, Statement issued by the Drug Supervisory Body, three languages	25	3 550
(d) Estimated World Requirements of Narcotic Drugs, Fourth Supplement to 1964 Statement and First Supple- ment to 1965 Statement, three languages	148	2 300
(e) Questionnaire requesting statistical information from Governments, three languages	40	1 500
(f) Report on the Application of the 1953 Opium Protocol, three languages	29	1 430

^{5/} Includes \$28 930 for work done internally.

	Text pages in original language	Estimated costs \$
(g) Estimated Requirements of Opium, three languages	62	1 460
(h) Questionnaire requesting estimates and statistical information from Gov- ernments, four languages.	5	310

CHAPTER VI

<i>Other contractual printing</i>	\$42 320
1964:	34 500
1963:	43 089

11.24 The estimate under this chapter covers the following requirements:

		Estimated costs \$
(i) Offices of the Secretary-General .		8 000
(a) Invitation cards, etc.	7 700	
(b) Briefs in litigation	300	
(ii) Office of Conference Services (out- side expenditure in connexion with internal reproduction of publica- tions).		3 000
(iii) Office of the Controller (forms, seals, labels, charts, letterheads, etc.)		18 500
(iv) Office of General Services.		2 700
(v) European Office of the United Na- tions (Geneva).		10 120
(a) Bibliographical cards for Library.	3 000	
(b) Brochure for Library, English and French, 2 000 copies	120	
(c) Forms, letterheads, etc. . . .	7 000	

CHAPTER VII

<i>Deduction for internal reproduction</i> . . .	(\$450 000)
1964:	(425 000)
1963:	(440 000)

11.25 It is estimated that of the gross programme under chapters I to VI, items costed at \$340 000 can be produced by internal printing processes at Headquarters and at \$110 000 at Geneva. A deduction of \$450 000 can therefore be made from the total of the estimates submitted under these chapters.

11.26 The possibilities of using internal capacity in relief of the contractual printing provision under this section depend to a large extent on the general workload imposed upon the internal reproduction services. Thus, there has been a steady increase in the documentation reproduced internally for special meetings and conferences, both as regards volume and the number of copies required. At the same time, this has enabled significant reductions to be made in the printing estimates included under section 2.

11.27 Information is given below on publications and other printing items reproduced internally in 1963 as part of the normal workload of the reproduction services and therefore not included in the contractual printing programme covered in chapters I to VI above. The allocation of internal reproduction capacity to these publications depends on the type of material to be printed and the timing of the submission in relation

to the availability of capacity in the various processes required and is governed by a quota system based on the actual production of similar items in 1955. The costs indicated are those which it is estimated would have been incurred if this work had been done externally by the same processes. The examples given under each heading are not exhaustive, but describe the type of item in this category.

Value in terms of
external printing
costs of work
done during 1963
\$

<i>Economic and Social Affairs</i>	61 570
(i) Social publications (\$5 205) Community Development Series Basic Equipment for Rehabilitation Centres Newsletter on Status of Women	
(ii) Statistical publications (\$28 175) Population and Vital Statistics World Energy Supplies in Selected Years (1953-1961) Commodity Indexes for the Stan- dard International Trade Classi- fication, Revised, vol. I, vol. II Retail Price Comparisons for International Salary Determina- tion Direction of International Trade	
(iii) Technical assistance publications (\$28 190) Decentralization for National and Local Development Local Government in Selected Countries (Ceylon, Israel, Japan) Reports on Seminars Experts Reports	
<i>Non-Self-Governing Territories</i>	13 150
<i>Legal Affairs</i>	6 610
Statement of Treaties and Agreements	
<i>The Dag Hammarskjöld Library</i>	17 805
United Nations Documents Index Periodicals	
<i>Secretary-General's Office</i>	5 705
Delegations to eighteenth session of Gen- eral Assembly	
<i>Technical Assistance Board</i>	10 170
The Expanded Programme of Technical Assistance	
<i>Office of Public Information</i>	29 375
Booklets, pamphlets, leaflets	
<i>UNICEF</i>	6 590
UNICEF News Leaflets, pamphlets, posters	
<i>United Nations Postal Administration</i>	1 650
Order forms Promotional material	
<i>Sale of publications</i>	10 265
Promotional material Subscription forms Catalogues	
<i>Visitors' Service</i>	
Visitors' Guide to the United Nations . . .	10 700
Reprints of United Nations publications for official purposes	18 465
	TOTAL
	192 055

PART IV

SPECIAL EXPENSES

Section 12. Special expenses

\$9 285 200

(1964: \$7 788 300

1963: \$4 808 462)

12.1 The estimates under this section cover requirements arising under the following headings:

- (1) The United Nations Memorial Cemetery in Korea;
- (2) The United Nations International School;
- (3) International encouragement of scientific research in the causes and control of cancerous diseases;
- (4) The special training programme for South West Africans;
- (5) The United Nations bond issue;

(6) Technical assistance to Rwanda and Burundi;

(7) The special training programme for territories under Portuguese administration;

(8) The triangular fellowship programme (Public Information).

12.2 The following table provides a summary of estimated requirements in 1965, compared with the appropriations for 1964 and actual expenditures in 1963:

Table 12-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. United Nations Memorial Cemetery in Korea	43 600	67 800	69 161
II. United Nations International School	-	55 000	70 000
III. International encouragement of scientific research in the causes and control of cancerous diseases	-	-	-
IV. Special training programme for South West Africans	50 000	50 000	48 768
V. United Nations bond issue	9 120 600	7 495 000	4 481 422
VI. Technical Assistance to Rwanda and Burundi	pro memoria	100 000	111 387
VII. Special training programme for territories under Portuguese administration	50 000	-	-
VIII. Triangular fellowship programme (Public Information)	21 000	20 500	27 724
TOTAL, section 12	<u>9 285 200</u>	<u>7 788 300</u>	<u>4 808 462</u>

CHAPTER I

<i>United Nations Memorial Cemetery in Korea</i>	<i>\$43 600</i>
1964:	67 800
1963:	69 161

12.3 In terms of an agreement, effective 11 December 1959, concluded by the Secretary-General with the Republic of Korea under General Assembly resolution 977 (X) of 15 December 1955, the United Nations undertook to maintain permanently, on the land granted in perpetuity to the Organization by the Government, the Memorial Cemetery at Tanggok, near Pusan. The United Nations began to exercise this responsibility on 31 March 1960 when it took over from the United States Army under the United Nations Command in Korea.

12.4 The Principal Secretary and the Administrative Officer of the United Nations Commission for the

Unification and Rehabilitation of Korea (UNCURK) at Seoul serve as United Nations Custodian and Assistant Custodian of the cemetery, respectively.

12.5 The physical maintenance of the cemetery in all its aspects, including the provision of security and custodial services, is entrusted to a local contractor. In terms of the contract, the contractor provides manpower and tools and the United Nations the necessary material and supplies, as well as heavy transportation.

12.6 General management of the cemetery, including supervision of the contractual work, provision of guide services for visitors, and maintenance of administrative and financial records, is conducted by three United Nations Field Service officers, assisted by four local employees (one interpreter/translator, two drivers and one mechanic). The salaries of the three Field Service officers, amounting to some \$25 300 are provided for under section 19.

12.7 The estimated requirements for 1965, compared with the corresponding appropriations for 1964 and actual expenditures in 1963 are as follows:

Items of expenditure	1965 estimates \$	1964 appropriations \$	1963 expenses \$
(i) Salaries of local employees other than those provided for under maintenance contract	5 500	4 000	4 100
(ii) Travel and subsistence of Custodian, Assistant Custodian and Field Service personnel	5 200	5 000	5 842
(iii) Maintenance of premises (utilities and miscellaneous maintenance of offices and residences; miscellaneous material and supplies for maintenance of cemetery)	5 000	29 000	20 957
(iv) Contractual maintenance of cemetery	24 000	27 000	28 016
(v) Transportation equipment	-	-	5 167
(vi) Operation and maintenance of transportation equipment	1 300	1 350	1 149
(vii) General expenses (communications; freight; cartage and express; miscellaneous supplies and services; insurance; stationery)	2 600	1 450	3 930
TOTAL.	43 600	67 800	69 161

12.8 The increase of \$1 500 in the estimate for salaries of local employees under item (i) is due partly to the introduction of the United Nations staff assessment plan, under which salaries are included on a gross instead of net basis as hitherto, and partly to an increase in local salary scales, authorized with effect from 1 March 1964.

12.9 The estimate of \$5 000 under item (iii) provides for supplies and services, including utilities for the maintenance of the premises. The higher amount under this item for 1964 included a provision of \$17 700 for the completion of a capital improvement programme, initiated in 1962, for bringing the physical appearance and facilities of the cemetery up to a satisfactory standard.

CHAPTER II

<i>United Nations International School</i>	\$ -
1964:	55 000
1963:	70 000

12.10 By its resolution 1439 (XIV) of 5 December 1959, the General Assembly decided to contribute to the International School Fund for a period of five years such continuing financial assistance as it might consider necessary. The appropriations approved for the ensuing five financial years, 1960 to 1964, were in a total amount of \$355 000 of which \$276 300 was applied towards the liquidation of the school's annual operating deficits and \$78 700 to the development of plans for permanent premises.

12.11 The Secretary-General will report separately on this matter to the General Assembly at its nineteenth session.

CHAPTER III

<i>International encouragement of scientific research in the causes and control of cancerous diseases</i>	\$ -
1964:	-
1963:	-

12.12 In terms of its resolution 1398 (XIV) of 20 November 1959, the General Assembly decided to institute suitable prizes of a total value of \$100 000 to be awarded for the most outstanding scientific research work in the causes and control of cancerous diseases.

The Secretary-General was requested to arrange for the awarding of such prizes during the ensuing four-year period, on the recommendation of the World Health Organization, and to renew this award periodically as long as it was considered necessary.

12.13. In accordance with financing arrangements approved by the General Assembly at its fifteenth session, the four annual resolutions on the Working Capital Fund since 1961 have included a paragraph authorizing the Secretary-General to advance from the Fund, up to the agreed maximum, such sums as might be necessary to finance awards made for the above-mentioned purpose, and to include in the supplementary estimates for that year the necessary provision for the reimbursement of the Fund.

12.14 This procedure was followed in 1962 in the case of the granting by the President of the seventeenth session of the General Assembly on 10 October 1962, of awards of \$10 000 each to six individuals selected by an expert committee appointed by the World Health Organization and approved by the Fifteenth World Health Assembly. No recommendations have been received to date in respect of any awards up to the balance of \$40 000 which the Secretary-General would be authorized to make available in 1964, the final year in the four-year period envisaged in the above-mentioned resolution.

12.15 The Secretary-General will submit a separate report to the General Assembly at its nineteenth session on the possible renewal of any award for a further period.

CHAPTER IV

<i>Special training programme for South West Africans</i>	\$50 000
1964:	50 000
1963:	48 768

12.16 In terms of its resolution 1705 (XVI) of 19 December 1961, the General Assembly established a special training programme for South West Africans, including technical education, education for leadership, and teacher training. To this end, the Secretary-General was requested to make use as fully as possible of the existing programmes of technical co-operation, particularly to make available to those

inhabitants of South West Africa who were or might be residing in various outside countries or territories the benefits of such programmes, with the consent and co-operation of the host Governments. In addition, the specialized agencies were requested to assist and Member States were invited to make available all-expense scholarships.

12.17 An annual provision of \$50 000 has been under this chapter in the budgets for 1962, 1963 and 1964. For reasons similar to those set forth under chapter VII below, it has not been possible to have recourse to any of the existing programmes of technical assistance.

12.18 The first awards under this programme were made during the latter half of 1962. Of the five awards made, only two recipients actually undertook their studies. In 1963 twenty-four new awards were made, and two previously granted were renewed. Of these, ten were taken up in 1963, and nine during the early months of 1964. Twenty-one persons were in study status at the time these estimates were prepared, including one new award in 1964. It is expected that eight further awards can be made from within the existing appropriation after allowing for the extension of certain of the awards made in 1962 and 1963.

12.19 A provision of \$50 000 is requested for 1965 for the continuation of this programme. Since awards are made in the first instance for one year, subject, if warranted, to an extension to permit the completion of a planned study programme, it is anticipated that this amount will need to be applied almost entirely to the renewal of previous awards.

CHAPTER V

<i>United Nations bond issue</i>	\$9 120 600
1964:	7 495 000
1963:	4 481 422

12.20 In terms of General Assembly resolution 1739 (XVI) of 20 December 1961, as amended by resolution 1878 (S-IV) of 27 June 1963 and 1989 (XVIII) of 17 December 1963, the Secretary-General was authorized to issue United Nations bonds up to an amount of \$200 million, and to include annually in the regular budget, beginning with the budget for 1963, an amount sufficient to pay the interest charges on bonds sold, at the rate of 2 per cent per annum, and the instalments, in accordance with the table established in the annex to the resolution, of the principal due on such bonds.

12.21 These payments are to be made on 15 January of each year. Accordingly, an appropriation of \$7 495 000 was approved for the financial year 1964 for the second payment, due on 15 January 1964, based on the estimated sales of bonds up to that date. However, the actual sale up to 15 January 1964, totalled \$151 446 300, and the corresponding payment of interest (\$2 708 102) and instalment due on principal (\$4 815 889) in 1964 amounted to \$7 523 991.

12.22 Between 15 January and 30 April 1964 additional sales in the amount of \$305 629 have taken place. Taking into account these most recent sales and after allowing for some additional sales prior to 31 December 1964, it is estimated that the next payment, due on 15 January 1965, covering payment of interest and instalments of principal, will amount to \$9 120 600.

In the circumstances, a provision under this chapter in the latter amount is requested at this time. Should the level of sales in the course of 1964 exceed those now anticipated, an increased appropriation will be requested at a later stage.

CHAPTER VI

Technical assistance to Rwanda and

<i>Burundi</i>	<i>pro memoria</i>
1964:	\$100 000
1963:	111 387

12.23 In terms of operative paragraph 4 of General Assembly resolution 1836 (XVII) of 18 December 1962, provision is required for the continuance in 1965 of the programme of advisory services for the development and training of security forces in Burundi and Rwanda. Nine advisor posts were requested and filled under the programme in 1964 at an estimated cost of \$75 000. The requirements of the programme for 1965 have not yet been established but will be indicated in the next progress report to be submitted to the nineteenth session of the General Assembly. In the circumstances, provision is made on a pro memoria basis at this time.

CHAPTER VII

Special training programme for territories under Portuguese administration

	\$50 000
1964:	-
1963:	-

12.24 The General Assembly, by resolution 1808 (XVII) of 14 December 1962, decided to establish a special training programme for territories under Portuguese administration, including technical education, education for leadership, and teacher training. To this end the Assembly (a) requested the Secretary-General to make use as fully as possible of the existing programmes of technical co-operation—namely the Expanded Programme of Technical Assistance and the Special Fund—so as to minimize the charge on the regular budget and, particularly, to make available to those indigenous inhabitants of the territories under Portuguese administration who were or who might be temporarily residing in various outside countries and territories the benefits of such programmes with the consent and co-operation of the host Governments; (b) invited the specialized agencies to co-operate by offering every possible assistance and such facilities and resources as they might be able to provide; and (c) invited Member States to make available all-expense scholarships, directly or through voluntary agencies.

12.25 At the time of the adoption of the above-mentioned resolution, the General Assembly was informed that the Secretary-General would consult with the Executive Chairman of the Technical Assistance Board and the Managing Director of the Special Fund to determine the possibilities of partial financing under these two programmes. To the extent that funds might be required under the regular budget, he would seek the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions to meet such commitments under the terms of paragraph 1 of the resolution relating to unforeseen and extraordinary expenses for the financial year 1963.

12.26 In terms of its resolution 1973 (XVIII) of 16 December 1963, the General Assembly took note of the developments during 1963 and, *inter alia*, requested the Secretary-General to continue his efforts in making use as fully as possible of existing United Nations programmes of technical co-operation for purposes of furthering the special training programme. Prior to the adoption of this resolution, the Assembly was informed that, apart from the scholarships which had been offered by a number of Member States, the problem of financing any long-term projects such as training programmes therefore still remained open, in view of the fact that the Technical Assistance Board, the Special Fund, and the specialized agencies had not yet communicated decisions which would assist in the realization of any such projects. In the circumstances, some provision was required under the regular budget to ensure that a minimum programme could become operative during 1964. It was decided in due course that any such costs up to a maximum of \$50 000 might be met, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, under the terms of the resolution relating to unforeseen and extraordinary expenses for the financial year 1964.

12.27 It has now been established that the policies governing the provision of assistance, under the Expanded Programme and the Special Fund do not permit ready access to these resources for the present purposes. In particular, such assistance could be granted only if the host Governments of countries in which the refugees resided were to make a formal application for the establishment of the necessary training schemes within the amount which could be made available to them within their total country programmes. Furthermore, the host Governments would be required to provide assurance that use would be made of the training acquired. Similar criteria apply in the case of the regular programme under part V of the budget. Accordingly, the Secretary-General will henceforth need to seek special provision

under the regular budget for any expenses which may arise in this connexion.

12.28 The programme is still in its initial stage. No expenditures were incurred in 1963. Such costs as may need to be incurred in 1964 will be met with the prior concurrence of the Advisory Committee under the arrangement referred to in paragraph 12.18 above. For 1965, expenditures in an amount of \$50 000 may be envisaged. An estimate of this order has therefore been included under this chapter.

CHAPTER VIII

<i>Triangular fellowship programme (Public Information)</i>	\$21 000
1964:	20 500
1963:	27 724

12.29 Under the triangular fellowship programme conducted by the Office of Public Information in co-operation with the regional economic commissions, a total of about fifteen fellowships will be offered to candidates selected from among young professionals of the information media in Africa, Asia, and Latin America who have demonstrated an interest in covering such subjects as economic development, planning, and technical assistance. The fellows will spend approximately six weeks at the regional economic commissions, Headquarters, Geneva, and Rome studying the activities and problems of the United Nations and the specialized agencies in the economic and social field. The estimate covers travel and subsistence costs.

12.30 In previous budgets this programme was included as an item under section 10, chapter VII. In accordance with a suggestion by the Advisory Committee on Administrative and Budgetary Questions,^{1/} the related estimates will henceforth be presented under this section.

^{1/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 7 (A/5507), para. 254.

PART V

TECHNICAL PROGRAMMES

\$6 400 000

(1964: \$6 400 000

1963: \$6 298 266)

- Section 13. Economic development
- Section 14. Social activities
- Section 15. Human rights advisory services
- Section 16. Public administration
- Section 17. Narcotic drugs control

V.1 The estimates under the present heading cover that share of the total United Nations technical assistance activity which is to be financed from the regular budget of the United Nations. The operational programmes involved may be placed in three main categories:

I. Economic development, social welfare and public administration

- (a) Technical assistance in the field of economic development, as envisaged in General Assembly resolution 200 (III) of 4 December 1948 and 304 (IV) of 16 November 1949 (section 13);
- (b) Advisory social welfare services, as contemplated in General Assembly resolution 418 (V) of 1 December 1950 (section 14);
- (c) Advisory services, consultation, training and research in the field of public administration, as envisaged in General Assembly resolution 518 (VI) of 12 January 1952, 723 (VIII) of 23 October 1953, and 1024 (XI) of 21 December 1956 (section 16, chapter I);
- (d) Appointment of operational, executive and administrative personnel, in accordance with General Assembly resolution 1530 (XV) of 15 December 1960 (section 16, chapter II);

II. Human rights advisory services (section 15);

III. Narcotic drugs control (section 17).

V.2 In accordance with procedures initiated by the adoption of its resolution 1768 (XVII) of 23 November 1962, the General Assembly determines the level of the provision under part V for each year on the basis of the recommendations of the Technical Assistance Committee, as endorsed by the Economic and Social Council. The main objective of this arrangement is to achieve an appropriate relationship between the various technical assistance programmes under the mandate of the Technical Assistance Committee, including those financed from the regular budget.

V.3 The Technical Assistance Committee introduced in 1963 a new timetable for its review of the regular budget programme. At its autumn session each year (e.g., 1963) the Committee would recommend the level of regular programme activities for the year after the next (e.g., 1965). At the summer session that follows (e.g., 1964), it would review the detailed regular programme proposals for that next year (1965).

V.4 In accordance with the new timetable, the Technical Assistance Committee at its last session, held in November-December 1963, suggested \$6.4 million as the amount to be included by the Secretary-General

for part V of the budget estimates for 1965, and indicated that the regular programme for that year should be drawn up on that basis.^{1/}

V.5 At its forthcoming summer session in 1964 the Technical Assistance Committee, after examining the detailed project proposals and other relevant factors, will have an opportunity to review, for submission to the Economic and Social Council, its initial position on the total size and content of the regular programme under part V for 1965. It will also review the distribution of this amount among country programmes and regional and inter-regional projects, as proposed by the Secretary-General.^{2/} The Committee will be in a position to take account of all relevant factors, including developments arising from recommendations made by the various legislative bodies, including the regional economic commissions, and the functional commissions and committees of the Economic and Social Council.

V.6 In the light of the recommendations of the Technical Assistance Committee, as endorsed by the Economic and Social Council, a final submission on the detailed programme for part V and the related estimates will be submitted to the General Assembly at its nineteenth session.

Nature of the regular programme

V.7 In drawing up the details of the proposed programme for 1965, the Secretary-General will continue to take into account the concern of the Technical Assistance Committee that the contents of this programme, while complementing the Expanded Programme of Technical Assistance (EPTA), should also be distinguished from it in certain particulars. Governments were asked in submitting their requests for 1965 to bear in mind that the regular programme funds should also be available to meet emergency and special requirements, including the needs of the newly-independent countries, and that these funds should not be committed to too many long-term projects; they were also urged to transfer as far as possible continuing commitments arising out of the 1963-1964 regular programme to their 1965-1966 requests under the Expanded Programme. This was done to carry out the intent of the General Assembly to distinguish between the regular and the expanded programmes and to rationalize their relationship.

^{1/} E/3849, para. 65 and E TAC, 137.

^{2/} E/3870, Add.1.

