# BUDGET ESTIMATES

# FOR

# THE FINANCIAL YEAR 1969

# AND

# INFORMATION ANNEXES

*Volume I*

**GENERAL ASSEMBLY**

OFFICIAL RECORDS : TWENTY-THIRD SESSION

SUPPLEMENT No. 5 (A/7205)

**UNITED NATIONS**

( 267 p.)

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**UNITED NATIONS**

*New York, 1968*

## 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.

The information annexes to the budget will be issued as volume II.

# CONTENTS


Page

FOREWORD BY THE SECRETARY-GENERAL ..... ix

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

I. Draft budget resolution for the financial year 1969 ..... xv

II. Draft resolution on unforeseen and extraordinary expenses for the financial year 1969 ..... xvii

III. Draft resolution on Working Capital Fund for the financial year 1969 ..... xvii

IV. Information concerning the draft resolutions ..... xvii

## A. Expenditure estimates

SUMMARY OF EXPENDITURE ESTIMATES FOR 1969, APPROPRIATIONS FOR 1968 AND ACTUAL EXPENSES IN 1967 ..... 3

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 ..... 5

*Chapter*

I. The General Assembly, commissions and committees ..... 6

II. The Security Council, commissions and committees ..... 7

III. The Economic and Social Council, commissions and committees ..... 7

IV. The Trusteeship Council, commissions and committees ..... 9

V. Administrative advisory bodies ..... 9

Section 2. Special meetings and conferences ..... 10

*Chapter*

I. Conference of the Eighteen-Nation Committee on Disarmament ..... 10

II. Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space ..... 11

III. United Nations Conference on Road Traffic ..... 11

IV. Twenty-fifth session of the Economic Commission for Asia and the Far East ..... 11

V. United Nations Conference on the Law of Treaties, second session ..... 11

VI. United Nations Conference on the Exploration and Peaceful Uses of Outer Space ..... 12

VII. United Nations Conference on the Standardization of Geographical Names ..... 13

VIII. Fifth United Nations Regional Cartographic Conference for Asia and the Far East ..... 13

IX. Thirteenth session of the Economic Commission for Latin America ..... 13

X. Ninth session of the Economic Commission for Africa ..... 13

XI. Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, 197\ ..... 14

PART II. STAFF COSTS AND RELATED EXPENSES

Section 3. Salaries and wages ..... 15

*Chapter*

I. Established posts ..... 16

## CONTENTS (*continued*)


| *Chapter* | | *Page* |
|---|---|---|
| II. | Temporary assistance for meetings | 19 |
| III. | Other temporary assistance | 20 |
| IV. | Overtime and night differential | 20 |
| | DISTRIBUTION, BY MAIN OFFICE AND DEPARTMENT, OF THE COSTS OF ESTABLISHED POSTS AND OTHER CREDITS PROPOSED FOR 1969 UNDER SECTION 3 | 21 |
| | Executive Office of the Secretary-General | 21 |
| | Offices of the Under-Secretaries-General for Special Political Affairs | 22 |
| | Office of Legal Affairs | 23 |
| | Under-Secretary-General in charge of Finance and Management | 26 |
| | Office of the Controller (including Internal Audit Service) | 26 |
| | Office of Personnel (including the Health Service) | 28 |
| | Division of Human Rights | 30 |
| | Secretariat of the United Nations Joint Staff Pension Board and the United Nations Staff Pension Committee | 34 |
| | Department of Political and Security Council Affairs | 34 |
| | Department of Trusteeship and Non-Self-Governing Territories | 36 |
| | Department of Economic and Social Affairs | 37 |
| | Office of the Under-Secretary-General | 39 |
| | Office of the Assistant Secretary-General for Inter-Agency Affairs | 40 |
| | Economic and Social Council Secretariat, Regional Economic Commissions Section and Special Projects Unit | 41 |
| | Office of Science and Technology | 42 |
| | Division of Public Finance and Financial Institutions | 44 |
| | Centre for Development Planning, Projections and Policies | 45 |
| | Resources and Transport Division | 48 |
| | Commissioner for Social Development and Housing | |
| | Office of the Commissioner | 50 |
| | Social Development Division | 50 |
| | Population Division | 53 |
| | Centre for Housing, Building and Planning | 55 |
| | Commissioner for Technical Co-operation | 57 |
| | Public Administration Division | 60 |
| | Statistical Office | 62 |
| | International Computing Centre | 64 |
| | Economic Commission for Europe | 67 |
| | Economic Commission for Asia and the Far East | 71 |
| | Economic Commission for Latin America | 76 |
| | Economic Commission for Africa | 82 |
| | United Nations Economic and Social Office in Beirut | 89 |
| | Office of Public Information (including information centres) | 91 |
| | Office of Conference Services | 92 |
| | Library | 96 |
| | Office of General Services | 97 |

Page

United Nations Office at Geneva (excluding the Economic Commission for Europe) ..... 99
Library ..... 99
Conference and General Services ..... 99
Administrative and Financial Services ..... 101
Internal Audit Service ..... 101
Information Service ..... 101
Division of Social Affairs ..... 101
Division of Narcotic Drugs ..... 101
International Narcotics Control Board ..... 102

Section 4. Common staff costs ..... 102

*Chapter*

I. Staff allowances ..... 103
II. Social security payments ..... 104
III. Travel on appointment, transfer and separation ..... 105
IV. Removal expenses on appointment, transfer and separation ..... 106
V. Separation payments ..... 106
VI. Staff training programmes ..... 106

Section 5. Travel of staff ..... 109

*Chapter*

I. Travel of staff to meetings ..... 110
II. Travel of staff on other official business ..... 111
III. Travel of staff and dependants on home leave ..... 114

Section 6. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations; Hospitality .... 115

*Chapter*

I. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations ..... 115
II. Payments to other members of the Secretariat for official hospitality ..... 115
III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries ..... 115

PART III. PREMISES, EQUIPMENT, SUPPLIES AND SERVICES

Section 7. Buildings and improvements to premises ..... 117

*Chapter*

I. Amortization of the Headquarters construction loan ..... 117
II. Alteration, improvement and major maintenance of premises and facilities at Headquarters, New York, and at Geneva ..... 117

Section 8. Permanent equipment ..... 121

Section 9. Maintenance, operation and rental of premises ..... 130

Section 10. General expenses ..... 138

Section 11. Printing ..... 153

*Chapter*

I. Official records ..... 154
II. Recurrent publications ..... 155
III. Studies and reports ..... 157

## CONTENTS (*continued*)


*Chapter* *Page*

IV. Office of Public Information ... 157
V. International Narcotics Control Board ... 157
VI. Other printing ... 158
VII. Deduction for internal reproduction ... 158

PART IV. SPECIAL EXPENSES

Section 12. Special expenses ... 161

*Chapter*
I. United Nations Memorial Cemetery in Korea ... 161
II. United Nations International School, New York ... 163
III. International School at Geneva ... 163
IV. United Nations bond issue ... 163
V. Triangular Fellowship Programme ... 164
VI. United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law ... 164
VII. United Nations participation in the Joint Inspection Unit ... 164
VIII. United Nations participation in jointly financed activities of administrative co-ordination ... 164

PART V. TECHNICAL PROGRAMMES (Sections 13 to 16)

Section 13. Economic development, social development, and public administration ... 167
Section 14. Industrial development ... 167
Section 15. Human rights advisory services ... 167
Section 16. Narcotic drugs control ... 167

PART VI. SPECIAL MISSIONS

Section 17. Special missions ... 169

*Chapter*
I. United Nations Truce Supervision Organization in Palestine ... 169
II. United Nations Military Observer Group in India and Pakistan ... 171
III. United Nations Representative for India and Pakistan ... 173
IV. United Nations Commission for the Unification and Rehabilitation of Korea ... 174
V. United Nations Supply Depot in Pisa ... 175
VI. *Ad Hoc* Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights ... 177
VII. United Nations Council for Namibia and United Nations Commissioner for Namibia ... 178

PART VII. OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

Section 18. Office of the United Nations High Commissioner for Refugees ... 181

*Chapter*
I. Salaries and wages ... 187
II. Common staff costs ... 190
III. Travel of staff ... 191
IV. Public information activities ... 191
V. Hospitality ... 191
VI. Permanent equipment for field offices ... 192

## CONTENTS (*continued*)


*Chapter* *Page*

VII. General expenses and supplies ... 192
VIII. Contractual printing ... 192
IX. Contingencies ... 192

PART VIII. INTERNATIONAL COURT OF JUSTICE

Section 19. International Court of Justice ... 195

*Chapter*
I. Salaries and expenses of members of the Court ... 195
II. Salaries, wages and expenses of the Registry ... 195
III. Common services ... 196
IV. Permanent equipment ... 197

PART IX. UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)

Section 20. United Nations Conference on Trade and Development ... 199

A. *Sessions of the Conference and of expert and advisory bodies*

*Chapter*
I. Sessions of the Conference ... 201
II. Sessions of expert and advisory bodies ... 201

B. *Secretariat of UNCTAD*

III. Salaries and wages ... 201
IV. Common staff costs ... 211
V. Travel of staff ... 211
VI. Hospitality ... 211
VII. Permanent equipment ... 212
VIII. General expenses ... 212
IX. Printing ... 212

C. *International Trade Centre*

X. International Trade Centre ... 213

D. *Administrative and conference services provided to UNCTAD by other United Nations offices*

XI. Salaries and wages ... 213
XII. Common staff costs and travel on home leave ... 217

PART X. UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Section 21. United Nations Industrial Development Organization ... 221

*Chapter*
I. Third session of the Industrial Development Board and meetings of its subsidiary organs ... 221
II. Meetings of expert and advisory bodies ... 222
III. Salaries and wages ... 222
IV. Common staff costs ... 233
V. Travel of staff ... 233
VI. Payments under Annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality ... 234
VII. Permanent equipment ... 234
VIII. Maintenance, operation and rental of premises ... 235

*Chapter* *Page*

IX. General expenses ..... 235

X. Publications programme and contractual reproduction services ..... 236

XI. International Symposium on Industrial Development ..... 237

XII. Headquarters planning and administrative management ..... 237

## B. Estimates of income

SUMMARY OF ESTIMATES OF INCOME FOR 1969 COMPARED WITH 1968 APPROVED ESTIMATES AND 1967 ACTUAL INCOME ..... 243

PART I. INCOME FROM STAFF ASSESSMENT

Income section 1. Income from staff assessment ..... 245

PART II. OTHER INCOME

Income section 2. Funds provided from extra-budgetary accounts ..... 247

Income section 3. General income ..... 248

Income section 4. Revenue-producing activities ..... 250

*Chapter*

I. Sale of United Nations postage stamps (United Nations Postal Administration) ..... 250

II. Sale of publications and the United Nations Bookshop ..... 252

III. Services to visitors and guided lecture tours ..... 254

IV. Souvenir Shop, Gift Centre and Catering Services ..... 256

# FOREWORD BY THE SECRETARY-GENERAL

## Initial estimates for 1969

1. I have the honour to present in the submission which follows and in the related information annexes which are contained in a separate addendum to the budget document, initial estimates of regular budgetary requirements for the United Nations for the financial year 1969.

2. In determining the level of these requirements I have followed essentially the same policy which has guided me in the preparation of the annual estimates for past years. Accordingly, I have attempted to present to the General Assembly a set of estimates which, after taking into account the totality of the work programmes and other activities to be undertaken by the Secretariat during 1969 to give effect to resolutions of the principal organs, provide an evaluation of the minimum resources both human and material which, in my best judgment, would be required for the efficient and effective implementation of those programmes and for the provision of the related essential conference, general and administrative services. In making this evaluation, I have kept very much in mind the concern expressed by many Member States during the course of the twenty-second session of the Assembly at the growing level of the annual budget of the Organization. In effect, therefore, I have endeavoured to provide for total foreseeable needs at the lowest possible cost. Clearly certain items of expenditure can be determined with greater precision and accuracy than others. Thus, the items provided for under parts I and III of the budget by their very nature can be more readily measured. Moreover, the formulation of future requirements is facilitated by the fact that in these sectors there exists some twenty years of experience in expenditure trends. However, in the case of other items of expenditure, such as staffing requirements and related costs under part II of the budget, special missions under part VI, the Office of the United Nations High Commissioner for Refugees under part VII, the United Nations Conference on Trade and Development under part IX, and the United Nations Industrial Development Organization under part X, the determination of future needs becomes more complex and difficult. Certain variables must be taken into account. Thus, adjustments or changes of emphasis may be occasioned by political and economic developments; in the case of UNCTAD and UNIDO, unforeseen needs may arise since these are relatively new organizations whose programmes and administrative services are still in a developmental stage.

3. I would only emphasize that, while in these latter areas of expenditure, particularly, differences of opinion are bound to arise as to what in fact constitute minimum requirements, the estimates as presented, notably those relating to economic, social and human rights activities, have been prepared with greater thoroughness than in the past. I hope, therefore, that the additional requirements which are being sought for next year will be considered by the General Assembly with this fact in mind.

4. The General Assembly by resolution 2363 A (XXII) of 19 December 1967 appropriated a total of $140 430 950 to cover the gross expenditure estimates for 1968. By resolution 2363 B (XXII) of 19 December 1967, it approved estimates of income from all sources in a total amount of $23 635 000. Thus, the net requirements for 1968 were estimated at $116 795 950. The gross budget for 1969 as currently submitted is estimated at $140 520 210, and income from all sources at $25 059 240. Net requirements in 1969, therefore, are initially estimated at $115 460 970. On this basis the initial gross estimates for 1969 reflect an increase of $89 260 above the approved 1968 level. On a net basis the estimates show a decrease of $1 334 980. However, the Secretary-General would wish to draw the particular attention of Member States to the fact that a number of items of expenditure for which the General Assembly voted specific appropriations in 1968 have, for the special circumstances set forth in the relevant paragraphs of the budget text, been provided for on a *pro memoria* basis only in the initial estimates for 1969. These items of expenditure, for which the total gross appropriations in 1968 amounted to $7 030 300, included: under section 2, meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space ($85 000) and the United Nations Conference on the Exploration and Peaceful Uses of Outer Space ($296 000); under section 12, the United Nations International School at New York ($49 000), the International School at Geneva ($30 000) and the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law ($50 000); under part V, sections 13 to 16, technical programmes ($6.4 million); under section 17, the United Nations Representative for India and Pakistan ($30 300); and under section 20, the UNCTAD/GATT Trade Promotion Centre ($90 000). Therefore, for purposes

of true comparison, the 1968 gross appropriation of $140 430 950 should be decreased by $7 030 300 to $133 400 650. On this basis, the 1969 initial gross estimates would reflect an increase of $7 119 650.

5. Furthermore, although the present estimates cover all requirements in 1969 which can be clearly foreseen or calculated with any precision at this stage, they are subject to revision in due course as a result of decisions to be taken by the Economic and Social Council at its forty-fifth session or by the General Assembly at its twenty-third session. Particular mention might be made of the following important items:

(*a*) Revised estimates stemming from decisions to be taken by the General Assembly in regard to the level to be appropriated under part V of the 1969 estimates for programmes of technical co-operation;

(*b*) Revised estimates covering requirements of the joint UNCTAD/GATT Trade Promotion Centre based on the conclusions of the Joint Advisory Group which met in Geneva at the end of May 1968;

(*c*) Additional requirements for 1969 to resolve problems of adequate office accommodation at Headquarters in New York and at the Economic Commission for Latin America;

(*d*) Such additional needs as may arise pursuant to General Assembly resolution 2359 B (XXII) of 19 December 1967 concerning the payment of a language bonus or the introduction of other incentives to permit greater linguistic balance in the use of the working languages by staff of the Secretariat, and to provide expanded accommodation and other facilities for improvement of the language training programmes, including accelerated language courses;

(*e*) Revised estimates which may arise as a consequence of decisions to be taken by the General Assembly at its twenty-third session following consideration of possible recommendations to be made by the International Civil Service Advisory Board in the course of its meetings in June and July 1968.

Separate reports will be submitted on these items to the General Assembly at its twenty-third session. As appropriate, the Assembly will also be advised of the outcome of the work undertaken by the Expert Group appointed by me to undertake during 1968 a review of the organization of the Secretariat.

6. There follows at the end of this foreword a table which provides a comparison, by section of the budget, of the 1969 initial estimates of expenditure and income with those approved for 1968. In accordance with the recommendations made by the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies in its second report [1] to the General Assembly at its twenty-first session, this table also shows, for those sections of the budget where the expenditure estimates for 1969 exceed the 1968 level, the extent to which the increase is due to:

(*a*) Such factors as rising costs, including higher salaries and wages for staff, increases in the rates of wages for contractual staff and higher prices for essential supplies and other services; and

(*b*) Increased requirements for the implementation of new programmes of work or a necessary expansion of current programmes, including additional staff costs as well as increased expenditure for related supplies and services.

7. The General Assembly, at its twenty-second session, in the course of its review of the progress achieved in the implementation of the recommendations contained in the second report of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies, also considered my proposals relating to the form of presentation of the United Nations budget [2] and the United Nations budget cycle [3]. It had before it at that time the related report [4] of the Advisory Committee on Administrative and Budgetary Questions.

8. By resolution 2360 B (XXII) the General Assembly endorsed the conclusions of the Advisory Committee as set out in paragraphs 16 to 20 of its report. In paragraph 16, dealing with the form of the United Nations budget, the Advisory Committee agreed that the presentation of individual sections 2, 4, 5, 6 and 11 might follow that of section 3 for 1968 to the extent that such changes were considered to be meaningful. The Committee also agreed that before any further changes were introduced progress should be made in the matter of programme formulation and priorities and in a more precise definition of the conference programme.

9. It will be recalled that the text of section 3 for 1968, in addition to the traditional presentation under four chapters of the global requirements in respect of established posts, temporary assistance for meetings, other temporary assistance, and overtime and night differential, provided for the first time a distribution of these credits among the major organizational units involved. The form of presentation under the other object of expenditure sections, namely sections 2, 4, 5, 6 and 11, has been carefully studied in order to determine whether a similar analysis by organizational unit was called for. The conclusion was reached that to the extent feasible and appropriate

[1] A/6343.
[2] A/C.5/1121.
[3] A/C.5/1122.
[4] A/6887/Rev.1.

such a distribution was already provided for, notably in respect of official travel under section 5, chapter II, and printing expenses under the relevant chapters of section 11. It was also taken into account that Annex I to the expenditure estimates contains a distribution of estimated requirements by main activity and programme as well as by object of expenditure.

10. Accordingly, essentially the same form of presentation as that used for the budget estimates for 1968 has been maintained for 1969. In the main body of the text, under section 3, however, where the costs of established posts and other credits proposed for 1969 are distributed by main office and department, I have provided considerably more information than was contained in the 1968 budget document on the work programmes to be undertaken and the resources required for their implementation, particularly with respect to the economic, social and human rights sectors. This additional information is provided for three purposes:

(*a*) To reflect clearly the inter-relationship between work programmes and other services to be rendered and the direct budgetary resources required for their implementation;

(*b*) To show the utilization of the total man-power both available and proposed so that Member States can discern more clearly the manner in which this man-power is allocated to the various work programmes; and,

(*c*) To indicate the extent to which resources available under the regular budget are supplemented where appropriate by resources financed from extra budgetary funds.

I trust that this presentation will provide a clearer and more solid justification in support of the estimates as submitted.

11. As regards the question of the adoption of a biennial budget cycle for the United Nations, the Advisory Committee indicated in paragraphs 17 to 20, inclusive, of its tenth report to the General Assembly [5] that it would be inadvisable to proceed further with the consideration of this question until additional information had been received from the Secretary-General on a number of related aspects, such as the scheduling of the sessions of the General Assembly and the Economic and Social Council and other subsidiary bodies over a two-year cycle, developments in the field of long-range planning by the aforementioned organs, the manner in which central control would be exercised if a two-year budget were to be adopted, and the question of transfers and supplementary estimates as reflected in paragraphs 35 to 46 of the second report of the *Ad Hoc* Committee of Experts. Subsequently, the General Assembly in its resolution 2370 (XXII) on the United Nations regular budget, decided that the Secretary-General, after taking into account all the actions of the programme formulating bodies, including the Economic and Social Council and the Committee for Programme and Co-ordination, should suggest to the General Assembly at each regular session a planning estimate for the United Nations regular budget for the second succeeding budgetary period (henceforth referred to as "the forecast period"). This planning estimate would be reviewed by the Advisory Committee on Administrative and Budgetary Questions and transmitted, together with its comments and recommendations, to the General Assembly no later than 1 December. The General Assembly would then consider the planning estimate suggested by the Secretary-General together with the comments and recommendations thereon of the Advisory Committee and at this same session approve a planning estimate for the forecast period. In paragraph 5 of the resolution, the General Assembly requested the Secretary-General to submit for consideration at its twenty-third session, an integrated schedule of meetings for the various bodies responsible for carrying out the several parts of an integrated system of programme and budgeting. In paragraph 17 of the resolution the General Assembly decided further that the first planning estimate should be considered and approved for the forecast year 1971. In the light of these developments, I believe that it would be prudent to delay any further initiative in regard to the adoption of a biennial budget cycle until after it has been possible to assess the degree of success achieved in the implementation of the aforementioned Assembly resolution.

12. With a view to a more accurate and reliable assessment of needs and to facilitate implementation of General Assembly resolution 2370 (XXII), a new procedure has been adopted this year for the formulation and presentation of the estimates relating to economic, social and human rights activities. This new procedure has involved the creation of a small internal review group, comprising officials of the Office of the Controller and the Department of Economic and Social Affairs at Headquarters, who have jointly made a detailed analysis of the work programmes to be undertaken by the latter Department, the Secretariats of the four regional economic commissions, the United Nations Economic and Social Office in Beirut, and the Division of Human Rights. The group examined these work programmes with the various supervisory personnel concerned in order to satisfy itself that the activities were being undertaken in accordance with the relevant resolutions. Its primary task, however, was to ensure that the staffing and other resources required for the effective implementation of the approved programmes were both reasonably and accurately assessed. This main area of activity was selected for review because of its importance and the fact that it represents a significant portion of the total budget. It is an area of activity, moreover, which would

[5] A/6887/Rev.1.

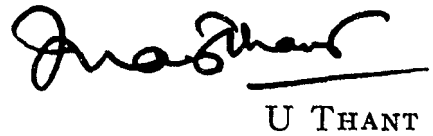
require the greatest attention in the preparation of future budgetary planning estimates. The results of the review are reflected in the appropriate parts of the initial estimates, particularly under section 3. As a consequence, there is provided for the first time a detailed text for each of these main organizational units (and in the case of the Department of Economic and Social Affairs, its subsidiary units) which includes extensive information on the work programmes to be undertaken during the period 1968-1969, together with an indication of the allocation of the man-power both available and requested for their implementation. Thus, the budgetary requirements are presented in close relationship to the work programme. The man-power requirements have been translated into terms of posts by category, level and cost, and financial requirements are given for individual experts and consultants, *ad hoc* expert groups, temporary assistance, and overtime and night differential. An indication of the costs of travel for each organizational unit is also provided under section 5 of the estimates. I believe that this form of presentation represents a distinct step forward in United Nations programme and budgetary management and I hope that the General Assembly will duly take into account the serious efforts which have been made to assure a responsible and reasonable budgetary submission.

13. I am convinced that the preparation of the budget on this basis is both sound and logical. Nevertheless, I also realize that in order to safeguard the integrity of such a budget it does require, even more so than in the past, that the programmes of work to be undertaken and services to be rendered be carefully and systematically reviewed in order to take fully into account their relative urgency, importance and cost. In compiling my annual budget estimates I must accept as a basis the decisions taken by the various principal organs and I am obliged to seek provision for their implementation without regard to priority, unless some such indication is given in the relevant resolution. If, therefore, the present method of budget preparation is to be followed in future, and if the validity of such a budget is to be secured, it would seem to me that parallel steps need to be taken to strengthen the methods and procedures which currently govern the formulation, development and approval of programmes. In this context considerable advantages might well accrue if some, albeit broad, determination could be made of the priorities attached to the various sectors comprising the total work programme of the Secretariat particularly in the economic and social field. Clearly, the final responsibility for this task rests with the Member States themselves through the decisions they take in the various legislative organs. The Secretariat for its part, however, could contribute by providing to the appropriate programme reviewing bodies a more specific and co-ordinated appraisal of both past and proposed activities. Some change in present methods will, in any event, need to be developed if the implementation of General Assembly resolution 2370 (XXII) is to serve a meaningful purpose.

14. The establishment of a planning estimate as called for by that resolution raises the need to provide to the programme formulating organs as early as possible each year detailed programmes of work and the related financial requirements for the various sectors in the economic and social field. This would enable such bodies as the Committee for Programme and Co-ordination, the Economic and Social Council, the Industrial Development Board and the Trade and Development Board to undertake their particular responsibilities in regard to the planning estimate. In conducting their review these organs might wish to consider the programmes of work on the basis of their intrinsic value and importance, the possibility of their practical implementation over a given period of time and their relationship with similar activities being undertaken in other areas of the Secretariat, as well as their financial consequences. Similarly, the responsibility of the Advisory Committee on Administrative and Budgetary Questions to advise the General Assembly on the level of budgetary requirements might well be facilitated if it could receive at as early a date as possible the views and recommendations of the various programme reviewing organs.

15. A joint programme and budgetary review along these lines would seem essential for an adequate response to General Assembly resolution 2370 (XXII). It would, however, require acceptance by the Assembly of some modification of present procedures governing the examination and general distribution of the annual budget estimates and, in some cases, a change in the meeting schedules of the reviewing organs concerned. In response to paragraph 5 of General Assembly resolution 2370 (XXII) I shall submit a special report to the General Assembly at its twenty-third session on the question of the meeting schedules of the various organs responsible for carrying out the several parts of an integrated system of programme and budgeting. As to the important question of possible changes in present budgetary procedures, I trust that the General Assembly will continue to provide clear guidance concerning the respective roles to be played by those organs primarily responsible for the work programmes on the one hand and those principally responsible for budgetary and financial matters on the other. Subject to the concurrence of the General Assembly, every endeavour will be made by the Secretariat to make available in adequate time all related documentation required by these organs. At the same time I would wish to caution that the compilation of the annual budget requirements is an important and complex task to which, considering the very detailed form in which the estimates have been presented for 1969 for the purpose of both programme and budgetary review, an adequate period of time should be devoted if the quality and integrity of the estimates are not to be jeopardized.

16. In this foreword I have given some indication of the continuing preoccupation of the Secretariat with the development of new and improved techniques for the presentation of budgetary requirements in a form which explains more clearly their relationship to individual activities, for the more accurate assessment of future needs and for the more effective deployment and management of available resources. I look to Member States for their continued confidence and assistance in these matters. I have also made reference to initiatives taken by Member States with a view to the development of well-considered and properly co-ordinated programmes of activity, particularly in the economic, social and humanitarian sector. The Secretariat stands ready to assist to the best of its ability. The needs remain infinite and the problems complex. For this reason alone, the continued existence of a family of international organizations which are jointly committed to the improvement of this condition must remain a source of satisfaction and reassurance to all who contribute to this endeavour. For practical reasons, it is of course essential that the total exercise should be subject to constant adjustment and control. Considering the limitation of available means and other practical impediments, it is of particular value that a selective determination be made at regular intervals, within a reasonable total context, of the individual activities which might most usefully and effectively be undertaken during any particular period. Such evaluations require realism, objective judgement and perspective. At the same time they call for a spirit of co-operation, goodwill and generosity in reaffirmation of the historic role to be played by the United Nations and associated international organizations in a restless and troubled era towards the creation throughout the world of a more tranquil, more equitable and more secure environment.



U THANT
*Secretary-General*

June 1968

## Comparison of 1969 estimates with 1968 appropriations

| *Budget section* | *1968 appropriations* [a] | *1969 estimates* | *Increase (decrease) 1969-1968* | *Reasons for increase (decrease)* | |
|---|---|---|---|---|---|
| | | | | *Higher cost of salaries, wages and rates* | *Programme expansion (reduction)* |
| | $ | $ | $ | $ | $ |
| 1 | 1 270 700 | 1 258 050 | (12 650) | — | (12 650) |
| 2 | 2 937 100 | 1 402 000 | (1 535 100) | — | (1 535 100) |
| 3 | 59 325 800 | 64 862 000 | 5 536 200 | 3 120 000 | 2 416 200 |
| 4 | 13 739 000 | 15 552 000 | 1 813 000 | 957 000 | 856 000 |
| 5 | 2 179 500 | 2 219 000 | 39 500 | (12 800) | 52 300 |
| 6 | 125 000 | 140 000 | 15 000 | — | 15 000 |
| 7 | 4 861 200 | 4 492 200 | (369 000) | — | (369 000) |
| 8 | 605 500 | 770 200 | 164 700 | 14 200 | 150 500 |
| 9 | 4 135 000 | 4 296 000 | 161 000 | 51 800 | 109 200 |
| 10 | 5 627 000 | 6 013 800 | 386 800 | 23 000 | 363 800 |
| 11 | 1 624 400 | 1 817 000 | 192 600 | 145 600 | 47 000 |
| 12 | 9 210 800 | 8 983 200 | (227 600) | 5 300 | (232 900) |
| 13 | 5 113 600 | | | | |
| 14 | 991 400 | *Pro memoria* | — | — | — |
| 15 | 220 000 | | | | |
| 16 | 75 000 | | | | |
| 17 | 6 157 600 | 6 371 400 | 213 800 | 375 800 | (162 000) |
| 18 | 3 469 000 | 3 675 500 | 206 500 | 131 500 | 75 000 |
| 19 | 1 356 350 | 1 383 360 | 27 010 | 27 010 | — |
| 20 | 9 175 000 | 7 878 000 | (1 297 000) | 376 700 | (1 673 700) |
| 21 | 8 232 000 | 9 406 500 | 1 174 500 | 375 000 | 799 500 |
| Expenditure (gross) | 140 430 950 | 140 520 210 [b] | | | |
| *Less:* | | | | | |
| Income other than staff assessment. | 9 014 300 | 8 559 240 | | | |
| Income from staff assessment | 14 620 700 | 16 500 000 | | | |
| Net expenditure level | 116 795 950 | 115 460 970 | | | |

[a] For purposes of comparison, a total figure of $128 000 has been transferred from sections 3, 4 and 5 to section 17 in the amounts of $95 000, $30 000 and $3 000 respectively.

[b] Includes provision *pro memoria* only for a number of items of expenditure for which specific appropriations were made in 1968 in a total amount of $7 030 300 (see paragraph 4 of the foreword).

# DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

## I. Draft budget resolution for the financial year 1969

A

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1969

*The General Assembly*

*Resolves* that for the financial year 1969:

1. An amount of $US 140 520 210 is appropriated for the following purposes:

| *Section* | | *US dollars* | |
|---|---|---|---|
| | *Part I. Sessions of the General Assembly, the councils, commissions and committees; special meetings and conferences* | | |
| 1. | Travel and other expenses of representatives and members of commissions, committees and other subsidiary bodies | 1 258 050 | |
| 2. | Special meetings and conferences | 1 402 000 | |
| | TOTAL, part I | | 2 660 050 |
| | *Part II. Staff costs and related expenses* | | |
| 3. | Salaries and wages | 64 862 000 | |
| 4. | Common staff costs | 15 552 000 | |
| 5. | Travel of staff | 2 219 000 | |
| 6. | Payments under annex I, paragraphs 2 and 3 of the Staff Regulations; hospitality | 140 000 | |
| | TOTAL, part II | | 82 773 000 |
| | *Part III. Premises, equipment, supplies and services* | | |
| 7. | Buildings and improvements to premises | 4 492 200 | |
| 8. | Permanent equipment | 770 200 | |
| 9. | Maintenance, operation and rental of premises | 4 296 000 | |
| 10. | General expenses | 6 013 800 | |
| 11. | Printing | 1 817 000 | |
| | TOTAL, part III | | 17 389 200 |
| | *Part IV. Special expenses* | | |
| 12. | Special expenses | 8 983 200 | |
| | TOTAL, part IV | | 8 983 200 |
| | *Part V. Technical programmes** | | |
| 13. | Economic development, social development and public administration | * | |
| 14. | Industrial development | * | |
| 15. | Human rights advisory services | * | |
| 16. | Narcotic drugs control | * | |
| | TOTAL, part V | | * |
| | *Part VI. Special missions and related activities* | | |
| 17. | Special missions | 6 371 400 | |
| | TOTAL, part VI | | 6 371 400 |
| | *Part VII. Office of the United Nations High Commissioner for Refugees* | | |
| 18. | Office of the United Nations High Commissioner for Refugees | 3 675 500 | |
| | TOTAL, part VII | | 3 675 500 |
| | *Part VIII. International Court of Justice* | | |
| 19. | International Court of Justice | 1 383 360 | |
| | TOTAL, part VIII | | 1 383 360 |
| | *Part IX. United Nations Conference on Trade and Development* | | |
| 20. | United Nations Conference on Trade and Development | 7 878 000 | |
| | TOTAL, part IX | | 7 878 000 |
| | *Part X. United Nations Industrial Development Organization* | | |
| 21. | United Nations Industrial Development Organization | 9 406 500 | |
| | TOTAL, part X | | 9 406 500 |
| | GRAND TOTAL | | 140 520 210 |

* The distribution among sections 13, 15 and 16 will be decided by the Economic and Social Council at its forty-fifth session after having considered further suggestions of the Governing Council of the United Nations Development Programme on the desirable level and uses of regular programme resources for 1969. The Industrial Development Board, in terms of General Assembly resolution 2298 (XXII) of 12 December 1967, recommended $1 500 000 as the planning level for section 14 at its second session, held in April and May 1968.

2. The Secretary-General shall be authorized to transfer credits between sections of the budget with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions;

3. The appropriations for technical assistance programmes under part V shall be administered in accordance with the Financial Regulations of the United Nations, except that the definition of obligations and the period of validity of obligations shall be in accordance with the procedures and practices established for the Expanded Programme component of the United Nations Development Programme;

4. The provisions under sections 1, 3, 5 and 11, in a total amount of $245 500 relating to the International Narcotics Control Board, shall be administered as a unit;

5. The provisions under sections 1, 3, 4, 5, 6 and 10, in a total amount of $615 300 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;

6. In addition to the appropriations voted under paragraph 1 above, an amount of $19 000 is appropriated from the accumulated income of the Library Endowment Fund for the purchase of books, periodicals, maps and library equipment and such other expenses of the Library at the Palais des Nations as are in accordance with the objects and provisions of the endowment.

## B

### Income estimates for the financial year 1969

*The General Assembly*

*Resolves* that for the financial year 1969:

1. Estimates of income other than assessments on Member States totalling $US 25 059 240 are approved as follows:

| *Income section* | | *US dollars* |
|---|---|---|
| *Part I. Income from staff assessment* | | |
| 1. Staff assessment income | 16 500 000 | |
| Total, part I | | 16 500 000 |
| *Part II. Other income* | | |
| 2. Funds provided from extra-budgetary accounts | 2 704 790 | |
| 3. General income | 3 224 650 | |
| 4. Revenue-producing activities | 2 629 800 | |
| Total, part II | | 8 559 240 |
| Grand total | | 25 059 240 |

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.

## C

### Financing of appropriations for the financial year 1969

*The General Assembly*

*Resolves* that for the financial year 1969:

1. Budget appropriations totalling $———— [1] together with supplementary appropriations for 1968 totalling $———— [1], shall be financed in accordance with regulations 5.1 and 5.2 of the Financial Regulations of the United Nations as follows:

(*a*) As to $8 559 240, by income other than staff assessment approved under part B of this resolution;

(*b*) As to $————,[1] by the amount available in the surplus account for the financial year 1967;

(*c*) As to $————,[1] by assessment on Member States in accordance with General Assembly resolution 2291 (XXII) of 8 December 1967 on the scale of assessments for the financial years 1968, 1969 and 1970;

2. There shall be set off against the assessment on Member States, in accordance with 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 $16 681 712 comprising:

(*a*) $16 500 000, being the estimated staff assessment income for 1969;

(*b*) $181 712, being the excess of actual income over the approved estimated income from staff assessment for 1967.

[1] To be determined by the General Assembly at its twenty-third session.

## II. Draft resolution on unforeseen and extraordinary expenses for the financial year 1969

*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 1969, provided that the concurrence of the Advisory Committee shall not be necessary for:

(*a*) Such commitments, not exceeding a total of $US 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 $48 000;

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

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

2. *Resolves* that the Secretary-General shall report to the Advisory Committee on Administrative and Budgetary Questions and to the General Assembly at its twenty-fourth 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 twenty-fourth session of the General Assembly, a special session of the Assembly shall be convened by the Secretary-General to consider the matter.

## III. Draft resolution on Working Capital Fund for the financial year 1969

*The General Assembly*

*Resolves* that:

1. The Working Capital Fund shall be established for the year ending 31 December 1969 in the amount of $US 40 million;

2. Member States 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 1969;

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

(*a*) Credits to Members resulting from transfers made in 1959 and 1960 from surplus account to the Working Capital Fund in a total amount of $1 079 158;

(*b*) Cash advances paid by Members to the Working Capital Fund for the financial year 1968 under General Assembly resolution 2365 (XXII) of 19 December 1967;

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 the 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 adopted by the General Assembly, in particular resolution —— (XXIII) of —— December 1968 relating to unforeseen and extraordinary expenses; the Secretary-General shall make provision in the budget estimates for reimbursing the Working Capital Fund;

(*c*) Such sums as, together with net sums outstanding for the same purpose, do not exceed $125 000, to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities; advances in excess of the total $125 000 may be made with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions;

(*d*) 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 the 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 1969, 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

### (1) Draft budget resolution for the financial year 1969

Under the terms of paragraph 3 of part A of the draft resolution, the appropriations under part V would be administered in accordance with the established procedures of the Expanded Programme component of the United Nations Development Programme, an operation to which the programmes covered by part V are closely related. Specifically, the appropriations under part V would remain available:

(*a*) For twenty-four months following the end of the financial year to which they relate, to the extent

that they are required to discharge obligations in respect of fellowship awards made during that year;

(*b*) For twelve months following the end of the financial year to which they relate, to the extent that they are required to discharge obligations in respect of equipment purchase orders issued during that year;

(*c*) For twelve months following the end of the financial year to which they relate, to the extent that they are required to discharge obligations in respect of appointments of short-term project personnel entered into not later than 30 September of that year, provided that the services so covered by the obligation will have been rendered by 30 June of the succeeding financial year.

### (2) Draft resolution on unforeseen and extraordinary expenses for the financial year 1969

This draft resolution is presented at this stage in the same form as for 1968. However, these provisions are subject to change as a result of any actions the General Assembly might take pursuant to its resolution 2370 (XXII) of 19 December 1967, in which it requested the Advisory Committee on Administrative and Budgetary Questions, in consultation with the Secretary-General, to recommend for consideration by the General Assembly at its twenty-third session an appropriate definition of "unforeseen and extraordinary expenses", together with a resolution — and such other action as may be appropriate — to cope with the interrelated problems identified in paragraph 73 of its first report to the General Assembly at its twenty-second session,[2] and in chapter III of the second report of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies,[3] especially those recommendations relating to transfers and supplementary estimates found in paragraphs 35 to 46 thereof. 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[4] 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 to be 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.

### (3) Draft resolution relating to the Working Capital Fund

Draft resolution III is presented in the same form as General Assembly resolution 2365 (XXII) of 19 December 1967, except that paragraph 4 of the latter resolution has been deleted, since it applies only when the Assembly revises the scale of assessments. At its twenty-second session, the Assembly, by its resolution 2291 (XXII), approved a new scale of assessment for the financial years 1968, 1969 and 1970.

[2] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 7,* document A/6707 and Corr.1-3.

[3] *Ibid., Twenty-first Session, Annexes,* agenda item 80, document A/6343.

[4] *Ibid., Fifteenth Session, Annexes,* agenda item 50, document A/4739.

# A. EXPENDITURE ESTIMATES

# SUMMARY OF EXPENDITURE ESTIMATES FOR 1969, APPROPRIATIONS FOR 1968 AND ACTUAL EXPENSES IN 1967

**(Including adjusted figures for 1967 after taking into account, for purposes of comparison, revisions in the presentation of the 1968 estimates)**

*(In US dollars)*

| *Section* | *Title* | *1967 expenses* | *1967 adjusted expenses* | *1968 appropriations* [a] | *1969 estimates* | *Increase or (decrease) between 1969-1968* |
|---|---|---|---|---|---|---|
| 1. | Travel and other expenses of representatives, members of commissions, committees and other subsidiary bodies | 1 209 748 | 1 205 048 | 1 270 700 | 1 258 050 | (12 650) |
| 2. | Special meetings and conferences | 1 493 039 | 1 493 039 | 2 937 100 | 1 402 000 | (1 535 100) |
| 3. | Salaries and wages | 57 221 270 | 56 479 637 | 59 325 800 | 64 862 000 | 5 536 200 |
| 4. | Common staff costs | 13 363 429 | 13 198 717 | 13 739 000 | 15 552 000 | 1 813 000 |
| 5. | Travel of staff | 2 002 149 | 2 022 353 | 2 179 500 | 2 219 000 | 39 500 |
| 6. | Payments under annex I, paragraphs 2 and 3, of the Staff Regulations: Hospitality | 131 152 | 131 152 | 125 000 | 140 000 | 15 000 |
| 7. | Buildings and improvements to premises | 4 917 092 | 4 917 092 | 4 861 200 | 4 492 200 | (369 000) |
| 8. | Permanent equipment | 722 893 | 722 893 | 605 500 | 770 200 | 164 700 |
| 9. | Maintenance, operation and rental of premises | 4 083 103 | 4 062 997 | 4 135 000 | 4 296 000 | 161 000 |
| 10. | General expenses | 5 702 772 | 5 705 172 | 5 627 000 | 6 013 800 | 386 800 |
| 11. | Printing | 1 820 959 | 1 820 959 | 1 624 400 | 1 817 000 | 192 600 |
| 12. | Special expenses | 9 111 706 | 9 179 548 | 9 210 800 | 8 983 200 | (227 600) |
| 13. | Economic development, social activities and public administration | 5 152 200 | 5 152 200 | 5 113 600 | — | — |
| 14. | Industrial development | 952 716 | 952 716 | 991 400 | — | — |
| 15. | Human rights advisory services | 219 986 | 219 986 | 220 000 | — | — |
| 16. | Narcotic drugs control | 73 545 | 73 545 | 75 000 | — | — |
| | Sub-total, sections 13 to 16 | 6 398 447 | 6 398 447 | 6 400 000 | *pro memoria* | (6 400 000) |
| 17. | Special missions | 4 500 864 | 6 305 661 | 6 157 600 | 6 371 400 | 213 800 |
| | United Nations Field Service | 2 076 958 | — | | | |
| 18. | Office of the United Nations High Commissioner for Refugees | 3 259 977 | 3 259 977 | 3 469 000 | 3 675 500 | 206 500 |
| 19. | International Court of Justice | 1 126 025 | 1 126 025 | 1 356 350 | 1 383 360 | 27 010 |
| 20. | United Nations Conference on Trade and Development | 6 661 692 | 6 661 692 | 9 175 000 | 7 878 000 | (1 297 000) |
| 21. | United Nations Industrial Development Organization | 5 683 538 | 5 799 152 | 8 232 000 | 9 406 500 | 1 174 500 |
| | Expenditures, gross | 131 486 813 | 130 489 561 | 140 430 950 | 140 520 210 [b] | 89 260 |
| *Less:* | | | | | | |
| | Income other than staff assessment | 8 933 212 | 7 935 960 | 9 014 300 | 8 559 240 | (455 060) |
| | Staff assessment for credit to Tax Equalization Fund | 13 654 512 | 13 654 512 | 14 620 700 | 16 500 000 | 1 879 300 |
| | Expenditure, net | 108 899 089 | 108 899 089 | 116 795 950 | 115 460 970 [b] | (1 334 980) |

[a] For purposes of comparison, a total figure of $128 000 has been transferred from sections 3, 4 and 5 to section 17 in the amounts of $95 000, $30 000 and $3 000 respectively.

[b] Excludes a number of items for which appropriations in a total amount of $7 030 300 were approved for 1968 but for which provision has been made *pro memoria* only in the initial estimates for 1969 (see paragraph 4 of the Foreword).

# 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

**$1 258 050** (1968: $1 270 700 1967: $1 205 048 [1])

TABLE 1-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. *The General Assembly, commissions and committees* | | | |
| (i) Travel of representatives to the General Assembly | 530 000 | 520 000 | 623 999[a] |
| (ii) Travel and other expenses of members of commissions, committees and other subsidiary bodies: | | | |
| Board of Auditors | 157 550 | 199 500 | 169 923 |
| Advisory Committee on Administrative and Budgetary Questions | 80 000 | 70 000 | 67 060 |
| Committee on Contributions | 11 000 | 10 000 | 11 183 |
| Administrative Tribunal | 24 000 | 23 000 | 21 171 |
| United Nations Joint Staff Pension Board | 2 500 | 6 000 | 882 |
| United Nations Scientific Committee on the Effects of Atomic Radiation | 22 000 | 20 000 | 16 612 |
| United Nations Scientific Advisory Committee | 6 000 | 6 000 | 3 044 |
| International Law Commission | 92 500 | 90 000 | 60 828 |
| TOTAL, chapter I | 925 550 | 944 500 | 974 702 |
| II. *The Security Council, commissions and committees* | — | — | — |
| III. *The Economic and Social Council, commissions and committees* | | | |
| Statistical Commission | — | 15 000 | — |
| Population Commission | 19 000 | — | 11 046 |
| Commission for Social Development | 25 000 | 35 800 | 12 791 |
| Commission on Human Rights | 25 000 | 20 000 | 14 520 |
| Sub-Commission on Prevention of Discrimination and Protection of Minorities | 39 000 | 23 500 | 45 581 |
| Commission on the Status of Women | 20 000 | 21 000 | 19 775 |
| Commission on Narcotic Drugs | 15 500 | 15 500 | 23 |
| Advisory Committee on Science and Technology | 94 000 | 60 000 | 36 151 |
| Committee for Development Planning | 26 500 | 26 200 | 22 881 |
| International Narcotics Control Board | 59 500 | 60 100 | 23 154 |
| Committee for Programme and Co-ordination | — | — | 1 016 |
| TOTAL, chapter III | 323 500 | 277 100 | 186 938 |
| IV. *The Trusteeship Council, commissions and committees* | | | |
| Visiting mission | — | 41 000 | 39 840 |
| TOTAL, chapter IV | — | 41 000 | 39 840 |
| V. *Administrative advisory bodies* | | | |
| Investments Committee | 7 000 | 6 100 | 3 568 |
| Committee of Actuaries | 2 000 | 2 000 | — |
| TOTAL, chapter V | 9 000 | 8 100 | 3 568 |
| TOTAL, section 1 | 1 258 050 | 1 270 700 | 1 205 048 |

[1] Excludes the United Nations share of the costs of the International Civil Service Advisory Board ($3 900) and the Expert Committee on Post Adjustments ($800), which has been provided for since 1968 under section 12, chapter X.

[a] Includes $103 800 for the payment of travel of representatives to the Fifth Special Session ($47 900) and the Fifth Special Emergency Session of the General Assembly ($55 900).

1.1 The General Assembly at its twenty-first session decided by resolution 2245 (XXI) of 20 December 1966 that payment by the United Nations of the travel expenses of members of organs and subsidiary organs in accordance with the provisions of resolution 1798 (XVII) of 11 December 1962 "shall be limited to the cost of economy class accommodation by air or its equivalent by recognized public transport via a direct route, except that in the case of one representative of each Member State attending regular, special or emergency special sessions of the General Assembly and of all persons who serve in their individual capacities, as distinct from those serving as representatives of Governments, payment of travel expenses shall be limited to the cost of first class accommodation by air or its equivalent by recognized public transport via a direct route". It was also stipulated that the cost of air travel would normally be regarded as the ceiling regardless of any alternative mode of transport used. The estimates under this section for 1969 have been prepared accordingly.

## CHAPTER I

*The General Assembly, commissions and committees* ..... $ 925 550

1968: 944 500
1967: 974 702

(i) *Travel of representatives to the General Assembly* ..... $ 530 000

1968: 520 000
1967: 623 999

1.2 Pursuant to sub-paragraph 3 (*a*) (i) of General Assembly resolution 1798 (XVII) of 11 December 1962, the Organization is liable for the payment of the travel, but not subsistence, expenses of five representatives or alternate representatives of each Member State to regular sessions of the General Assembly. In respect of special and special emergency sessions the expenses of only one such person are payable.

1.3 The estimate for 1969 relates to the requirements in respect of the twenty-fourth regular session. The expenses shown for 1967 includes $47 900 for the travel of representatives to the fifth special session and $55 900 for similar costs incurred in respect of the fifth special emergency session.

1.4 Total requirements for the twenty-fourth regular session, based on the present membership of 124 Member States (620 representatives), would amount to $590 950 based on one first-class and four economy-class air fares, costed at an average of $1 135 per round trip via first class and $910 via economy class. However, on the basis of past experience, a lower average has been used to allow for the possibility that full entitlements may not be exercised. The amount requested for 1969 would be available to meet claims relating to either the twenty-second, the twenty-third or the twenty-fourth session of the General Assembly since, in accordance with paragraph 5 of the annex to resolution 1798 (XVII), travel claims may be submitted up to 31 December of the year which follows the closing date of the session to which the claim relates.

(ii) *Travel and other expenses of members of commissions, committees and other General Assembly bodies* ..... $395 550

1968: 424 500
1967: 350 703

*Travel and subsistence costs*

1.5 Pursuant to sub-paragraph 2 (*a*) of General Assembly resolution 1798 (XVII), the United Nations meets the travel and subsistence costs of the members of the subsidiary organs listed in table 1-2. In the case of the United Nations Joint Staff Pension Board, this applies only to members representing the United Nations.

TABLE 1-2

| | *Number of members* | *Location of meetings* | *Duration (weeks)* | *Estimated costs* |
|---|---|---|---|---|
| | | | | $ |
| Board of Auditors | | | 22 | 157 550 |
| Advisory Committee on Administrative and Budgetary Questions | 12 | New York<br>Europe | 22 (2 sessions)<br>2 | 80 000 |
| Committee on Contributions | 10 | New York | 2 | 11 000 |
| Administrative Tribunal | 7 | Geneva<br>New York | 3<br>4 | 24 000 |
| United Nations Joint Staff Pension Board | 6 | Europe<br>New York | 1<br>— | 2 500 |
| United Nations Scientific Committee on the Effects of Atomic Radiation | 15 | New York | 2 | 22 000 |
| United Nations Scientific Advisory Committee | 7 | Europe<br>New York | 1<br>1 | —<br>6 000 |
| International Law Commission | 25 | Geneva | 10 | 92 500 |
| | | | TOTAL | 395 550 |

*Board of Auditors*

1.6 The estimate of the expenses to be incurred by the Board of Auditors in the external audit of the accounts of the United Nations, comprising the travel and the subsistence costs of the three members of the Board and the salaries, travel expenses and subsistence costs of their supporting staff, is based on the amounts made available for the current year and is therefore subject to revision in the light of the establishment by the Board at its summer session of its precise requirements for 1969. The amount requested covers the cost of the external audit not only of the United Nations regular budget accounts and related trust funds but also of the accounts of the voluntary funds administered by the High Commissioner for Refugees, and those relating to the United Nations participation as executing agency in the Technical Assistance and Special-Fund components of UNDP.

1.7 Costs to be incurred in respect of the audit of the Joint Staff Pension Fund are estimated at $6 000. Since these costs will be reimbursed by the Fund, they are included in an equal amount under income section 2.

1.8 A provision of $500 for the external audit of the accounts of the International Court of Justice is included under section 19.

1.9 The Board of Auditors also carries out the external audit of other United Nations activities, such as the United Nations Force in Cyprus. The costs of these audits are charged to the relevant special budgets.

*Advisory Committee on Administrative and Budgetary Questions*

1.10 The Advisory Committee intends to schedule an additional meeting in Europe for a period of two weeks during 1969 to study in depth the budgets of one or two of the specialized agencies, in accordance with the recommendations of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies.

*United Nations Joint Staff Pension Board*

1.11 The estimate for the United Nations Joint Staff Pension Board provides for the travel and subsistence of three members of the United Nations Staff Pension Committee to attend a meeting of the Standing Committee to be held in Europe. Provision is also made for subsistence payments to members attending three other meetings of the Committee and of the Standing Committee of the Board to be held in New York.

*United Nations Scientific Advisory Committee*

1.12 Two sessions of the Scientific Advisory Committee are scheduled in 1969, one in New York and one in Europe. The estimate of $6 000 provides only for the session to be held in New York. As the same individuals serve as members of this committee and of the Scientific Committee of the International Atomic Energy Agency, it has been the practice of these bodies to hold a combined session, meeting first in the one capacity and immediately thereafter in the other. The United Nations meets the costs of transportation to the New York session, and the International Atomic Energy Agency those to the session in Europe; subsistence costs for both sessions are shared by the two organizations on the basis of the number of days on which each committee meets.

*International Law Commission*

1.13 The estimate for the International Law Commission includes, in terms of sub-paragraph 3 (*b*) (i) of resolution 1798 (XVII), an amount of $2 500 to enable the Chairman to attend the twenty-fourth session of the General Assembly to present the Commission's report. The estimate also includes, in accordance with article 26 of the statute of the International Law Commission, an amount of $4 500 to enable the Commission to be represented by an observer at the meetings of the Asian-African Legal Consultative Committee, the European Committee on Legal Co-operation and the Inter-American Council of Jurists.

*Honoraria*

1.14 The estimates for the Advisory Committee on Administrative and Budgetary Questions and for the International Law Commission include $5 000 and $32 500, respectively, to cover payments of honoraria approved by the General Assembly at its 729th meeting on 13 December 1957.[2] The estimate for the Administrative Tribunal includes an amount of $2 500 for the same purpose, as approved by the General Assembly on 20 December 1960 at its 960th meeting.[3]

## CHAPTER II

| | | |
|---|---|---|
| *The Security Council, commissions and committees* | | $ — |
| | 1968: | — |
| | 1967: | — |

1.15 Pursuant to sub-paragraph 2 (*b*) of General Assembly resolution 1798 (XVII), neither travel nor subsistence costs are payable 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 that resolution to travel and subsistence payments, the necessary provision is made under section 17, Special missions.

## CHAPTER III

| | | |
|---|---|---|
| *The Economic and Social Council, commissions and committees* | | $323 500 |
| | 1968: | 277 100 |
| | 1967: | 186 938 |

*Travel and subsistence costs*

1.16 Pursuant to sub-paragraph 2 (*b*) of General Assembly resolution 1798 (XVII), neither travel nor subsistence costs are payable in respect of members of the Economic and Social Council or for representatives to meetings of the regional economic commissions. The estimates under this chapter are confined to payments in respect of members of certain subsidiary organs of the Council and of other bodies, as provided under the relevant paragraphs of the resolution.

[2] *Official Records of the General Assembly, Twelfth Session, Annexes,* agenda item 41, document A/3766.

[3] *Ibid., Fifteenth Session, Annexes,* agenda item 50, document A/4609.

TABLE 1-3

| | *Number of members* | *Location of meetings* | *Duration (weeks)* | *Estimated costs* |
|---|---|---|---|---|
| | | | | $ |
| *Functional commissions and sub-commissions of the Economic and Social Council* | | | | |
| Statistical Commission | 24 | No meeting scheduled | — | — |
| Population Commission | 27 | Geneva | 2 | 19 000 |
| Commission for Social Development | 32 | New York | 3 | 25 000 |
| Commission on Human Rights | 32 | New York | 5 | 25 000 |
| Commission on the Status of Women | 32 | Geneva | 3 | 20 000 |
| Commission on Narcotic Drugs | 24 | Geneva | 2½ | 15 500 |
| Sub-Commission on Prevention of Discrimination and Protection of Minorities | 26 | Geneva | 3 | 39 000 |
| Committee for Development Planning | 18 | New York | 2 | 26 500 |
| *Other organs* | | | | |
| International Narcotics Control Board | 11 | Geneva | 1<br>2<br>3<br>(3 sessions) | 59 500 |
| Advisory Committee on Science and Technology | 18 | New York<br>Addis Ababa | 2<br>2 | 94 000 |
| (i) Inter-sessional meetings of *Ad Hoc* Working Groups | 6 | New York<br>Geneva<br>To be determined | 3 days<br>3 days<br>3 days | |
| (ii) Regional groups | 3 | Addis Ababa | 3 days | |
| | 5 | Bangkok | 3 days | |
| | 3 | Santiago | 3 days | |
| (iii) Attendance at other scientific meetings | | | | |
| (iv) Travel of the Chairman to meetings of the Economic and Social Council and to Headquarters for consultation | | | | |
| TOTAL | | | | 323 500 |

1.17 Pursuant to sub-paragraphs 3 (*b*) (ii) and (iii) of General Assembly resolutions 1798 (XVII) and 2245 (XXI), the estimate provides for travel via economy class air from capital city to the place of meeting, but not subsistence, costs in respect of one representative of each Member State participating in the Commission for Social Development, the Population Commission, the Commission on Human Rights, the Commission on the Status of Women and the Commission on Narcotic Drugs. In the case of the last 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, 1961, have been elected members of the Commission under Economic and Social Council resolution 845 II (XXXII).

1.18 Pursuant to sub-paragraph 2 (*a*) of General Assembly resolutions 1798 (XVII) and 2245 (XXI), both travel and subsistence costs are payable in respect of members of the Sub-Commission on Prevention of Discrimination and Protection of Minorities, the Committee for Development Planning, the International Narcotics Control Board and the Advisory Committee on Science and Technology.

*Commission on Human Rights*

1.19 The estimate for the Commission on Human Rights includes provision for travel and subsistence costs involved in the attendance at its meeting by 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). The estimate also provides for one of the special rapporteurs, appointed by the Sub-Commission on Prevention of Discrimination and Protection of Minorities to prepare individual studies, and designated to present his report to the Human Rights Commission on the Sub-Commission's behalf.

*Sub-Commission on Prevention of Discrimination and Protection of Minorities*

1.20 The estimate for travel and subsistence of the members of the Sub-Commission is based on an increase in membership from eighteen to twenty-six, as recommended by the Human Rights Commission in its resolution 9 (XXIV) of 5 March 1968 and approved by the Economic and Social Council at its forty-fourth session. In addition, the estimate provides for the travel and subsistence expenses of a representative of the Commission on the Status of Women to attend the meeting of the Sub-Commission, in accordance with sub-paragraph 3 (*b*) (ii) of General Assembly resolution 1798 (XVII) and Economic and Social Council resolution 48 (IV); also included is an amount of $4,500 for the travel and subsistence expenses of two special rapporteurs of the Sub-Commission.

*Commission on Narcotic Drugs*

1.21 The estimate for the Commission on Narcotic Drugs includes provision for the travel and subsistence

costs to be incurred in respect of the attendance at its meeting of one representative of the International Narcotics Control Board, in accordance with the provision made in paragraph 3 (*b*) (ii) of General Assembly resolution 1798 (XVII).

*Advisory Committee on Science and Technology*

1.22 The Advisory Committee on Science and Technology was created by the Economic and Social Council under resolution 980 A (XXXVI) of 1 August 1963 and its terms of reference were further strengthened by the General Assembly in its resolutions 1944 (XVIII) of 11 December 1963, 2082 (XX) of 20 December 1965 and 2318 (XXII) of 15 December 1967. The estimate for 1969 is based on the schedule of meetings and other activities as currently planned by the Committee:

(*a*) Two sessions of the Committee, one in New York and one in Addis Ababa each for a period of two weeks;

(*b*) Two pre-sessional meetings of *ad hoc* working groups, composed of fifteen members for three days before each full committee meeting;

(*c*) Three meetings of inter-sessional *ad hoc* working groups, composed of six members meeting in New York, Geneva and one of the developing countries for a period of three days;

(*d*) One session of each of the Committee's three regional groups, meeting for a period of three, five and three days at the seat of the respective regional economic commissions (Addis Ababa, Bangkok and Santiago);

(*e*) Attendance by members of the Committee, on behalf of the Secretary-General, at science and technology meetings of specialized agencies, intergovernmental organizations or non-governmental organizations;

(*f*) In accordance with the Economic and Social Council resolution 1083 (XXXIX), the attendance by the Chairman of the Advisory Committee at the Geneva session of the Council to present the Committee's report;

(*g*) Travel by the Chairman to New York for consultation on the work programme of the Committee.

*International Narcotics Control Board*

1.23 In accordance with the Economic and Social Council resolution 1106 (XL), the International Narcotics Control Board entered upon its duties on 2 March 1968, replacing the former Permanent Central Narcotics Board and Drug Supervisory Body.

1.24 The estimate for the International Narcotics Control Board includes:

(*a*) Travel of members to Geneva in respect of three sessions of the Board, lasting seven, fourteen and twenty-one days respectively ($24 600);

(*b*) Subsistence allowances payable to members of the International Narcotics Control Board while travelling to and from sessions and for the period of attendance, at rates established by General Assembly resolution 1588 (XV) ($12 300);

(*c*) Honoraria payable to members, as established by General Assembly resolution 2368 (XXII) ($13 500);

(*d*) Representation of the Board at meetings of the Economic and Social Council and the General Assembly ($4 100);

(*e*) Travel of four members from Europe and subsistence allowance for fifteen days for "local inquiries" in one country in South Asia, as may be decided by the Board ($5 000).

## CHAPTER IV

| | | |
|---|---|---|
| *The Trusteeship Council, commissions and committees* | | $ — |
| | 1968: | 41 000 |
| | 1967: | 39 840 |

1.25 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. In terms of paragraph 3 (*b*) (iii) of this resolution, provision has been made under this chapter in previous years for the travel and subsistence of members of visiting missions of the Council. No such mission is scheduled for 1969.

## CHAPTER V

| | | |
|---|---|---|
| *Administrative advisory bodies* | | $9 000 |
| | 1968: | 8 100 |
| | 1967: | 3 568 |

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

| | $ |
|---|---|
| Investments Committee | 7 000 |
| Committee of Actuaries | 2 000 |

1.27 The estimate for the Investments Committee provides for three sessions in New York and one in Europe. One meeting in New York will be of three days duration with all six members in attendance, while the other two meetings will be for one day, to be attended only by the three members resident in the United States. The fourth meeting will be held in Europe for three days with all six members in attendance. The estimate for the Committee of Actuaries makes provision for the travel and subsistence expenses 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 advise the Joint Staff Pension Board on the establishment of time service, mortality, and other tables and the rate of interest to be used in each actuarial valuation of the Pension Fund. 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.

# Section 2. Special meetings and conferences

**$1 402 000** (1968: $2 937 100 1967: $1 493 039)

TABLE 2-1

| Chapter | Title | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|---|
| | | $ | $ | $ |
| I. | Conference of the Eighteen-Nation Committee on Disarmament | 840 000 | 660 000 | 959 343 |
| II. | Sub-Committees of the Committee on the Peaceful Uses of Outer Space | *Pro memoria* | 85 000 | 24 233 |
| III. | United Nations Conference on Road Traffic | 5 500 | 253 700 | 2 361 |
| IV. | Twenty-fifth session of the Economic Commission for Asia and the Far East | 30 000 | 42 000 [a] | 36 901 [b] |
| V. | United Nations Conference on the Law of Treaties | 238 600 | 407 100 | 2 125 |
| VI. | United Nations Conference on the Exploration and Peaceful Uses of Outer Space | *Pro memoria* | 296 000 | 12 218 |
| VII. | United Nations Conference on the Standardization of Geographical Names | 18 500 | 13 000 | 18 622 |
| VIII. | Fifth United Nations Regional Cartographic Conference for Asia and the Far East | 12 000 | 20 000 | 7 324 |
| IX. | Thirteenth session of the Economic Commission for Latin America | 85 400 | — | 79 354 [c] |
| X. | Ninth session of the Economic Commission for Africa | 86 000 | — | 79 332 [d] |
| XI. | Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders | 86 000 | — | 3 100 [e] |
| — | International Conference on Human Rights | — | 543 700 | 95 846 |
| — | Conference of Ministers Responsible for Social Welfare | — | 73 600 | 31 240 |
| — | Conference of Non-Nuclear-Weapon States | — | 350 000 | — |
| — | Meeting of the Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa | — | 77 000 | — |
| — | Special Committee on the Question of Defining Aggression | — | 40 000 | — |
| — | Second World Population Conference | — | 76 000 | — |
| — | International Conference or Seminar on Apartheid | — | — | 56 897 |
| — | Second United Nations Regional Cartographic Conference for Africa | — | — | 21 457 |
| — | Special Committee on Principles of International Law concerning Friendly Relations and Co-operation among States | — | — | 57 225 |
| — | Fourth United Nations Regional Cartographic Conference for Asia and the Far East | — | — | 3 006 |
| — | First United Nations Regional Cartographic Conference for Africa | — | — | 2 455 |
| | TOTAL, section 2 | 1 402 000 | 2 937 100 | 1 493 039 |

[a] Appropriation for twenty-fourth session, Canberra.
[b] Actual cost of twenty-third session, Tokyo.
[c] Actual cost of twelfth session, Caracas.
[d] Actual cost of eighth session, Lagos.
[e] Costs of completing printing of proceedings of Third Congress.

## CHAPTER I

*Conference of the Eighteen-Nation Committee on Disarmament* ..... $840 000
1968: 660 000
1967: 959 343

2.1 By its resolution 2342 A (XXII) of 19 December 1967, the General Assembly requested the Conference of the Eighteen-Nation Committee on Disarmament to resume, at the earliest possible date, consideration of the question of general and complete disarmament in accordance with General Assembly resolution 2162 C (XXI). By resolution 2343 (XXII) of the same date, the General Assembly further requested that the Conference take up as a matter or urgency the elaboration of a treaty banning underground nuclear weapon tests. In each case, the Conference was requested to report to the General Assembly at its twenty-third session.

2.2 The Conference was furthermore requested by the General Assembly, in resolution 2344 (XXII) of 19 December 1967, to report to the Assembly at its twenty-third session on the progress achieved on the question of the elimination of foreign military bases in the countries of Asia, Africa and Latin America.

2.3 Finally, the General Assembly, by its resolution 2346 A (XXII), called upon the Conference of the Eighteen-Nation Committee on Disarmament urgently to continue its work on negotiating a draft treaty on the non-proliferation of nuclear weapons, and requested the Conference to submit, on or before 15 March 1968, a full report on the negotiations. This report was presented to the General Assembly at its resumed twenty-second session.

2.4 Should the General Assembly decide that the work of the Conference is to be continued in 1969, the related costs might be initially estimated at $840 000, to cover the following items of expenditure:

| | | $ |
|---|---|---|
| (*a*) | Temporary assistance | 780 000 |
| (*b*) | Travel and subsistence of substantive and verbatim reporting staff from Headquarters | 40 000 |
| (*c*) | General expenses | 20 000 |
| | | 840 000 |

2.5 The estimate assumes that in 1969 the Conference will meet for a total period of six months and that interpretation, verbatim reporting and translation services in four languages will be required. Provision is made on a minimum basis for anticipated increases in salary rates for short-term professional and general service staff at Geneva.

2.6 The estimates for temporary assistance provide for the following temporary staff to service the Conference: 8 interpreters, 18 verbatim reporters, 20 typists for transcription of the provisional verbatim records, 37 revisers and translators, 40 stenographers and typists for typing of the documentation of the Conference and final records, 15 general service staff (comprising 2 secretaries for professional staff, 2 clerks, 6 documents and distribution staff and 5 operators for simultaneous interpretation). In addition, the estimates provide for temporary assistance for reproduction, security and cleaning services.

2.7 The estimate for travel and subsistence covers the costs of five substantive staff members and six verbatim reporters to be detailed from Headquarters.

2.8 The estimate for general expenses covers the cost of services and supplies, including mimeograph paper and miscellaneous supplies at the rate of $3 340 per month.

2.9 Income deriving from the application of staff assessment to the salaries of temporary staff is estimated at $133 000 and has been included under income section 1.

## CHAPTER II

| | |
|---|---|
| *Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space* | *Pro memoria* |
| 1968: | $85 000 |
| 1967: | 24 233 |

2.10 At the time these estimates were prepared, the Committee on the Peaceful Uses of Outer Space had taken no decision on its programme of meetings in 1969. Accordingly, provision is made for this purpose *pro memoria.*

## CHAPTER III

| | |
|---|---|
| *United Nations Conference on Road Traffic* | $ 5 500 |
| 1968: | 253 700 |
| 1967: | 2 361 |

2.11 In the initial estimates prepared for this Conference, to be held in Vienna from 30 September to 1 November 1968, a provision of $27 500 was included to meet the costs of printing and distributing the revised Convention and Protocol, in the English, French, Russian and Spanish versions. This provision was based on an estimated volume of 130 printed pages in each language and included some $5 000 for the external contractual translation of the Russian and Spanish versions. As the translation in question will now be undertaken during the course of the Conference by the servicing staff, the latter costs will not in fact be incurred. Moreover, the number of pages which will be involved are now expected to be of the order of only 100 pages in each of the Russian and Spanish versions and 176 pages for the combined English/French version. Of the total revised estimate of $11 000, it is expected that $5 500 will be expended in 1968 in respect of the English/French version, and $5 500 in 1969 for the printing and distribution of the Russian and Spanish versions.

## CHAPTER IV

| | |
|---|---|
| *Twenty-fifth session of the Economic Commission for Asia and the Far East* | $30 000 |
| 1968: | 42 000 [1] |
| 1967: | 36 901 [2] |

2.12 At its twenty-third session, the Commission decided to accept an invitation from the Government of Singapore to hold its twenty-fifth session in Singapore in 1969.

2.13 After taking into account the staff, facilities, goods and services which it is anticipated the Government of Singapore will make available in accordance with an agreement to be concluded with the United Nations, the costs of the session are estimated at $30 000, comprising the following elements of expenditure:

| | $ | $ |
|---|---|---|
| (i) *Travel and subsistence of Staff* | | |
| Travel | 8 800 | |
| Subsistence allowances of 47 substantive and servicing staff to be detailed to the session from the ECAFE establishment | 18 700 | 27 500 |
| (ii) *Cables, postage, pouch, freight and other expenses including hospitality* | | 2 500 |
| | | 30 000 |

## CHAPTER V

| | |
|---|---|
| *United Nations Conference on the Law of Treaties, second session* | $238 600 |
| 1968: | 407 100 |
| 1967: | 2 125 |

2.14 The General Assembly, in resolution 2166 (XXI) of 5 December 1966, decided that an international conference of plenipotentiaries on the law of treaties should be convened, and requested the Secretary-General to convoke, at Geneva or at any other suitable place for which an invitation was received before the twenty-second session of the General Assembly, the first session of the conference early in 1968, and the second session early in 1969. The Government of Austria extended an invitation for both sessions to be held in Vienna, and undertook, in accordance with the provisions of operative paragraph 2 (*h*) of General Assembly resolution 2116 (XX), to meet those additional costs which would arise as a result of the conference being held in Vienna rather than at the United Nations Office at Geneva.

2.15 The first session of the United Nations Conference on the Law of Treaties was held in Vienna from 26 March-24 May 1968. Provision is made under this chapter for the costs of holding the second session of the Conference during the first half of 1969.

[1] Appropriation for twenty-fourth session, Canberra.
[2] Actual cost of twenty-third session, Tokyo.

2.16 The estimates have been based on the following assumptions, which were formulated at the time the cost estimates of both sessions of the Conference were considered by the Fifth Committee at the twenty-second session of the General Assembly:

(*a*) The second session of the Conference will be held in Vienna, during the first half of 1969;

(*b*) The Conference will hold two meetings per day;

(*c*) Interpretation will be provided in the five official languages of the United Nations;

(*d*) Summary records will be provided in the working languages of the General Assembly, i.e., English, French and Spanish;

(*e*) In-session documentation will amount to 300 pages which will be distributed in the five official languages.

2.17 However, should the Conference, at its first session, adopt proposals which would modify the servicing or other requirements of the second session, revised estimates will be submitted to the General Assembly at its twenty-third session.

2.18 The estimate of $238 600 takes into account the staff, facilities, goods and services which it is anticipated the host Government will make available to the Conference. The costs are given both for Geneva and Vienna, so that the components of the difference attributable to holding the Conference in Vienna may be readily apparent. As required under the terms of General Assembly resolution 2116 (XX), the Government of Austria will reimburse the United Nations for this difference, amounting to $41 000, and a corresponding credit is shown under income section 3.

| | | *Vienna* $ | *Geneva* $ |
|---|---|---|---|
| (i) | *Consultants* | *2 200* | *2 100* |
| | Fee, travel and subsistence for the Special Rapporteur of the International Law Commission to attend the Conference. | | |
| (ii) | *Interpretation* | *36 300* | *27 500* |
| | One full team (11) of interpreters for the whole period, and one additional team for the last two weeks of the Conference: | | |
| | Salaries | 20 000 | 20 000 |
| | Travel and subsistence | 16 300 | 7 500 |
| (iii) | *Translation, typing and reproduction staff* | *124 500* | *100 000* |
| | 27 translator/precis-writers, 10 revisers, 45 stenographer/typists and 2 secretaries: | | |
| | Salaries | 61 000 | 70 000 |
| | Travel and subsistence | 63 500 | 12 500 |
| | Reproduction and distribution staff | * | 17 500 |
| (iv) | *Other staff and services* | *4 600* | *4 500* |
| | Conference Officer, Finance Officer, two documents clerks, all to be detailed from Geneva: | | |
| | Travel and subsistence | 2 600 | — |
| | Buildings services | * | 4 500 |
| | Information services | 2 000 | — |
| | Travel and subsistence of (*a*) one Press Officer and secretary from Geneva (*b*) two radio officers from Geneva, for five days each at beginning and close of session. | | |
| (v) | *General expenses* | *15 500* | *9 500* |
| | Reproduction supplies | 7 500 | 7 500 |
| | Communications and miscellaneous supplies and services, including hospitality | 8 000 | 2 000 |
| (vi) | *Travel and subsistence of Headquarters staff* | *11 500* | *10 000* |
| | Travel and subsistence allowances for nine substantive staff members. | | |
| (vii) | *Final report and proceedings* | *44 000* | *44 000* |
| | Editing and printing of proceedings, instruments, and reports. | | |

* To be provided by host Government.

*Summary of costs—1969 session*

| | | *Vienna* $ | *Geneva* $ |
|---|---|---|---|
| (i) | Consultants | 2 200 | 2 100 |
| (ii) | Interpretation | 36 300 | 27 500 |
| (iii) | Translation, typing and reproduction staff | 124 500 | 100 000 |
| (iv) | Other staff and services | 4 600 | 4 500 |
| (v) | General expenses | 15 500 | 9 500 |
| (vi) | Travel and subsistence of Headquarters staff | 11 500 | 10 000 |
| (vii) | Final report and proceedings | 44 000 | 44 000 |
| | TOTALS | 238 600 | 197 600 |

2.19 Income estimated at $17 000 is anticipated to accrue from the application of staff assessment to salaries of the short-term conference staff involved, and has been reflected in the estimates under income section 1.

## CHAPTER VI

| | |
|---|---|
| *United Nations Conference on the Exploration and Peaceful Uses of Outer Space* | *Pro memoria* |
| 1968: | $296 000 |
| 1967: | 12 218 |

2.20 The amount of $296 000 appropriated in 1968 for this Conference, which is to be held in Vienna during the period 14-27 August 1968, includes $165 000 to meet in full the costs of substantive preparation, editing, translation and printing of the proceedings of, and technical papers and abstracts submitted to, the Conference. It is too early to determine whether it will be possible to complete this work in 1968. If not, the unexpended balance of the appropriation will be surrendered and a revised estimate submitted for 1969 to meet the costs of that portion of the work which may have to be undertaken during that year. For this reason a *pro memoria* entry is made under this chapter at this time.

## CHAPTER VII

*United Nations Conference on the Standardization of Geographical Names* ..... $18 500
1968: 13 000
1967: 18 622

2.21 The initial estimates for this Conference, held in September 1967, included an amount of $13 000 to meet the costs of translation and printing of the English, French and Spanish versions of the proceedings. This estimate was based on the assumption that the proceedings would not exceed 300 mimeographed pages. It has now been determined that about two-thirds of the proceedings consists of short reports by Governments on the progress made in the standardization of geographical names by national authorities and professional papers which briefly review the methods and techniques used by particular countries in the transliteration and transcription of both national and international names. Consequently, a more extensive publication than that originally planned must be provided. It is also foreseen that the processing of the material for the French and Spanish versions of volume II will have to be deferred until 1969.

2.22 The revised estimates of the cost of translating and printing the more extensive publication in the three languages are as follows:

| | $ | $ |
|---|---|---|
| *1968* | | |
| *Volume I* | | |
| Printing (all languages) | 2 900 | |
| Translation | 2 600 | |
| *Volume II* (English version) | | |
| Printing | 3 900 | |
| Translation (55 pages from French into English) | 700 | |
| Editing | 1 200 | 11 300 |
| *1969* | | |
| *Volume II* (French and Spanish versions) | | |
| Printing | 7 200 | |
| Translation (110 pages from English into French and 600 pages from English into Spanish) | 8 900 | |
| Editing | 2 400 | 18 500 |
| | | 29 800 |

## CHAPTER VIII

*Fifth United Nations Regional Cartographic Conference for Asia and the Far East* .... $12 000
1968: 20 000
1967: 7 324

2.23 The estimates prepared for this Conference included an amount of $20 000 for the printing, in English and French, of the technical papers and proceedings of the Conference. As it had been envisaged that the work would be completed during 1968, appropriate provision was made in the budget for that year. It has now been determined that the English version of the volume containing the technical papers can be produced in late 1968, but that the French version will not be ready until early in 1969. The revised estimates are as follows:

| | $ | $ |
|---|---|---|
| *1968* | | |
| Printing, English version | | 10 000 |
| *1969* | | |
| Printing, French version | 9 800 | |
| Editing | 2 200 | 12 000 |
| | | 22 000 |

## CHAPTER IX

*Thirteenth session of the Economic Commission for Latin America* ..... $85 400
1968: —
1967: $79 354 [3]

2.24 At its twelfth session, the Commission, which meets biennially, decided to accept an invitation from the Government of Peru to hold its thirteenth session in Lima in 1969.

2.25 After taking into account the staff, facilities, goods and services which it is anticipated the Government of Peru will make available in accordance with an agreement to be concluded with the United Nations, the costs of the session are estimated at $85 400, comprising the following elements of expenditure:

| | | $ | $ |
|---|---|---|---|
| (i) | *Salaries and wages of temporary staff* | | |
| | Interpreters (two teams, to service two meetings morning and afternoon) | 7 000 | |
| | Secretarial and documents reproduction staff | 5 000 | 12 000 |
| (ii) | *Travel and subsistence* | | |
| | *Regular staff* | | |
| | Travel of 60 staff members from Santiago, 2 from Mexico, 10 from New York and 1 from each of the other offices of ECLA | 20 000 | |
| | Subsistence | 30 000 | |
| | *Temporary conference servicing staff* | | |
| | Travel | 2 600 | |
| | Subsistence | 3 800 | 56 400 |
| (iii) | *Overtime payments to regular staff* | | |
| | Costs of overtime worked by regular staff in Santiago and other offices in the preparation of documentation for the session | | 5 000 |
| (iv) | *General and other expenses* | | |
| | Cables | 2 000 | |
| | Postage and pouches | 4 000 | |
| | Rental of equipment | 4 000 | |
| | Miscellaneous supplies and services | 2 000 | 12 000 |
| | TOTAL | | 85 400 |

## CHAPTER X

*Ninth session of the Economic Commission for Africa* ..... $86 000
1968: —
1967: 79 332 [4]

[3] Actual cost of twelfth session, Caracas.
[4] Actual cost of eighth session, Lagos.

2.26 At its eighth session, the Commission, which meets biennially, decided to accept an invitation from the Government of the Congo (Brazzaville) to hold its ninth session in Brazzaville in 1969.

2.27 After taking into account the staff, facilities, goods and services which it is anticipated the host Government will make available in accordance with an agreement to be concluded with the United Nations the costs of the session are estimated at $86 000 as follows:

| | | $ | $ |
|---|---|---|---|
| (i) | *Salaries and wages of temporary staff* | | |
| | Eight interpreters and seven translators, revisers and precis-writers recruited in Geneva to supplement ten regular language staff from ECA | 14 500 | |
| | Bilingual secretaries to be recruited in Europe | 1 500 | |
| | Local clerical, secretarial, documents reproduction and messenger staff to supplement those to be made available by the Government | 3 000 | 19 000 |
| (ii) | *Travel and subsistence* | | |
| | *Regular staff* | | |
| | Travel of 70 staff members from ECA headquarters, Addis Ababa, by chartered aircraft | 20 000 | |
| | Subsistence | 26 000 | |
| | *Temporary conference servicing staff* | | |
| | Travel | 8 000 | |
| | Subsistence | 6 000 | 60 000 |
| (iii) | *Overtime and night differential* | | |
| | Costs of overtime to be worked by regular staff in preparing documentation for the session | | 2 000 |
| (iv) | *General expenses* | | |
| | Stationery and reproduction supplies | 2 000 | |
| | Cables, postage, pouch, freight | 2 000 | |
| | Other expenses including hospitality | 1 000 | 5 000 |
| | TOTAL | | 86 000 |

## CHAPTER XI

| | | |
|---|---|---|
| *Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, 1970* | | $86 000 |
| | 1968: | — |
| | 1967: | 3 100 [5] |

[5] Costs of completing printing of proceedings of Third Congress.

2.28 The General Assembly, in its resolution 415 (V) of 1 December 1950, decided 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 Third United Nations Congress on the Prevention of Crime and the Treatment of Offenders was held in Stockholm in August 1965 and plans are now being drawn up for the convening of the Fourth Congress during 1970.

2.29 In order to assist the regular substantive staff in the preparations for the Fourth Congress, it is proposed that a small secretariat comprising two temporary professional (P-4) posts and one temporary general service (G-5) post should be constituted in January 1969. The estimates submitted under this chapter cover the requirements of the proposed secretariat as well as the costs of travel of staff and consultants' services related to the series of regional meetings which will be held in preparation for the quinquennial meeting. Similar meetings were held in preparation for the Third Congress.

2.30 The estimates comprise the following items of expenditure:

| | | $ |
|---|---|---|
| (i) | *Temporary assistance* | 61 000 |
| | Salaries and wages of two first officers (P-4) and one administrative assistant (G-5), who will form the special secretariat for the Congress. | |
| (ii) | *Consultants* | 6 000 |
| | Costs of preparation of studies and background papers related to the items on the Congress agenda. | |
| (iii) | *Regional meetings* | 15 000 |
| | It is anticipated that three regional meetings will be held in 1969 in preparation for the Congress. The provision covers the costs of travel and subsistence of staff members who are to attend the meetings and of related consultants' services. It has been assumed that the costs of the meetings themselves will be met by participating and host Governments. | |
| (iv) | *Travel of staff* | 4 000 |
| | Costs of visits by substantive staff to participating Governments, institutions and specialized agencies in preparation for the Congress. | |
| | TOTAL | 86 000 |

# PART II

# STAFF COSTS AND RELATED EXPENSES

## Section 3. Salaries and wages

**$64 862 000** (1968: $59 325 800 [1] 1967: $56 479 637 [2])

TABLE 3-1

| *Chapter* | | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| I. | Established posts | 60 975 000 | 55 248 700 | 52 300 921 |
| II. | Temporary assistance for meetings | 826 000 | 898 000 | 1 188 150 |
| III. | Other temporary assistance | 2 152 000 | 2 288 100 | 1 990 680 |
| IV. | Overtime and night differential | 909 000 | 891 000 | 999 886 |
| | TOTAL, section 3 | 64 862 000 | 59 325 800 | 56 479 637 |

3.1 In order to facilitate the work of the General Assembly in its consideration of the estimates under this section, and for purposes of comparability, expenses incurred in 1967 have been adjusted to reflect transfers between sections proposed by the Secretary-General and approved by the General Assembly for 1968. Similarly, for the purpose of comparability, the 1968 appropriations have been adjusted to reflect the proposal by the Secretary-General to provide the necessary credits for the United Nations Commissioner for Namibia [3] under section 17, chapter VII, rather than under chapter III of this section. The adjustments for 1967 and 1968 are shown below.

[1] Excludes $95 000 for the reasons stated in paragraph 3.1 above.

[2] Excludes a net amount of $741 633 for the reasons stated in paragraph 3.1 above.

[3] By its resolution 2372 (XXII) paragraphs 1 and 3, of 12 June 1968, the General Assembly decided that, as of that date, South West Africa shall be known as "Namibia", that the United Nations Council for South West Africa shall be called "United Nations Council for Namibia" and that the United Nations Commissioner for South West Africa shall be called "United Nations Commissioner for Namibia".

| | | *Chapter* | *1968* | *1967* |
|---|---|---|---|---|
| | | | $ | $ |
| (*a*) | To income sections 3 and 4, as a charge against revenue, the cost of 17 professional and 85 general service posts approved for the Garage Administration, the Visitors' Service, the Sales Section, the United Nations Postal Administration and Commercial Management Service; | I<br>IV | —<br>— | (751 561)<br>(2 050) |
| (*b*) | To section 21, from the former Bureau of Technical Assistance Operations, Department of Economic and Social Affairs, in connexion with the transfer to the United Nations Industrial Development Organization of responsibility for technical assistance in industry, the cost of 8 professional and 8 general service posts; | I<br>IV | —<br>— | (96 176)<br>(48) |
| (*c*) | To section 12, chapter X, the United Nations share of costs relating to jointly-financed activities of administrative co-ordination; | III (i)<br>III (ii) | —<br>— | (28 400)<br>(10 175) |
| (*d*) | To section 3, costs shown in 1967 and prior years under section 9, chapter I, for 10 casual labour staff at information centres and 32 custodial and maintenance workers at the Economic Commission for Asia and the Far East; | I | — | 20 106 |
| (*e*) | To section 3, the cost of 19 posts shown in 1967 and prior years under section 17, chapter I. These posts have been included in 1968 and 1969 in the general service and local establishments at Headquarters, ECAFE and ECA. | I<br>IV | —<br>— | 124 971<br>1 700 |
| (*f*) | To section 17, chapter VII, credits approved for 1968 for the United Nations Commissioner for Namibia. | | (95 000) | |
| | Net reduction, section 3 | | (95 000) | (741 633) |

3.2 The estimates for this section are presented in summary form under each of the four chapters which follow. The more detailed justifications are given in the consolidated statement at the end of the section, which distributes by main department or office the total credits requested under chapters I, III and IV.

## CHAPTER I

| | |
|---|---|
| *Established posts* | $60 975 000 |
| 1968: | 55 248 700 |
| 1967: | 52 300 921 |

3.3 The estimate under this chapter provides for established posts for all departments and offices except the following:

(*a*) United Nations Memorial Cemetery (section 12, chapter I);

(*b*) Special missions (section 17);

(*c*) The Office of the United Nations High Commissioner for Refugees (section 18);

(*d*) The International Court of Justice (section 19);

(*e*) The United Nations Conference on Trade and Development (section 20);

(*f*) The United Nations Industrial Development Organization (section 21);

(*g*) Revenue-producing activities (income sections 3 and 4).

### *Analysis of cost estimates*

3.4 Table 3-2 provided a comparison between the appropriation approved for established posts for 1968 and the cost of continuing this same establishment in 1969. The estimated costs of additional requirements are shown separately.

TABLE 3-2

| *Established posts* 1968 | 1969 | *Category and post level* | *Gross salaries* 1968 appropriation | 1969 To maintain 1968 establishment | 1969 To provide for additional requirements in 1969 | 1969 Total |
|---|---|---|---|---|---|---|
| | | | $ | $ | $ | $ |
| 1 | 1 | Secretary-General | | | | |
| | | Salary | | 50 000 | | 50 000 |
| | | Allowance | | 22 500 | | 22 500 |
| 9 | 9 | Under-Secretary-General | | 301 500 | | 301 500 |
| 12 | 12 | Assistant Secretary-General | | 360 000 | 60 000 | 420 000 |
| 49 | 52 | Director | | 1 223 590 | 21 450 | 1 245 040 [a] |
| 112 | 128 | Principal Officer | | 2 509 810 | 338 700 | 2 848 510 |
| | | *Professional* | | | | |
| 287 | 316 | Senior Officer | | 5 657 880 | 540 600 | 6 198 480 |
| 563 | 628 | First Officer | | 9 003 450 | 924 340 | 9 927 790 |
| 720 | 777 | Second Officer | | 9 288 990 | 663 420 | 9 952 410 |
| 443 | 457 | Associate and Assistant Officers | | 4 270 060 | 117 770 | 4 387 830 |
| 2 196 | 2 380 | | 32 573 630 | 32 687 780 | 2 666 280 | 35 354 060 |
| | | *Add:* post adjustment [b] | 3 822 770 | 4 623 960 | 379 590 | 5 003 550 |
| | | | 36 396 400 | 37 311 740 | 3 045 870 | 40 357 610 |
| | | *General Service, Headquarters and Geneva* | | | | |
| 273 | 305 | Principal level | | 2 832 280 | 262 330 | 3 094 610 |
| 2 119 | 2 289 | Other levels | | 14 404 800 | 1 011 580 | 15 416 380 |
| | | | 16 219 000 | 17 237 080 | 1 273 910 | 18 510 990 |
| 2 392 | 2 594 | | 52 615 400 | 54 548 820 | 4 319 780 | 58 868 600 |
| | | Provision for local level staff at information centres, ECAFE, ECLA, ECA and the United Nations Economic and Social Office in Beirut. | 3 281 970 | 3 430 100 | 179 190 | 3 609 290 |
| | | Provision for artisans, technicians and manual workers | 2 017 950 | 2 145 030 | 13 710 | 2 158 740 |
| | | | 57 915 320 | 60 123 950 | 4 512 680 | 64 636 630 |
| | | *Deduct:* Adjustment for turnover | 2 666 620 | 1 865 950 | 1 795 680 | 3 661 630 |
| | | | 55 248 700 | 58 258 000 | 2 717 000 | 60 975 000 |

[a] Includes $2 500 for special duties allowance.
[b] Post classifications for the various duty stations are listed in annex VII to the expenditure estimates.

3.5 As in past years, the cost of continuing the approved 1968 establishment has been computed on the basis of average salaries prevailing at the time of the preparation of these estimates, adjusted to include the increases in salaries and post classification rates described below. The estimates relating to new posts requested for 1969 have been costed at step III of the grade rather than at a higher average.

3.6 In order to allow for savings arising from turnover of staff, a deduction of 5 per cent has been applied to the cost of all existing posts at the professional levels and above. In the case of new posts, a delayed recruitment (turnover) deduction of 50 per cent has been applied to posts at the professional levels and above 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 subject to variation as a result of the earlier availability of suitable candidates for appointment.

3.7 The estimate of $60 975 000 for established posts for 1969 represents an increase of some $5 726 000 over the appropriation for 1968. This increase consists of:

| | | $ |
|---|---|---|
| (*a*) | The estimated cost of continuing the 1968 establishment | 3 009 000 |
| (*b*) | The estimated cost of additional requirements for 1969 | 2 717 000 |
| | | 5 726 000 |

*Additional cost of continuing the 1968 establishment*

3.8 A major factor in the determination of costs under this heading is upward revisions in salary and post classification rates. The following statement indicates separately those increases which have taken place since the 1968 appropriations were voted and those which are foreseeable on the basis of statistical and other indices, but which have yet to be effected.

| | *Increases in effect* | *Projected increases* |
|---|---|---|
| | $ | $ |
| *Post classifications* | | |
| New York, on the basis of a rise in the cost-of-living index, an upward revision from class 5 to 6 by mid-1968 | — | 607 800 |
| Geneva, on the basis of a rise in the cost-of-living index, an upward revision from class 2 to 3 by early 1969 | — | 120 500 |
| Other established offices, including information centres | 61 200 | 16 700 |
| *General service salary rates* | | |
| New York, an anticipated increase by 1 January 1969 | — | 641 800 |
| Geneva, the cost of increases on 1 January 1967 and 1 January 1968 in excess of the amount included in the budget appropriations for 1968 | 76 200 | — |
| and a further increase expected by 1 January 1969 | — | 128 200 |
| Other established offices, including information centres | 185 000 | — |
| *Manual worker wage rates* | | |
| New York, additional cost in 1969 of an increase implemented on 1 June 1968 | 31 600 | |
| and a further increase on 1 June 1969 | | 46 500 |
| Geneva, increases identical to those indicated above for general service staff at Geneva | 10 200 | 17 200 |
| | 364 200 | 1 578 700 |
| TOTAL | 1 942 900 | |

3.9 Further costs attributable to the maintenance of the 1968 establishment, amounting to approximately $1 066 000, include : some $37 000 in connexion with the implementation of General Assembly resolution 2369 (XXII), under which the Staff Regulations of the United Nations were amended so as to provide for a special salary and post adjustment rate for the newly-established level of Under-Secretary-General; $72 000 in regard to the introduction on 1 September 1967, of an incentive payment, in the form of a non-pensionable salary differential, for the purpose of attracting and retaining general service staff in the Language Typing Units of the Stenographic Service, Office of Conference Services, Headquarters; some $156 000 in regard to other factors, such as the costing for 1969 of new posts approved for 1968 at the higher average rate rather than at step III of the grade; and approximately $801 000 in regard to higher costs resulting from a decrease in the turnover deduction. It will be recalled, in this latter connexion, that at the recommendation of the Advisory Committee on Administrative and Budgetary Questions, this deduction was increased from five to six per cent in terms of the cost of continuing the approved 1967 establishment at the professional levels and above and that an additional deduction of 1 per cent was also applied to the cost of maintaining the approved general service establishment. Furthermore the turnover factor for 1968 included deductions of 40 and 20 per cent on the cost of new posts approved for that year.

*Additional requirements in 1969*

3.10 Table 3-3 provides a summary, by department and office, of the establishment approved for 1968, additional posts (including reclassifications of posts) requested by the Secretary-General for 1969, and the estimated cost of these new requirements.

## TABLE 3-3

## ALLOCATION OF ESTABLISHED POSTS BY DEPARTMENT AND OFFICE

| | *Professional category and above* | | | *General Service* | | | *Total estimated cost of new requirements for 1969* |
|---|---|---|---|---|---|---|---|
| | | *1969* | | | *1969* | | |
| | *1968 Approved* | *New requirements* | *Total* | *1968 Approved* | *New requirements* | *Total* | |
| | | | | | | | $ |
| Executive Office of the Secretary-General | 24 [a] | 2 | 26 | 26 | 1 | 27 | 27 500 |
| Offices of the Under-Secretaries-General for Special Political Affairs | 10 | 1 | 11 | 12 | 1 | 13 | 15 700 |
| Office of Legal Affairs | 39 | 5 | 44 | 32 | 5 | 37 | 74 400 |
| Under-Secretary-General in Charge of Finance and Management | 1 | — | 1 | 1 | — | 1 | 200 |
| Office of the Controller | 67 | — | 67 | 73 | 12 | 85 | 76 400 |
| Internal Audit Service — Headquarters | 16 | — | 16 | 10 | 1 | 11 | 6 800 |
| Office of Personnel | 49 | 5 | 54 | 84 | 5 | 89 | 65 500 |
| Health Service | 3 | — | 3 | 11 | 1 | 12 | 5 600 |
| Division of Human Rights | 44 | — | 44 | 27 | 1 | 28 | 7 600 |
| Secretariat of the United Nations Joint Staff Pension Board and United Nations Pension Committee | 7 | — | 7 | 17 | — | 17 | 1 300 |
| Department of Political and Security Council Affairs | 63 | 2 | 65 | 31 | 2 | 33 | 28 400 |
| Department of Trusteeship and Non-Self-Governing Territories | 32 | 3 | 35 | 20 | 1 | 21 | 34 000 |
| Department of Economic and Social Affairs | 341 | 41 | 382 | 310 | 36 | 346 | 583 900 |
| International Computing Centre | 10 | 13 | 23 | 16 | 13 | 29 | 159 900 |
| Economic Commission for Europe | 98 | 6 | 104 | 106 | 4 | 110 | 67 600 |
| Economic Commission for Asia and the Far East | 135 | 17 | 152 | — | — | — | 183 000 |
| Economic Commission for Latin America | 130 | 10 | 140 | — | — | — | 134 400 |
| Economic Commission for Africa | 137 | 8 | 145 | — | — | — | 98 800 |
| United Nations Economic and Social Office, Beirut | 12 | 3 | 15 | — | — | — | 27 200 |
| Office of Public Information | 103 | — | 103 | 98 | 5 | 103 | 30 500 |
| Information Centres | 60 | — | 60 | — | — | — | 9 600 |
| Office of Conference Services | 476 | 24 | 500 | 514 | 60 | 574 | 497 100 |
| Library | 43 | 11 | 54 | 58 | 5 | 63 | 104 800 |
| Office of General Services | 60 | 3 | 63 | 471 | 12 | 483 | 87 900 |
| United Nations Office at Geneva (excluding ECE) | | | | | | | |
| Office of the Director-General | 11 | — | 11 | 13 | — | 13 | 2 500 |
| Library | 14 | 1 | 15 | 18 | 2 | 20 | 17 200 |
| Conference and General Services | 134 | 24 | 158 | 347 | 29 | 376 | 306 700 |
| Administrative and Financial Services | 32 | — | 32 | 56 | 2 | 58 | 9 500 |
| Internal Audit Service | 4 | 3 | 7 | 5 | (1) | 4 | 13 300 |
| Information Service | 11 | — | 11 | 9 | 5 | 14 | 24 200 |
| Division of Social Affairs | 5 | 1 | 6 | 7 | — | 7 | 8 100 |
| Division of Narcotic Drugs | 17 | — | 17 | 14 | — | 14 | 1 000 |
| International Narcotics Control Board | 8 | 1 | 9 | 6 | — | 6 | 6 400 |
| TOTAL | 2 196 | 184 [b] | 2 380 | 2 392 | 202 [b] | 2 594 | 2 717 000 |

[a] Includes the post of the Secretary-General.

[b] Represents the net additional requirement after providing for 175 new posts in the professional category and above, 209 new posts in the general service category, 7 reclassifications from the general service to the professional category and 2 reclassifications from the local to the professional category.

3.11 Of the amount of $2 717 000 requested for new requirements, some $2 635 000 represents the cost of new posts : 175 in the professional category and above ($1 406 200) and 209 in the general service category ($1 068 000) ; additional credits are also requested for 65 local staff at the regional economic commissions and at the United Nations Economic and Social Office in Beirut ($153 750) ; and for 3 manual worker posts at Geneva ($6 850). The balance of the estimate of new requirements for 1969 includes $75 300 for the reclassification of a number of posts within the professional category and above as well as upgradings of general service and local level posts to the professional category. A further $6 900 represents the estimated cost of twenty-five upgradings to the principal level of the general service category which the Secretary-General considers to be a minimal request having regard to the functions attached to the posts in question.

TABLE 3-4

SUMMARY OF ESTABLISHED POSTS IN 1968 AND 1969 BY OFFICE LOCATION

| | | Category and level | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | II. General service | | | Local level, total | Manual workers total |
| | | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II | |
| Headquarters | 1969 | 8 | 8 | 41 | 82 | 179 | 413 | 493 | 273 | 1 497 | 271 | 1 701 | 1 972 | — | 203 |
| | 1968 | 8 | 8 | 38 | 73 | 160 | 377 | 460 | 263 | 1 387 | 246 | 1 565 | 1 811 | — | 203 |
| United Nations Office at Geneva (excluding ECE) | 1969 | 1 | — | 5 | 9 | 30 | 76 | 90 | 55 | 266 | 27 | 485 | 512 | — | 82[a] |
| | 1968 | 1 | — | 5 | 9 | 29 | 63 | 75 | 54 | 236 | 22 | 453 | 475 | — | 79[a] |
| Economic Commission for Europe | 1969 | — | 1 | 2 | 8 | 16 | 24 | 28 | 25 | 104 | 7 | 103 | 110 | — | — |
| | 1968 | — | 1 | 2 | 6 | 16 | 21 | 27 | 25 | 98 | 5 | 101 | 106 | — | — |
| Economic Commission for Asia and the Far East | 1969 | — | 1 | 2 | 7 | 28 | 33 | 49 | 32 | 152 | — | — | — | 277 | — |
| | 1968 | — | 1 | 2 | 6 | 23 | 29 | 45 | 29 | 135 | — | — | — | 243 | — |
| Economic Commission for Latin America | 1969 | — | 1 | 1 | 8 | 22 | 34 | 42 | 32 | 140 | — | — | — | 310 | — |
| | 1968 | — | 1 | 1 | 7 | 22 | 29 | 40 | 30 | 130 | — | — | — | 291 | — |
| Economic Commission for Africa | 1969 | — | 1 | 1 | 9 | 18 | 31 | 52 | 33 | 145 | — | — | — | 245 | — |
| | 1968 | — | 1 | 1 | 6 | 19 | 26 | 50 | 34 | 137 | — | — | — | 238 | — |
| United Nations Economic and Social Office in Beirut | 1969 | — | — | — | 1 | 2 | 4 | 6 | 2 | 15 | — | — | — | 17 | — |
| | 1968 | — | — | — | 1 | 2 | 3 | 4 | 2 | 12 | — | — | — | 14 | — |
| Information centres | 1969 | — | — | — | 4 | 21 | 13 | 17 | 5 | 60 | — | — | — | 240 | — |
| | 1968 | — | — | — | 4 | 16 | 15 | 19 | 6 | 60 | — | — | — | 240 | — |
| TOTALS | 1969 | 9 | 12 | 52 | 128 | 316 | 628 | 777 | 457 | 2 379 | 305 | 2 289 | 2 594 | 1 089 | 285 |
| | 1968 | 9 | 12 | 49 | 112 | 287 | 563 | 720 | 443 | 2 195 | 273 | 2 119 | 2 392 | 1 026 | 282 |

[a] Provides additionally for credits of $100 000 in 1968 and $106 000 in 1969 for part-time cleaners.

## CHAPTER II

| | | |
|---|---|---|
| *Temporary assistance for meetings* | | $826 000 |
| | 1968: | 898 000 |
| | 1967: | 1 188 150 |
| (i) *The General Assembly* | | $700 000 |
| | 1968: | 542 400 |
| | 1967: | 870 040 |

3.12 Provision is made under this heading for temporary requirements, principally for language, typing and reproduction staff for the Office of Conference Services and for security guards, messengers, telephone operators and similar service personnel for the Office of General Services.

3.13 After taking into account credits of $39 400 provided specifically for the resumed twenty-second session of the General Assembly in 1968, the estimate for 1969 shows an increase of $197 000 over the level of the appropriation approved for the previous year. It might be noted, however, that the Secretary-General's requests under this heading have been reduced in recent years without regard to the cumulative effect each year of periodic increases in short-term rates of pay and to significant reductions in the number of established posts requested in 1968 for conference staff under chapter I. The initial estimate for 1968, for example, amounted to $557 000. On this basis, the estimate for 1969 represents an increase of only $143 000, of which some $39 000 is attributable to upward revisions in the rates of pay of short-term professional and general service staff by mid-1968 and $104 000 to additional temporary staff requirements over and above those requested on a continuing basis under chapter I. As compared with 1968, the higher estimate for 1969 is in large measure a reflection of the increasingly heavy demands placed upon the Office of Conference Services for interpretation services (including interpretation from and into Chinese) not only to plenary and Main Committee meetings of the General Assembly but also to a growing number of meetings of regional groups of delegations which are held in addition to the normal programme. The Office of Conference Services has also been called upon to expedite the issuance of verbatim records of the First Committee as a consequence of which it was necessary, commencing with the twenty-second session of the General Assembly, to increase substantially the complement of verbatim reporters and typists required during the Assembly. These additional services in themselves call for an increase in the number of temporary language staff required for 1969 as compared with 1968. However, after taking into account the new resources requested for the Office of Conference Services under chapter I, this increase is limited to 6 interpreters, 23 verbatim reporters and 14 typists. On the other hand, the request under chapter I will permit the Office of Conference Services to dispense with the services of 13 general service staff in the reproduction and distribution areas and the Office of General Services to dispense with 6 staff in the Security and Safety Section.

(ii) *Geneva (including Economic Commission for Europe)* ..... $126 000
1968: 297 000
1967: 296 959

3.14 The estimate for 1969 provides for the following Geneva-based meetings :

| | $ |
|---|---|
| Economic and Social Council and its Committees (four weeks) | 32 700 |
| Committee for Programme and Co-ordination (one week) | 3 000 |
| International Law Commission (ten weeks) | 9 100 |
| A functional commission of the Economic and Social Council (four weeks) | 11 600 |
| Commission on Housing, Building and Planning (two weeks) | 5 200 |
| Population Commission (two weeks) | 5 200 |
| Sub-Commission on Prevention of Discrimination and and Protection of Minorities (three weeks) | 6 700 |
| Commission on Narcotic Drugs (three weeks) | 5 900 |
| Commission on International Trade Law (five weeks) | 11 600 |
| Governing Council of the United Nations Development Programme (three weeks) | 7 600 |
| Other meetings (including those of the International Narcotics Control Board, the Economic Commmission for Europe, the Executive Committee of the United Nations High Commissioner for Refugees, the International Labour Organization, the World Health Organization, GATT and the Inter-governmental Committee for European Migration) | 27 400 |
| | 126 000 |

3.15 The estimated cost of the meetings shown above takes into account the request contained under chapter I to improve the ratio between temporary and permanent staff of the Language and Documents Divisions of the United Nations Office at Geneva. As a result any reductions under chapter I would of necessity call for a concomitant increase under this heading. The estimate for 1969 includes $6 000 for prospective increases in the rates of pay of short-term professional and general service staff.

(iii) *Other meetings* ..... $ —
1968: 58 600
1967: 21 151

3.16 The appropriation for 1968 included credits for the third session of the Committee for Development Planning. Similarly, expenses in 1967 related to the second session of the Committee.

## CHAPTER III

*Other temporary assistance* ..... $2 152 000
1968: 2 288 100
1967: 1 990 680

3.17 The estimates under this chapter provide for :

(i) *General temporary assistance* ..... $1 004 500
1968: 1 255 600
1967: 1 237 976

3.18 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, and for other periodic and short-term needs. The estimate also provides for services rendered on a contractual basis, such as actuarial and investment services for the United Nations Joint Staff Pension Fund, medical consultants for the Health Service and contractual translation.

3.19 The estimate for 1969 shows a decrease of $136 100 as compared with the appropriation for 1968 after taking into account additional costs estimated at some $23 000 in respect of prospective increases in the rates of pay of short-term professional and general service staff, and a further increase of $30 250 in the requirements of the United Nations Joint Staff Pension Fund for 1969. It should be noted in this latter connexion that $239 500 has been included under this heading for the Fund and that this amount is fully reimbursed, as reflected in income section 2.

3.20 Details in support of the estimate are shown in the statement of requirements by department and office which follow at the end of this section.

(ii) *Individual experts and consultants* ... $823 000
1968: 783 700
1967: 598 108

3.21 This estimate provides for the travel, subsistence and fees or other remuneration of individuals of special competence in highly specialized areas of work, particularly in the economic, social and scientific fields. The services provided for under this heading are generally of a short-term nature.

3.22 Details in support of the estimate are shown in the statement of requirements by department and office which follow at the end of this section.

(iii) Ad hoc *expert groups* ..... $324 500
1968: 248 800
1967: 154 596

3.23 Provision is made under this heading for travel and subsistence costs and fees, where applicable, of members of *ad hoc* groups.

3.24 Details in support of the estimate are shown in the statement of requirements by department and office which follows at the end of the section.

## CHAPTER IV

*Overtime and night differential* ..... $909 000
1968: 891 000
1967: 999 886

3.25 As indicated in past years, the greater part of this estimate provides for the continuing cost of maintaining after-hours language, typing and reproduction services, security and safety coverage, extended telephone and teletype operations, and servicing of weekend and night meetings and special events. The amount also provides for minimum needs during peak periods of work.

3.26 The estimate for all offices for 1969 shows an increase of $53,000 as compared with the 1968 appropriation, after excluding from this latter amount special credits voted for the resumed twenty-second session of the General Assembly. Of the increase some $43 000 relates to upward revisions in salary rates, as described under chapter I of this section. The balance of $10 000 is attributable to increased requirements at ECAFE and ECLA in order to compensate local staff on a cash basis for overtime worked.

TABLE 3-5

DISTRIBUTION OF 1969 ESTIMATES BY OFFICE LOCATION

| *Chapter* | *Headquarters* | *Geneva (excluding ECE)* | *ECE* | *ECAFE* | *ECLA* | *ECA* | *Economic and Social Office, Beirut* | *Information Centres* | *Total* |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| I. Established posts | 40 287 000 | 7 391 000 | 2 345 000 | 2 882 000 | 3 128 400 | 2 997 000 | 245 200 | 1 699 400 | 60 975 000 |
| II. Temporary assistance for meetings | 700 000 | 126 000 | — | — | — | — | — | — | 826 000 |
| III. Other temporary assistance | | | | | | | | | |
| (i) General temporary assistance | 704 000 | 120 000 | 13 000 | 15 000 | 28 500 | 100 000 | 9 000 | 15 000 | 1 004 500 |
| (ii) Individual experts and consultants | 494 000 | 29 000 | 55 000 | 100 000 | 55 000 | 80 000 | 10 000 | — | 823 000 |
| (iii) *Ad hoc* expert groups | 263 500 | — | — | 25 000 | 21 000 | 15 000 | — | — | 324 500 |
| TOTAL, chapter III | 1 461 500 | 149 000 | 68 000 | 140 000 | 104 500 | 195 000 | 19 000 | 15 000 | 2 152 000 |
| IV. Overtime and night differential | 804 000 | 52 000 | 2 500 | 20 000 | 16 000 | 4 000 | 500 | 10 000 | 909 000 |
| TOTAL, section 3 | 43 252 500 | 7 718 000 | 2 415 500 | 3 042 000 | 3 248 900 | 3 196 000 | 264 700 | 1 724 400 | 64 862 000 |

## DISTRIBUTION, BY MAIN OFFICE AND DEPARTMENT, OF THE COSTS OF ESTABLISHED POSTS AND OTHER CREDITS PROPOSED FOR 1969 UNDER SECTION 3

1. There follows for each main office and department included under this section of the budget estimates, a more detailed and explanatory statement of requirements for 1969 including :

(*a*) A statement of functions and work programmes;

(*b*) A tabular comparison of the number of established posts approved by each grade level for 1968 with the number proposed for 1969;

(*c*) A distribution of the credits requested under chapter I, Established posts, chapter III, Temporary assistance (other than temporary assistance for meetings), and chapter IV, Overtime and night differential, together with an explanatory text and justification of these requirements, where appropriate.

### Executive Office of the Secretary-General

2. An internal review of the staffing requirements of the Executive Office of the Secretary-General was undertaken in conjunction with the preparation of the budget estimates for 1969 in order to determine the best means of meeting, with reference to the existing authorized establishment, the additional workload imposed upon the Office as a consequence of the general increase in the level of activity of the Organization. It was found that the need for an additional professional officer, particularly for the drafting of substantive papers and also to provide general professional assistance, could be met from within existing resources by a reassignment of functions. However, to meet other pressing requirements, new staff resources are requested for 1969, as indicated below.

COST ESTIMATES: 1969 ($761 300)

*Chapter I. Established posts ($738 800)*

TABLE 3-A-1

| | *Category and level* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *I. Professional and above* | | | | | | | | *II. General service* | |
| | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969 | 1 | 3 | 2 | 6 | 4 | 4 | 5 | 25 | 3 | 24 | 27 |
| 1968 | 1 | 3 | 1 | 6 | 4 | 1 | 7 | 23 | 3 | 23 | 26 |

3. The following increases and adjustments are proposed in the staffing provisions for 1969 :

(a) *New posts*

1 D-1

To establish a post at the appropriate level for the Chief of Protocol, who would supervise the activities of the five Protocol Officers serving in this Office.

1 P-3

This new post is required to meet the growing volume of editorial work which has to be performed by this Office in regard both to the preparatory, in-session and post-session documentation related to the General Assembly and to the Secretary-General's annual report to the Assembly. Heretofore, recourse has been made to the use of tempory staff for this purpose.

1 GS

This post is required for an assistant to the Administrative Officer, not only to meet the growing volume of day-to-day work but also to provide continuity during the absence of the Administrative Officer.

(b) *Reclassifications of existing posts*

2 P-2 to P-3

The reclassification of these posts is requested in recognition of the responsibilities carried by the Procedures Officer for the General Assembly and by the Administrative Officer.

*Chapter III (i). General temporary assistance ($1 500)*

4. The credits sought under this heading are limited to such needs as the temporary replacement of staff on maternity or extended sick leave or the employment of short-term clerical and secretarial assistance during peak periods.

*Chapter IV. Overtime and night differential ($21 000)*

5. The estimate takes into account the necessity for the staff of the Executive Office to be available for duty well beyond the normal working hours in order to assist the Secretary-General in the exercise of his responsibilities.

## Offices of the Under-Secretaries-General for Special Political Affairs

6. The Offices of the Under-Secretaries-General for Special Political Affairs undertake special assignments in the political, economic and social fields, including, under the direction of the Secretary-General, the supervision of peacekeeping operations. These Offices also direct the activities of the secretariat of the Scientific Committee on the Effects of Atomic Radiation and the work programmes undertaken by the Division of Human Rights.

COST ESTIMATES: 1969 ($410 100)

*Chapter I. Established posts ($361 100)*

TABLE 3-A-2

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Under-Secretaries-General | 1969 | 2 | 1 | 1 | 2 | 1 | — | 1 | 8 | 2 | 8 | 10 |
| | 1968 | 2 | 1 | 1 | 1 | 1 | — | 1 | 7 | 2 | 7 | 9 |
| Secretariat of the Scientific Committee on the Effects of Atomic Radiation | 1969 | — | — | 1 | 2 | — | — | — | 3 | 1 | 2 | 3 |
| | 1968 | — | — | 1 | 2 | — | — | — | 3 | 1 | 2 | 3 |
| TOTALS | 1969 | 2 | 1 | 2 | 4 | 1 | — | 1 | 11 | 3 | 10 | 13 |
| | 1968 | 2 | 1 | 2 | 3 | 1 | — | 1 | 10 | 3 | 9 | 12 |

7. The following increases in staffing provisions are required for 1969 :

(a) *New posts*

1 P-5, 1 GS

The new professional post is required to provide an assistant to one of the Under-Secretaries-General in the light of the heavy responsibilities assigned to him. The general service post is ancillary to the professional post.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($44 000)*

8. The amount requested under this heading provides for the following specific needs :

(i) *General temporary assistance* ..... ($4 000)

This estimate provides for the employment on a temporary basis of a secretary to service the Scientific Committee on the Effects of Atomic Radiation.

(ii) *Individual experts and consultants* .... ($40 000)

Provision is made for the equivalent of 24 man-months of consultant services, including travel, in connexion with the work of the Scientific Committee on the Effects of Atomic Radiation.

*Chapter IV. Overtime and night differential ($5 000)*

9. The amount requested is based on the minimum expenditures that might be expected for coverage of the Offices of the Under-Secretaries-General beyond the normal working hours.

## Office of Legal Affairs

10. The Office of Legal Affairs comprises four organizational units : the Office of the Legal Counsel (which includes the Treaty Section), the Secretariat of the Administrative Tribunal, the General Legal Division (which includes the International Trade Law Branch) and the Codification Division.

*Office of the Legal Counsel*

11. The Legal Counsel is responsible for the supervision, planning, administration and co-ordination of the work of the Office of Legal Affairs as a whole, and acts as representative of the Secretary-General in the Sixth Committee of the General Assembly and in other commissions, committees and conferences of a legal nature convened by the United Nations.

12. The Office of the Legal Counsel assists him in the direct handling of legal and constitutional questions referred to him by the Secretary-General, other offices and departments of the Secretariat, and other organs. These include special assignments involving, among other matters, legal aspects of political questions and peace-keeping activities, and assistance in the servicing of commissions, committees and conferences. The work of the Office of the Legal Counsel increases in direct relation with the activities of the Organization and with the responsibilities of the Secretary-General, in particular.

13. The Office of the Legal Counsel is also responsible for the implementation and co-ordination of the Programme of Assistance in the Teaching, Study, Dissemination, and Wider Appreciation of International Law, established pursuant to General Assembly resolutions 2099 (XX), 2204 (XXI) and 2313 (XXII). The programme for 1969, approved in principle by the last of those resolutions, envisages encouragement and coordination of activities of States and international organizations active in this field; the award of fellowships; a regional training and refresher course in Asia; and provision of sets of United Nations legal publications to institutions in developing countries.

14. Finally, the Office of the Legal Counsel has responsibility for work arising from General Assembly resolution 2103 (XX) on friendly relations among Member States as well as, in collaboration with the Codification Division and the General Legal Division, for the provision of substantive and secretarial assistance in connexion with the activities to be undertaken regarding the question of the reservation exclusively for peaceful purposes of the sea-bed, in accordance with General Assembly resolution 2340 (XXII).

*Treaty Section*

15. The two main tasks of this Section are : (*a*) the registration and publication of treaties; (*b*) the fulfilment of the Secretary-General's responsibilities as the depositary of multilateral treaties. It also deals with questions relating to the credentials of the Permanent Representatives to the United Nations and of representatives to the General Assembly and provides the secretariat for the Credentials Committee.

*Secretariat of the Administrative Tribunal*

16. The Administrative Tribunal, elected by the General Assembly, hears and passes judgement upon applications alleging non-observance of contracts of employment of staff members of the Secretariat of the United Nations, or of the terms of appointment of such staff members.

17. The Executive Secretary of the Administrative Tribunal, who assists the Tribunal in its work, is appointed by the Secretary-General in pursuance of Article 3, paragraph 4, of the Statute of the Tribunal. When not engaged in the work of the Tribunal, the Executive Secretary assists in the general duties of the Office of Legal Affairs.

*General Legal Division*

18. The main responsibility of the General Legal Division is the provision of legal advice to, and the drafting of legal documents for, principal and subsidiary organs of the United Nations and for all departments of the Secretariat. The work of the Division increases as the activities of the Organization expand.

19. The current work of the Division comprises three general categories :

(*a*) Continuing functions;

(*b*) Special projects;

(*c*) New responsibilities arising from the establishment of the United Nations Commission on International Trade Law.

20. As part of its continuing functions, the Division prepares drafts and interpretations of the rules of procedure for special conferences and for organs and subsidiary organs of the Organization. The Division is also responsible for the systematic study of procedural decisions in the plenary and main committees in the General Assembly. Work commenced in 1967 on a repertory of past practices of the General Assembly in procedural matters covering the period 1946 to 1966. It is anticipated that the text will be completed for publication during the first half of 1969. Thereafter supplements will be prepared on a current basis for publication biennially.

21. The Division prepares analyses of practice under the provisions of the Charter and plays a major role in the continuing work on the preparation of a repertory of practice of United Nations organs required by General Assembly resolution 2114 (XX). Work on the third supplement to the *Repertory* for the seven years from 1 September 1959 to 31 August 1966 commenced in 1967 and is expected to be completed by mid-1969. A further supplement for the period 1 September 1966 to 31 August 1969 and subsequent supplements are to be prepared on a continuing basis.

22. The Division deals with questions arising under the Charter, the Convention on the Privileges and Immunities of the United Nations, the Headquarters Agreement with the United States Government and other instruments. The Division also prepares and negotiates a number of special agreements with Member States relating to the status, privileges and immunities of the Organization or its organs. This work has increased significantly with the expanded membership and activities of the Organization and the consideration by the International Law Commission of the subject "Relations between States and intergovernmental organizations".

23. The Division provides substantive assistance to conferences and committees engaged in preparing multilateral conventions and agreements such as those in the human rights field and the commodities agreements. In addition, it advises on the interpretation of international conventions, particularly those administered by the United Nations, such as the conventions relating to narcotics control.

24. The Division provides legal opinions on the interpretation and application of resolutions, the terms of reference of United Nations bodies, the Staff Regulations and Rules, the Financial Regulations and Rules and the Joint Staff Pension Fund Regulations.

25. The Division assists in the drafting, review and interpretation of agreements and contracts entered into by the United Nations and in the negotiation of claims against or on behalf of the Organization. In this regard it is responsible for representation of the Office of Legal Affairs on the Contracts Committee, the Property Survey Board and the Claims Board. The Division also provides representatives of the administration in cases before the Administrative Tribunal.

26. The Division provides support to technical assistance advisers in legal fields such as those engaged in drafting legislation in developing countries or in serving as OPEX legal advisers.

27. The Division services the Legal Sub-Committee of the Peaceful Uses of Outer Space, the Committee on Arrangements for a Conference for the Purpose of Reviewing the Charter and the Informal Joint Committee on Host Country Relations, and assists in meetings of other organs in which legal aspects are considered.

28. Among the special projects currently assigned to the Division is the preparation of studies and analyses of the legal issues involved in the drafting of new international conventions under consideration by the Committee on the Peaceful Uses of Outer Space.

29. The Division is also responsible for planning a work programme and supervising and evaluating the performance of six more internes selected under the Interne Programme to gain experience in the work of the Office of Legal Affairs. The Division also assists in the annual three-month International Law Fellowship Programme provided in the Office of Legal Affairs.

*International Trade Law Branch*

30. An International Trade Law Branch was set up in 1968 as part of the General Legal Division to provide substantive and secretariat services for the United Nations Commission on International Trade Law established by General Assembly resolution 2205 (XXI) for the purpose of promoting the progressive harmonization and unification of the law of international trade. At the Commission's first session, the topics selected for study on a priority basis were : (*a*) international sale of goods, (*b*) international payments and (*c*) international commercial arbitration. The Commission also requested the Secretary-General to set up a register of organizations and a register of texts dealing with certain specified topics within the scope of international trade law.

31. During 1968, the Branch comprised a staff of four professionals (D-1, 2 P-5, P-3) and two general service posts. Pending consideration of the Commission's first report by the General Assembly at its twenty-third session, in respect of the registers of organizations and texts dealing with specified topics, provision has been made on a continuing basis for the International Trade Law Branch with a complement of six professionals (D-1, 2 P-5, 2 P-4, P-3) and four general service posts. This staff strength takes into account the additional tasks devolving on the Division by reason of the recommendation of the second session of UNCTAD concerning the preparation of new conventions on topics to be identified by the Working Group on International Shipping Legislation.

32. Should the General Assembly endorse the recommendation of the Commission on International Trade Law for the establishment of the registers, there will be a further requirement of one professional (P-4) and one general service post for the compilation of the registers, and adequate funds for their translation and publication in the appropriate working languages.

*Codification Division*

33. The work of the Division relates primarily to the codification and progressive development of international law pursuant to Article 13 (1) (a) of the Charter. In this regard the Division provides substantive and servicing support to the Sixth Committee of the General Assembly, the International Law Commission, *ad hoc* bodies such as the Special Committee on Principles of International Law concerning Friendly Relations and Co-operation among States, the Special Committee on the Question of Defining Aggression, and codifying conferences, such as the United Nations Conference on the Law of Treaties.