Priorities

V.8 The need of the regular programme to be more responsive to the priority requirements of the requesting Governments was examined by the Technical Assistance Committee at its summer session in 1963. Its recommendations were subsequently adopted by the General Assembly in resolution 1988 (XVIII) of December 1963, in terms of which the Secretary-General was authorized to make adjustments in the sectional provisions for section 13 (Economic development), section 14 (Social welfare), and chapter I of section 16 (Public administration) to a maximum adjustment of 5 per cent in any one of these sections so as to increase one or more of the sections under part V.

V.9 At its subsequent session in 1963, the Technical Assistance Committee addressed itself specifically to the question of priorities and to the question of technical assistance for industrial development. While it had before it a submission by the Secretary-General^{3/} on a tentative initial distribution of \$6.4 million among the several sections in part V of the budget, several members indicated that the recommendation of the level of \$6.4 million for 1965 did not constitute an approval of that sectional breakdown.^{4/} The Committee decided that the regular programme needed to reflect the priorities for technical assistance determined by each developing country in the light of its own development plan. It requested the Secretary-General, "after appropriate consultations, to submit to the 1964 summer session of the Committee a plan for reallocating the funds available under part V of the regular budget for 1965 in such a way as to effect an increase in section 13 (Economic development) which will permit the provision under a separate chapter heading within that section of a sum specifically for industrial development". The Committee at the same time requested the Secretary-General to consult with the Governments of developing countries and to make recommendations for further flexibility designed to reflect the changing and various priorities of those countries.

V.10 The Commissioner for Technical Assistance subsequently addressed himself through the Resident Representatives to the Governments of the developing countries on this subject. The Governments were asked to present their requests for 1965 under the regular programme in two ways. The first of these required submission, as in prior years, of project proposals in accordance with the existing sectional distribution in part V of the budget. The second method called for the submission of requests in a strict descending priority order without regard to the sectional breakdown. The Governments were also asked to indicate their preference for either plan with the reasons for such choice.

V.11 As a result of the examination by the Technical Assistance Committee, at its forthcoming summer session, of the results of these various inquiries, it is possible that proposals might be made to the General Assembly for the rearrangement of the present sectional breakdown within part V, as well as for the more flexible utilization of the total appropriation under part V, in order that the priority needs of

recipient Governments may be more readily met. No indication of the probable requirements under each of the present sections can therefore appropriately be given at this time, except that an appropriation of \$180 000 for human rights advisory services and \$75 000 for narcotic drugs control will be proposed.

Regional and inter-regional projects

V.12 The General Assembly, in resolution 1797 (XVII) of 11 December 1962, recognized that "the objectives of the United Nations Development Decade require the maximum concentration of efforts and resources in selected areas where there are the greatest needs and opportunities for United Nations action". The areas of primary importance to economic and social development, as identified by the various United Nations legislative bodies, include economic planning and programming, industrial development, public administration, and urbanization and housing.

V.13 The question of the reorientation of the technical assistance programme under part V of the regular budget towards these areas of special importance, referred to as "impact areas", was discussed by the Technical Assistance Committee at its summer session in 1963 and will no doubt continue to receive its attention.

V.14 The Secretary-General hopes that government requests will reflect the emphasis placed on "impact areas". The transfer of long-term projects from the regular to the Expanded Programme would make it possible to use the flexibility of the former programme for accommodating new projects, including those of a regional or inter-regional nature, in the areas in question.

V.15 In proposing regional and inter-regional projects the Secretary-General will continue to be guided by the organs concerned in addition to collective requests by groups of interested countries and by the frequency of demands made by requesting Governments. Such projects have been given increased emphasis in the 1963-1964 programmes and this trend will probably continue in 1965.

V.16 Regional and inter-regional projects are, moreover, of particular value within the context of the regular programme. Whether these projects take the form of advisory services by teams of experts, regional or inter-regional training centres, seminars, demonstration projects or study tours, they bring about a transfer and adaptation of methods and techniques, and facilitate the exchange of knowledge and experience, including that which the Secretariat can develop and place at the disposal of the Governments concerned.

V.17 Regional projects are also ideally suited for execution by the regional economic commission secretariats, since they provide a means for giving quick recognition to the regional requirements for technical assistance as envisaged by the regional economic commissions at their annual sessions. These projects may involve all or several countries of the region or sub-region, such as the case of river valley development, trade and other economic relationships. The delegation of authority to the regional secretariats for the implementation of such projects makes it possible to put into effect decentralization in a

^{3/} E. TAC/137, paragraph 13.

^{4/} E. TAC/137, paragraph 15.

rapid and effective way in response to General Assembly resolution 1709 (XVI) of 19 December 1961.

Regional and inter-regional advisers

V.18 Further development of the use of regional and inter-regional advisers is anticipated in 1965 under the regular programme. One of the main characteristics of these services is the priority given to those areas of activity which have been identified as "impact areas" by the legislative bodies and for advisory service requirements which had not been anticipated by countries at the time of the programming exercises.

V.19 Regional advisers are assigned to the regional economic commissions on a standing basis and make it possible to meet requests by Governments more promptly and in greater number than would have been the case if it had been necessary in each instance to resort to the time-consuming process of recruiting experts on an ad hoc basis.

V.20 Inter-regional advisers are located at Headquarters and are detailed for service in particular countries or regions according to programme requirements. The scheme was started in 1963 on a modest scale in the areas of natural resources, industrial development and public administration. The maintenance of a central pool of expertise has proved a successful means of overcoming the scarcity of high-level experts in the priority areas of work. The inter-regional approach has also been of value in fostering the transfer of knowledge and experience from one region to another. These advisers are available to meet an increasing number of government requests for prompt assistance in the initial tasks involved in the preparation of integrated development activities. The scheme has been expanded to other areas of work in 1964 and for 1965 such advisers should be available for service in each of the following areas: economic planning; fiscal, financial and trade activities; industrial development; natural resources; housing and physical planning; and public administration.

PART VI

SPECIAL MISSIONS AND RELATED ACTIVITIES

Section 18. Special missions

\$2 489 200

(1964: \$2 400 000

1963: \$2 638 802)

18.1 This section covers the requirements of the United Nations special missions. The estimates are subject to revision in the light of future developments.

18.2 Table 18.1 below indicates, by chapter total, the estimates for 1965, the appropriations for 1964, and actual expenditures in 1963.

Table 18-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
I. United Nations Truce Supervision Organization in Palestine (UNTSO)	\$ 1 615 000	\$ 1 582 300	\$ 1 669 969
II. United Nations Conciliation Commission for Palestine (UNCCP) . .	<i>Pro memoria</i>	<i>Pro memoria</i>	131 263
III. United Nations Military Observer Group in India and Pakistan (UNMOGIP).	526 600	441 150	437 960
IV. United Nations Representative for India and Pakistan (UNRIP)	41 000	39 400	38 287
V. United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK)	146 600	153 250	137 089
VI. Office of the Special Representative of the Secretary-General in Amman	30 000	37 900	34 236
VII. Replacement of staff assigned to field missions	130 000	96 000	131 410
— 1963 and 1964 missions not provided for in 1965	-	50 000 ^a	58 588 ^b
TOTAL	2 489 200	2 400 000	2 638 802

^a Includes \$30 000 for the requirements of the Special Committee with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples and \$20 000 for the requirement of the *Ad Hoc* Committee on the Question of Oman.

^b Includes \$31 124 for the United Nations Mission to South Viet-Nam, \$9 363 for the visit to London of a Sub-

Committee of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples, and \$18 081 for a visit to Aden and neighbouring territories by another sub-committee of the Special Committee.

CHAPTER I

United Nations Truce Supervision Organization in Palestine \$1 615 000
1964: 1 582 300
1963: 1 669 969

18.3 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.

18.4 The estimated requirements for this mission in 1965, compared with those of the two previous years, are as follows:

Items of expenditure	1965 estimates	1964 appropriations	1963 expenses
(i) Salaries and wages of staff recruited for the mission	\$ 180 700	\$ 178 750	\$ 190 331
(ii) Subsistence and travel of staff recruited and detailed	369 200	361 500	360 688
(iii) Subsistence and travel of military observers	490 700	489 000	488 778
(iv) Maintenance of premises and equipment	99 000	113 500	136 973
(v) Operation and maintenance of vehicles	120 000	129 600	120 253
(vi) Communications, freight, supplies, and miscellaneous services	129 700	113 200	130 618
(vii) Rental of aircraft	72 000	72 000	98 731
(viii) Purchase of furniture and fixtures	21 700	60 500	25 583
(ix) Purchase of vehicles	132 000	64 250	118 014
TOTAL	1 615 000	1 582 300	1 669 969

18.5 Additional expenditures included in sections 3, 4, and 19 for the salaries and allowances of staff detailed from the regular establishment (item (ii) of the manning table below) are:

	\$
(a) Professional	93 090
(b) Secretarial and clerical	79 133
(c) Field Service	1 243 407
	<u>1 415 630</u>

18.6 Revenue to be derived from the mission's activities, as included in the relevant income sections, is estimated as follows:

	\$
(a) Staff assessment	162 800
(b) Sales of vehicles	23 000
	<u>185 800</u>

18.7 Accordingly, estimated total net expenditure (estimates in this section, plus related estimates in other sections, less revenue) is in the amount of \$2 844 830.

18.8 The following manning table shows the total mission staff proposed for 1965, compared with 1964:

	1964	1965
(i) Staff recruited for the mission		
(a) International (Chief of Staff, Special Adviser, Information Officer, Translator)	5	4
(b) Local recruits	74	74
(ii) Staff detailed from the regular establishment		
(a) Professional (Chief Administrative Officer, Legal Adviser, Political Adviser, Reports Officer and Security Officer)	3	5
(b) Secretariat and clerical	13	10
(c) Field Service	153	156
	<u>248</u>	<u>249</u>
(iii) Military observers	124	124
	<u>372</u>	<u>373</u>

18.9 The post of Legal Adviser previously filled by international recruitment is now being filled by a staff member detailed from Headquarters. The staff of the mission is also being strengthened by the addition of a political adviser detailed from Headquarters. These actions account for the reduction of one post under item (i) (a) and the increase of two posts under item (ii) (a). The decrease in the number of secretarial and clerical staff by three is made possible by the assumption of their duties by Field Service staff, whose number is correspondingly increased.

18.10 The following comments are related to the items of expenditure given in the summary table in paragraph 18.4 above:

(i) *Salaries and wages of staff recruited for the mission (\$180 700)*

The estimate is based on the actual costs for salaries and wages of four internationally recruited staff and seventy-four local recruits.

(ii) *Subsistence and travel of staff recruited and detailed (\$369 200)*

Of the total estimate for travel and subsistence of staff, \$344 900 relates to subsistence and \$24 300 to travel of staff recruited for or detailed to the mission. The estimate for travel is costed on the basis of the current travel standards and air fares and provides for the replacement of three professional and five clerical staff detailed from

Headquarters; for re-assignment of fifteen Field Service personnel other than in conjunction with home leave; for home leave travel of three internationally-recruited staff members and their dependants; and for one round-trip to New York by the Chief of Staff for consultations. The estimate for subsistence covers installation, assignment and mission subsistence allowances, as admissible, for all staff of the mission, other than local recruits.

The increase of \$7 700 over the 1964 approved provision is due to the greater number of home leave entitlements in 1965.

(iii) *Subsistence and travel of military observers (\$490 700)*

The estimated cost of subsistence of 120 military observers, after a 3 per cent deduction for possible absences, amounts to \$424 700; the rest of the estimate (\$66 000) provides for travel costs relating to the possible replacement during 1965 of approximately two-thirds of the observers on expiration of their one-year terms of duty.

(iv) *Maintenance of premises and equipment (\$99 000)*

The normal cost of maintenance of premises and equipment, including the cost of spare parts for the radio network, based on the experience of an average monthly expenditure of \$8 250, is estimated at \$99 000.

The normal requirements for 1964 under this heading amounted to \$96 000. However, a further provision of \$17 500 was made for the construction of additional office rooms in Government House.

The increase of \$3 000 over last year's appropriation is due to the cost of new sewage facilities.

(v) *Operation and maintenance of vehicles (\$120 000)*

The estimate represents the cost of operation and maintenance of the fleet of 191 vehicles at an average monthly cost of \$10 000 based on actual experience in prior years.

(vi) *Communications, freight, supplies and services (\$129 700)*

Of this estimate, \$20 000 relates to communication services; \$54 500 to freight, cartage and express; \$43 200 to general supplies and services; and \$12 000 to insurance.

(vii) *Rental of aircraft (\$72 000)*

The estimate, which is maintained at the same level as approved for 1964, covers the rental of one aircraft.

(viii) *Furniture, fixtures and equipment (\$21 700)*

The estimate provides for replacement of various un-serviceable items of furniture and fixtures (\$3 500); office equipment (\$1 500); and radio equipment (\$11 700). It also includes a provision of \$5 000 for the installation of two automatic repeater stations in the mission area with a view to improving the radio communication system between observation posts. One of these stations will be located at Government House in Jerusalem and the other at Marjayoun (Lebanon).

(ix) *Purchase of vehicles (\$132 000)*

In accordance with the new policy introduced in UNTSO in 1964, vehicles in this mission are to be replaced after four years of use. On this basis, it is proposed to replace forty-nine vehicles in 1965 at a total cost of \$132 000. Income from the sale of the used vehicles, estimated at \$23 000, is included under income section. Freight costs relating to the acquisition of the new vehicles, amounting to \$24 500, are included under item (vi) above.

CHAPTER II

United Nations Conciliation Commission for Palestine

pro memoria
1964: *pro memoria*
1963: \$131 263

18.11 Under this chapter provision has been made hitherto for staff and facilities provided by the Secretary-General, at the request of the General Assembly, to the United Nations Conciliation Commission for Palestine, established in terms of General Assembly

resolution 194 (III) of 11 December 1948, to assist the Commission in its task of identification and valuation of Arab immovable property holdings in Israel for purposes of the payment to Arab refugees of compensation in lieu of repatriation in accordance with the provisions of paragraph 11 of the above-mentioned resolution.

18.12 The property identification and valuation project was brought to a completion at the end of 1963. At the same time, the Secretary-General was requested, in terms of General Assembly resolution 1912 (XVIII) of 3 December 1963, to provide any staff and facilities the Commission might require in carrying on its work. Since the exact needs were not known at that stage, no provision was made in the budget for 1964, on the understanding that any costs which might arise would be met, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, in accordance with the provisions of paragraph 1 of the resolution on unforeseen and extraordinary expenses in 1964.

18.13 Of the twenty-eight staff engaged on the property identification and valuation project in 1963, five were retained up to the end of April 1964 to organize the records in a manner which would facilitate future reference. For the period beginning 1 May 1964, the Commission requested the Secretary-General to appoint a Technical Representative, to be assisted by two general service staff at Headquarters and one internationally-recruited official attached to the Office

of the United Nations Truce Supervision Organization (UNTSO) in Jerusalem, to deal with requests for information or explanation in regard to these records. Accordingly, the concurrence of the Advisory Committee was sought to incur related costs up to an amount of \$26 000 in 1964. To the extent that these additional expenses cannot be met from existing appropriations, it would be the intention of the Secretary-General in due course to submit supplementary estimates for that year.

18.14 As the Technical Representative and his staff are expected to complete the present task by the end of 1964 and since their further activities will depend upon further decisions that may be taken by the General Assembly at its nineteenth session, the estimate for 1965 is presented on a pro memoria basis at this time.

CHAPTER III

United Nations Military Observer Group

<i>in India and Pakistan</i>	\$526 600
1964:	441 150
1963:	437 960

18.15 The Military Observer Group in India and Pakistan was established under the terms of Security Council resolution S 1469 of 14 March 1950.

18.16 The estimated requirements of the mission in 1965, compared with those of the two preceding years, are the following:

Items of expenditure	1965 estimates \$	1964 appropriations \$	1963 expenses \$
(i) Salaries and wages of staff recruited for the mission	55 900	46 900	45 714
(ii) Subsistence and travel of staff recruited and detailed	89 700	68 850	62 667
(iii) Subsistence and travel of military observers	233 100	187 900	191 094
(iv) Maintenance and rental of premises and equipment	20 200	17 800	21 123
(v) Operation and maintenance of vehicles ..	16 500	15 000	17 472
(vi) Communications, freight, supplies and services	50 400	48 800	54 121
(vii) Rental of aircraft	41 000	33 000	25 795
(viii) Purchase of furniture and fixtures	9 300	13 700	15 104
(ix) Purchase of vehicles	10 500	9 200	4 870
TOTAL	526 600	441 150	437 960

18.17 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 below) are:

	\$
(a) Professional	16 116
(b) Field Service	199 407
	<u>215 523</u>

18.18 Revenue to be derived from the mission's activities, as included in the relevant income sections, is estimated as follows:

	\$
(a) Staff assessment	23 807
(b) Sale of vehicles and equipment	4 755
	<u>28 562</u>

18.19 Accordingly, estimated total net expenditure (estimates in this section, plus related estimates in

other sections, less revenue) is in the amount of \$713 561.

18.20 The following manning table shows the total mission staff for 1965, compared with 1964:

	1964	1965
(i) Staff recruited for the mission		
(a) International (Chief Military Observer)	1	1
(b) Local staff	36	34
(ii) Staff detailed from the regular establishment		
(a) Professional	2	1
(b) Field Service	25	26
	64	62
(iii) Military observers	36	42
(iv) Air crew	4	4
	<u>104</u>	<u>108</u>

18.21 The post of Finance Officer previously filled by a professional staff member detailed from Headquarters

will now be filled by a Field Service staff member. This accounts for the variation in the figures between 1965 and 1964 under item (ii) above. As a result of a greater measure of activity along the cease-fire line, it has been necessary during 1964 to make some increase in the number of military observers approved for that year. The estimate for 1965 is based on a total increase of six from thirty-six to a total of forty-two.

18.22 The following comments are related to the items of expenditure given in the summary table in paragraph 18.18.

(i) *Salaries and wages of staff recruited for mission (\$55 900)*

This estimate provides for the salaries and allowances of the Chief Military Observer and the thirty-four locally-recruited staff. The increase of \$9 000 under this item, as compared with the approved amount for 1964, is partly due to the adjustment in the level of the post of the Chief Military Observer from the equivalent of a director to that of an under-secretary (\$6 100), and partly to the application of staff assessment for locally-recruited staff, as a result of which their salaries are shown estimated on a gross rather than on a net basis (\$2 900).

(ii) *Subsistence and travel of staff recruited and detailed (\$89 700)*

The estimate consists of \$89 700 for the mission subsistence allowance of the Chief Military Observer and twenty-seven other staff members detailed from the regular establishment. The increase of \$20 850 is to provide for the payment for a maximum of thirty days of the higher rate of daily subsistence allowance rather than the monthly allowance when a staff member is transferred from one duty station to another within the mission area. This change in policy become effective 1 March 1964 and is limited to two such changes per staff member per annum. Previous practice was to pay subsistence at the higher daily rate only for the first thirty days following the arrival of a staff member in one of the four duty stations in the mission area (New Delhi, Karachi, Srinagar, and Rawalpindi). This practice made no allowance for the necessary seasonal rotation of staff between Srinagar and Rawalpindi.

(iii) *Subsistence and travel of military observers (\$233 100)*

The estimated cost of subsistence of military observers and air crew amounts to \$181 100; the balance of \$52 000 provides for travel costs resulting from the need to replace some thirty observers and the four air crew on the expiration during 1965 of their one-year tours of duty. The major part of the increase under this item, as compared with the approved amount for 1964, arises from the proposed increase in the number of military observers by six.

(iv) *Maintenance and rental of premises and equipment (\$20 200)*

The estimate consists of \$12 600 for spare parts and other expendable supplies for the maintenance of the Mission's radio network, as well as the Karachi station of the United Nations radio network; and \$7 600 for rental and maintenance of mission offices in New Delhi, Jammu, Rawalpindi, Sialkot, Srinagar and at other field stations.

(v) *Operation and maintenance of vehicles (\$16 500)*

The estimate is based on experience which indicates an average monthly cost of \$1 400 for the mission's fleet of twenty-one vehicles.

(vi) *Communications, freight, supplies and services (\$50 400)*

The estimate covers the following items: \$21 800 for communications; \$8 000 for freight (including \$2 000 for the shipment of four new vehicles); \$13 600 for supplies and services covering general expenses; \$4 600 for insurance, mainly in connexion with the aircraft and vehicles; and \$2 400 for expendable office supplies.

(vii) *Rental of aircraft (\$41 000)*

The estimate for rental of aircraft is based on the experience of a monthly average cost of \$3 415 for one aircraft.

(viii) *Purchase of furniture and fixtures (\$9 300)*

The estimate includes \$6 500 for non-expendable radio equipment for the Karachi station of the United Nations radio network and for the mission's communications system; and \$2 800 for office equipment, including the replacement of a mimeograph machine, two air-conditioners, one calculating machine and six typewriters.

(ix) *Purchase of vehicles (\$10 500)*

The estimate provides for the replacement of four vehicles which will be over three years old and have high mileage. Revenue of \$4 000 anticipated from the sale of vehicles and other unusable equipment has been included in income section 3.

CHAPTER IV

United Nations Representative for India

<i>and Pakistan</i>	\$41 000
1964:	39 400
1963:	38 287

18.23 The estimate provides for the salary and allowances of the United Nations Representative for India and Pakistan appointed under Security Council resolutions S/1469 of 14 March 1950 and S/2883 of 23 December 1952, as well as those of his secretary. The related income from staff assessment, estimated at \$8 200, is included under income section 1.

CHAPTER V

United Nations Commission for the Unification and Rehabilitation of Korea

	\$146 600
1964:	153 250
1963:	137 089

18.24 The United Nations Commission for the Unification and Rehabilitation of Korea was established by General Assembly resolution 376 (V) of 7 October 1950.