34. In the exercise of its responsibilities, the Division engages in substantive work in the form of research studies; analytical compilations of background materials such as treaty provisions, national legislation, international and national judicial decisions, arbitral awards and diplomatic correspondence; and analytical compilations of comments and observations from Governments and international organizations. The Division assists Rapporteurs of the Sixth Committee and of subsidiary organs by drafting comprehensive reports. It gives legal and other advice to codifying bodies; it drafts conventions and other legal instruments; it carries out special projects; and it prepares periodical publications.

35. The Director of the Division serves as the Secretary of the Sixth Committee of the General Assembly and all members of the Division participate in the work of the Committee. In 1969, the Sixth Committee is expected to deal with the following items for which the Division will be responsible : (*a*) report of the International Law Commission on the work of its twenty-first session; (*b*) principles of international law concerning friendly relations : report of the Special Committee; (*c*) question of defining aggression : report of the Special Committee; (*d*) draft convention on special missions; and (*e*) other items of a similar character pursuant to resolutions adopted by the General Assembly at its twenty-third session. The Division is responsible for drafting the reports of the Sixth Committee, which are required to present an extensive analysis of the respective debates.

36. In relation to the International Law Commission, the Division is expected to engage in the following activities in 1969 :

(*a*) Preparation and publication of legal texts and basic documents on State responsibility and most-favoured-nation clauses, to be included in volumes of the *United Nations Legislative Series;*

(*b*) Research with a view to the preparation and publication of studies at the Commission's request or at the Division's initiative on succession in respect of treaties, succession in respect of rights and duties resulting from sources other than treaties, and relations between States and intergovernmental organizations;

(*c*) Assistance to Special Rapporteurs on the various topics being studied by the Commission, by the provision of basic documents, bibliographical references and additional information, as requested;

(*d*) Co-ordination of the activities deriving from the relations of co-operation established by the Commission with other legal bodies;

(*e*) Provision of secretariat services for the Commission's session, including the preparation and publication of documents and of the report to the General Assembly.

37. The Codification Division has responsibility for servicing the second part of the United Nations Conference on the Law of Treaties, which will take place in 1969. The Director of the Division serves as the Executive Secretary of the Conference.

38. The Division has responsibility for providing substantive and secretariat services for the Special Committee on Principles of International Law concerning Friendly Relations and Co-operation among States, established by General Assembly resolution 2103 (XX), and the Special Committee on the Question of Defining Aggression, established by General Assembly resolution 2330 (XXII).

39. The Division provides the staff which, under the direct supervision of the Legal Counsel, is responsible for the implementation of the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law.

40. Finally, the Division is responsible for a programme of periodical publications including the *Reports* of *International Arbitral Awards,* the United Nations *Juridical Yearbook* and the *Legislative Series,* and the *Yearbook of the International Law Commission.* In 1969, the Division will undertake the preparation of a register of experts on fact-finding pursuant to General Assembly resolution 2329 (XXII).

## COST ESTIMATES: 1969 ($1 133 600)

### *Chapter I. Established posts ($1 045 100)*

TABLE 3-A-3

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Legal Counsel | 1969 | 1 | — | 1 | 2 | 2 | 1 | 2 | 9 | 3 | 11 | 14 |
| | 1968 | 1 | — | 1 | 2 | 2 | 1 | 2 | 9 | 3 | 11 | 14 |
| Secretariat of the Administrative Tribunal | 1969 | — | — | — | 1 | — | — | — | 1 | 1 | — | 1 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 1 | — | 1 |
| General Legal Division | 1969 | — | 1 | 2 | 8 | 6 | 5 | 2 | 24 | 1 | 14 | 15 |
| | 1968 | — | 1 | 2 | 6 | 4 | 5 | 2 | 20 | 1 | 10 | 11 |
| Codification Division | 1969 | — | 1 | 1 | 1 | 5 | 1 | 1 | 10 | — | 7 | 7 |
| | 1968 | — | 1 | 1 | 1 | 4 | 1 | 1 | 9 | — | 6 | 6 |
| TOTAL | 1969 | 1 | 2 | 4 | 12 | 13 | 7 | 5 | 44 | 5 | 32 | 37 |
| | 1968 | 1 | 2 | 4 | 10 | 10 | 7 | 5 | 39 | 5 | 27 | 32 |

41. The additional staffing requirements for 1969 are as follows :

(a) *New posts*

2 P-5, 2 GS

To provide for the continuing work on the Repertories relating to the Charter, the practice of United Nations organs and the rules of procedure of the General Assembly, to be undertaken by the General Legal Division.

2 P-4, 2 GS

To strengthen the International Trade Law Branch of the General Legal Division.

1 P-4, 1 GS

To strengthen the Codification Division in view of its increased workload.

(b) *Reclassification of existing posts*

None requested.

### *Chapter III. Other temporary assistance ($87 000)*

(i) *General temporary assistance* ..... ($67 000)

42. Provision is made under this heading for :

(*a*) the continuation for some six months in 1969 of a part of the temporary staff forming the "Repertories Unit". This Unit was established during the latter part of 1967 for the purpose of updating the *Repertory of Practice of United Nations Organs* and for the preparation of a *Repertory of the Rules of Procedure of the General Assembly.* While a limited number of established posts have been requested for 1969 in the Office of Legal Affairs and in the Department of Political and Security Council Affairs for the continuing work of maintaining these Repertories on an up-to-date basis, the Secretary-General considers it essential to continue to provide for some four professional and five general service posts in the Office of Legal Affairs, in

the Departments of Trusteeship and Non-Self-Governing Territories and Economic and Social Affairs and in the Office of Conference Services for a limited period in 1969 ($65 000);

(*b*) the replacement of staff on maternity and extended sick leave ($2 000);

(ii) *Individual experts and consultants* .... ($20 000)

43. Credits requested under this heading provide for the following:

(*a*) Consultants to assist in the preparation of special studies on international trade law as is expected to be requested by the United Nations Commission on International Trade Law at its second session to be held in March 1969 ($15 000);

(*b*) Expert assistance for the General Legal Division for the preparation of *ad hoc* studies on behalf of subsidiary organs ($3 000);

(*c*) Consultancy services for research and studies for the International Law Commission ($2 000).

*Chapter IV. Overtime and night differential ($1 500)*

## Under-Secretary-General in charge of Finance and Management

44. This new Office has been established in accordance with the proposals of the Secretary-General for the reorganization of the top echelon in the United Nations Secretariat, of which the General Assembly took note in its resolution 2369 (XXII) of 19 December 1967. The Under-Secretary-General will be in charge of the Offices of the Controller and Personnel.

45. The general service post shown in table 3-A-4 has been transferred from the Office of the Controller in 1968 in order to provide the Under-Secretary-General with the necessary secretarial assistance. For 1969 it is proposed to reclassify this post to G-5.

COST ESTIMATES: 1969 ($45 200)

*Chapter I. Established posts ($45 200)*

TABLE 3-A-4

| *Category and level* | *I. Professional and above* | | | | | | | | | *II. General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969.... | 1 | — | — | — | — | — | — | — | 1 | 1 | — | 1 |
| 1968.... | 1 | — | — | — | — | — | — | — | 1 | — | 1 | 1 |

## *Office of the Controller (including Internal Audit Service)*

46. The responsibilities devolving on all units of the Office of the Controller have increased materially over the past several years as a direct consequence of the growth in the activities of the Organization and the diversity of its work programmes. The refinements in budgetary presentation called for by the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies in its second report to the General Assembly at its twenty-first session (A/6343), and the detailed information on work programmes and related budgetary requirements which is now being made available to the Economic and Social Council and to its Committee for Programme and Co-ordination, have contributed substantially to the workload of the Budget Division and the Budget, Accounts and Payroll Sections of the Accounts Division. Other areas of the Accounts Division, the Treasury and the Internal Audit Service have been similarly affected by the expansion in the Organization's activities and programmes and the related need to participate actively in the planning, formulation and implementation of financial procedures and controls. A concomitant increase in the workload of the secretariat of the Advisory Committee on Administrative and Budgetary Questions and of the secretariat of the Board of Auditors (established at the Board's request during the latter part of 1966) has been met in part by the assignment to those secretariats in 1968 of one P-3 and one P-2 post from within the establishment of the Office of the Controller as a whole.

47. Following a careful review of requirements and a judicious reassignment of present resources to meet priority needs, it was felt that while the total number of posts in the professional establishment could be maintained in 1969 at the approved 1968 level, it would be necessary to provide for some restructuring of the grading pattern, principally to recognize the growth in the responsibilities attached to the posts of certain division chiefs and their deputies. In so far as general service posts are concerned, thirteen new posts are requested for 1969, eight of which are currently financed on continuing temporary assistance.

## COST ESTIMATES: 1969 ($2 292 800)

### *Chapter I. Established posts ($2 230 800)*

TABLE 3-A-5

| | | *Category and level* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | | *II. General service* | | |
| | | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Assistant Secretary-General ... | 1969 | — | 1 | 2 | 1 | — | 2 | — | 1 | 7 | 3 | 6 | 9 |
| | 1968 | — | 1 | 2 | 1 | — | 2 | — | 1 | 7 | 3 | 4 | 7 |
| Secretariat of the Advisory Committee on Administrative and Budgetary Questions .. | 1969 | — | — | — | 1 | — | 1 | 1 | 1 | 4 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | — | 1 | 1 | 1 | 4 | — | 1 | 1 |
| Administrative Management Service ..... | 1969 | — | — | — | 1 | 2 | 3 | — | 1 | 7 | 1 | 2 | 3 |
| | 1968 | — | — | — | 1 | 2 | 3 | — | 1 | 7 | 1 | 2 | 3 |
| Budget Division ..... | 1969 | — | — | 1 | 2 | 5 | 4 | 4 | 4 | 20 | 1 | 14 | 15 |
| | 1968 | — | — | 1 | 1 | 6 | 5 | 4 | 3 | 20 | — | 13 | 13 |
| Accounts Division ..... | 1969 | — | — | 1 | 1 | 2 | 6 | 9 | 3 | 22 | 14 | 31 | 45 |
| | 1968 | — | — | 1 | — | 2 | 6 | 9 | 5 | 23 | 13 | 26 | 39 |
| Treasury ..... | 1969 | — | — | — | 1 | 2 | 1 | — | 1 | 5 | 1 | 7 | 8 |
| | 1968 | — | — | — | — | 2 | 2 | — | 1 | 5 | 1 | 7 | 8 |
| Secretariat of the Board of Auditors ..... | 1969 | — | — | — | — | 1 | — | — | 1 | 2 | — | 3 | 3 |
| | 1968 | — | — | — | — | — | 1 | — | — | 1 | — | 2 | 2 |
| Internal Audit Service ..... | 1969 | — | — | 1 | — | 2 | 5 | 5 | 3 | 16 | 3 | 8 | 11 |
| | 1968 | — | — | 1 | — | 2 | 5 | 5 | 3 | 16 | 2 | 8 | 10 |
| TOTAL | 1969 | — | 1 | 5 | 7 | 14 | 22 | 19 | 15 | 83 | 23 | 73 | 96 |
| | 1968 | — | 1 | 5 | 4 | 14 | 25 | 19 | 15 | 83[a] | 20 | 63 | 83[a] |

[a] Excludes the following: one general service post transferred to the Office of the Under-Secretary-General in charge of Finance and Management; and 2 P-4, 1 G-5 and 4 other general service posts relating to the Financial Management Service, Technical Co-operation Programmes, transferred to the Office of Technical Co-operation, Department of Economic and Social Affairs.

48. The following increases and adjustments are proposed in the staffing provisions for 1969 :

(a) *New posts*

2 GS

To provide clerical and secretarial assistance in the Office of the Assistant Secretary-General to aid in certain administrative and financial activities.

1 GS

To establish an additional secretarial post, currently financed on temporary assistance account, for the Advisory Committee on Administrative and Budgetary Questions.

2 D-1 (2 P-4)

To provide posts at the appropriate levels for the Deputies to the Directors of the Budget and Accounts Divisions. These new posts at the D-1 level would be offset by the suppression of two P-4 posts in the Office of the Controller as a whole.

2 GS

To provide for additional clerical assistance in the Budget Division in connexion with (*a*) the preparation of data by main activities and programmes, and (*b*) work related to medical insurance coverage.

6 GS

To provide three additional accounting clerks in the Accounts Division for general accounting purposes and to strengthen the Payroll Section by a further three posts to meet the increased work stemming from (*a*) the introduction of a New York City income tax levy, (*b*) the commitment by the Organization to reimburse part of the social security tax paid by staff; and (*c*) the need to assign additional staff to the pre-audit of separation payments.

1 GS

To strengthen the secretarial staff of the secretariat of the Board of Auditors in accordance with the request of the Board.

1 GS

To meet the growth in the clerical work of the Internal Audit Service.

(b) *Reclassifications of existing posts*

1 P-5 to D-1, 1 P-4 to P-5

In recognition of the responsibilities attached to the functions of Chief and Deputy Chief of the Treasury.

### *Chapter III. Other temporary assistance ($42 000)*

(i) *General temporary assistance* ..... ($32 000)

49. The estimate provides for temporary secretarial services for the Board of Auditors ($6 000), for various units of the Accounts Division to meet peak periods of work such as the year-end closing of accounts ($16 000), and for replacements of staff on maternity and extended sick leave ($10 000).

(ii) *Individual experts and consultants* .... ($10 000)

50. The estimate provides for special studies related to administrative management and procedures.

### *Chapter IV. Overtime and night differential ($20 000)*

51. The estimate provides for overtime worked during peak periods, particularly in the Accounts Division in connexion with payroll and income tax requirements and the year-end closing of accounts.

## *Office of Personnel (including the Health Service)*

52. During the period 1963 to 1968 there has been a substantial increase in the number of professional and general service staff comprising the Secretariat. This increase has taken place primarily in units engaged in economic and social activities and therefore has affected not only Headquarters but also the regional economic commissions and the more recently established organizations, UNCTAD and UNIDO. In terms of the continuing workload of the Office of Personnel, the increase in staff in the first instance has added materially to the programme of recruitment. Furthermore, with the advancing age of the Secretariat, the number of separations of staff has tended to increase and will continue to do so, thus adding to the volume of recruitment for replacement purposes. Aside from the recruitment workload, the volume of subsequent day-to-day work in regard to staff administration and training has increased correspondingly. Moreover, the continuing high ratio of fixed-term to career appointments substantially increases not only the number of recruitment actions but also personnel tasks during service. Finally, in compliance with resolution 2359 (XXII), the Office of Personnel will be required to devote increasing attention to broadening and accelerating its language instruction programmes.

53. The principal functions of the Office of Personnel are described briefly below.

### *Office of the Assistant Secretary-General*

54. The Office of the Assistant Secretary-General is responsible for the over-all direction of the Office of Personnel and for representation of the Secretary-General on internal bodies concerned with personnel administration and the formulation of personnel policies and on inter-agency bodies dealing with matters of personnel management. The Office includes the Executive Office, which is responsible for the daily administration of the Office of Personnel.

### *Rules and Procedures Section*

55. This Section advises the Director of Personnel on personnel policies. It deals with a large and continuing volume of oral and written requests for rulings, interpretation and advice on administrative matters from all sections of the administration at Headquarters, including UNICEF, UNDP and UNITAR, as well as from the United Nations Office at Geneva, UNCTAD, UNIDO and the regional economic commissions. As this advice becomes the guiding factor for future decisions, it has to be carefully weighed and based on thorough research of United Nations documents, as well as documents of the inter-agency bodies. The Section is also engaged in long-term projects for the revision of staff rules, administrative instructions and personnel directives in order to simplify personnel management.

### *Staff Services*

56. Staff Services is principally responsible for the day-to-day personnel administration of staff through the medium of out-posted departmental personnel officers. The latters' function include the induction of new staff, recruitment of short-term staff and professional language staff, and the engagement of persons on special service agreements. They also process all personnel actions, ensure the proper interpretation and application of the Staff Rules and Regulations and other administrative instructions, and determine entitlements.

57. Staff Services is also responsible for preparing and conducting the annual review of staff as required by Staff Rule 104.14(f) (iii)A.

58. It provides representatives of the Secretary-General before committees and boards established by the Staff Regulations, specifically the Joint Appeals Board and the Joint Disciplinary Committee.

59. Part of the workload of Staff Services consists of the examination and training of staff and organization of the language courses, which have been the subject of particular concern to Member States in recent years.

### *Secretariat Recruitment Service*

60. The Secretariat Recruitment Service is responsible for the recruitment of professional staff throughout the Secretariat and the appointment of all personnel required for duty with special missions. It also recruits all secretarial, stenographic, typing and clerical personnel at Headquarters and for this purpose alone approximately 4,200 interviews are conducted each year.

61. The Secretariat Recruitment Service ensures the application of policies with respect to equitable geographical distribution of staff. To this end it undertakes recruitment campaigns in "under-represented" areas and is in constant touch with the Permanent Missions in its search for candidates.

### *Technical Assistance Recruitment Service*

62. The Technical Assistance Recruitment Service is responsible for the recruitment of experts for the major part of the operational activities undertaken by the United Nations. Its workload grows proportionately to the development of the programmes of technical co-operation.

63. The increase in volume of recruitment has been accompanied by an increase in its complexity. In addition to normal field appointments under the 200 series of Staff Rules, the Technical Assistance Recruitment Service handles the OPEX agreements, contracts for special technical advisers and inter-regional advisers at Headquarters, appointments by secretariats of the regional economic commissions under decentralization procedures, negotiations for reimbursable loans and arrangements for associate experts.

64. The total staff of this Service is financed from the regular budget only to the extent that recruitment relates to the regular programme of technical assistance or to the Technical Assistance component of UNDP. That portion of the staff which is engaged in the recruitment of experts and advisers for the programmes related to the Special Fund component of UNDP is financed from the related overhead allocations.

### *Health Service*

65. The Health Service is responsible for the establishment of medical standards for staff placement, perform s medical examinations for employment, pre- and post-mission assignments and extension of appointments, and undertakes periodic medical examinations of staff. It maintains a roster of examining physicians to examine candidates and staff members in overseas areas and reviews and classifies all such examination reports.

The Service also maintains medical files for Headquarters staff members, technical assistance experts, and staff of all overseas offices except Geneva. It provides first-aid and immunizations and administers certified sick leave and maternity leave. Furthermore, the Service administers medical aspects of pension and compensation cases, including the periodic review of disability cases and the creation of special medical boards in cases of dispute. It also reviews and makes recommendations on reimbursement of medical claims, as appropriate.

66. In order to fulfil its responsibilities adequately, some strengthening of the present establishment of the Office of Personnel is required for 1969, as explained below.

## COST ESTIMATES: 1969 ($1 790 900)

### *Chapter I. Established posts ($1 762 400)*

TABLE 3-A-6

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Assistant Secretary-General. | 1969 | 1 | 2 | 1 | 1 | 2 | 1 | — | 8 | 2 | 7 | 9 |
| | 1968 | 1 | 2 | 1 | 1 | 2 | 1 | — | 8 | 2 | 7 | 9 |
| Rules and Procedures Section ..... | 1969 | — | — | — | 1 | 2 | 1 | 1 | 5 | 1 | 7 | 9 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 4 | 2 | 6 | 8 |
| Staff Services ..... | 1969 | — | — | 1 | 3 | 8 | 3 | 3 | 18 | 7 | 24 | 31 |
| | 1968 | — | — | 1 | 3 | 6 | 3 | 3 | 16 | 7 | 22 | 29 |
| Secretariat Recruitment Service ..... | 1969 | — | — | 1 | 1 | 3 | 3 | 2 | 10 | 2 | 17 | 19 |
| | 1968 | — | — | 1 | 1 | 3 | 2 | 1 | 8 | 2 | 16 | 18 |
| Technical Assistance Recruitment Service | 1969 | — | — | 1 | 2 | 7 | 2 | 1 | 13 | 5 | 16 | 21 |
| | 1968 | — | — | 1 | 2 | 7 | 2 | 1 | 13 | 5 | 15 | 20 |
| Health Service ..... | 1969 | — | 1 | — | 1 | — | 1 | — | 3 | 1 | 11 | 12 |
| | 1968 | — | 1 | — | 1 | — | 1 | — | 3 | 1 | 10 | 11 |
| TOTALS | 1969 | 1 | 3 | 4 | 9 | 22 | 11 | 7 | 57 | 19 | 82 | 101 |
| | 1968 | 1 | 3 | 4 | 9 | 19 | 10 | 6 | 52 | 19 | 76 | 95 |

67. The following additional staffing provisions are required for 1969:

(a) *New posts*

1 P-4, 1 GS

To enable the Rules and Procedures Section to compile and maintain a personnel manual. The task of compiling such a manual is long overdue and its need is becoming increasingly important in all areas of the Secretariat.

1 P-4

To strengthen the Housing and Volunteer Services by the provision of a supervisory post for all matters related to the housing accommodation of staff and members of Permanent Missions and the schooling of their children. The need to improve these Services has become a matter of urgency.

1 P-4, 2 GS

To strengthen the unit in Staff Services which services the Offices of the Secretary-General, including UNITAR, and to provide a supporting general service post. A second general service post is required to provide assistance in the Allowances and Benefits Unit.

1 P-3, 1 GS

To strengthen the Secretariat Recruitment Service in regard to the recruitment of general service staff. Considerable difficulties have been encountered in the recruitment of such staff from within the local market. Accordingly, it is expected that additional measures will prove necessary, involving recruitment campaigns outside the Headquarters area. Furthermore, the heavy rate of turnover of staff in this category has increased considerably the number of staff to be recruited.

1 P-2

To provide a second professional officer to deal with the significant volume of inquiries concerning employment with the United Nations, which has now reached a total of some 24,000 pieces of mail a year. This professional would also assist in the screening of applications and applicants.

1 GS

To strengthen the general service establishment of the Technical Assistance Recruitment Service in order to relieve the more senior stenographic staff of the routine office work.

1 GS

To provide a filing clerk to assist in the maintenance of the increasing number of records maintained by the Health Service.

(b) *Reclassifications of existing posts*

None requested.

### *Chapter III (i). General temporary assistance ($20 500)*

68. The estimate provides for medical consultants in the Health Service ($14 000) and for the temporary replacement of staff on maternity and extended sick leave and assistance during peak periods ($6 500).

### *Chapter IV. Overtime and night differential ($8 000)*

## Division of Human Rights

### Work programme

69. With the closing of the International Year for Human Rights, it may be anticipated that in 1969 the Division of Human Rights will return to a workload pattern which, while permitting a future stabilization of activities, will be considerably affected by the results of the International Year as expressed in the conclusions of the International Conference on Human Rights and resolutions to be adopted by the General Assembly at its twenty-third session. This may be reflected, *inter alia,* in the anticipated shift of emphasis from the drafting of new international instruments to the implementation of international standards for the protection of human rights. While it may be expected that the International Convention on the Elimination of All Forms of Racial Discrimination will enter into force in 1968/1969 and that significant progress will also be made in respect of the number of ratifications to the International Covenants on Human Rights and the Optional Protocol, no request is being made at this time in respect of the additional posts referred to in the related financial implications prepared for the General Assembly at its twentieth and twenty-first sessions, since it cannot be determined with any precision when the Secretariat's responsibilities in regard to these instruments will commence.

70. The 1968 sessions of the Commission on Human Rights and the Commission on the Status of Women resulted in a number of proposals which, if endorsed by the Economic and Social Council, will also affect the work programme of the Division. While it may be premature to anticipate the Council's decisions, it is hoped that it may be possible to undertake the additional workload without requesting an increase in established posts. However, this would probably result in the deferment of the completion dates of certain long-term projects.

*Servicing and preparation of sessional documentation for United Nations organs dealing with human rights*

71. The Division of Human Rights provides the secretariat for the Commission on Human Rights (including committees and *ad hoc* working groups), the Sub-Commission on Prevention of Discrimination and Protection of Minorities, and the Commission on the Status of Women. It also has duties related to the activities of other organs which concern themselves with human rights as part of their activities, such as the Social Committee of the Economic and Social Council and the Third Committee of the General Assembly. The Division was responsible for the preparations for the International Conference on Human Rights, held at Teheran, Iran, from 22 April to 13 May 1968. It also provided the substantive secretariat for the Conference.

72. The Division of Human Rights is responsible for preparing pre-session documentation in accordance with requests made by various organs. While the number of man-months or fractions thereof devoted to the preparation of each *ad hoc* report, progress report or note on the antecedents of a given agenda item is not large, the cumulative total of time spent on these reports constitutes a significant item of the over-all workload.

*Established United Nations procedures in the field of human rights and implementation of international instruments*

73. The Commission on Human Rights decided by resolution 8 (XXIII) to give annual consideration to the item entitled "Question of the violation of human rights and fundamental freedoms, including policies of racial discrimination and segregation and of *apartheid*, in all countries, with particular reference to colonial and other dependent countries and territories". By resolution 9 (XXIII), it instructed an existing *ad hoc* group to study in all its aspects the question of the ways and means by which the Commission might be enabled or assisted to discharge functions in relation to violations of human rights and fundamental freedoms, while maintaining and fulfilling its other functions. The Secretariat was requested, by Commission resolution 8 (XXIII), to provide assistance and facilities to the Sub-Commission on Prevention of Discrimination and Protection of Minorities in the preparation by the latter, for the use of the Commission, of a report containing information on violations of human rights and fundamental freedoms from all available sources. The Economic and Social Council, by its resolution 1235 (XLII), authorized the Commission and the Sub-Commission to examine information relevant to gross violations of human rights and fundamental freedoms contained in the communications listed by the Secretary-General pursuant to Economic and Social Council resolution 728 F (XXVIII).

74. The Secretariat deals, under procedures established by the Economic and Social Council, with materials supplied by Governments, specialized agencies and non-governmental organizations in accordance with the system of periodic reports on human rights and reports on freedom of information. The materials are considered each year by the Commission on Human Rights and its *ad hoc* Committee on Periodic Reports, the Commission on the Status of Women and the Sub-Commission on Prevention of Discrimination and Protection of Minorities. The Secretariat prepares and makes available to the *ad hoc* Committee on Periodic Reports an analytical summary of the periodic reports, including a description of the important trends revealed in the reports, difficulties encountered, methods adopted to overcome them, and suggestions for possible further action.

75. The International Convention on the Elimination of all Forms of Racial Discrimination will enter into force thirty days after twenty-seven States have ratified it. As of 30 April 1968, nineteen States had ratified the Convention. The measures of implementation call, *inter alia,* for the establishment of a Committee on the Elimination of Racial Discrimination consisting of eighteen experts elected by States parties to the Convention; the Committee will be elected six months following the entry into force of the Convention. The Secretariat will receive reports on the legislative, judicial and other measures adopted by States parties which give effect to the provisions of the Convention. Under article 14 of the Convention, the Committee will receive and consider communications from individuals or groups of individuals claiming to be victims of a violation by a State party of any of the rights set forth

in the Convention, and the Secretariat will provide the necessary services to the Committee and to such *ad hoc* conciliation commissions as may be established in pursuance of the implementation provisions of the Convention.

76. During the calendar year under review, over 2 000 communications were handled by the Secretariat, in accordance with the procedures established under Economic and Social Council resolution 728 F (XXVIII). Under the new procedure established by Council resolution 1235 (XLII), the Secretariat also provides copies of such communications to the members of the Commission on Human Rights and of the Sub-Commission on Prevention of Discrimination and Protection of Minorities.

*Special activities related to the eradication of racial discrimination*, apartheid *and slavery*

77. The Secretariat was requested to make available to the Special Rapporteur appointed by the Sub-Commission to prepare the special study on racial discrimination all assistance necessary for the performance of his duties (Sub-Commission resolution 3 (XIX)). The Special Rapporteur is to present a report on the study to the Sub-Commission at its twenty-first session, in 1968. The Commission on Human Rights has requested the Sub-Commission to complete the study as rapidly as possible. It is envisaged that the study will be completed in 1969.

78. The Economic and Social Council, by its resolution 1126 (XLI), referred the question of slavery and the slave trade in all their forms and manifestations to the Commission on Human Rights and requested it to submit, not later than at the Council's forty-third session, a report on the question containing specific proposals for effective and immediate measures which the United Nations could adopt to put an end to slavery in all its practices and manifestations. In response to the request of the Commission on Human Rights, the Sub-Commission on Prevention of Discrimination and Protection of Minorities has undertaken regular consideration of the question of slavery. The Sub-Commission, by its resolution 4 (XX), requested the Secretariat to transmit to it information received from the Governments of States which have not yet replied to the questionnaire on slavery, as well as information received from all States parties to the Supplementary Convention of 1956 in accordance with article 8, paragraph 2 of the Supplementary Convention. In response to a further request in the same resolution, the Secretariat has undertaken, through the Administrative Committee on Co-ordination, the promotion and co-ordination of measures to be taken by the specialized agencies and other competent United Nations bodies to eliminate slavery, the slave trade and similar institutions and practices.

*Research on specific problems*

79. The Secretariat, as requested by the Sub-Commission, has provided substantive assistance to the Special Rapporteur appointed by the Sub-Commission to conduct the study of equality in the administration of justice since 1963. The Special Rapporteur is expected to submit a draft report to the Sub-Commission at its twenty-first session in 1968.

80. Since 1961, the Secretariat has provided substantive services and documentation to the Committee on the Right of Everyone to be Free from Arbitrary Arrest, Detention and Exile in connexion with the Committee's separate study of the right of arrested persons to communicate with those whom it is necessary for them to consult in order to ensure their defence or to protect their essential interests. A progress report prepared by the Committee is on the agenda of the Commission at its twenty-fifth session, in 1969.

*Special activities relating to the status of women*

81. The Secretariat is requested, by Economic and Social Council resolution 1134 (XLI), to study the possibilities of joint consultation, exchanges of information and collaboration between the Commission on the Status of Women and the international non-governmental organizations in consultative status which are interested in the long-term programme for the advancement of women. By the same resolution, the Secretariat is further requested, in consultation as appropriate with the specialized agencies and other organs within the United Nations family, to initiate preliminary studies on (*a*) the possibility of supplementing the action to be taken by the United Nations technical co-operation and development authorities towards the development of a unified, long-term programme for the advancement of women, by establishing a fund to which industrial and business concerns, non-governmental organizations, foundations and individuals might be invited to contribute and which might be used to assist Governments in implementing their national programmes for the advancement of women; and (*b*) the possibility of exchanging information on matters relating to the advancement of women in various geographical areas. The specialized agencies and non-governmental organizations in consultative status which are concerned with the advancement of women are invited to develop long-term programmes for the advancement of women.

82. The Secretariat is requested by the Commission on the Status of Women (*a*) to prepare a report concerning law and practice with respect to unmarried mothers (resolution 6 (XX)) and (*b*) to prepare supplementary reports on the effect of resolutions and recommendations of the Commission on the Status of Women on national legislation covering the fields of political rights of women, the status of women in private law and economic rights and opportunities for women (resolution 14 (XVIII)).

*Advisory services programme*

83. By virtue of General Assembly resolution 926 (X), the Secretariat is authorized, subject to the directions of the Economic and Social Council, to make provision at the request of Governments, and with the co-operation of the specialized agencies where appropriate and without duplication of their existing activities, for the following forms of assistance with respect to the field of human rights: (*a*) advisory services of experts, (*b*) fellowships and scholarships, and (*c*) seminars. The Secretary-General is requested to report regularly to the Economic and Social Council, to the Commission on Human Rights and, as appropriate, to the Commission on the Status of Women, on the measures taken in compliance with the terms of General Assembly resolution 926 (X). He is further

requested to give appropriate publicity to the increased opportunities available to Governments through the expanded programme of advisory services in the field of human rights (General Assembly resolution 1782 (XVII)); to examine the possibility of holding a seminar annually on the civic and political education of women (Economic and Social Council resolution 1067 (XXXIX)); to consider the organization, from savings available under part V of the United Nations budget and on an experimental basis, of one or more regional courses on human rights (Council resolution 959 (XXXVI)); to consider the possibility of using some fellowship funds for a pilot project in group, rather than individual, training (Council resolution 1125 (XLI)); to organize a seminar on the question of the elimination of all forms of racial discrimination in the context of the programme for the International Year for Human Rights (General Assembly resolution 2017 (XX)); to consider the organization, from 1969 onwards, of an annual programme consisting of at least two seminars on subjects of human rights of which at least one should be on an international level, one or two seminars on the status of women, and one or more regional training courses on human rights (Commission on Human Rights resolution 15 (XXIII)); and to include in the advisory services programme the award of an adequate number of human rights fellowships, taking into account the increased interest expressed in the fellowships by Member States (Commission on Human Rights resolution 17 (XXIII)).

*Informational and educational activities*

84. *Commemorative observances of human rights and other related activities.* Commemorative observances of human rights include the arrangements made for celebrating Human Rights Day and for observing the International Day for the Elimination of Racial Discrimination. The Secretariat is also requested to report to the bodies concerned on, for example, further promotion and encouragement of respect for human rights and fundamental freedoms, and on measures designed to promote among youth the ideals of peace, mutual respect and understanding between peoples.

85. *Yearbook on Human Rights.* The Secretariat publishes every year a *Yearbook on Human Rights* containing the material specified in the resolutions noted.

86. *Submissions concerning human rights activities to recurrent United Nations publications and reports.* The Division of Human Rights has continuing responsibilities for the preparation of material for the *Yearbook of the United Nations* concerning activities of all United Nations organs dealing with human rights, as well as for the compilation of the relevant documentary references. The Division is also responsible for preparation of material for inclusion in the *Repertory of Practice of United Nations Organs* with respect to the Articles of the United Nations Charter concerning human rights; preparation of the *Repertory* is now undertaken on a continuous basis. In addition, material for such general OPI publications as *Everyman's United Nations* and for OPI leaflets is either reviewed by or prepared in the Division of Human Rights.

87. *Report and co-ordination of measures and activities undertaken in connexion with the International Year for Human Rights (1968).* The Secretary-General exercises a function of co-ordination with regard to the measures and activities undertaken by Member States, the United Nations, specialized agencies, regional organizations and the national and international organizations concerned, and collects information on activities contemplated or undertaken by them in connexion with the International Year for Human Rights. The information collected is issued at regular intervals in the form of a Newsletter, which is widely circulated to governmental and non-governmental bodies responsible for International Year celebrations. The Secretariat is further requested to report on these measures and activities to the General Assembly.

## Man-month requirements: 1968 and 1969

### Table 3-A-7

| Projects | 1968 Man-months assigned [a] P[b] | C | GS | 1969 Man-months required [a] P | C | GS |
|---|---|---|---|---|---|---|
| *Servicing and preparation of sessional documentation for United Nations organs dealing with human rights* | 72 (30) | — | — | 76 | — | — |
| *Established United Nations procedures in the field of human rights and implementation of international intruments* | 120 | — | — | 133 | — | — |
| Periodic reports; measures for speedy implementation of United Nations instruments against racial discrimination, reports on ratifications; implementation of the International Convention on the Elimination of all Forms of Racial Discrimination; question of the violation of human rights, including racial discrimination, segregation and *apartheid*; communications. | | | | | | |
| *Special activities related to the eradication of racial discrimination,* apartheid *and slavery* | 78 | — | — | 69 | — | — |
| Special study on racial discrimination; question of slavery; *ad hoc* working group on allegations regarding infringements of trade union rights in South Africa. | | | | | | |

TABLE 3-A-7 (*continued*)

| Projects | 1968 Man-months assigned [a] P[b] | C | GS | 1969 Man-months required [a] P | C | GS |
|---|---|---|---|---|---|---|
| *Research on specific problems* | 76 | — | — | 64 | 6 | — |
| Arrest, extradition and punishment of persons responsible for war crimes, punishment of war criminals; equality in the administration of justice; the rights of arrested persons; Guide to National Legal Institutions. | | | | | | |
| *Special activities relating to the status of women* | 52 | — | — | 52 | — | — |
| Long-term programme, study on the unmarried mother, processing of information from Governments; reports on effect of resolutions of the Commission on the Status of Women. | | | | | | |
| *Advisory services programme* | 60 | — | — | 60 | — | — |
| *Informational and educational activities* | 46 (36) | — | — | 44 (3) | — | — |
| Observances of Human Rights Day and other commemorative activities; *Yearbook on Human Rights*; contributions to United Nations publications and reports; International Year for Human Rights. | | | | | | |
| *Programme formulation and management* | 24 | — | — | 30 | — | — |
| TOTALS | 528 (66) | — | 324 | 528 (3) | 6 | 336 |

[a] Figures in parentheses represent man-months made available on a temporary assistance basis in 1968 and 1969 for the International Conference on Human Rights and the International Year.

[b] The abbreviations used in this table are as follows: P = professional staff; C = consultants; GS = general service staff.

## COST ESTIMATES: 1969 ($938 300)

### *Chapter I. Established posts ($915 300)*

TABLE 3-A-8

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969 | — | — | 1 | 3 | 6 | 11 | 12 | 11 | 44 | 2 | 26 | 28 |
| 1968 | — | — | 1 | 2 | 7 | 11 | 12 | 11 | 44 | 1 | 26 | 27 |

88. The following increases and adjustments are proposed in the staffing provisions for 1969.

(a) *New posts*

1 GS

During 1968, the Division will assume responsibility for its administrative and financial arrangements which hitherto have been undertaken on its behalf by the Executive Office of the Department of Economic and Social Affairs. To assist in the administrative and financial work involved, one new general service post at the principal level (G-5) is requested.

(b) *Reclassifications of existing posts*

1 P-5 to D-1

It is proposed that the post of Chief of the Section on the Status of Women should be reclassified from P-5 to D-1. The incumbent of this post also serves as Secretary of the Third Committee of the General Assembly, and performs other substantive, supervisory and representational functions as determined by the Director.

### *Chapter III. Other temporary assistance ($19 000)*

(i) *General temporary assistance* ..... ($10 000)

89. It will be necessary to extend the services of one professional (D-1) and one secretary (G-3) for the first three months of 1969, in connexion with the preparation of the report on the International Year for Human Rights, at an estimated cost of $7 000. The estimate also covers normal temporary assistance requirements in the amount of $3 000.

(ii) *Individual experts and consultants*.. ($ 9 000)

90. This estimate covers the costs of six man-months of consultants' services as shown in table 3-A-7 above.

### *Chapter IV. Overtime and night differential ($4 000)*

## Secretariat of the United Nations Joint Staff Pension Board and the United Nations Staff Pension Committee

COST ESTIMATES: 1969 ($485 000)

*Chapter I. Established posts ($240 500)*

TABLE 3-A-9

| | Category and level | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969 ..... | — | 1 | 1 | — | 2 | — | 3 | 7 | 4 | 13 | 17 |
| 1968 ..... | — | 1 | 1 | — | 1 | 1 | 3 | 7 | 3 | 14 | 17 |

91. The following proposals are made in regard to the staffing requirements for 1969:

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

To recognize the increased responsibilities borne by the Registrar of the Fund, who also serves as Executive Officer for United Nations administrative purposes. The level of responsibility now involved in maintaining control over the very large volume of incoming participants and outgoing benefits, and the related orderly processing which is vital to the interests both of the Fund and of the participants, clearly justifies this requested reclassification.

*Chapter III (i). General temporary assistance ($239 500)*

92. This estimate provides for the following items of expenditure, all of which are fully reimbursable by the Fund, as provided for under income section 2:

(*a*) Contractual services for investments ($210 000);

(*b*) Actuarial and other miscellaneous services ($7 900);

(*c*) Investment reference services, medical examinations in respect of disability, and subscriptions to periodical technical literature ($1 100);

(*d*) Contractual services for key-punching and tabulating year-end returns for 1968 ($4 000);

(*e*) Temporary clerical assistance for peak periods for the preparation of actuarial valuations and year-end reconciliation of the Fund's accounts ($16 500).

*Chapter IV. Overtime and night differential ($5 000)*

## Department of Political and Security Council Affairs

93. The Department of Political and Security Council Affairs consists of the Office of the Under-Secretary-General, the Disarmament Affairs Division, the Outer Space Affairs Group, the Section for African Questions, the Political Affairs Division and the Security Council and Political Committees Division. The continuing responsibilities of the Department include (*a*) the provision of secretariat services to the Security Council, the Political Committees of the General Assembly, the Conference of the Eighteen-Nation Committee on Disarmament and its sub-committees, and the Committee on the Peaceful Uses of Outer Space and its sub-committees; (*b*) the preparation of analytical surveys of current developments on disarmament and related topics as well as notes and briefs for the use of the Secretary-General. The Committee on Disarmament remains in almost continuous session in Geneva for more than six months of the year and there is the possibility that a conference on general disarmament will be held in 1969 following the Conference of Non-Nuclear-Weapon States called for by General Assembly resolution 2346 B (XXII) and to be held in August-September 1968.

94. Work in regard to the peaceful uses of outer space includes (*a*) the preparation of periodic reports on national and international space programmes, and of a directory of opportunities and facilities for training in the basic subjects related to outer space research; (*b*) the operation of the library of space literature established at the instance of the Committee on the Peaceful Uses of Outer Space and the preparation of bibliographic material and surveys of literature related to outer space research in order to promote popular understanding of the problems involved; (*c*) the organization of substantive and secretariat services for the Committee and its sub-committees; and (*d*) the maintenance of continuous contact with specialized agencies and other international organizations concerned with outer space activities. It is expected that the United Nations Conference on the Exploration and Peaceful Uses of Outer Space called for by General Assembly resolution 2261 (XXII) will lead to increased emphasis being placed both on dissemination of information and on the development of practical applications of space technology, particularly those of immediate interest to the developing countries.

95. The Section for African Questions has responsibility for providing substantive and secretariat services for the Special Committee on the Policies of *Apartheid* of the Government of the Republic of South Africa as

well as for the Committee of Trustees for the United Nations Trust Fund for South Africa. It assists with the follow-up of Security Council and General Assembly actions on the question of *apartheid*, as well as other political questions concerning Africa. It maintains liaison with the Organization of African Unity and follows the work of other African inter-state organizations in the context of the specific problems before the Security Council and Committees of the General Assembly. The Unit on Apartheid, established in 1967 as part of this Section, has responsibility for the preparation and publication of special studies on the question of *apartheid*.

96. The Political Affairs Division has continuing responsibility for the gathering of information on international political developments and on current political problems of concern to the Security Council, the Political Committees and the General Assembly. It provides experienced personnel for the staffing of political committees and commissions, especially those which operate away from Headquarters, and it prepares material for inclusion in the *Repertory of Practice of United Nations Organs*.

97. The principal tasks of the Division arise from its responsibility for providing services to: (*a*) the Security Council and its subsidiary organs; (*b*) the political committees of the General Assembly and their sub-committees. It is accordingly required to ensure the administrative arrangements for meetings, prepare and consult on the provisional agenda, provide presiding officers with procedural briefs and background notes, advise on the application of the rules of procedure, prepare summaries for the Journal of the United Nations, take care of the records of the meetings, issuance of documentation and draft reports. In order to carry out these functions, it is necessary to assign a number of officers to cover each meeting of the Security Council or of the Political Committees. Some of these officers are expected to have a thorough knowledge of the substance of the issues being considered, while others are required to aid in the procedural aspects of the servicing.

98. The Division is also responsible for the preparation of official documentation, such as the annual report of the Security Council, certain sections of the annual report of the Secretary-General on the work of the Organization and those portions of the *Yearbook of the United Nations* which fall within the competence of the Department. Officers are also required to prepare reports of the political committees as well as background analytical papers, including studies relating to the consideration of certain political questions upon the conclusion of each General Assembly session. Responsibility for the handling of official correspondence and non-governmental communications and for the implementation of the political resolutions of the General Assembly also rests with the Division.

## COST ESTIMATES: 1969 ($1 522 800)

### *Chapter I. Established posts ($1 433 300)*

TABLE 3-A-10

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Total II* | *Other levels* |
| Office of the Under-Secretary-General ... | 1969 | 1 | 1 | — | 1 | — | 1 | 2 | 6 | 2 | 3 | 5 |
| | 1968 | 1 | 1 | — | 1 | — | 1 | 1 | 5 | 2 | 3 | 5 |
| Disarmament Affairs Division ..... | 1969 | — | — | 2 | 2 | 2 | 3 | — | 9 | — | 5 | 5 |
| | 1968 | — | — | 1 | 3 | 2 | 3 | — | 9 | — | 5 | 5 |
| Outer Space Affairs Group ..... | 1969 | — | — | 1 | 3 | 1 | 1 | 2 | 8 | 1 | 2 | 3 |
| | 1968 | — | — | 1 | 3 | 1 | 1 | 2 | 8 | — | 2 | 2 |
| Section for African Questions ..... | 1969 | — | — | — | 1 | 3 | 2 | 2 | 8 | — | 4 | 4 |
| | 1968 | — | — | — | 1 | 3 | 2 | 2 | 8 | — | 4 | 4 |
| Political Affairs Division ..... | 1969 | — | — | 4 | 3 | 6 | 5 | 2 | 20 | — | 9 | 9 |
| | 1968 | — | — | 4 | 3 | 5 | 5 | 2 | 19 | — | 8 | 8 |
| Security Council and Political Committees Division ..... | 1969 | — | 1 | 1 | 3 | 6 | 3 | — | 14 | 1 | 6 | 7 |
| | 1968 | — | 1 | 1 | 3 | 6 | 3 | — | 14 | 1 | 6 | 7 |
| TOTAL | 1969 | 1 | 2 | 8 | 13 | 18 | 15 | 8 | 65 | 4 | 29 | 33 |
| | 1968 | 1 | 2 | 7 | 14 | 17 | 15 | 7 | 63 | 3 | 28 | 31 |

99. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

1 GS

To provide for clerical assistance in the Office of the Under-Secretary-General for the newly established United Nations Consolidated Educational and Training Programme for Southern Africans approved under General Assembly resolution 2349 (XXII).

1 GS

To provide for a full-time assistant to organize and administer the steadily expanding flow of documents in the Outer Space Affairs library.

1 P-4, 1 GS

To strengthen the Political Affairs Division for the purpose of maintaining the *Repertory of Practice of United Nations Organs* on a current basis. In this context the Division has had at its disposal on a temporary assistance

basis during 1967/1968 four professional and two general service staff for the up-dating of *Repertory* material from 1957 onwards.

(b) *Reclassifications of existing posts*

1 P-5 to D-1

To provide a second principal officer post in the Disarmament Affairs Division in order to allow for a realignment of responsibilities within the Division.

1 GS to P-2

To provide for a junior professional post in the Office of the Under-Secretary-General, the incumbent of which would assist in co-ordinating the activities of the Department with other units of the Secretariat and with specialized agencies.

*Chapter III. Other temporary assistance ($87 000)*

(i) *General temporary assistance* ..... ($2 000)

100. The estimate provides for the temporary replacement of staff on maternity and extended sick leave.

(ii) *Individual experts and consultants* .. ($55 000)

101. Provision is made under this heading for a special review of the benefits to be derived from an earth resource survey satellite system, for normal periodic reviews called for by the Committee on the Peaceful Uses of Outer Space and, in implementation of General Assembly resolution 2260 (XXII), for the preparation of *ad hoc* reports and studies on such matters as communication satellites, programmes of education and training and measures to increase the effectiveness of the Committee as a centre for information ($45 000).

In pursuance of operative paragraph 13 of General Assembly resolution 2144 A (XXI), provision is also made for consultancy services for the preparation of studies on the question of *apartheid* in South Africa ($10 000).

(iii) Ad hoc *expert groups* ..... ($30 000)

102. The estimate provides for the possible visit by two groups to Argentina and Brazil in connexion with sounding rocket launching facilities which, under the terms of General Assembly resolution 1802 (XVII), the Committee on the Peaceful Uses of Outer Space may recommend be placed under United Nations sponsorship. While credits for the foregoing were approved for 1968, it now appears likely that the visits will be postponed until 1969.

*Chapter IV. Overtime and night differential ($2 500)*

## Department of Trusteeship and Non-Self-Governing Territories

103. The responsibilities and functions of the Department of Trusteeship and Non-Self-Governing Territories consist of providing substantive services, secretariat facilities and documentation for the Trusteeship Council, for 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 for its Sub-Committees, for the Fourth Committee of the General Assembly, for the United Nations Council for Namibia, and for *ad hoc* bodies, including missions, set up to deal with matters relating to trusteeship and Non-Self-Governing Territories. One or more of these bodies is virtually in continuous session from the beginning of February until the end of the year.

104. The main substantive task of the staff of the Department is to prepare working papers, special studies, draft reports and other documentation on the two remaining Trust Territories and the forty-seven Non-Self-Governing Territories which fall within the scope of the Trusteeship Council and the Special Committee.

105. No change is likely in the number of Trust Territories. While three of the Non-Self-Governing Territories are likely to become independent during the current year, this will not result in any appreciable reduction in the degree of servicing required by the Special Committee either in 1968 or in 1969. On the contrary, as a result of various additional tasks assigned to the Special Committee in several resolutions adopted by the General Assembly at its twenty-second session, particularly those relating to Namibia, Southern Rhodesia and the Territories under Portuguese administration, the workload of the Department has considerably increased.

106. The responsibilities of the Department are also affected by the detailed attention which the General Assembly continues to pay to conditions in individual territories. Thus, the General Assembly at its twenty-second session adopted thirteen resolutions on individual territories or groups of territories. Five of these resolutions call for the establishment of special missions or other forms of United Nations presence in the territories concerned.

107. The greater part of the staff of the Department is occupied in following the situation in the dependent territories and in preparing documentation containing up-to-date information relating to political, economic, social and educational developments in those territories. A Research and Records Section lends support to these activities by the collection of current data and the preparation of monthly summaries of important information.

108. Special detailed and long-range studies of economic, social or educational conditions in particular territories are called for from time to time by the Special Committee and require the assignment of additional staff to collaborate with the officers regularly working on these territories. In particular, the Special Committee carries out a continuous review of the activities of foreign economic interests in all dependent territories, notably those in southern Africa. In addition, the General Assembly has requested a number of long-range studies of a general nature, which cannot be prepared by staff members already bearing the responsibility of a particular territory. Two substantive staff members from other units have been assigned to concentrate on this work.

109. Staff will continue to be employed in servicing missions. The Special Committee, either as a whole or through sub-committees, might, as in previous years, visit particular territories or hold a series of meetings away from Headquarters. Such meetings will require the temporary assignment of personnel from other units of the Department to assist the Special Committee Section. The Department is also called upon to detail staff to accompany the United Nations Council for Namibia on visits to the area.

110. A considerable number of petitions continue to be received concerning the various dependent territories. A Petitions Section is mainly occupied in registering, classifying and processing these petitions in accordance with the procedures laid down by the Trusteeship Council, the Special Committee and other bodies concerned and in servicing the Sub-Committee established to deal with such petitions.

## COST ESTIMATES: 1969 ($778 900)

### *Chapter I. Established posts ($772 300)*

TABLE 3-A-11

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Under-Secretary-General | 1969 | 1 | 1 | 1 | 1 | 4 | 3 | 1 | 12 | 3 | 7 | 10 |
| | 1968 | 1 | 1 | — | 2 | 3 | 3 | 1 | 11 | 3 | 7 | 10 |
| Division of Trusteeship | 1969 | — | — | 1 | 1 | 1 | 1 | — | 4 | 1 | 4 | 5 |
| | 1968 | — | — | 1 | 1 | 1 | 1 | — | 4 | 1 | 4 | 5 |
| Division of Non-Self-Governing Territories | 1969 | — | — | 1 | 6 | 4 | 4 | 4 | 19 | — | 6 | 6 |
| | 1968 | — | — | 1 | 5 | 3 | 4 | 4 | 17 | — | 5 | 5 |
| TOTAL | 1969 | 1 | 1 | 3 | 8 | 9 | 8 | 5 | 35 | 4 | 17 | 21 |
| | 1968 | 1 | 1 | 2 | 8 | 7 | 8 | 5 | 32 | 4 | 16 | 20 |

111. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

*Office of the Under-Secretary-General*

1 P-4

To provide a special assistant to the Under-Secretary-General.

*Division of Non-Self-Governing Territories*

1 P-5, 1 P-4, 1 GS

The P-5 and general service (G-3) posts are for the Secretary of the Council for Namibia and his secretary, provided for on a temporary assistance basis in 1968. The P-4 post will enable the Division to cope with the additional workload arising from the special studies on problems in the Trust Territories and the continuing work on the *Repertory of Practice of United Nations Organs.*

(b) *Reclassifications of existing posts*

1 P-5 to D-1

To provide the appropriate level for the Chief of the Special Committee Section, who serves as the Secretary 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.

### *Chapter III (i). General temporary assistance ($1 600)*

112. The estimate provides for the temporary replacement of staff on maternity or extended sick leave.

### *Chapter IV. Overtime and night differential ($5 000)*

## Department of Economic and Social Affairs

TABLE 3-A-12

ESTIMATES OF EXPENDITURE IN 1969 UNDER SECTION 3 FOR THE DEPARTMENT AS A WHOLE

| *Chapter* | *1969 estimates* | |
|---|---|---|
| | $ | $ |
| I. Established posts | | 9 169 600 |
| III. Other temporary assistance: | | |
| (i) General temporary assistance | 90 000 | |
| (ii) Individual experts and consultants | 350 000 | |
| (iii) *Ad hoc* expert groups | 215 000 | 655 000 |
| IV. Overtime and night differential | | 32 000 |
| TOTAL | | 9 856 600 |

## *Summary of the Department of Economic and Social Affairs*

*(For details, see tables 3-A-14 to 3-A-38)*

**($9 856 600)**

*Chapter I. Established posts ($9 169 600)*

TABLE 3-A-13

| | | *Category and level* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Under-Secretary-General | 1969 | 1 | — | — | 2 | 2 | 4 | 2 | 1 | 12 | 9 | 14 | 23 |
| | 1968 | 1 | — | — | 2 | 2 | 4 | 1 | 1 | 11 | 6 | 14 | 20 |
| Office of the Assistant Secretary-General for Inter-Agency Affairs .. | 1969 | — | 1 | — | — | 2 | 1 | 2 | 1 | 7 | 2 | 4 | 6 |
| | 1968 | — | 1 | — | — | 1 | 1 | 2 | 1 | 6 | 2 | 3 | 5 |
| Economic and Social Council Secretariat, Regional Economic Commissions Section and Special Projects Unit ..... | 1969 | — | — | 1 | 1 | 5 | 4 | 5 | 2 | 18 | 2 | 13 | 15 |
| | 1968 | — | — | 1 | 1 | 3 | 6 | 4 | 2 | 17 | 1 | 12 | 13 |
| Office of Science and Technology .... | 1969 | — | — | 1 | 1 | 1 | 3 | 2 | — | 8 | 1 | 6 | 7 |
| | 1968 | — | — | 1 | — | 1 | 2 | 2 | — | 6 | — | 4 | 4 |
| Division of Public Finance and Financial Institutions ..... | 1969 | — | — | 1 | — | 1 | 4 | 4 | 1 | 11 | — | 8 | 8 |
| | 1968 | — | — | | 1 | 1 | 3 | 3 | 1 | 9 | — | 6 | 6 |
| Centre for Development Planning, Projections and Policies ..... | 1969 | — | — | 2 | 5 | 7 | 18 | 13 | 2 | 47 | 6 | 33 | 39 |
| | 1968 | — | — | 2 | 5 | 6 | 18 | 13 | 2 | 45 | 6 | 31 | 37 |
| Resources and Transport Division ... | 1969 | — | — | 1 | 5 | 7 | 12 | 11 | 9 | 45 | 3 | 23 | 26 |
| | 1968 | — | — | 1 | 5 | 5 | 10 | 11 | 9 | 41 | 3 | 21 | 24 |
| Office of the Commissioner for Social Development and Housing ..... | 1969 | — | 1 | — | — | — | 1 | — | — | 2 | 1 | 1 | 2 |
| | 1968 | — | 1 | — | — | — | 1 | — | — | 2 | 1 | 1 | 2 |
| Social Development Division ..... | 1969 | — | — | 1 | 2 | 9 | 18 | 12 | 7 | 49 | 1 | 27 | 28 |
| | 1968 | — | — | 1 | 1 | 7 | 16 | 11 | 7 | 43 | 1 | 24 | 25 |
| Population Division ..... | 1969 | — | — | 1 | 1 | 5 | 8 | 8 | 4 | 27 | 2 | 18 | 20 |
| | 1968 | — | — | 1 | 1 | 4 | 5 | 7 | 4 | 22 | 2 | 11 | 13 |
| Centre for Housing, Building and Planning ..... | 1969 | — | — | 1 | 2 | 6 | 7 | 8 | 5 | 29 | 3 | 15 | 18 |
| | 1968 | — | — | 1 | 1 | 4 | 5 | 7 | 3 | 21 | 3 | 10 | 13 |
| Commissioner for Technical Co-operation ..... | 1969 | — | 1 | 1 | 3 | 9 | 11 | 14 | 15 | 54 | 9 | 72 | 81 |
| | 1968 | — | 1 | 1 | 3 | 7 | 11 | 12 | 15 | 50[a] | 9 | 72 | 81[a] |
| Public Administration Division ..... | 1969 | — | — | 1 | 1 | 5 | 5 | 3 | — | 15 | 3 | 11 | 14 |
| | 1968 | — | — | 1 | 1 | 4 | 5 | 2 | — | 13 | 2 | 10 | 12 |
| Statistical Office ..... | 1969 | — | — | 1 | 2 | 7 | 11 | 12 | 25 | 58 | 6 | 53 | 59 |
| | 1968 | — | — | 1 | 2 | 4 | 11 | 12 | 25 | 55 | 6 | 49 | 55 |
| International Computing Centre ..... | 1969 | — | — | — | 1 | — | 7 | 5 | 10 | 23 | 5 | 24 | 29 |
| | 1968 | — | — | — | 1 | — | 2 | 3 | 4 | 10 | 4 | 12 | 16 |
| TOTAL | 1969 | 1 | 3 | 12 | 26 | 66 | 114 | 101 | 82 | 405 | 53 | 322 | 375 |
| | 1968 | 1 | 3 | 11 | 23 | 49 | 100 | 90 | 74 | 351 | 46 | 280 | 326 |

[a] Includes the following: 2 P-4, 1 G-5 and 4 other general service posts relating to the Financial Management Service, Technical Co-operation Programmes, transferred from the Office of the Controller; 1 P-5, 2 P-4, 1 P-3, 3 P-2/1, 4 G-5 and 24 other general service posts relating to the Administrative Section for Technical Co-operation transferred from the Office of General Services.

113. Table 3-A-12 presents the estimates under each chapter of section 3 for the Department of Economic and Social Affairs as a whole. In the descriptions of the offices and divisions of the Department which follow, information is presented on the work programmes of these units and on related requirements in 1969 with respect to established posts (chapter I), individual experts and consultants (chapter III (ii)) and *ad hoc* expert groups (chapter III (iii)). With the exception of the International Computing Centre, no reference is made in these descriptions to requirements for general temporary assistance (chapter III (i)) and overtime and night differential (chapter IV), which are calculated with reference to the past requirements of the Department as a whole and are provided for on a global basis only, under the relevant chapters of section 3.

114. For each office and division, where relevant, the description of the work programme is followed by a table showing the related man-month requirements for the years 1968 and 1969. This information has been presented on a two-year basis in order to illustrate as clearly as possible the redeployment of and possible additions to existing resources to meet changes in programme activity and emphasis. The descriptive material and the data in the tables are essentially those presented by the Secretary-General to the Committee for Programme and Co-ordination and the Economic and Social Council in his report on the work programme of the United Nations in the economic, social and human rights fields and its budgetary requirements (E/4463 and Add.1-26), to which reference may be made for further details. The following abbreviations are used in the tables: P = professional staff; C = consultants; IRA = interregional advisers; STA = special technical advisers; RA = regional advisers; GS = general service staff.

115. The request for established posts, both professional and general service, is based on an assessment of the manpower required to carry out the work programme of each office and division. The estimate for individual experts and consultants reflects an evaluation of expertise needed to supplement the permanent staff for particular aspects of the programmes. These latter requirements, if provided for on the basis of average costs derived from past experience, would require a budgetary provision of some $500 000. However, the actual costs may be substantially affected by a number of variables, such as the time required by particular consultants to complete their assignments, the amount of travel involved and the level of remuneration required in each case. Furthermore, the addition to the establishment of the new staff proposed for 1969 might have the effect of reducing the need for consultant services to some extent. Accordingly, only $350 000 is being requested at this time for the Department as a whole, and the provision for each office and division has been reduced proportionately. In the case of *ad hoc* expert groups, the cost of implementing the programme of the Department as currently planned is estimated at some $240 000. As it may not be possible to convene all the groups during 1969 or to secure the participation of as many experts as originally foreseen, an amount of $215 000, distributed proportionately among the offices and divisions concerned, is currently requested.

### *Office of the Under-Secretary-General*

116. In addition to the Office of the Under-Secretary-General itself, the Office includes that of the Special Adviser for Departmental Programme Planning and the Executive Office of the Department of Economic and Social Affairs.

117. The Special Adviser for Departmental Programme Planning assists the Under-Secretary-General in the planning, review and co-ordination of the Department's work programme and in the development of improvements in the system of internal procedures to meet these responsibilities. In his office, documentation required for the Committee for Programme and Co-ordination is planned and prepared with respect to the work programme of the United Nations in the economic, social and human rights fields and its budgetary requirements. The Special Adviser represents the Under-Secretary-General at departmental and inter-departmental meetings on the work programme and related matters when required. He also assists in the planning and preparation of the documentation for the Enlarged Committee for Programme and Co-ordination involving the general review of the programmes and activities in the economic, social, technical co-operation and related fields of the United Nations family of organizations.

118. The Executive Office of the Department of Economic and Social Affairs has the following basic functions:

(*a*) To advise and assist the Under-Secretary-General on all matters of administrative policy and planning, including organization, budget and staffing;

(*b*) To prepare, in consultation with the appropriate units of the Department and the services concerned, documentation for meetings dealing with administrative or budgetary questions of concern to them;

(*c*) To participate in the preparation of the annual report on the work programme of the United Nations in the economic, social and human rights fields and its budgetary requirements;

(*d*) To prepare the annual, supplementary and revised budget estimates of the Department and to review, on behalf of the Under-Secretary-General, the budget estimates of the regional economic commissions and the United Nations Economic and Social Office in Beirut (UNESOB);

(*e*) To make administrative arrangements for the meetings of the Economic and Social Council and its subsidiary bodies, for *ad hoc* groups of experts, etc.;

(*f*) To administer all funds, including trust funds and other extra-budgetary funds, allotted to the Department;

(*g*) To manage all staff provided to the Department, including UNESOB, in all respects; certain limited assistance—in the matter of recruitment, review for promotion and the application of staff rules generally—is provided to the regional economic commissions;

(*h*) To authorize and arrange travel;

(*i*) To secure and administer the requirements of the Department in regard to office space, furniture, equipment and other supplies;

(*j*) To prepare and submit the annual publications programme of the Department, the regional economic

commissions and the Division of Narcotic Drugs, and to represent all these units at meetings of the Publications Board;

(*k*) To represent the Department, the regional economic commissions and UNESOB before Secretariat bodies such as the Appointment and Promotion Board and its subsidiary bodies and the Committee on Contracts.

It should be noted, finally, that the Executive Office acts as a channel of communication between the secretariats of the regional economic commissions and the organizational units concerned at Headquarters on administrative matters and provides central assistance as necessary to the commission secretariats on these matters.

## COST ESTIMATES: 1969 ($422 700)

### *Chapter I. Established posts ($417 700)*

TABLE 3-A-14

| | *Category and level* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *I. Professional and above* | | | | | | | | | *II. General service* | | |
| | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969... | 1 | — | — | 2 | 2 | 4 | 2 | 1 | 12 | 9 | 14 | 23 |
| 1968... | 1 | — | — | 2 | 2 | 4 | 1 | 1 | 11 | 6 | 14 | 20 |

119. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 P-3, 3 GS

To strengthen the Executive Office in the discharge of its functions as outlined in paragraph 118 above.

(b) *Reclassifications of existing posts*

None requested.

### *Chapter III. Other temporary assistance ($5 000)*

(ii) *Individual experts and consultants* ... ($5 000)

## *Office of the Assistant Secretary-General for Inter-Agency Affairs*

120. The Assistant Secretary-General for Inter-Agency Affairs acts as the personal representative of the Secretary-General in relations with the specialized agencies, the International Atomic Energy Agency (IAEA) and other intergovernmental organizations; he also acts as Rapporteur of the Administrative Committee on Co-ordination (ACC) and as Chairman of its Preparatory Committee.

121. The major objectives of the Office of the Assistant Secretary-General are to promote co-ordination of the activities of the United Nations, the specialized agencies and IAEA; to further, wherever desirable, the development and implementation of common and concerted plans and programmes by the organizations of the United Nations system; and to facilitate the settlement of such problems as may arise in relations between and among United Nations organizations. In matters affecting co-ordination in the economic and social fields, it consults and works in close co-operation with the Office of the Under-Secretary-General for Economic and Social Affairs.

122. The primary functions of the Office are:

(*a*) To assist the Secretary-General in his relations with the specialized agencies, IAEA and other intergovernmental organizations;

(*b*) To assist the Secretary-General, in his capacity as Chairman of the Administrative Committee on Co-ordination (ACC), in furthering the work of that body;

(*c*) In collaboration with other units in the Department of Economic and Social Affairs and other units and branches of the Secretariat, the special programmes in the economic and social fields and the specialized agencies and IAEA, to provide the necessary documentation and secretariat services for ACC and its Preparatory Committee, the Economic and Social Council's sessional Co-ordination Committee, the Committee for Programme and Co-ordination (in respect of co-ordination questions) and the Enlarged Committee for Programme and Co-ordination and to assist as necessary in following up their decisions;

(*d*) To maintain contacts with the special programmes in the economic and social fields coming within the scope of the General Assembly and the Council for the purpose of facilitating co-ordination;

(*e*) In consultation, as appropriate, with the Executive Office of the Secretary-General and the departments, units and offices concerned, to arrange and ensure co-ordination regarding representation of or participation by the United Nations in conferences and meetings of specialized agencies and IAEA, other intergovernmental organizations and non-governmental organizations.

123. The work of ACC has increased substantially in the past two years in view of its responsibilities in following up the recommendations made by the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies in its second report (A/6343).

COST ESTIMATES: 1969 ($175 400)

*Chapter I. Established posts ($170 400)*

TABLE 3-A-15

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | 1 | — | — | 2 | 1 | 2 | 1 | 7 | 2 | 4 | 6 |
| 1968... | — | 1 | — | — | 1 | 1 | 2 | 1 | 6 | 2 | 3 | 5 |

124. The following additional staffing is proposed for the year 1969:

(a) *New posts*

1 P-5, 1 GS

To strengthen the staff to meet the growing workload for the Administrative Committee on Co-ordination (ACC) and inter-agency affairs, as recommended by the Economic and Social Council, ACC and the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies.[1] This strengthening was requested in the initial estimates for 1968, but in view of the number of posts subsequently approved for the Department as a whole, it was not possible to provide the posts in question.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($5 000)*

(ii) *Individual experts and consultants* ... ($5 000)

[1] See *Official Records of the General Assembly, Twenty-first Session, Annexes*, agenda items 12 and 79, document A/6522, paras. 14 and 15.

## *Economic and Social Council Secretariat, Regional Economic Commissions Section and Special Projects Unit*

125. The Director and Deputy to the Under-Secretary-General for Economic and Social Affairs supervises the activities of the Economic and Social Council Secretariat, the Regional Economic Commissions Section, and the Special Projects Unit.

126. The Economic and Social Council Secretariat consists of the Council Affairs Section, Editorial Section and Non-Governmental Organizations Section, and through these sections provides secretariats for the Economic and Social Council and its committees, the Second and Third Committees of the General Assembly and the Committee for Non-Governmental Organizations, and assists in servicing the ACC and related bodies. The Editorial Section is responsible for editing the documentation of the Department as a whole, as well as all documentation submitted to the Council, its functional commissions and committees and other related bodies. In addition to these functions, the Non-Governmental Organizations Section carries out all dealings with those organizations having consultative or other status *vis-à-vis* the Council and its subsidiary organs.

127. The Regional Economic Commissions Section is responsible for ensuring adequate co-ordination between the Under-Secretary-General and the Executive Secretaries of the regional economic commissions. It prepares for and services the meetings of Executive Secretaries, a major instrument of implementing co-ordination policies and procedures.

128. The Special Projects Unit is responsible for the organization of work and the preparation of reports on projects which do not fall within the functional jurisdiction of any one unit of the Department, as well as for special studies requested by the Under-Secretary-General for Economic and Social Affairs and the Assistant Secretary-General for Inter-Agency Affairs. During 1968, for example, the Unit will be engaged in the preparation of a study on the "clear and comprehensive picture" of the operational and research activities of the United Nations and the specialized agencies called for by General Assembly resolution 2188 (XXI), and the review of guidelines and principles of economic and social development requested in General Assembly resolution 2218 A (XXI). Projects of a similarly global character are in preparation for implementation in 1969.

COST ESTIMATES: 1969 ($417 100)

*Chapter I. Established posts ($417 100)*

TABLE 3-A-16

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 1 | 1 | 5 | 4 | 5 | 2 | 18 | 2 | 13 | 15 |
| 1968... | — | — | 1 | 1 | 3 | 6 | 4 | 2 | 17 | 1 | 12 | 13 |

129. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

1 P-3, 1 GS

The workload of the Editorial Section is demonstrably too heavy for the number of staff provided to this Section at the present time. It is therefore proposed to increase the staff by one second officer (P-3) post, and one principal level general service category (G-5) post.

1 GS

The new procedures and requirements concerning the arrangements for non-governmental organizations imply additional clerical workload in the NGO Section, and a new general service category post is therefore proposed for this unit.

(b) *Reclassifications of existing posts*

2 P-4 to P-5

The responsibilities borne by the Assistant Secretary of the Council fully justify the reclassification of one P-4 post in the Council Affairs Section to the P-5 level. It is also proposed to reclassify similarly the post of Chief of the Editorial Section, in view of the responsibilities and supervisory functions involved.

## *Office of Science and Technology*

WORK PROGRAMME

130. In addition to servicing meetings of the Advisory Committee on the Application of Science and Technology to Development and of similar meetings within the United Nations system, the Office will focus attention on its principal role of co-ordinating the ever expanding international activities in science and technology.

*Co-ordination and information*

131. Activities in this area comprise:

(*a*) Maintenance of close relations with all members of the United Nations family of organizations in the field of science and technology and with member States, interested non-governmental organizations, international scientific organizations, and private national scientific institutions;

(*b*) Provision of information concerning United Nations activities in the field of science and technology to all interested parties and publication in 1968 of a popular book on science and technology on a multilingual basis;

(*c*) Representation at international scientific and technological conferences of interest to the work of the Advisory Committee on the Application of Science and Technology to Development.

*Natural resources*

132. During 1967 and the first part of 1968, a report on the development of natural resources in developing countries was in the course of preparation. This report is intended to serve as a guide to the Governments of developing countries, international organizations and bodies engaged in development, on proposed principles and action in the development of natural resources.

133. Preparation will be completed during 1968 of a statistical analysis of programmes or projects in the field of natural resources approved or planned by the United Nations system.

134. After the Advisory Committee has considered the two above-mentioned reports, certain follow-up actions in 1969 are anticipated.

*Science education*

135. During 1968, a second report on science education will be prepared following the meeting of a working party on this subject organized in conjunction with UNESCO. The objectives of the working party are (*a*) an exchange of ideas and experience and the possible development of a more fully integrated programme; (*b*) the drafting of a longer-term programme of action; and (*c*) assistance to selected consultants attending the meeting in the preparation of a detailed and authoritative report on the content and methods of secondary and pre-secondary education.

136. It is anticipated that the Advisory Committee will require follow-up action in 1969 on its behalf.

*Application of science and technology to development*

137. The World Plan of Action for the Application of Science and Technology to Development, as set forth in the Advisory Committee's third report (E/4178), was endorsed by both the Economic and Social Council (resolution 1155 (XLI)) and the General Assembly (resolution 2318 (XXII)). The Advisory Committee was requested to examine the detailed statements to be submitted by the United Nations and related agencies with regard to their current or future contribution to the achievement of the objectives of the Plan, and to prepare detailed proposals for the consideration of the Economic and Social Council. Nine sectoral reports will be prepared and submitted to the Advisory Committee in 1968. The Assembly also requested the Advisory Committee in continuing its work in establishing the Plan (*a*) to consider carefully the regional aspects of such a plan; (*b*) to ensure close relationship between its work and the plans for the next Development Decade; (*c*) to review periodically the list of priority problems it has recommended to be attacked; and (*d*) to submit through the Council progress reports on these activities to the Assembly not later than its twenty-fourth session.

138. During 1968 symposia will be held in conjunction with meetings of the Advisory Committee in New York and Vienna on the subject "Mobilization of the Scientific Community for the Application of Science and Technology to Development". Similar symposia might be held during 1969.

139. In 1969 the first draft of a report will be prepared reviewing broadly the machinery in the United Nations system for the application of science and technology.

140. In compliance with a request contained in General Assembly resolution 2320 (XXII), the Advisory Committee will provide the Secretary-General with its comments on the outflow of trained personnel from developing countries. The Secretariat will submit a paper on this question to the Committee.

141. Work will be undertaken in 1969 on preliminary studies of questions which the Advisory Committee will consider at its meetings in 1969 and 1970.

*Edible protein*

142. Pursuant to Economic and Social Council resolution 1257 (XLIII) and General Assembly resolution 2319 (XXII), on "Increasing the production and use of edible protein", the Secretary-General is to undertake a review of the present and proposed programmes of the organizations in the United Nations system which are directed towards closing the "protein gap", and to make any appropriate recommendations for further action. A report on this subject will be submitted to the Council in 1968. A further report on this subject to the Assembly in 1968 will also deal with action at the regional level and with the implementation of the resolution within the United Nations system. This project is viewed as a long-term one (perhaps as much as five years). The Advisory Committee will continue its work on this question in 1969.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-17

| Projects | 1968 Man-months assigned P | C | IRA, STA | GS | 1969 Man-months required P | C | IRA, STA | GS |
|---|---|---|---|---|---|---|---|---|
| Co-ordination and information | 3 | — | — | — | 24 | — | — | — |
| Natural resources | 15 | 4 | — | — | 6 | 2 | — | — |
| Science education | 3 | 4 | — | — | 9 | 8 | — | — |
| Application of science and technology to development | 12 | 16 | — | — | 52 | 25 | — | — |
| Edible protein | 12 | 6 | — | — | 21 | 2 | — | — |
| Programme formulation and management | 27 | 3 | — | — | 36 | 3 | — | — |
| TOTALS | 72 | 33 | — | 48 | 148 | 40 | — | 72 |

COST ESTIMATES: 1969 ($279 900)

*Chapter I. Established posts ($179 900)*

TABLE 3-A-18

| | Category and level I. Professional and above USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | II. General service G-5 | Other levels | Total II |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1969... | — | — | 1 | 1 | 1 | 3 | 2 | — | 8 | 1 | 6 | 7 |
| 1968... | — | — | 1 | — | 1 | 2 | 2 | — | 6 | — | 4 | 4 |

143. The following proposals are made in regard to the additional staffing requirements for 1969:

(a) *New posts*

1 D-1

The activities of the Office have increased to the point where it is essential to provide for a post of deputy to the Director.

1 P-4

The growing substantive and meetings-support work of the Office necessitates the appointment of an additional professional staff member.

1 GS

To provide for a post of administrative assistant at the G-5 level to aid in arrangements for the servicing of meetings and to assist the Director in the preparation of reports and maintenance of records in the sphere of programme management.

2 GS

To provide for additional secretarial assistance to the professional staff, and for the servicing of meetings of the Advisory Committee.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($100 000)*

(ii) *Individual experts and consultants* .. ($55 000)

144. Of this estimate, the sum of $30 000 is intended to meet the costs of additional technical staff to be obtained from the specialized agencies on a reimbursable secondment or loan basis in 1969.

(iii) Ad hoc *expert groups* ..... ($45 000)

(*a*) Working Group on Science Education: three or four members of the Advisory Committee, plus twenty experts, to meet in New York or Paris;

(*b*) Drafting group for the final preparation of the World Plan of Action: ten experts to meet for four days in New York;

(*c*) An expert group on either transfer of scientific and technical education or scientific institutions falling into disuse.

## *Division of Public Finance and Financial Institutions*

### WORK PROGRAMME

145. The Division provides assistance to Governments through field missions, workshops and training programmes and through studies, reports and manuals for the substantive support of these activities. Its functions cover the following areas: (*a*) public finance and fiscal matters, and (*b*) development financing, foreign investment and transfer of technology. As a result of arrangements worked out with UNCTAD, UNIDO and the regional economic commissions, the Division will serve as the focal point for the various United Nations activities relating to fiscal and financial questions.

### *Budgeting and accounting*

146. Work will be undertaken in 1968 and 1969 to revise the Manual for Government Accounting, issued in 1967, so as to include coverage of the entire public sector and definitions of the various concepts of presenting surplus/deficit results in the annual budget, along with the related debt position.

147. A study will be prepared in 1968 on the structure of the budgets of public enterprises and their relationship to the structure of the central government budgets. An analysis will be included of the information on public enterprises included in central government budgets and government regulation and control of the accounts of public enterprises.

148. A case study will be prepared in 1968 of a successful conversion by a developing country to a mechanized accounting system.

149. A study will be made during 1969 of the application of cost-effectiveness analysis in the fields of education and health.

150. An inter-regional seminar on government accounting and financial management is planned to be held in 1969, and the Division will submit a paper for use at the ECAFE seminar on financing of public sector programmes.

### *Taxation*

151. In compliance with Economic and Social Council resolution 1271 (XLIII), the Division will initiate activities in 1968, and pursue them in 1969, in the field of tax reform planning, with a view to providing guidance to interested Governments by evolving the methodology and institutional structures needed to carry out effective long-range tax planning, especially in connexion with the development plan. It is intended to carry out four country studies in both 1968 and 1969, and on completion of these, and after due study and analysis, a meeting will be held of high-level tax officials and experts to examine the results and advise on the need and direction of further inquiries and action. A progress report will be submitted to the Council at its forty-fifth session.

152. Draft manuals on income and land tax administration, prepared by the Division, will be presented at regional workshops in which the Division participates. Two are scheduled to be held in 1968 (African and Central American regions) and in 1969 (ECAFE and the Caribbean).

153. In 1968, a first meeting will be held of an *ad hoc* working group set up under the terms of Council resolution 1273 (XLIII) to explore ways and means of facilitating the conclusion of tax treaties between developed and developing countries, including formulation of possible guidelines and techniques for use in such treaties. A progress report will be made to the Council at its forty-fifth session, when the timing of further meetings of the working group will be determined.

### *Development financing*

154. During 1968 a revision will be undertaken of Part Two of the study "Export Credits and Development Financing" (E/4274/Add.1) in order to update and expand the material it contains. Further revision is contemplated in 1970.

155. A study will be undertaken in 1968 and 1969 of the actual and potential use of export credits, and export credit insurance, by developing countries as a means of promoting exports and export industries.

156. Work will be continued during 1968 and 1969 on a survey of the sources of public and private financing available for development projects, and a report will be completed by the end of 1969.

### *Foreign investment and transfer of technology*

157. Work will be continued in both 1968 and 1969 on the promotion of private foreign investment in developing countries, on the basis of the results of the study "Foreign Investment in Developing Countries" (to be published in early 1968).

158. Selected industry and country case studies will be made in 1968 and 1969 to trace actual experience in the transfer of patented and unpatented technology to developing countries through business arrangements. A study will also be undertaken of measures to ease the financial burden of such transfers to developing countries. It is proposed to hold a meeting in 1969 of an *ad hoc* expert group, as recommended by the Advisory Committee on the Application of Science and Technology to Development in its third report (E/4178, para. 122 (*j*)), to advise the secretariat on these questions.

## MAN-MONTH REQUIREMENTS: 1968 AND 1969

### TABLE 3-A-19

| Projects | 1968 Man-months assigned P | C | IRA | GS | 1969 Man-months required | C | IRA | GS |
|---|---|---|---|---|---|---|---|---|
| Budgeting and accounting | 10 | 3 | 4 | — | 12 | 2 | 3 | — |
| Taxation | 28 | 10 | 7 | — | 30 | 10 | 5 | — |
| Development financing | 22 | 3 | — | — | 24 | — | — | — |
| Foreign investment and transfer of technology | 18 | 6 | — | — | 18 | 6 | — | — |
| Support of technical co-operation programmes | 22 | — | 13 | — | 24 | — | 16 | — |
| Programme formulation and management | 18 | — | — | — | 24 | — | — | — |
| TOTALS | 118[a] | 22 | 24 | 84[b] | 132 | 18 | 24 | 108[b] |

[a] Includes 10 man-months authorized against general vacancies, effective 1 March 1968.
[b] Includes 12 man-months of secretarial assistance to interregional advisers.

## COST ESTIMATES: 1969 ($256 600)

### *Chapter I. Established posts ($221 600)*

### TABLE 3-A-20

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969 | — | — | 1 | — | 1 | 4 | 4 | 1 | 11 | — | 8 | 8 |
| 1968 | — | — | — | 1 | 1 | 3 | 3 | 1 | 9 | — | 6 | 6 |

159. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

1 P-4, 1 P-3, 2 GS

It was agreed by the Budget Review Group that the Division should be temporarily assigned an additional P-3 post, to be charged against global general vacancies. The post was made available from 1 March to 31 December 1968. The permanent provision of that post in 1969, together with the establishment of a new P-4 post, will provide the Division with the total of 132 man-months required for the priority activities programmed for 1969. The inclusion of two new general service posts would meet the minimum requirement for secretarial/clerical services in 1969.

(b) *Reclassifications of existing posts*

1 D-1 to D-2

In view of the responsibilities and functions involved, it is proposed that the post of Director of the Division should be reclassified.

*Chapter III. Other temporary assistance ($35 000)*

(ii) *Individual experts and consultants* .. ($15 000)

(iii) Ad hoc *expert groups* ..... ($20 000)

(*a*) An expert group on tax reform planning in developing countries: twelve experts to meet at Headquarters for one week;

(*b*) An expert group on enterprise arrangements for, and cost of, transfer of operative technology to developing countries: twelve experts to meet at Headquarters for one week.

## *Centre for Development Planning, Projections and Policies*

### WORK PROGRAMME

160. As may be seen from table 3-A-21, the Centre will be devoting much of its time in 1968 and 1969 to preparatory work related to the second Development Decade. In this work the Centre has been able to rely on substantial resources from the United Nations Trust Fund for Development Planning and Projections; its own professional staff comprising forty-five regular posts has been supplemented by some fourteen posts paid for out of the Trust Fund. It may well happen, however, that in a period of intense activity related to the implementation of the second Development Decade, the Centre's ability to rely on the Trust Fund will terminate. In that event it will be necessary to request, in the budget estimates for 1970 or 1971, a sizable increase in the Centre's staff in order to take up the load previously borne by the Trust Fund posts.

*United Nations Development Decade and World Economic Survey 1967 and 1968*

161. Work will proceed during 1968 and 1969 on the project relating to world economic growth models and perspectives, the purpose of which would be to assess the development potential and resource requirements of developing countries. In the immediate future attention will also be focussed on the elaboration of a coherent set of targets for the second Development Decade.

162. As envisaged in General Assembly resolution 2218 (XXI) and Economic and Social Council resolution 1260 (XLIII) concerning the United Nations Development Decade, a preliminary framework of international development strategy for the 1970's will be prepared that will seek "to look ahead to the next decade so that concerted international action will be taken for accelerated social and economic development of the developing countries in the light of the experience gained during the present decade". The study will be designed to fulfil the Assembly's aim of formulating specific and realistic goals and targets for providing a world perspective within which individual countries can plan their development and enable appropriate international action to be taken in support of the efforts made at the national and regional levels.

163. Part I of the *World Economic Survey 1967* will be devoted to a review of recent development experience and of problems which have been encountered during the first Development Decade with the object of high-lighting the lessons that would seem to be most relevant to the problems likely to be encountered in the 1970's. The 1968 *Survey,* to be published in 1969, will focus on targets for the second Development Decade and their implications for economic policies.

164. Part II of the *World Economic Survey 1967* will analyse the economic situation in 1967 and will also consider the prospects for 1968 in developed market economies, developing market economies and centrally planned economies. It will also consider current problems related to inflation and the latter's effect on economic development.

165. Both parts of the *World Economic Survey 1967* will be prepared for submission to the Council at its summer session in 1968.

*Studies on techniques and problems of planning*

166. This series of studies would provide systematic expositions of the methods and instruments available for effective plan formulation and implementation. The studies would examine specific problems of development planning and would be largely of a technical character. The first two issues in the series might comprise, in accordance with a request contained in Economic and Social Council resolution 1259 (XLIII), studies on (*a*) annual planning and implementation and (*b*) control and evaluation of plan progress.

*Journal of Development Planning*

167. The purpose of this new periodical would be to provide, in accordance with a request contained in Economic and Social Council resolution 1259 (XLIII), practical information on development planning and projections for the use of planners and policy-makers in developing countries. The articles to be included in the *Journal* would deal with both national policies and international aspects of development planning; they would also comment on new development plans and on progress in plan implementation in individual countries, and describe briefly the activities of the United Nations and specialized agencies relating to planning.

*Financing of economic development*

168. Work under this heading includes the provision of current information concerning the international flow of long-term capital and official donations, the latest report on which was submitted to the Economic and Social Council at its forty-third session. The next report in this series will be substantially enlarged to meet the expanded interest of the Council and the General Assembly in this subject. It will deal with the problem of "reverse flows", changes in the terms and conditions on which resources are being made available to the developing countries, the degree of fulfilment of various resource transfer targets, and the factors affecting the ability of the more advanced countries to provide resources to the less advanced nations. This study is being undertaken in response to Economic and Social Council resolution 1183 (XLI) and General Assembly resolutions 2170 (XXI) and 2274 (XXII).

*Preparations and servicing of sessions of the Committee for Development Planning*

169. The Committee for Development Planning was established by the Economic and Social Council at its fortieth session in accordance with Council resolution 1079 (XXXIX) of 28 July 1965. The Committee was set up with the intention of enabling its members to make their experience in development planning available to the United Nations for its activities in planning and projections. The Committee has thus far held two sessions; the reports on these sessions are contained in documents E/4207/Rev.1 and E/4362.

170. The last session of the Committee was held at Addis Ababa from 29 April to 10 May 1968. The Committee had the following principal items on its agenda for that session: (1) problems of plan implementation, with special reference to Africa and (2) preparation of guidelines and proposals for the second United Nations Development Decade. A number of substantive documents were prepared for the session, in accordance with the wishes of the Committee.

171. While the Committee's own reports to the Economic and Social Council on its forthcoming sessions will appear as part of the Council's proceedings, the technical studies prepared by the Secretariat, Committee members and consultants for the Committee sessions are to be published independently of the Committee's own reports to the Council. These studies would help to serve the purpose of disseminating information among planning officials in developing countries.

*Interregional seminars on development planning and economic projections*

172. The third interregional seminar on development planning, originally scheduled to be held in Caracas in December 1967, had to be postponed owing to damage caused recently in that city by an earthquake. This seminar was held in Santiago, Chile, in March 1968; it dealt with policies for plan implementation, with special reference to Latin America. The fourth in this series of seminars on development planning is envisaged to be held in the latter part of 1968.

173. A second interregional seminar on long-term economic projections is intended to be held towards the end of 1968. It will deal with an aspect of projections work relating to the preparation of a preliminary framework for international development strategy in the 1970's. Two seminars are tentatively planned for 1969, one on planning and one on projections.

*Multilateral food aid*

174. This study, called for in General Assembly resolution 2096 (XX), is being undertaken in collaboration with the Food and Agriculture Organization and in consultation with other interested agencies. A preliminary report was submitted to the Economic and Social Council at its forty-third session. More recent developments, as well as some of the aspects mentioned only briefly in the preliminary report, will be discussed in the submission to the Council at its forty-fifth session.

*Economic and social consequences of disarmament*

175. As part of its continuing responsibilities, the Centre will prepare, on the basis of replies from Governments to a questionnaire to be circulated by the Secretary-General, a report on this subject for submission to the Council in 1968 at its summer session.

## MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-21

| Projects | 1968 Man-months assigned [a] P | C | IRA, STA | GS | 1969 Man-months required [a] P | C | IRA, STA | GS |
|---|---|---|---|---|---|---|---|---|
| Development Decade | 72 (96) | — | — | — | 60 (156) | — | — | — |
| World Economic Survey | 125 | — | — | — | 172 | — | — | — |
| Studies on techniques and problems of planning | 21 (24) | 3 | — | — | 36 (24) | 3 | — | — |
| Journal of Development Planning | 24 | 3 | — | — | 24 | 3 | — | — |
| Financing of economic development | 40 | — | — | — | 42 | — | — | — |
| Preparations and servicing of sessions of Committee for Development Planning | 76 (8) | 12 | — | — | 84 | 12 | — | — |
| Seminars | 12 | — | — | — | 6 | — | — | — |
| Advisory services to Governments | 36 | — | 36 | — | 36 | — | 48 | — |
| Multilateral food aid | 18 | — | — | — | — | — | — | — |
| Economic and social consequences of disarmament | 12 | — | — | — | — | — | — | — |
| Support of technical co-operation programmes | 72 | — | 24 | — | 72 | — | 24 | — |
| Programme formulation and management | 32 | — | — | — | 32 | — | — | — |
| TOTALS | 540 (128) | 18 | 60[b] | 444[c] (24) | 564 (180) | 18 | 72 | 468 (24) |

[a] Figures in parentheses are man-months financed from the Trust Fund for Development Planning and Projections.
[b] Includes 36 man-months of interregional advisers and 24 man-months of special technical advisers financed from Special Fund Overhead.
[c] Includes 12 man-months financed from Special Fund Overhead.

## COST ESTIMATES: 1969 ($1 166 800)

*Chapter I. Established posts ($1 133 800)*

TABLE 3-A-22

| | Category and level | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 2 | 5 | 7 | 18 | 13 | 2 | 47 | 6 | 33 | 39 |
| 1968... | — | — | 2 | 4 | 6 | 18 | 13 | 2 | 45 | 6 | 31 | 37 |

176. The additional requirements for 1969 are as follows:

(a) *New posts*

1 D-1, 1 P-5, 2 GS

To provide the Centre with the man-months required for its major 1969 activities, and in particular, its work relating to the second Development Decade, development financing and development planning.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($33 000)*

(ii) *Individual experts and consultants* ($15 000)

(iii) Ad hoc *expert groups* ..... ($18 000)

Three meetings of five to six members of the Committee for Development Planning, between sessions of the Committee.

## *Resources and Transport Division*

### WORK PROGRAMME

177. The basic aims of the Resources and Transport Division are:

(*a*) To promote, with particular regard to development programmes of developing countries, (i) the exploration, evaluation and development of non-agricultural natural resources; (ii) the development of surveying and mapping; and (iii) the development of transport and tourism;

(*b*) To promote the training of officials and specialists of developing countries in the above-cited fields;

(*c*) To stimulate and facilitate the transfer of new technology and scientific knowledge for the benefit of developing countries.

178. The Division's activities in pursuit of these aims include:

(*a*) Carrying out surveys of natural resources and of economic studies relating to resources, resource products, resource investments and needs and demands for resource products;

(*b*) Making a survey of the present state of knowledge of the mineral resources of the sea beyond the continental shelf and of the techniques for exploiting those resources;

(*c*) Conducting and organizing applied technical and economic research and disseminating the results through publications;

(*d*) Providing substantive servicing for all programmes of technical co-operation, including those of the United Nations, UNDP, the World Food Programme and funds-in-trust, in the fields of cartography, energy, geology, hydrogeology, mining, tourism, transport and water resources;

(*e*) Organizing seminars, conferences and fellowships in the above-listed fields;

(*f*) Providing periodic and special reports on selected subjects in its fields of competence to the Economic and Social Council, the Advisory Committee on the Application of Science and Technology to Development, the General Assembly and other United Nations organs as required.

#### *Cartography*

179. Among the major research projects to be carried out in this field during 1968 and 1969 will be a study of the status of world topographical mapping, which is designed to be a basic reference document for the United Nations, its specialized agencies and other authorities engaged in assistance for economic and social development. The series *International Map of the World on the Millionth Scale,* the only land map series based on internationally adopted standards, will also be completed. Volumes IX and X of the bulletin *World Cartography* will be prepared and published during 1968 and 1969. In 1968 the Second United Nations Regional Seminar on Aerial Survey Methods and Equipment will be held in conjunction with ECAFE, and in 1969 a seminar on photogrammetric techniques and the first United Nations interregional seminar on hydrographic surveying will be convened.

#### *Energy*

180. In 1968 studies will be completed on petroleum refining in developing countries, utilization of low grade fuels for power generation and heat production, multi-purpose uses of tidal power, and natural gas transport techniques. It is expected that studies will be completed in 1969 on natural gas utilization for power in developing countries, management of electricity enterprises and the development of natural gas resources. In April 1968 an interregional seminar was held on petroleum administration in developing countries, and in August-September 1968 a symposium will be held on the development and utilization of oil shale resources. Interregional seminars on small-scale power and on geothermal energy are scheduled for 1969. Preparations will also begin during this period for the Fourth International Conference on the Peaceful Uses of Atomic Energy, which will be held in 1970 or 1971.

#### *Geology, hydrogeology and mining*

181. The research programme for the period 1968-1969 includes studies on groundwater resources in Africa, type schemes of groundwater development, groundwater storage, small-scale mining within the social and economic context of developing countries and the relative position of certain minerals as foreign exchange earners. An interregional seminar on hydrometallurgy, originally planned for 1968, is now scheduled for 1969. Another interregional seminar will be held in 1969 on the techniques and economics of groundwater development. Preparatory work will also be undertaken during this period for interregional seminars on mineral economics and on the role of government in the development of mineral resources, to be convened in 1970.

#### *Transport and tourism*

182. The major part of the research programme in these fields will focus, during 1968 and 1969, on a series of studies in the development of transport in developing countries, as well as on a survey of applied research activities being undertaken in the field of transport. Additionally, it is expected that a study of international movement of cargo by containers will be completed in 1968, and in 1969 completion is expected of studies on non-conventional transport for developing countries and the management of public enterprises in transport. A study of the development of tourism in developing countries, analysing the related problems of infrastructure, investment in tourist facilities and establishment of tourist institutions, will also be undertaken during this period. The eighth interregional ports and shipping training seminar, the latest in a series of seminars held annually to provide technical assistance in the field of port construction, operation and administration, will be convened in 1968; it is expected that the ninth such seminar will be held in 1969. Other interregional seminars to be held in 1968 are one on the development of tourism in developing countries and another on the economic and technical aspects of river navigation. Currently scheduled for 1969 are interregional seminars on coastal shipping and feeder services and on feeder roads in developing countries.

#### *Water resources*

183. A primary responsibility of the Division in this field is to act as a clearing house for the exchange of

information in the broad field of desalination. Accordingly, a major part of the research programme in this field will consist of a series of studies on various aspects of water desalination, as well as the preparation of an annual report on the operational experience of desalination plants. Another series of studies in management and use of water resources will also be undertaken during 1968 and 1969. In 1969 interregional seminars are scheduled on water resources planning and administration, as well as on flood damage prevention management. Preparatory work will also be required for the 1970 interregional seminar on river training.

*Interdisciplinary projects*

184. The Economic and Social Council, in resolution 1127 (XLI), set up three groups of experts to advise on the Division's proposal regarding a long-range five-year survey programme for the development of non-agricultural resources. Subsequently, the Council approved in resolution 1218 (XLII) the broad outline of the survey programme as formulated by the groups of experts, and by resolution 1287 (XLIII) of 18 December 1967 the Council requested the Secretary-General to proceed with preparatory work and to develop a general methodology to be used for the assessment of mineral, water and energy resources in developing countries and to make, after consultation with Governments and regional economic commissions, a preliminary selection of countries where surveys could be carried out. Work will proceed under this mandate during 1968, and a report will be submitted to the General Assembly at its twenty-third session.

185. In response to Economic and Social Council resolution 1112 (XL), as endorsed and expanded by General Assembly resolution 2172 (XXI), a report has been prepared on the present state of knowledge of the resources of the sea (minerals and food, but excluding fish) beyond the continental shelf, and the techniques for exploiting these resources. A progress report was submitted to the Council at its forty-fourth session and the report, as well as information on activities in marine science and technology, will be submitted to the General Assembly at its twenty-third session.

186. At its twenty-second session, the General Assembly by resolution 2340 (XXII) established an *ad hoc* committee to examine the question of the reservation exclusively for peaceful purposes of the sea-bed and the ocean floor, and the subsoil thereof, underlying the high seas beyond the limits of present national jurisdiction, and the use of their resources in the interests of mankind. The General Assembly requested that the studies referred to in the previous paragraph be submitted to the *ad hoc* committee, as well as any pertinent documentation submitted by the specialized agencies and other inter-governmental bodies.

*Support to technical co-operation and other operational activities*

187. The major part of the activities of the Resources and Transport Division consists of substantive support to programmes of technical co-operation and other operational activities. Approximately 40 per cent of all technical co-operation activities for which the United Nations is responsible falls within the fields of competence of the Division. This support takes the form of backstopping of experts, supervision of fellowship programmes, inspection and evaluation of field activities and final reports, preparation of job descriptions, and the evaluation of fellows and their reports. The Division also undertakes substantive evaluation of projects to be financed by the World Food Programme and the Fund of the United Nations for the Development of West Irian (FUNDWI). In carrying out these responsibilities, the regular staff of the Division is assisted by a substantial number of special technical advisers financed from Special Fund Overhead, as well as by several desalination experts financed from funds-in-trust made available by an interested Government. Several interregional advisers in fields related to the Division's sphere of competence also provide advice to the Division.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-23

| *Projects* | *1968 Man-months assigned* P | C | IRA, STA | GS | *1969 Man-months required* P | C | IRA, STA | GS |
|---|---|---|---|---|---|---|---|---|
| Cartography | 22 | 5 | — | — | 21 | 6 | — | — |
| Energy | 40 | 18 | 6 | — | 40 | 20 | 8 | — |
| Geology, hydrogeology and mining | 36 | 16 | 7 | — | 39 | 20 | 17 | — |
| Transport | 59 | — | 6 | — | 56 | 10 | 5 | — |
| Water resources | 34 | 24 | 16 | — | 37 | 20 | 14 | — |
| Interdisciplinary projects | 84 | 16 | 12 | — | 99 | 14 | 12 | — |
| Support to technical co-operation and other operational activities | 203 | — | 272 | — | 221 | — | 386 | — |
| Programme formulation and management | 21 | — | — | — | 21 | — | — | — |
| TOTALS | 499[a] | 79 | 319[b] | 444[c] | 534 | 90 | 442 | 456[d] |

[a] Includes 14 man-months financed against general vacancies.
[b] Includes 40 man-months of interregional advisers, 18 man-months of desalination experts financed from funds-in-trust, and 261 man-months of special technical advisers financed from Special Fund Overhead.
[c] Includes 12 man-months made available against temporary assistance, 12 man-months of secretarial assistance to interregional advisers and 132 man-months financed from Special Fund Overhead.
[d] Assumes 144 man-months financed from extra-budgetary sources.

COST ESTIMATES: 1969 ($1 044 200)

*Chapter I. Established posts ($919 200)*

TABLE 3-A-24

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 1 | 5 | 7 | 12 | 11 | 9 | 45 | 3 | 23 | 26 |
| 1968... | — | — | 1 | 5 | 5 | 10 | 11 | 9 | 41 | 3 | 21 | 24 |

188. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

2 P-5, 2 P-4, 2 GS

To strengthen the Division and provide it with the substantive and supporting staff required to meet its workload in 1969. The levels of the posts requested have been determined with a view to maintaining a proper grading balance in the Division.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. — Other temporary assistance ($125 000)*

(ii) *Individual experts and consultants* .. ($80 000)

(iii) Ad hoc *expert groups* ... ..... ($45 000)

(*a*) *Ad Hoc* Panel of Experts on the Economics of Conveyance of Water: six members to meet at Headquarters for two weeks;

(*b*) *Ad Hoc* Panel of Experts on Economic Criteria for Water Resources Development Projects and Evaluation: five members to meet at Headquarters for one week;

(c) *Ad Hoc* Panel of Experts on Transport Development Programming: six members to meet at Headquarters for two weeks;

(*d*) *Ad Hoc* Expert Group on Small Scale Electric Power Plants: five members to meet at Headquarters for two weeks;

(*e*) *Ad Hoc* Working Group on Economics of Metallic Minerals: five members to meet at Headquarters for two weeks.

## *Commissioner for Social Development and Housing*

### *Office of the Commissioner*

COST ESTIMATES: 1969 ($67 600)

*Chapter I. Established posts ($67 600)*

TABLE 3-A-25

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | 1 | — | — | — | 1 | — | — | 2 | 1 | 1 | 2 |
| 1968... | — | 1 | — | — | — | 1 | — | — | 2 | 1 | 1 | 2 |

### *Social Development Division*

WORK PROGRAMME

*Social policy and research*

189. Activities of the Division in this area seek to provide the Commission for Social Development, the Economic and Social Council, the General Assembly, other policy-making bodies and the specialized agencies with factual and analytical data for the formulation of international social policy. During 1968, work will be completed on the draft declaration on social development, to be submitted by the Commission for Social Development to the General Assembly at its twenty-third session. Work will begin in 1968 and continue through 1969 on the 1970 *Report on the World Social Situation,* covering major trends and developments since 1965 in social conditions and social programmes, for consideration by the Commission for Social Development in 1970. In the same period, a special report on policies and action programmes for children and youth will also be prepared for the Commission's consideration in 1970. A continuing project of the Division in this area is the biannual publication of the *International Social Development Review,* directed at government policy makers and administrators in the social development field.

*Social planning*

190. Activities of the Division in the field of social planning are oriented towards furthering the efforts of developing countries to build a development planning approach into social programmes and to improve the integration of plans for the social sector into national development plans. In 1968 and 1969, the Division will undertake studies on general social planning and related tools and methods, and courses for the training of social planners. It will also undertake studies on special problems of social planning, such as the social policy implications of distribution of income and the social aspects of industrialization and urbanization.

*Social reform and institutional change*

191. The Division's major attention in this area is devoted to land reform. In collaboration with the specialized agencies, the Division will continue in 1968 and 1969 its work on the *Fifth Report on Progress in Land Reform,* covering land reform and balanced development, rural-urban relationships, population movement and distribution, and popular participation in land reform. Growing attention is being given in operational activities to assistance on social aspects of land reform and related questions of institutional change.

*Mobilization and development of human resources*

192. In the Development Decade programme, high priority is given to enlisting popular support for the tasks of national development and to ensuring the participation of broad social groups in carrying out these tasks. The Division's activities with respect to the development of human resources emphasize policy questions, organizational methods and institution building for the mobilization of human resources. During 1968 and 1969, for example, the Division will undertake follow-up studies and operational activities, pursuant to the Secretary-General's report to the Economic and Social Council at its forty-third session on the development and utilization of human resources, which will facilitate the integration of human resources considerations into national, regional and local plans for development. For that aspect of the field which concerns community development, an expert group will be convened in 1968 to review recent trends in developing countries; the report of the group will be published in 1969, at which time studies will be undertaken on the economic aspects of community development and the role of women and youth in community development. In 1968, an inter-regional meeting will be held with ILO on national youth policies and programmes to foster development; in 1969, a follow-up report will be completed. Institution building at the local level to foster popular participation in nation building is the subject of another study to be continued by the Division throughout 1968, and to be completed in 1969.

*Social welfare programmes for families, communities and special groups, including rehabilitation of the disabled*

193. The Division's activities in this field focus on large-scale programmes that contribute effectively to raising family levels of living, on the improvement of planning methods in the social welfare sector, and on the central responsibility of the State to ensure that appropriate social welfare services, governmental or non-governmental, are provided and that adequate resources for that purpose are made available within the context of national development. The role of social welfare programmes in national development will be the main subject to be considered by the Conference of Ministers Responsible for Social Welfare, to be convened in 1968 by the United Nations. Studies in this field to be carried out by the Division throughout 1968 for completion in 1969 include a study on industrial social welfare services, another on social welfare planning, and the *Fifth International Survey on Training for Social Welfare*. Certain additional surveys and publications relating to the rehabilitation of the disabled will also be undertaken. In 1968, a seminar will be organized on standards for training of prosthetists, and in 1969 an inter-regional meeting will be held on training social welfare personnel for participation in development planning.

*Prevention and control of crime and delinquency (social defence)*

194. The activities of the Division in this field concentrate on programmes for the prevention and control of adult criminality and juvenile delinquency in the context of national development, on the assessment of manpower needs and cost effectiveness of training methods, and on the maximizing of public participation in the prevention and control of criminality. To these ends, the second session of the United Nations Consultative Group on the Prevention of Crime and the Treatment of Offenders will be convened in 1968, to be followed early in 1969 by a session of the Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders, and in mid-1969 by the convening of an *Ad Hoc* Expert Group on the Prevention of Delinquency in the Context of National Development Planning. These activities form part of the substantial preparatory work, including studies to be undertaken throughout 1968 and 1969 by the Division, for the Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, to be convened in 1970. Continuing activities of the Division in this field include the preparation and publication of the *International Review of Criminal Policy,* and substantive support to the United Nations Social Defence Research Institute in Rome, financed from the United Nations Trust Fund for Social Defence.

*Support to technical co-operation and other operational activities*

195. A major part of the Division's activity consists of support to technical co-operation and other operational activities. This support takes the form of substantive backstopping of technical assistance experts, seminars and study groups, as well as the technical review of requests for projects to be financed from the United Nations regular programme of technical assistance and the United Nations Development Programme. Additionally, under the terms of Economic and Social Council resolution 731 H (XXVII), the Social Development Division, together with UNICEF, assists Governments in the planning and implementation of national programmes for family, youth and child welfare. In particular, the Social Development Division (as well as social development staff in the regional commissions) provides, on a non-reimbursable basis, technical evaluation and substantive support to those UNICEF material aid pro-

jects which are associated in most cases at the country level with advisory services furnished by the United Nations under its regular programme of technical assistance. Moreover, approximately fifty projects in the social field, amounting to roughly $60 million in terms of food aid value, have been or are being prepared by the Division in collaboration with the World Food Programme.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-26

| Projects | 1968 Man-months assigned P | C | IRA | GS | 1969 Man-months required P | C | IRA | GS |
|---|---|---|---|---|---|---|---|---|
| Social policy and research | 68 | 12 | — | — | 60 | 5 | — | — |
| Social planning | 50 | 12 | — | — | 54 | 39 | — | — |
| Social reform and institutional change, including land reform | 18 | 6 | — | — | 14 | 4 | — | — |
| Mobilization and development of human resources | 35 | — | — | — | 37 | — | — | — |
| Social welfare programmes for families, communities and special groups, including rehabilitation of the disabled | 53 | 13 | — | — | 50 | 16 | — | — |
| Prevention and control of crime and delinquency (social defence) | 72 | 1 | — | — | 102 | 14 | — | — |
| Support to technical co-operation and other operational activities | 173 | — | 36 | — | 179 | — | 72 | — |
| Programme formulation and management, including co-ordination | 66 | 10 | — | — | 78 | — | — | — |
| Liaison and administration | 23 | — | — | — | 23 | — | — | — |
| TOTALS | 558[a] | 54 | 36 | 321[b] | 597 | 78 | 72 | 336 |

[a] Includes 12 man-months financed by UNIDO and 24 man-months made available against general vacancies.
[b] Includes 12 man-months of secretarial assistance to interregional advisers and 9 man-months financed from temporary assistance credits.

COST ESTIMATES: 1969 ($1 067 500)

*Chapter I. Established posts ($974 500)*

TABLE 3-A-27

| | Category and level I. Professional and above USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | II. General service G-5 | Other levels | Total II |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1969... | — | — | 1 | 2 | 9 | 18 | 12 | 7 | 49 | 1 | 27 | 28 |
| 1968... | — | — | 1 | 1 | 7 | 16 | 11 | 7 | 43 | 1 | 24 | 25 |

196. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 D-1

To strengthen the Office of the Director.

1 P-5

To establish the post of Senior Economic Affairs Officer in the Office of the Director currently on loan from UNIDO.

1 P-5, 1 P-4

To provide for the Chief of the Social Survey Section and to strengthen that Section with an additional P-4 post.

1 P-4

To strengthen the Social Planning Section

1 P-3

To establish a post in the Social Welfare Services Section for the technical review of UNICEF projects.

3 GS

To provide secretarial support for the additional professional posts.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($93 000)*

(ii) *Individual experts and consultants*.. ($58 000)

(iii) Ad hoc *expert groups*..... ($35 000)

(*a*) International Expert Meeting on Training Social Welfare Personnel for Participation in Development Planning: twelve participants to meet in Geneva for two weeks;

(*b*) Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders: to meet at Headquarters, Rome or Tokyo;

(*c*) *Ad Hoc* Expert Group on the Prevention of Delinquency in the Context of National Development Planning: this meeting, postponed from 1967, is to take place in Rome in 1969.

## *Population Division*

### WORK PROGRAMME

197. The work programme of the Population Division for 1968 and 1969, presented below, corresponds essentially to that approved for the same period by the Population Commission at its fourteenth session in October-November 1967, regrouped by agreed main activity areas, with estimated manpower requirements. No provision has been included in this work programme for the expanded operational activities in the field of population to be undertaken with the financial support of the United Nations Trust Fund for Population Activities.

198. The separation of those activities of the Division which lead to the production of various studies from those which constitute support to technical co-operation programmes, servicing of governing bodies or general programme formulation and management is necessarily somewhat arbitrary. However, approximately 20 per cent of the manpower allocated to the five major study areas outlined below may be deemed to relate to the support of technical co-operation and other operational activities in the sense that these study projects provide the broad framework within which many technical co-operation activities in the field of population are conceived. Additionally, many studies undertaken comprise the documentation for technical committees, *ad hoc* groups and seminars convened under United Nations auspices.

*Fertility and family planning*

199. A main feature of the long-range programme of work in the population field is expanded and intensified research on human fertility, its changes in the course of time, and the factors that influence it, especially in developing countries. During 1968, a report will be prepared on national economic, social and other measures (including family planning policies) affecting population growth; in 1969, a non-technical digest of this report will be made. In 1968 and 1969 an interim study of levels, trends and variations in fertility and of factors influencing them will be carried out, and during the latter half of 1969 a non-technical digest of the study will be prepared. For 1969, a study is also planned of differential fertility in relation to education, public health and other social, economic and environmental factors.

*Mortality and morbidity*

200. During the next two years priority in this field will be given to studies of infant mortality and its components, particularly in developing countries, and to field studies designed to obtain basic data for analyses of mortality and morbidity. An *Ad Hoc* Committee of Experts on Programmes in Mortality is scheduled for 1968 to provide guidelines for United Nations work in this field; in 1969 a survey will be initiated of levels and trends of infant mortality in economically developed and developing regions.

*Internal migration and urbanization*

201. Priority in this field will be given in 1968-1969 to the study of urban-rural differentials in fertility, mortality and age stucture, and to the investigation of the economic and social correlates of urbanization and internal migration. In 1968 a report on the survey of urban and rural population growth from 1920 to 1980, as well as a manual on population distribution and internal migration, will be completed. Preparation of a report on the structure and dynamics of urban and rural population, with particular regard to sex, age, marital status, fertility, mortality and migration differentials, will begin in 1968 and continue into 1969, for submission to the fifteenth session of the Population Commission. Some substantive work will also be required in 1969 for the interregional seminar on urban growth and population settlement, to be held in that year.

*Demographic aspects of economic and social development*

202. Completion is foreseen in 1968 of the publication of the proceedings of the 1965 World Population Conference, and of a manual on methods of analysing census data on economic activities. Substantive support will also be required for the interregional seminar on the application of demographic data and studies to development planning, which will be held in 1968. In 1968-1969 it is planned to complete the revision of the study, *Determinants and Consequences of Population Trends*, at which time a study can be undertaken of demographic and social and economic interrelationships with reference to fertility and mortality trends. An *Ad Hoc* Committee of Experts on Demographic Aspects of Social Development is scheduled to be convened in 1969, as well as a technical working group on demographic aspects of manpower.

*Estimates and projections*

203. This area forms a major part of the work of the Division and covers estimates and projections required not only by the Division itself, but also by other United Nations units and specialized agencies, particularly in connexion with the Development Decade and with the increased emphasis on the development of human resources. In 1968, manuals will be completed on methods of projecting the economically active population (in co-operation with the ILO), and on methods of projecting households and families. Work will also be completed on the evaluation and estimating of data needed for projections of the economically active population, urban and rural population and households. Projects continuing during 1968-1969 are: the provision of population estimates, projections and other demographic information and studies required by Governments, United Nations units, specialized agencies and the general public; the evaluation and preparation of estimates of data on age and sex structure of population, and on fertility, mortality and international migration; the preparation of projections to the year 1985 by single years of age and sex for the world, regions and countries which lack such projections; preparation of projections of the economically active population to the year 1980 by sex and age for the world, regions and (where possible) countries; a study of the definition and methodology of projections of urban and rural population, with a view to preparing projections of urban and rural population after 1969;

and the preparation of a manual on methods of projecting urban and rural population. In 1969 work will be initiated on regional models of age-specific fertility rates and updating of United Nations model life tables, and on projections of the total number of households for the world and its regions.

*Support to technical co-operation programmes*

204. Apart from the substantive work relating to the support of technical co-operation and other operational activities which has been outlined above, the Population Division undertakes programming and co-ordination functions for regional and country projects and for projects undertaken in collaboration with other United Nations agencies; it also co-ordinates the work of regional demographic bodies with the activities carried out under technical co-operation programmes. Additionally, the Division is engaged in the establishment and development of programming machinery to assist Governments in preparing country projects in population.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-28

| Projects | 1968 Man-months assigned | | | | 1969 Man-months required | | | |
|---|---|---|---|---|---|---|---|---|
| | P | C | IRA | GS | P | C | IRA | GS |
| Fertility and family planning | 18 | — | — | — | 32 | 12 | — | — |
| Mortality and morbidity | 5 | 6 | — | — | 4 | — | — | — |
| Internal migration and urbanization | 38 | — | — | — | 68 | — | — | — |
| Demographic aspects of economic and social development | 73 | 12 | — | — | 23 | 16 | — | — |
| Estimate and projections | 73 | 2 | — | — | 90 | 2 | — | — |
| Support to technical co-operation programmes | 30 | — | 4 | — | 40 | — | 4 | — |
| Programme formulation and management | 16 | — | — | — | 21 | — | — | — |
| Participation in and servicing of meetings | 11 | — | — | — | 46 | 10 | — | — |
| TOTALS | 264 | 20 | 4 | 176[a] | 324 | 40 | 4 | 240 |

[a] Includes 20 man-months financed from temporary assistance.

COST ESTIMATES: 1969 ($596 600)

*Chapter I. Established posts ($553 600)*

TABLE 3-A-29

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 1 | 1 | 5 | 8 | 8 | 4 | 27 | 2 | 18 | 20 |
| 1968... | — | — | 1 | 1 | 4 | 5 | 7 | 4 | 22 | 2 | 11 | 13 |

205. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 P-5, 3 P-4, 1 P-3, 7 GS

An expansion of the United Nations population programme was recommended by the Population Commission and endorsed by the Economic and Social Council in 1965 (Council resolution 1084 (XXXIX)). It has so far proved possible to provide only 60 per cent of the increase in staff resources required for the programme's full implementation. The new professional posts requested at this time would bring the substantive staffing of the Division up to the level recommended in 1965 and would supply the necessary supplement of man-months to meet the requirements set out in table 3-A-28 above. The addition of seven general service posts would result in a better professional/general service ratio, permitting the more efficient use of the professional staff.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($43 000)*

(ii) *Individual experts and consultants*.. ($33 000)

(iii) Ad hoc *expert groups*..... ($10 000)

*Ad Hoc* Committee of Experts on Programmes in Demographic Aspects of Social Development: twelve members to meet at Headquarters for five days.

## *Centre for Housing, Building and Planning*

WORK PROGRAMME

*Housing and community facilities*

206. The Centre's activities in this field involve the provision of advice and assistance on housing policy and programming, on the social aspects of housing, on methods of organizing and implementing low-cost housing programmes, including those in squatter settlements and rural areas, and on the financial, administrative and legal implications of housing and related programmes. During 1968, the third in a series of advisory groups of experts in the field of housing finance will be convened; this group will discuss the housing finance situation with respect to socialist countries. A meeting of an expert group to evaluate the proposals of the three advisory groups will follow in 1969. A comprehensive report on housing finance, with specific recommendations for action, will be prepared during 1968 and 1969, for submission to the Committee on Housing, Building and Planning at its sixth session in 1969. Also during 1968 and 1969, a number of regional studies will be prepared, in collaboration with the regional economic commissions, on current policies and regulations, programming methods and institutional requirements in housing, building and planning. A meeting of an expert group on housing management in Latin America will be convened in 1968, and in 1969 an interregional seminar will be held on the financial aspects of housing and urban development.

*Building materials and technology*

207. The Centre's work in this field focuses on disseminating knowledge of construction and design; improving building methods and materials, with particular reference to reducing building costs; developing the use of local materials; improving work and methods of work in the construction industry; and research on regional problems of construction in relation to natural disasters. To this end, studies will be undertaken in 1968 on the organization of building operations in Asia and the Far East, the use of reeds in construction, the present status and trends in building in Latin America and the use of precast components in masonry housing construction. In 1969, studies will be started on building costs in the Central American region, the practical use of building tools for increasing productivity in construction, and the use of binding agents in developing countries. Additionally, in 1968 an interregional workshop on organizational and technical measures for increasing productivity in housing construction and building materials industries, and a regional seminar on industrialization of housing for the Asia and Far East region, will be held.

*Urban and regional planning*

208. In this field, the Centre is concerned with the development and improvement of national, regional and local institutions and of methods for dealing with the physical planning aspects of urban and regional growth. The development of a research and training programme on regional development is a major activity in this area. Throughout 1968 and 1969, work will continue on regional studies, culminating in a world-wide comprehensive report, on urban land policies and land control measures. The regional economic commissions will contribute to this study project. A seminar and study tour on physical planning techniques for the construction of new towns is scheduled for 1968. In 1969, a seminar on training in urban and regional planning for the African region will be held, as well as an interregional seminar on physical planning for urban, regional and national development.

*Documentation and information*

209. The Centre's activities in this area involve the systematic collection, evaluation, classification and dissemination of data and background material for use by the Centre. In addition, documentation pertaining to questions of training and information is provided for the Committee on Housing, Building and Planning, for such *ad hoc* groups as may be formed and for institutions, agencies and individuals requesting such material. Among the other activities undertaken in this area are co-ordination and co-operation with other organizations and agencies pursuing similar interests, and provision of advice and assistance with respect to research, information and documentation in the field of housing, building and planning.

210. Work in connexion with the establishment of the proposed United Nations Institute for Documentation on Housing, Building and Planning is also included under this heading. In accordance with decisions adopted by the Committee on Housing, Building and Planning and by the Economic and Social Council, this Institute, to be established in New Delhi, is to be financed from voluntary contributions received from Member States and others. The Centre will provide substantive guidance and assistance in the development of the Institute.

211. In 1968, the Centre will co-operate with the International Labour Organisation in the elaboration of a survey to be undertaken by the ILO on the training of skilled manpower in the field of housing, building and planning. This survey will point the way for future action to remedy present deficiencies in skilled manpower in this field. In another co-operative effort with ILO, a report to be known as the *World Housing Survey* will be prepared in response to General Assembly resolution 2036 (XX). This is to be a series of quinquennial reports, the first of which will be issued in 1973. In 1969, a comprehensive account of international programmes in housing, building and planning will be prepared; it will indicate the assistance of agencies which expend funds in this field and the amount of their expenditures. The situation with respect to funds expended under such international programmes will be kept under continuous review by the Centre.

*Support to technical co-operation and other operational activities*

212. A major part of the Centre's activities consists of support to technical co-operation activities. This support takes the form of substantive backstopping of technical assistance experts, seminars, study tours, conferences, missions and pilot projects, as well as the technical review of requirements for projects to be financed from the United Nations regular programme of technical assistance and the United Nations Development Programme. Staff of the Centre also undertake short-term advisory missions at the request of Governments of developing countries. In addition, the Centre provides substantive advice for the development of projects to be financed and carried out by the World Food Programme. In response to the wishes of the

Committee on Housing, Building and Planning and the Economic and Social Council, the Centre provides advisory services in the field of housing, building and planning, in order to serve as a connecting link between the technical assistance, pre-investment and financing and development programmes of international and national agencies operating in this field.

*Programme formulation and management*

213. In addition to the supervision and management of the Centre's substantive activities and the development of over-all policies, the Office of the Director of the Centre assumes responsibility for certain interdisciplinary projects. In particular, efforts will continue during 1968 and 1969, in response to Economic and Social Council resolution 1224 (XLII), to assist countries in developing practical pilot programmes of a regional character designed to improve living conditions in squatter settlements and slums in urban and rural areas. This work will involve consultations with interested Governments in order to obtain financial and technical support for pilot projects of a demonstration nature which the Centre might undertake. Work will also proceed on a proposed programme to promote public action in housing, building and planning; this will entail the formulation of a world-wide programme designed to focus public attention on the needs in this sector and to mobilize efforts to meet them.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-30

| Projects | 1968 Man-months assigned P | C | IRA, STA | GS | 1969 Man-months required P | C | IRA, STA | GS |
|---|---|---|---|---|---|---|---|---|
| Housing and community facilities | 41 | 8 | — | — | 56 | 18 | — | — |
| Building materials and technology | 31 | 4 | — | — | 30 | 6 | — | — |
| Urban and regional planning | 32 | 4 | — | — | 45 | 10 | — | — |
| Documentation and information | 37 | 1 | — | — | 48 | 8 | — | — |
| Support to technical co-operation and other operational activities | 90 | — | 78 | — | 116 | — | 96 | — |
| Programme formulation and management | 45 | 4 | — | — | 60 | 13 | — | — |
| TOTALS | 276[a] | 21 | 78[b] | 228[c] | 355 | 55[d] | 96 | 252[e] |

[a] Includes 24 man-months financed from temporary assistance funds.
[b] Includes 36 man-months of special technical advisers financed from Special Fund Overhead and 42 man-months of inter-regional advisers.
[c] Includes 36 man-months financed from temporary assistance funds, 12 man-months provided for secretarial assistance to inter-regional advisers, and 24 man-months financed from Special Fund Overhead.
[d] Includes 12 man-months to be financed from the Trust Fund for the United Nations Institute for Documentation on Housing, Building and Planning.
[e] Assumes 24 man-months to be financed from Special Fund Overhead and 12 man-months to be provided as secretarial assistance to interregional advisers.