18.25 The estimated requirements for this mission in 1965, as compared with those of the two preceding years, are as follows:

Items of expenditure	1965 estimates \$	1964 appropriations \$	1963 expenses \$
(i) Salaries of staff recruited for mission . .	43 600	41 000	37 632
(ii) Subsistence and travel of staff recruited and detailed	33 200	30 000	23 500
(iii) Subsistence and travel of members of the Commission	26 000	26 000	22 064
(iv) Maintenance and rental of premises and equipment	24 300	21 500	26 371
(v) Operation and maintenance of vehicles . .	6 000	6 200	6 042
(vi) Communications, freight, supplies and services	12 000	16 150	15 842
(vii) Purchase of furniture and equipment . . .	1 500	5 500	471
(viii) Purchase of vehicles	-	6 900	5 167
TOTAL	146 600	153 250	137 089

18.26 Additional expenditures included in sections 3, 4, and 19, for the salaries and allowances of staff detailed from the regular establishment are:

	\$
(a) Professional	49 022
(b) Field Service	39 880
	<u>88 902</u>

18.27 Revenue to be derived from the mission's activities and included in income section 1 is estimated at \$15 837 for staff assessment.

18.28 Accordingly, estimated total net expenditure (estimates in this section, plus related estimates in other sections, less revenue) is in the amount of \$219 665.

18.29 The following manning table shows the total mission staff for 1965, compared with 1964:

	1964	1965
(i) Staff recruited for the mission		
(a) International	-	-
(b) Local staff	33	33
(ii) Staff detailed from the regular establishment		
(a) Professional (Principal Secretary, Political and Economic Affairs Officers) ..	3	3
(b) Field Service	5	5
	<u>41</u>	<u>41</u>

18.30 The following comments are related to the items of expenditure given in the summary table in paragraph 18.25 above:

(i) *Salaries of staff recruited for mission (\$43 600)*

The estimate covers the salaries and allowances of thirty-three locally-recruited staff. The increase of \$2 600 over the approved estimate for 1964 arises partly from an increase in local salary scales, approved with effect from 1 March 1964, and partly from within grade increments.

(ii) *Subsistence and travel of staff recruited and detailed (\$33 200)*

The estimate provides for the following: \$15 840 to cover the mission subsistence allowance of the eight staff members detailed from the regular establishment; \$12 800 for travel costs in connexion with the replacement in 1965 of the three professional staff members detailed from Headquarters; \$2 460 for travel and subsistence of four staff members in connexion with two meetings of the Commission to be held in Tokyo, in accordance with the Commission's practice since 1960 of holding quarterly plenary meetings, twice a year in Seoul and twice a year in Tokyo; and \$2 100 for travel and subsistence for thirty staff members, including interpreters and drivers, in connexion with the observing of local elections.

(iii) *Subsistence and travel of members of the Commission (\$26 000)*

This estimate provides for the following:

(a) One member assigned to the Commission on a full-time basis, who receives subsistence for attendance at

meetings and for whom travel costs are paid when the Commission meets in Tokyo; this member is also entitled to one journey for leave or replacement (Turkey);

(b) Seven members assigned to the embassies of their Governments in Seoul, who receive subsistence only for attendance at meetings of the Commission in Seoul and for whom travel costs are paid when the Commission meets in Tokyo (Australia (two), Philippines (two), Thailand (two), and Turkey (one));

(c) Three members assigned by their Governments to Japan, for whom travel costs are paid when the Commission meets in Seoul and who receive subsistence when attending those meetings, as well as the meetings in Tokyo (Chile, Netherlands, Pakistan);

(d) One representative of the Commission at the twentieth session of the General Assembly, who receives subsistence for the full period, in addition to round-trip travel to New York.

(iv) *Maintenance and rental of premises and equipment (\$24 300)*

This estimate includes \$17 300 for a housing subsidy for staff with dependants detailed to the mission, under the arrangements described in the budget estimates for 1961. The headquarters building of the mission is currently made available without charge to the United Nations, but \$6 000 is provided for its maintenance and utilities. The estimated cost of maintaining the radio equipment is \$1 000.

(v) *Operation and maintenance of vehicles (\$6 000)*

The estimate is based on the experience of an average monthly cost of \$500 for the mission's fleet of eleven vehicles.

(vi) *Communications, freight, supplies and services (\$12 000)*

The estimate provides for the following items: \$3 000 for communications; \$2 400 for freight; \$4 100 for general expenses; \$500 for insurance and \$2 000 for expendable office supplies.

(vii) *Purchase of furniture and equipment (\$1 500)*

The estimate of \$1 500 covers the cost of replacing old and unserviceable furniture and a radio receiver.

CHAPTER VI

Office of the Special Representative of the Secretary-General in Amman

\$30 000

1964: 37 900

1963: 34 236

18.31 The Office of the Special Representative of the Secretary-General in Amman was established under the terms of General Assembly resolution 1237 (ES-III) of 21 August 1956.

18.32 The estimated expenditures of this mission, compared with those of the preceding two years, are the following:

¹ Official Records of the General Assembly, Fifteenth Session, Supplement No. 5 (A/43/P), section 18, chapter III.

Items of expenditure	1965 estimates \$	1964 appropriations \$	1963 expenses \$
(i) Salaries of staff recruited for the mission	9 500	8 500	8 486
(ii) Subsistence and travel of staff recruited and detailed	12 200	18 000	14 444
(iii) Rental and maintenance of premises and equipment	4 400	6 450	6 339
(iv) Operation and maintenance of vehicles ...	1 200	1 500	1 037
(v) Communications, freight, supplies and services	2 700	3 450	2 530
(vi) Purchase of furniture and equipment	-	-	1 400
TOTAL	<u>30 000</u>	<u>37 900</u>	<u>34 236</u>

18.33 Additional expenditures included in sections 3, 4, and 19, for salaries and allowances of staff detailed from the regular establishment are \$44 164.

18.34 Revenue to be derived from the activities of the mission and included in income section 1, is estimated at \$6 500 for staff assessment.

18.35 Accordingly, estimated total net expenditure (estimates in this section, plus related estimates in other sections, less revenue) is in the amount of \$67 664.

18.36 The following comments relate to the items of expenditure given in the summary table in paragraph 18.32 above:

(i) *Salaries of staff recruited for the mission (\$9 500)*

The estimate provides for the salary costs of four local staff. In addition, one professional officer, one general service and one Field Service officer are detailed from the regular establishment.

(ii) *Subsistence and travel of staff recruited and detailed (\$12 200)*

The estimate provides \$5 800 for four round-trips from Geneva to the mission and one round-trip from Geneva to New York by the Special Representative (who is currently the Director of the Geneva office), as well as for home leave travel of the professional officer and his dependants. Subsistence allowances for the Special Representative during his stay in the mission area and for staff detailed from the regular establishment are estimated at \$6 400.

(iii) *Rental and maintenance of premises and equipment (\$4 400)*

The estimate is based on actual experience in previous years.

(iv) *Operation and maintenance of vehicles (\$1 200)*

The estimate is based on actual costs incurred in previous years for the mission's fleet of three vehicles.

(v) *Communications, freight, supplies and services (\$2 700)*

The estimate is based on past experience and provides: \$480 for communications; \$600 for freight; \$1 200 for miscellaneous supplies and services; \$220 for insurance; and \$200 for stationery, office and internal reproduction supplies.

CHAPTER VII

Replacement of staff assigned to field

<i>missions</i>	<i>\$130 000</i>
1964:	96 000
1963:	131 410

18.37 The estimate provides for the costs of recruiting temporary staff at established offices to replace regular personnel detailed to missions. The total expenditure for replacement of staff in 1963 amounted to \$131 410, and the current level of replacement would indicate a total expenditure of \$130 000. This estimate relates, in the main, to general service staff, who in view of the general increase in workload, can no longer be spared at Headquarters without replacement.

18.38 Estimated revenue is included in income section 1 in the amount of \$23 400 for the staff assessment of replacement staff.

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* *

18.39 The following table, presented for purposes of information, shows, in summary form, the total net estimates for the special missions covered in this section:

Chapter missions	1965 estimates in section 18 \$	1965 estimates ^{a/} in sections 3, 4, and 19 \$	1965 estimates of revenue \$	1965 estimated total net expenditure \$
I. UNTSO	1 615 000	1 415 630	185 800	2 844 830
II. UNCCP	-	-	-	-
III. UNMOGIP	526 600	215 523	28 562	713 561
IV. UNRIP	41 000	-	8 200	32 800
V. UNCURK	146 500	88 902	15 837	219 665
VI. AMMAN	30 000	44 164	6 500	67 664
VII. Mission Replacements	130 000	-	23 400	106 600
TOTAL, chapter VII	2 489 200	1 764 219	268 299	3 985 120

^{a/} Estimates for the salaries and allowances of Field Service staff and staff assigned to mission duties from the regular establishment.

Section 19. United Nations Field Service

\$1 547 400

(1964: \$1 525 700

1963: \$1 421 645)

19.1 The estimates under this section cover the costs of all members of the Field Service assigned to missions or activities financed from the regular budget.

19.2 Table 19-1 provides a comparison, by chapter total, of the 1965 estimates, the 1964 appropriations, and the 1963 expenses.

Table 19-1

Chapter	Title	1965 estimates \$	1964 appropriations \$	1963 expenses \$
I.	Established posts	995 400	1 015 200	896 461
II.	Common staff costs	530 000	488 500	503 697
III.	General expenses	<u>22 000</u>	<u>22 000</u>	<u>21 487</u>
	TOTAL	<u>1 547 400</u>	<u>1 525 700</u>	<u>1 421 645</u>

19.3 The relevant portion of these estimates has been pro-rated, for information purposes only, to the appropriate missions in sections 12 and 18.

CHAPTER I

<i>Established posts</i>	\$ 995 400
1964:	1 015 200
1963:	896 461

Table 19-2

Number of posts		Post level	Gross salaries \$
1965	1964		
13	13	Principal Field Service Officer	106 444
21	21	Senior Field Service Officer	133 560
49	45	Intermediate Field Service Officer	270 578
87	84	Junior Field Service Officer	411 771
38	45	Guard	148 010
208	208		1 070 363
		<i>Deduct:</i> Adjustment of 7 per cent for turnover of staff	74 963
		TOTAL	<u>995 400</u>

19.4 No change is proposed in the total number of posts required. The costs have been calculated on the average salary actually paid at each level at the time these estimates were compiled.

19.5 The duty stations and functions of the staff are indicated in table 19-3 below.

Table 19-3

Duty station	Adminis- trative assistants	Radio operators, tech- nicians	Vehicle mechanics	Clerks, secr- etaries	Security and general duty personnel	Total	
						1965	1964
United Nations Truce Supervision Organization in Palestine (UNTSO)	4	43	14	16	79	156	153
United Nations Military Observer Group in India and Pakistan (UNMOGIP)	2	16	2	6	-	26	25
United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK)	1	1	-	3	-	5	5
Office of the Special Representative of the Secretary-General in Amman	-	-	-	1	-	1	4
United Nations Memorial Cemetery in Korea	-	-	-	-	3	3	3
Geneva Office	-	8	-	-	-	8	8
Economic Commission for Africa	-	2	-	-	-	2	1
Economic Commission for Asia and the Far East	-	3	-	-	-	3	3
Other ^{a/}	2	2	-	-	-	4	6
	<u>9</u>	<u>75</u>	<u>16</u>	<u>26</u>	<u>82</u>	<u>208</u>	<u>208</u>

^{a/} Two administrative assistants in training and not yet assigned to the field; two radio operators assigned to the United Nations Relief and Works Agency for Palestine Refugees in the Near East on a reimbursable basis.

19.6 The increase in the number of posts assigned to UNTSO results from the assignment of three Field Service personnel to serve as secretaries at that mission. A corresponding reduction has been made, under chapter I of section 18, in the number of secretarial and clerical staff detailed from other regular establishments. It has also proved possible to reduce the establishment of the Office of the Special Representative of the Secretary-General in Amman by one security and general duty post and two radio operator posts. The Field Service staff of UNMOGIP has been increased by one to fill the post of Finance Officer previously occupied by a professional staff member detailed from Headquarters. One additional radio operator has been assigned to the Economic Commission for Africa. There has been a corresponding reduction from six to four in the number of staff in training at Headquarters.

CHAPTER II

<i>Common staff costs</i>	\$530 000
1964:	488 500
1963:	503 697

19.7 The estimates under this chapter, which are based on the expenditure experience in 1963, cover the following requirements:

(i) <i>Dependency allowances</i>	\$120 000
1964:	112 000
1963:	119 051
(ii) <i>Education grants and related travel</i>	\$ 33 000
1964:	34 000
1963:	32 945
(iii) <i>Contributions to Joint Staff Pension Fund</i>	\$119 000
1964:	90 000
1963:	118 613
(iv) <i>Contributions to Medical Insurance</i>	\$ 38 000
1964:	38 000
1963:	37 765
(v) <i>Travel on initial recruitment, transfer and separation</i>	\$ 60 000
1964:	49 500
1963:	39 665

This estimate is based on the following anticipated requirements:

(a) Travel on appointment	\$ 18 000
(b) Travel on separation	18 000
(c) Travel on transfer	3 500
(d) Installation and monthly subsistence allowances of radio operators assigned to Geneva, ECA and ECAFE	20 500

The increase in the amount requested is due to the fact that the monthly subsistence allowances under item (d) were formerly met from the appropriations for common staff costs under section 4. It is considered that henceforth the necessary provision might more appropriately be made under the present section.

(vi) <i>Separation payments</i>	\$25 000
1964:	25 000
1963:	33 672

(vii) <i>Travel on home leave</i>	\$135 000
1964:	140 000
1963:	121 986

The estimated cost, if all actual entitlements of the present staff are exercised, would be approximately \$268 000 at current economy class air fares. However, past experience indicates that in the particular circumstances of the Field Service a relatively substantial reduction may be applied to take account of deferment of home leave and separations. It is believed, therefore, that a provision of \$135 000 might suffice.

CHAPTER III

<i>General expenses</i>	\$22 000
1964:	22 000
1963:	21 487

19.8 This estimate covers the cost of uniforms (\$16 000), periodic medical examinations (\$4 000), and telecommunications supplies and services (\$2 000).

19.9 The cost of telecommunications equipment required by the radio network stations at Geneva, Addis Ababa and Bangkok is covered under section 8. The requirements for other stations are included under section 18.

Revenue

19.10 The following estimates of revenue relating to the Field Service are incorporated in the appropriate income sections of this budget:

	\$
(a) Staff assessment	172 100
(b) Reimbursement for the salaries of two radio operators assigned to Jordan for duty with the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)	15 000
	<u>187 100</u>

PART VII

OFFICE OF THE HIGH COMMISSIONER FOR REFUGEES

Section 20. Office of the High Commissioner for Refugees

\$2 384 400

(1964: \$2 293 500

1963: \$2 565 369)

20.1 In terms of General Assembly resolution 1783 (XVII) of 7 December 1962, it was decided to continue the Office of the United Nations High Commissioner for Refugees for a further period of five years from 1 January 1964. The operational programme of this Office is financed from voluntary funds made available to the High Commissioner. The estimates under the present section are confined to the administrative expenses to be incurred by the Office in the execution of all programmes for 1965. As reflected in income section 2, a contribution is made towards these costs from the voluntary funds raised for major aid projects on behalf of European refugees.

20.2 Continued progress has been made in bringing to completion the High Commissioner's programme for these major aid projects, which has hitherto constituted a major part of the workload of the Office. Every effort will be made to complete these projects by the end of 1965 to the full extent that may prove possible.

20.3 The High Commissioner has also all but accomplished his task, which commenced in 1960, in respect of the funds made available by the Federal Republic of Germany for the indemnification of refugees persecuted under the national socialist régime by reason of their nationality. A final provision of \$45 000 was made to cover related administrative expenses in 1964.

20.4 There has, on the other hand, been a steady increase in the High Commissioner's residual responsibilities of a more continuing nature, such as the legal protection of and complementary assistance to refugees currently under the High Commissioner's mandate and his good offices activities in the case of new refugee situations.

20.5 Under the programme of complementary assistance the High Commissioner seeks to act as a catalyst to encourage Governments and other local agencies concerned with particular refugee situations to assume increasing responsibility through their own resources. The programme is financed in part by voluntary contributions to the funds of the High Commissioner, to

the extent approved by the Executive Committee, and in part by interested parties. The supervision and control of the over-all programme rests with the High Commissioner.

20.6 The estimates as submitted are expected to enable the High Commissioner to deal in 1965 with such refugee situations as are presently the concern of his Office. Should any new and unexpected situations arise which require prompt attention, the High Commissioner will endeavour to meet the administrative costs involved from his existing resources. To the extent that these prove inadequate, he would need to have partial recourse to voluntary funds at his disposal.

20.7 Whereas it was possible to reduce the number of established posts required by the Office for 1964 by eleven professional and nine general service posts, it is considered necessary, in the circumstances outlined above, to maintain the current number and level of posts without change for 1965, redistributed to provide for a new branch office which it was necessary to open in Algeria as well as a considerable strengthening of the branch office in Central Africa.

20.8 In his budget estimates for 1964 the Secretary-General drew attention to the fact that hitherto the grant-in-aid to the regular budget from the voluntary funds at the disposal of the High Commissioner, as shown in income section 2, has been paid from funds raised for major aid projects on behalf of European refugees. The amount of the grant-in-aid through the years had represented a fairly constant percentage of the total obligations to be liquidated for these projects in any one year. It was proposed that as these projects neared completion the grant should be progressively reduced and eventually eliminated. As forecast, the amount proposed for 1965 is \$100 000 as compared to \$350 000 in 1964 and \$600 000 in 1963.

20.9 Table 20-1 below provides a summary, by chapter total, of the estimates under this section for 1965, compared with the 1964 appropriations and expenditures in 1963.

Table 20-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Salaries and wages.....	1 716 400	1 611 000	1 684 548
II. Travel of staff.....	110 000	103 000	103 962
III. Common staff costs.....	363 000	347 200	371 473
IV. Public relations and information activities	26 500	26 500	25 069
V. Hospitality.....	4 000	2 000	2 076
VI. General expenses and supplies.....	142 500	137 000	144 554
VII. Permanent equipment.....	12 000	12 000	12 752
VIII. Contractual printing.....	10 000	9 800	5 994
— Indemnification of refugees persecuted under the national socialist régime by reason of their nationality.....	-	45 000	214 941
TOTAL	2 384 400	2 293 500	2 565 369

20.10 Table 20-2 below shows (a) the distribution between Headquarters (Geneva) and the branch offices of the various items of expenditure, as estimated for 1965, appropriated for 1964 and actually incurred in 1963; and (b) the net total charge to the United Nations budget.

Table 20-2

	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
<i>Headquarters (Geneva)</i>			
Established posts	944 400	874 000	931 418
Temporary assistance	25 000	21 000	25 993
Overtime	500	500	-
Travel of staff	54 000	55 000	55 501
Common staff costs	183 000	180 200	185 139
Public relations and information activities ..	26 500	26 500	25 069
Hospitality	1 000	500	474
General expenses	35 000	35 000	36 739
Contractual printing	9 000	8 100	5 374
Indemnification Fund - administrative ex- penses	-	45 000	214 941
	1 278 400	1 245 800	1 480 648
<i>Branch Offices</i>			
Established posts	730 000	704 000	684 021
Temporary assistance	15 000	10 000	41 524
Overtime	1 500	1 500	1 592
Travel of staff	56 000	48 000	48 461
Common staff costs	180 000	167 000	186 334
Hospitality	3 000	1 500	1 602
General expenses	107 500	102 000	107 815
Permanent equipment	12 000	12 000	12 752
Contractual printing	1 000	1 700	620
	1 106 000	1 047 700	1 084 721
Sub-totals	2 384 400	2 293 500	2 565 369
<i>Deduct:</i>			
(a) Estimated income from Staff Assessment.	334 000	315 000	338 127
(b) Estimated grant-in-aid from Voluntary Funds	100 000	350 000	600 000
TOTALS	1 950 400	1 628 500	1 627 242

CHAPTER I

<i>Salaries and wages</i>	\$1 716 400
1964:	1 611 000
1963:	1 684 548
<i>(i) Established posts</i>	\$1 674 400
1964:	1 578 000
1963:	1 615 439

20.11 In the circumstances described in the introduction to this section, the number and level of established posts are maintained for 1965 on the same basis as approved for 1964, as indicated in table 20-3 below. The increase of \$96 400 in the estimated costs as compared with those approved for 1964 for this chapter, relate solely to increases in post adjustment rates for professional staff and in general service

salary scales at Geneva and certain branch offices. On the basis of increases which have already occurred, including the upward revision of the post adjustment for the professional category in Geneva to class 3 with effect from 1 January 1964, and an increase in Geneva general service salaries, with effect from 1 May 1964, of 4.6 per cent of the net scales which prevailed on 1 January 1962, a net addition of \$70 100 is required under this chapter. However, statistical trends indicate that it would be reasonable to anticipate a revision of the post adjustment at Geneva to class 4 as from 1 January 1965, at an estimated cost of \$16 000, as well as a further increase of the above-mentioned order in Geneva general service salaries as from 1 March 1965, at an estimated cost of \$10 300. These further requirements have, therefore, been included in the estimates under this chapter.

Table 20-3

Number of established posts		Category and post level	Gross salaries	
1964	1965		\$	\$
1	1	High Commissioner		
		Salary	27 000	
		Allowance	4 000	
1	1	Deputy High Commissioner		
		Salary	21 400	
		Allowance	1 000	
2	2	Directors		
		Salary	42 800	
		Allowance	2 000	
3	3	Principal Officers	60 100	

Table 20-3 (continued)

Number of established posts		Category and post level	Gross salaries	
1964	1965		\$	\$
<i>Professional</i>				
13	13	Senior Officers	219 100	
13	13	First Officers	165 550	
21	21	Second Officers	219 900	
32	32	Associate and Assistant Officers	266 450	
86	86		1 029 300	
		Add: Post adjustment	92 000	1 121 300
<i>General Service</i>				
1	1	Principal level	6 360	
145	145	Other levels	569 140	575 500
146	146			1 696 800
<i>Deduct:</i>				
Adjustment for turnover (2 per cent of the costs for professional staff and above)				22 400
232	232			1 674 400

20.12 Additional post requirements, mainly the creation of a new branch office in Algeria (one second officer and two general service posts) and a significant strengthening of the branch office in Central Africa (one senior officer and eight general service posts) have been met by compensating reductions at other locations. The present distribution is set forth in table 20-4 below.