COST ESTIMATES: 1969 ($610 000)

*Chapter I. Established posts ($562 000)*

TABLE 3-A-31

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 1 | 2 | 6 | 7 | 8 | 5 | 29 | 3 | 15 | 18 |
| 1968... | — | — | 1 | 1 | 4 | 5 | 7 | 3 | 21 | 3 | 10 | 13 |

214. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 D-1, 2 P-5, 2 P-4, 1 P-3, 2 P-2/1, 5 GS

To provide adequate substantive and supporting staff to meet the total workload of the Centre. The posts are requested at the levels indicated to ensure a proper grading structure within the Centre.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($48 000)*

(ii) *Individual experts and consultants*.. ($36 000)

(iii) Ad Hoc *expert groups*..... ($12 000)

*Ad Hoc* Expert Group on Financing of Housing and Urban Development: to meet at Headquarters for one week.

## *Commissioner for Technical Co-operation*

215. The Commissioner for Technical Co-operation provides, through the Office of Technical Co-operation, the services necessary for the programming, implementation and periodic evaluation of all operational activities undertaken by the United Nations. These include activities under the regular programme of technical assistance, the Technical Assistance component of the United Nations Development Programme (UNDP) and the Special Fund component of UNDP, as well as programmes or particular projects under funds-in-trust arrangements, financed by recipient Governments, donor Governments, non-governmental organizations and others. Additionally, the responsibilities of the United Nations with respect to the World Food Programme and to the implementation of General Assembly resolution 2034 (XX) on assistance in cases of natural disaster are carried out through this Office.

216. As foreshadowed in the budget estimates for the financial year 1968, a consolidation and reorganization of the Office of Technical Co-operation was to be carried out during 1967 and 1968.

217. The results of the reorganization may be summarized as follows:

(*a*) The separate organizational units — the Bureau of Technical Assistance Operations (BTAO) and the Office of Special Fund Operations (OSFO) — have been eliminated and replaced by the Office of Technical Co-operation. The responsibilities previously undertaken by the Directors of the two units rest upon the Associate Commissioner for Technical Co-operation, who also serves as Director of the Office of Technical Co-operation, assisted by a Senior Deputy Director.

(*b*) For both technical assistance and Special Fund activities, four Deputy Directors have been appointed, responsible respectively for Programming, Operations, Fellowships and Training, and Financial and Administrative Management.

(*c*) The four geographical sections of BTAO, previously dealing only with technical assistance, and the three functionally organized sections of OSFO, previously dealing only with Special Fund operations, have been consolidated into four geographical area sections dealing with both technical assistance and Special Fund operations. Within their respective areas, these bodies (i) undertake as regards technical assistance activities, country programming and programme management and the implementation of country programmes, as well as certain regional and interregional projects, and (ii) assume responsibility at all stages within their respective fields and working in close liaison with the substantive divisions concerned, for the management of Special Fund projects for which the United Nations serves as executing agency.

(*d*) The Training and Fellowships Programmes Branch develops group training projects, participates in the selection of fellows and in the formulation of training programmes and directs the arrangement of host facilities, with the help of the Technical Assistance Office of the Economic Commission for Europe, for all programmes for which the United Nations is responsible. It also administers the United Nations Consolidated Educational and Training Programme for Southern Africans.

(*e*) A new staff unit, the Programming and Evaluation Unit, has been established under the Deputy Director for Programming. Its major responsibility is the evaluation of projects at all stages, to ensure that operational programmes correspond to the priority needs of Governments. It appraises projects before they are approved, utilizing the resources of the substantive divisions and the regional economic commissions, as appropriate. It also undertakes the systematic evaluation of projects and programmes at appropriate stages during their implementation and after their completion.

(*f*) Another new staff unit, the Operations Standards Unit, has been established under the Deputy Director for Operations. Its main function is the identification of policy problems in all operations at Headquarters or in the field, and the development of improved policies and standard procedures. The Unit is currently developing and improving existing manuals and written instructions for use in the implementation of the various programmes of technical co-operation.

(*g*) A consolidated Reports and Documentation Section which is responsible for the processing and issuance of technical assistance and Special Fund final reports and for the briefing of field staff employed under the various programmes of technical co-operation for which the United Nations is executing agency, has been established under the direction of the Special Assistant to the Commissioner.

(*h*) A Financial and Administrative Management Service has been established with the transfer of the Financial Management Service, Technical Co-operation Programmes, from the Office of the Controller and the Administrative Section for Technical Assistance Operations from the Office of General Services. The new Service is responsible for providing all necessary financial management, budgetary and administrative support services for all United Nations technical co-operation programmes for which the Office of Technical Co-operation is responsible, irrespective of source of funds. Additionally, this Service advises the directorate on financial planning of programmes and related operational practices and procedures and assists the Controller in the formulation of related budgetary and financial policies.

218. A chart reflecting the revised organizational arrangements for the Office of Technical Co-operation appears on page 58.

219. The staffing requirements of the Office of Technical Co-operation for 1968 and 1969 are, by organizational unit and level (see table 3-A-32).

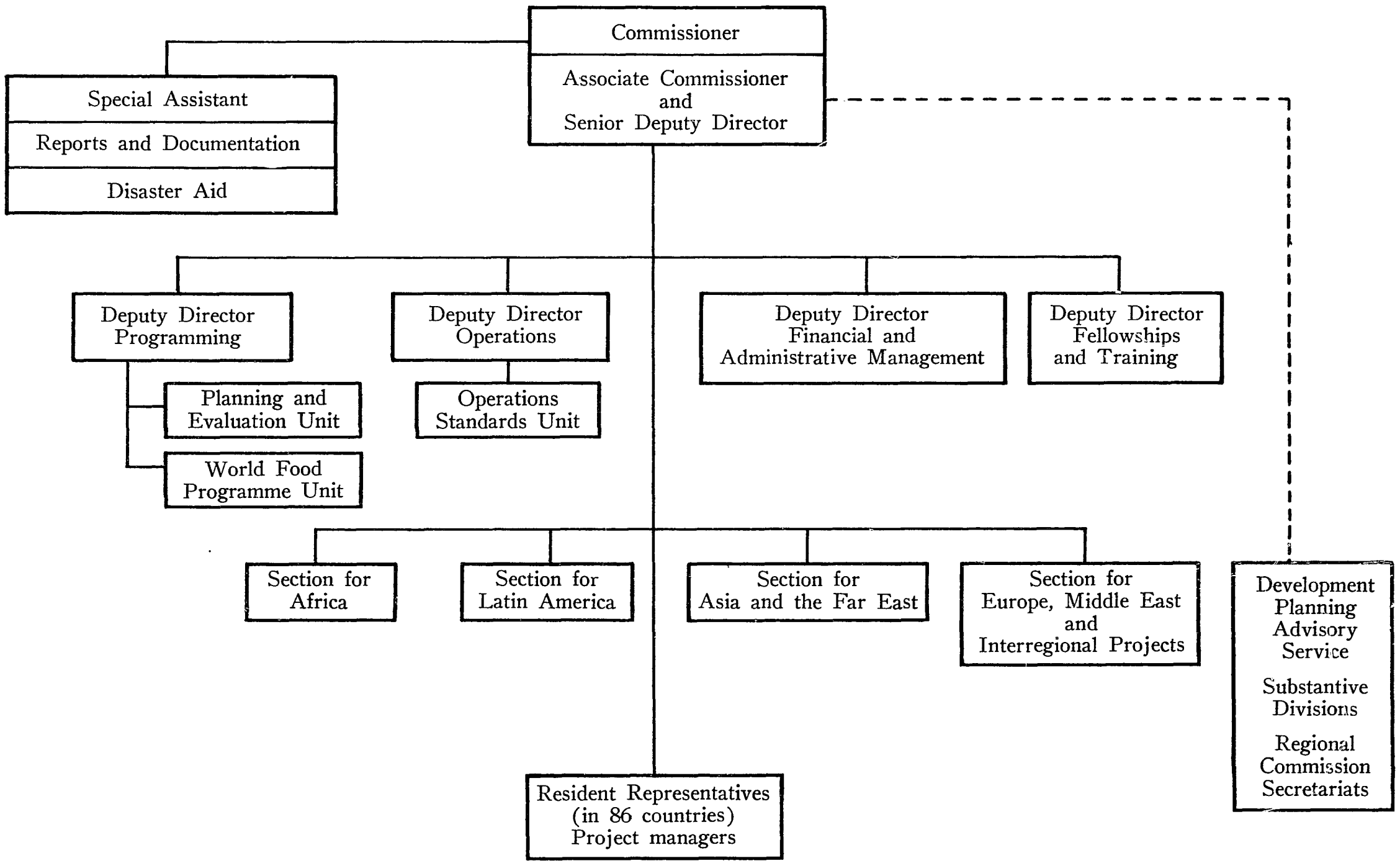

Commissioner
Associate Commissioner and Senior Deputy Director
Special Assistant
Reports and Documentation
Disaster Aid
Deputy Director Programming
Planning and Evaluation Unit
World Food Programme Unit
Deputy Director Operations
Operations Standards Unit
Deputy Director Financial and Administrative Management
Deputy Director Fellowships and Training
Section for Africa
Section for Latin America
Section for Asia and the Far East
Section for Europe, Middle East and Interregional Projects
Resident Representatives (in 86 countries) Project managers
Development Planning Advisory Service
Substantive Divisions
Regional Commission Secretariats

TABLE 3-A-32

| | | Category and level | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | II. General service | | |
| | | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| Office of the Commissioner and Associate Commissioner | 1969 | 1 | 1 | 1 | — | — | — | — | 3 | 2 | 5 | 7 |
| | 1968 | 1 | 1 | 1 | — | — | — | — | 3 | 2 | 5 | 7 |
| Special Assistant, Reports and Documentation, Disaster Aid | 1969 | — | — | — | 1 | 2 | — | 2 | 5 | — | 13 | 13 |
| | 1968 | — | — | — | 1 | 2 | — | 2 | 5 | — | 13 | 13 |
| Deputy Director, Programming (including Planning and Evaluation Unit and World Food Programme Liaison) | 1969 | — | — | 1 | 4 | 2 | — | 2 | 9 | 1 | 7 | 8 |
| | 1968 | — | — | 1 | 3 | 2 | — | 2 | 8 | 1 | 7 | 8 |
| Deputy Director, Operations (including Operations Standards Unit) | 1969 | — | — | 1 | 1 | — | 1 | 1 | 4 | — | 4 | 4 |
| | 1968 | — | — | 1 | 1 | — | — | 1 | 3 | — | 4 | 4 |
| Deputy Director, Financial and Administrative Management | 1969 | — | — | 1 | 2 | 5 | 2 | 6 | 16 | 4 | 34 | 38 |
| | 1968 | — | — | 1 | 1 | 5 | 2 | 6 | 15 | 4 | 34 | 38 |
| Deputy Director, Fellowships and Training | 1969 | — | — | 1 | 1 | 1 | 4 | 4 | 11 | 4 | 12 | 16 |
| | 1968 | — | — | 1 | 1 | 1 | 3 | 4 | 10 | 4 | 12 | 16 |
| Section for Africa | 1969 | — | — | — | 1 | 5 | 5 | 4 | 15 | 1 | 15 | 16 |
| | 1968 | — | — | — | 1 | 5 | 5 | 4 | 15 | 1 | 15 | 16 |
| Section for Latin America | 1969 | — | — | — | 1 | 3 | 2 | 5 | 11 | 1 | 11 | 12 |
| | 1968 | — | — | — | 1 | 3 | 2 | 5 | 11 | 1 | 11 | 12 |
| Section for Asia and the Far East | 1969 | — | — | — | 1 | 5 | 5 | 2 | 13 | 1 | 13 | 14 |
| | 1968 | — | — | — | 1 | 5 | 5 | 2 | 13 | 1 | 13 | 14 |
| Section for Europe, Middle East and Interregional | 1969 | — | — | — | 1 | 4 | 4 | — | 9 | — | 9 | 9 |
| | 1968 | — | — | — | 1 | 4 | 4 | — | 9 | — | 9 | 9 |
| TOTAL | 1969 | 1 | 1 | 5 | 13 | 27 | 23 | 26 | 96 | 14 | 123 | 137 |
| | 1968 | 1 | 1 | 5 | 11 | 27 | 21 | 26 | 92 | 14 | 123 | 137 |

## COST ESTIMATES: 1969 ($1 468 400)

### *Chapter I. Established posts ($1 453 400)*

220. Of the posts shown in table 3-A-32, the following are financed in 1968 and are requested for 1969 under the regular budget:

TABLE 3-A-33

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | 1 | 1 | 3 | 9 | 11 | 14 | 15 | 54 | 9 | 72 | 81 |
| 1968... | — | 1 | 1 | 3 | 7 | 11 | 12 | 15 | 50 | 9 | 72 | 81 |

221. The balance of the requirements shown in table 3-A-32, totalling forty-two professional and fifty-three general service posts, are financed from extra-budgetary overhead funds received respectively from the Special Fund component of UNDP, the World Food Programme, and special-purpose technical co-operation activities of the United Nations.

222. The four additional professional posts requested for 1969 under the regular budget relate to new func-

tions undertaken by the Office of Technical Co-operation. The new posts and their functions are:

1 P-5
For a senior economist in the Planning and Evaluation Unit.

1 P-5
For a Chief of the Financial Section of the Financial and Administrative Management Service.

1 P-3
For a Programme Officer in the Operations Standards Unit.

1 P-3
For a Fellowships Officer in the Fellowships and Training Branch, to deal with the administration of the United Nations Consolidated Educational and Training Programme for Southern Africans, established under General Assembly resolution 2349 (XXII).

*Chapter III. Other temporary assistance ($15 000)*

(ii) *Individual experts and consultants*... ($15 000)

## *Public Administration Division*

WORK PROGRAMME

223. In the coming year the Division will continue to concentrate on its major task of promoting sound public administration through assistance towards the development and substantive support of technical co-operation projects and through action-oriented research information activities. In the important sphere of training in public administration, an effort is being made to link the training programmes with programmes of administrative reform and improvement. In other areas, increasing attention is being given to the administration of plan implementation, modern management techniques applicable to developing countries, administrative aspects of urbanization and strengthening of administrative institutions in developing countries.

*General public administration*

224. The Division's activities in this area comprise:

(*a*) Preparation and publication of handbooks, guides and monographs, based on comparative studies of techniques and systems of administration in various regions of the world, including, in 1969, the commencement of work on a comprehensive handbook summarizing new trends in public administration for development;

(*b*) Collaboration with substantive offices at Headquarters and with specialized agencies on projects to improve the administration of major development functions, including the preparation of management training material for technical personnel;

(*c*) Collection, analyses and exchange of technical information, including assistance to the *International Review of Administrative Sciences;*

(*d*) Assistance to developing countries in formulating and implementing basic reforms in public administration with a view to aiding their economic growth and development.

*Personnel administration*

225. Work in the sphere of personnel administration entails:

(*a*) Preparation of comparative studies of the public services of developing countries, including items such as structure, legislation, personnel procedures and regulations, post and salary classification and employee relations;

(*b*) In collaboration, as necessary, with the specialized agencies concerned, preparation of studies of personnel administration problems facing the Governments of developing countries resulting from the accelerated growth of the scientific, engineering and technical sectors in the public service.

226. In 1969, an inter-regional seminar on employment, training and utilization of scientists and technical personnel within the public service will be held in the USSR.

*Assistance to public administration institutes and development of administrators in public services in developing countries*

227. The relevant activities are:

(*a*) Provision of substantive support to institutions of public administration and similar facilities in developing countries;

(*b*) Research on selected projects in personnel administration and training for use in developing countries.

228. The Division is currently providing services and support to an inter-regional seminar on the development of senior administrators in the public service, to be held in 1968; the report and papers submitted will be published thereafter as part of the technical assistance effort in this field.

*Organization and methods*

229. As requested, assistance will be given to Governments in the improvement of administrative machinery and in its adaptation to the requirements of national development. A study is being undertaken of governmental advisory services, including their functions, organization and role in administrative improvements. As resources become available, a workshop is contemplated on administration of government management advisory services.

230. Work will be undertaken for the analysis and improvement of government procedures and operations in developing countries to meet the requirements of national economic and social development programmes. The results of the study and other papers, will serve as basic documentation for a seminar, to be held in 1970 or earlier if financially feasible, for senior officers responsible for governmental records programmes.

231. Studies will be undertaken on the public administration aspects of science and technology, including one on the organization of government to ensure maximum use of technological advances and means of overcoming administrative obstacles to the application of such advances. In both 1968 and 1969 it is planned to undertake a study on the application of modern management techniques to the public administration of developing countries, in preparation for an inter-regional seminar to be held possibly in 1970.

*Administration for national development*

232. Attention will be given to the administrative aspects of plan formulation and implementation, including

the preparation of studies in collaboration with the regional economic commissions, on a country basis and on specific subjects of interest to the region. ECLA is holding a seminar on this theme in 1968, using this material. Other similar projects in the remaining regions are planned.

233. Studies and papers will be prepared on the appraisal and improvement of administrative capability in development planning.

234. A study will be made of programme and project administration. Together with those mentioned in the two preceding projects, this study will be used in an inter-regional seminar on the appraisal and improvement of administrative capability for national development.

235. Further studies to be undertaken, as and when resources permit, relate to the structure of the planning machinery and its relationship with the legislative and administrative processes, the role of the higher governmental organs in plan formulation and implementation and the arrangements for participation by the people, including employers' and workers' organizations.

236. Comparative studies on public enterprises as instruments of national development and analyses of their administrative and management problems will be carried out, with a view to developing guides for assessing and improving their operational efficiency. A study will also be made of the role of municipal enterprises.

237. As and when resources allow, studies will be initiated on regulatory administration, especially as it relates to economic and social development.

*Local government administration*

238. A paper will be produced in 1968 on central services to local authorities, using a study prepared for the United Nations by the International Union of Local Authorities. A paper will also be prepared for use at a seminar on the subject, to be sponsored jointly by the Division and ECLA.

239. A draft report of the comparative study of the organization, functions and methods of financing of specialized credit institutions for local authorities will be completed in 1968 and will be reviewed by an expert group in 1969.

240. In collaboration with the Division of Public Finance and Financial Institutions, a general review will be made of the problems of financial administration of local authorities in developing countries.

241. Outlines will be prepared and work commenced on studies on administrative aspects of comprehensive regional and local planning, and on local government structure, to be followed, in the latter case, by country or regional studies in 1969 and 1970. A seminar will be held on this subject by ECA in 1968, and the Public Administration Division will provide assistance to it.

242. Studies will be undertaken on administrative and local government aspects of land reform programmes, in collaboration with FAO, and on administration for regional development. Other problems, such as those related to the administrative aspects of urbanization, will be studied in collaboration with the Centre for Housing, Building and Planning, the Social Development Division and certain specialized agencies.

243. A study will be initiated in 1969 on organization and management of municipal enterprises.

## MAN-MONTH REQUIREMENTS: 1968 AND 1969

### TABLE 3-A-34

| *Projects* | *1968 Man-months assigned* | | | | *1969 Man-months required* | | | |
|---|---|---|---|---|---|---|---|---|
| | *P* | *C*[a] | *IRA* | *GS* | *P* | *C*[a] | *IRA* | *GS* |
| General public administration | 14 | 2 | 26 | — | 24 | — | 32 | — |
| Personnel administration | 6 | 8 | — | — | 16 | 6 | 4 | — |
| Assistance to public administration institutes and development of administrators in public service of developing countries | 15 | 2 | — | — | 6 | — | — | — |
| Organization and methods | 20 | 12 | — | — | 22 | 7 | — | — |
| Administration for national development | 13 | 10 | — | — | 20 | 18 | — | — |
| Local government administration | 20 | 3 | — | — | 20 | 12 | — | — |
| Support of technical co-operation programmes | 50 | — | 24[b] | — | 54 | — | 32[b] | — |
| Programme formulation and management | 18 | — | — | — | 18 | — | — | — |
| TOTALS | 156 | 37 | 50 | 180[c] | 180 | 43 | 68 | 204[c] |

[a] All consultants' expenses are borne by funds provided under part V, section 13.
[b] Includes 24 man-months of special technical advisers paid for from Special Fund Overhead.
[c] Includes 24 man-months of secretarial assistance to interregional advisers and 12 man-months financed from Special Fund Overhead.

COST ESTIMATES: 1969 ($379 100)

*Chapter I. Established posts ($379 100)*

TABLE 3-A-35

| | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | II. General service | | |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| 1969... | — | — | 1 | 1 | 5 | 5 | 3 | — | 15 | 3 | 11 | 14 |
| 1968... | — | — | 1 | 1 | 4 | 5 | 2 | — | 13 | 2 | 10 | 12 |

244. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 P-5, 1 P-3, 2 GS

Two additional professional posts are required to ensure that priority projects are successfully carried out. The Division will thus have the total 180 man-month strength needed for its 1969 activities. The addition of two general service posts (one of them at the G-5 level) will provide the necessary supplement of assistance to the professional staff.

(b) *Reclassifications of existing posts*

None requested.

## *Statistical Office*

WORK PROGRAMME

245. A basic function of the Statistical Office is to promote the development of national statistics and the improvement of international comparability. This function is performed by (*a*) setting standards and issuing handbooks to guide countries in adopting and applying these standards; (*b*) issuing publications and documents and arranging working groups, seminars and other meetings as a means of exchanging national and international experience and views concerning the collection, compilation and use of statistics; (*c*) sending advisers to help countries organize or improve their national statistics service; and (*d*) training statisticians, especially in the statistically less developed countries of the world, where there is a great shortage of trained statisticians.

246. Another basic function is to serve as an international centre for the methodology, collection, compilation, analysis, evaluation and publication of statistics, so that data in each subject field can be made readily available for both international and national use. This is accomplished by publishing regular periodicals and *ad hoc* compendia and maintaining data on tape in the International Computing Centre, so that various manipulations of the data may be made to meet the needs of the users. In each subject of international concern in the economic and social field, an array of statistics must be available not only for the use of international institutions, but also to enable each country to see its place in the world setting and to keep informed concerning the situation in and experience of other countries of particular significance to it. The ever-growing demand for data is thus a demand not only by the international, regional and functional organs of the United Nations, but also a demand by the individual participating countries for international data, to enable them to appraise problems and to decide their policies.

*International trade statistics*

247. The Statistical Office provides the basic data and aggregates for all United Nations studies on world and regional trade, including questions of volume and price and the terms of trade between developing and developed countries. The Office provides detailed trade data not only for all United Nations divisions, including UNCTAD, and the specialized agencies, but also for individual countries and research institutions. One of the important accomplishments in this field has been the development of the *Standard International Trade Classification* (SITC), which is used both nationally and internationally. Major recurrent publications in this field are the *Yearbook of International Trade Statistics, Commodity Trade Statistics, World Trade Annual and Supplement* and *World Energy Supplies*. Among the major special projects to be carried out in this field during 1968 and 1969 are the revision of the publication *Customs Areas of the World*, the issuance of the French and Spanish versions of the *Commodity Indexes for the Standard International Trade Classification, Revised*, and a statistical evaluation of the effectiveness of the economic sanctions against Southern Rhodesia.

*Demographic and social statistics*

248. In this field the Statistical Office provides basic data on the structure, fertility and mortality of the world's population, notably for the use of the Population Division and the specialized agencies. Major recurrent publications are the *Demographic Yearbook* and the *Population and Vital Statistics Report*. During 1968 and 1969 work in this field will be concentrated on preparations for the 1970 World Population and Housing Census: it will include, in particular, the development of a generalized computer programme for the 1970 census, work on the computerization of demographic and housing statistics, and the revision or completion of handbooks on *Population Census Methods, Housing Census Methods* and *Vital Statistics Methods*. Efforts will also be devoted to the rather heavy programme of seminars and workshops scheduled in this field for 1968 and 1969.

*Industrial statistics*

249. Work in this field focuses on the production of basic data on the output, employment and general growth of mining and manufacturing in all countries,

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-36

| Projects | 1968 Man-months assigned P | C | IRA | GS | 1969 Man-months required P | C | IRA | GS |
|---|---|---|---|---|---|---|---|---|
| International trade statistics | 108 | — | — | — | 95 | — | — | — |
| Demographic and social statistics | 118 | — | — | — | 150 | 15 | — | — |
| Industrial statistics | 94 | 4 | — | — | 112 | 3 | — | — |
| General economic statistics | 155 | — | — | — | 125 | — | — | — |
| National accounts, finance and prices | 86 | 29 | — | — | 130 | 22 | — | — |
| Special projects | 28 | — | — | — | 24 | — | — | — |
| Cost-of-living studies | 49 | 4[c] | — | — | 37 | 4[c] | — | — |
| International Computing Centre | 288[a] | — | — | 396[d] | 288 | — | — | 396 |
| Support to technical co-operation programmes | 41 | — | 12 | — | 41 | — | — | — |
| Servicing of the Statistical Commission | 12 | — | — | — | 12 | — | — | — |
| Programme formulation and management | 24 | — | — | — | 24 | — | — | — |
| TOTALS | 1 003[b] | 37[c] | 12 | 1 164[d, e] | 1 038 | 44[c] | — | 1 212 |

[a] Includes 156 man-months charged against global general vacancies and 12 man-months financed from UNCTAD overhead.
[b] Includes 156 man-months charged against global general vacancies and 24 man-months financed from UNCTAD overhead, 12 man-months financed from UNDP subvention, 12 man-months financed from the Trust Fund for Development Planning and Projections, and 12 man-months financed from the appropriation for UNIDO.
[c] Includes 4 man-months financed jointly by the United Nations and the specialized agencies.
[d] Includes 216 man-months financed from temporary assistance funds.
[e] Includes 84 man-months financed from UNCTAD overhead.

including information on the productivity of these sectors of the economy and their component industries. Among the primary users of these data is UNIDO, whose growing requirements make it necessary for increased manpower to be devoted to this field in 1969. During 1968 and 1969 preparations will be made for new annual publications on international industrial statistics and international commodity production statistics, and work will be directed towards the development of an international standard commodity classification linked to the International Standard Industrial Classification (ISIC). Developmental work will also be undertaken during this period on recommendations for the 1973 world programme of basic industrial statistics. Additionally, the publications *Index Numbers of Industrial Production* and *Industrial Censuses and Related Enquiries* will be revised.

*General economic statistics*

250. Responsibilities in this area include the general collection and production of data covering a number of fields, in which the interrelations of the data are important, as well as data in the field of distribution (internal trade). Additionally, information is maintained on the methods used in developing data in all fields in all countries. The major publications in this field are the *Statistical Yearbook,* the *Monthly Bulletin of Statistics,* and their *Supplements.*

*National accounts, finance and prices*

251. In addition to maintaining and producing basic data on national accounts, finance and prices for use by all divisions of the United Nations and by the specialized agencies, the Statistical Office is responsible for the standardization of methodology in these fields and the production of manuals thereon, as well as for the adaptation of the system of national accounts to the needs of developing countries. Considerable attention is given to the relationship of the System of National Accounts (SNA) to the Material Product System (MPS) of the socialist countries. The major recurrent publication in this field is the *Yearbook of National Accounts Statistics.* The increased manpower to be devoted to this area in 1969 is due to the decision of the Statistical Commission at its fifteenth session in 1967 to approve a revised System of National Accounts. The implementation of that decision will involve considerable developmental work during 1968 on input-output tables, flow-of-fund accounts and constant price data; the results will be recorded in documents to be published in 1969. It is also expected that work on the linking of the SNA to the MPS will be completed in 1969.

*Special projects*

252. Among the continuing special projects carried out by the Statistical Office are the preparation of data and documents for the Committee on Contributions, as well as studies on the methodology of sampling. The office also responds to *ad hoc* requests for data, including administrative statistics of various kinds. During 1968 and 1969, work will be completed on volume II of *A Short Manual on Sampling.*

*Cost-of-living studies*

253. Under an inter-agency agreement confirmed by the Administrative Committee on Co-ordination in 1957, the Statistical Office is responsible, on behalf of all the organizations in the United Nations Common System of Salaries, Allowances and Other Conditions of Service, for cost-of-living studies for all duty stations of the

world of interest to the United Nations family, with the exception of cities in Europe, for which the ILO is responsible. The cost-of-living studies are based on retail price data collected in all posts and on reports of expenditures by staff members. Together with the Office of the Controller, the Statistical Office participates in the servicing and preparation of documentation for the Expert Committee on Post Adjustments.

*International Computing Centre*

254. The International Computing Centre (ICC) continues to provide complete data processing services to an expanded number of units within the United Nations and to other United Nations agencies, Governments, educational and private institutions. In particular, the Centre provides data processing services for accounting, financial, and administrative work on behalf of the Office of the Controller. These services include systems analysis, programming, keypunching and processing on the IBM 7044 and IBM 360/30 computers. The Centre is dealt with in greater detail in paragraphs 257-266 below.

*Support to technical co-operation programmes*

255. The Statistical Office devotes considerable manpower to the support of technical co-operation activities. This support includes the substantive backstopping of statistical advisers in the field and of statistical training centres, as well as technical review of projects in the statistical sector to be financed from the United Nations regular programme of technical assistance and the United Nations Development Programme.

## COST ESTIMATES: STATISTICAL OFFICE (excluding the International Computing Centre): 1969 ($1 350 600)

*Chapter I. Established posts ($1 287 600)*

TABLE 3-A-37

| | *Category and level* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *I. Professional and above* | | | | | | | | | *II. General service* | | |
| | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969 ..... | — | — | 1 | 2 | 7 | 11 | 12 | 25 | 58 | 6 | 53 | 59 |
| 1968 ..... | — | — | 1 | 2 | 4 | 11 | 12 | 25 | 55 | 6 | 49 | 55 |

256. The additional staffing requirements for 1969 are as follows:

(a) *New posts*

1 P-5

For the preparation and co-ordination of integrated international statistical programmes.

1 P-5

For work on national accounts and balances.

1 P-5

For work on industrial statistics.

4 GS

For secretarial/clerical support.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($63 000)*

(ii) *Individual experts and consultants*.. ($33 000)

(iii) Ad hoc *expert groups*..... ($30 000)

(*a*) An expert group of five to seven members to meet for two weeks at Headquarters to discuss recommendations for the 1973 World Programme of Industrial Statistics;

(*b*) An expert group of five to seven members to meet for one week at Headquarters on the revision of the Standard International Trade Classification;

(*c*) An expert group of six to eight members to meet for two weeks at Headquarters on statistics of the distribution of income and wealth;

(*d*) An expert group of five to seven members to meet for one week at Headquarters to review the revision of "Recommendations for the Improvement and Standardization of Vital Statistics: Draft Proposals".

***International Computing Centre***

257. The International Computing Centre forms part of the Statistical Office of the United Nations and is under the administrative direction of the Director of that Office. The work programme undertaken by the Centre is, however, reviewed by an internal board comprising the Director of the Statistical Office, the Director of the Accounts Division and the Director of the Budget Division.

258. In the text of the budget estimates for 1968, the Secretary-General provided a detailed account of the developments which had taken place in the Centre since its inception in November 1965[1]. As indicated in that text, the International Computing Centre was established initially to meet three main requirements:

[1] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), pp. 44-46.

(*a*) To produce the growing volume of trade statistics which up to that time had been undertaken through external contractual arrangements;

(*b*) To enable the Accounts Division to improve the quality of its accounting and payment approval services to the Organization by providing (i) reports on financial project implementation and budgetary expenditure on a more comprehensive basis and with greater speed; (ii) a fully automated payroll system; and (iii) an earlier closing of the year-end accounts for submission to the Board of Auditors;

(*c*) To render certain services required by the United Nations Children's Fund to facilitate its accounting and record-keeping.

259. With the computerization of various applications, every effort was made to meet the Centre's new staffing requirements by the transfer of posts and personnel from other units of the Statistical Office and from the Accounts Division of the Office of the Controller. Indeed, between 1965 and 1968 a total of ten professional and sixteen general service posts were so transferred.

260. During this same period, however, as is also indicated in the text of the budget estimates for 1968, various other organizational units within the Secretariat began to request services from the Centre. Some of these services had been previously supplied through the mechanical tabulating equipment, but others represented new needs. Among the units requesting such services were the Centre for Development Planning, Projections and Policies, the Population Division and the Resources and Transport Division (all in the Department of Economic and Social Affairs), the United Nations Conference on Trade and Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO), the United Nations Joint Staff Pension Fund and the various revenue-producing services of the Organization. At the same time, the volume of work required to be undertaken by the Statistical Office for the processing of various forms of statistical data — particularly commodity trade statistics — increased considerably, as did the volume of work related to the various payroll and other accounting applications.

261. It accordingly became necessary, in 1967, to supplement with temporary personnel the staff already transferred from other units of the Statistical Office and from the Accounts Division. In his 1968 budget estimates the Secretary-General sought to regularize the situation by requesting nine new professional and thirteen new general service posts for the Centre for that year. However, as a result of the over-all reductions in requested staff resources decided upon by the General Assembly, this regularizing action could not be taken. Since the additional staff was essential in order to operate the equipment and maintain the services, it is being made available during 1968 through the use of vacant posts within the total establishment or through temporary assistance credits. The external auditors have drawn attention to this rather unsatisfactory situation in their report to the Board of Auditors covering the Headquarters accounts for the financial year 1967.

262. The following table gives an indication of the amount of computer time utilized by various units of the Secretariat during the last quarter of 1967 and the first quarter of 1968.

| *Organizational unit* | *October* | | *November* | | *December* | | *January* | | *February* | | *March* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *Hours* | *% of total* | *Hours* | *% of total* | *Hours* | *% of total* | *Hours* | *% of total* | *Hours* | *% of total* | *Hours* | *% of total* |
| Statistical Office | 138.45 | 54.40 | 117.24 | 51.95 | 129.72 | 55.57 | 105.08 | 45.59 | 74.84 | 29.56 | 104.31 | 34.43 |
| Accounts Division | 50.79 | 19.96 | 47.84 | 21.20 | 58.90 | 25.23 | 60.89 | 26.42 | 85.59 | 33.82 | 69.86 | 23.06 |
| United Nations Children's Fund (UNICEF) | 24.88 | 9.78 | 20.32 | 9.00 | 16.47 | 7.05 | 24.52 | 10.64 | 25.40 | 10.04 | 27.94 | 9.22 |
| United Nations Conference on Trade and Development (UNCTAD) | 13.05 | 5.13 | 7.59 | 3.36 | 4.20 | 1.80 | 2.66 | 1.15 | 1.64 | .65 | 2.37 | .78 |
| United Nations Industrial Development Organization (UNIDO) | 4.81 | 1.89 | 6.72 | 2.98 | 6.64 | 2.84 | 7.49 | 3.25 | 4.18 | 1.65 | 7.81 | 2.58 |
| International Computing Centre: | | | | | | | | | | | | |
| (*a*) Time accounting and systems maintenance | 3.77 | 1.48 | 3.37 | 1.50 | 4.25 | 1.82 | 4.41 | 1.91 | 5.81 | 2.30 | 4.96 | 1.64 |
| (*b*) Systems design | .05 | .02 | .24 | .11 | .58 | .25 | 5.43 | 2.36 | 3.97 | 1.57 | 2.60 | .86 |
| Centre for Development Planning, Projections and Policies | 6.86 | 2.70 | 8.32 | 3.69 | 7.14 | 3.06 | 11.75 | 5.10 | 25.07 | 9.91 | 42.78 | 14.12 |
| United Nations Development Programme | — | — | — | — | — | — | — | — | 3.44 | 1.36 | 8.82 | 2.90 |
| Special Fund Equipment Inventory | 3.11 | 1.22 | 5.46 | 2.42 | — | — | 1.58 | .68 | .13 | .05 | .20 | .07 |
| United Nations Joint Staff Pension Fund | 1.46 | .57 | 1.62 | .72 | 2.43 | 1.04 | 4.19 | 1.82 | 19.03 | 7.51 | 29.72 | 9.81 |
| Population Division | 1.68 | .66 | 2.17 | .96 | .13 | .06 | — | — | .03 | .01 | .21 | .07 |
| Revenue Producing Activities | — | — | — | — | — | — | — | — | .93 | .37 | 1.07 | .35 |
| Technical Assistance Administration | 5.57 | 2.19 | 3.80 | 1.68 | 1.39 | .59 | 2.18 | .95 | 2.21 | .87 | .29 | .10 |
| Office of Personnel | — | — | — | — | — | — | — | — | .12 | .05 | .02 | .01 |
| United Nations Institute for Training and Research | — | — | — | — | — | — | .03 | .01 | .31 | .12 | — | — |
| Miscellaneous | — | — | .97 | .43 | 1.62 | .69 | .27 | .12 | .39 | .16 | — | — |
| TOTAL | 254.48 | 100.00 | 225.66 | 100.00 | 233.47 | 100.00 | 230.48 | 100.00 | 253.09 | 100.00 | 302.96 | 100.00 |

263. During the remainder of 1968, the volume of work which the Centre will be required to undertake is expected to increase still further, particularly as a consequence of the data required by the Centre for Development Planning, Projections and Policies in the formulation of plans for the second United Nations Development Decade, and of the requirements of the Population Division, the technical Assistance Recruitment Service, UNIDO, UNDP, and the United Nations Institute for Training and Research. The feasibility of undertaking other major computer applications in the future is also being studied at this time. Accordingly, thirteen new professional (5 P-4, 2 P-3, 6 P-2/1) and thirteen new general service posts (including 1 G-5) are proposed for 1969, in part to regularize the situation which existed in 1968 and in part to meet the growing requirements foreseen for 1969. Should these additional posts be approved, the Centre would be organized and staffed in 1969 as shown in the following chart:

*Chief, International Computing Centre* — D-1

*Secretary* — G-2/4

*Computer Operations Section* — 1 P-4, 3 G-5, 5 G-2/4

*Systems and Programming Section* — 5 P-4, 1 P-4 (provided for under Section 20, UNCTAD), 5 P-3, 10 P-1/2, 1 P-1/2 (on loan from another unit of the Statistical Office), 2 G-2/4

*Input/Output Control Section* — 1 P-4, 2 G-5, 16 G-2/4, 3 G-2/4 (includes three service posts charged to the revenue-producing activities under income section 4).

264. In examining the estimated manpower needs of the Centre, it is important to bear in mind that the total staff requiremens have only an indirect relationship to the forecast of machine time required. While the rental costs of the computers provide for the full operation of these machines in excess of one shift a day, the number of operating personnel required is based on a larger complement of staff on the day shift, with proportionate reductions in the numbers needed for additional shifts. Similarly, the requirements for programmers are based on the anticipated workload involved in modifying present computerized applications and developing new programmes for data yet to be computerized. They are, therefore, not related in any way to the amount of actual machine time required for the subsequent processing of such applications.

265. As in the 1968 budget estimates, specific additional credits are being requested for 1969 to meet the temporary assistance requirements for the Centre ($60 000) and overtime and night differential payments ($3 000). These credits are included in the estimates of the Department of Economic and Social Affairs under chapters III (i) and IV. The credit for temporary assistance is sought to permit the engagement of temporary staff or to secure through contractual arrangements such short-term services as may be required to meet unforeseen and urgent requests for the production of data for those departments and offices at Headquarters which are covered under section 3 of the budget. While such requests can usually be accommodated within the machine time available on the cumputers, it is not always possible for the existing staff to undertake the related preparatory work of programming and key punching. Credits for this latter purpose for all departments and offices covered by section 3 are made on a global basis. However, separate provision is sought for similar expenses incurred by the Centre on behalf of those organizational units which are provided for separately under other sections of the budget, such as UNCTAD, UNIDO and the revenue-producing activities. Separate provisions are also requested to meet the specific requirements of the regional economic commissions. In evaluating the commissions' needs, care has been taken to ensure that these requirements are limited exclusively to those which the Centre cannot provide and which therefore must be undertaken at the site of each commission.

## COST ESTIMATES: 1969 ($495 100)

### *Chapter I. Established posts ($432 100)*

TABLE 3-A-38

| | *Category and level* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | *USG* | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969 ..... | — | — | — | 1 | — | 7 | 5 | 10 | 23 | 5 | 24 | 29 |
| 1968 ..... | — | — | — | 1 | — | 2 | 3 | 4 | 10 | 4 | 12 | 16 |

266. The following is a summary of direct costs related to the operation of the International Computing Centre and of offsetting revenue for 1969:

| | $ |
|---|---|
| Section 3: | |
| Chapter I. Established posts ..... | 432 100 |
| Chapter III. (i) Temporary assistance ..... | 60 000 |
| Chapter IV. Overtime and night differential..... | 3 000 |
| Section 8: | |
| Chapter VI. Acquisition of permanent equipment.. | 2 500 |
| Section 10: | |
| Chapter II. Rental of data processing equipment.. | 690 000 |
| Chapter V. Data processing forms and supplies... | 95 000 |
| TOTAL | 1 282 600 |
| Income section 2. Reimbursement for services rendered to the United Nations Joint Staff Pension Fund ..... | 20 000 |
| Income section 3. Reimbursement for services rendered to UNICEF, to UNDP at the current level and to other external organizations..... | 220 000 |
| TOTAL | 240 000 |

## Economic Commission for Europe

### WORK PROGRAMME

267. In 1969, the impact of new activities recommended in 1967, the year of the twentieth anniversary of the Commission, will be fully felt. The main items in the programme of the Commission are described below.

#### *Trade*

268. A part of the work of the Commission Affairs and Trade Development Division is to service the Committee on the Development of Trade which reviews periodically trade developments, policies and prospects; draws up recommendations and practical proposals for the removal of trade obstacles; makes studies of trade problems of common concern; and examines means of standardizing and improving trade and payments facilities and practices.

269. The Research and Planning Division carries out studies and analyses of policies, problems and developments in European trade and payments, including annual reviews of intra-European — especially East-West — trade; economic integration on a subregional basis in Europe; and trade between Europe and the rest of the world. These studies might be confined essentially to trade analyses such as those which appear in the first issue of the *Economic Bulletin for Europe,* or may constitute part of more general studies on economic development, such as the relevant part of the *Economic Survey of Europe.* A major research project requested by the Committee on Development of Trade — a study on possible developments in the European economy, and particularly in European trade, over the next 10-15 years — will require two to three years for completion.

#### *Natural resources*

270. A part of the Commission Affairs and Trade Development Division carries out work on water problems and services the body on water resources and water pollution control established under Commission resolution 12 (XXII), the task of which is to assist Governments in dealing with problems of availability and utilization of conventional and non-conventional water resources, and pollution control.

#### *Economic development planning, projections and policies*

271. The activities in this area, which are carried out by the Research and Planning Division, comprise: (*a*) current analyses of economic trends in Europe, including intra-European trade and trade with the rest of the world, which are embodied in the *Economic Survey of Europe* and the first issue of the *Economic Bulletin for Europe;* and (*b*) studies on specific problem areas which are both of long-term importance and relevant to the current formulation of economic policies in European countries. These studies are published separately or in the second issue of the *Economic Bulletin for Europe.*

272. Operational activities are related to the expanding programme of the Meetings of Senior Economic Advisers, and to the dissemination of information on economic models for planning, programming and projections. Two Commission resolutions called for additional activities in the fields of long-term planning and programming (7 (XXII)) and application of modern mathematical-economic methods to economic research (6 (XXII)).

#### *Statistics*

273. The Statistical Division will be engaged on the improvement and standardization of national statistics and the promotion of international statistical co-operation mainly through the activities of the Conference of European Statisticians and its subsidiaries; the assembly, appraisal and analysis of general economic, social and demographic statistics, mainly from national and international publications, for the economic and technical studies of the ECE secretariat; the collection of the information needed for the ECE statistical bulletins and their preparation for publication; advice to other divisions of the secretariat on statistical methods and sources; and the execution of technical assistance projects in statistics.

#### *Transport*

274. The major projects will concern the unification of regulations and practices, particularly those concerning road traffic, road safety, container transport and the transport of dangerous goods, and the preparation of agreements on the carriers' liability. Work will continue on the simplification of customs formalities, on the improvement of statistics and on various economic and technical studies.

#### *Industrial development*

275. In 1968 and 1969, studies will be undertaken on such items as world trade and markets in steel and steel products; on new products and new uses; on raw materials for steelmaking processes, as well as on steelmaking processes themselves and their efficiency; on requirements for engineering products; on production and trade in engineering goods and their statistics; on market trends of chemical products; on the increasing utilization of chemical products and the consequent changes in stucture of the chemical industry; on problems of international trade in chemical products and on raw materials for the chemical industry, and on statistics in this field; and on industrialization in general, including automation.

#### *Housing, building and physical planning*

276. In 1969, emphasis in this sphere of activity will be on industrialization of construction, urban and regional planning, and long-term housing policies. Technical obstacles to increasing international trade in building components, equipment and know-how will be explored. Studies will be undertaken or continued on financing of housing and on the lay-out and equipment of modern social housing. There will be convened in Hungary a symposium on urban renewal. A comprehensive study tour will be organized in Finland and Norway.

#### *Energy: electric power, coal and gas*

277. The activities in this field, related to coal, gas, electric power and energy in general, are directed towards the servicing of three committees and twenty-two subsidiary organs, dealing mainly with the problems of production, transport, trade and utilization.

*Agriculture and timber*

278. The Agriculture Division, in co-operation with FAO and other international organizations, reviews the market situation, prices and trade developments for agricultural products and reports on output, expenses, income, investments and labour input of European agriculture; assists in the preparation of European trade standards for fruit and vegetables, fruit prices and quick-frozen products; services periodic meetings on farm rationalization, mechanization of agriculture, and methodological questions of food and agricultural statistics in Europe. Increasing emphasis is being placed on the exchange of technical information.

279. The Timber Division is currently undertaking studies on productivity and economic aspects of woodworking industries, as well as the situation of and outlook for forest products, with increasing emphasis on products from developing regions. It will develop statistics on these matters and undertake further studies on forest working techniques and training of forest workers, in co-operation with both FAO and ILO. Meetings and training courses will be organized, when appropriate, to deal with all these subjects.

*Technical assistance co-ordination*

280. The Technical Assistance Office will continue to organize and administer more than 1 400 programmes of study for United Nations fellows in European host countries. Most of these are individual study programmes and include arrangements for some 350 fellows from Eastern European countries. An annual brochure will be produced describing training courses specially designed for developing countries. Regional and inter-regional seminars and study tours will also be organized, and participation of experts from developing countries will be arranged in study tours organized under the auspices of ECE committees. Assistance will be provided to Technical Assistance Recruitment Services on the location of qualified candidates for expert posts.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-39

| Projects | 1968 Man-months assigned P | C | RA | GS | 1969 Man-months required P | C | RA | GS |
|---|---|---|---|---|---|---|---|---|
| *Commission affairs* ..... | 17 | 6 | — | 36 | 29 | 6 | — | 36 |
| Preparation of documentation and servicing of commission sessions; scientific and technological research and co-operation; standardization, environmental problems. | | | | | | | | |
| *Trade* ..... | 25 | 3 | — | 36 | 25 | 3 | — | 36 |
| Intra-European trade; inter-regional trade; payments; trade documentation; arbitration; standardization of conditions of sale; co-operation with UNCTAD. | | | | | | | | |
| *Natural resources* ..... | 45 | — | — | 36 | 45 | — | — | 36 |
| Water problems; air pollution. | | | | | | | | |
| *Economic development planning, projections and policies* .. | 336 | 9 | — | 216 | 348 | 10 | — | 216 |
| *Economic Survey of Europe;* special studies; *Economic Bulletin for Europe;* servicing of Meetings of Senior Economic Advisers including preparatory groups, *ad hoc* groups on statistical requirements and productivity of labour, seminar on application of mathematical methods to economic research; European trade projection studies; in-service training programme. | | | | | | | | |
| *Statistics* ..... | 156 | 5 | — | 204 | 168 | 5 | — | 204 |
| Collection and dissemination of statistical data; improvement and standardization of national statistics and promotion of international statistics co-operation; seminar on regional statistics; co-operation with other divisions of ECE and other bodies. | | | | | | | | |
| *Transport* ..... | 108 | 5 | — | 132 | 120 | 5 | — | 132 |
| Customs facilities; motor traffic and international road transport; road signs and signals; road safety; transport and accident statistics; transport economics; productivity; technical questions on railways, road transport and inland water-ways; transport of perishable foodstuffs; pipeline transport; legal questions; controls at frontiers. | | | | | | | | |
| *Industrial development* ..... | 120 | 4 | — | 96 | 132 | 4 | — | 108 |
| *Steel Market Review;* statistics; conferences and symposia; uses of steel; problems of scrap metals; distribution of steel products; air and water pollution in the iron and steel industry; productivity and automation; market trends and prospects of chemical products; engineering products; bulletin of statistics of exports of engineering goods. | | | | | | | | |

TABLE 3-A-39 (*continued*)

| Projects | 1968 Man-months assigned P | C | RA | GS | 1969 Man-months required P | C | RA | GS |
|---|---|---|---|---|---|---|---|---|
| *Housing, building and planning* | 84 | 2 | — | 36 | 84 | 2 | — | 36 |
| Statistics; co-operation with other bodies and assistance to technical co-operation programmes; socio-economic aspects of housing; development of building materials and construction industries; urban renewal and physical planning; seminar on recreational areas. | | | | | | | | |
| *Energy: electric power, coal and gas* | 156 | 3 | — | 144 | 156 | 3 | — | 156 |
| Energy problems; electric power in Europe; development of transfers of electric power across frontiers; legal and statistical questions; rural electrification; thermal power stations; nuclear power stations; tariffs; coal industry, including trade and mining problems; gas industry, including uses of gas, productivity, international pipelines, projections of demand, availability of reserves and transport. | | | | | | | | |
| *Agriculture* | 24 | — | — | 60 | 24 | — | — | 72 |
| Studies and measures to facilitate exports and imports; review of situation of agriculture and prospects; exchange of technical information. | | | | | | | | |
| *Timber and forestry* | 24 | 6 | — | 60 | 36 | 6 | — | 60 |
| Review of market for Europe, and statistics; technical co-operation; efficiency in forest operations; products and productivity; fibreboard and particle board industries. | | | | | | | | |
| *Support of technical co-operation programmes* | 36 | — | — | 156 | 36 | — | — | 168 |
| Non-substantive. | | | | | | | | |
| *Programme formulation and management* | 45 | — | — | 60 | 45 | — | — | 60 |
| TOTALS | 1 176 | 43 | — | 1 272 | 1 248 | 44 | — | 1 320 |

## COST ESTIMATES: 1969 ($2 415 500)

### *Chapter I. Established posts ($2 345 000)*

TABLE 3-A-40

| | | Category and level: I. Professional and above ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | II. General service G-5 | Other levels | Total II |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Office of the Executive Secretary .... | 1969 | 1 | 1 | — | — | — | — | 1 | 3 | 1 | 4 | 5 |
| | 1968 | 1 | 1 | — | — | — | — | 1 | 3 | 1 | 4 | 5 |
| Technical Assistance Office ..... | 1969 | — | — | — | 1 | 1 | 1 | — | 3 | 1 | 13 | 14 |
| | 1968 | — | — | — | 1 | 1 | 1 | — | 3 | 1 | 12 | 13 |
| Commission Affairs and Trade Development Division ..... | 1969 | — | — | 1 | 3 | 2 | 1 | 2 | 9 | — | 9 | 9 |
| | 1968 | — | — | 1 | 2 | 2 | 1 | 2 | 8 | — | 9 | 9 |
| Research and Planning Division ..... | 1969 | — | 1 | 3 | 4 | 8 | 7 | 6 | 29 | 1 | 17 | 18 |
| | 1968 | — | 1 | 1 | 5 | 6 | 9 | 6 | 28 | 1 | 17 | 18 |
| Statistical Division ..... | 1969 | — | — | 1 | 1 | 3 | 4 | 5 | 14 | 2 | 15 | 17 |
| | 1968 | — | — | 1 | 1 | 3 | 3 | 5 | 13 | 1 | 16 | 17 |
| Steel, Engineering and Housing Division ..... | 1969 | — | — | 1 | 2 | 4 | 6 | 5 | 18 | — | 12 | 12 |
| | 1968 | — | — | 1 | 2 | 3 | 6 | 5 | 17 | — | 11 | 11 |
| Energy Division ..... | 1969 | — | — | 1 | 3 | 2 | 6 | 1 | 13 | — | 13 | 13 |
| | 1968 | — | — | 1 | 3 | 2 | 6 | 1 | 13 | — | 12 | 12 |
| Transport Division ..... | 1969 | — | — | 1 | 2 | 4 | 2 | 1 | 10 | 2 | 9 | 11 |
| | 1968 | — | — | 1 | 2 | 4 | 1 | 1 | 9 | 1 | 10 | 11 |
| ECE/FAO Agriculture Division .... | 1969 | — | — | — | — | — | 1 | 1 | 2 | — | 6 | 6 |
| | 1968 | — | — | — | — | — | — | 2 | 2 | — | 5 | 5 |
| ECE/FAO Timber Division ..... | 1969 | — | — | — | — | — | — | 3 | 3 | — | 5 | 5 |
| | 1968 | — | — | — | — | — | — | 2 | 2 | — | 5 | 5 |
| TOTALS | 1969 | 1 | 2 | 8 | 16 | 24 | 28 | 25 | 104 | 7 | 103 | 110 |
| | 1968 | 1 | 2 | 6 | 16 | 21 | 27 | 25 | 98 | 5 | 101 | 106 |

281. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

*Technical Assistance Office*

1 GS

The workload engendered by the programmes authorized under General Assembly resolution 2349 (XXII), concerning the consolidation and integration of the special educational and training programmes for South West Africa, the special training programme for territories under Portuguese administration, and the educational and training programme for South Africans, requires the provision of a new general service post to assist the placement of fellows and other related arrangements.

*Commission Affairs and Trade Development Division*

1 P-4

To provide additional resources for the Division's work in the fields of science and technology, standardization, and environmental problems.

*Research and Planning Division*

1 P-4

To assist in carrying out projects in the field of economic development planning, projections and policies, following Commission resolution 7 (XXII) and decisions of the Meetings of Senior Economic Advisers.

*Statistical Division*

1 P-3

To provide a post for work on the preparation of recurrent statistical bulletins and to assist in the servicing of working parties on statistics.

*Steel, Engineering and Housing Division*

1 P-4

To carry out work on economic aspects of automation, and on problems related to co-operation with other bodies on industrial development questions.

1 GS

To provide for a research assistant to compile and index information from trade journals.

*Energy Division*

1 GS

To provide additional secretarial assistance in the Division.

*Transport Division*

1 P-3

The workload of this Division, particularly in relation to road traffic, road signs and signals and road safety, has shown a steady increase. An additional post is accordingly requested.

*ECE/FAO Agriculture Division*

1 GS

To provide additional research assistance, especially in economic and statistical analysis.

*ECE/FAO Timber Division*

1 P-2

To provide professional assistance in the analysis of forest working techniques, trends in productivity, exchange of technological experience and general support to the activities of the Division.

(b) *Reclassifications of existing posts*

2 P-5 to D-1

These reclassifications are proposed for the posts of (*a*) Chief of the Centre for Projections and Programming and (*b*) Chief of the Centrally Planned Economies Section, both in the Research and Planning Division. These proposals are made to take into account the high level of responsibilities involved.

2 P-4 to P-5

One reclassification concerns the post of Secretary to the Meetings of Senior Economic Advisers, in the Research and Planning Division, in view of the level of responsibility involved. The other relates to a post in the Commission Affairs and Trade Development Division, where the incumbent is required to carry out high-level liaison with United Nations organs, and international and regional organizations.

2 P-3 to P-4

Both these reclassifications are requested for posts in the Research and Planning Division, specifically (*a*) a post in the Foreign Trade and Payments Section with responsibility for studies on intra-European trade and trade between Eastern European countries and developing countries and (*b*) a post of econometrician who works on techniques used by Eastern European countries in developing activities in the field of application of modern mathematical methods and computer techniques to economic research.

1 P-2 to P-3

To provide a post at a higher level than the other posts in the Agriculture Division, in order to recognize the supervisory functions involved.

## *Chapter III. Other temporary assistance ($68 000)*

(i) *General temporary assistance* ..... ($13 000)

282. The estimate covers the following requirements:

(*a*) Replacement of general service staff absent on extended sick leave or maternity leave ($4 000)

(*b*) Temporary staff required to meet peak workloads and to provide services to consultants and rapporteurs ($9 000)

(ii) *Individual experts and consultants*... ($53 000)

283. Services of short-term consultants or specialized experts will be required during the year in such fields as science and technology, environmental problems, planning and projections, various statistical aspects, industrial development (steel, building industries, chemical products), pipeline transport and road safety, energy, and timber marketing and utilization.

## *Chapter IV. Overtime and night differential ($2 500)*

284. This estimate shows a slight increase to allow for adjustments which have taken place in general service salaries in Geneva.

## Economic Commission for Asia and the Far East

### Work programme

285. The programme of work and priorities of the Economic Commission for Asia and the Far East for 1968 and 1969 was presented to the Commission at its twenty-fourth session, held in Canberra, Australia, from 17 to 30 April 1968. Developments at the regional level in such fields as planning, industry, trade, population questions and public administration continue to underline the need for some strengthening of the Commission secretariat in order to ensure the attainment of the regional and global objectives involved.

286. As the programme related to the Asian Industrial Development Council develops, the activities of the Commision in support of operational projects in this field are expected to increase. It is anticipated that the Asian Conference on Industrialization, a permanent organ of the Commission established under the terms of its resolution 68 (XXII), will be convened in 1969 for its second session to review the problems and progress of industrialization in the region.

287. In addition to the resources made available from the regular budget of the United Nations, the Commission receives assistance under bilateral and multilateral arrangements with interested Governments in the form of expert, consultant and supporting services, equipment and other facilities. Such support is given, for instance, to the Asian Highway Project, the Mekong Project, and projects in the work programme of the Asian Industrial Development Council. Another notable example is the generous contribution of the Netherlands Government, which has made possible the construction of a new four-storey building at ECAFE Headquarters, providing additional office space and containing a fully-equipped internal reproduction unit.

*Economic development planning, projections and policies*

288. The regional centre for economic projections and programming, within the Research and Planning Division, has initiated a series of projections with a view to establishing, in accordance with General Assembly resolution 2218 (XXI), a framework for international development strategy and targets for the next Development Decade.

289. One of the major new developments in 1968 and 1969 will be a plan harmonization programme, involving a considerably expanded range of work. The related activities will be of a practical and interconnected nature. Specifically, the aim will be to secure general agreement, by means of a series of intergovernmental consultations, to concrete co-operation programmes.

*International trade*

290. The major activities in this field will be (*a*) the formulation of suitable clearing and payments systems — a project that is nearer to practical realization after the last seminar on financial aspects of trade expansion; (*b*) the promotion of sub-regional shipping pools; and (*c*) the adoption of measures towards regional trade liberalization. It is expected, moreover, that, with the assistance of UNCTAD and GATT, a regional trade promotion centre will be established under ECAFE auspices.

*Industrial development*

291. The main activity during the period 1968-1969 stems from the programmes of the Asian Industrial Development Council for joint industrial development and economic co-operation. A series of applied studies on selected industries has already started and will be greatly intensified. In addition, collateral projects will be undertaken in areas such as standardization and research.

*Development of natural resources*

292. The work on joint prospecting for mineral resources in Asian offshore areas is now fully established and will be considerably intensified. A possible new development in the field of electric power is an intensification of rural electrification programmes.

*Water resources development*

293. The current level of work on investigation of international rivers and flood control methods will be maintained. In addition, the programmes for typhoon and cyclone damage control will be intensified.

*Transport and communications*

294. New developments include work on the trans-Asian railway network, the regional telecommunication network, development of inter-island communications, development of major ports to handle containerized traffic, and the creation of regional pools for dredging and salvage operations.

*Agriculture and forestry*

295. The programme will continue to involve the investigation of economic aspects of agricultural plans and programmes, including a study of agricultural inputs and a study of the regional implications of agricultural development plans.

*Social development*

296. Three important areas of intensified work may be identified. In the first instance, consideration has to be given to the implementation of the recommendations of the seminar on methods of inducing social change for over-all development—a theme which has been accepted as being vital to the achievement of rapid economic and social growth. Secondly, a completely revised and intensified work programme in the field of population will be developed, to be financed both from the regular budget and from the United Nations Trust Fund for Population Activities. Finally, in the field of housing, building and planning, continued attention must be given to the programme for regional planning, good progress having already been made as a result of the seminar held in 1966 on planning for urban and regional development.

*Statistics*

297. In the field of statistics, a programme to achieve improvements in national statistics and international comparability has already been developed and its imple-

mentation continues. In addition, the Asian Statistical Institute is due to begin operation some time in 1968.