Table 20-4. Established posts, 1965: distribution by category and post level

	Headquarters (Geneva)	Algeria	Australia	Austria	Belgium	Canada	Central Africa	France	Germany	Greece	Italy	Latin America	Middle East	Netherlands	Turkey	United Kingdom	United States of America	Total
I. High Commissioner	1																	1
Deputy High Commissioner	1																	1
Directors	1																1	2
Principal Officers	3																	3
Total I	6																1	7
II. Professional																		
Senior Officer	4		1	1	1		1	1	1		1					1	1	13
First Officer	8						1		1	1		1		1				13
Second Officer	11	1		1		1	2		2		1		1		1			21
Associate/Assistant Officer	16			2	2			2	4	2	2		1	1				32
Total II	39	1	1	4	3	1	4	3	8	3	4	1	2	2	1	1	1	79
III. General Service																		
Principal or highest level .	1																	1
Other levels	59	2	1	13	6	1	10	6	15	9	10	3	4	1	1	2	2	145
Total III	60	2	1	13	6	1	10	6	15	9	10	3	4	1	1	2	2	146
TOTALS I, II and III	105	3	2	17	9	2	14	9	23	12	14	4	6	3	2	3	4	232

(ii) *Temporary assistance and consultants* \$40 000
1964: 31 000
1963: 67 517

20.13 This estimate covers (a) honoraria of approximately \$9 000 paid to correspondents representing the High Commissioner in countries where no branch office is maintained; (b) additional staff at peak periods and replacement of staff on sick or maternity leave; and (c) short-term employment of experts on special

assignments. Experience has proved that in reducing the credits requested under this item for 1964, insufficient allowance was made for the requirements for correspondents under (a) above.

(iii) *Overtime* \$2 000
1964: 2 000
1963: 1 592

20.14 This estimate is maintained at the level approved for 1964.

CHAPTER II

<i>Travel of staff</i>	\$110 000
1964:	103 000
1963:	103 962

20.15 This estimate covers travel and subsistence costs for staff proceeding on official business. The increase in the credits sought take account of the fact that the Office is increasingly involved in refugee situations in areas outside Europe to which travel is more expensive.

CHAPTER III

<i>Common staff costs</i>	\$363 000
1964:	347 200
1963:	371 473

20.16 This estimate is based on past experience. In the case of home leave costs a 10 per cent deduction has been applied to allow for the voluntary deferral of entitlements and for unforeseen separations from service. The particular requirements covered by the estimate are:

<i>(i) Dependency allowances</i>	\$59 000
1964:	55 000
1963:	66 064
<i>(ii) Education grants and related travel</i>	\$9 000
1964:	7 000
1963:	10 988
<i>(iii) Contributions to the Joint Staff Pension Fund</i>	\$149 000
1964:	140 000
1963:	152 253
<i>(iv) Contributions to medical and other social insurance</i>	\$19 000
1964:	15 000
1963:	20 656
<i>(v) Travel and removal expenses upon appointment, transfer and separation</i>	\$23 000
1964:	25 000
1963:	11 285
<i>(vi) Installation expenses</i>	\$12 000
1964:	11 200
1963:	12 922
<i>(vii) Assignment allowances</i>	\$26 000
1964:	29 000
1963:	25 571
<i>(viii) Separation payments including repatriation grants</i>	\$40 000
1964:	40 000
1963:	53 772
<i>(ix) Travel of staff and dependents on home leave</i>	\$26 000
1964:	25 000
1963:	17 962

CHAPTER IV

<i>Public relations and information activities</i>	\$26 500
1964:	26 500
1963:	25 069

20.17 The High Commissioner continues to attach considerable importance to an information programme by which the nature of the refugee problems dealt with by his Office and the measures undertaken for their solution might be generally known.

20.18 As in previous years, the estimate under this section covers (a) the maintenance of a comprehensive reference service for the use of the Press and other information media, Governments, and organizations and inter-governmental bodies directly or indirectly concerned with refugee work; (b) the preparation and provision of official reports on assistance projects, a monthly bulletin in French and English, pamphlets, feature articles, photographs, and radio and television material.

CHAPTER V

<i>Hospitality</i>	\$4 000
1964:	2 000
1963:	2 076

20.19 This estimate represents an increase in the amounts made available in previous years which for some time have proved inadequate for the minimal reimbursement of representatives of the High Commissioner, both at Headquarters and at the sixteen branch offices and seven sub-branch offices, for personal expenses incurred in the performance of their considerable diplomatic and representational responsibilities.

CHAPTER VI

<i>General expenses and supplies</i>	\$142 500
1964:	137 000
1963:	144 554

20.20 This estimate covers the following requirements:

<i>(i) Rental and maintenance of premises (branch offices)</i>	\$41 000
1964:	40 000
1963:	41 623
<i>(ii) Utilities (branch offices)</i>	\$5 000
1964:	4 000
1963:	5 262
<i>(iii) Rental and maintenance of equipment, including transportation equipment (branch offices)</i>	\$9 000
1964:	10 000
1963:	7 657
<i>(iv) Communications, postage and freight</i>	\$75 500
1964:	71 000
1963:	79 212

This estimate consists of \$35 000 for Headquarters and \$40 500 for the various branch offices. The requirements for Headquarters exclude the cost of local telephone calls and pouch services, these expenses being met by the European Office of the United Nations.

<i>(v) Other supplies and services (branch offices)</i>	\$8 000
1964:	8 000
1963:	7 595

(vi) Stationery and office supplies (branch offices)	\$4 000
1964:	4 000
1963:	3 205

CHAPTER VII

Permanent equipment (branch offices) . . .	\$12 000
1964:	12 000
1963:	12 752

20.21 This estimate covers the replacement at branch offices of furniture, typewriters and other equipment, and two motor vehicles. Any such costs arising at Headquarters, Geneva, are included in the estimates submitted for the European Office of the United Nations.

CHAPTER VIII

Contractual printing.	\$10 000
1964:	9 800
1963:	5 994

20.22 The printing programme covered by this estimate is as follows:

\$

Headquarters (Geneva)

Illustrated report entitled "What has been done to resettle European refugees", in English, French and Spanish.	5 000
Commentary on the 1951 Convention relating to the Status of Refugees, in English	3 000
Booklet containing introduction and text of 1951 convention.	1 000

Branch offices

Germany

Legal bulletin, four editions containing information, legislation and other measures relevant to the legal protection of refugees and other programmes of the Office of the High Commissioner, in German.	700
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Austria

Information bulletin, in German	300
	<u>10 000</u>

PART VIII

INTERNATIONAL COURT OF JUSTICE

Section 21. international Court of Justice

\$1 010 300

(1964 \$955 000

1963: \$889 936)

Table 21-1

Chapter	1965 estimates	1964 appropriations	1963 expenses
	\$	\$	\$
I. Salaries and expenses of Members of the Court	560 850	520 870	511 833
II. Salaries, wages and expenses of the Registry	365 420	354 100	307 775
III. Common services	77 030	75 530	66 769
IV. Permanent equipment	7 000	4 500	3 559
TOTAL, section 21	<u>1 010 300</u>	<u>955 000</u>	<u>889 936</u>

CHAPTER I

<i>Salaries and expenses of Members of the Court</i>	<i>\$560 850</i>
1964:	520 870
1963:	511 833

21.1 The estimate under this chapter is based on the following requirements:

<i>(i) Salaries and allowances for the President, the Vice-President and the Judges</i>	<i>\$384 750</i>
1964:	384 750
1963:	381 000

This estimate is in accordance with General Assembly resolution 1738 (XVI) of 20 December 1961.

<i>(ii) Pensions</i>	<i>\$140 900</i>
1964:	100 920
1963:	100 918

This estimate covers the pensions payable in accordance with General Assembly resolutions 1562 (XV) of 18 December 1960 and 1925 (XVIII) of 11 December 1963.

<i>(iii) Travel on official business</i>	<i>\$1 000</i>
1964:	1 000
1963:	-

<i>(iv) Annual journeys and journeys on leave</i>	<i>\$33 000</i>
1964:	33 000
1963:	24 720

This estimate covers the cost of journeys to which Judges are entitled under General Assembly resolution 85 (I) of 11 December 1946. It has been calculated on the basis of the cost of such journeys at the time of the preparation of the present estimates. In 1963 a number of Judges did not exercise their entitlements.

<i>(v) Travel and removal expenses of Members of the Court and dependants</i>	<i>\$1 000</i>
1964:	1 000
1963:	-

<i>(vi) Miscellaneous supplies and services</i>	<i>\$200</i>
1964:	200
1963:	38

<i>(vii) Judges ad hoc, assessors, witnesses and experts</i>	<i>\$ -</i>
1964:	-
1963:	5 157

Since expenses under this item are of a contingent nature, no estimate is included at this time. However, in terms of sub-paragraph 1 (b) (i) and (ii) of the draft resolution relating to unforeseen and extraordinary expenses in 1965, the Secretary-General would be authorized to enter into any commitments which may arise up to a maximum of \$37 500 for ad hoc Judges and \$25 000 for assessors, witnesses and experts.

CHAPTER II

<i>Salaries, wages and expenses of the Registry</i>	<i>\$365 420</i>
1964:	354 100
1963:	307 775

21.2 The estimate under this chapter covers the following requirements:

<i>(i) Established posts</i>	<i>\$243</i>
1964:	227
1963:	198 649

Table 21-2. Registrar and staff of the Registry

Number of established posts		Category and post level	Gross salaries \$
1964	1965		
1	1	Registrar	
		Salary	27 000
		Allowance	1 000
1	1	Director	21 400
<i>Professional</i>			
3	4	Senior officer	62 400
1	-	First officer	-
1	2	Second officer	21 650
8	7	Associate officer	53 750
2	3	Assistant officer	18 750
			205 950
13	12	General Service	37 220
(Dollar equivalent of local salary scale)			
<u>30</u>	<u>30</u>		<u>243 170</u>

The total number of established posts is maintained at the same level as that approved for 1964. However, it is proposed that three posts should be upgraded on the basis of the duties and responsibilities attaching to them. One post at the first officer (P-4) level would be upgraded to the senior officer (P-5) level on the grounds that its incumbent, one of the four Secretaries of the Court, performs exactly the same duties as his colleagues at the higher level. A post at the associate officer (P-2) level would be upgraded to the second officer (P-3) level. The incumbent of the existing post is the Head of the Printing Department whose duties are considered to go beyond the purely technical domain; it is also considered functionally appropriate that the post should be at a higher level than the two associate officer posts in this unit, whose incumbents serve as assistants to the Head. Finally, one general service post would be upgraded to the assistant officer (P-1) level. The incumbent would be one of the two assistants to the Head of the Establishment Department, the second post already being at the assistant officer level. Both posts are considered to belong equally in the professional category by virtue of the financial responsibilities attaching to them.

(ii) <i>Temporary assistance</i>	\$55 000
1964:	55 000
1963:	55 739
(iii) <i>Overtime</i>	\$2 000
1964:	2 000
1963:	828
(iv) <i>Travel and removal of staff and dependants</i>	\$2 000
1964:	2 000
1963:	4 194
(v) <i>Installation payments</i>	\$900
1964:	900
1963:	1 980
(vi) <i>Contributions to Joint Staff Pension Fund</i>	\$31 600
1964:	29 250
1963:	24 609

This estimate takes account of the reclassifications proposed under item (i) above, as well as an anticipated increase of 5 per cent in the pensionable remuneration of staff in the professional category, with effect from 1 January 1965.

(vii) <i>Dependency allowances, education grants and related travel</i>	\$18 900
1964:	18 300
1963:	13 351

(viii) <i>Contributions, medical and group life insurance</i>	\$2 500
1964:	2 000
1963:	1 421

A premium increase which has been effected for medical insurance necessitates a high estimate for 1965.

(ix) <i>Compensatory payments</i>	\$150
1964:	150
1963:	-

(x) <i>Travel on home leave</i>	\$1 000
1964:	7 200
1963:	493

This estimate is based on actual entitlements in 1965.

(xi) <i>Staff welfare</i>	\$200
1964:	200
1963:	15

(xii) <i>Travel or official business</i>	\$7 000
1964:	6 000
1963:	7 046

(xiii) <i>Separation payments</i>	\$1 000
1964:	3 500
1963:	-

CHAPTER II

<i>Common services</i>	\$77 030
1964:	75 530
1963:	66 769

21.3 The estimate covers the following requirements:

(i) <i>Contribution to the Carnegie Foundation</i>	\$27 630
1964:	27 630
1963:	27 624

(ii) <i>Supplementary amortization of costs of new premises</i>	\$ -
1964:	-
1963:	345

The estimates under (i) and (ii) above cover the obligations arising from the agreements between the Carnegie Foundation and the United Nations concerning the use of the Peace Palace at The Hague (General Assembly resolutions 84 (I), 586 (VI) and 1343 (XIII)). The final payment under item (ii) was made on 1 July 1963.

(iii) <i>Cost of distribution of documents</i>	\$2 500
1964:	2 500
1963:	2 000

(iv) Telephone services	\$900
1964:	900
1963:	685

(v) Cables, telegraph and wireless . . .	\$1 000
1964:	1 000
1963:	415

(vi) Postal services	\$2 500
1964:	2 000
1963:	1 997

This estimate takes into account a recent increase in postal rates.

(vii) Stationery and office supplies . . .	\$8 500
1964:	7 500
1963:	7 887

A general rise in prices requires some increase in this estimate.

(viii) Contractual printing	\$33 000
1964:	33 000
1963:	25 000

(ix) External audit costs	\$500
1964:	500
1963:	500

(x) Miscellaneous supplies and services	\$400
1964:	400
1963:	57

(xi) Miscellaneous expenses (Nürnberg Archives)	\$100
1964:	100
1963:	259

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.

CHAPTER IV

Permanent equipment	\$7 000
1964:	4 500
1963:	3 559

21.4 The estimate under this chapter covers the following:

(i) Furniture and installation of additional fittings	\$3 500
1964:	1 500
1963:	1 123

For the financial year 1965, it is necessary to anticipate, inter alia, the purchase of three duplicating machines. Account has also been taken of the general rise in prices.

(ii) Library	\$3 500
1964:	3 000
1963:	2 436

Annexes to the expenditure estimates

ANNEX I

Established posts: Distribution by category and post level

	Section 3 ^{a/}		Section 19		Section 20		Section 21		Total	
	1964	1965	1964	1965	1964	1965	1964	1965	1964	1965
					Office of the United Nations High Commis- sioner for Refugees		International Court of Justice			
					United Nations Field Service					
I. Under-Secretary ^{b/}	19	19	-	-	1	1	1	1	21	21
Director	38	42	-	-	3	3	1	1	42	46
Principal Officer	95	99	-	-	3	3	-	-	98	102
Total I	152	160	-	-	7	7	2	2	161	169
II. Professional										
Senior Officer	260	267	-	-	13	13	3	4	276	284
First Officer	508	551	-	-	13	13	1	-	522	564
Second Officer	654	699	-	-	21	21	1	2	676	722
Associate and Assistant Officers . . .	415	435	-	-	32	32	10	10	457	477
Total II	1 837	1 952	-	-	79	79	15	16	1 931	2 047
Total I and II	1 989	2 112	-	-	86	86	17	18	2 092	2 216
III. General service										
Principal level	214	239	13	13	1	1	-	-	228	253
Other levels	2 085	2 231	195	195	145	145	13	12	2 248	2 583
Total III	2 299	2 470	208	208	146	146	13	12	2 666	2 836
GRAND TOTAL	4 286 ^{c/}	4 582 ^{c/}	208	208	232	232	30	30	4 758	5 052

^{a/} Includes Headquarters, Geneva, Beirut, the information centres and the regional economic commissions; for details see table 3-5.

^{b/} Includes United Nations High Commissioner for Refugees and Registrar of the International Court of Justice.

^{c/} Excludes post of Secretary-General.

ANNEX II

Distribution of estimates for salaries and wages (section 3), common staff costs (section 4) and home leave travel (section 5, chapter III) by area of activity

This annex shows the distribution, by area of activity, of the \$61 968 000 provided for salaries and wages under section 3, common staff costs under section 4 and home leave travel under section 5. For the purpose of this annex, the estimates for common staff costs and home leave travel have been distributed essentially on a pro rata basis against the estimated costs of established and temporary posts.

Area of activity by Department or Office	Established posts 1965			Estimated costs 1965 (in US dollars)					
	Professional and above	General Service	Credits for local level staff— approximate number of posts	Credits for manual workers, etc.— approximate number of posts	Section 3		Section 4, 5		
					Established posts	Tempo- rary posts	Temporary assistance, overtime and night differen- tial	Common staff costs, and home leave travel	Total
Executive Office of the Secretary-General	22	28	-	-	582 400	-	18 000	154 800	755 200
Office of Under-Secretaries for Special Political Affairs	12	13	-	-	313 300	-	17 000	79 700	410 000
Department of Political and Security Council Affairs	58	29	-	-	1 064 600	-	22 000	279 400	1 366 000
Office of Legal Affairs	34	28	-	-	704 400	-	20 000	185 700	910 100
Economic and Social									
Department of Economic and Social Affairs	370	317	-	-	6 757 900	-	500 000	1 775 400	9 033 300
Economic and Social Office, Beirut	9	-	10	-	160 600	-	-	42 600	203 200
Economic Commission for Europe	89	100	-	-	1 723 300	-	45 500	402 400	2 171 200
Social Affairs Office (Geneva)	9	8	-	-	183 100	-	5 500	42 800	231 400
Economic Commission for Africa	124	-	235	-	2 229 000	-	250 000	706 000	3 185 000
Economic Commission for Asia and the Far East	108	-	194	-	1 892 000	-	85 000	627 000	2 604 000
Economic Commission for Latin America	125	-	216	-	2 057 000	-	162 000	640 200	2 859 200
	834	425	655	-	15 002 300	-	1 048 000	4 236 400	20 287 300
Division of Human Rights (Headquarters)	35	21	-	-	592 900	-	4 500	155 600	753 000
Division of Narcotic Drugs (Geneva)	17	14	-	-	308 900	-	16 500	72 150	397 550
Secretariat of the Permanent Central Opium Board and Drug Supervisory Body (Geneva)	7	6	-	-	109 700	-	1 000	25 600	136 300
Department of Trusteeship and Non-Self-Governing Territories	31	19	-	-	571 120	-	3 000	150 100	724 220
Public Information									
Office of Public Information	103	97	-	-	2 077 580	-	53 000	549 800	2 680 380
Information Centres	61	-	235	-	1 367 000	-	19 000	415 700	1 801 700
Information Service (Geneva)	10	12	-	-	228 220	-	3 500	54 200	285 920
	174	109	235	-	3 672 800	-	75 500	1 019 700	4 768 000
Conference and General Services									
Office of Conference Services (Headquarters)	462	497	-	19	9 141 200	-	332 000	2 401 300	11 874 500
Office of General Services (Headquarters)	61	500	-	175	4 961 700	-	337 000	1 303 300	6 602 000
Conference and General Services (Geneva)	138	355	-	75	3 831 280	-	98 000	894 700	4 823 980
Library (Headquarters)	42	58	-	9	868 600	-	3 000	225 300	1 099 900
Library (Geneva)	13	17	-	-	232 300	-	1 500	54 250	288 050
	716	1 427	-	278	19 035 080	-	771 500	4 881 850	24 688 430

Administrative and Financial Services											
Office of the Controller	60	100	-	-	1 502 700	93 000	70 500	419 500	2 085 700		
Internal Audit Service (Headquarters and Geneva) ..	20	17	-	-	377 300	-	1 000	97 000	475 300		
Office of Personnel	46	80	-	-	1 155 900	-	24 500	303 400	1 483 800		
Health Service	3	11	-	-	119 500	-	16 600	31 700	167 800		
Administrative and Financial Services (Geneva)	25	52	-	-	636 400	-	4 500	148 600	789 500		
	154	260	-	-	3 791 800	-	117 100	1 000 200	5 002 100		
Secretariat of the Joint Staff Pension Board and United Nations Staff Pension Committee											
	5	13	-	-	143 600	-	107 900	39 200	290 700		
Revenue-producing activities (Headquarters and Geneva)											
	14	78	-	-	650 500	-	a/	168 600	819 100		
General Assembly					-	-	430 000	-	430 000		
Geneva meetings					-	-	230 000	-	230 000		
TOTAL	2 113	2 470	890	278	46 544 000	93 000	2 882 000	12 449 000	61 968 000		

a/ Provided for as a direct charge against revenue.

ANNEX III

Public information programmes and related expenses

This annex provides a detailed description of the programmes, activities and staffing position of the Office of Public Information, with reference to the expenditure estimates for 1965, appropriations for 1964, and actual expenses for 1963.

The information is presented under the following main headings:

- A. Summary of public information expenses: 1963-1965;
- B. Public information programmes and activities and staffing position: 1965;
- C. Summary of staffing position: 1963-1965;
- D. Distribution of established posts in information centres and services: 1964-1965.

It will be recalled that the 1963 budget estimates for the Office of Public Information were approved by the General Assembly at its seventeenth session with a proviso limiting expenditures to a ceiling of \$6 million. As will be seen from the summary statement A below, the actual expenditures for that year amounted to \$5 985 542.

The 1964 estimates, again subject to the \$6 million expenditure ceiling, were approved in the amount of \$5 862 590. It would appear at this stage, however, that because of unavoidable increases in salaries and other staff costs, as well as general increases in the cost of supplies and services, the 1964 expenditures may in fact exceed the ceiling.