*Public administration programme*

298. A number of activities have been developed and programmed since the meeting of the Working Group of Experts on Major Administrative Problems of Asian Countries. A seminar on training needs in support of administrative reform and improvement has already been held this year. The recommendations of the seminar, and of the Working Group, are to be followed up.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-41

| Projects | 1968 Man-months assigned P | C | RA | Local level | 1969 Man-months required P | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|
| *Economic development and research* ..... Current economic trends and developments; analysis of aspects of economic problems of major policy importance. | 102 | 2 | 12 | 60 | 114 | — | 12 | 72 |
| *Economic planning and projections* ..... Projections and programming; strategy and targets for the second Development Decade, regional harmonization of development plans; financing of economic development. | 126 (30)[b] | 8 | 12 | 60 | 138 (54)[a] | 8 | 12 | 72 |
| *International trade* ..... Development of trade promotion services; regional economic co-operation; commodity problems; regulations, procedures and practices concerning the conduct of trade; customs administration; arbitration; shipping and ocean freight rates; training courses in trade promotion. | 96 | 5 | 15 | 48 | 108 | 8 | 24 | 48 |
| *Industrial development* ..... Industrial development and planning; expansion of trade in manufactures and semi-manufactures; training in industrial engineering, administration and management; investment promotion; development and planning of metal producing and transforming industries; technical and economic aspects of selected techniques in the iron-steel and other metals and engineering industries; consumption trends and future demands for metals; regional training; research and advice in the field of metals and engineering; cottage and small-scale industries; application of science and technology to development. | 192 | 15 | 45 | 144 | 240 | 7 | 48 | 168 |
| *Natural resources and energy* ..... Development of petroleum and natural gas; regional mining development review; methods of exploration, exploitation and processing of minerals; mineral resources for the fertilizer industry; technical training in the field of mineral resources development; mining legislation and administration; off-shore prospecting; regional geological and mineral development; seminar on engineering, geological and geophysical methods and techniques; electric power development; rural electrification; regional research and training centre in electric power, energy supply and demand. | 120 | — | 24 | 24 | 120 | 8 | 24 | 24 |
| *Water resources* ..... Planning and development of water resources; development of international rivers; flood control; hydrologic and hydraulic studies. | 120 | — | 13 | 72 | 120 | 3 | 6 | 72 |
| *Office of the Mekong Agent* ..... | 36 | — | — | 72 | 36 | — | — | 72 |
| *Transport and communications* ..... Co-ordination of transport; economic planning of transport and communications development; promotion of tourism and international travel; | 108 | 12 | 36 | 144 | 108 | 6 | 36 | 144 |

TABLE 3-A-41 (*continued*)

| Projects | 1968 Man-months assigned P | C | RA | Local level | 1969 Man-months required P | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|
| traffic surveys; urban traffic problems; design and operation of boats; studies of traffic construction and maintenance; tele-communications development; railways research; regional network of railways; Asian Highway; highway transport; inland waterways transport; port operations; statistics; hydraulic studies and dredging of ports, waterways, estuaries and coasts; coastal shipping and inter-island communications. | | | | | | | | |
| *Agricultural development* ..... Agricultural planning and development; finance and credit; prices and policies. | 24 (24)[b] | 2 | — | 36 | 24 (24)[b] | 3 | — | 36 |
| *Social development, population and housing, building and planning* ..... Survey and review of social development trends; social development and planning; regional, rural and community development; mobilization of resources for land reform and settlement; social welfare; population policies and programmes; population aspects of economic and social development; housing and related community facilities; regional, urban and rural development; town planning; regional housing centres; buildings and building materials. | 132 | — | 24 | 60 | 156 | 3 | 18 | 84 |
| *Statistics* ..... Census and sample surveys; electronic data processing; statistics development; methods and standards; training in statistics; statistical compilation and analysis. | 120 | — | 24 | 216 | 144 | 4 | 30 | 240 |
| *Public administration* ..... | — | — | 6 | — | 12 | — | 12 | 12 |
| *Technical co-operation programme co-ordination* .. | 24 | — | — | 24 | 24 | — | — | 24 |
| *Administration* ..... | 144 | — | — | 1 812 | 168 | — | — | 2 064 |
| *Programme formulation and management* (including Commission secretariat and Editorial, Language and Information Services) ..... | 276 | — | 3 | 144 | 312 | — | — | 192 |
| TOTALS | 1 620 (54) | 44 | 214 | 2 916 | 1 824 (78) | 50 | 222 | 3 324 |

[a] Financed out of the United Nations Trust Fund for Development Planning and Projections.
[b] Provided by FAO.

## COST ESTIMATES: 1969 ($3 042 000)

### *Chapter I. Established posts ($2 882 000)*

299. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

*Office of the Executive Secretary*

*Language Services*

1 P-4, 2 P-3, 4 local level

It is proposed to strengthen the Language Services of the Commission secretariat in order to make available sufficient resources to ensure simultaneous availability of documentation in the working languages of the Commission (English and French). The new posts comprise one French reviser and two French translators, with supporting reference and secretarial servicing staff.

*Public Administration Unit*

1 P-5, 1 local level

One additional professional post and one local level post are requested for the establishment of a Public Administration Unit to undertake the regional work programme in this field of activity.

*Research and Planning Division*

2 P-4, 2 local level

One additional professional post, together with supporting research assistance, is requested for the Economic Develop-

TABLE 3-A-42

| | | Category and level | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | |
| | | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | II. Local level |
| Office of the Executive Secretary | 1969 | 1 | — | 1 | — | 2 | 1 | 2 | 7 | 4 |
| | 1968 | 1 | — | 1 | — | 2 | 1 | 2 | 7 | 4 |
| Editorial and Language Services | 1969 | — | — | — | 1 | 2 | 10 | 4 | 17 | 9 |
| | 1968 | — | — | — | 1 | 1 | 8 | 4 | 14 | 5 |
| Information Service | 1969 | — | — | — | 1 | — | — | 1 | 2 | 3 |
| | 1968 | — | — | — | 1 | — | — | 1 | 2 | 3 |
| Technical Co-operation Co-ordination | 1969 | — | — | — | — | 1 | 1 | — | 2 | 2 |
| | 1968 | — | — | — | — | 1 | 1 | — | 2 | 2 |
| Public Administration Unit | 1969 | — | — | — | 1 | — | — | — | 1 | 1 |
| | 1968 | — | — | — | — | — | — | — | — | — |
| Research and Planning Division | 1969 | — | — | 1 | 4 | 6 | 5 | 5 | 21 | 12 |
| | 1968 | — | — | 1 | 4 | 4 | 5 | 5 | 19 | 10 |
| International Trade Division | 1969 | — | — | — | 1 | 2 | 4 | 2 | 9 | 4 |
| | 1968 | — | — | — | 1 | 1 | 4 | 2 | 8 | 4 |
| Industry and Natural Resources Division | 1969 | — | 1 | 1 | 11 | 5 | 11 | 4 | 33 | 17 |
| | 1968 | — | 1 | 1 | 7 | 7 | 9 | 4 | 29 | 15 |
| Water Resources Division | 1969 | — | — | 1 | 3 | 3 | 2 | 1 | 10 | 6 |
| | 1968 | — | — | 1 | 3 | 2 | 3 | 1 | 10 | 6 |
| Office of the Executive Agent of the Mekong Project Committee | 1969 | — | 1 | — | — | 1 | — | 1 | 3 | 6 |
| | 1968 | — | 1 | — | — | 1 | — | 1 | 3 | 6 |
| Transport and Communications Division | 1969 | — | — | 1 | 1 | 6 | 1 | — | 9 | 12 |
| | 1968 | — | — | 1 | 1 | 6 | 1 | — | 9 | 12 |
| ECAFE/FAO Agriculture Division | 1969 | — | — | — | 1 | — | 1 | — | 2 | 3 |
| | 1968 | — | — | — | 1 | — | 1 | — | 2 | 3 |
| Social Development Division | 1969 | — | — | 1 | 1 | — | 6 | 2 | 10 | 6 |
| | 1968 | — | — | — | 2 | — | 5 | 1 | 8 | 4 |
| Statistics Division | 1969 | — | — | — | 1 | 2 | 3 | 6 | 12 | 20 |
| | 1968 | — | — | — | 1 | 2 | 3 | 4 | 10 | 18 |
| Administrative Services: | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | 1 | 1 | — | — | — | 2 | 5 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | 5 |
| Finance | 1969 | — | — | — | — | 1 | 1 | 1 | 3 | 10 |
| | 1968 | — | — | — | — | 1 | 1 | 1 | 3 | 9 |
| Personnel | 1969 | — | — | — | 1 | — | 1 | 1 | 3 | 10 |
| | 1968 | — | — | — | 1 | — | 1 | 1 | 3 | 10 |
| Library | 1969 | — | — | — | — | — | 1 | 1 | 2 | 6 |
| | 1968 | — | — | — | — | — | 1 | — | 1 | 7 |
| Buildings Management and Internal Services | 1969 | — | — | — | — | 1 | 1 | — | 2 | 109 |
| | 1968 | — | — | — | — | 1 | — | 1 | 2 | 88 |
| Conference and External Services | 1969 | — | — | — | — | 1 | — | 1 | 2 | 32 |
| | 1968 | — | — | — | — | — | 1 | 1 | 2 | 32 |
| TOTALS | 1969 | 1 | 2 | 7 | 28 | 33 | 49 | 32 | 152 | 277 |
| | 1968 | 1 | 2 | 6 | 23 | 29 | 45 | 29 | 135 | 243 |

ment Branch of this Division, to help meet the increased workload in the field of regional plan implementation, as programmed by the Conference of Asian Economic Planners. The second professional post, with supporting research assistance, is requested for the regional centre for economic projections and programming, in order to strengthen work on strategy and targets for the second Development Decade.

*International Trade Division*

1 P-4

This post is requested to provide more adequate technical servicing to the ECAFE Centre for Commercial Arbitration. A conference on commercial arbitration, held in 1966, recommended that adequate staff be provided so that follow-up action may be taken on the recommendations made by the conference.

*Industrial Development Division*

2 P-5, 2 P-3, 2 local level

At the time of the establishment of the Asian Conference on Industrialization as an organ of ECAFE, and the concomitant setting up of the Asian Industrial Development Council, the Secretary-General presented revised estimates to the General Assembly at its twenty-first session[1] in order to seek additional resources for this new activity. These proposals involved the strengthening of the Industrial Development Division by five new Senior Officer (P-5), five new Second Officer (P-3) and five new secretarial posts. The General Assembly, on the recommendation of the Advisory Committee on Administrative and Budgetary Questions, approved the establishment of only three P-5, three P-3 and three general service posts. After eighteen months' experience of this programme of activity, it has become apparent that at least three further professional posts (two P-5 and one P-3) as well as two general service posts are needed in 1969 if the priority projects in the work programme approved by the Asian Industrial Development Council are to be implemented. A second new post at the P-3 level is required to assist in the work to be undertaken by the Mineral Resources Section in the field of off-shore prospecting.

*Social Development Division*

1 P-3, 1 P-2, 2 local level

Agreement has been reached between the Commission and the Population Division of the Department of Economic and Social Affairs on an expanded programme of action in the field of population for the region, to be financed in 1969 and 1970 partly from the resources of the United Nations Trust Fund for Population Activities and partly from the regular budget of the Organization. After 1970, all costs would be borne by the regular budget. The establishment required for the servicing of the expanded programme is to be built up by degrees over a period of three years as follows:

1969 — *Budget,* 1 P-3, 1 P-2, 2 local; *Trust Fund,* 1 D-1, 1 P-5, 1 P-4, 1 local.

1970 — *Budget,* 1 D-1, 1 P-4, 1 P-3, 1 P-2, 3 local; *Trust Fund,* 1 P-5, 2 P-3, 2 local.

1971 and subsequent years — *Budget,* 1 D-1, 1 P-4, 2 P-3, 2 P-2, 5 local.

*Statistics Division*

2 P-2, 2 local level

It is proposed to strengthen the resources of the Statistics Division in order to enable it to fulfil its work programme in regard to the general compilation of statistics and data processing. One new professional post (P-2) is required for the general statistical work. The second professional post (P-2) will accommodate an analyst-programmer. The local level posts are required for a technical assistant and a coding and checking monitor, respectively.

[1] *Official Records of the General Assembly, Twenty-first Session, Annexes,* agenda item 74, document A/C.5/1056.

*Division of Administration*

1 P-5

With the marked increase in the scope and volume of the work of the Division of Administration, it is proposed to provide for a post of Deputy Chief of the Division.

In 1969 it is proposed to provide established posts for the following functions, covered in 1968 by recourse to temporary assistance funds:

*Internal Reproduction Facilities*

12 local level

The generous gift of the Netherlands Government of modern internal reproduction equipment valued at $55,000 provides the Commission secretariat with the facilities with which it can not only reproduce internally all the documentation required by the Commission and its subsidiary organs, but can also undertake the printing of publications hitherto performed by external printers. The twelve posts requested comprise three offset platemakers, two offset pressman, three collators and binders, three typists and one vari-justo-writer.

*Buildings and General Services*

9 local level

The Netherlands Government also donated an amount of $150 000 to meet the cost of constructing a new four-storey building to accommodate the new enlarged documents reproduction shop and to provide some sorely-needed additional office space. As a result, additional cleaners, messengers and watchmen are required. Moreover, the expansion of activities of the Commission secretariat, especially in the field of industry, has necessitated rental of outside office space, also requiring additional services of these categories of staff. A total of seven such posts is proposed. The increase in the workload of the services as a whole, and the more systematized procedure for receipt and inspection of supplies now in effect, require the establishment of one clerk-typist post, and one storeman post.

*Finance Office*

1 local level

It is proposed that one post for a finance clerk be established in order to provide additional strengthening of the Finance Office. This need has arisen as a result of an increase in programme and budgetary reporting requirements, as well as a general expansion in the accounting workload.

(b) *Reclassifications of existing posts*

1 P-5 to D-1

It is proposed to reclassify the post of Chief of the Social Development Division. The work programme in this area has shown a steady increase in scope and complexity, including the implementation during 1968 and 1969 of an expanded programme in population.

2 P-4 to P-5

It is proposed to reclassify two Chief of Section posts in the Industry and Natural Resources Division, where the programme of activities undertaken by the Housing, Building and Planning and the Industrial Studies Sections has increased in professional and technical complexity.

2 P-3 to P-4

One reclassification is requested in the Water Resources Division, as a result of the increased importance and scope of the work of the official engaged in port operations in the ECAFE region. The other reclassification relates to the post of the Chief of Conference and External Services Section, in the Division of Administration. The incumbent of this post is responsible for services which handle purchasing, local transportation, meetings arrangements, external printing and travel.

P-2 to P-3

It is proposed to reclassify the post of Deputy to the Chief of Buildings Management and Internal Services in the Division of Administration. The workload and responsibility of this section have increased with the enlarged reproduction facilities and new premises.

Local level to P-1

It is proposed that a senior local level post should be reclassified in order to provide an additional professional librarian post.

*Chapter III. Other temporary assistance ($140 000)*

(i) *General temporary assistance* ..... ($15 000)

300. This estimate covers requirements for temporary assistance during peak-load periods and replacement of staff on maternity or extended leave.

(ii) *Individual experts and consultants* .... ($100 000)

301. Services of highly specialized personnel in technical fields will be required by the secretariat in cases where persons qualified in specialized fields are not available within the staff resources of the Commission. Specialists will be required in various fields of activity as shown in the Commission's programme of work and priorities for 1968-1969 (see table 3-A-41). The estimate of fifty man-months of such services includes anticipated requirements resulting from the activities of the Asian Industrial Development Council.

(iii) Ad hoc *expert groups* ..... ($25 000)

302. The following *ad hoc* expert groups are expected to be convened in 1969 :

(*a*) An expert group of six members of internationally recognized reputation to advise on economic projections and work programmes related to the setting of regional targets for the second Development Decade ($8 000).

(*b*) An expert group, composed of five to six senior economic advisers to the Governments of member countries, to discuss short-term economic policies as instruments for implementing development plans and harmonizing short-term stability with long-term development objectives ($5 000).

(*c*) Meeting of an expert group on the implications for countries of the region of development plans of other countries — eight experts for twelve days ($5 000).

(*d*) Meeting of experts on the contribution of cooperative techniques to economic and social development — preparation of fifteen country papers ($7 000).

*Chapter IV. Overtime and night differential ($20 000)*

303. This estimate has been included in order to enable the Commission secretariat to change over from its present practice of compensating local level staff for overtime by granting compensatory time off to the general practice existing in Bangkok of compensating for overtime by means of cash payment at special rates.

## Economic Commission for Latin America

WORK PROGRAMME

304. The work programme for 1968-1969, as established by the Economic Commission for Latin America at its twelfth session, requires the Commission secretariat to intensify its work in various fields which were considered of particular importance by the meeting of American Presidents held at Punta del Este, Uruguay, in April 1967. In particular, the Commission resolved that urgent priority be given to a major effort towards Latin American integration and expressed continuing concern with problems of trade, with particular reference to exports of manufactures and the financing of industrial development. In turn, these broad programmes must be supported by more intensive research on problems of infrastructure — particularly transport — and of public administration. At the same time, there is a need to strengthen the Commission's work relating to development and research, economic planning and projections, problems of the newly-independent countries in the Caribbean, integration of the countries of the Andean Group and population growth.

305. In addition to the resources provided from the regular budget of the United Nations, the Commission receives assistance from the Organization of American States (OAS), the Inter-American Development Bank and the Latin American Institute for Economic and Social Planning in implementing programmes of common interest, such as the transport and industrial development programmes.

*Economic development and research*

306. The programme of research under this heading, including studies concerning economic growth and development, the Central American economic integration programme and economic policy, is carried out by the Economic Development and Research Division in Santiago and the Economic Development Section in Mexico City. The former also prepares the annual *Economic Survey of Latin America,* with the collaboration of the Mexico City office and the offices in Rio de Janeiro, Washington, Port-of-Spain, Montevideo and Bogota. The *Economic Bulletin for Latin America,* which appears twice a year, is prepared by the Office of the Executive Secretary.

*Social affairs*

307. The Social Affairs Division in Santiago and the Social Affairs Section in Mexico City are responsible for the work programme in this area. One of the main projects relates to the social aspects of development. After a critical review of current theories and research findings is completed, certain new hypotheses derived from the review will be tested through studies of the urbanization process in three selected countries, including a study of the phenomenon of "marginality" within the urbanization process. This project will feed basic information into various other projects covering social policy and planning and demographic studies. Pursuant to the wishes expressed by the General Assembly in resolution 2211 (XXI), it is anticipated that work on population growth and social development will be expanded in 1969.

*Trade policy*

308. The expansion of trade with other parts of the world and within the Latin American region itself continues to be a major preoccupation of ECLA. As regards external trade, the results of the second session of UNCTAD will require evaluation. Studies will also be undertaken to identify various problems, including those of price stabilization at remunerative levels for main export commodities, and the assessment of the

importance of trade restrictions on grounds of market disruption. Efforts towards integration will be pursued on various fronts. The Mexico Office will continue to help Central American regional institutions and governments to perfect their tariff and customs policy. The Bogota Office will continue to collaborate with the Andean Countries Group, as required. The Trade Policy Division in Santiago has undertaken to expand its collaboration with the Latin American Free Trade Association (LAFTA), as the outcome of a recent agreement in implementation of the Declaration of the Presidents of America. The Office for the Caribbean will continue to help the countries of the area to establish a framework for closer trade ties. The possibilities of establishing a multilateral payments system for the region will be explored in 1968-1969.

*Industrial development*

309. During 1968 and 1969, particular attention will be paid to the project on exports of manufactured goods. This project is undertaken jointly with UNCTAD, and it is expected that UNIDO will also collaborate. A major project in 1968-1969 relates to the motor vehicle industry in Latin America and the possibilities of its development on an integrated regional basis. This project, which the Inter-American Development Bank (IDB) is assisting financially, is of prime importance in view of the substantial investment contemplated in this industry. Other main projects cover technological research and transfer of technology, as well as separate studies of a wide range of industries. Collaboration with LAFTA will be intensified as a result of the implementation of the Declaration of the Presidents of America. Collaboration with Central American Governments will continue on questions of industrial development and industrial policy.

*Agriculture*

310. The study on integrated agricultural development in Latin America will absorb most of the resources of the Joint ECLA/FAO Agriculture Division during the period 1968-1970. Once the systematic compilation and analysis of agricultural prices and policies concerning some twenty-five commodities in Latin America is completed by mid-1968, a study will be made of possible ways to increase agricultural trade and complementary development within the region. Procedures for the establishment of agricultural production and trade agreements will also be determined for consideration by the various Latin American integration bodies. The Mexico Office will study land settlement, land tenure and working conditions in Central America and the development and production of exports of agricultural commodities. These activities are pursued in collaboration with FAO, the Office of Technical Co-operation, the Latin American Institute for Economic and Social Planning, IDB, the Inter-American Committee for Agricultural Development, the Inter-American Institute of Agricultural Sciences and LAFTA.

*Natural resources and energy*

311. The Natural Resources and Energy Programme includes the evaluation of renewable and non-renewable natural resources in the region, together with studies of their rational development and conservation; the survey of regional water resources and their uses, present and future, in co-operation with WMO and WHO; and the study of methods of production and utilization of energy from all sources, including the evaluation of hydroelectric and other energy resources, among them atomic energy.

*Transport and communications*

312. The Commission's activities in this field are carried out by the Transport Programme in Santiago and the Transport Section in Mexico City, the latter's resources being concentrated primarily on transport problems relating to the Central American Economic Integration Programme and the Caribbean Basin Programme. The work programme includes the study of national and regional transport problems and requirements, with special reference to their effect on the economic development of each country and on regional integration. In 1969 work on integration and on inland waterways will be intensified. The general work programme is carried out in active collaboration with OAS, which provides two professional staff members. Similar collaboration with LAFTA will be increased as a result of recent agreements.

*Statistics*

313. The Statistical Division and the corresponding section in Mexico are engaged on the improvement and standardization of national statistics, the collection and dissemination of statistical data and the provision of services to the substantive offices of the Commission secretariat. In addition to these continuing projects, two working groups will be convened in 1969, one on the World Programme of Basic Industrial Inquiries, and one on sample methods and surveys or on statistics of prices and quanta.

*Public administration*

314. The main objectives of this programme, which began in July 1967, are to further the modernization of public administration in Latin America; to assist the Governments of the region in adapting their administrative structures to the requirements of development plans; and to guide and support the services to Governments of United Nations regional technical assistance experts in public administration. Co-ordination is maintained with the Latin American Institute for Economic and Social Planning.

*Sub-offices*

315. The Commission maintains a large sub-office in Mexico City and smaller branch offices in Washington, Rio de Janeiro, Port-of-Spain, Montevideo and Bogota. The last two are mainly concerned with the trade policy programme connected with LAFTA and the Andean Countries Group, respectively. The Washington, Rio de Janeiro and Port-of-Spain offices are primarily concerned with the economic development and research programme, although the last-mentioned of these three offices is also very active in the integration movement of the Caribbean area.

## MAN-MONTH REQUIREMENTS: 1968 AND 1969

### TABLE 3-A-43

| Projects | 1968 Man-months assigned | | | | | 1969 Man-months required | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | P | C | RA | Local level | | P | C | RA | Local level | |
| *Economic development and research* ..... Studies and research on economic development, policies, human resources; *Economic Survey of Latin America; Economic Bulletin for Latin America;* intra-regional trade and integration; economic projections and planning. | 156 | 6 | 24 | 72 | | 156 | 6 | 24 | 72 | |
| *Economic projections and planning* ..... Country projections; exploration of techniques and methods of projection; compilation and analysis of projections prepared by other organizations; planning of development; projections related to trade and regional integration. | 60 (12)[a] | — | — | — | | 60 (12)[a] | 3 | — | 12 | |
| *Trade policy* ..... UNCTAD questions; expansion of trade; seminars and training courses; advisory missions; intra-regional trade and integration; general studies and advisory services relating to the Latin American Free Trade Association. | 120 | 9 | 36 | 120 | | 144 | 9 | 60 | 120 | |
| *Industrial development*[b] ..... Industrial economics; technological research for industry; steel; non-ferrous metals; forest industries; chemical industries; basic equipment and machinery industries; metal-transforming industries; consumer industries. | 120 (36) | 9 | — (48)[c] | 108 | (12) | 132 (36) | — | — (120)[c] | 120 | (12) |
| *Natural resources and energy* ..... Energy; water resources; other natural resources. | 48 | 6 | 36 (24)[d] | 60 | | 48 | 6 | 72 (24)[d] | 72 | |
| *Transport* ..... UNCTAD-related questions; maritime problems; road transport; railways; inland waterways; communications; intra-regional problems. | 36 (24)[e] | 12 | 4 | 36 | | 48 (24)[e] | 12 | 12 | 36 | |
| *Social development* ..... Social aspects of development, policy and planning; demographic studies; housing and urban development; rural and community development; regional development and planning. | 84 | — | 48 | 36 | | 96 | 6 | 60 | 60 | |
| *Agricultural development* ..... Agricultural development and planning; livestock products in Latin America; land reform; integrated agricultural development of Latin America. | 48 (36)[f] | — | — | 12 | | 48 (36)[f] | — | — | 12 | |
| *Statistics* ..... Statistical bulletins; regional meetings and seminars; basic statistical programme and services to substantive divisions and Headquarters; studies on specific questions. | 96 | — | 36 | 168 | | 96 | — | 48 | 204 | |
| *Public administration* ..... General public administration studies and servicing of seminars and meetings. | — | — | 24 | — | | 12 | — | 24 | 12 | |
| *Mexico Office* ..... Economic development and planning; trade; industrial development; agricultural development; economic infrastructure, statistics and social aspects of development, all related to Central America. | 312 (60)[g] | 6 | 42 (12)[c] | 720 | | 324 (60)[g] | 6 | 60 (12)[c] | 732 | |

TABLE 3-A-43 (*continued*)

| Projects | 1968 Man-months assigned P | C | RA | Local level | 1969 Man-months required P | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|
| *Washington Office* ..... Servicing, liaison, representation and data collection functions. | 48 | — | — | 24 | 48 | — | — | 24 |
| *Montevideo Office* ..... Studies and advisory services relating to Latin American Free Trade Association activities. | 24 | — | — | 12 | 24 | — | — | 12 |
| *Bogota Office* ..... Intra-regional trade and integration. | 12 | — | — | — | 12 | — | — | — |
| *Rio de Janeiro Office* ..... Current economic survey and planning of development. | 24 | — | — | (24)[h] | 24 | — | — | (24)[h] |
| *Office for the Caribbean* ..... Current economic survey; rural and community development; UNCTAD problems; trade and integration and public administration in relation to economic development. | 24 | — | — | — | 48 | — | — | 24 |
| *Technical co-operation programmes co-ordination* ..... | 24 | — | — | 36 | 24 | — | — | 36 |
| *Programme formulation and management* (including Commission secretariat and information services) ..... | 192 | — | — | 336 (108)[i] | 192 | — | — | 348 (108)[i] |
| *Division of Administration* ..... | 132 | — | — | 1 752 (84)[i] | 144 | — | — | 1 824 (84)[i] |
| TOTALS | 1 560 (168) | 48 | 250 (84) | 3 492 (228) | 1 680 (168) | 48 | 360 (156) | 3 720 (228) |

[a] Financed from the United Nations Trust Fund for Development Planning and Projections.
[b] Includes 24 man-months of professional services financed by the Inter-American Development Bank (IDB), 12 man-months of professional services provided by the Latin American Institute for Economic and Social Planning and 12 man-months of secretarial assistance financed by IDB.
[c] Provided by UNIDO from its programme of technical co-operation.
[d] Includes 12 man-months provided by WMO and 12 man-months provided by WHO/PASB (Pan American Sanitary Bureau).
[e] Provided by the Organization of American States.
[f] Provided by FAO.
[g] Includes 12 man-months provided by the Latin American Institute for Economic and Social Planning, 24 man-months provided by OAS, 12 man-months provided by FAO, and 12 man-months provided by ILO.
[h] Financed from temporary assistance funds, as arrangements concerning this Office cover the period ending 31 December 1969.
[i] Provided by the Latin American Institute for Economic and Social Planning.

## COST ESTIMATES: 1969 ($3 248 900)

### *Chapter I. Established posts ($3 128 400)*

TABLE 3-A-44

| | | Category and level I. Professional and above ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | II. Local level |
|---|---|---|---|---|---|---|---|---|---|---|
| Office of the Executive Secretary ..... | 1969 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 | 7 |
| | 1968 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 7 | 6 |
| Technical Assistance Co-ordinating Unit ... | 1969 | — | — | — | 1 | — | 1 | — | 2 | 3 |
| | 1968 | — | — | — | 1 | — | 1 | — | 2 | 3 |
| Public Administration Unit ..... | 1969 | — | — | — | 1 | — | — | — | 1 | 1 |
| | 1968 | — | — | — | — | — | — | — | — | — |
| Editorial and Language Services ..... | 1969 | — | — | — | 1 | 1 | 6 | — | 8 | 11 |
| | 1968 | — | — | — | 1 | 1 | 6 | — | 8 | 11 |

TABLE 3-A-44 (*continued*)

| | | *Category and level* | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | |
| | | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *II. Local level* |
| Documents Reproduction and Distribution Section | 1969 | — | — | — | — | — | — | 1 | 1 | 14 |
| | 1968 | — | — | — | — | — | — | 1 | 1 | 14 |
| Information Services | 1969 | — | — | — | — | 1 | — | — | 1 | 3 |
| | 1968 | — | — | — | — | 1 | — | — | 1 | 3 |
| Economic Development and Research Division | 1969 | — | — | 1 | 1 | 3 | 4 | 4 | 13 | 6 |
| | 1968 | — | — | 1 | 1 | 3 | 4 | 4 | 13 | 6 |
| Washington Office | 1969 | — | — | — | 1 | — | 1 | 2 | 4 | 2 |
| | 1968 | — | — | — | 1 | — | 1 | 2 | 4 | 2 |
| Rio de Janeiro Office | 1969 | — | — | — | 1 | — | 1 | — | 2 | — |
| | 1968 | — | — | — | 1 | — | 1 | — | 2 | — |
| Office for the Caribbean | 1969 | — | — | — | 1 | — | 3 | — | 4 | 2 |
| | 1968 | — | — | — | 1 | — | 1 | — | 2 | — |
| Economic Projections Centre | 1969 | — | — | — | 1 | 1 | 1 | 2 | 5 | 1 |
| | 1968 | — | — | — | 1 | 1 | 1 | 2 | 5 | — |
| Trade Policy Division | 1969 | — | — | 1 | 1 | 4 | 4 | 2 | 12 | 10 |
| | 1968 | — | — | 1 | 1 | 3 | 4 | 1 | 10 | 10 |
| Montevideo Office | 1969 | — | — | — | 1 | — | — | 1 | 2 | — |
| | 1968 | — | — | — | 1 | — | — | 1 | 2 | — |
| Bogota Office | 1969 | — | — | — | 1 | — | — | — | 1 | — |
| | 1968 | — | — | — | 1 | — | — | — | 1 | — |
| Industrial Development Division | 1969 | — | — | — | 2 | 3 | 5 | 1 | 11 | 10 |
| | 1968 | — | — | — | 2 | 2 | 5 | 1 | 10 | 9 |
| Natural Resources and Energy Programme | 1969 | — | — | 1 | — | 2 | 1 | — | 4 | 6 |
| | 1968 | — | — | 1 | — | 2 | 1 | — | 4 | 5 |
| Transport Programme | 1969 | — | — | 1 | — | 1 | 1 | 1 | 4 | 3 |
| | 1968 | — | — | 1 | — | 1 | — | 1 | 3 | 3 |
| Joint ECLA/FAO Agriculture Division | 1969 | — | — | — | 1 | 2 | 1 | — | 4 | 1 |
| | 1968 | — | — | — | 1 | 2 | 1 | — | 4 | 1 |
| Social Affairs Division | 1969 | — | — | 1 | 1 | 4 | 1 | 1 | 8 | 5 |
| | 1968 | — | — | — | 2 | 3 | 1 | 1 | 7 | 3 |
| Statistical Division | 1969 | — | — | — | 1 | 2 | 2 | 3 | 8 | 17 |
| | 1968 | — | — | — | 1 | 2 | 2 | 3 | 8 | 14 |
| Division of Administration: | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | 1 | 1 | — | 1 | — | 3 | 24 |
| | 1968 | — | — | 1 | 1 | — | 1 | — | 3 | 19 |
| Finance | 1969 | — | — | — | — | 1 | 1 | 1 | 3 | 7 |
| | 1968 | — | — | — | — | — | 1 | 2 | 3 | 6 |
| Personnel | 1969 | — | — | — | — | 1 | 1 | — | 2 | 3 |
| | 1968 | — | — | — | — | 1 | 1 | — | 2 | 3 |
| Library | 1969 | — | — | — | — | — | 1 | — | 1 | 6 |
| | 1968 | — | — | — | — | — | 1 | — | 1 | 6 |
| Buildings Management and General Services | 1969 | — | — | — | — | — | — | 2 | 2 | 107 |
| | 1968 | — | — | — | — | — | — | 1 | 1 | 107 |
| Mexico Office | 1969 | — | — | 1 | 4 | 7 | 5 | 10 | 27 | 61 |
| | 1968 | — | — | 1 | 4 | 6 | 6 | 9 | 26 | 60 |
| TOTALS | 1969 | 1 | 1 | 8 | 22 | 34 | 42 | 32 | 140 | 310 |
| | 1968 | 1 | 1 | 7 | 22 | 29 | 40 | 30 | 130 | 291 |

316. The following increases and adjustments are proposed in the staffing provisions for 1969 :

(a) *New posts*

*Office of the Executive Secretary*

1 local level

To provide additional secretarial services in the Office of the Executive Secretary.

*Public Administration*

1 P-5, 1 local level

As in the case of the other regional economic commissions, it is proposed to establish a Public Administration Unit in the ECLA secretariat.

*Office for the Caribbean*

2 P-3, 2 local level

In accordance with the wishes of the Commission that the work programme in the Caribbean area be intensified, it is proposed to increase the staff resources of the Office by the posts requested.

*Economic Projections Centre*

1 local level

A new post is requested in order to provide secretarial assistance to the professional officers in the Regional Economic Projections Centre.

*Trade Policy Division*

1 P-4, 1 P-2

Under the terms of its resolution 265 (XII), the Commission requested that the activities of the Commission secretariat in the field of trade should be intensified, especially in the identification of measures needed to give effect to the Declaration of the Presidents of America on Latin American economic integration.

*Industrial Development Division*

1 P-4, 1 local level

The joint ECLA/Institute/IDB Programme for the Integration of Industrial Development will involve increased collaboration with UNIDO and UNCTAD in the field of research on exports of manufactures. Moreover, co-operation with UNIDO will continue in studies relating to the transfer of technology from developed to developing countries. The additional posts requested will augment resources already made available by ECLA to the Joint Programme by means of its Industrial Development Division. This Division is also required to assist the industrial integration activities of the Latin American Free Trade Association in Montevideo.

*Natural Resources and Energy Programme*

1 local level

As the professional staff resources available to this unit are limited, it is requested that an additional research assistant post be provided to assist in the more routine analysis of statistical and other data in this field.

*Transport Programme*

1 P-3

The staffing situation of the Transport Programme has remained consistently below the level required by the workload involved. Accordingly, one additional professional post is requested at this time.

*Social Affairs Division*

1 P-4, 2 local level

The additional posts are required for an intensification of the work of the secretariat in the field of population.

*Statistical Division*

3 local level

To strengthen the staff available for work in the fields of foreign trade and electronic data processing.

*Division of Administration*

1 P-1

This post of deputy chief of General Services has previously been financed from temporary assistance funds, and its costs have been shared with the Latin American Institute for Economic and Social Planning as part of the arrangements between ECLA and the Institute on the occupation of the Santiago building. All other posts financed under these arrangements were converted to established posts in 1968.

6 local level

The additional posts requested would strengthen (*a*) secretarial and typing services in the Division and (*b*) the Finance Office, where it has been demonstrated that temporary assistance posts maintained on a continuing basis should be converted to established posts.

*Mexico Office*

2 local level

To provide research assistance in the field of population questions, and to strengthen the staff of the Library, where the workload has steadily increased, in respect not only of the servicing of United Nations official requests, but of services associated with the thousands of enquiries received annually from Governments, banks and universities.

(b) *Reclassifications of existing posts*

1 P-5 to D-1

In view of the level of responsibilities involved, it is proposed to reclassify the post of Chief, Social Affairs Division.

2 P-3 to P-4

It is proposed to reclassify the post of Finance Officer in Santiago, and that of Chief of the Trade Policies Section in Mexico, thus recongnizing the higher level of responsibilities involved.

1 P-2 to P-3

It is proposed to reclassify the post of Deputy Finance Officer in Santiago.

1 L-8 to P-1

The post of Librarian in Mexico requires the services of a fully trained, formally qualified librarian. To give recognition to this professional level, and to take into account the responsibilities and functions involved, it is proposed to reclassify the local level post to the professional level.

*Chapter III. Other temporary assistance ($104 500)*

(i) *General temporary assistance* ..... ($28 500)

317. The estimate covers the following costs :

(*a*) Electronic data processing services, rentals and supplies ($10 000).

(*b*) Temporary staff required at times of peak workloads, to provide replacement for staff proceeding on extended sick leave or maternity leave, and to meet other *ad hoc* requirements ($18 500).

(ii) *Individual experts and consultants* .... ($55 000)

318. Services of short-term consultants or specialized experts will be required during the year in the areas of activity as shown in table 3-A.-43. The estimate covers

the costs of the forty-eight man-months shown in that table.

(iii) Ad hoc *expert groups* ..... ($21 000)

319. The estimate provides for the following :

(*a*) Working group evaluate the implementation of the resolutions of the second session of UNCTAD ($7 000).

(*b*) Working group on regional and local development ($6 000).

(*c*) Seminar on statistics of prices and quanta ($8 000).

*Chapter IV. Overtime and night differential ($16 000)*

320. Of the requirements under this heading, $13 000 relates to Santiago and $3 000 to the Mexico Office.

## Economic Commission for Africa

### Work programme

321. The estimates for the Economic Commission for Africa have been prepared on the basis of a draft programme of activities for the 1969-1970 biennium which is to be submitted to the Commission for approval in February 1969 at its ninth session. Should the Commission at that time propose any modifications in the programme having a significant effect on budgetary requirements, these will be duly reported to the Economic and Social Council and the General Assembly.

322. During 1968, the Commission secretariat was reorganized as follows :

(*a*) Taking into account the recommendation of the Conference of African Statisticians that statistical work be centralized at ECA headquarters in Addis Ababa, and considerations of the future role of the sub-regional offices in relation to the inter-governmental secretariats of the sub-regional Economic Communities soon to be established, the staffing pattern of the sub-regional offices has been revised. The staff of each office now consists of two professional officers supported by an appropriate complement of general service staff. This provision is considered adequate to carry out what is now intended to be the primary role of the sub-regional offices, that of liaison with the inter-governmental secretariats of the Economic Communities. The statistical staff previously assigned to the sub-regional offices has been withdrawn to Addis Ababa. Any requests for assistance from the inter-governmental secretariats in organizing and servicing meeting of the Communities' machinery will be met by short-term assignment of specialist and conference personnel, as well as by technical assistance personnel.

(*b*) A new Research and Statistics Division has been established, comprising what was formerly the Statistics and Demography Division and the Economic Development Section of the Economic and Social Development Division.

(*c*) A new Human Resources Development Division has been established, comprising the former Social Development, Manpower and Training, and Public Administration Sections.

(*d*) A small Programme Co-ordination Unit has been created in the Office of the Executive Secretary to assist in the programming and co-ordination of the Commission secretariat's activities and to give particular attention to requirements arising from decisions of the General Assembly, the Economic and Social Council and the Committee for Programme and Co-ordination.

### *Research and statistics*

323. Besides the continuing work on the preparation of statistical series and of issues of the *Economic Bulletin for Africa* and the *Annual Economic Survey of Africa,* a planning advisory service is to be constituted in 1968 to assist member Governments in the formulation, analysis, implementation and review of national development plans, the adjustment of national plan targets in the light of experience of implementation and availability of resources, and the harmonization of national development plans in the context of Commission-endorsed strategy for the rapid development of the continent as a whole. The establishment of such a service was strongly recommended by the Second Conference of African Planners, held in Addis Ababa in December 1967 (E/CN.14/407, para. 123).

324. Greater emphasis will be placed on economic and demographic projections, and work on population questions will be intensified in co-operation with the Population Division at Headquarters, with the expectation that a population conference for the African region will be convened in 1970 or 1971.

### *Human resources development*

325. In the area of social development, the work programme includes projects likely to contribute to the modernization of rural communities. Levels of living in rural communities would be raised through the promotion of improvements in agriculture, cottage and handicraft industries, aided self-help housing, organization of co-operatives and extension services. In co-operation with the specialized agencies concerned, programmes for youth welfare and the mobilization of youth for development will be undertaken. It is expected that an inter-agency evaluation mission will carry out individual country studies in Africa during 1969 and 1970.

326. In the field of manpower and training, the survey, commenced in 1968, of manpower resources available and required for development is due to be completed in the course of the 1969-1970 biennium. This study is expected to provide the basis for the rendering of advice and assistance on the preparation of manpower budgets and the organization of training programmes. The work programme will include the organization of training courses for manpower planners, advisory services to Governments for establishing machinery for manpower planning and administration and, in co-operation with UNESCO, the ILO and other interested agencies, the promotion of a co-ordinated programme in the field of human resources development.

327. Activities in public administration derive from the comprehensive recommendations of the ECA seminar

on budget administrative problems of African countries, as endorsed by the Commission in 1963. During the 1969-1970 biennium work in this area will be concentrated on :

(*a*) Advisory services to member Governments;

(*b*) The continuation of the programme of seminars and training courses in : organization and methods; personnel management and financial administration; local government; and the organization and management of public enterprises;

(*c*) The completion of a survey of postal facilities in Africa (UPU has assigned a Postal Adviser to ECA to assist in this survey) ; and

(*d*) The compilation of a roster of civil servants from African countries available and competent to serve in other countries of the region.

*Industry and housing*

328. During 1969, the study on the continental inter-industry balance will be completed. This study represents the conclusion of the series of sectoral, industry and sub-regional harmonization studies undertaken since 1965 with a view to helping member Governments to formulate a co-ordinated plan for industrial development on a sub-regional basis. Studies covering the East and West African sub-regions have already been completed, and those covering the North and Central African sub-regions are scheduled for completion by the third quarter of 1968.

329. Work will also proceed on industrial promotion, with efforts being directed towards the establishment of industrial promotion centres as part of the inter-governmental machinery for sub-regional economic co-operation.

330. To bridge the gap between the completion of the study on continental industrial harmonization and the effective operation of the industrial promotion centres, efforts will be made to select a few large industrial projects of a multi-national character, and to enlist the support of member Governments, of the United Nations family of organizations and of bilateral donor Governments, towards their implementation.

331. As part of the programme of modernization of rural communities, and to promote entrepreneurship and the productive application of domestic savings, the establishment of small and medium-scale industries will be encouraged through pilot demonstration centres for small-scale industries, as recommended in Commission resolution 156 (VIII).

332. Advisory services will be provided to Governments in the establishment of institutions for industrial research and standardization and in the organization of administrative machinery necessary to promote industrial development.

333. In the field of housing, the programme will concentrate on (*a*) advisory services to Governments in the formulation of a housing policy, in the organization of national housing agencies for administering housing programmes, and in the establishment of machinery for physical planning; (*b*) the extension to three or four selected countries of the pilot studies commenced in 1967 in Ghana and Kenya; (*c*) surveys of indigenous materials and facilities available for use in programmes of low-cost and aided self-help housing in rural communities; and (*d*) the continuation of the programme of seminars and training courses.

*Natural resources and transport*

334. In this field attention will be devoted during 1969-1970 to :

(*a*) The establishment of centres appropriately equipped to carry out integrated surveys of natural resources utilizing modern aerial techniques;

(*b*) The establishment of regional centres for training African personnel in various aspects of cartography, specialized surveys, photogrammetric techniques and interpretation of aerial photographs and data from airborne geophysical surveys;

(*c*) The establisment of mineral resources development institutes to advise and assist Governments and to supplement the work of national institutions in the surveying and exploitation of mineral resources; the survey of skilled manpower available and of current and future requirements will be completed; and recommendations will be prepared and projects developed for strengthening the earth science faculties of existing institutions in order to provide education and training facilities which can assist in the adaptation and application of science and technology for the discovery and exploitation of mineral resources;

(*d*) Advisory services will be provided to Governments with a view to securing the fuller utilization of existing energy sources (hydroelectric, geothermal, petroleum and natural gas), wherever possible on a multi-national basis; surveys of the energy situation in each of the four sub-regions have been completed and will be considered during the 1968-1969 period at meetings of the inter-governmental machinery for sub-regional co-operation, with the aim of reaching agreements for the fuller use of existing energy potentials and of developing new sources to meet the needs of industrial development and rural communities; surveys of manpower resources and requirements in different sectors of the energy field will be organized with a view to making recommendations and developing projects to meet these requirements; particular attention will be given to the creation of facilities for research and development relating to fuel and energy problems; attention will also be paid to problems of standardization of plant equipment in the energy field as a basis for multi-national manufacture of components;

(*e*) Further surveys of available water resources and needs will be undertaken in co-operation with the Resources and Transport Division at United Nations Headquarters and other appropriate United Nations agencies; analyses of present needs and growth requirements for the next twenty years will be prepared as part of the plan, endorsed by the Economic and Social Council, for the survey and development of natural resources; special attention will be given to the design of projects for water resources inventory, development and management;

(*f*) Advisory missions will be carried out in co-operation with the Resources and Transport Division at Headquarters in respect of the integrated development of selected international river basins, and assistance will be provided as necessary to the already existing Commissions (for the Senegal, the Niger and the Chad);

(*g*) The survey of available skilled personnel and research facilities in the field of water resources development will be completed in 1969-1970, as a step towards the drafting of recommendations for the establishment of institutional facilities and training programmes to meet the manpower requirements and research needs.

335. In the transport field, preliminary studies have now been completed (with assistance from bilateral sources) on possible international and main arterial transport links for each of the sub-regions and tentative recommendations have been prepared for consideration at the meetings of the inter-governmental machinery for economic co-operation in each sub-region. Discussions are in progress with IBRD, the African Development Bank and UNDP on the commissioning of feasibility and investment studies of projects for establishing transport links. This work will be carried further in 1969 and 1970. Member Governments will be invited to contribute to the studies and will be given assistance in mobilizing resources, domestic and foreign, for implementing them.

336. Work towards the establishment of an African Transport Institute to provide training, to undertake research and to recommend continental standards for adoption by member Governments will be continued. Studies on rail linkages, on the development of inland navigation, on maritime freight rates and coastal shipping and on the requirements for the promotion of tourism on a multi-national basis will continue. Assistance will be given to member Governments in forming multi-national airlines. In co-operation with the Organization of African Unity and ICAO, work will be continued on the establishment of an African civil aviation organization.

337. In co-operation with ITU (which has assigned a team of three professionals to work with ECA), the development of telecommunication links on the continent will be accelerated. A survey of the present facilities is expected to be completed during 1968, and a project for establishing a telecommunications advisory service in ECA, as recommended in Commission resolution 162 (VIII), has been prepared jointly by ECA and ITU, for UNDP financing.

338. In the field of science and technology, there will be continued collaboration with the Advisory Committee on the Application of Science and Technology to Development in defining Africa's needs under the five-year plan of action. A programme for the training of manpower required for the adaptation and application of technology will be drawn up.

*Trade and economic co-operation*

339. In accordance with the decision of the Commission (resolution 166 (VIII)), work on primary commodities and commodity agreements will be undertaken in co-operation with UNCTAD. Work on revision of customs and tariff nomenclatures, trade liberalization and the creation of sub-regional markets, simplification and standardization of customs documentation and promotion of intra-African trade will be continued.

340. Assistance will be given towards the establishment and functioning of inter-governmental secretariats of the East and West African Economic Communities, and preparatory work will be undertaken for the establishment of similar communities in North and Central Africa.

341. Studies will be made of the flow of international assistance to Africa and of measures to prevent the decline of export earnings in African countries. Assistance will be given to financial and banking institutions towards the establishment of an association of African central banks.

342. Training courses for customs, tax, banking and budget officials will be organized, and studies of budgetary systems will be made on a country-by-country basis, with the aim of recommending modern budgetary and administrative techniques to facilitate the planning and plan-implementation processes.

*Agriculture*

343. Commission resolution 152 (VIII) notes the dominant role of the agricultural sector and calls for measures to improve agricultural production. Activities during the 1969-1970 biennium will, *inter alia,* emphasize the formulation of measures for the modernization of agriculture through use of improved seeds, agricultural research, training of extension personal, reorganization of agricultural administrative services, provision of storage and marketing facilities, and so forth. Studies will be undertaken on land use, selectivity in agriculture and means of securing a better return for the farmer.

*Sub-regional offices*

344. As indicated earlier, the ECA sub-regional offices will, as the inter-governmental secretariats of the sub-regional Economic Communities become established, be required to serve more as liaison offices with the Economic Communities. They would act increasingly to keep the Executive Secretary informed of the work programmes of the Economic Communities and to assist the latter in formulating requests to ECA and other members of the United Nations family of organizations for specialized assistance for specific projects. There are likely to be a greater number of short-term expert assignments to render assistance to the inter-governmental secretariats, and the need for a larger complement of established posts in the ECA sub-regional offices will accordingly be obviated.

## MAN-MONTH REQUIREMENTS: 1968 AND 1969

### TABLE 3-A-45

| Projects | 1968 Man-months assigned P | | C | RA | Local Level | 1969 Man-months required P | | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|---|---|
| *Economic planning, policies and surveys* ..... Servicing of the Third Conference of African Planners, working groups and seminars on economic research; studies related to methodology and techniques of planning, programming and projections on a national, sub-regional and regional basis, including studies on the interrelationships between the principal economic variables in the region; analysis of development plans, plan performance and obstacles to plan implementation; advisory services to governments; *Annual Economic Survey of Africa; Economic Bulletin for Africa.* | 126 | (24)[a] | — | 24 | 96 | 126 | (24)[a] | — | 36 | 96 |
| *Statistical services* ..... Sixth Conference of African Statisticians; collection, dissemination and exchange of information; data processing; training of statistical personnel; meetings, seminars and training courses. | 192[b] | | — | 36 | 224 | 192[b] | | — | 48 | 228 |
| *Population* ..... Studies on demographic levels, trends and projections; formulation of demographic standards; publication of a series of demographic surveys of Africa; training of demographers; seminars and meetings related to the organization of the 1970 census. | 50 | | — | 12 | 24 | 56 | | — | 12 | 24 |
| *Social development* ..... Report on the African social situation; studies on problems of rural development, organization and administration of social services, social needs and role of women in development, problems related to industrial and urban development, mobilization of youth; multi-disciplinary surveys of socio-economic problems in Chad, Central Africa and the Congo (Brazzaville); organization of training courses in rural animation; social welfare services; youth education. | 78 | | 6 | 30 | 60 | 78 | | 6 | 33 | 60 |
| *Manpower and training* ..... In co-operation with the ILO and UNESCO, completion of the survey of available manpower resources and of requirements; evaluation of training priorities; dissemination of information on training opportunities and assistance in developing national machinery for manpower planning; seminars, training courses and meetings. | 36 | | 6 | 12 | 36 | 48 | | 6 | 12 | 36 |
| *Public administration* ..... Organization and servicing of seminars, training courses and meetings on organization and methods, personnel administration, structure of local administrations, administration of technical departments in central and local government, purchase and supply machinery and management of public enterprises; study of postal services and facilities in Africa (undertaken in co-operation with UPU); formulation of recommendations towards improving administrative systems; preparation of handbooks and manuals; advisory services to Governments on all aspects of public administration. | 12 | (36)[c] | 6 | 48 | 36 | 24 | (36)[c] | 6 | 48 | 36 |
| *Industry* ..... Studies on the harmonization of industrial development programmes on a sub-regional and continental basis; inventory of African industries; promotion of institutional machinery for industrial development; assistance and advisory services for the establishment of small and medium-scale industries and for industrial standardization and research; training for industry; studies on measures for facilitating industrialization and for promoting selected export and strategic industries; meetings and seminars. | 132 | | 42 | 60 | 72 | 132 | | 30 | 54 | 72 |

TABLE 3-A-45 (*continued*)

| Projects | 1968 Man-months assigned P | | C | RA | Local Level | 1969 Man-months required P | | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|---|---|
| *Housing* | 30 | | — | 24 | 24 | 36 | | — | 24 | 24 |
| Advisory services to Governments in the formulation of housing policy, organization of national machinery for administering housing programmes and physical planning; in co-operation with bilateral sources, extension to more countries of pilot studies to develop comprehensive housing programmes, including use of indigenous materials, low-cost and aided self-help housing; training courses and seminars. | | | | | | | | | | |
| *Natural resources* | 66 | | 18 | 48 | 84 | 66 | | 24 | 48 | 84 |
| Promotion of multi-national and sub-regional co-operation in the use of known energy and water resources; studies on the manufacture and standardization of electrical components, manpower available and needed for development of energy and water resources, and promotion of the establishment of multi-national training institutions; studies of manpower requirements for exploration and exploitation of geological resources and establishment of multi-national training institutions in aerial surveys, photogrammetry, mineral resources development, specialized surveys and mapping; *Natural Resources Newsletter;* seminars, training courses and meetings. | | | | | | | | | | |
| *Transport and communications* | 78 | (36)[d] | — | 36 | 36 | 90 | (36)[d] | — | 30 | 48 |
| In co-operation with UNCTAD and the specialized agencies, studies on international transport linkages in Africa (including possible inter-connexion of African railway systems, pooling of national airlines, establishment of an African Transport Institute and an African civil aviation organization); measures to develop tourism as an exchange-earning industry; development of telecommunications, including the establishment of an ECA/ITU advisory service; standardization and stabilization of maritime freight rates; servicing of meetings, seminars and training courses. | | | | | | | | | | |
| *Science and technology* | 30 | | — | — | 12 | 36 | | 6 | — | 12 |
| Studies on the adaptation of technology to African development; organization and servicing of meetings and seminars for design engineers; servicing of the Africa sub-committee of the Advisory Committee in the Application of Science and Technology to Development; co-operation with specialized agencies in surveying scientific personnel available and needed for development and in organizing training facilities. | | | | | | | | | | |
| *International trade* | 102 | (12)[e] | 6 | 12 | 60 | 102 | (12)[e] | 6 | 12 | 60 |
| Prospects of increasing intra-African trade; trade liberalization, sub-regional markets; trade between Africa and other regions of the world; commodity questions; supplementary financing; trade and aid; trade survey (annual); *Foreign Trade Newsletter;* seminars, training courses and meetings. | | | | | | | | | | |
| *Economic co-operation* | 120 | | 6 | 12 | 252[f] | 120 | | 6 | 12 | 252[f] |
| Promotion of concerted action on a sub-regional basis; organization and servicing of meetings of the inter-governmental machinery for sub-regional economic co-operation, *viz* the respective Councils of Ministers and their technical committees; promotion of substantive support and advisory services to existing economic groupings in East and North Africa; work towards the establishment of similar groupings in other sub-regions. | | | | | | | | | | |
| *Fiscal and financial questions* | 54 | | — | 10 | 24 | 54 | | — | 9 | 24 |
| Studies on financing related to trade, including compensatory financing, and the role of private investment and suppliers' credit; measures to promote mobilization of domestic surveys for productive investment; studies on balance-of-payments problems; promotion of the establish- | | | | | | | | | | |

TABLE 3-A-45 (*continued*)

| Projects | 1968 Man-months assigned P | | C | RA | Local Level | 1969 Man-months required P | | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|---|---|
| ment of an association of African central banks; studies of national budgetary systems, monetary management and tax systems; meetings, seminars and training courses. | | | | | | | | | | |
| *Agriculture* ..... | 84 | (60)[g] | — | 12 | 72 | 120 | (108)[g] | — | 12 | 96 |
| In co-operation with FAO, studies on specialization in agriculture in a sub-regional context; the marketing of agricultural products; measures to improve agricultural production through modernization of agriculture, provision of storage and marketing facilities and processing of agricultural products; advisory services to Governments in the organization and administration of agricultural services; meetings and seminars. | | | | | | | | | | |
| *Programme formulation and management* (including the Programme Co-ordination Unit and the Information Service) ..... | 108 | (12)[h] | — | — | 84 | 108 | (12)[h] | — | — | 96 |
| *Technical co-operation co-ordination* ..... | 36[i] | | — | — | 24 | 24 | | — | — | 24 |
| *Administration, Conferences and General Services* (including Library services) ..... | 300 | | — | — | 1 608 | 324 | | — | — | 1 668 |
| TOTALS | 1 634 | (180) | 90 | 376 | 2 828 | 1 736 | (228) | 90 | 390 | 2 940 |

[a] Financed from the United Nations Trust Fund for Development Planning and Projections.
[b] Excludes staff of statistical training centres.
[c] Twelve man-months (postal expert) provided by UPU and 24 man-months (Associate Experts) provided by the technical co-operation programme.
[d] Provided by ITU.
[e] Outposted from UNCTAD.
[f] Includes messenger and custodial staff in the sub-regional offices.
[g] Sixty man-months provided by FAO in 1968; an additional 48 man-months is expected to be provided by FAO in 1969.
[h] Twelve man-months (Assistant Information Officer) provided by Headquarters.
[i] Includes 12 man-months applied for training in New York of a professional staff member in OTC operations.

## COST ESTIMATES: 1969 ($3 196 000)

### *Chapter I. Established posts ($2 997 000)*

345. The following increases and adjustments are proposed in the staffing provisions for 1969:

(a) *New posts*

*Office of the Executive Secretary*

1 local level

To provide a post of senior bilingual secretary.

*Human Resources Division*

1 P-5

To strengthen the Manpower and Training Section.

1 P-4

To strengthen the Public Administration Section.

*Natural Resources and Transport Division*

1 P-5, 1 local level

To strengthen the Transport Section.

*Agriculture Division*

2 P-4, 1 P-3, 2 local level

To bring the staff of the Division up to the level necessary for meaningful work on the improvement of agricultural and livestock production.

*Division of Administration, Conference and General Services*

2 P-3, 2 local level

To provide posts for an editorial unit (one English and one French editor) to be established in the Languages Section.

3 local level

To provide staff for the Documents Section (one offset-cameraman, one draftsman and one cutter) necessary for the fuller use of the capacity of the internal printing equipment installed in late 1967.

*Kinshasa Sub-Regional Office*

1 local level

To strengthen the secretarial support for the Director and professional staff member of the Office.

*Note*: Although ten new local level posts are listed above, provision has been included for a net total of seven additional posts only. This is made possible by the reorganization of the sub-regional offices (see paras. 322 (*a*) and 344 above), permitting the reduction of the local level posts allocated to the Tangier Sub-Regional Office by three.

(b) *Reclassifications of existing posts*

3 P-5 to D-1

To provide posts at the appropriate level for the Chiefs of the Research and Statistics Division, the Natural Resources and Transport Division and the Trade and Economic Co-operation Division.

1 P-3 to P-4

To provide a post at the appropriate level for the Chief of the Languages Section.

TABLE 3-A-46

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | | II. Local level |
| | | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | |
| Office of the Executive Secretary .... | 1969 | — | 1 | 1 | 1 | — | — | 1 | — | 4 | 3 |
| | 1968 | — | 1 | 1 | 1 | — | — | 1 | — | 4 | 2 |
| Programme Co-ordination ..... | 1969 | — | — | — | 1 | — | — | — | 1 | 2 | 2 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 2 | 2 |
| Technical Assistance Co-ordination .. | 1969 | — | — | — | — | — | 1 | 1 | 1 | 3 | 1 |
| | 1968 | — | — | — | — | — | 1 | 1 | 1 | 3 | 1 |
| Secretary of the Commission ..... | 1969 | — | — | — | — | 1 | — | 1 | 1 | 3 | 1 |
| | 1968 | — | — | — | — | 1 | — | 1 | 1 | 3 | 1 |
| Information ..... | 1969 | — | — | — | — | — | 1 | — | — | 1 | 2 |
| | 1968 | — | — | — | — | — | 1 | — | — | 1 | 2 |
| Research and Statistics Division .... | 1969 | — | — | — | 1 | 3 | 6 | 10 | 8 | 28 | 36 |
| | 1968 | — | — | — | — | 4 | 6 | 10 | 8 | 28 | 36 |
| Human Resources Development Division ..... | 1969 | — | — | — | — | 4 | 4 | 2 | 3 | 13 | 10 |
| | 1968 | — | — | — | — | 3 | 3 | 2 | 3 | 11 | 10 |
| Trade and Economic Co-operation Division ..... | 1969 | — | — | — | 1 | 1 | 2 | 6 | 5 | 15 | 7 |
| | 1968 | — | — | — | — | 2 | 2 | 6 | 5 | 15 | 7 |
| Industry and Housing Division ..... | 1969 | — | — | — | 1 | 3 | 4 | 5 | 1 | 14 | 7 |
| | 1968 | — | — | — | 1 | 3 | 4 | 5 | 1 | 14 | 7 |
| Natural Resources and Transport Division ..... | 1969 | — | — | — | 1 | 3 | 6 | 5 | 1 | 16 | 11 |
| | 1968 | — | — | — | — | 3 | 6 | 5 | 1 | 15 | 10 |
| ECA/FAO Joint Agriculture Division | 1969 | — | — | — | — | — | 3 | 6 | 1 | 10 | 8 |
| | 1968 | — | — | — | — | — | 1 | 5 | 1 | 7 | 6 |
| Division of Administration: | | | | | | | | | | | |
| Office of the Head ..... | 1969 | — | — | — | 1 | 1 | — | — | — | 2 | 3 |
| | 1968 | — | — | — | 1 | 1 | — | — | — | 2 | 3 |
| Personnel ..... | 1969 | — | — | — | — | — | 1 | 1 | 1 | 3 | 12 |
| | 1968 | — | — | — | — | — | — | 1 | 2 | 3 | 12 |
| Finance ..... ..... | 1969 | — | — | — | — | — | 1 | — | 2 | 3 | 12 |
| | 1968 | — | — | — | — | — | 1 | — | 2 | 3 | 12 |
| Language Services ..... | 1969 | — | — | — | — | — | 1 | 10 | 2 | 13 | 6 |
| | 1968 | — | — | — | — | — | — | 9 | 2 | 11 | 4 |
| Documents ..... | 1969 | — | — | — | — | — | — | — | 1 | 1 | 44 |
| | 1968 | — | — | — | — | — | — | — | 1 | 1 | 41 |
| General Services ..... | 1969 | — | — | — | — | — | — | 1 | 1 | 2 | 45 |
| | 1968 | — | — | — | — | — | — | 1 | 1 | 2 | 45 |
| Library ..... | 1969 | — | — | — | — | — | — | 1 | 2 | 3 | 17 |
| | 1968 | — | — | — | — | — | — | 1 | 2 | 3 | 17 |
| Sub-Regional offices: | | | | | | | | | | | |
| Lusaka ..... | 1969 | — | — | — | — | 1 | 1 | — | 1 | 3 | 4 |
| | 1968 | — | — | — | — | 1 | 1 | — | 1 | 3 | 4 |
| Kinshasa ..... | 1969 | — | — | — | 1 | — | — | — | 1 | 2 | 4 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 2 | 3 |
| Niamey ..... | 1969 | — | — | — | — | 1 | — | 1 | — | 2 | 5 |
| | 1968 | — | — | — | — | 1 | — | 1 | — | 2 | 5 |
| Tangier ..... | 1969 | — | — | — | 1 | — | — | 1 | — | 2 | 5 |
| | 1968 | — | — | — | 1 | — | — | 1 | — | 2 | 8 |
| TOTALS | 1969 | — | 1 | 1 | 9 | 18 | 31 | 52 | 33 | 145 | 245 |
| | 1968 | — | 1 | 1 | 6 | 19 | 26 | 50 | 34 | 137 | 238 |

*Chapter III. Other temporary assistance ($195 000)*

(i) *General temporary assistance* ..... ($100 000)

346. The estimate includes $50 000 for temporary language staff and other conference staff to service meetings of the Commission's working parties, of the inter-governmental machinery for sub-regional economic co-operation and of *ad hoc* expert groups where interpretation services are required. Under the terms of Commission resolution 128 (VII), the working parties are convened at least once in twelve months. The Commission will not meet in 1968.