The 1965 requirements are estimated at \$6 257 550. The excess of \$257 550 over the ceiling is due entirely to uncontrollable increases in the following categories of expense:

	\$
Post adjustment increases at Headquarters, Geneva and the information centres	63 800
Increases in general service and local salary rates	79 200
Additional costs of contributions to the Joint Staff Pension Fund resulting from an increase of 5 per cent in pensionable remuneration of professional staff and from increases in general service and local level salary rates	31 100
Additional home leave requirements	39 500
Other miscellaneous costs of carrying forward the 1964 establishment (such as the reduced turnover deduction on local level posts which were new in 1964 but which are provided for on a full-year basis in 1965; incremental factor, etc.)	47 190
	<u>260 790</u>

The 1965 estimates provide for the expenses of 52 information centres/services of which a total of 48 were in operation as at the end of May 1964, including the Information Services located at Geneva and at the Regional Economic Commissions for Africa, Latin America, Asia and the Far East. The estimates include a provision for 21 new local posts in the information centres, raising the total to 235 from the 214 posts authorized for 1964. These 235 local posts will allow for a reasonable local complement for each centre, including information assistants, secretarial and clerical staff, and also messenger-chauffeur and custodial personnel. Three general service posts, previously carried on temporary assistance, are also requested for the Geneva Information Service. Two of the posts are required for secretarial assistance in the Eastern European and the Arabic and Middle East Radio Services, and one clerical post is required for the Reference and Distribution Centre.

The additional cost of the new local posts in the information centres (\$36 800) is being offset in a large measure by increased cash contributions from host Governments towards the operation of information centres and by economies under other headings of the OPI budget.

In accordance with General Assembly resolution 1405 (XIV), the Secretary-General convened a meeting of his Consultative Panel on Public Information, comprised of the permanent representatives of thirteen Member States.^{a/} The Panel discussed and approved some of the major projects and work programmes of the Office of Public Information for 1964-1965. In particular, the Panel considered the strengthening of radio and television services for developing countries; the replacement of the three editions of the United Nations Review by a new periodical, the UN Monthly Chronicle, in English, French and Spanish editions; and the editors' roundtable and the triangular follow-up and student interne programmes. Further meetings with the Secretary-General's Consultative Panel are planned in order to provide for a continuing review of the activities of the Office of Public Information.

The Office will continue to make every effort to disseminate information on the work of the United Nations with maximum effectiveness and at the lowest possible cost to the Member States.

^{a/} Czechoslovakia, France, India, Italy, Ivory Coast, Japan, Liberia, Peru, Sudan, Union of Soviet Socialist Republics, United Kingdom, United States, Venezuela.

A. SUMMARY OF PUBLIC INFORMATION EXPENSES: 1963-1965

Section	Chapter	Title	1963 expenditure	1964 appropriation	1965 estimate
			\$	\$	\$
I. STAFF COSTS AND RELATED EXPENSES					
		<i>Headquarters and Geneva</i>			
3	I	Established posts	2 342 312	2 191 800	2 305 800
3	III, IV	Temporary assistance and overtime	53 968	26 900	34 500
4	-	Common staff costs	542 281	494 500	520 300
5	III	Travel on home leave	89 357	64 000	83 700
5	II	Travel on official business	20 257	19 300	19 500
		Sub-total	<u>3 048 175</u>	<u>2 711 500</u>	<u>2 963 800</u>
		<i>Information Centres</i>			
3	I	Established posts	1 040 576	1 253 000	1 367 000
3	III, IV	Temporary assistance and overtime	22 766	23 000	19 000
4	-	Common staff costs	283 487	369 000	386 000
5	III	Travel on home leave	37 874	9 900	29 700
5	II	Travel on official business	19 178	25 000	25 000
		Sub-total	<u>1 403 881</u>	<u>1 679 900</u>	<u>1 826 700</u>
		TOTAL I	<u>4 452 056</u>	<u>4 476 400</u>	<u>4 790 500</u>

A. SUMMARY OF PUBLIC INFORMATION EXPENSES: 1963-1965 (continued)

Section	Chapter	Title	1963 expenditure \$	1964 appropriation \$	1965 estimate \$
II. EQUIPMENT, COMMUNICATIONS AND OTHER COSTS					
<i>Headquarters and Geneva</i>					
8	IV	Permanent equipment	27 981	35 650	39 150
10	I	Communications	119 472	110 340	111 000
10	II	Rental and Maintenance of equipment	1 894	2 000	2 000
Sub-total			149 347	147 990	152 150
<i>Information Centres</i>					
8	-	Permanent equipment	50 928	43 800	40 000
9	-	Rental and maintenance of premises	120 190	80 000	90 000
10	I	Communications	104 740	100 000	107 000
10	II	Rental and maintenance of equipment	25 904	28 000	29 000
10	IV	Other supplies and services	41 872	38 000	35 000
10	V	Stationery and office supplies	39 534	45 000	44 000
10	VI	Library books and supplies	7 907	6 000	9 000
Sub-total			391 075	340 800	354 000
TOTAL II			540 422	488 790	506 150
III. OPERATIONAL EXPENSES AND RELATED INCOME					
10	III	Public Information supplies and services	1 119 346	1 043 300	1 135 300
		Less revenue—television, film and radio	305 140	300 000	310 000
Sub-total			814 206	743 300	825 300
10	III	Publications supplies and services	148 768	129 700	133 600
11	IV	Contractual printing	92 090	86 400	95 400
			240 858	216 100	229 000
Less revenue			62 000	62 000	93 400
Sub-total			178 858	154 100	135 600
TOTAL III			993 064	897 400	960 900
TOTAL I, II and III			5 985 542	5 862 590	6 257 550

B. PUBLIC INFORMATION PROGRAMMES, ACTIVITIES AND STAFFING POSITION: 1965

I. Office of the Under-Secretary

(a) Under-Secretary

(b) Executive Office

The Executive Office is responsible for all budgetary, personnel, and administrative and financial matters affecting the Office of Public Information.

(c) Economic and Social Information Unit

This Unit serves as the central point for the preparation, production, co-ordination and dissemination of information material relating to the technical assistance programmes, the activities of the United Nations Special Fund and the work of the Department of Economic and Social Affairs. In particular, it is concerned with the publicizing of activities and projects related to the United Nations Development Decade.

SALARIES, COMMON STAFF COSTS AND HOME LEAVE—OFFICE OF THE UNDER-SECRETARY

	Established posts				1965 Estimates \$
	1964		1965		
	Profes- sional	General service	Profes- sional	General service	
(a) The Under-Secretary	2	3	2	3	88 060
(b) Executive Office.	3	5	3	5	98 420
(c) Economic and Social Information Unit	5	4	5	4	132 740
TOTAL	<u>10</u>	<u>12</u>	<u>10</u>	<u>12</u>	<u>319 220</u>

II. Press, Publications and Public Services Division

(a) Office of the Director

(b) Press Services

These Services provide news coverage of all proceedings of United Nations organs, committees, commissions and conferences. More than 3 000 press releases are issued annually, including feature articles, background notes and special releases. A Weekly News Summary in English,

French and Spanish is issued for use of delegations, information centres and United Nations offices and missions throughout the world.

Press Services are also responsible for the accreditation of correspondents and for providing them with the necessary facilities and information material, including background briefings and press conferences. The permanently accredited press correspondents at United Nations Headquarters num-

ber about 300; additionally some 1 000 correspondents are given accreditation during the course of the year. Daily news briefings are arranged for such correspondents as well as frequent news conferences by delegations and senior secretariat officials both of the United Nations and of the related agencies.

(c) Publications Service

This Service is responsible for the preparation, editing and issuing of all publications of the Office of Public Information at Headquarters. It also approves and controls the issue of booklets, leaflets, pamphlets and other information material produced through the information centres for distribution in the area covered by particular centres. Assistance is also given, as required, to outside writers and publishers in the factual checking of texts and other material dealing with the United Nations.

(i) Contractual printing

In May 1964 the Office of Public Information, with the approval of the Secretary-General and the Consultative Panel on Public Information, replaced the United Nations Review with a new magazine under the title UN Monthly Chronicle. Publication of a parallel edition in Spanish commenced in May and a French edition will become available in September 1964.

The object of the change is to provide a more comprehensive and systematic coverage of United Nations activities and to encompass and reflect the expanded role of the United Nations in world affairs. The format of the new journal will afford increased ease of handling and of reference.

The Yearbook of the United Nations, the major reference publication on the United Nations and the specialized agencies, and Everyman's United Nations, a reference book for the general public, are also prepared by the Publications Service.

The contractual printing programme is covered in detail in section 11, chapter IV.

(ii) Publications supplies and services

In 1965 it is estimated that the production cost of booklets, pamphlets, leaflets and visual material on the activities of the Organization will amount to \$133 600. Of this amount, about \$66 300 will be spent at information centres and \$50 000 at Headquarters for booklets, leaflets and pamphlets. The remaining \$17 300 will be earmarked for the production of visual materials, including wall-sheets, photodisplay sets and posters, which will be distributed in Member States through the information centres.

The contractual printing cost and the production cost of booklets, leaflets, pamphlets and visual aids are summarized hereunder:

	\$
(i) Contractual printing	95 400
(ii) Booklets, leaflets, pamphlets and visual materials	133 600
	229 000
Less:	
Estimated revenue from the <u>UN Monthly Chronicle</u> and other publications	93 400
Net production costs	135 600

SALARIES, COMMON STAFF COSTS AND HOME LEAVE, AND NET OPERATING EXPENSES -- PRESS, PUBLICATIONS AND PUBLIC SERVICES DIVISION

	Established posts				1965 estimates	
	1964		1965		Salaries, common staff costs and home leave	Net operating expenses
	Profes- sional	General service	Profes- sional	General service	\$	\$
(a) Office of the Director . .	3	3	3	3	101 770	
(b) Press Services	15	17	15	17	379 820	
(c) Publications Service . . .	11	7	11	7	260 830	135 600
TOTAL	29	27	29	27	742 420	135 600

III. Radio and Visual Services Division

(a) Office of the Director

After a thorough review of the programme in the radio and visual media and a continued re-assessment of the services to countries where these media are more developed, the programmes of this Division are being further modified in order, within the stabilization of costs, to continue to increase services to developing countries where these newer media are playing an important part. The co-operation of information media in the more developed countries enables the general level of existing services in these countries to be maintained while the extension of services to meet the growing number of requests being received, particularly from national organizations in developing areas, continues. To meet these increasing demands, greater responsibilities for television as well as for radio services are being placed upon the regional sections with staff members having special knowledge of the languages and media organizations of the areas. To a larger extent, therefore, the regional sections, in addition to assisting correspondents accredited to the United Nations by the regional stations and to maintaining liaison with the regional organizations, are participating in the production of both radio and visual material. These regional sections are the following: African, North African and Middle Eastern, East Asian, South-east Asian, East European, North-west European, South-east European, English-speaking, and Latin American-Iberian. The Division will give particular attention in 1965 to the preparation of materials in all mass media in support of International Co-operation Year.

(b) Radio and Visual News Desk

This Unit provides a central news service which forms the basis of news broadcasts in all languages.

A weekly summary of United Nations news is prepared throughout the year, supplemented during non-Assembly periods by such daily bulletins as new developments demand. These bulletins are issued at Headquarters in the form of separate reports, and are also distributed to information centres and to national broadcasting organizations.

During periods of significant news developments, such as General Assembly sessions, daily bulletins afford direct news reports from the United Nations. The bulletins are issued throughout each day and are scheduled to meet the deadline for the various language broadcasts. They vary in length from four and a half minutes to fifteen minutes according to the requirements of the regional sections.

(c) Operations Service

This Service administers the contractual arrangements and the budget of the Division and maintains close co-operation with national radio, television and film producers.

(i) Technical Operations Unit

This Unit annually accredits approximately 250 film, newsreel, radio and television correspondents and, within available means, provides them with filming and recording facilities.

The Unit also arranges facilities for the broadcast of meetings of major United Nations organs and of dispatches

and programmes to Europe, the Middle East, Africa, Latin America and Asia. It also issues monthly broadcast schedules.

(ii) *Distribution and Library Services*

These Services are meeting a constantly increasing number of requests from national radio organizations for

recorded material, and from film and television producers for news and documentary background materials which are provided at laboratory cost plus service charges.

The scope of these activities in 1963 is illustrated in the following table:

Area	UN film footage		UN Television	UN films	UN radio
	No. of requests	Footage supplied	No. of prints shipped	No. of prints shipped	Tapes and recordings shipped
Africa.....	7 -	5 000 feet	28	257	3 000
Asia.....	16 -	25 000 feet	40	487 ^{a/}	1 700
Europe.....	50 -	43 000 feet	288	501	2 000
Latin America.....	5 -	3 500 feet	504	203	12 000
Middle East/North Africa..	20 -	16 000 feet	92	174	1 500
North America.....	137 -	96 000 feet	1 701	531	10 000
World-wide news agencies .	-	-	200	-	-
TOTALS	235	188 500 feet	2 853	2 153	30 200

^{a/} Including Trust Territories.

(d) *Visual Services*

In the light of the importance of the visual media as a means of information, United Nations television and film output is expanding, with particular emphasis being given to developing Member States.

Visual Services assists national television and film organizations by providing: basic film coverage of United Nations activities; technical facilities to accredited organizations, producers and correspondents for their own programmes; and complete television programmes and films on the aims and activities of the Organization.

(i) *Television Services*

United Nations Television is continuing the established policy of providing national organizations with facilities and services under cost-sharing arrangements which vary according to the resources of the organizations, the number of television sets they serve in their region as well as their ability to pay. In addition, documentary and news-background programmes are produced on a contractual basis. Services to Latin America, the Middle East and North Africa and to the new stations in Africa south of the Sahara will be further extended in 1965.

The following programming is provided to television organizations in Member countries:

(i) *Meeting coverage and news programme*

Under contractual arrangements, debates at Headquarters are fed to local television networks. Filmed excerpts of proceedings are distributed on a world-wide basis directly and through news agencies. Special coverage is given to official celebrations.

(ii) *Facilities to television correspondents*

Studio facilities for interviews and news dispatches about the United Nations will continue to be made available to accredited representatives of television organizations on a cost-sharing basis.

(iii) *Documentary programmes*

Documentary programmes in support of the aims of the Development Decade are produced in English (International Zone), Spanish (Perspectiva Internacional) and in Arabic. Some of these programmes have also been adapted, upon request, in several other languages. Prints of these documentaries are also supplied to information centres and regional offices for group showings, thus adding to the local film libraries, particularly in countries where television is not yet established.

During 1963, television organizations in the following areas were serviced:

Area	No. of countries served	Revenue earned \$
Africa.....	4	300
Asia.....	6	1 500
Europe.....	23	34 000
Latin America and Caribbean .	21	1 200
Middle East/North Africa....	9	10 000
North America.....	2	259 000
	<u>65</u>	<u>306 000</u>

TELEVISION PRODUCTION COSTS

	\$
Supplies, including film raw-stock, chemicals, laboratory costs, etc.	68 000
Special Service Agreements with writers, editors, programme personnel, etc.	116 000
Field coverage of United Nations activities and projects by camera crews and regional production costs	30 000
Salaries of telecommunications engineers	284 000
	<u>498 000</u>

(ii) *Film Services*

The series of short educational films on the main organs of the United Nations and the specialized agencies is the core of current production. Wherever possible, production of language versions is negotiated on a cost-sharing basis, with the United Nations providing basic materials and the co-operating organizations undertaking translation, narration, and distribution costs. Another element of the film programme is the coverage of United Nations projects and of main events at the headquarters of the regional economic commissions. The resulting library footage is widely used by governmental and commercial producers, and by news-reel and television organizations producing their own programmes on the United Nations.

The Radio and Visual Services Division has integrated the personnel and technical resources engaged in the visual media. Thus, on the production side, both television and films use the same camera crews, editing facilities and library materials; on the distribution side, both television programmes and documentary films are used interchangeably for telecasting and for group showings.

FILM PRODUCTION COSTS

	\$
Three short educational films edited from existing footage, dealing with the main organs of the United Nations family	15 000
Short film on the International Co-operation Year	5 000
Field coverage of United Nations activities and projects in economic and social development	30 000
Adaptation of television films for group showings	3 000
Film raw-stock, editing cost and miscellaneous expenses of production	13 000
	<u>66 000</u>

FILM DISTRIBUTION COSTS

	\$
Cost of adapting films into multiple language versions, laboratory processing and distribution of prints to information centres, and duplicating material furnished to national organizations for local adaptation	28 000
Film coverage of important meetings and events at Headquarters	16 500
Maintenance of film footage library at Headquarters	8 500
Supply of film footage to regional libraries and national producers	8 000
	<u>61 000</u>

(iii) *Photographs and Exhibits Service*

This Service assists photographers assigned to cover United Nations activities by extending editorial guidance and facilities. During an average year, about 150 photographers hold permanent accreditations, with an additional 80 being accredited to the General Assembly sessions.

United Nations photo libraries at Headquarters and at information centres contain extensive collections of photographs of United Nations events, such as meetings, conferences, official observances and field projects of the entire United Nations family. These libraries supply newspapers and periodicals with photographic material for their publishing needs. Such distribution is increasing, especially to developing areas. The following table indicates the present distribution pattern:

Area	Percentage of Distribution
Africa and Middle East	20
Asia	33
Latin America	25
Europe	15
North America	7
	<u>100</u>

The Service is also responsible for the production and distribution of exhibits, filmstrips and printed display materials. During 1965, the production of low-cost photographic and display materials for distribution through information centres will particularly emphasize support of the International Co-operation Year. The following is a partial listing of the more important material produced in 1963:

55 000 copies of eight wall-sheets on basic United Nations organs and activities, in various languages, and blanks for over-printing locally;

16 000 copies of a "UN Photo Display Set" over-printed in a total of thirty-one languages;

27 000 copies of a wall-sheet on the Declaration on the Elimination of all Forms of Racial Discrimination, in twenty-seven languages;

33 500 copies of a wall-sheet on the Declaration on the Granting of Independence to Colonial Countries and Peoples, in twenty-six languages;

40 000 copies of the Preamble to the Charter in poster form, in seven languages;

Texts of the Declaration of Human Rights, in three languages, to replenish stocks of poster-sets, as required.

PHOTOGRAPHS AND EXHIBITS: PRODUCTION COSTS

	\$
Film, paper, chemicals and basic laboratory services required for photo coverage of conferences and activities at Headquarters and distribution through information centres to Government information services, newspapers and periodicals	27 000
Photo coverage of United Nations activities and conferences in the field and maintenance of regional photo libraries	21 000
Distribution of film strips	2 000
Display and exhibit materials	10 000
	<u>60 000</u>

(e) *Radio Services*

The following eighty-seven Member States regularly utilize the radio services of the United Nations:

Asia:

Burma, Cambodia, Ceylon, Republic of China, India, Indonesia, Laos, Malaysia, Nepal, Pakistan, Philippines, Thailand.

Middle East:

Afghanistan, Algeria, Iran, Israel, Jordan, Kuwait, Lebanon, Morocco, Sudan, Syria, Tunisia.

Africa:

Burundi, Cameroon, Central African Republic, Chad, Congo (Brazzaville), Congo (Leopoldville), Dahomey, Ethiopia, Gabon, Ghana, Guinea, Ivory Coast, Kenya, Liberia, Madagascar, Mali, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, Tanganyika and Zanzibar, Togo, Uganda, Upper Volta.

Europe:

Austria, Cyprus, Greece, Hungary, Italy, Luxembourg, Poland, Portugal, Spain, Turkey, Union of Soviet Socialist Republics, Yugoslavia.

English-speaking:

Australia, Canada, Ireland, Jamaica, New Zealand, Trinidad and Tobago, United States of America.

Latin American-Iberian:

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

In addition to these Member States, more than 20 states and territories avail themselves of the same facilities.

United Nations radio services are extended in twenty-eight languages,^{b/} including the five official languages, on a daily basis during the General Assembly sessions and on a weekly basis during the remaining part of the year. In addition, contractual arrangements already exist in several parts of the world for the adaptation of United Nations radio programmes, in co-operation with the national radio organizations. Although it is planned to retain this over-all pattern during 1965, there will be a continuing shift of emphasis to new Member States, particularly in Africa, where it is hoped to expand the practice of local adaptations at no additional cost to the Organization.

In accordance with the needs of national radio organizations, United Nations Radio has developed three main types of broadcasts:

(i) Direct broadcasts, on shortwave, of General Assembly and Security Council meetings for monitoring by information media or rebroadcast by national radio organizations.

^{b/} English, French, Spanish, Russian, Chinese, Arabic, Amharic, Burmese, Duri, Pushto, Greek, Hebrew, Hindi, Hungarian, Indonesian, Italian, Malay, Persian, Polish, Portuguese, Serbo-Croat, Sinhalese, Swahili, Tagalog, Thai, Turkish and Urdu already in use, and Hausa planned for 1965.

(ii) News programmes: Daily news bulletins during the General Assembly; "This Week at the UN" weekly throughout the year.

(iii) Documentary and feature programmes: "Perspective", a weekly analysis of one specific issue before the United Nations, using the actual voices of delegates during meetings; "Scope", a weekly radio magazine giving an account of current activities of the United Nations family around the world as told by those directly involved; four 30-minute documentary programmes planned for 1965, each discussing in depth a major world issue facing the United Nations and containing sound illustrations from around the world.

The distribution of programmes available throughout the year is as follows:

"This Week at the UN"
56 countries and territories
"Perspective"
76 countries and territories

30-minute documentaries
45 countries and territories

"Scope"

This programme was offered for the first time early in 1964. By the time of the preparation of these budget estimates some 400 stations in 14 countries on several continents had requested it.

RADIO PRODUCTION COSTS

	\$	\$
African Service	29 600	
Asian Service	37 700	
English Language Service	17 300	
European Services	66 600	
Latin American-Iberian Service	37 800	
Middle East Service	13 000	
Central Features Service	43 300	
	245 300	
Telecommunications engineering costs	205 000	450 300

SALARIES, COMMON STAFF COSTS AND HOME LEAVE, AND NET OPERATING EXPENSES — RADIO AND VISUAL SERVICES

	Established posts				1965 estimates	
	1964		1965		Salaries, common staff costs and home leave \$	Net operating expenses \$
	Profes- sional	General Services	Profes- sional	General Services		
(a) Office of the Director	2	2	2	2	72 060	
(b) Radio and Visual News Desk ..	3	3	3	3	72 450	
(c) Operation Services	10	13	10	13	268 030	
(d) Visual Services	16	15	16	15	353 800	375 000
(e) Radio Services	23	15	23	15	502 120	450 300
TOTAL	54	48	54	48	1 268 460	825 300

IV. External Relations Division

(a) Office of the Director

(b) Centre Services

As of 31 May 1964, a total of forty-eight United Nations information centres were in operation, including the information services in Geneva and at the regional economic commissions. Four additional centres will be opened by year-end or early in 1965 in areas where the media of information are less developed. In accordance with existing policy, negotiations with host Governments are in progress in respect of rent-free premises and other facilities to be provided to these centres.

Centre Services continue to be responsible for the overall planning of the substantive programmes of the centres and for co-ordination of the operational requirements relating to the centres. These Services act as the central channel of communications between the centres and the Office of Public Information. They are responsible for co-ordinating the needs of the centres with both the media divisions of the Office and the substantive departments of the Secretariat and for ensuring that their requirements are met fully and promptly.

(c) Briefing Section

This Section provides the centres with a regular flow of briefing and background notes as well as specially prepared feature material to keep them abreast of developments at United Nations Headquarters and at the regional economic commissions. This Section is also responsible for the selection of the documentation provided to the centres for their reference collections and for distribution to key information media. The Section also receives reports from the centres on major developments in their areas.

(d) Non-Governmental Organizations Section

This Section is responsible for maintaining contact with the non-governmental organizations listed with the Office of Public Information and for stimulating their programmes of disseminating information on the work of the United Nations and the specialized agencies. The Section is responsible for the formulation of OPI policies with regard to the non-governmental organizations and for maintaining contact with the centres on the activities and programmes of such organizations in their areas. The Section also undertakes the organization of the annual Non-Governmental Organizations Conference which is held at United Nations Headquarters or abroad and arranges for visits to Headquarters of leaders of these organizations for briefings and consultations.

(e) Liaison and Special Projects Section

This Section maintains regular contact with the specialized agencies on information programmes of joint interest. It provides the secretariat of the Consultative Committee on Public Information (CCPI). In close collaboration with UNESCO, it maintains contact, both directly and through the information centres, with Ministries of Education, educational authorities and individual schools, colleges and universities, with a view to encouraging teaching about the United Nations and the production of textbooks, audio-visual aids and other materials on the United Nations for educational purposes. The Section continues to be responsible for the supervision of planning for United Nations Day, Human Rights Day and other special observances. In addition, it undertakes the organization and supervision of the editors' round-tables and the fellowship and interne programmes of the Office of Public Information.

As requested by the Advisory Committee on Administrative and Budgetary Questions in its report on the 1964 budget estimates,^{2/} the Office of Public Information initiated a review of the editors' round-table and the triangular fellowship and student interne programmes in order to assess their usefulness to the Organization. To this end, the Office of Public Information sought the advice of the Consultative Panel on Public Information, which was established under General Assembly resolution 1405 (XIV). The Panel, which met at the request of the Secretary-General on 3 March 1964, expressed satisfaction with the results obtained from the three editors' round-tables held to date and took note of the plan to hold such a round-table in Africa in 1965. The Panel was of the view that the round-tables were a very effective and economical means of bringing together leaders of information media in order to acquaint them with the economic and social activities of the United Nations and its agencies and to enlist their active support in making these activities better known through national media.

The plans for the triangular fellowship and student interne programmes were also noted with satisfaction by the Consultative Panel.

The Advisory Committee on Co-ordination, which met in Paris on 28 and 29 April, also emphasized the value of the editors' round-tables to the United Nations and the specialized agencies in obtaining recognition among the information media of the importance of the economic and social work of the United Nations family.

The following programmes are proposed for 1965:

(i) *Editors' Round-Table*

The first editors' round-table was held in 1962 at the European Office of the United Nations in Geneva. In 1963 a round-table for Asian editors was organized at the Headquarters of the Economic Commission for Asia and the Far East in Bangkok. The 1964 round-table, for Latin American editors, was held in Mexico City, 17-21 February. Among the particular subjects discussed were the United Nations Conference on Trade and Development and the ac-

tivities of the United Nations and the specialized agencies in the context of the Development Decade. It is proposed that the 1965 editors' round-table should be held in Africa at a site to be selected, with about thirty leading personalities from information media in African countries participating.

(ii) *Triangular Fellowship Programme*

This programme, which is conducted in close co-operation with ECA, ECAFE and ECLA, is designed to make the activities of the United Nations and the specialized agencies in the fields of technical assistance and economic development better known among younger correspondents, editorial writers, radio and television commentators, especially from areas where information media are not yet fully developed.

Approximately fifteen candidates are selected annually from young information media professionals in Africa, Asia and Latin America who have demonstrated an interest in the coverage of such subjects as technical assistance and economic development. The participants study at the seat of their respective regional economic commissions, at the United Nations Headquarters and at the European Office of the United Nations. Upon their return to their home countries, the participants remain in contact with their local information centres which provide them with current documentation and invite them to participate in press conferences, seminars and briefings organized by the centres.

(iii) *Interne programmes for college and university students*

These programmes, which are conducted along similar lines at United Nations Headquarters and at the European Office of the United Nations, are designed to provide college and university students at the upper undergraduate and early graduate level who are interested in international affairs with an opportunity to acquire a clearer understanding of the principles, purposes and activities of the United Nations. All travel and living expenses of the participants in both the Headquarters and the Geneva student interne programmes are met by the colleges and universities from which the students are selected or by the sponsoring Governments.

SALARIES, COMMON STAFF COSTS AND HOME LEAVE - EXTERNAL RELATIONS DIVISION

	Established posts				1965 estimates
	1964		1965		
	Profes- sional	General Service	Profes- sional	General Service	
					\$
(a) Office of the Director	2	2	2	2	74 010
(b) Centre Services	2	2	2	2	55 600
(c) Briefing Section	3	2	3	2	70 870
(d) Non-Governmental Organizations Section	1	3	1	3	43 290
(e) Liaison and Special Projects Section	2	1	2	1	53 510
TOTAL	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>297 280</u>

V. *Geneva Information Service*

The Geneva Information Service is responsible for providing press, radio and visual coverage of conferences and meetings held in the Palais des Nations. It also functions as the regional information centre for Austria, Bulgaria, Germany, Hungary, Poland, Romania and Switzerland.

SALARIES, COMMON STAFF COSTS AND HOME LEAVE - GENEVA INFORMATION SERVICES

Established posts				1965 estimates
1964		1965		
Profes- sional	General Service	Profes- sional	General Service	
10	9	10	12	\$ 282 400

VI. *Information centres*

As of 31 May 1964, a total of forty-eight information centres and services were in operation. It is expected that fifty-two centres/services will be in operation at year-end or early in 1965.

The information centres maintain a close working relationship with national and local information media, educational institutions, governmental information services and non-governmental organizations on matters relating to the dissemination of information about the United Nations and the specialized agencies.

Each centre operates a reference library where documentation and background material on the United Nations and the specialized agencies are available to educators, students, representatives of the information media and the general public.

^{2/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 7 (A/5507), para. 255.

The centres also arrange for the translation and adaptation of information material into local languages, and for its distribution to the information media and the general

public. In addition, the centres stimulate and assist in the local production of material on the United Nations and the specialized agencies.

SALARIES, COMMON STAFF COSTS AND HOME LEAVE — INFORMATION CENTRES

Established posts				
1964		1965		1965 estimates
Professional	General Service	Professional	General Service	
61	214	61	235	\$ 1 782 700

C. SUMMARY OF STAFFING POSITION: 1963-1965

	1963	1964	1965
I. Professional staff:			
Office of the Under-Secretary	10	10	10
Press, Publications and Public Services	29	29	29
Radio and Visual Services	51	54	54
External Relations	10	10	10
Information centres/services (including Geneva)	71	71	71
TOTAL	171	174	174
II. General service staff at Headquarters and Geneva.	110	106	109
III. Local posts at information centres	190	214	235

D. DISTRIBUTION OF ESTABLISHED POSTS IN INFORMATION CENTRES AND SERVICES

The 1965 estimates provide for 71 professional posts, 38 local information assistant posts and 196 local secretarial, clerical, chauffeur-messenger and custodial posts.

The table shows the distribution of professional and information assistant posts among the fifty-two information centres and information services which are expected to be in operation in 1965.

	Professional posts		Information assistants
	1965	1964	1965
Abidjan (Ivory Coast) a/	3	4	-
Accra (Ghana)	1	1	1
Algiers (Algeria)	1	1	1
Asuncion (Paraguay)	0	0	1
Athens (Greece)	2	2	-
Baghdad (Iraq)	1	1	1
Beirut (Lebanon)	1	1	1
Belgrade (Yugoslavia)	1	1	-
Bogotá (Colombia)	1	1	-
Buenos Aires (Argentina)	1	1	1
Bujumbura (Burundi)	1	1	2
Cairo (United Arab Republic)	1	2	1
Colombo (Ceylon)	1	-	1
Copenhagen (Denmark)	1	1	1
Dakar (Senegal)	1	-	-
Dar es Salaam (Tanganyika and Zanzibar)	1	1	1
Djakarta (Indonesia)	1	-	1
Kabul (Afghanistan)	1	1	1
Karachi (Pakistan)	1	1	1
Kathmandu (Nepal)	-	-	1
Khartoum (Sudan)	-	-	1
Lagos (Nigeria) a/	3	4	-
La Paz (Bolivia)	-	-	1
Leopoldville (Congo, Leopoldville)	2	-	-
Lima (Peru)	1	1	1
Lomé (Togo)	-	-	1
London (United Kingdom)	3	3	1
Manila (Philippines)	1	1	1
Mexico City (Mexico) a/	3	4	-
Monrovia (Liberia)	1	1	-
Moscow (USSR)	2	3	1
New Delhi (India) a/	3	4	1
Paris (France) a/	3	4	1
Port Moresby (Papua, New Guinea)	1	1	1
Port of Spain (Trinidad and Tobago)	1	-	1
Prague (Czechoslovakia)	1	1	-
Rabat (Morocco)	1	1	1
Rangoon (Burma)	1	1	1
Rio de Janeiro (Brazil)	1	1	1
Rome (Italy)	1	1	1
San Salvador (El Salvador)	1	1	-
Sydney (Australia)	1	1	1
Tananarive (Madagascar)	-	-	1
Teheran (Iran)	1	-	1
Tokyo (Japan)	1	2	1
Tunis (Tunisia)	1	1	1
Washington D.C. (United States)	2	2	1
Yaoundé (Cameroon)	-	-	1
Addis Ababa (Ethiopia) b/	1	1	-
Bangkok (Thailand) b/	2	1	-
Geneva (Switzerland) a/b/	10	10	-
Santiago (Chile) b/	1	1	-
TOTAL	71	71	38

a/ Radio and Visual Production Centres

b/ Information Services

ANNEX IV
1965 estimates: Distribution by office location with comparative figures based on 1964 appropriations and 1963 expenditures
(In US dollars)

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 and members of commissions, committees and other subsidiary bodies								
1965	-	-	-	-	-	-	1 258 400	1 258 400
1964	-	-	-	-	-	-	1 207 950	1 207 950
1963	-	-	-	-	-	-	1 132 172	1 132 172
2. Special meetings and conferences								
1965	-	-	-	-	-	-	1 653 000	1 653 000
1964	-	-	-	-	-	-	4 012 100	4 012 100
1963	-	-	-	-	-	-	2 897 253	2 897 253
3. Salaries and wages								
1965	33 639 000	7 819 000	2 479 000	1 977 000	2 219 000	1 386 000	-	49 519 000
1964	31 125 580	6 954 500	2 182 400	1 888 500	1 840 500	1 276 000	-	45 267 480
1963	30 058 268	7 088 786	1 941 556	1 571 199	1 685 388	1 063 342	-	43 408 539
4. Common staff costs								
1965	7 163 800	1 642 000	656 000	582 000	579 200	386 000	300 000 ^{a/}	11 309 000
1964	6 623 000	1 476 000	559 000	548 000	498 500	379 500	290 000 ^{a/}	10 374 000
1963	6 565 667	1 415 863	511 079	461 051	432 682	297 661	323 908 ^{a/}	10 007 911
5. Travel of staff								
1965	1 049 300	171 200	232 000	214 000	225 400	54 700	139 000 ^{b/}	2 085 600
1964	1 076 800	148 400	270 400	182 300	147 300	34 900	129 800 ^{b/}	1 989 900
1963	1 016 179	148 304	323 418	136 642	177 491	57 052	121 1:3 ^{b/}	1 980 219
6. Payments under annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality								
1965	-	-	-	-	-	-	125 000	125 000
1964	-	-	-	-	-	-	105 000	105 000
1963	-	-	-	-	-	-	106 315	106 315
7. Buildings and improvements to premises								
1965	322 500	778 200	-	-	-	-	3 733 500 ^{c/}	4 834 200
1964	2 860 470	609 000	-	-	-	-	3 989 500 ^{c/}	7 458 970
1963	179 997	219 894	-	-	-	-	3 871 966 ^{c/}	4 271 857
8. Permanent equipment								
1965	330 160	97 100	41 480	21 900	40 700	40 000	3 260	574 600
1964	281 030	73 200	43 000	66 470	20 700	43 800	-	528 200
1963	325 765	66 195	27 732	21 206	19 920	50 928	-	511 746
9. Maintenance, operation and rental of premises								
1965	3 220 300	321 000	80 000	46 000	98 500	90 000	-	3 855 800
1964	3 098 000	267 000	55 000	40 000	53 500	80 000	-	3 593 500
1963	3 113 690	251 939	53 325	31 627	58 149	120 190	-	3 628 920
10. General expenses								
1965	3 460 300 ^{d/}	522 550	298 000	112 000	190 000	224 000	-	4 806 850
1964	2 886 200 ^{d/}	460 800	212 000	88 000	140 000	217 000	-	4 004 000
1963	2 934 032 ^{d/}	489 748	304 001	84 112	152 415	219 957	-	4 184 265

a/ Relates to junior professional trainees (1965: \$200 000; 1964: \$190 000; 1963: \$220 428) and Russian language training in Moscow (1965: \$100 000; 1964: \$103 480) as provided for in section 4, chapter VI.

b/ Represents travel of staff to meetings at Headquarters and Geneva.

c/ Includes items other than improvement to premises.

d/ Includes cost of public information services and supplies in the field.

e/ Relates to cost of Official Records offset by an estimated value in terms of external printing costs, of internal reproduction done at Headquarters and Geneva.

f/ Includes provision for payment of interest and instalments of principal due on United Nations bonds in accordance with terms of General Assembly resolutions 1739 (XVI) of 20 December 1961, 1878 (S-IV) of 27 June 1963, and 1989 (XVIII) of 17 December 1963 (1965: \$9 120 600; 1964: \$7 495 000; 1963: \$4 481 422).

a/ Relates to junior professional trainees (1965: \$200 000; 1964: \$190 000; 1963: \$220 428) and Russian language training in Moscow (1965: \$100 000; 1964: \$103 480) as provided for in section 4, chapter VI.

b/ Represents travel of staff to meetings at Headquarters and Geneva.

c/ Includes items other than improvement to premises.

d/ Includes cost of public information services and supplies in the field.

e/ Relates to cost of Official Records offset by an estimated value in terms of external printing costs, of internal reproduction done at Headquarters and Geneva.

f/ Includes provision for payment of interest and instalments of principal due on United Nations bonds in accordance with terms of General Assembly resolutions 1739 (XVI) of 20 December 1961, 1878 (S-IV) of 27 June 1963, and 1989 (XVIII) of 17 December 1963 (1965: \$9 120 600; 1964: \$7 495 000; 1963: \$4 481 422).

ANNEX V

A. Permanent Central Opium Board — Drug Supervisory Body
and

B. United Nations Joint Staff Pension Board and United Nations Pension Committee

The estimates for the Permanent Central Opium Board — Drug Supervisory Body, and for the United Nations Joint Staff Pension Board and United Nations Pension Committee are consolidated with the United Nations budget estimates. The annual appropriation resolution, in its appropriate paragraphs, contains specific conditions in regard to these estimates.

In accordance with existing requirements and with the view to facilitating the General Assembly's action, this

annex sets out the details of the estimates for 1965 with comparative 1964 and 1963 figures.

A. PERMANENT CENTRAL OPIUM BOARD — DRUG SUPERVISORY BODY

By virtue of the Protocol signed at New York on 11 December 1946, the United Nations provides the funds and the administrative machinery of these bodies. The identification of the estimated costs is in accordance with an agreement reached between the Board and the Secretary-General and subsequently endorsed by the Economic and Social Council.

Budget section	1965 estimate \$	1964 approved estimate \$	1963 expenses \$
1 <i>Travel and subsistence of members</i>	41 300	35 600	17 908
3 <i>Salaries and wages</i>	110 700	101 260	97 624
(i) Established posts	109 700	100 260	97 518
(ii) Temporary assistance	1 000	1 000	106
5 <i>Travel of staff on official business</i>	2 500	2 500	1 318
11 <i>Contractual printing</i>	17 700	16 100	12 707
GRAND TOTAL	172 200	155 460 ^{a/}	129 557

^{a/} General Assembly resolution 1984 (XVIII).

B. UNITED NATIONS JOINT STAFF PENSION BOARD
AND UNITED NATIONS PENSION COMMITTEE

Article XXVII of the Regulations of the United Nations Joint Staff Pension Fund provides that the administrative expenses of the Joint Staff Pension Board shall be met by the Fund and that these shall be submitted annually for approval to the General Assembly of the United Nations.

The Fund reimburses the United Nations for its share according to an agreed formula. In the statement below, the items marked * are reimbursed in full; the items marked ** are shared in proportion of two-thirds and one-third between the Fund and the United Nations respectively; the item in regard to travel of members is borne in full by the United Nations.

Budget section	1965 estimate \$	1964 approved estimate \$	1963 expenses \$
1 <i>Travel of members</i>	200	7 800	180
3 <i>Salaries and wages</i>	251 500	251 500	198 406
(i) Established posts**	143 600	137 200	117 763
(ii) Overtime*	2 200	900	2 725
(iii) Temporary assistance*	1 800	3 100	2 811
(iv) Consultants*	103 900	110 300	75 107
4 <i>Common staff costs**</i>	33 500	29 000	29 300
5 <i>Travel of staff</i>	6 400	7 982	2 588
(i) Travel on official business*	700	5 300	103
(ii) Travel on home leave**	5 700	2 682	2 485
Sub-total	291 600	296 282	230 474
<i>Other costs:*</i>			
1 <i>Cost of external audit</i>	3 000	3 000	3 000
<i>Investments Committee</i>	7 000	6 600	5 000
1 <i>Committee of Actuaries</i>	2 000	2 000	2 000
3 and 4 <i>Staff Services rendered by the United Nations</i> ^{b/}	25 000	20 000	20 000
6 <i>Hospitality</i>	100	-	56
10 <i>Communications services</i>	4 000	2 000	2 000
Sub-total, other costs	41 100	33 600	32 056
GRAND TOTAL	332 700	329 882	262 530
Reimbursement to the United Nations by the Joint Staff Pension Fund ^{c/}	253 300	249 200	198 307

^{a/} As presented in 1964 budget estimates (A/5505).

^{b/} Provision is made for the salary and related costs of an Investments Officer and the services in the IBM unit.

^{c/} The figures take into account the appropriate share of staff assessment on salaries of established posts: 1965: \$18 260; 1964: \$16 590; 1963: \$14 187.

B. ESTIMATES OF INCOME

**SUMMARY OF ESTIMATES OF INCOME FOR 1965 WITH COMPARATIVE
1964 APPROVED ESTIMATES AND 1963 ACTUAL INCOME**
(In US dollars)

Income Section	1965 estimates	1964 approved estimates	1963 actual	Increase or (decrease) 1965 compared with 1964	Difference between 1965 and 1964 — Main causes of variations and other remarks
1. Staff assessment	10 560 000	9 488 400	9 076 927	1 071 600	The higher estimate for 1965 is in consequence of the increased expenditure estimate for salaries and emoluments
2. Funds provided from extra-budgetary accounts	1 559 800	1 580 800	1 779 907	(21 000)	An increase in this amount of \$224 900 in the contribution from the Special Account for EPTA towards administrative and operational services costs is offset by a decrease of \$250 000 in the grant-in-aid from the voluntary funds of the High Commissioner for Refugees
3. General income	1 688 300	1 348 600	2 430 398	339 700	The higher income estimate for 1965 is due mainly to two factors: (i) an increase of \$268 000 in the estimate of assessment of non-member States, for which no provision was made in 1964 to allow for a more effective accounting procedure; (ii) an increase of \$89 000 in the estimated income for the loan of staff and services
4. Sale of United Nations postage stamps	1 415 000	1 400 000	1 363 748	15 000	The increase in the 1965 estimates reflects the expectation of higher revenue mainly as a result of the effect of the New York World's Fair on these activities
5. Sale of publications	611 000	541 000	442 058	70 000	
6. Services to visitors and catering services	853 500	828 000	687 917	25 500	
TOTAL, income other than staff assessment	6 127 600	5 698 400	6 704 028	429 200	

PART I

INCOME FROM STAFF ASSESSMENT

Income section 1. Staff assessment

\$10 560 000 (1964: \$9 488 400; 1963: \$9 076 927)

1.1 Staff assessment is levied on salaries and emoluments of staff members at rates laid down by General Assembly resolutions and under conditions stated in Staff Regulation 3.3. All revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly is credited to a Tax Equalization Fund, established by General Assembly resolution 973 (X) of 15 December 1955. Member States are given credit in that Fund in accordance with the scale of assessment for the apportionment of the expenses of the United Nations regular budget. There is at present no provision for other disposition of staff assessment income; the total of the 1965 estimate is, therefore, to be credited to the Fund.

1.2 The estimate of income to be derived from staff assessment is based on statistical evidence as to the average rate of assessment in prior years, applied to the assessable payments estimated for 1965. The increase in the income estimate is due to the higher level of the provision for salaries and wages reflected in the expenditure estimates.