347. The estimate also covers the costs of :

(*a*) Cleaning and custodial staff at Addis Ababa (35 cleaners, 4 supervisors and 7 guards) and in the sub-regional offices ($30 000).

(*b*) Sick-leave and maternity-leave replacements ($15 000).

(*c*) Temporary clerical assistance during peak workload periods ($5 000).

(ii) *Individual experts and consultants* .... ($80 000)

348. Services of short-term consultants or specialized experts will be required during 1968 in such areas of activity as natural resources, including surveys of activity and training facilities; transport, including studies on road and rail transport co-ordination and linkages, and on air transport co-ordination and development in the region; sectoral studies in industrial development; economic and social development; and trade and economic co-operation.

(iii) Ad hoc *experts group* ..... ($15 000)

349. This estimate covers the costs of travel and subsistence of two small groups of seven to eight experts, serving in their individual capacity, to be convened to advise on specific aspects of the work programme relating to problems of continental development strategy. The estimate is for meetings lasting not more than two weeks.

*Chapter IV. Overtime and night differential ($4 000)*

350. The estimate covers overtime payments to staff, particularly in the area of conference and general services.

## United Nations Economic and Social Office in Beirut

### Work programme

351. The responsibilities and workload of the United Nations Economic and Social Office in Beirut (UNESOB) have continued to increase and a substantial programme of continuing and new activities is envisaged for 1968 and 1969. A significant development during those two years will be the outposting to UNESOB of professional staff by UNCTAD and UNIDO for service in the region in the fields of international trade and industrial development.

*Economic development*

352. Work on development projections for selected countries in the area will continue and be expanded so that the material may be kept current and as comprehensive as possible. The results serve as an aid to development planning in the area, as well as useful background material for the Committee for Development Planning.

353. Studies will be undertaken, on a regular and continuing basis, on plan formulation and implementation, social policy aspects of industrialization and training of personnel. These studies will be submitted to the Economic and Social Council and will be the forerunners of a regular schedule of publications dealing with development problems and trends in various countries of the Middle East.

354. Meetings are planned for 1968 and 1969 in which Government officials, development planners and United Nations personnel (staff and experts) will participate. The meeting in 1968 will discuss development planning trends, problems and policies, and that in 1969 will consider the social aspects of development planning.

355. An investigation will be carried out during 1969 of the future demand for labour in the light of projected availabilities, capital requirements for the absorption of the increase in labour force, and domestic savings available for development projects.

356. At a meeting originally scheduled to be held in 1968, but which will now take place in 1969, participants will review and discuss problems encountered in the application of international recommendations relating to statistics and those arising in the compilation, presentation and analysis of trade and industrial statistics.

*International trade*

357. The impact of trade policies on the volume and composition of trade and on the prospects for greater trade and economic co-operation within the area will be analysed and evaluated. An integral part of this project will be an evaluation of the progress made towards the contemplated Arab common market. The implications of specific measures which Governments may wish to consider for inclusion in their programme of action for improving trade and economic co-operation will be determined.

358. Studies will be undertaken with a view to determining the short and medium-term projects for increasing exports of manufactures and semi-manufactures. Attention will be drawn to measures of possible value in the realization of export potentials.

359. In order to remedy the lack of an effective multilateral payments arrangement, identified as one of the obstacles to the expansion of trade among Middle Eastern countries, technical aspects of alternative solutions of the problems will be explored.

*Industrial development*

360. A study will be made during 1968 and 1969 of the situation and prospects of the engineering industries (metals-producing, metal products, machinery and transport equipment) in the countries of the area, and of the policies and measures which might help the expansion and promotion of these industries.

361. The cost structure and productivity of certain industries in selected Middle Eastern countries will be examined. The study will concentrate on those industries which may constitute a basis for an integrated industrial structure, in the context of regional economic co-operation.

362. A study will be undertaken during 1969 of the problems of, and prospects for, the food industries in

the Middle East, taking into account the close interdependence of agricultural development and industrialization.

*Social development*

363. One or two urban conglomerations undergoing rapid social and economic change will be studied, with a view to determining policy issues with special reference to main social welfare and development obstacles in the industrialization process, and the problem of controlling urban growth.

364. During 1968 studies will be completed on (*a*) planning and administration of social welfare services, for submission to the Conference of Ministers responsible for Social Welfare; and (*b*) the situation and prospects of the building materials industry, with particular reference to its modernization and development.

365. A review will be undertaken of the housing situation in several countries, with particular reference to housing policies in relation to national development, the determination of housing needs and target figures, techniques and the administrative and financial aspects of low-cost housing development.

366. Training institutions and programmes will be studied with a view to formulating recommendations on the main needs of training in the social field in several countries, and the types of programmes to help meet those needs.

367. A study will be made on planning at the subnational level as a technique of integrated social, economic and physical development within countries.

368. A conference will be held in 1969, co-sponsored by UNICEF, UNESOB and the Government of Lebanon, dealing with the planning of children's needs in the context of over-all economic and social development planning.

MAN-MONTH REQUIREMENTS: 1968 AND 1969

TABLE 3-A-47

| Projects | 1968 Man-months assigned P | C | RA | Local level | 1969 Man-months required P | C | RA | Local level |
|---|---|---|---|---|---|---|---|---|
| *Economic development* | 51 | 5 | — | — | 72 | 10 | — | — |
| Planning, projections and policies; investments and growth; trade and industrial statistics; selected development studies; meetings of planners. | | | | | | | | |
| *International trade*[a] | 12 | 6 | — | — | 24 | 6 | 12 | — |
| Trade policies and economic co-operation; export prospects and trade promotion; multilateral payments arrangements. | | | | | | | | |
| *Industrial development*[b] | 10 | 6 | — | — | 24 | 6 | — | — |
| Engineering; small-scale industries; industrial costs and productivity; food industries. | | | | | | | | |
| *Social development* | 38 | 11 | — | — | 30 | 6 | — | — |
| Urbanization and social aspects of industrialization; social welfare services; building materials; low-cost housing; training of social welfare personnel; area planning; conference on planning children's needs. | | | | | | | | |
| *Support to technical co-operation programmes* (including advisory services to Governments) | 29 | — | 80 | — | 54 | — | 80 | — |
| *Programme formulation and management*[c] | 16 | — | — | — | 24 | — | — | — |
| TOTALS[a, b, c] | 156 | 28 | 80 | 168 | 228 | 28 | 92 | 252 |

[a] The UNCTAD budget will finance 12 man-months of professional services in 1968, and 24 in 1969, as well as 24 man-months of general service staff in 1969. The regional adviser shown for 1969 will also be provided under UNCTAD arrangements.
[b] The UNIDO budget will finance 24 man-months of professional and 24 man-months of general services staff in 1969.
[c] Includes provision in 1969 for one professional and two local level staff members for the administration of the Office in Beirut.

COST ESTIMATES: 1969 ($264 700)

*Chapter I. Established posts ($245 200)*

TABLE 3-A-48

| | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | I. Professional and above | | | | | | | | | II. Local level |
| | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | |
| 1969 | — | — | — | 1 | 2 | 4 | 6 | 2 | 15 | 17 |
| 1968 | — | — | — | 1 | 2 | 3 | 4 | 2 | 12 | 14 |

369. Additional requirements in 1969 are as follows :

(a) *New posts*

1 P-4, 2 local level

The administrative arrangements for UNESOB have hitherto been handled by an administrative staff whose salaries and wages were included under the provisions for the various organizational units occupying the common premises in Beirut. With the changes in emphasis in that Office, since UNESOB has become by far the largest unit, it has been decided that as from 1969 the total administrative staff should be incorporated within UNESOB's manning table. The three additional posts now requested represent those hitherto charged to the other organizational activities.

1 P-3

To strengthen staff resources for the expanded work programme in the economic sphere.

1 P-3, 1 local level

To provide additional staffing in the Social Affairs Section to undertake research and studies in problems of urban growth and the social aspects of industrialization.

(b) *Reclassifications of existing posts*

None requested.

*Chapter III. Other temporary assistance ($19 000)*

(i) *General temporary assistance* ..... ($9 000)

370. The estimate covers the following costs:

(*a*) Normal temporary assistance to meet peak workloads and to provide replacements for staff on extended sick or maternity leave ($3 000).

(*b*) Contractual services for translation from English into Arabic; this work cannot be undertaken by the Arabic Section at Headquarters owing to urgency of need ($6 000).

(ii) *Individual experts and consultants* .... ($10 000)

371. The estimate covers the costs involved in consultants' services as detailed in the table of man-month requirements (table 3-A-47).

*Chapter IV. Overtime and night differential ($500)*

## Office of Public Information (including the information centres)

372. During the course of 1966 and 1967, the head of the Office of Public Information, assisted by his senior officials, conducted a comprehensive review of the United Nations activities in the field of public information and of the services and programmes undertaken in this regard during the past several years. An evaluation of this review, together with certain new proposals in regard to these activities for the future, was submitted in a separate report to the Advisory Committee on Administrative and Budgetary Questions at its summer session in 1967. In the light of the observations of the Advisory Committee, the Secretary-General undertook to reconsider these proposals and to submit a further report to the Committee and to the General Assembly in 1968.

373. In the interim a new Assistant Secretary-General was appointed in early 1968. In order to provide him with adequate time in which to formulate the further proposals in regard to future activities in the field of public information, the Secretary-General believes it would be more prudent to defer any further report to the Advisory Committee on Administrative and Budgetary Questions and to the General Assembly for another year.

374. Accordingly, the estimates for these activities for 1969 are presented essentially on the same basis as for 1968. More detailed information in support of these requirements is provided in annex III to the expenditure estimates. The only new provisions requested in the initial estimates for the Office of Public Information at Headquarters and the information centres are those indicated below.

COST ESTIMATES: 1969 ($4 293 300)

*Chapter I. Established posts ($4 212 400)*

TABLE 3-A-49

| | | *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *I. Professional and above* | | | | | | | | *II. General service* | | |
| | | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| Office of the Assistant Secretary-General | 1969 | 1 | — | — | 1 | — | 2 | — | 4 | 4 | 5 | 9 |
| | 1968 | 1 | — | — | 1 | — | 2 | — | 4 | 3 | 5 | 8 |
| Press and Publications Division ..... | 1969 | — | 1 | 2 | 3 | 14 | 5 | 4 | 29 | 3 | 26 | 29 |
| | 1968 | — | 1 | 2 | 3 | 13 | 6 | 4 | 29 | 2 | 25 | 27 |
| Radio and Visual Services Division .... | 1969 | — | 1 | 2 | 3 | 18 | 12 | 18 | 54 | 8 | 43 | 51 |
| | 1968 | — | 1 | 2 | 3 | 17 | 13 | 18 | 54 | 7 | 42 | 49 |
| External Relations Division ..... | 1969 | — | 1 | 1 | 3 | 4 | 1 | — | 10 | 1 | 9 | 10 |
| | 1968 | — | 1 | 1 | 3 | 4 | 1 | — | 10 | 1 | 9 | 10 |
| Centre for Economic and Social Information ..... | 1969 | — | 1 | — | 1 | 1 | 2 | 1 | 6 | — | 4 | 4 |
| | 1968 | — | — | 1 | 1 | 1 | 2 | 1 | 6 | — | 4 | 4 |
| SUB-TOTAL | 1969 | 1 | 4 | 5 | 11 | 37 | 22 | 23 | 103 | 16 | 87 | 103 |
| | 1968 | 1 | 3 | 6 | 11 | 35 | 24 | 23 | 103 | 13 | 85 | 98 |
| Information centres ..... | 1969 | — | — | 4 | 21 | 13 | 17 | 5 | 60 | — | — | [a] |
| | 1968 | — | — | 4 | 16 | 15 | 19 | 6 | 60 | — | — | [a] |
| TOTALS | 1969 | 1 | 4 | 9 | 32 | 50 | 39 | 28 | 163 | 16 | 87 | 103 |
| | 1968 | 1 | 3 | 10 | 27 | 50 | 43 | 29 | 163 | 13 | 85 | 98 |

[a] Provides also for credits for 240 local level posts.

375. The following increases and adjustments are proposed in the provisions for 1969 :

(a) *New posts*

5 GS

One general service post is required in the Executive Office to meet the growing volume of administrative clerical work. Two general service posts are required to strengthen the Press Services Typing Pool. These posts have been provided in the past on a fairly continuous basis through the use of temporary assistance credits. One general service post is required for the typing of programme scripts and correspondence in Television Services. One general service post is required to provide an additional finance clerk to assist in the greatly increased workload connected with the preparation and mailing of invoices to television subscribers and for the maintenance of the related revenue accounts. This requirement has been met on a temporary assistance basis during 1968.

1 P-5 (1 P-2)

To adjust the grading structure for the information centres where senior professional staff are needed for supervisory duties supported by local staff as required.

(b) *Reclassifications of existing posts*

1 D-1 to D-2

To recognize the increased responsibilities of the head of The Centre for Economic and Social Information. In the light of the growing importance attached to the functions of this Centre, it is proposed that the head of the Centre be at the Director level.

2 P-3 to P-4

To make the grading of one post of reporter-writer (press) and one post of writer-producer (radio/television) commensurate with the functions performed as well as with the levels of other similar posts in the Office of Public Information.

4 P-4 to P-5, 2 P-3 to P-4

To correct the grading structure in the information centres in recognition of the responsibilities of the heads of centres.

*Chapter III. Other temporary assistance ($59 900)*

(i) *General temporary assistance* ..... ($41 400)

376. The credits sought under this heading are to cover temporary assistance requirements for the preparation of the French and Spanish editions of the *United Nations Monthly Chronicle*. This work is to be undertaken on a contractual basis in Paris and in Mexico City ($21 700). The estimate also provides for the cost of temporary typing assistance for the *United Nations Yearbook* and for other peak workload requirements related to United Nations Day and Human Rights Day ($4 700), and for temporary requirements at information centres ($15 000).

(iii) Ad hoc *expert groups* ..... ($18 500)

377. This estimate provides for the travel and subsistence expenses of approximately twenty-five leading repensentatives of the information media in Africa who will meet for an Editors' Roundtable. The participants will discuss the public information aspects of the work of the United Nations and the specialized agencies in the economic and social fields. Special emphasis will be given to the requirements of the area in which the Roundtable is held and to the United Nations Development Programme.

*Chapter IV. Overtime and night differential ($21 000)*

378. The estimate under this heading covers overtime costs incurred by the Office of Public Information in connexion with its coverage of United Nations activities, particularly meetings which are held beyond normal working hours ($11 000). Provision is also made for overtime costs at information centres ($10 000).

## Office of Conference Services

379. The volume of work to be undertaken by the Office of Conference Services in any given year is determined mainly by the following factors:

(*a*) The size of the annual conference programme and, within that programme, the number of meetings to be held simultaneously during any given period;

(*b*) The volume of related documentation, including preparatory, in-session and post-session documentation;

(*c*) The type of services required by the various meetings;

(*d*) The extent to which any of the meetings are convened in locations other than established offices of the United Nations and thus require the assignment of staff away from their normal base;

(*e*) The volume of translation to be undertaken in regard to normal recurrent publications and other reports and studies produced by the various offices and departments of the Secretariat at Headquarters.

380. The volume and trend of the workload of the Office is indicated by the following statistics :

| | *1963* | *1966* | *1967* |
|---|---|---|---|
| Number of meetings held at Headquarters | 2 100 | 2 561 | 2 492 |
| Number of interpreter assignments | 13 400 | 16 819 | 16 185 |
| Number of meetings provided with: | | | |
| Verbatim records | 400 | 399 | 436 |
| Summary records | 989 | 1 183 | 1 240 |
| Number of pages of translation (all languages) | 153 000 | 209 900 | 227 500 |
| Number of pages of typing (all languages) | 371 750 | 416 532 | 404 099 |
| Number of pages edited for inclusion in official records | 84 500 | 89 617 | 102 190 |
| Number of page-units reproduced internally | 346 000 000 | 511 738 263 | 594 666 490 |

381. Since the regular establishment of the Office has not been increased to any significant degree during the years shown, the progressively larger output has been achieved in the main through greater productivity and greater recourse to temporary assistance, overtime, and contractual translation.

382. The increasing difficulties being experienced in meeting the total demand are illustrated by the following data on the backlog situation:

| | *Number of pages of material in hand for translation into* | | | | |
|---|---|---|---|---|---|
| | *Chinese* | *English* | *French* | *Russian* | *Spanish* |
| At end of: | | | | | |
| 1963 ..... | 28 700 | [a] | 2 200 | 22 500 | 10 100 |
| 1966 ..... | 38 200 | 1 845 | 4 000 | 21 600 | 13 120 |
| 1967 ..... | 39 960 | 2 320 | 5 000 | 20 800 | 13 000 |

[a] No backlog.

383. In this regard, Member States are aware of the fact that documentation is not in all cases being produced in due time for the meetings to which it relates or in the required languages. While this is attributable in part to the number of meetings and the tightness of the schedule, and to difficulties experienced by substantive units in providing material for translation sufficiently well in advance, it is also a reflection of the fact that the total workload exceeds the present capacity of the language services.

384. In considering the staffing needs of the Office of Conference Services, the Secretary-General has also taken into account two other factors which may have an impact on the workload or at least on the degree to which it may be expected to increase. The first factor is the establishment by the General Assembly at its twenty-first session of a Committee on Conferences, one of the objectives being "to achieve a proper balance each year between the calendar of meetings and conferences desired by Member States and the resources, both human and material, available to the Organization for this pupose" (General Assembly resolution 2239 (XXI)). The Committee on Conferences met in 1967 and submitted a calendar of conferences and meetings for 1968. However, as the Committee indicated in its report (A/6991/Rev.2), it was primarily concerned at its first session with the need to acquaint itself with the dimensions of the problem. The Committee has resumed its work and will submit a further report to the General Assembly at its twenty-third session.

385. The second factor would be the extent to which the effective implementation of General Assembly resolution 2292 (XXII) on publications and documentation of the United Nations will enable the Office of Conference Services to cope more easily with the volume of work involved. The Secretary-General is taking the steps requested of him in the resolution and is bringing its contents to the attention of all United Nations bodies as they meet. It is not possible to predict the results of this action on the total workload, or whether such reductions as may be achieved will offset the steady growth of documentation implicit in the increased activity of the Organization.

386. The minimum additional staff resources required in 1969 to enable the Office of Conference Services to meet effectively its current commitments amount to 23 professional and 61 general service staff as described in detail below.

## COST ESTIMATES: 1969 ($12 373 000)

### *Chapter I. Established posts ($11 941 000)*

387. The following additional staff resources are required in 1969 :

TRANSLATION SERVICE

(a) *New posts*

8 P-4

These professional posts are required to provide essential strengthening of the Translation Service to the extent of two posts each in the English, French and Spanish Sections and one each in the Chinese and Russian Sections to ensure proper functioning of the Service at current workload levels, particularly at a time when the requirements for language versions of all documents and publications are becoming more and more pressing and extensive. Further additional needs in the Chinese and Russian Sections can be foreseen should there be a growing demand, under existing rules of procedure, for current documentation in these two languages.

10 GS

These general service posts are required to supplement existing resources of the Chinese Section to enable it to deal with the larger volume of current documentation now being translated into Chinese. Six of the posts are for calligraphers and four for reference, editorial and clerical functions.

4 GS

Three new general service posts are required for the Reference Unit. This Unit is not adequately staffed at present and it is essential that it be strengthened to avoid a bottleneck in this area. The work performed is vital for the proper and expeditious functioning of the translators in the Sections and those employed under contractual arrangements. In addition, one clerical post is requested for the Spanish Section where the ratio of clerks to translators is very low.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

To raise to the P-4 level a post of translator in the Arabic Translation Section to provide adequate revision of texts translated into Arabic. The Arabic Section has only one reviser; a second reviser is considered necessary for its proper functioning.

1 P-2 to P-3

It is proposed to reclassify from the P-2 to the P-3 level the post of the Chief of the Reference Unit who now assumes larger responsibilities by virtue of the rapid expansion of the Unit and the increased demands made upon it as a result of greater recourse to the referencing of documents.

INTERPRETATION AND MEETINGS SERVICE

(a) *New posts*

1 P-2, 1 GS

To provide for the establishment of a new unit within the Interpretation and Meetings Service which would be responsible for the development, planning and preparation of extensive data on existing conference servicing resources and for forecasting the additional resources which might be required as a consequence of proposed programmes of conferences and meetings of the Organization for future years. This unit would also be responsible for the co-ordination and preparation of the calendar of conferences and meetings of the United Nations at Headquarters, the United Nations Office at Geneva and other locations, as required by the Committee on Conferences.

5 P-3, 4 P-2, 1 GS

These posts are required to increase the number of English and French interpreters from 13 to 14 each, the Russian from

TABLE 3-A-50

| | | Category and level | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | II. General service | | |
| | | USG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| Office of the Under-Secretary-General | 1969 | 1 | — | — | — | 1 | 1 | — | 3 | 1 | 1 | 2 |
| | 1968 | 1 | — | — | — | 1 | 1 | — | 3 | 1 | 1 | 2 |
| Executive Office | 1969 | — | — | 1 | 1 | — | — | 1 | 3 | 3 | 5 | 8 |
| | 1968 | — | — | 1 | 1 | — | — | 1 | 3 | 3 | 5 | 8 |
| Translation Service: | | | | | | | | | | | | |
| Office of the Director | 1969 | — | 1 | — | — | — | 1 | — | 2 | — | 1 | 1 |
| | 1968 | — | 1 | — | — | — | 1 | — | 2 | — | 1 | 1 |
| Translation Sections | 1969 | — | — | 5 | 12 | 81 | 168 | 29 | 295 | 4 | 53 | 57 |
| | 1968 | — | — | 5 | 12 | 72 | 169 | 29 | 287 | 4 | 42 | 46 |
| Terminology Section | 1969 | — | — | — | — | 2 | 2 | — | 4 | — | 1 | 1 |
| | 1968 | — | — | — | — | 2 | 2 | — | 4 | — | 1 | 1 |
| Reference Unit | 1969 | — | — | — | — | — | 1 | — | 1 | 6 | 15 | 21 |
| | 1968 | — | — | — | — | — | — | 1 | 1 | 4 | 14 | 18 |
| Interpretation and Meetings Service: | | | | | | | | | | | | |
| Office of the Director | 1969 | — | 1 | — | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | 1 | — | — | — | — | — | 1 | — | 1 | 1 |
| Planning and Projection Section | 1969 | — | — | — | — | 1 | — | 1 | 2 | 1 | 4 | 5 |
| | 1968 | — | — | — | — | — | 1 | — | 1 | 1 | 3 | 4 |
| Interpretation Section | 1969 | — | — | | | 31 | 28 | 8 | 71 | — | 2 | 2 |
| | 1968 | — | — | | 3 | 31 | 23 | 4 | 62 | — | 1 | 1 |
| Verbatim Reporting Section | 1969 | — | — | | 1 | 4 | 21 | — | 26 | — | 1 | 1 |
| | 1968 | — | — | — | 1 | 4 | 21 | — | 26 | — | 1 | 1 |
| Meetings Servicing Section (including *Journal*) | 1969 | — | — | — | — | 1 | — | 1 | 2 | 2 | 6 | 8 |
| | 1968 | — | — | — | — | — | 1 | 1 | 2 | 2 | 6 | 8 |
| Editorial and Official Records Services: | | | | | | | | | | | | |
| Office of Chief Editor and Director | 1969 | — | 1 | — | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | 1 | — | — | — | — | — | 1 | — | 1 | 1 |
| Editorial Control | 1969 | — | — | 1 | — | 4 | 3 | — | 8 | — | 2 | 2 |
| | 1968 | — | — | 1 | — | 4 | 3 | — | 8 | — | 2 | 2 |
| Documents Control | 1969 | — | — | 1 | — | 1 | 1 | — | 3 | 5 | 13 | 18 |
| | 1968 | — | — | 1 | — | 1 | 1 | — | 3 | 5 | 13 | 18 |
| Official Records Editing Section | 1969 | — | — | — | 1 | 3 | 11 | 8 | 23 | 9 | 3 | 12 |
| | 1968 | — | — | — | 1 | — | 11 | 8 | 20 | 8 | 3 | 11 |
| Stenographic Service | 1969 | — | — | — | — | 1 | — | 1 | 2 | 12 | 206 | 218 |
| | 1968 | — | — | — | — | 1 | — | — | 1 | 12 | 184 | 196 |
| Publishing Service: | | | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | 1 | — | 1 | — | 2 | 4 | — | 10 | 10 |
| | 1968 | — | — | 1 | — | 1 | — | 2 | 4 | — | 10 | 10 |
| Printing Section | 1969 | — | — | — | 1 | 4 | 22 | 14 | 41 | 1 | 16 | 17 |
| | 1968 | — | — | — | 1 | 4 | 17 | 18 | 40 | 1 | 15 | 16 |
| Reproduction Section | 1969 | — | — | — | — | 1 | 2 | 2 | 5 | 34 | 80 | 114 |
| | 1968 | — | — | — | — | 1 | 2 | 1 | 4 | 31 | 72 | 103 |
| Distribution Section | 1969 | — | — | — | — | 1 | 1 | 1 | 3 | 8 | 67 | 75 |
| | 1968 | — | — | — | — | 1 | 1 | 1 | 3 | 5 | 61 | 66 |
| TOTAL | 1969 | 1 | 3 | 10 | 19 | 137 | 262 | 68 | 500 | 86 | 488 | 574[a] |
| | 1968 | 1 | 3 | 10 | 19 | 123 | 254 | 66 | 476 | 77 | 437 | 514[a] |

[a] Provision is also made for credits for 19 manual workers.

12 to 13, the Spanish from 12 to 14 and the Chinese from 11 to 15. In 1969, as many as six meetings will be held simultaneously at Headquarters on various occasions and six teams of interpreters are required for this purpose. Aside from these requirements, the number of requests to provide interpretation services to meetings of regional groups of delegations outside of the regular meetings programme has increased considerably. The new general service post is to meet the added clerical work arising in the Interpretation Section.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

To recognize the greater responsibilities attached to the new function of planning and projection within the Interpretation and Meetings Service and to provide at an appropriate level for the responsibilities of the Chief of the Section for the over-all development, planning and co-ordination of the calendar of conferences and meetings of the United Nations at Headquarters, the United Nations Office at Geneva and other locations, as well as for the preparation of data on existing conference servicing resources and the forecasting of the additional resources which might be required as a consequence of proposed programmes of conferences and meetings of the Organization for future years.

1 P-3 to P-4

It is proposed to reclassify the post of Editor of the *United Nations Journal* in recognition of increasing responsibilities in connexion with the supervision of the form and contents of the *Journal,* especially of the text to be included in the language versions. This function is normally exercised after normal working hours and it is often necessary for the Editor to make decisions on his own without the opportunity of reference to higher authority.

EDITORIAL AND OFFICIAL RECORDS SERVICES

(a) *New posts*

3 P-3

These posts are required in the Official Records Editing Section in order to bring the Spanish and French Units to the same strength as that of the English Unit, so that the editing of documentation in all the languages may proceed at an equal pace. One new post is required in the French Unit and two in the Spanish Unit. The additional requirements of the Spanish Unit were previously met by the loan of translators from the Spanish Translation Section. However, beginning in 1967, the Spanish Translation Section is not only required to provide summary records of some meetings in original Spanish, but its capacity is now fully devoted to current efforts to issue documents simultaneously in the working languages.

1 GS

A new post at the G-5 level is requested to provide an additional editorial assistant in the Official Records Editing Section. The editorial assistants facilitate and expedite the work of the editors, and a modest strengthening is needed.

1 P-2

A new post at the P-2 level is requested to provide for a deputy to the Chief of the Stenographic Services. These services, which have a current regular strength of some 185 posts, are at present under the supervision of one professional officer only. The total operation, including shift work and substantial overtime, requires careful planning, and some strengthening of the central supervisory arrangements is considered necessary.

22 GS

To provide for the strengthening of the Stenographic Services by six posts each in the English and French units, and five posts each in the Russian and Spanish units. The present workload of the Stenographic Services far exceeds their capacity, giving rise to excessive overtime work at substantial expense and resulting in unfavorable working conditions.

(b) *Reclassifications of existing posts*

3 P-3 to P-4

To provide for a senior editor for each of the language units in the Official Records Editing Section. There has been a considerable turnover in this Section. At the same time the subject matter of documentation has increased in volume and complexity. The senior editors would review the work of new and junior staff, provide some training where necessary, and generally assist the Chief of the Section.

PUBLISHING SERVICE

(a) *New posts*

1 P-3, 1 GS

A new post at the P-3 level is required to provide one bilingual senior copy-preparer for the Printing Section. The workload of this operation has increased by approximately 34 per cent since 1963. The Section not only handles a larger number of bilingual publications, but it also processes a much greater amount of highly technical material resulting from the increased activities of the Organization in specialized fields. These developments make it necessary to secure personnel with the required technical competence. The general service post is ancillary to the new professional post.

12 GS

These posts are required to strengthen the Reproduction Section, the establishment of which has remained relatively stable for many years. This stability was possible, despite the considerable increase in workload, only through the better utilization of available equipment, the acquisition of more advanced equipment, and the use of overtime and temporary personnel. The output of the Reproduction Section, in terms of reproduced page units, has increased from 346 million page units in 1963 to 595 million page units in 1967. This expansion includes a large volume of printing hitherto done externally, resulting in substantial savings to the Organization. The internal reproduction contribution to the publications programme increased from approximately $398 000 in 1962 to $487 000 in 1967, and it is expected that this contribution, as recommended by the Advisory Committee on Administrative and Budgetary Questions, will be increased further to $550 000 in 1968. It is anticipated that the addition of these posts will not only reduce the costs of overtime, but, aside from raising the output of the unit by approximately 11 per cent, will also result in reductions in the requirements for temporary assistance for sessions of the General Assembly.

9 GS

A substantial strengthening of the Distribution Section is required to provide the necessary personnel to facilitate the handling, packing, and distribution of the extensive volume of documentation deriving from the increased workload of the Reproduction Section. The manning table of the Distribution Section has remained stable for the last few years. The new posts will also make it possible to provide additional meeting service officers to cope with the increased volume of meetings. The addition of these nine posts to the permanent establishment of this Section is expected to reduce the need for overtime expenditures and will also permit a reduction by approximately six posts in the usual requirements for temporary assistance personnel for sessions of the General Assembly.

(b) *Reclassifications of existing posts*

4 P-2 to P-3

It is proposed to reclassify from the P-2 to the P-3 level the posts of four senior copy-preparers in the language subunits of the Proofreading and Copy-Preparation Section. The work of this staff has become considerably more complex in view of the increasingly technical nature of the material being dealt with by the United Nations. In fact, these staff members serve as technical editors, requiring a high level of professional skill and linguistic ability. As a result of the reclassification of these posts, the remuneration involved

would become more comparable with rates of pay in commercial circles outside the United Nations.

1 G-5 to P-2

To elevate the post of Supervisor of the Cold-Composition Unit. As a result of the replacement of old equipment by new and more advanced equipment, greater technical skill in both the technical field and the planning and organization of the work of the reorganized Unit is required.

*Chapter III (i). General temporary assistance ($150 000)*

388. The estimates under this heading provide for :

(*a*) Short-term requirements for reproduction, distribution, interpretation and verbatim reporting services and for the replacement of staff on maternity and extended sick leave ($30 000) ;

(*b*) The continuation of the existing arrangement with a publishing house in Moscow to translate into Russian 10 000 pages of backlog documentation at an average cost of $6 per page of original text ($60 000) ;[1]

(*c*) Other contractual translation and typing requirements, having regard to the heavy meetings programme and the increasingly technical nature of material to be translated ($60 000).

*Chapter IV. Overtime and night differential ($282 000)*

389. The estimate provides for the continuing requirements of the Office for the maintenance of after-hours services in the language, typing and reproduction areas and for the exceptionally heavy costs which arise as a consequence of services to be provided to the General Assembly during its regular session.

[1] It is estimated that an additional 4 500 pages will be translated by students during the course of their studies under the Russian language training programme provided for under chapter VI of section 4.

## *Library*

390. The growth in the membership and activities of the Organization over the past several years has resulted in a significant increase in the total volume of documentation produced. In spite of measures taken recently to limit the volume of documentation, the Library received 23 per cent more documents in 1967 than in 1965. The adequate bibliographic control of this documentation and the access to information contained therein can only be assured by full and timely indexing of the documents. However, with its present manpower and conventional techniques, the Library is able to index only about 8 per cent of the yearly output of documents. As a result, the backlog of unindexed documents reached by the end of 1967 the rather staggering figure of 1 273 000. It has become imperative to find an early solution to the indexing problem. To this end the Library has been studying since 1965 the possibilities of applying computer techniques to the indexing and control of United Nations documentation. The main objectives of using computer techniques for indexing United Nations documents are : (*a*) to extend the indexing to a wider range of documentation, (*b*) to expand the coverage in contents and in languages of issue, and (*c*) to accelarate the frequency of the production of indexes. A feasibility study was conducted in 1966 jointly by the United Nations Library and the Administrative Management Service. The results of this study confirmed the technical feasibility of using computer techniques for indexing. It was recommended, therefore, that a pilot project be conducted to evaluate specific possibilities to determine and develop special techniques appropriate for this application and to provide cost estimates based on actual experience. Accordingly, an experiment was conducted in 1967 with the assistance of the Institute for Computer Research in the Humanities, New York University, to test the proposed computer-aided indexing system and to develop proven methods which would be acceptable to the United Nations. New York University provided invaluable assistance in the development of these programmes by affording both the necessary technical personnel and the computer time. Staff of the Library also assisted on a voluntary basis, working overtime without compensation for more than six months. Machinable records were prepared for some 1 200 documents issued in connexion with the proceedings of the twenty-second session of the General Assembly. An indexing vocabulary of some 275 expressions in English, French, Russian and Spanish was also produced. A more detailed report concerning these experiments, with specific proposals for the future, will be submitted to the Advisory Committee on Administrative and Budgetary Questions at its summer session in 1968. In order to proceed with this urgent and essential work in 1969, the estimates provide for the minimum additional staff which would be required.

391. In parallel with the indexing project, a pilot project on the microfiching of United Nations documents was undertaken for the purpose of exploring the possibility of reproducing United Nations documents in micro form. This method of text compression could solve the problems created by the preservation and servicing of comprehensive collections of United Nations documents. During the pilot project a draft code and specifications for the production of microfiches were designed and tested. Sample microfiches of some 30 000 pages of text in English, French, Russian, Spanish and Chinese

TABLE 3-A-51

| *Category and level* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *I. Professional and above* | | | | | | | *II. General service* | | |
| | *ASG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total I* | *G-5* | *Other levels* | *Total II* |
| 1969... | — | 1 | 1 | 3 | 6 | 22 | 21 | 54 | 7 | 56 | 63[a] |
| 1968... | — | 1 | 1 | 3 | 6 | 9 | 23 | 43 | 8 | [illegible] | 58[a] |

[a] Provision is also made for credits for 9 manual workers.

were prepared under contractual arrangements. The reproduction of United Nations documents in micro form would go a long way towards resolving the difficulties experienced by the Secretariat and by Permanent Missions as a consequence of the lack of storage space for documentation. It would also result in economies in the cost of disseminating United Nations documentation throughout the world to Governments, depository libraries and various research centres. The Library is proposing to initiate in 1969 a regular programme of selective reproduction of documents on mocrofiche. Specific provisions for this purpose have been made under chapter VI of section 10 of the present estimates.

COST ESTIMATES: 1969 ($1 208 300)

*Chapter I. Established posts ($1 205 800)*

392. The following increases and adjustments are proposed in the staffing provisions for 1969 :

(a) *New posts*

2 P-3, 1 P-1/P-2, 2 GS

These new posts are required to strengthen the present staff of the Indexing Unit in order to enable it to continue with the conventional form of indexing for the next two years, prior to the introduction of computer techniques. Specifically, the new posts are needed for the indexing of economic and social documentation and for the preparation of indexes to resolutions. These needs were met on a temporary basis during 1968. The staff of these new posts would be ultimately assimilated into the new system when it comes into being.

4 P-3, 1 P-1/P-2, 2 GS

This additional staff is required to undertake the extra work involved in converting the present indexing system to a computerized operation. Specifically, two of the posts are needed to prepare and keep up-dated an initial indexing vocabulary in English, French, Russian and Spanish; three are required to provide two senior and one junior analyst to index documentation for input to the computer. The two general service staff are to perform clerical and keypunching functions pertinent to the computer-indexing programme.

1 P-3, 1 GS

These posts would provide for a legal indexer and a supporting general service post to initiate a programme of legal indexing in English and French.

1 P-3

This new post is needed for an additional bibliographer to compile topical bibliographies as required by the current work of the Organization. These requirements were met on a temporary basis in 1968.

1 GS

This additional general service post is required for clerical and typing functions pertinent to cataloguing as a consequence of the increase in the number of free publications now being received from various Governments and other institutions.

(b) *Reclassifications of existing posts*

5 P-2 to P-3, 1 GS to P-2

The reclassifications from P-2 to P-3 are requested primarily to improve the balance of grading which presently exists in the Library in the professional category. In 1968, a total of 43 professional posts were authorized for the Library, of which 23, or more than half, were at the P-1/P-2 level. Clearly, such a grading structure provides little or no room for advancement and, furthermore, militates against the recruitment of qualified personnel. The reclassification of a post to the P-2 level is to provide a level appropriate to the administrative officer of the Library.

*Chapter III (i). General temporary assistance ($1 500)*

393. The credits requested under this heading are for the purpose of providing necessary replacements for staff on maternity or extended sick leave.

*Chapter IV. Overtime and night differential ($1 000)*

## Office of General Services

394. Because of the nature of the services rendered by the Office of General Services at Headquarters, its workload is directly affected by the level of activity in the Headquarters buildings and the number of staff to be accommodated and serviced within those premises. There has been a considerable growth in recent years both in the annual meetings programme and in the size of the staff of the Secretariat. It follows that the work of this Office has also substantially increased. Furthermore, its involvement in overseas activities has risen as a consequence of the construction of many common United Nations premises in various parts of the world, the establishment of new organizations such as UNCTAD and UNIDO, and the growth in the United Nations programmes of technical co-operation which have involved an increase in the volume of contracting work and procurement in support of these programmes. Aside from these requirements, there is the continuing need to provide administrative services to various United Nations missions and information centres. Only through the careful and continuous review of day-to-day working procedures has it been possible to absorb this additional workload with only a very minimal increase in staff. For 1969, however, it becomes necessary to request some strengthening as indicated below.

COST ESTIMATES: 1969 ($6 386 900)

*Chapter I. Established posts ($5 912 900)*

395. The following increases and adjustments are proposed in the staffing provisions for 1969 :

(a) *New posts*

1 D-2, 1 GS

The growth in the work of the United Nations both at Headquarters and overseas has been felt most acutely at the top management level of the Office. The world-wide dispersal of the responsibilities of this Office, direct and indirect, as well as the growth in such areas as contract negotiations, procurement, philatelic sales and communications, have required a re-evaluation of the effectiveness of the top management, in respect of which no additional support has been provided since the establishment of the Office in 1954. Accordingly, it is proposed to strengthen the senior management staff of the department by the addition of a post at the Director level. This will permit a division of the responsibility between two Directors, one having primary responsibility in the fields of contracting, purchasing, transportation, commercial activities and special reports and studies, and the other in the fields of buildings management, field office administration, communications, security and records administration. This arrangement would provide not only for more effective co-ordination of the total activities of the Office but, by relieving the Assistant Secretary-General of many complex management

TABLE 3-A-52

| | | Category and level | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | II. General service | | |
| | | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| Office of the Assistant Secretary-General | 1969 | 1 | 2 | — | — | — | — | — | 3 | 1 | 2 | 3 |
| | 1968 | 1 | 1 | — | — | — | — | — | 2 | 1 | 1 | 2 |
| Executive Office | 1969 | — | — | 1 | 1 | — | — | 2 | 4 | — | 4 | 4 |
| | 1968 | — | — | 1 | 1 | — | — | 1 | 3 | 1 | 4 | 5 |
| Special Assignments Service | 1969 | — | — | 1 | 1 | 1 | — | — | 3 | 1 | 4 | 5 |
| | 1968 | — | — | 1 | 1 | 1 | — | — | 3 | 1 | 4 | 5 |
| Communications, Archives and Records Service | 1969 | — | — | 1 | 2 | 5 | 5 | 5 | 18 | 13 | 178 | 191 |
| | 1968 | — | — | 1 | 1 | 6 | 5 | 5 | 18 | 12 | 173 | 185 |
| Purchase and Transportation Service | 1969 | — | — | 1 | 2 | 5 | 2 | 3 | 13 | 11 | 41 | 52 |
| | 1968 | — | — | 1 | 2 | 5 | 2 | 3 | 13 | 11 | 41 | 52 |
| Buildings Management Service | 1969 | — | — | 1 | 1 | 4 | — | 6 | 12 | 13 | 180 | 193 |
| | 1968 | — | — | 1 | 1 | 4 | — | 5 | 11 | 13 | 174 | 187 |
| Field Operations Service | 1969 | — | — | 1 | 1 | 2 | 3 | 3 | 10 | 2 | 33 | 35 |
| | 1968 | — | — | 1 | 1 | 2 | 3 | 3 | 10 | 2 | 33 | 35 |
| TOTALS | 1969 | 1 | 2 | 6 | 8 | 17 | 10 | 19 | 63 | 41 | 442 | 483 |
| | 1968 | 1 | 1 | 6 | 7 | 18 | 10 | 17 | 60[a] | 41 | 430 | 471[a] |

[a] Excludes the following posts relating to the former Administrative Section for Technical Co-operation which have been transferred to the Office of Technical Co-operation, Department of Economic and Social Affairs: 1 P-5, 2 P-4, 1 P-3, 3 P-2/1, 4 G-5, 24 other general service; provision is also made for credits for 175 manual workers.

problems, would enable him to devote more attention to the prior responsibilities of policy and planning. The general service post is ancillary to the new Director post.

1 P-2, 6 GS

To strengthen the Security and Safety Section of the Buildings Management Service by the addition of an Assistant Chief in charge of the tour squads. This strengthening is required for the purpose of providing adequate supervision and direction of the 185 staff members whose activities span twenty-four hours a day and seven days a week. The six general service posts are required for the Security and Safety Section in order that the increase in workload, particularly as a consequence of the increase in the annual conference programme, might be more adequately met. The addition of these posts would result in some reduction in the credits requested for normal temporary assistance requirements during the regular session of the General Assembly each year.

4 GS

These posts are required for additional telephone operators to service the increasing number of telephone lines and long-distance calls which have necessitated the installation of an additional switchboard. They are also needed to provide for extended hours of coverage due to the higher incidence of meetings and conferences.

2 GS

To provide for two additional filing clerks in the Personnel Records Unit to cope with the increasing volume of papers which must be screened, classified and filed.

(b) *Reclassifications of existing posts*

1 P-4 to P-5

To elevate the post of Chief of the Telecommunications Service in recognition of the responsibilities assumed and the technical knowledge required by its incumbent.

1 GS to P-1/P-2

To elevate a post of administrative assistant in the Executive Office in recognition of the increasing responsibility assumed by the incumbent for the preparation of budgetary material and the management of a large number of accounts.

*Chapter III. Other temporary assistance ($68 000)*

(i) *General temporary assistance* ..... ($58 000)

396. This estimate covers the following requirements:

(*a*) Three temporary guards to provide for security coverage in connexion with the opening of the gardens from 1 April to the end of the General Assembly session ($12 000);

(*b*) Six temporary manual worker posts for gardeners from 1 April to the end of the General Assembly session ($17 500); and

(*c*) The temporary replacement of staff on extended sick leave, maternity leave and other limited duties ($28 500).

(ii) *Individual experts and consultants* .... ($10 000)

397. The estimate provides for expert advice in regard to the most economical freight rates to be applied to United Nations shipments.

*Chapter IV. Overtime and night differential ($406 000)*

398. The estimate provides for the cost of overtime and/or night differential payments to staff required to maintain certain essential services beyond normal working hours. These include security and safety coverage, office moves and emergency repairs by staff of the Buildings Management Service, and extended coverage by staff of the Communications, Archives and Records Service of telephones, teletype and code operations and messenger services during night and weekend meetings.

## United Nations Office at Geneva (excluding the Economic Commission for Europe)

399. Among the major responsibilities of the United Nations Office at Geneva are:

(*a*) The provision of administrative, financial and general services support to the various organizational units located in Geneva;

(*b*) The maintenance of liaison with the specialized agencies and the International Atomic Energy Agency, and the many inter-governmental and non-governmental organizations in Europe;

(*c*) The provision, in its capacity as a principal United Nations conference centre in Europe, of physical facilities and human resources for the servicing of meetings, including major special conferences held in Europe, the Middle East and North African regions.

400. The organizational units located in the Palais des Nations include the Economic Commission for Europe, the Narcotic Drugs Division, the International Narcotics Control Board, the headquarters of the Office of the United Nations High Commissioner for Refugees, the United Nations Conference on Trade and Development (UNCTAD), and the United Nations Research Institute for Social Development. The Office also accommodates the newly-established Joint Inspection Unit.

401. The activities of UNCTAD, and those of the United Nations Industrial Development Organization in Vienna, have added significantly to the already heavy annual meetings programme for which the Office in Geneva provides services. In addition, the Eighteen-Nation Committee on Disarmament has for the past several years held sessions lasting six months or more each year, and the Committee on the Peaceful Uses of Outer Space and its sub-committees have held sessions in Geneva on a fairly regular basis.

402. In order to meet the expanding needs in respect of conference, language and technical staff consequent upon the growth in the annual meetings programme over the past several years, the Office has relied to an increasing extent on the employment of temporary freelance personnel to supplement the permanent establishment of translators, précis-writers, interpreters, stenographers, and documents reproduction and distribution staff. The position has now been reached, however, where the ratio between permanent staff (45 per cent) and temporary staff (55 per cent) has become seriously unbalanced. Apart from the heavy administrative work involved in the recruitment of such a large number of temporary staff for assignments of limited duration, this ratio cannot but affect adversely the quality and effectiveness of the services rendered. It is clear—given the uncertainty of each annual programme of meetings, particularly as affected by the variable number of special conferences held in any one year—that in the interests of maximum economy it will always be necessary to employ at Geneva a certain number of temporary conference servicing personnel. Nevertheless, it is essential that a reasonable balance be maintained between the number of temporary staff and the regular establishment, if the services to be rendered are to be commensurate with the funds expended. This requirement becomes all the more acute in the light of the rising costs for temporary personnel and the difficulties of securing such staff in large numbers and with the requisite qualifications. A more reasonable ratio between permanent and temporary staff is considered to be of the order of 60 to 40 per cent respectively. Accordingly, the Secretary-General proposes that the permanent establishment of conference servicing staff in Geneva should be strengthened in 1969 and that corresponding reductions should be made in the credits previously made available for temporary staff. The proposals would restore the balance in so far as the normal recurring workload of the Office is concerned. The servicing requirements for special meetings under section 2, however, would continue to be met principally by resort to temporary assistance, although at times, given the enlarged permanent establishment, some reduction might be possible in the number of temporary staff required. Similarly, the servicing requirements for the meetings programme of UNCTAD would continue to be provided by temporary staff to the extent that this programme exceeded the capacity of the permanent language staff provided for under section 20.

403. The Secretary-General's proposals for 1969, as included in the total request set forth in table 3-A-53, would involve the addition to the permanent establishment of 23 professional language and conference services staff and 20 related general service staff. This would provide: an additional team of 8 interpreters (4 at P-4 and 4 at P-3); 12 additional translators and revisers (4 at P-4 and 8 at P-3), to be distributed over the four translation sections, English, French, Russian and Spanish; 12 general service posts to strengthen the central stenographic and typing language pools; 3 additional editors at P-3 and 2 general service staff to work with the editors. The balance of 6 general service posts would be required to strengthen the Reference Unit and the Terminology Unit and to record the flow of work and maintain the necessary related workload statistics.

### COST ESTIMATES: 1969 ($7 591 900)

#### *Chapter I. Established posts ($7 390 900)*

404. The following increases and adjustments are proposed in the staffing provisions of the Office for 1969:

LIBRARY

(a) *New posts*

1 P-4

This post is required for the position of archivist for United Nations records at Geneva and, with the adoption of provisional rules for access to the League of Nations Archives, for the servicing of those records.

2 GS

These two posts are required for the binding of documents and publications by Library staff in lieu of by contractual arrangements as in the past. This will lead to economies in the total costs involved and provide greater flexibility in the type and method of binding used.

(b) *Reclassifications of existing posts*

1 P-2 to P-3

This reclassification is requested in recognition of the increased responsibilities of the Library consequent upon the expansion of activities of the Office, particularly in regard to UNCTAD.

CONFERENCE AND GENERAL SERVICES

(a) *New posts*

10 GS

These new posts are required for the following activities:

(*a*) One general service post is needed to complete the centralization of workload statistics for the Languages and

TABLE 3-A-53

| | | Category and level | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | I. Professional and above | | | | | | | | II. General service | | |
| | | USG | ASG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total I | G-5 | Other levels | Total II |
| Office of the Director-General | 1969 | 1 | — | 1 | 1 | 4 | — | — | 1 | 8 | 3 | 8 | 11 |
| | 1968 | 1 | — | 1 | 1 | 4 | — | — | 1 | 8 | 3 | 8 | 11 |
| Co-ordination Unit | 1969 | — | — | 1 | — | 1 | — | 1 | — | 3 | — | 2 | 2 |
| | 1968 | — | — | 1 | — | 1 | — | 1 | — | 3 | — | 2 | 2 |
| Library | 1969 | — | — | — | 1 | 1 | 2 | 2 | 9 | 15 | — | 20 | 20 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 10 | 14 | — | 18 | 18 |
| Conference and General Services: | | | | | | | | | | | | | |
| Office of the Director | 1969 | — | — | 1 | — | — | 1 | — | — | 2 | — | 2 | 2 |
| | 1968 | — | — | 1 | — | — | 1 | — | — | 2 | — | 2 | 2 |
| Conference Division | 1969 | — | — | — | 1 | — | — | 3 | 2 | 6 | 1 | 10 | 11 |
| | 1968 | — | — | — | 1 | — | — | 3 | 1 | 5 | 2 | 9 | 11 |
| Language Division | 1969 | — | — | — | 1 | 7 | 40 | 68 | 3 | 119 | 4 | 135 | 139 |
| | 1968 | — | — | — | 1 | 7 | 32 | 53 | 3 | 96 | 2 | 117 | 119 |
| Documents Division | 1969 | — | — | — | — | 1 | 2 | 2 | 14 | 19 | 3 | 97 | 100 |
| | 1968 | — | — | — | — | 1 | 1 | 3 | 14 | 19 | 3 | 90 | 93 |
| Division of General Services | 1969 | — | — | — | 1 | 1 | 4 | 1 | 5 | 12 | 8 | 116 | 124 |
| | 1968 | — | — | — | 1 | 1 | 4 | — | 6 | 12 | 5 | 117 | 122 |
| Administrative and Financial Services: | | | | | | | | | | | | | |
| Office of the Head | 1969 | — | — | 1 | 1 | 2 | 2 | — | — | 6 | — | 4 | 4 |
| | 1968 | — | — | 1 | 1 | 2 | 2 | — | — | 6 | — | 4 | 4 |
| Budget Division | 1969 | — | — | — | — | 1 | 2 | — | 1 | 4 | — | 2 | 2 |
| | 1968 | — | — | — | — | 1 | 2 | — | 1 | 4 | — | 2 | 2 |
| Finance Division | 1969 | — | — | — | — | 1 | — | 3 | 2 | 6 | 3 | 20 | 23 |
| | 1968 | — | — | — | — | 1 | — | 3 | 2 | 6 | 3 | 19 | 22 |
| Personnel Services | 1969 | — | — | — | 1 | 1 | 2 | 2 | 5 | 11 | 1 | 22 | 23 |
| | 1968 | — | — | — | 1 | 1 | 2 | 2 | 5 | 11 | 1 | 21 | 22 |
| Technical Assistance Recruitment Service | 1969 | — | — | — | — | 2 | 2 | 1 | — | 5 | — | 6 | 6 |
| | 1968 | — | — | — | — | 2 | 1 | 2 | — | 5 | — | 6 | 6 |
| Internal Audit Service | 1969 | — | — | — | — | 1 | 1 | 1 | 4 | 7 | — | 4 | 4 |
| | 1968 | — | — | — | — | 1 | — | 1 | 2 | 4 | — | 5 | 5 |
| Information Service | 1969 | — | — | — | 1 | 2 | 7 | 1 | — | 11 | 2 | 12 | 14 |
| | 1968 | — | — | — | 1 | 1 | 8 | 1 | — | 11 | 1 | 8 | 9 |
| Division of Social Affairs | 1969 | — | — | — | — | 2 | 4 | — | — | 6 | 1 | 6 | 7 |
| | 1968 | — | — | — | — | 2 | 3 | — | — | 5 | 1 | 6 | 7 |
| Division of Narcotic Drugs | 1969 | — | — | 1 | — | 3 | 5 | 3 | 5 | 17 | — | 14 | 14 |
| | 1968 | — | — | 1 | — | 3 | 4 | 4 | 5 | 17 | — | 14 | 14 |
| International Narcotics Control Board | 1969 | — | — | — | 1 | — | 2 | 2 | 4 | 9 | 1 | 5 | 6 |
| | 1968 | — | — | — | 1 | — | 2 | 1 | 4 | 8 | 1 | 5 | 6 |
| TOTALS | 1969 | 1 | — | 5 | 9 | 30 | 76 | 90 | 55 | 266 | 27 | 485 | 512[a] |
| | 1968 | 1 | — | 5 | 9 | 29 | 63 | 75 | 54 | 236 | 22 | 453 | 475[a] |

[a] Credits are also provided in 1968 for 79 manual workers and for part-time cleaners; the estimate for 1969 makes provision for 82 manual workers and for part-time cleaners.

Documents Services in the Documents Control Section. Previously this work has been undertaken on a decentralized basis in the Languages Division, in the Documents Division and in the Budget Division. The method of compiling and maintaining these statistics is being improved and extended as a management tool and made more comparable with the method used at Headquarters. As a consequence, it should be possible to improve the accuracy of the distribution of costs for the preparation of annex I to the annual budget estimates and to evaluate more precisely the productivity of the large number of staff engaged in these activities.

(*b*) Seven general service posts are requested for the Documents Division to strengthen the reproduction and distribution services, which have relied very heavily on temporary staff during the past several years. Three of these new posts would provide an increase in the number of plate-makers for the Reproduction Service and four are required to strengthen the Distribution Section.

(*c*) Two general service posts are requested for the Division of General Services, one to provide an additional store-keeper to assist with the increasing workload both in terms of purchase orders and tonnage of goods handled, and the second for an additional clerk for the Travel and Visa Section, where the workload has increased since 1965 by approximately 30 per cent. Aside from these additional general service posts, the estimates also provide for three additional manual workers, namely a mechanic, a forewoman and a gardener.

8 P-4, 15 P-3, 20 GS

The justification for these new posts is given in detail in the introductory text in paragraphs 402 and 403 above. They are required to strengthen the permanent language services at Geneva, with consequential reductions in the credits requested for temporary personnel.

(b) *Reclassifications of existing posts*

1 GS to P-2

The reclassification of a post of Conference Officer is proposed in view of the additional responsibilities in connexion with the growing number of conferences held in the Palais des Nations, and more particularly in other locations in Europe, the Middle East and North African regions.

1 P-3 to P-4

The post of Chief of the Distribution and Sales Section of the Documents Division is proposed for reclassification from P-3 to P-4. The responsibilities attached to the post have increased significantly during the past few years, consequent upon the general growth in the annual meetings programme and the expansion of sales promotion of United Nations publications throughout Europe, the Middle East and Africa.

1 P-2 to P-3

It is proposed to reclassify the post of Chief, Internal Services, the incumbent of which is responsible for the supervision of the general cleaning and maintenance of the Palais des Nations and the servicing of the conference areas. He is also responsible for the supervision of the Visitors' Service.

ADMINISTRATIVE AND FINANCIAL SERVICES

(a) *New posts*

2 GS

One of these posts is required to strengthen the Finance Division and the other is intended for Personnel Services. In the light of the growing volume of work of both of these services, it has been necessary to provide temporary assistance in the past. The establishment of these posts would regularize the situation.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

This reclassification is proposed to recognize the level of responsibilities of one of the interviewing officers in the Technical Assistance Recruitment Service and to correct the grading of this post in relation to other posts allocated for similar work.

INTERNAL AUDIT SERVICE

(a) *New posts*

1 P-4, 1 P-2

A new professional post at the P-4 level is required to strengthen the Geneva unit of the Internal Audit Service in order that greater attention might be given to certain major aspects of the audit of the United Nations Office at Geneva, to the voluntary funds programme of the United Nations High Commissioner for Refugees and to supervisory direction of the audit of UNIDO. The Internal Audit Service at Geneva is now responsible for the auditing of the UNIDO accounts in Vienna, requiring the full-time services of an officer at the P-2 level.

(b) *Reclassifications of existing posts*

1 GS to P-1

This reclassification is requested for the same reasons as given for the new posts above.

INFORMATION SERVICE

(a) *New posts*

5 GS

In view of the increase in activities, particularly in regard to the annual conference programme at Geneva, it has proved necessary to strengthen the staff of the Information Service over the past several years. However, no corresponding increase has been made in the level of the general service staff. In practice, it has been necessary to provide five additional general service staff through the continuing use of temporary personnel. The present request would regularize the situation.

(b) *Reclassifications of existing posts*

None requested. However, an exchange of one P-4 post for a P-5 has been mutually arranged between the Geneva Office and the UNCTAD secretariat. The consequent adjustment is reflected under sections 3 and 20.

DIVISION OF SOCIAL AFFAIRS

(a) *New posts*

1 P-4

A post of demographer at the P-4 level is requested to permit the Division to carry out its responsibilities in this field, including collaboration with the Working Group on Social Demography established within the European Social Development Programme, as well as with the Population Commission, the specialized agencies and regional inter-governmental and non-governmental organizations located in Europe, the Conference of European Statisticians, and the Statistical Division of the Economic Commission for Europe.

(b) *Reclassifications of existing posts*

None requested.

DIVISION OF NARCOTIC DRUGS

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

This reclassification relates to the post of chemist in the Narcotic Drugs Laboratory. The duties attached to this post

warrant the higher level proposed in view of the professional requirements involved and the difficulties of recruiting a qualified person in competition with private industry and Governments.

INTERNATIONAL NARCOTICS CONTROL BOARD

(a) *New posts*

1 GS

An additional general service post is needed to deal with the expanded statistical work resulting from the new drugs placed under international control. Furthermore, certain of the provisions of the Single Convention on Narcotic Drugs relating to manufacture and import quotas will be applied as from 1969, resulting in a further increase in the clerical workload.

(b) *Reclassifications of existing posts*

1 P-2 to P-3, 1 GS to P-1/2

The provisions of the Single Convention on Narcotic Drugs have been implemented by stages and their full application is expected by 1969. This will result in an increase of the work and will necessitate a redistribution of responsibilities within the Board's secretariat. The reclassification of one post from P-2 to P-3 is in recognition of the responsibilities of the incumbent, who will prepare studies requested by the Board on the progress made in the application by Governments of the international treaties, as well as the evolution of narcotic drug problems. The incumbent will also draft correspondence to Governments seeking advice on the implementation of the narcotics treaties. The incumbent of the post proposed for reclassification from the general service to the professional category will be responsible for the drafting in Spanish and French of the correspondence with Governments on the statistical control provided for by the treaties.