1.3 The estimate under this section includes \$58 000 in respect of the International Court of Justice and \$334 000 in respect of the Office of the United Nations High Commissioner for Refugees.

PART II

OTHER INCOME

Income section 2. Funds provided from extra-budgetary accounts

\$1 559 800 (1964: \$1 580 800; 1963: \$1 779 907)

2.1 These estimates relate to contributions from the Special Account for the Expanded Programme of Technical Assistance, the Voluntary Funds for the Programme of the High Commissioner for Refugees, and the United Nations Joint Staff Pension Fund towards:

the administrative costs of the relevant activities, provision for which is made under the expenditure estimates.

2.2 The following table sets forth the estimates in detail, with comparative figures for 1964 and 1963:

	1965 estimate	1964 approved estimate	1964 actual
	\$	\$	\$
I. Special Account for the Expanded Programme of Technical Assistance			
(i) Contribution towards administrative and operational services costs of the United Nations as a participating organization	1 161 500	936 600	936 600
(ii) Contribution towards central services costs in connexion with custodial functions related to the Special Account. . .	45 000	45 000	45 000
II. Voluntary Funds for the Programme of the High Commissioner for Refugees	100 000	350 000	600 000
III. United Nations Joint Staff Pension Fund. . .	253 300	249 200	198 307
TOTAL	<u>1 559 800</u>	<u>1 580 800</u>	<u>1 779 907</u>

2.3 The contribution from the Special Account for the Expanded Programme of Technical Assistance consists of:

(i) \$1 161 500 as a payment towards the administrative and operational services costs incurred by the United Nations as a participating organization. The level of this contribution represents the first half of the allocation from the Special Account for the biennium 1965-1966, in accordance with operative paragraph 1 of Economic and Social Council resolution 950 (XXXVI) of 5 July 1963 which reads:

"1. Decides that for the biennium 1965-1966 the allocation from the Special Account towards the administrative and operational services costs of the participating organizations shall be made in the form of a lump sum amount, which shall represent 12 per cent of the approved field programme for the previous biennium . . ."

(ii) \$45 000 as a lump sum subvention towards the cost of central services rendered by the United Nations in connexion with custodial functions on behalf of the Special Account. The subvention, introduced in 1961, is maintained at the same level as for the past two years in consequence of a study made in 1959. Prior to 1961 the costs were charged directly to the Special Account. Because of the continued expansion of these services, a new study is being conducted with a view to revising, in consultation with the Executive Chairman of the Technical Assistance Board, the basis of the subvention in the light of the present situation.

2.4 The contribution from the Voluntary Funds for the Programme of the High Commissioner for Refugees is a grant-in-aid in an amount of \$100 000, as compared with \$350 000 for 1964 and \$600 000 in 1963, proposed by the High Commissioner in accordance with the estimate of the administrative costs—as reflected in section 20 of the expenditure estimates—of carrying out the remaining programme of major projects of aid to European refugees, victims of the Second World War. The decrease in the 1965 contribution was forecast in the budget estimates for 1964 in which it was stated that the grant-in-aid would cease with the completion of those projects.

2.5 The estimated contribution from the Joint Staff Pension Fund is based on a mutual agreement for the apportionment of the costs of the Fund between the latter and the United Nations. These costs are met initially by the United Nations regular budget; the Fund reimburses the United Nations for its share according to an agreed formula. The expenditure in regard to salaries of established posts (on a net basis), common staff costs, and travel on home leave are shared between the Fund and the United Nations in the proportion of two thirds to one third. All other items of expenditure are reimbursed by the Fund according to the merits of each case. The increase of \$4 100 in the 1965 estimate over that for 1964 relates mainly to the higher provision in the expenditure estimates for established posts and related common staff costs of the secretariat of the Fund as a result of the foreseen increases in the salaries of general service staff and changes in the post adjustment classification for staff in the professional category.

Income section 3. General income

\$1 688 300

(1964: \$1 348 600;

1963: \$2 430 398)

3.1 The detailed estimates under this section, with comparative figures for 1964 and 1963, are as follows:

	1965	1964	1963
	\$	\$	\$
(i) Rental income.	371 000	350 000	368 069
(ii) Reimbursement of staff and services furnished to specialized agencies and others	439 000	350 000	626 610
(iii) Income from interest and investments...	20 000	50 000	20 180
(iv) Sale of used office, transportation and other equipment	60 300	56 000	70 193
(v) Refund of prior years' expenditure.....	170 000	170 000	222 153
(vi) Contributions from non-Member States..	268 000	-	301 688
(vii) Revenue from television services and film distribution	310 000	300 000	305 140
(viii) Miscellaneous income	50 000	72 600	516 365
TOTAL	1 688 300	1 348 600	2 430 398

3.2 Of the total estimate for 1965, \$457 000 is accounted for at the Geneva Office, as compared with an estimated amount of \$420 000 for 1964 and actual receipts of \$464 231 in 1963.

(i) *Rental income* \$371 000

3.3 The estimate of income at Headquarters consists of \$34 700 for rental of office and other space and \$136 300 for garage parking charges. The estimate is based on the actual income in 1963 and assumes continued heavy use of garage parking facilities by delegations and staff members, thereby restricting parking accommodation for visitors. The estimate of the garage rental is shown, as in previous years, on a gross basis; expenses related to the provision of parking facilities are carried in the relevant expenditure sections of the budget and are estimated as follows:

Salaries and wages for cashiers, clerical services, and guards used for traffic control and fire protection (section 3).....	43 100
Utilities (section 9).....	54 000
Cleaning (section 9).....	13 000
Uniforms (section 10)	4 000
	<u>114 100</u>

3.4 Income from rental of space at Geneva is estimated at \$200 000, on the assumption that the World Health Organization will continue its occupancy until the end of December 1965 at presently existing rates. An analytical study is currently being carried out on the cost factors involved and, after consultations with the user agencies, the estimate is likely to be increased.

(ii) *Reimbursement for staff and services furnished to specialized agencies and others* \$439 000

3.5 The estimate of income at Headquarters under this heading is in an amount of \$214 000 and includes the following items: \$102 000 by way of reimbursement by the specialized and other agencies for communication services and the transmission of cables on the United Nations network; \$23 000 as reimbursement of costs incurred on behalf of the secretariat of the International Lead and Zinc Study Group (collection and analysis of statistical data); \$39 600 from

UNICEF towards the cost of the proposed new electronic data processing system; an estimated contribution, in accordance with the terms of General Assembly resolution 1202 (XII), of \$18 000 from the Swedish Government, towards the costs of the Third United Nations Congress on the Prevention of Crime and the Treatment of Offenders to be held at Stockholm in August 1965, and \$11 000 from the Government of Yugoslavia towards the costs of the Second World Population Conference scheduled to take place at Belgrade in September 1965; and, based on the experience of previous years, an estimated amount of \$20 400 from various other sources for the loan of staff and services.

3.6 The estimate for Geneva includes \$225 000 compared with an estimate of \$210 000 for 1964 and actual income of \$227 953 in 1963. However, the 1965 estimate is subject to the same reservation as mentioned under paragraph 3.4 above.

3.7 The substantial decrease in the estimate as compared to actual receipts in 1963 is due mainly to the inclusion in that year of non-recurrent items such as contributions from host Governments towards the cost of special conferences held in respective countries, namely about \$190 000 from the Government of Austria towards the cost of the International Conference on Consular Relations held in Vienna; approximately \$15 800 from the Government of Italy towards the Conference on Travel and Tourism held in Rome; \$15 000 from the Government of Denmark towards the meetings of the Technical Assistance Committee held in Copenhagen; and \$15 000 from the Venezuelan Government in compensation of the extra expenses occasioned by the transfer to Santiago, Chile, of the ninth session of the Economic Commission for Latin America, originally planned to be held in Caracas.

(iii) *Income from interest and investments* \$20 000

3.8 Based on the experience in 1963, only a nominal income from interest is included under this heading.

(iv) *Sale of used office, transportation and other equipment*..... \$60 300

3.9 The estimate takes into account the experience of previous years, as well as plans for the replacement of equipment in 1965. It includes \$21 700 in respect of the sale of equipment at Headquarters,

\$27 800 at missions, \$8 700 at the regional economic commissions and information centres and \$2 100 at Geneva.

(v) *Refund of prior years' expenditure* . . . \$170 000

3.10 The estimate is maintained at the 1964 level and includes \$5 000 at Geneva.

(vi) *Contributions from non-Member States* \$268 000

3.11 The estimate relates to contributions to be received from non-member States for their participation in the following United Nations activities: the International Court of Justice, conventions relating to narcotic drugs, regional economic commissions (ECE and ECAFE), and the International Bureau for Declaration of Death of Missing Persons. This estimate is based on the 1963 assessment for these purposes, with an upward adjustment for the rising costs in the intervening two years' period. Actual income for the year 1965 will, for the first time, reflect the exact amount of the assessment to be made in 1965. In 1964 this item of income was omitted to permit the introduction of a new accounting procedure whereby the actual income for a given year reflects the total assessment in that particular year.

(vii) *Revenue from television services and film distribution* \$310 000

3.12 The estimate for 1965 includes \$300 000 for income from television services and \$10 000 for income from distribution of film prints through contractual and internal laboratory processing.

(viii) *Miscellaneous income* \$50 000

3.13 The estimate is based on previous experience, and includes various items that cannot be classified under the preceding headings. It must be noted that the 1963 income which was in excess of \$500 000 included non-recurrent items such as some \$127 000 from the reimbursement of accumulated medical insurance premiums; \$81 500 from the sale of the late Secretary-General's apartment; and approximately \$285 000 from local cost assessment of developing countries in respect of regular programmes for technical assistance. In the 1965 estimates this local cost assessment item has not been taken into account in view of an intended change in procedure in the light of an analysis to be undertaken of the experience of previous years.

3.14 The estimate includes \$20 000 from the Geneva office to be derived from the sale of waste paper and other miscellaneous items not covered under other sections. The estimated income from the sale of the publications of the International Court of Justice, which in previous years was shown under this section, is included in income section 5.

Income section 4. Sale of United Nations postage stamps (United Nations Postal Administration)

\$1 415 000

(1964: \$1 400 000;

1963: \$1 363 748)

4.1 The estimates under this income section can be summarized as follows:

	\$	\$
Gross sale of United Nations postage stamps		2 000 000
Less:		
Payments to the United States Post Office for mail carrying and cancellation charges; refunds, adjustments, commissions . . .	310 000	
Expenses charged against revenue	<u>275 000</u>	<u>585 000</u>
Credit to income		<u>1 415 000</u>

4.2 The expenses charged against revenue, as shown above, represent only part of the operational costs of this activity. In addition, provision is made in an amount of \$340 000 in the relevant expenditure estimates for costs attributable to the Postal Administration, consisting of the salaries of established posts, common staff costs, and overtime of guards. After taking these additional provisions into account, the net income from the sale of United Nations stamps over expenses directly related to that activity is estimated at \$1 075 000, compared with an estimate of \$1 082 900 for 1964 and actual income of \$1 064 900 in 1963.

4.3 Supplementary details on the 1965 estimates, together with comparative figures for 1964 and 1963, are given in table A-1 in annex A to the estimates of income.

Revenue

4.4 Gross sales for 1965 are estimated at \$2 million: \$1 800 000 at Headquarters, \$150 000 at Geneva, and \$50 000 from distribution through other United Nations offices overseas and philatelic agencies of Member States. This compares with an estimate of \$1 942 000 for 1964—an increase of almost 3 per cent—and with actual receipts of \$1 891 328 in 1963—an increase of nearly 6 per cent. The increase in estimated gross sales reflects the continuing upward trend in the use of United Nations stamps for postal and philatelic purposes and takes into account the anticipated influx of visitors in connexion with the New York World's Fair.

4.5 The programme for 1965 is planned to consist of five commemorative issues—including a stamp marking the Organization's twentieth anniversary designated as International Co-operation Year—and of replacement of one or two remaining regular issues which have been in circulation since the inception of the United Nations Postal Administration.

4.6 Emphasis is again being placed on promotion plans with a view to stimulating interest in the use and collection of United Nations stamps. Apart from frequent press releases and the publication of stories and articles in philatelic literature, these promotion efforts include the free distribution of flyers, pamphlets and other information material. In 1963, the

United Nations Postal Administration arranged extensive showings of films and film strips on the subject of United Nations stamps and participated in about one hundred exhibits in over fifteen countries which, it is believed, were viewed by some two and one-half million persons. The uninterrupted high level of gross sales and its constantly rising trend are undoubtedly largely attributable to those efforts.

Expenses

4.7 The expenses charged against revenue cover the estimated costs of temporary assistance, overtime, printing of stamps, promotion and miscellaneous sup-

plies. The total expenditure is estimated at \$275 000, an increase of \$33 000 over the estimate for 1964 of which \$20 000 is provided for additional sales' clerks in connexion with the anticipated influx of visitors.

Management

4.8 The issuance and the philatelic sale of United Nations postage stamps is a regular Secretariat activity which is carried out by the United Nations 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.

Income section 5. Sale of publications

\$611 000

(1964: \$541 000; 1963: \$442 058)

5.1 This section covers income from the sale of United Nations publications and information material, publications of the International Court of Justice and of the specialized agencies, and other publications handled on a consignment or similar basis. United Nations publications are sold from Headquarters and the Geneva Office through normal channels - national distribution, bookstores and non-governmental organizations; they are also sold at Headquarters at the United Nations Bookshop, which is operated by the United Nations Co-operative under a servicing contract.

5.2 The estimates under this income section can be summarized as follows:

	\$	\$
Gross sales		1 210 000
Less:		
Cost of sales; discounts	275 500	
Expenses charged against revenue	323 500	599 000
Credit to income		611 000

5.3 The expenses charged against revenue, as shown above, represent only part of the operational costs of this activity. In addition, provision is made in the relevant expenditure sections of the budget for the salaries of established posts and common staff costs in respect of the staff in the sales units at Headquarters and Geneva, for the run-on cost of copies of publications, and for a nominal charge for utilities and maintenance of the United Nations Bookshop at Headquarters. These expenses, which are given in detail in table B-6 in annex B to the income estimates, are estimated for 1965 at \$366 600. Therefore, the net estimate of income from sale of publications, after taking into account expenses directly related to that activity, is in the amount of \$244 400 against an estimate of \$217 200 for 1964, and actual income of \$136 304 in 1963.

5.4 Details of the 1965 estimates, together with comparative figures for 1964 and 1963, are given in the relevant tables in annex B to the income estimates.

Estimates of revenue and expenses

5.5 The estimates of income are based on actual experience in the last three years as to gross sales and expenditure, and on special circumstances which can be anticipated in 1965.

Sales agents and other income (excluding United Nations Bookshop)

Credit to income	\$416 500
1964:	355 200
1963:	300 882

5.6 Gross sales under this heading have been estimated for 1965 at \$725 000, compared with \$617 200 for 1964 and actual revenue of \$546 956 in 1963. There has been a substantial growth in sales since 1961, the first year of reorganized operations; this growth is expected to continue in 1965, although at a less rapid rate. The special circumstances anticipated in 1965 include the initial sale of the proceedings of both the United Nations Conference on Trade and Development and the Third Conference on the Peaceful Uses of Atomic Energy. New editions of *Everyman's United Nations* and the guide book for Headquarters, *Your United Nations*, scheduled for publication in 1964, can also be expected to yield additional income in 1965. Moderate price increases for some of the more technical publications are also planned, with resulting financial benefits.

5.7 The total expenses against revenue are estimated at \$233 500 compared with \$211 000 for 1964. Of the total increase over 1964 of \$22 500, \$17 500 is intended for additional staff to handle a larger volume of sales and for increases in salary scales of the general service staff at Headquarters and Geneva; \$5 000 is provided for added promotion costs, especially in view of the additional effort in Latin America for which a sales officer was appointed early in 1964; an increase of \$2 500 for miscellaneous supplies and equipment is offset by a decrease in the same amount in the estimate for freight and postage.

5.8 Details of these estimates, together with comparative figures for 1964 and 1963, are given in table B-1 in annex B.

United Nations Bookshop

Credit to income	\$194 500
1964:	185 800
1963:	141 176

5.9 Gross sales in the Bookshop are estimated at \$485 000 for 1965, as against \$428 000 for 1964 and \$358 875 actual sales in 1963. Sales in the Bookshop declined in 1963 below the previous year's level, owing mainly to the sharp reduction in the number of visitors to United Nations Headquarters for that year.

The increase in the estimate for 1965 reflects the expectation that the influx of visitors as a result of the New York World's Fair will have its impact on the sales of United Nations publications. Sales at the Pavilion of the World Federation of the United Nations Associations, located at the World's Fair, are included in this estimate.

5.10 The total expenses charged against revenue are estimated at the same level as for 1964. The relatively small increase for salaries (\$2 000) is to cover additional staff costs to meet the expected volume of sales and is offset by a decrease in the same amount for miscellaneous supplies.

5.11 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table B-3 in annex B.

Management

5.12 The sale of publications is a regular Secretariat activity which is undertaken to provide, on a self-sustaining basis, general public distribution of United Nations publications and of information material regarding the United Nations. The Publishing Service of the Office of Conference Services is responsible for all matters of policy and direction, both at Headquarters and at Geneva. Its responsibilities also extend to the United Nations Bookshop which is operated by the United Nations Co-operative under a servicing contract. In carrying out its functions, the Publishing Service is guided by the directives of the Publications Board. The administration of the publications sales programme is a function of the Sales Section of the Publishing Service.

Income section 6. Services to visitors and catering services

\$853 500

(1964: \$828 000;

1963: \$687 917)

6.1 The estimates under this income section can be summarized as follows:

	Guided tours Headquar- ters and Geneva	Gift Centre Head- quarters	Sou- venir shop	Total services to visitors (chapter I)	Catering Services (chapter II)	Grand Total
	\$	\$	\$	\$	\$	\$
Gross sales	1 006 000	638 000	650 000	2 294 000	2 270 000	4 564 000
Less:						
Cost of sales; discounts	18 000	285 000	312 000	615 000	1 043 000	1 658 000
Expenses charged against revenue	<u>548 000</u>	<u>169 500</u>	<u>108 000</u>	<u>825 500</u>	<u>1 227 000</u>	<u>2 052 500</u>
Credit to income	<u>440 000</u>	<u>183 500</u>	<u>230 000</u>	<u>853 500</u>	<u>-</u>	<u>853 500</u>

6.2 The estimates are presented under two chapters which distinguish between services to the public—chapter I, Services to visitors, and services of primary benefit to delegations and staff—chapter II, Catering Services.

CHAPTER I

Services to visitors

\$853 500
1964: 828 000
1963: 718 022

6.3 A summary of these estimates follows:

	\$	\$
Gross sales and other income		2 294 000
Less:		
Cost of goods sold; discounts and refunds	615 000	
Expenses charged against revenue	<u>825 500</u>	<u>1 440 500</u>
Credit to income		<u>853 500</u>

6.4 This chapter comprises income from the guided tours, the United Nations Gift Centre and the Souvenir Shop at Headquarters, and the guided tours at Geneva.

6.5 The expenses charged against revenue shown above in the amount of \$825 500 represent only part of the operational costs of this activity. In addition, provision is made in the relevant expenditure estimates in an amount of \$492 100 for the salaries of established posts and common staff costs for the guided tours both at Headquarters and at Geneva, and for estimated extra costs for utilities and maintenance attributable to all the services to visitors

at these two locations. After taking into consideration this additional provision, the excess of revenue over the total expenditure related to these services is estimated at \$361 400 as compared with \$369 200 for 1964, and an actual income of \$286 307 in 1963.

6.6 The 1965 estimates for all the activities at Headquarters covered under this chapter—the Guided Tours, the Gift Centre and the Souvenir Shop—show a marked increase in both revenue and expenditure because of the anticipated influx of tourists to New York owing to the 1964/1965 New York World's Fair.

6.7 Detailed data on the estimates, together with comparative figures for 1964 and 1963, are given in the relevant tables of annex C to the estimates of income

Estimates of revenue and expenses

Guided Tours, Headquarters

Credit to income	\$418 000
1964:	394 000
1963:	336 575

6.8 The gross fees in 1965 for guided tours are estimated at \$956 000—an increase of \$156 000 over the approved estimate for 1964 and of \$232 210 over actual receipts in 1963. The estimate is based on 1 400 000 visitors, as compared with an actual figure of only slightly over one million guide-tour tickets issued in 1963.

6.9 However, the comparability of the figures between the years 1965 and 1964 is affected by two considera-

tions: first, the 1964 figure given above was based on a normal operational year; secondly, the gross revenue attributable to the World's Fair visitors—mainly family groups—in the 1965 estimates is computed on a ratio of 40 per cent adults paying full price and 60 per cent children paying student rates, whereas in normal years the ratio is 50 per cent adults and 50 per cent children. It should be noted that revised 1964 estimates will be submitted, in the light of the actual experience in that year, to include the additional revenue and expenses resulting from the New York World's Fair traffic. Furthermore, although during the summer of 1964 visiting hours at Headquarters are being extended on weekdays until 10 p.m., the 1965 estimates are based on the normal schedule of 9 a.m. to 6 p.m. If the 1964 summer experiment proves to be successful, it will be repeated in the summer of 1965, and revised estimates for 1965 will then have to be submitted.

6.10 As far as expenses are concerned, the charges against revenue total \$520 000, compared with actual expenditure of \$376 700 in 1963. Of the total increase of \$143 300, about \$131 200 is provided for additional guides, supervisors and cashiers to service the anticipated flow of visitors; about \$3 100 for additional uniforms; about \$4 500 for the printing of leaflets; \$3 000 for exhibits and related supplies; and the balance for miscellaneous equipment.

6.11 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table C-1 of the relevant annex to the estimates of income.

United Nations Gift Centre

<i>Credit to income.</i>	\$183 500
1964:	182 000
1963:	150 788

6.12 Gross sales in 1965 are estimated at \$635 000 or at about the same level as for 1964, and represent an increase of nearly \$119 000 over the actual gross sales in 1963. The upward adjustment in the estimate is based mainly on the anticipated influx of visitors during the New York World's Fair. Expenditures are estimated at \$169 500, an increase of about \$15 000 over the actual figure in 1963, mainly to cover normal salary increments and related costs.

6.13 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table C-2 of annex C to the estimates of income.

Souvenir Shop

<i>Credit to income.</i>	\$230 000
1964:	228 000
1963:	208 580

6.14 Gross sales for 1965 are estimated at \$650 000 as compared with \$620 000 for 1964 and actual gross sales of \$573 312 in 1963. The total expenditure is estimated at \$108 000, as against \$92 000 for 1964 and actual expenditure of \$87 553 in 1963. The estimate takes account of the anticipated increase in contractual wage rates, effective 1 February 1965, in accordance with an existing agreement.

6.15 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table C-3 of annex C to the estimates of income.

Guided Tours, Geneva

<i>Credit to income.</i>	\$22 000
1964:	24 000
1963:	22 079

6.16 Gross revenue is estimated at \$50 000, the same level as for 1964, but representing an increase of about \$4 000 over actual revenue in 1963. The expenditure charged against revenue is estimated at \$28 000 which compares with an actual total of \$23 850 in 1963. The difference in expenditure relates solely to increases in salary scales for general service staff, including those projected for 1965.

6.17 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table C-4 of annex C to the estimates of income.

Management

6.18 The guided tours at Headquarters are operated by the Visitors' Service of the Office of Public Information seven days a week throughout the year. The purpose of the tours is to inform visitors of the aims and work of the United Nations. The Visitors' Service is also responsible for maintaining an inquiry service, for providing information material on request, and for arranging speaking engagements, public film showings and special briefings for groups.

6.19 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 required for the performance of the contract are employees of the contractor.

6.20 The Souvenir Shop is operated together with the Catering Services as a consolidated activity under the same management contract, under the direct guidance of the Office of General Services.

6.21 The service 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>	-
1964:	-
1963:	(\$30 105)

6.22 The estimates under this chapter may be summarized as follows:

	\$	\$
Gross sales and other income . . .		2 270 000
Less:		
Cost of goods sold.	1 043 000	
Expenses charged against revenue	1 227 000	2 270 000
<i>Credit to income from catering services</i>	-	

6.23 The policy under which the catering services are managed provides that the price structure should be so designed and adjusted from time to time as to achieve a break-even point in over-all results. The estimates for 1965 are based on the assumption that a normal schedule of meetings will be in effect, and that gross revenue will cover the total expenses charged

against revenue. The 1963 operations of the catering services resulted in a deficit of \$30 105 which was attributed to the need to extend operations schedules beyond regular working hours to provide service for the delegates and the staff. For 1964, it was agreed, on the recommendation of the Advisory Committee on Administrative and Budgetary Questions, to eliminate the initially estimated deficit of the catering services.

6.24 In addition, provision is made in an amount of \$56 000 in the relevant expenditure sections of the budget for utilities and maintenance attributable to that activity.

6.25 The estimate for catering services, as set out in this chapter, cover:

(a) The cafeteria, including the coffee counters on the various floors, the staff cafe, press club and north lounge snack service;

(b) The dining room;

(c) Beverage sales;

(d) The candy, tobacco and novelty, and other sales at the fourth-floor newsstand;

(e) The coffee shop for the public in the General Assembly building; and

(f) Coin-operated machines.

6.26 Details of the estimates, together with comparative figures for 1964 and 1963, are given in table C-7 of annex C to the estimates of income.

6.27 A separate report on the operational procedures of the various catering services has been submitted to the Advisory Committee on Administrative and

Budgetary Questions in response to a recommendation by that Committee in its fifth report ^{1/} to the General Assembly at its eighteenth session.

Revenue

6.28 The revenue estimates are based on 1963 experience and on the assumption that the pattern of meetings in 1965 will be similar to previous years.

Expenses

6.29 The estimates for expenses charged against revenue are based on 1963 experience, but take into account an anticipated increase in contractual wage rates, effective 1 February 1965, in accordance with an existing agreement. Under other operating expenses, account has been taken of rising rates for laundry, garbage removal, paper supplies, and other operating costs.

Management

6.30 These operations, together with the Souvenir Shop as provided for under chapter I of this income section—are conducted by a contractor under direct instructions from the Commercial Management Service of 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.

^{1/} Official Records of the General Assembly, Eighteenth Session, Supplement No. 7 (A/5507), para. 381.

Annexes to estimates of income

ANNEX A. INCOME ESTIMATES
Sale of United Nations postage stamps

TABLE A-1. SALE OF UNITED NATIONS POSTAGE STAMPS

Estimated revenue and expenses for 1965, with comparative figures for 1964 and 1963

	1965 estimates \$	1964 ^{a/} approved estimates \$	1963 actual \$
Gross sales of United Nations postage stamps . . .	2 000 000	1 942 000	1 891 328
Less:			
Payments to the United States Post Office for mail carrying and cancellation charges; re- funds, adjustments, commissions	310 000	300 000	291 309
Gross revenue	1 690 000	1 642 000	1 600 019
Expenses charged against revenue			
Temporary assistance	132 000	112 000	98 969
Overtime and night differential	19 000	16 000	12 866
Printing of postage stamps	75 000	70 000	76 443
Miscellaneous supplies and services	15 000	14 000	12 209
Freight and postage	9 000	8 000	8 659
Miscellaneous equipment	5 000	4 000	3 339
Promotion expenses	20 000	18 000	23 138
Travel on official business	-	-	646
TOTAL, expenses charged against revenue	275 000	242 000	236 271
CREDIT TO INCOME	1 415 000	1 400 000	1 363 748
Additional expenses carried under expenditure estimates			
Salaries and wages, established posts ^{b/}	277 300	257 400	243 803
Common staff costs	61 900	58 900	54 245
Overtime for guards on first day of stamp issue. TOTAL, additional expenses	800	800	800
	340 000	317 100	298 848

^{a/} The 1964 estimates are subject to adjustments, to be reflected in the supplementary estimates for that year, as a result of an increase in gross sales owing to the World's Fair traffic, additional expenditures in this connexion, as well as increases in the salary scales of general service staff, effective 1 January 1964, both at Headquarters and Geneva.

^{b/} For detailed composition see Section 3 of expenditure estimates, table 3-5H for Headquarters and table 3-5I for Geneva Office.

ANNEX B. INCOME ESTIMATES
Sale of publications

**TABLE B-1. REVENUE FROM SALE OF PUBLICATIONS BY SALES AGENTS
AND OTHER INCOME (EXCLUDING BOOKSHOP)**

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales ^{a/} and other income	725 000	617 200	546 956
Less:			
Cost of sales ^{b/}	75 000	51 000	65 919
Gross revenue	650 000	566 200	481 037
Expenses charged against revenue			
Temporary assistance	90 000	74 000	69 649
Overtime	6 500	5 000	4 858
Freight and postage	63 000	65 500	53 659
Promotion expenses	65 000	60 000	46 258
Miscellaneous supplies and services	7 500	6 500	5 696
Miscellaneous equipment	1 500	-	35
TOTAL, expenses charged against revenue	233 500	211 000	180 155
CREDIT TO INCOME	416 500	355 200	300 882
Additional expenses carried under expenditure estimates ^{c/}	355 400	311 300	292 554

^{a/} Represents sales after deduction of discounts and commission.

^{b/} Relates to the production cost of the *United Nations Yearbook*, revolving fund items, and cost of outside consignment items; the cost of reproducing other United Nations publications is carried under the relevant expenditure sections of the budget, the estimated cost of which is given below in table B-6 under "run-on costs of United Nations publications for sale".

^{c/} Detailed listing is given below in table B-6.

ANNEX B (continued)

TABLE B-2. BREAK-DOWN OF REVENUE FROM SALES AGENTS AND OTHER INCOME BY CATEGORY (EXCLUDING BOOKSHOP)

	1965 estimates \$	1964 estimates \$	1963 actual \$
<i>United Nations publications and other income</i>			
Gross sales ^{a/}	653 000	562 200	491 282
Cost of consigned stock sold	20 000	19 000	17 402
Gross revenue	633 000	543 200	473 880
<i>Information material^{b/}</i>			
Gross sales	72 000	55 000	55 674
Cost of sales	55 000	32 000	48 517
Gross revenue	17 000	23 000	7 157
TOTAL	650 000	566 200	481 037

^{a/} Represents sales after deduction of discounts and commission.^{b/} Items produced on a self-liquidating (revolving fund) basis.

TABLE B-3. THE UNITED NATIONS BOOKSHOP

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales	485 000 ^{a/}	428 000	358 875
Less:			
Cost of sales	172 000	143 500	145 013
Discounts ^{b/}	28 500	8 700	5 823
Gross revenue	284 500	275 800	208 039
<i>Expenses charged against revenue</i>			
Salaries	77 000	75 000	56 147
Other expenses	13 000	15 000	10 716
Payroll taxes	-	-	5 094
Hospitalization and medical expenses	-	-	861
Postage and freight	-	-	363
Miscellaneous supplies	-	-	4 398
TOTAL, expenses charged against revenue	90 000	90 000	66 863
CREDIT TO INCOME	194 500	185 800	141 176
<i>Additional expenses carried under expenditure estimates^{c/}</i>			
	11 200	12 500	13 200

^{a/} Includes \$50 000 for sales at the Pavilion of the World Federation of the United Nations Associations at the New York World's Fair.^{b/} The increase in the 1965 figure is due to the estimate of commission allowed on the sales at the Pavilion of the World Federation of the United Nations Associations at the New York World's Fair.^{c/} For details see table B-6 below.

ANNEX B (continued)

TABLE B-4. BREAK-DOWN OF REVENUE FROM THE UNITED NATIONS BOOKSHOP BY CATEGORY

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
<i>United Nations publications and other income</i>			
Gross sales.....	36 000	42 000	34 652
Less:			
Cost of sales ^{a/}	-	-	-
Discounts.....	2 000	4 000	1 921
Gross revenue.....	<u>34 000</u>	<u>38 000</u>	<u>32 731</u>
<i>Information material^{b/}</i>			
Gross sales.....	144 500	140 000	120 855
Less:			
Cost of sales.....	35 000	32 500	47 976
Discounts ^{c/}	4 500	700	257
Gross revenue.....	<u>105 000</u>	<u>106 800</u>	<u>72 622</u>
<i>Items on consignment</i>			
Gross sales.....	304 500	246 000	203 368
Less:			
Cost of sales.....	137 000	111 000	97 037
Discounts ^{c/}	22 000	4 000	3 645
Gross revenue.....	<u>145 500</u>	<u>131 000</u>	<u>102 686</u>
TOTAL	<u>284 500</u>	<u>275 800</u>	<u>208 039</u>

^{a/} Relates to run-on costs of publications—cost of paper, press work and binding—the estimate for which is carried under the relevant expenditure section of the budget: 1965—\$7 200; 1964—\$8 500; 1963—\$9 200 (see table B-6 below).

^{b/} Items produced on a self-liquidating (revolving fund) basis.

^{c/} The increase in the 1965 figure is due to the estimate of commission allowed on the sales at the Pavilion of the World Federation of the United Nations Associations at the New York World's Fair.

TABLE B-5. CONSOLIDATED ESTIMATE OF REVENUE AND EXPENSES FOR 1965 WITH COMPARATIVE FIGURES FOR 1964 AND 1965

	Sales agents and other income \$	United Nations Bookshop \$	Total 1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales.....	725 000	485 000	1 210 000 ^{a/}	1 045 200	905 831
Less					
Cost of sales.....	75 000	172 000	247 000	194 500	210 932
Discounts.....	-	28 500	28 500	8 700	5 823
Gross revenue.....	<u>650 000</u>	<u>284 500</u>	<u>934 500</u>	<u>842 000</u>	<u>689 076</u>
Expenses charged against revenue.....	<u>233 500</u>	<u>90 000</u>	<u>323 500</u>	<u>301 000</u>	<u>247 018</u>
CREDIT TO INCOME.....	<u>416 500</u>	<u>194 500</u>	<u>611 000</u>	<u>541 000</u>	<u>442 058</u>
Additional expenses carried under expenditure estimates ^{b/}	<u>355 400</u>	<u>11 200</u>	<u>366 600</u>	<u>323 800</u>	<u>305 754</u>

^{a/} Includes \$14 000 for estimated sales of publications of the International Court of Justice.

^{b/} Detailed listing given in table B-6 below.

ANNEX B (continued)

TABLE B-6. ESTIMATES OF EXPENSES CARRIED UNDER THE RELEVANT EXPENDITURE SECTIONS OF THE BUDGET

	1965 estimates \$	1964 estimates \$	1963 actual ^{a/} \$
Salaries and wages of established posts, Headquarters ^{b/}	139 700	132 400	118 484
Common staff costs, Headquarters	38 800	31 200	29 540
Salaries and wages of established posts, Geneva ^{c/}	37 600	33 900	33 599
Common staff costs, Geneva	6 500	6 000	4 731
Run-on costs of United Nations publications for sale ^{d/}	140 000	116 300	115 400
Utilities and maintenance, Bookshop	4 000	4 000	4 000
TOTAL	366 600	323 800	305 754

^{a/} Represents approved estimates except for salaries and wages of established posts at Headquarters and Geneva which are actual figures.

^{b/} The 1965 establishment consists of the staff of Sales Section, Office of Conference Services (for details see table 3-5G in section 3 of expenditure estimates) and the additional staff assigned to the Office of the Controller, Accounts Division (one second officer and four general service posts).

^{c/} For details see table 3-5I in section 3 of expenditure estimates.

^{d/} Estimated cost of paper, press work and binding of sales copies; includes cost of sales of publications at the United Nations Bookshop: 1965—\$7 200; 1964—\$8 500; 1963—\$9 200.

ANNEX C. INCOME ESTIMATES

Services to visitors and catering services

TABLE C-1. VISITORS' SERVICE HEADQUARTERS

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates	1964 approved estimates ^{a/}	1963 actual
Gross fees for guided tours	956 000	800 000	723 790
Less:			
Discounts and refunds	18 000	12 000	10 515
Gross revenue	938 000	788 000	713 275
Expenses charged against revenue			
Temporary assistance	6 000	4 000	-
Overtime and night differential	1 000	1 000	506
Salaries and wages of guides and dispatchers	484 000	370 000	359 321
Contractual printing	6 000	4 000	1 568
Purchase and maintenance of uniforms	12 000	10 000	8 890
Miscellaneous supplies and services	6 000	5 000	3 272
Training and public exhibits	3 000	-	2 717
Miscellaneous equipment	2 000	-	426
TOTAL, expenses charged against revenue	520 000	394 000	376 700
CREDIT TO INCOME	418 000	394 000	336 575
Additional expenses carried under regular budget appropriation exclusive of charges for utilities and maintenance ^{b/}			
Salaries and wages, established posts ^{c/}	210 000	200 200	191 246
Common staff costs	62 100	51 200	47 967
TOTAL, additional expenses	272 100	251 400	239 213

^{a/} The estimates are presented as approved by the eighteenth session of the General Assembly. They do not include the increase in gross sales due to the World's Fair traffic and the additional expenditure in this connection; nor do they include the increases in salary scales of guides, effective 1 January 1964. Supplementary estimates will be submitted for 1964 on the basis of experience for the first six months of that year.

^{b/} The appropriate charges for utilities and maintenance are given in the consolidated table C-5 below and are applied to all services which benefit from visitors to the United Nations Headquarters—Guided Tours, United Nations Gift Centre and Souvenir Shop.

^{c/} For detailed composition, see table 3-5F in section 3 of the expenditure estimates.

ANNEX C (continued)

TABLE C-2. UNITED NATIONS GIFT CENTRE

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales	635 000	640 000	515 907
Less:			
Cost of goods sold.	273 000	280 000	211 164
Discounts and refunds	12 000	12 000	11 076
Add:			
Other income.	3 000	4 000	11 662
Gross revenue	353 000	352 000	305 329
Expenses charged against revenue			
Salaries and wages	117 000	117 000	108 907
Other operational expenses.	36 000	36 500	30 238
Payroll taxes.			7 174
Contributions to Provident Fund			2 337
Hospitalization insurance.			988
Medical care.			240
Workmen's compensation insurance.			1 197
Packing supplies			7 043
Marking supplies			74
Stationery and office supplies.			293
Advertising, travel and promotion.			99
Miscellaneous expenses.			793
Purchase of equipment			-
Contractor's administration expenses			10 000
Management fee	16 500	16 500	15 396
TOTAL, expenses charged against revenue ^{a/}	169 500	170 000	154 541
CREDIT TO INCOME	183 500	182 000	150 788

^{a/} The total does not include charges for utilities and maintenance attributable to the Gift Centre since these costs are shown in a global sum applied to all services of chapter I, income section 6 benefiting from visitors to United Nations Headquarters—see table C-5 below.

TABLE C-3. SOUVENIR SHOP, HEADQUARTERS

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales	650 000	620 000	573 312
Less:			
Cost of goods sold.	312 000	300 000	277 179
Gross revenue	338 000	320 000	296 133
Expenses charged against revenue			
Salaries and wages	92 000	80 000	76 416
Other operating expenses.	14 000	10 000	9 137
Management fee	2 000	2 000	2 000
TOTAL, expenses charged against revenue ^{a/}	108 000	92 000	87 553
CREDIT TO INCOME	230 000	228 000	208 580

^{a/} The total does not include charges for utilities and maintenance attributable to the Souvenir Shop since these costs are shown in a global sum applied to all services of chapter I, income section 6 benefiting from visitors to United Nations Headquarters—see table C-5 below.

ANNEX C (continued)

TABLE C-4. VISITORS' SERVICE, GENEVA

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates ^{a/} \$	1963 actual \$
Gross fees for guided tours,	50 000	50 000	45 929
Expenses charged against revenue			
Temporary assistance,	26 000	24 000	18 827
Overtime,	-	-	3 044
Miscellaneous supplies and services,	1 900	1 000	984
Miscellaneous equipment,	1 000	1 000	995
TOTAL, expenses charged against revenue	28 000	26 000	23 850
CREDIT TO INCOME,	22 000	24 000	22 079
Additional expenses carried under expenditure estimates			
Salaries and wages, established posts ^{b/} ,	19 200	16 900	17 304
Common staff costs,	5 300	4 500	4 698
Utilities and maintenance,	1 000	1 000	1 000
TOTAL, additional expenses	25 500	22 400	23 002

^{a/} Estimates presented as approved during the eighteenth session of the General Assembly. Charges for temporary assistance do not include increases in salary scales of general service staff, effective 1 January 1964.

^{b/} For detailed composition, see table 3-51 in Section 3 of the expenditure estimates.

TABLE C-5. SERVICES TO VISITORS

(Income section 6, chapter I)

Consolidated estimates of revenue and expenses for 1965 with comparative figures for 1964 and 1963

	Guided Tours Head- quarters \$	United Nations Gift Centre \$	Souvenir shop \$	Total Head- quarters \$	Guided Tours Geneva \$	Total services to visi- tors 1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales and other income . . .	956 000	638 000	650 000	2 244 000	50 000	2 294 000	2 114 000	1 870 600
Less:								
Cost of goods sold,	-	273 000	312 000	585 000	-	585 000	580 000	488 343
Discounts and refunds,	18 000	12 000	-	30 000	-	30 000	24 000	21 591
Gross revenue,	938 000	353 000	338 000	1 629 000	50 000	1 679 000	1 510 000	1 360 666
Expenses charged against revenue	520 000	169 500	108 000	797 500	28 000	825 500	682 000	642 644
CREDIT TO INCOME,	418 000	183 500	230 000	831 500	22 000	853 500	828 000	718 022
Additional expenses carried under regular budget appropriations ^{a/}								
Salaries and wages of established posts and common staff costs,	272 100	-	-	272 100	24 500	296 600	272 800	261 215
Utilities and maintenance,	-	-	-	194 500 ^{b/}	1 000	195 500	186 000	170 500
TOTAL, additional expenses	272 100	-	-	466 600	25 500	492 100	458 800	431 715

^{a/} Detailed listing given below in table C-6.

^{b/} The total charge for utilities and maintenance is attributed to all services of income section 6, chapter I, which benefit from visitors to the United Nations Headquarters—Guided Tours, United Nations Gift Centre, Souvenir Shop.

ANNEX C (continued)

TABLE C-6. SERVICES TO VISITORS

Estimates of expenses carried under relevant expenditure sections of the budget

	1965 estimates \$	1964 estimates \$	1963 actual ^a \$
Salaries and wages of established posts, Guided Tours, Headquarters	210 000	200 200	191 246
Common staff costs, Headquarters	62 100	51 200	47 967
Salaries and wages of established posts, Guided Tours, Geneva	19 200	16 900	17 304
Common staff costs, Geneva	5 300	4 500	4 698
Utilities, maintenance	136 000	128 800	116 500
Additional wear and tear	8 000	8 000	8 000
Guards and receptionists - overtime	51 500	49 200	46 000
TOTAL	492 100	458 800	431 715

^a/ Represents approved estimates except for the salaries and wages of established posts at Headquarters and Geneva which are actual figures.

TABLE C-7. CATERING SERVICES, HEADQUARTERS

(Income section 6, chapter II)

Estimated revenue and expenses for 1965 with comparative figures for 1964 and 1963

	1965 estimates \$	1964 approved estimates \$	1963 actual \$
Gross sales	2 240 000	2 245 000	2 165 741
Less:			
Cost of goods sold	1 043 000	1 048 000	1 000 257
Add:			
Other income	30 000	30 000	35 390
Gross revenue	1 227 000	1 227 000	1 200 874
Expenses charged against revenue			
Salaries and wages	854 000	858 000	835 238
Other operating expenses	330 000	321 000	325 730
Maintenance and replacement of equipment . .	25 000	30 000	52 011
Management fee	18 000	18 000	18 000
TOTAL, expenses charged against revenue	1 227 000	1 227 000	1 230 979
INCOME	-	-	(30 105)
Additional expenses carried under expenditure estimates			
Utilities and maintenance	56 000	52 500	50 500

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