*Chapter III. Other temporary assistance ($149 000)*

(i) *General temporary assistance* ..... ($120 000)

405. Requirements under this heading are allocated as follows :

| | $ |
|---|---|
| Office of the Director-General | 3 500 |
| Library | 5 000 |
| Conference and General Services | 77 000 |
| Administrative and Financial Services | 25 000 |
| Information Service | 1 000 |
| Division of Social Affairs | 2 000 |
| Division of Narcotic Drugs | 3 500 |
| International Narcotics Control Board | 3 000 |
| | 120 000 |

406. The estimate provides for general short-term requirements during peak periods, more particularly in Conference and General Services and in Administrative and Financial Services. Provision is also made for the replacement of regular staff during periods of maternity and extended sick leave; for the United Nations share of staff costs of the Sickness Insurance Plan ($5 000) and of the Joint Housing Service ($7 000); for temporary secretarial services required by the officers of the Division of Narcotic Drugs outposted to the Far East and Latin America ($2 500), and for typing assistance in the Division ($1 000); for the International Narcotics Control Board to prepare for and service meetings of the Board; and for contractual translation needs ($25 000). This latter credit is requested to allow some flexibility in meeting deadlines and takes into account increased translation work for the Economic Commission for Europe. This increase over the past four years has been of the order of 30 per cent in the case of material to be translated into Russian and 20 per cent in the case of other languages, and arises in part from the use of national rapporteurs designated by Governments or selected by the Secretariat to contribute technical papers on studies before the Commission.

(ii) *Individual experts and consultants* .. ($29 000)

407. This estimate provides for: fees payable to the Registrar for the Declaration of Deaths of Missing Persons ($5 000); the part-time services of a legal consultant required by the United Nations Office at Geneva in order to carry out its administrative functions ($3 500); consultant services for administrative management studies ($5 000); services on a part-time basis of a consultant to undertake a survey of arrangements for the production, printing and distribution of documents at Geneva, to co-ordinate reproduction and printing work at Geneva and New York, and to review the sale of publications programme in Europe ($12 000); and for consultancy services for the Division of Narcotic Drugs ($3 500).

*Chapter IV. Overtime and night differential ($52 000)*

408. The estimate under this heading relates principally to overtime work, including week-end coverage, by staff of the Buildings Management and Engineering Service. Provision is also made for expenses incurred by the Administrative and Financial Services, particularly the Finance Division, for the purpose of preparing month-end and year-end statements of accounts.

## Section 4. Common staff costs

**$15 552 000** (1968: $13 739 000 [1] 1967: $13 198 717 [2])

4.1 The estimates under section 4 provide for common staff costs for those units of the Secretariat covered by section 3, Salaries and wages, namely:

(*a*) Headquarters departments and offices;

(*b*) The United Nations Office at Geneva, excluding the Office of the High Commissioner for Refugees and the United Nations Conference on Trade and Development;

(*c*) Information centres;

[1] For purposes of comparability, the 1968 appropriation has been adjusted to exclude an amount of $30 000 in respect of the Office of the Commissioner for South West Africa, shown in 1969 under section 17, chapter VII.

[2] For purposes of comparability and for the reasons stated in paragraph 3.1 of section 3, 1967 expenses have been adjusted to exclude a net amount of $164 712, composed of: $98 320 transferred to section 4 in respect of posts shown under section 17 in 1967 and prior years; $243 642 transferred from section 4 to income sections 3 and 4 in respect of posts relating to the revenue-producing activities; and $19 390 from section 4 to section 21 in respect of posts transferred from the Bureau of Technical Assistance Operations, Department of Economic and Social Affairs, to the United Nations Industrial Development Organization.

TABLE 4-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. Staff allowances | 3 219 000 | 2 938 000 | 2 884 384 |
| II. Social security payments | 8 444 000 | 7 485 400 | 7 128 928 |
| III. Travel on appointment, transfer and separation | 1 237 000 | 891 600 | 981 083 |
| IV. Removal expenses on appointment, transfer and separation | 772 000 | 679 000 | 616 352 |
| V. Separation payments | 1 300 000 | 1 258 000 | 1 203 143 |
| VI. Staff training programmes | 580 000 | 487 000 | 384 827 |
| | 15 552 000 | 13 739 000 | 13 198 717 |

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

(*e*) The Economic Commission for Latin America;

(*f*) The Economic Commission for Africa;

(*g*) The Economic and Social Office, Beirut.

4.2 Common staff costs for all staff attached to missions are provided for under section 17, Special missions. Similarly, costs for staff of the Office of the United Nations High Commissioner for Refugees are shown under section 18, for the Registry of the International Court of Justice under section 19, for the United Nations Conference on Trade and Development under section 20 and for the United Nations Industrial Development Organization under section 21.

4.3 To the extent possible common staff costs estimates for 1969 have been based on prevailing unit dollar costs or percentages of salary costs as determined by statistical analyses of 1967 and early 1968 experience. These computations take into account the turnover factors provided for under section 3.

4.4 The level of common staff costs inevitably bears a relationship to the cost of established posts. For 1969, the estimate under this section of $15 552 000 represents 25.5 per cent of the estimate of $60 975 000 for established posts under section 3, as compared with 24.87 per cent for 1968 and 25.24 per cent for 1967. The estimate for 1969, therefore, bears a close relationship to 1967 experience, after due adjustment is made for certain rising costs, such as contributions to the United Nations Joint Staff Pension Fund and to medical insurance plans and for somewhat higher travel and removal costs, having regard to new posts requested under section 3.

4.5 The estimate for 1969 shows an increase of $1 813 000 when compared with the appropriation for 1968. Of this amount, $856 000 represents the estimate of costs attributable to new posts and to additional arrangements for staff training and $957 000 to higher costs of maintaining the 1968 establishment in 1969, particularly in regard to contributions to the United Nations Joint Staff Pension Fund.

## CHAPTER I

*Staff allowances* ..... $3 219 000

1968 : 2 938 000

1967 : 2 884 384

(i) *Dependency allowances* ..... $2 398 000

1968 : 2 238 000

1967 : 2 188 958

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 for staff in the general service, manual worker, dispatcher and guide categories at Headquarters are:

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

4.8 The rates for the professional and higher categories apply at all offices; those for the general service category and local recruits vary in nature and amount in accordance with local practices.

4.9 In January 1968, approximately 3 580 staff members were receiving dependency allowances in respect of 8,775 dependants: 2,310 spouses, 5,920 children and 545 secondary dependants. Based on current averages, costs for dependency allowances in 1969 are estimated at $2 398 000.

(ii) *Education grants and related travel* .. $821 000

1968 : 700 000

1967 : 695 426

4.10 Under specific conditions laid down in General Assembly resolutions 975 (X) of 15 December 1955, 1095 (XI) of 27 February 1957, 1730 (XVI) of 20 December 1961 and 2121 (XX) of 21 December 1965, 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 country 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 of $700 a year;

(ii) Where the institution does not provide board, $400 plus 75 per cent of the cost of attendance up to a maximum of $700 a year;

(*b*) In the case of attendance at an educational institution in the country of 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 $700 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.

4.11 The related travel comprises one round trip each scholastic year with cabin-class sea accommodation or tourist or economy-class air accommodation 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.

4.12 In 1967, education grants were paid in respect of 1 224 children at a cost of $572 462. Related travel costs in that year for 235 children amounted to $115 201. Further expenses of $7 763 were incurred for tuition in the mother tongue. The estimate for 1969 provides for an increase in the number of children eligible for the grant as a result of entitlements accruing to staff appointed in 1968 to vacancies and to new posts approved for that year.

## CHAPTER II

| | |
|---|---|
| *Social security payments* | $8 444 000 |
| 1968 : | 7 485 400 |
| 1967 : | 7 128 928 |

(i) *Contributions to the United Nations Joint Staff Pension Fund and other social security plans* $7 567 000

| | |
|---|---|
| 1968 : | 6 769 900 |
| 1967 : | 6 484 984 |

4.13 An analysis of the January 1968 payroll showed that 5 122 staff members covered by this section were full participants and 326 staff members were associate participants in the Fund at that time.

4.14 In accordance with operative paragraph II of General Assembly resolution 2191 (XXI), certain amendments in the Regulations of the United Nations Joint Staff Pension Fund were approved with effect from 1 January 1967. These amendments called for:

(*a*) Abolition of the associate participation scheme for staff entering employment on or after 1 January 1967, with certain transitional arrangements to apply for not more than five years in respect of associate participants in the Fund on 31 December 1966;

(*b*) Entrance requirements for participation in the Fund as from 1 January 1967 to be based on appointments for one year or longer or on completion of one year of service; and

(*c*) Refunds to member organizations by the Fund of one half of their contributions of 14 per cent of pensionable remuneration where a participant enters the Fund on or after 1 January 1967 but withdraws within five years without qualifying for a death, disability or retirement benefit or being summarily dismissed.

4.15 As a consequence of the foregoing, pension contributions in respect of all new posts requested for 1969 have been based on full participation in the Fund. These costs are estimated at $351 000. The remaining $7 216 000 estimated for 1969 includes $165 000 for the added cost of a progressively lower number of associate participants, $154 000 for higher costs resulting from increases in the salary scales of general service, manual worker and local level staff, $127 000 for an increase both in the existing total number of participants and in the ratio of full to associate participants, and $8 000 for United Nations contributions to the Provident Fund for part-time cleaners at Geneva and for Swiss old-age insurance for this staff.

4.16 The estimate under this heading for 1969 represents 12.41 per cent of the cost of established posts, as compared with 12.25 for 1968 and 12.40 in terms of actual expenses incurred in 1967.

4.17 No provision has been made in these estimates for refunds accruing to the Organization under the conditions cited in paragraph 4.14 (*c*) above, since all refunds will be reflected under income section 3.

4.18 Similarly, no provision has been made for 1969 for an adjustment in the pensionable remuneration of staff in the professional category and above as a consequence of a prospective 5 per cent increase in the weighted average of the post adjustment classifications of the headquarters and regional offices of member organizations, in accordance with the terms of operative paragraph 1 (*a*) of General Assembly resolution 2007 (XIX) of 23 February 1965. Since the effective date of such an adjustment cannot be determined with precision at this time and since further changes in the pensionable remuneration of staff in the professional category and above may occur in connexion with the consideration of salaries of this staff by the International Civil Service Advisory Board at its session in July 1968, the Secretary-General believes it would be preferable to exclude provision for the 5 per cent adjustment referred to above from his initial estimates for 1969.

(ii) *Annual retirement allowance for former Secretaries-General* $10 000

| | |
|---|---|
| 1968 : | 10 000 |
| 1967 : | 10 000 |

4.19 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* $742 000

| | |
|---|---|
| 1968 : | 580 500 |
| 1967 : | 509 935 |

4.20 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

of a group dental insurance plan for staff on the Headquarters payroll, with the United Nations contributing one third of the costs of the plan. A proposal in the budget estimates for 1964 [3] for a 50 per cent contribution by the Organization to the group dental plan was approved by the General Assembly at its eighteenth session on the basis of a more than offsetting reduction in major medical insurance costs.

4.21 At its 1501st plenary meeting, on 20 December 1966, the General Assembly also approved the decision of the Fifth Committee, contained in paragraph 35 (*b*) of its report, [4] to extend health insurance coverage to any staff member, leaving the service of the United Nations at the age of retirement or for disability, who, at the time of separation, had been a contributory participant of a United Nations health insurance plan for a specific period.

4.22 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.

4.23 As of January 1968, approximately 2 909 staff members covered by this section participated in the Headquarters medical insurance plans and 1 541 in the Headquarters dental insurance plans. Some 1 295 staff members participated in plans at other offices. A further 224 retired staff participated in medical insurance plans at Headquarters and Geneva.

4.24 The estimate for 1969 makes provision for additional participation by staff appointed to new posts ($32 700) ; for the restoration of the Organization's share of contributions at Headquarters and Geneva to 50 per cent ($26 600) ; for an increase in United Medical Service premiums by the latter part of 1968 as a consequence of the need to maintain benefits in line with rising medical fees and costs ($72 000) ; for an estimated increase in the participation of staff at Headquarters in the improved dental insurance plan inaugurated during the latter part of 1967, and of the extension of this plan to staff at ECLA and ECA ($13 200) ; for an estimated increase in the participation of staff at ECAFE in an improved medical plan for staff of the Commission ($4 000) ; and for an increase to $33 000 of the provision for retired staff for 1969 ($13 000). As in past years the estimate includes the cost of pre-placement and periodic medical examinations at the regional economic commissions ($26 000).

| | |
|---|---|
| (iv) *Compensatory payments* | $100 000 |
| 1968 : | 100 000 |
| 1967 : | 104 852 |

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

4.26 The estimate includes $50 000 for the payment of annuities, $25 000 for medical, hospital and related expenses and $25 000 for lump-sum benefits for permanent disability.

| | |
|---|---|
| (v) *Staff welfare* | $25 000 |
| 1968 : | 25 000 |
| 1967 : | 19 157 |

4.27 The estimate under this heading provides for staff welfare at Headquarters, Geneva and the regional economic commissions.

## CHAPTER III

*Travel on appointment, transfer and separation*

| | |
|---|---|
| | $1 237 000 |
| 1968 : | 891 600 |
| 1967 : | 981 083 |

4.28 Provision is made under this chapter for costs relating to the travel of staff members and dependants on appointment, transfer and separation, for installation allowances of staff members and dependants on appointment and transfer and for travel on interview.

| | |
|---|---|
| (i) *Travel expenses* | $750 000 |
| 1968 : | 563 000 |
| 1967 : | 626 423 |

4.29 In 1967 expenses incurred for 267 cases of travel on appointment, 90 cases of travel on transfer and 107 cases of travel on separation for staff in the professional category and above, at a cost of $534 696. In addition, there were 165 cases of travel of general service staff engaged on an international or non-local basis, 105 on appointment, 10 on transfer and 50 on separation, at a total cost of $73 917. Further expenses of $17 810 were incurred for travel on interview.

4.30 The actual cost of travel will vary considerably, depending on the geographical areas of recruitment, transfer or separation and the number of dependants travelling. The estimate for this item, therefore, is based on average costs derived from 1967 experience, at the rate of approximately $1 200 for each staff member in the professional category and above, including dependants. For 1969, provision is made for the travel of 320 professional staff on appointment, 95 on transfer and 115 on separation at a cost of $636 000. The estimate also includes $88 000 for travel of general service staff and $26 000 for travel on interview.

| | |
|---|---|
| (ii) *Installation allowances* | $487 000 |
| 1968 : | 328 600 |
| 1967 : | 354 660 |

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 for each dependant are based on one-half of the staff members' entitlement. With effect from 1 January 1969, and in accordance with the recommendations of the Consultative Committee on Administrative Questions, provision has also been made for a lump-sum element, amounting to $600 for staff with dependants and $300 for staff without dependants, to be added to the present installation allowance for field stations.

4.32 Having regard to 1967 experience as adjusted for revisions in subsistence rates, the average allowance

[3] *Official Records of the General Assembly, Eighteenth Session, Supplement No. 5* (A/5505).

[4] *Official Records of the General Assembly, Twenty-first Session,* document A/6605.

for professional staff and dependants is computed at $1 000. On this basis, a provision of $404 000 is made for the appointment and transfer of staff at the professional levels and above, including an estimated $40 000 for the added cost of staff assigned to field stations, and $85 000 for staff in the general service category. The estimate takes into account the fact that while travel costs may be incurred in respect of 415 appointments and transfers of staff at the professional levels and above, costs for installation allowances will normally be incurred only in respect of those appointments which are of one or more years' duration.

## CHAPTER IV

*Removal expenses on appointment, transfer and separation* ..... $772 000
1968 : 679 000
1967 : 616 352

4.33 The estimates under this chapter provide for : (1) the cost of removal of household effects on the appointment, transfer and separation of staff; and (2) the payment of an assignment allowance rather than the cost of removal of household effects. The assignment allowance relates more particularly to staff appointed for a fixed term or transferred for a fixed period, normally of one year or more but less than two years, and is intended as compensation for extra costs arising from the non-removal of household effects and for dislocation aspects of assignments of a limited duration, particularly in the absence of full normal household arrangements.

(i) *Removal expenses* ..... $484 000
1968 : 411 000
1967 : 389 929

4.34 In 1967 expenses under this heading totalled $363 772 for 194 cases of removal of effects for staff at the professional levels and above and $26 157 for 28 cases of staff in the general service category. For 1969, provision is made for some 238 cases of removal for professional staff at an estimated cost of $452 000. A further $32 000 is provided for removal costs of staff in the general service category.

(ii) *Assignment allowances* ..... $288 000
1968 : 268 000
1967 : 226 423

4.35 In January 1968 an assignment allowance was paid to 179 staff members. For 1969 some 240 cases are anticipated at an average cost of $1 200.

## CHAPTER V

*Separation payments* ..... $1 300 000
1968 : 1 258 000
1967 : 1 203 143

4.36 The estimate under this chapter provides for the payment to separated staff members of (1) indemnities, including commutation of annual leave, and (2) 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 1969, provision for such transitional payments is included within the estimate for repatriation grants.

4.37 An analysis of 1967 expenses indicates that commutation of annual leave and indemnities were paid to 608 staff members in an amount of $584 911 and the repatriation grant and service benefit to 176 staff members in an amount of $618 232. Requirements for 1969 under these two headings are as follows:

| | $ |
|---|---|
| Commutation of annual leave and other indemnities | 632 000 |
| Repatriation grants (and service benefits if applicable) ..... | 668 000 |
| | 1 300 000 |

4.38 The estimate includes some $25 000 for upward revisions in salaries and wage rates to which reference is made under section 3.

4.39 Income from staff assessment on these payments is estimated at $247 000 and has been included under income section 1.

## CHAPTER VI

*Staff training programmes* ..... $580 000
1968 : 487 000
1967 : 384 827

(i) *Staff language and related training programmes, including the training of technical personnel* ..... $157 000
1968 : 104 000
1967 : 87 711

4.40 This estimate allows for language training requirements at Headquarters on the basis of 67 regular classes during the spring semester and 68 regular classes during the autumn semester for three hours a week for fifteen weeks, representing a total of 6 075 teaching hours at $12 an hour at a total cost of $72 900. Provision is also made for 11 conversation classes meeting two hours a week for fifteen weeks during each of the two semesters, at a cost of $3 960. These classes, together with other miscellaneous items such as placement tests, language proficiency examinations and deans' fees, account for a further $7 740, for a total provision for regular language classes at Headquarters of $84 600. It is estimated that revenue from fees charged to staff members' families, members of delegations and others, will total $15 000, as shown under income section 3.

4.41 The estimate also provides $12 500 for regular language training classes at Geneva and $11 000 for requirements at ECAFE, ECLA and ECA.

4.42 In addition to the regular language classes, and in response to General Assembly resolution 2241 B (XXI) of 20 December 1966, which requested the Secretary-General to study methods which should be used to ensure a more equitable use of the working languages of the Organization and a better balance among those languages in the recruitment of staff, provision is also made for a total of 20 accelerated language classes at Headquarters at a cost of $25 000 and for five or six intensive courses at Geneva at a cost of $7 000. It might be noted in the above regard that while no specific credits were approved in past years for accelerated language classes, efforts have been made, through savings under the chapter as a whole, to provide a limited number of such classes to staff at Headquarters. During

the latter part of 1967, for example, five classes were provided at a cost of some $5 000; in 1968 steps are being taken to provide sixteen classes at an estimated cost of some $21 600.

4.43 For 1969 provision is also made for a small credit of $4 300 for the purpose of initiating a teacher training programme at Headquarters. The estimate includes $1 200 for two workshops designed to demonstrate the application of specific teaching techniques; $2 000 for a consultant who would evaluate teachers' performance and provide expert advice on the curriculum and the effectiveness of examinations; and $1 100 for informational publications, sample examinations, professional journals and attendance at professional meetings.

4.44 Finally, the estimate for 1969 includes $2 000 for the training of Headquarters personnel in the application of techniques in the use of new equipment, particularly in the reproduction area, and $9 100 and $1 500 for in-service training at Headquarters and Geneva, respectively. This latter programme is designed to provide for such items at Headquarters as four speed reading courses, two English drafting seminars, two courses for the teaching of French for administrative and supervisory purposes, guest lecturers' fees for a supervisory training course, orientation kits for new staff members and tapes for staff training purposes. The credit for Geneva allows for drafting seminars in English and French and courses on documentation and the servicing of meetings.

(ii) *Junior professional trainees* ..... $275 000
1968 : 275 000
1967 : 182 484

4.45 As in previous years, this estimate provides for the recruitment of professional trainees from Member States which are substantially under-represented in the Secretariat. The practice is to recruit such trainees at either the Assistant (P-1) or Associate Officer (P-2) level, depending upon the qualifications of the candidate. The programme is geared towards the improvement of the geographical balance of the Secretariat and, especially, the representation of Member States which are unable to release experienced personnel. The basic criterion for the selection of a trainee is his ability to benefit from the training received, with a view towards either his absorption into a vacancy within the Secretariat or his return to his national service.

4.46 It is estimated that $275 000 is required for this programme in 1969. This estimate provides for the costs of salaries, travel, installation and other allowances of the trainee, at an average cost of $11 000 for each man-year, after allowing for staggered recruitment and turnover. The number of trainees envisaged for 1969 is twenty-five.

4.47 While the programme continues to be centred mainly at Headquarters, trainees are also assigned to the United Nations Office at Geneva, the regional commissions, the United Nations Conference on Trade and Development and the United Nations Industrial Development Organization.

(iii) *Russian language training* ..... $100 000
1968 : 100 000
1967 : 106 819

4.48 Under this programme, instituted in 1962 as a result of serious difficulties experienced in the recruitment of staff for Russian language posts, an agreement was entered into with the Moscow Pedagogical Institute for Foreign Languages providing for the establishment of a training centre for Russian language personnel. It is proposed to continue existing arrangements in 1969.

4.49 Since its establishment, this programme has enabled the United Nations to recruit some seventy-eight translators and fifteen 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. The quality of the course has been again proven when extraordinary examinations held in January 1968 produced ten qualified candidates in the middle of the academic year. These candidates will fill existing vacancies shortly. Efforts are now being made to restore the number of the students to the full-course level of eighteen to twenty without additional cost so that they may be prepared for the regular July examinations. The programme has allowed the Organization to replace virtually all staff of the Russian Translation Section who had continued to work well beyond retirement age. At the same time, the programme has provided a steady flow of candidates to vacant posts arising as a result of the normal turnover of staff.

4.50 The agreement entered into with the Institute provides for the training of translators and interpreters by qualified teaching and administrative staff. Candidates are carefully selected from university graduates with some experience in linguistic and other areas useful for United Nations purposes, such as the economic, legal, political and scientific fields. Students participate on a full-time basis in a programme approved by the United Nations and receive a stipend during the course of their training. During this period, and as part of their studies, students translate an estimated 4 500 pages of official records and other documents which otherwise would have to be translated on a contractual basis.

4.51 The Institute provides the premises and equipment, and the United Nations the cost of teaching and administrative staff, stipends for students during the course and for a short period thereafter pending appointment to the United Nations, as well as certain items of equipment for the students. On this basis, the Organization bears approximately one half the total cost, or $100 000.

4.52 The request for $100 000 for 1969 provides for the training of some twenty translators and interpreters.

(iv) *Information assistants training programme* ..... $8 000
1968 : 8 000
1967 : 7 813

4.53 This estimate provides for travel and subsistence expenses of newly-recruited information assistants at various information centres who will receive up to one month of briefing at Headquarters or in the field. The information assistants are selected from among qualified candidates working in the information media or in some other related pursuit.

(v) *Interpreter training programme* ..... $40 000
1968 : —
1967 : —

## TABLE 4-2

## DISTRIBUTION OF THE 1969 ESTIMATES BY OFFICE LOCATION

| *Chapter* | *Headquarters* | *Geneva (including ECE)* | *ECAFE* | *ECLA* | *ECA* | *Economic and Social Office, Beirut* | *Information Centres* | *Total* |
|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ |
| I. Staff allowances | | | | | | | | |
| (i) Dependency allowances .. | 1 480 000 | 349 000 | 136 000 | 187 000 | 164 000 | 13 000 | 69 000 | 2 398 000 |
| (ii) Education grants and related travel ..... | 420 000 | 128 000 | 103 000 | 60 000 | 80 000 | 5 000 | 25 000 | 821 000 |
| | 1 900 000 | 477 000 | 239 000 | 247 000 | 244 000 | 18 000 | 94 000 | 3 219 000 |
| II. Social security payments | | | | | | | | |
| (i) Contribution to the Joint Staff Pension Fund and other social security plans | 4 966 000 | 1 240 000 | 346 000 | 422 000 | 345 000 | 31 000 | 217 000 | 7 567 000 |
| (ii) Annual retirement allowance for former Secretaries-General ..... | 10 000 | — | — | — | — | — | — | 10 000 |
| (iii) Contribution to medical insurance and other medical care ..... | 537 000 | 98 500 | 19 000 | 45 000 | 21 000 | 2 500 | 19 000 | 742 000 |
| (iv) Compensatory payments .. | 100 000 | — | — | — | — | — | — | 100 000 |
| (v) Staff welfare..... | 6 000 | 1 000 | 2 000 | 15 000 | 1 000 | — | — | 25 000 |
| | 5 619 000 | 1 339 500 | 367 000 | 482 000 | 367 000 | 33 500 | 236 000 | 8 444 000 |
| III. Travel on appointment, transfer and separation | | | | | | | | |
| (i) Travel expenses ..... | 384 000 | 68 000 | 75 000 | 55 000 | 130 000 | 8 000 | 30 000 | 750 000 |
| (ii) Installation allowance .... | 285 000 | 60 000 | 40 000 | 34 000 | 45 000 | 5 000 | 18 000 | 487 000 |
| | 669 000 | 128 000 | 115 000 | 89 000 | 175 000 | 13 000 | 48 000 | 1 237 000 |
| IV. Removal expenses on appointment, transfer and separation | | | | | | | | |
| (i) Removal expenses ..... | 300 000 | 70 000 | 25 000 | 25 000 | 35 000 | 4 000 | 25 000 | 484 000 |
| (ii) Assignment allowances ... | 32 000 | 11 000 | 65 000 | 45 000 | 88 000 | 12 000 | 35 000 | 288 000 |
| | 332 000 | 81 000 | 90 000 | 70 000 | 123 000 | 16 000 | 60 000 | 772 000 |
| V. Separation payments | | | | | | | | |
| (i) Commutation of annual leave and other indemnities ..... | 406 000 | 110 000 | 27 000 | 25 000 | 35 000 | 1 000 | 28 000 | 632 000 |
| (ii) Repatriation grant and service benefits ..... | 377 000 | 190 000 | 23 000 | 35 000 | 25 000 | 1 000 | 17 000 | 668 000 |
| | 783 000 | 300 000 | 50 000 | 60 000 | 60 000 | 2 000 | 45 000 | 1 300 000 |
| VI. Staff training programmes | | | | | | | | |
| (i) Staff language training.... | 125 000 | 21 000 | 3 000 | 3 000 | 5 000 | — | — | 157 000 |
| (ii) Junior professional trainees | 275 000 | — | — | — | — | — | — | 275 000 |
| (iii) Russian language training. | 100 000 | — | — | — | — | — | — | 100 000 |
| (iv) Information assistants training programme ..... | — | — | — | — | — | — | 8 000 | 8 000 |
| (v) Interpreter training programme ..... | — | 40 000 | — | — | — | — | — | 40 000 |
| | 500 000 | 61 000 | 3 000 | 3 000 | 5 000 | — | 8 000 | 580 000 |
| | 9 803 000 | 2 386 500 | 864 000 | 951 000 | 974 000 | 82 500 | 491 000 | 15 552 000 |

4.54 As a result of detailed inter-agency study and discussion, conducted under the auspices of the Consultative Committee on Administrative Questions, the organizations in Geneva decided in 1968 to create an interpreter training programme. The purpose of the scheme is to provide a means by which young and promising candidates can be trained for future permanent service as interpreters with the various organizations and at the same time meet in a more positive way the requirements of the various organizations for temporary staff during peak conference periods.

4.55 The selection of trainees is made by agreement amongst the organizations concerned and candidates are given a special type of contract which, while primarily subject to United Nations Staff Regulations and Rules, also requires them to work in any of the Geneva organizations. The contract stipulates further that they must follow a course of training, take an initial examination after six months and a second examination after twelve months. If they fail either examination their employment may be terminated. If they pass both examinations they are assured of a second year's employment. Each organization undertakes to use the trainees, after a short initial period of training, for a specified minimum number of days for the servicing of their various meetings. Furthermore, each organization undertakes to pay a fixed daily charge for all trainees so employed.

4.56 During the initial year 1968, the number of candidates accepted as trainees has been restricted to approximately nine. However, it is hoped in 1969 and future years to increase this number and to include trainees from Africa for ultimate service with the Economic Commission for Africa in Addis Ababa.

4.57 In the main, this scheme has been financed during 1968 through the use of temporary assistance credits related to the various meetings held in Europe. However, in order to ensure adequate financial provision for the continuation of this scheme, it is necessary to include a specific credit for the purpose in the budget estimates for 1969. Accordingly, pending further experience, a token amount of $40 000 has been included to finance approximately four to five trainees throughout the year. It is expected that a further ten or twelve trainees could continue to be accommodated principally against the specific provisions for interpreters included within credits requested for temporary assistance for meetings and, to some extent, against vacant established posts.

4.58 The initiative taken by the European organizations will be brought to the attention of the International Civil Service Advisory Board at its session to be held in July 1968, in conjunction with the broader question of co-ordination of language services.

## Section 5. Travel of staff

**$2 219 000** (1968: $2 179 500 [1] 1967: $2 022 353 [2])

TABLE 5-1

| *Chapter* | *1969 estimates* | *1968 appropriation* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. *Travel of staff to meetings* | 200 000 | 170 700 | 175 505 |
| II. *Travel of staff on other official business* | | | |
| (i) Headquarters | 282 000 | 271 900 | 248 435 |
| (ii) Geneva Office | 35 000 | 32 500 | 32 370 |
| (iii) Information centres | 25 000 | 22 000 | 21 564 |
| (iv) Economic and Social Office, Beirut | 8 000 | 7 600 | 5 614 |
| (v) Economic Commission for Europe | 30 000 | 28 000 | 27 760 |
| (vi) Economic Commission for Asia and the Far East | 85 000 | 85 000 | 76 483 |
| (vii) Economic Commission for Latin America | 81 000 | 81 000 | 81 025 |
| (viii) Economic Commission for Africa | 85 000 | 80 000 | 71 399 |
| TOTAL, chapter II | 631 000 | 608 000 | 564 650 |
| III. *Travel of staff and dependants on home leave* | | | |
| (i) Headquarters | 1 045 000 | 1 004 600 | 990 339 |
| (ii) Geneva Office | 63 000 | 66 500 | 60 570 |
| (iii) Information centres | 36 000 | 28 000 | 27 022 |
| (iv) Economic and Social Office, Beirut | 9 000 | 3 200 | 9 187 |
| (v) Economic Commission for Europe | 20 000 | 23 500 | 19 425 |
| (vi) Economic Commission for Asia and the Far East | 60 000 | 70 000 | 44 874 |
| (vii) Economic Commission for Latin America | 55 000 | 65 000 | 45 051 |
| (viii) Economic Commission for Africa | 100 000 | 140 000 | 85 730 |
| TOTAL, chapter III | 1 388 000 | 1 400 800 | 1 282 198 |
| TOTAL, section 5 | 2 219 000 | 2 179 500 | 2 022 353 |

[1] Excludes $3 000 for the staff of the United Nations Commissioner for Namibia, transferred to section 17.

[2] Includes $23 404 under chapter III, for travel of staff and dependants on home leave charged in 1967 to former section 17, United Nations Field Service. Excludes $1 100 for International Civil Service Advisory Board, $1 000 for Committee of Experts on Post Adjustments and $1 100 for Consultative Committee on Administrative Questions, representing the United Nations share of these costs which as from 1968 have been provided for under section 12, chapter X.

5.1 The estimates under this section provide for expenditures relating to the official travel of staff members, both at Headquarters and overseas offices, specifically : (*a*) travel of staff 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. Where appropriate, provision is made separately under sections 2, 16, 18, 19, 20 and 21 for staff travel in the case of special meetings and conferences, special missions, the Office of the High Commissioner for Refugees, the International Court of Justice, the United Nations Conference on Trade and Development, and the United Nations Industrial Development Organization, respectively.

5.2 In accordance with the decision taken by the Fifth Committee on 16 November 1966 at its 1148th meeting, and subsequently approved by the General Assembly, the estimates under this section are based on air economy travel for staff members, with the exception of the Secretary-General, Under-Secretaries-General, Assistant Secretaries-General and staff at the Director level (D-2),whose travel shall normally be authorized by first class air. Subsistence allowances and other related expenses are based on presently authorized staff rules and regulations.

## CHAPTER I

*Travel of staff to meetings* ..... $200 000
1968 : 170 700
1967 : 175 505

TABLE 5-2

| | | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | General Assembly | 36 000 | 28 500 | 37 782 |
| (ii) | Advisory Committee on Administrative and Budgetary Questions | 3 000 | 3 000 | 4 548 |
| (iii) | Administrative Tribunal | 2 200 | 2 100 | 2 715 |
| (iv) | United Nations Joint Staff Pension Board | 1 600 | 3 600 | 1 610 |
| (v) | International Law Commission | 9 200 | 10 300 | 6 268 |
| (vi) | United Nations Scientific Advisory Committee | 900 | 700 | — |
| (vii) | Economic and Social Council | 40 000 | 45 000 | 37 365 |
| (viii) | Advisory Committee on Science and Technology | 12 000 | 6 000 | 5 607 |
| (ix) | ECAFE committees and sub-committees | 15 000 | 15 000 | 6 598 |
| (x) | ECLA committees and sub-committees | 10 000 | 13 000 | 8 110 |
| (xi) | ECA committees, *ad hoc* groups of experts and other working groups | 25 000 | 20 000 | 32 805 |
| (xii) | Committee for Development Planning | 6 700 | 9 300 | 5 148 |
| (xiii) | Sub-Commission on Prevention of Discrimination and Protection of Minorities | 5 500 | 5 300 | 3 902 |
| (xiv) | Commission on the Status of Women | 6 000 | 6 000 | — |
| (xv) | Population Commission | 7 000 | — | 6 130 |
| (xvi) | Committee for Programme and Co-ordination | 5 900 | — | — |
| (xvii) | Committee on Housing, Building and Planning | 8 000 | — | 4 536 |
| (xviii) | Commission for Social Development | 6 000 | — | — |
| — | United Nations Consultative Group on Prevention of Crime | — | 2 900 | — |
| — | United Nations Scientific Committee on Radiation | — | — | 3 208 |
| — | Commission on Human Rights | — | — | 9 173 |
| | TOTAL, chapter I | 200 000 | 170 700 | 175 505 |

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

5.4 The estimates for 1969 under items (i) to (xviii) in table 5-2 above are based on the following requirements :

(i) *General Assembly ($36 000)*

To strengthen Headquarters meetings services staff during the twenty-fourth regular session : travel of staff members from Geneva to New York and return and subsistence payments for fifteen staff members, on the assumption that two would travel in conjunction with home leave in the United States.

(ii) *Advisory Committee on Administrative and Budgetary Questions ($3 000)*

To service a meeting of two weeks' duration in Europe : travel and subsistence of the Committee's Executive Secretary, Deputy Executive Secretary and Administrative Officer.

(iii) *Administrative Tribunal ($2 200)*

To service a session of three weeks in Geneva : travel from New York to Geneva and return and subsistence payments for three weeks for the Executive Secretary of the Tribunal and his assistant.

(iv) *United Nations Joint Staff Pension Board ($1 600)*

To service a meeting of the Standing Committee in Europe : travel from New York to Europe and return and subsistence payments for one week for the Board's Secretary and Deputy Secretary.

(v) *International Law Commission ($9 200)*

To service the regular summer session of ten weeks in Geneva : travel from New York to Geneva and return and subsistence payments for five substantive staff members, two of whom would be expected to travel in conjunction with home leave.

(vi) *United Nations Scientific Advisory Committee ($900)*

To service a meeting in Europe : travel of the Committee Secretary from New York to Europe and return and subsistence payments for one week.

(vii) *Economic and Social Council ($40 000)*

To service the forty-seventh session of the Economic and Social Council : travel from New York to Geneva and return and subsistence payments, for periods of up to four weeks, for fifty-one substantive and conference servicing staff, twenty of whom would be expected to travel in conjunction with home leave.

(viii) *Advisory Committee on Science and Technology ($12 000)*

To attend the eleventh session of the Committee in New York : travel of one staff member from each of the regional economic commissions to New York and return and subsistence payments for two weeks ($4 500) ;

To service the twelfth session of the Committee in Addis Ababa : travel of the Director of the Division and two substantive staff members from New York to Addis Ababa and return and subsistence payments for two weeks ($4 500) ;

To service a meeting of the African Regional Group in Addis Ababa : travel of a senior staff member from New York to Addis Ababa and return and subsistence payments for three days ($1 000) ;

To service a meeting of the Asian Regional Group in Bangkok : travel of a senior staff member from New York to Bangkok and return and subsistence payments for three days ($1 300) ;

To service a meeting of the Latin American Group in Santiago : travel of a senior staff member from New York to Santiago and return and subsistence payments for three days ($700).

(ix) *ECAFE committees and sub-committees ($15 000)*

To service a maximum of eight subsidiary meetings away from Bangkok: travel and subsistence of four staff members.

(x) *ECLA committees and sub-committees ($10 000)*

To service a maximum of seven meetings of committees and sub-committees in the Central American region : travel and subsistence of staff members of the ECLA branch office at Mexico City, as necessary.

(xi) *ECA committees, ad hoc groups of experts and other working groups ($25 000)*

To provide for the servicing of eight meetings of subsidiary bodies held away from Addis Ababa : travel and subsistence for three staff members, as necessary.

(xii) *Committee for Development Planning ($6 700)*

To service a meeting of two weeks : travel to New York and return and subsistence for two weeks of one staff member from each of the regional economic commissions and the Economic and Social Office in Beirut.

(xiii) *Sub-Commission on Prevention of Discrimination and Protection of Minorities ($5 500)*

To service a meeting of four weeks: travel to Geneva and return and subsistence for four weeks for five substantive staff members.

(xiv) *Commission on the Status of Women ($6 000)*

To service a meeting of four weeks : travel to Geneva and return and subsistence for four weeks for six substantive staff members.

(xv) *Population Commission ($7 000)*

To service a meeting of four weeks : travel to Geneva and return and subsistence for four weeks for five substantive staff members and one staff member from each of the regional economic commissions.

(xvi) *Committee for Programme and Co-ordination ($5 900)*

To service a meeting of one week : travel to New York and return and subsistence for one week of a staff member from each of the regional economic commissions and the Economic and Social Office in Beirut.

(xvii) *Committee on Housing, Building and Planning ($8 000)*

To service a meeting of two weeks : travel to Geneva and return and subsistence for two weeks of five substantive staff members from New York and for one staff member from each of the regional economic commissions.

(xviii) *Commission for Social Development ($6 000)*

To service a meeting of three weeks : travel to New York and return and subsistence for three weeks of one staff member from each of the regional economic commissions and the Economic and Social Office in Beirut.

## CHAPTER II

| | |
|---|---|
| *Travel of staff on other official business* .... | $631 000 |
| 1968 : | 608 000 |
| 1967 : | 564 650 |

5.5 The estimates under this chapter cover travel costs and subsistence payments for staff proceeding on official business other than attendance at meetings. In

calculating these costs, it has been taken into account that, wherever feasible, such travel is to be combined with home leave travel as provided for under chapter III.

5.6 Table 5-3 provides a tentative distribution of the total credits requested among the various departments and offices on the basis of their projected travel programmes. Where appropriate, these requirements have been drawn up with reference to approved work programmes, particularly in the economic and social area. Actual expenditures under this chapter are subject to strict central control. Quaterly allocations are made to offices and departments on the basis of detailed travel proposals for the period in question which are submitted to the Secretary-General for prior approval.

TABLE 5-3

| *Department/Office* | *1969 estimates* | *1968 appropriations* | *1967 expenses* | *Purpose* |
|---|---|---|---|---|
| HEADQUARTERS | | | | |
| Executive Office of the Secretary-General | 52 000 | 45 800[a] | 53 031 | Secretary-General, special assistants accompanying him, and senior staff representing him on specific missions related to his particular responsibilities; members of Executive Office in execution of special assignments. |
| Office of the Under-Secretaries-General for Special Political Affairs | 5 000 | 4 500 | 1 804 | Under-Secretaries-General, on special political assignments; scientific staff of Special Committee on Effects of Atomic Radiation. |
| Office of Legal Affairs | 4 500 | 4 500 | 1 789 | Legal Counsel and senior staff: consultations with United States federal authorities on legal matters affecting the United Nations; consultations with and advice to regional economic commissions or other United Nations organs; attendance at a seminar on United Nations Programme of Assistance in Teaching, Study, Dissemination and Wider Appreciation of International Law to be held in Asia for about three weeks (General Assembly resolution 2099 (XX)). |
| Office of the Controller | 8 000 | 10 500 | 5 811 | Controller and senior staff: financial and administrative management activities, inter-agency consultations and co-ordination. |
| Internal Audit Service | 9 000 | 9 000 | 7 019 | Internal Audit staff: regular and systematic inspection and audit of United Nations offices in the field. |
| Office of Personnel | 40 000[b] | 36 800 | 35 409[c] | Director of Personnel and senior staff: review of staff situation at United Nations offices; recruitment, including technical assistance recruitment by TARS, both at Headquarters and Geneva; inter-agency consultation and co-ordination. |
| Health Service | 500 | 500 | 701 | Medical Director: attendance at regular biennial meeting of Medical Officers of United Nations and specialized agencies, to be held in Rome. |
| Division of Human Rights | 5 000 | 11 500 | 2 305 | Director and senior staff: participation in inter-agency consultation and co-ordination; attendance at governmental meetings and observances. |
| Department of Political and Security Council Affairs | 14 000 | 13 800 | 11 104 | Under-Secretary-General and senior staff: special assignments in field of political affairs; consultations with specialized agencies concerned with peaceful uses of outer space and attendance at meetings of non-governmental organizations in the same field; co-operation with Organization of African Unity; attendance at international conferences on problems within the purview of the department. |
| Department of Trusteeship and Non-Self-Governing Territories | 4 500 | 4 500 | — | Under-Secretary-General and senior staff: visits to non-self-governing territories. |

TABLE 5-3 (*continued*)

| *Department/Office* | *1969 estimates* | *1968 appropriations* | *1967 expenses* | *Purpose* |
|---|---|---|---|---|
| HEADQUARTERS (*continued*) | | | | |
| Department of Economic and Social Affairs | 110 500 | 104 000 | 108 091 | Under-Secretary-General, Deputy Under-Secretary-General and senior staff: attendance at meetings of the regional economic commissions, the governing council of UNDP, UNCTAD, UNIDO, the Advisory Committee on Co-ordination (ACC) and the specialized agencies; consultations with governments, specialized agencies and other non-governmental bodies. |
| Office of the Under-Secretary-General | 8 000 | 17 300 | 18 334 | |
| Office of the Deputy Under-Secretary-General | 2 500 | 2 500 | — | |
| Office of the Director for Science and Technology | 4 000 | 2 000 | 4 382 | |
| Assistant Secretary-General for Inter-Agency Affairs | 9 000 | 3 500 | — | |
| Division of Public Finance and Financial Institutions | 6 000 | 9 800 | 4 168 | |
| Centre for Development Planning, Projections and Policies | 12 000 | 5 500 | 9 573 | |
| Resources and Transport Division | 10 000 | 11 400 | 11 799 | |
| Social Development Division | 12 000 | 12 000 | 20 350 | |
| Population Division | 9 000 | 4 500 | 10 555 | |
| Centre for Housing, Building and Planning | 10 000 | 5 000 | 5 734 | |
| Office of Technical Co-operation | 14 000 | 12 000 | 9 952 | |
| Public Administration Division | 7 500 | 4 500 | 1 321 | |
| Statistical Office | 6 500 | 5 000 | 11 923 | |
| Special item | — | 9 000 | — | General representation of the United Nations, other than by the Under-Secretary-General, at meetings of specialized agencies, inter-governmental organizations and non-governmental organizations. |
| Office of Public Information | 16 000 | 15 000 | 14 047 | Assistant Secretary-General and senior staff: attendance at Editors' Roundtable (tentative location Addis Ababa), the General Assembly of the *Organisation Internationale de Radio et Télévision* (OIRT), the annual session of the Visual Information Board, the proposed Non-Governmental Organization Regional Conference in Africa, the International Press Institute, and visits to information centres. |
| Office of Conference Services (including Library) | 6 000 | 5 500 | 5 602 | Senior staff: travel in connexion with examinations for the recruitment of language and stenographic staff; attendance at international seminars, symposia or conferences on library matters. |
| Office of General Services | 3 300 | 4 500 | 578 | Director or senior staff: inspection of United Nations missions, information centres, regional economic commissions and other offices in regard to special administrative problems. |
| Joint Staff Pension Board and United Nations Pension Committee | 1 700 | 500 | 476 | Secretary of the Joint Staff Pension Fund: consultations with other member organizations. |
| Board of External Auditors (secretariat) | 2 000 | 1 000 | 668 | Secretary to the United Nations Board of Auditors: attendance at meetings of the Panel of External Auditors. |
| TOTAL, Headquarters | 282 000 | 271 900 | 248 435 | |
| GENEVA OFFICE | | | | |
| General Services | 12 000 | 12 000 | 12 157 | Travel to Headquarters and within Europe for consultation and co-ordination; travel within Europe for the purchase of supplies and equipment and to arrange for contractual language work; travel to New York of alternate member of the Appointments and Promotions Committee. |
| Co-ordination Unit | 5 000 | 3 500 | 3 967 | Co-ordination with specialized agencies. |
| Information Service | 2 000 | 2 000 | 1 960 | Senior staff: travel within Europe to maintain contact in the nine countries served by Geneva. |

TABLE 5-3 (*continued*)

| *Department/Office* | *1969 estimates* | *1968 appropriations* | *1967 expenses* | *Purpose* |
|---|---|---|---|---|
| | $ | $ | $ | |
| GENEVA OFFICE (*continued*) | | | | |
| Division of Narcotic Drugs | 5 000 | 5 000 | 2 809 | Director and senior staff: attendance at Economic and Social Council in New York and other meetings; consultations with specialized agencies and governmental authorities. |
| Division of Social Affairs | 1 500 | 1 500 | 2 458 | Senior staff: consultations with specialized agencies regarding social affairs matters, attendance at meetings and field trips in execution of the work programme. |
| International Narcotics Control Board | 3 500 | 3 000 | 2 526 | Senior staff: official consultations and co-ordinating of activities. |
| Internal Audit Service | 6 000 | 5 500 | 6 493 | Audit staff: audits of United Nations Offices in Europe and Africa, including UNIDO at Vienna. |
| TOTAL, Geneva Office | 35 000 | 32 500 | 32 370[d] | |
| INFORMATION CENTRES | 25 000 | 22 000 | 21 564 | Essential travel within the area covered by the various information centres. |
| ECONOMIC AND SOCIAL OFFICE, BEIRUT | 8 000 | 7 600 | 5 614 | Director and senior staff: consultations with governmental authorities in the region; attendance at major United Nations meetings. |
| REGIONAL ECONOMIC COMMISSIONS | | | | |
| Economic Commission for Europe | 30 000 | 28 000 | 27 760 | Executive Secretaries and senior staff: travel within region for consultations with government officials and for execution of work programmes and projects; attendance at meetings within the region and elsewhere, on matters of concern to the commission; consultations with Headquarters, UNCTAD, UNIDO and specialized agencies. |
| Economic Commission for Asia and the Far East | 85 000 | 85 000 | 76 483 | |
| Economic Commission for Latin America | 81 000 | 81 000 | 81 025 | |
| Economic Commission for Africa | 85 000 | 80 000 | 71 399 | |
| TOTAL, regional economic commissions | 281 000 | 274 000 | 256 667 | |
| TOTAL, chapter II | 631 000 | 608 000 | 564 650 | |

[a] Includes $9,000 for the committee of experts appointed by the Secretary-General to consider the re-organization of the Secretariat.
[b] Includes $20,000 for TARS, Geneva.
[c] Includes $18,175 for TARS, Geneva.
[d] Excludes $18,175 for TARS, Geneva, which is shown under Office of Personnel, Headquarters.

## CHAPTER III

*Travel of staff and dependants on home leave* $1 388 000
1968 : 1 400 800
1967 : 1 282 198

5.7 The estimate under this chapter is based on current travel rates and on authorized modes and standards of accommodation.

5.8 Actual entitlements for 1969, compared with 1968 and 1967 are shown in table 5-4. On the basis of such actual entitlements, the total requirements under this chapter would amount to approximately $1 735 000. The lower amount requested takes account of possible deferments and turnover of staff in all offices of the secretariat.

TABLE 5-4

| | *Staff members* | | | *Dependants* | | |
|---|---|---|---|---|---|---|
| | *1969* | *1968* | *1967* | *1969* | *1968* | *1967* |
| Headquarters departments and offices | 609 | 557 | 558 | 938 | 934 | 916 |
| Geneva Office | 161 | 182 | 202 | 211 | 228 | 267 |
| Information centres | 17 | 17 | 16 | 33 | 31 | 44 |
| Economic and Social Office, Beirut | 6 | 2 | 4 | 18 | 7 | 10 |
| Economic Commission for Europe | 57 | 60 | 46 | 81 | 80 | 61 |
| Economic Commission for Asia and the Far East | 46 | 37 | 37 | 91 | 78 | 74 |
| Economic Commission for Latin America | 34 | 43 | 33 | 109 | 125 | 91 |
| Economic Commission for Africa | 52 | 83 | 40 | 135 | 216 | 115 |
| TOTAL | 982 | 981 | 936 | 1 616 | 1 699 | 1 578 |

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

**$140 000** (1968: $125 000 1967: $131 152)

TABLE 6-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations | 90 000 | 80 000 | 79 306 |
| II. Payments to other members of the Secretariat for official hospitality | 30 000 | 30 000 | 25 117 |
| III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries | 20 000 | 15 000 | 26 729 |
| TOTAL, section 6 | 140 000 | 125 000 | 131 152 |

6.1 It is the Secretary-General's intention to undertake in the course of 1968 an internal review of the present system of payments for which provision is made under chapters I and II of this section. Any consequential modification that may be called for, as a result of this review, in the form or content of these initial estimates (as well as any proposed change in the relevant staff rules and regulations) will be reported in due course, through the Advisory Committee on Administrative and Budgetary Questions.

## CHAPTER I

*Payments under annex 1, paragraphs 2 and 3, of the Staff Regulations* ..... $ 90 000
1968 : 80 000
1967 : 79 306

6.2 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-General, Assistant Secretaries-General 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". The increase of $10 000 requested under this chapter relates to additional Assistant Secretaries-General and Directors proposed for 1969 under section 3.

## CHAPTER II

*Payment to other members of the Secretariat for official hospitality* ..... $30 000
1968 : 30 000
1967 : 25 117

6.3 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 their official duties. The amount requested takes into account the requirements of all departments and offices at Headquarters, the Geneva Office, including the International Narcotics Control Board, the secretariats of the regional economic commissions, and the information centres.

## CHAPTER III

*Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries* ... $20 000
1968: 15 000
1967: 26 729

6.4 The increased provision requested under this chapter for 1969 is based on experience during the last few years, as indicated by the level of actual obligations in 1967.

(i) *General Assembly functions* ..... $10 000
1968: 9 000
1967: 9 396

6.5 The provision requested under this heading is intended to cover the costs of the annual General Assembly reception and of the weekly luncheons arranged by the President of the General Assembly for the co-ordination and planning of the work of the Assembly.

(ii) *Functions honouring Chiefs of State and visiting dignitaries* ..... $10 000
1968: 6 000
1967: 17 333

6.6 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.

# PART III

# PREMISES, EQUIPMENT, SUPPLIES AND SERVICES

## Section 7. Buildings and improvements to premises

**$4 492 200** (1968: $4 861 200 1967: $4 917 092)

TABLE 7-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. Amortization of the Headquarters construction loan | 2 500 000 | 2 500 000 | 2 500 000 |
| II. Alteration, improvement, and major maintenance of premises and facilities at Headquarters, New York, and at Geneva | 1 992 200 | 2 272 200 | 2 407 092 |
| — United Nations building in Santiago, Chile | — | 89 000 | — |
| — Construction to house a language laboratory on the grounds of Africa Hall, Addis Ababa, Ethiopia | — | — | 10 000 |
| TOTAL, section 7 | 4 492 200 | 4 861 200 | 4 917 092 |

### CHAPTER I

*Amortization of the Headquarters construction loan* ..... $2 500 000
1968: 2 500 000
1967: 2 500 000

7.1 This estimate relates to the nineteenth 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.

7.2 After this payment, an amount of $25 million will remain to be liquidated in accordance with the following schedule of annual instalments:

| | *Annual instalments* $ |
|---|---|
| 1970-1975 | 2 500 000 |
| 1976-1981 | 1 500 000 |
| 1982 | 1 000 000 |

### CHAPTER II

*Alteration, improvement and major maintenance of premises and facilities at Headquarters, New York, and at Geneva* ..... $1 992 200
1968: 2 272 200
1967: 2 407 092

(1) HEADQUARTERS, NEW YORK ..... $260 400

*A. Alteration and improvement of premises and facilities ($153 100)*

7.3 This estimate relates to the following projects of alterations and improvements which are proposed for implementation during 1969:

| | | $ |
|---|---|---|
| (i) | Replacement of electric lighting control panels | 12 000 |
| (ii) | Installation of electronic fire detectors in the film vaults in the first basement of the Secretariat building | 1 700 |
| (iii) | Alterations in the third basement area occupied by the Pouch Service | 15 000 |
| (iv) | Installation of additional lighting fixtures in the conference area | 7 000 |
| (v) | Replacement of wiring and listening devices in the public areas of the meeting rooms | 72 400 |
| (vi) | Replacement of sound amplification and interpretation equipment in Conference Rooms 5 and 6 | 45 000 |
| (vii) | Installation of additional mechanical voting systems | *Pro memoria* |

(i) *Replacement of electric lighting control panels* ($12 000)

7.4 The Secretary-General, in his estimates under this heading for 1968, indicated that the panels controlling the lights of the General Assembly Hall, the Conference Rooms and Secretariat building comprising switches and fuses, had become subject to frequent breakdowns, due to age and prolonged use. Moreover, since the installations in question were now obsolete, it was no longer possible to obtain replacement parts. In the circumstances, the General Assembly agreed to the replacement in 1968 of the panels in the General Assembly Hall and Conference Rooms at an estimated cost of $8 000. In doing so, it took note of the fact that by utilizing the serviceable parts from the replaced panels, the panels in the Secretariat building could be kept in service for a few more years. The present

estimate relates to the proposed replacement during 1969 of the twelve additional panels in the council chambers, in the delegates' entrance and the public entrance areas of the General Assembly building, and in the dining and kitchen areas in the conference building.

(ii) *Installation of electronic fire detectors in the film vaults in the first basement of the Secretariat building ($1 700)*

7.5 The smoke detection system presently protecting the film vaults located in the first basement of the Secretariat building is obsolete and the Secretary-General proposes to replace this system with electronic fire alarm detectors similar to the system installed in the General Assembly and conference building in 1967. The estimate represents the cost of the equipment only, as the installation will be undertaken by United Nations contractual staff.

(iii) *Alterations in the third basement area occupied by Pouch Service ($15 000)*

7.6 The Secretary-General, in a report [1] on Headquarters accommodation questions, submitted to the General Assembly at its twenty-first session, called attention, *inter alia,* to a shortage of storage space in the third basement. In view of the expected relocation of the Documents Storage Unit to outside premises, it is intended to use the vacated area for the Pouch Service. The estimate provides for alterations and improvements to the area to make it serviceable to this unit.

(iv) *Installation of additional lighting fixtures in the conference area ($7 000)*

7.7 The present lighting fixtures in the interior offices of the conference building assigned to presidents of committees and their staff are inadequate. The estimate provides for the procurement of additional lighting fixtures to increase the light level to the standard prevailing in other office areas. The installation work will be carried out by United Nations contractual staff.

(v) *Replacement of wiring and listening devices in the public areas of the meeting rooms ($72 400)*

7.8 In his budget estimates for 1966,[2] the Secretary-General proposed the systematic replacement over a number of years of the wiring and listening devices in the public areas of the various meeting rooms. As a first step, a provision of $15,000 was made to replace the equipment in Conference Room 4 in 1966. For 1967, an amount of $20 000 was appropriated to effect such replacement in the Trusteeship Council Chamber. As this equipment was delivered too late for installation in that year, this work was deferred to 1968. The 1968 appropriations contained a provision of $30 000 to acquire equipment for the General Assembly Hall. The estimate of $72 400 submitted for 1969 comprises $17 000 for the installation of the latter equipment, $43 000 for the acquisition of equipment for the Security Council Chamber and for Conference Rooms 1, 2 and 3, and $12 400 for the installation of such equipment in Conference Rooms 1 and 2. The installation work in Conference Room 3 and the Security Council Chamber would be deferred until 1970. The estimates for that year will also cover the related requirements in respect of the last of the meeting rooms involved, i.e., the Economic and Social Council Chamber.

(vi) *Replacement of sound amplification and interpretation equipment ($45 000)*

7.9 This estimate provides for the replacement of the sound amplification and interpretation equipment in Conference Rooms 5 and 6. In 1964, such replacement was effected in the Plenary Hall, in the Trusteeship Council Chamber and in Conference Rooms 1, 2, 3 and 4 at the time the seating facilities in these meeting areas were extended. Provision was made under this section for 1968 to undertake a similar project in the Security Council and Economic and Social Council Chambers. A final provision will be requested in the estimates for 1970 in respect of Conference Rooms 7 and 8, the last of the meeting areas involved in this replacement programme.

(vii) *Installation of additional mechanical voting systems* (pro memoria)

7.10 By resolution 1957 (XVIII) of 12 December 1963 the General Assembly authorized the Secretary-General to arrange for the installation of electrical voting equipment in the General Assembly Hall on an experimental basis for one year and to carry out additional work of a preparatory nature in one or two committee rooms, in conjunction with the expansion of the seating facilities in those rooms during 1964, so as to permit the eventual expansion of the system, without undue expense, if the experiment proved successful. In accordance with this authorization a mechanical system was installed in the Plenary Hall in August 1964, at a cost of $40 700. During the same year the necessary ducts and other preparatory facilities were provided in Conference Rooms 2 and 3 at a cost of $26 400. The rental of the system in the Plenary Hall has since been provided for under section 10 in the amount of $10 000 per annum.

7.11 Having agreed in the interim to an extension of the experimental period, the General Assembly, on 7 December 1966, at its 1486th plenary meeting, authorized the use of the mechanical voting system in the Plenary Hall on a permanent basis. A decision on the possible extension of the system to the committee rooms was postponed to the twenty-second session. In a report [3] to the Assembly at that session, the Secretary-General expressed the belief that the experience gained with the equipment in the Plenary Hall had demonstrated the desirability of introducing similar facilities in one or two main committee rooms. In the circumstances, he proposed that he be authorized to undertake in 1968 the preparation of engineering plans and the development, through international bidding, of firm cost estimates. The General Assembly, on 16 December 1967 at its 1635th plenary meeting, approved this course of action.

7.12 Detailed recommendations will be submitted to the General Assembly at its twenty-third session. At this time, provision is made under this section, *pro memoria,* in respect of the costs of installation. Should rental arrangements again be involved, the necessary provision would need to be requested under section 10.

[1] *Official Records of the General Assembly, Twenty-first Session, Annexes,* agenda item 74, document A/C.5/1062, para. 9.

[2] *Official Records of the General Assembly, Twenty-first Session, Supplement No. 5* (A/6305, table 7-2).

[3] *Official Records of the General Assembly, Twenty-second Session, Annexes,* agenda item 25, document A/6870, para. 4.

*B. Major maintenance ($107 300)*

(i) *Three-year programme for repair and restoration of facilities ($85 900)*

7.13 The three-year programme of major maintenance, for which provision was made under this section in the budgets for 1966, 1967 and 1968, will be completed during the current year. The experience gained from this programme having demonstrated the beneficial results that may be obtained by such long-range planning, the Secretary-General proposes a further three-year programme for the years 1969-1971 as outlined in table 7-2.

(a) *Repair and repointing of exterior masonry ($11 000)*

7.14 The east wall of the lower level of the General Assembly building adjacent to the rose garden, which previously had been considered sound, has been severely damaged by the weather and the walls of one of the garage ramps have developed leaks. It is proposed to undertake these two repair projects in 1969 at an estimated cost of $10 000 and $1 000 respectively.

(b) *Repainting of General Assembly Hall and regilding of the podium wall ($19 000)*

7.15 The General Assembly Hall has not been repainted or the wall behind the podium regilded since the Headquarters buildings were constructed. In view of the marked deterioration in the appearance of this important meeting area, it is proposed to undertake these projects in 1969.

(c) *Replacement of equipment in the air conditioning and heating plant ($16 400)*

7.16 Because of the age of the air conditioning and heating equipment it was found necessary to replace various worn out components over the three year period 1966-1968. Normal maintenance procedures require the replacement in 1969 of heating and cooling coils, river water control valves and pump.

(d) *Replacement of sluice gates in the air conditioning system ($25 000)*

7.17 The water used in the air conditioning system is derived from the East River. The intake is controlled by four cast iron sluice gates located approximately sixteen feet below the river surface. As these gates, which have been in operation since the construction of the Headquarters building, have developed leaks around the gate guides, it is considered necessary that they should be replaced in 1969.

(e) *Replacement of grease traps in the cafeteria kitchen ($2 500)*

7.18 The estimate covers the replacement in the kitchen of three grease traps which are beyond economical repair.

(f) *Replacement of asphalt tile flooring ($6 000)*

7.19 It is proposed to continue the systematic replacement of worn asphalt tile flooring in areas subject to heavy use.

(g) *Repair and resealing of asphalt roadways and service roads ($6 000)*

7.20 This provision is requested for the regular repair and maintenance of roads and paths.

*C. Replacement of worn carpeting ($21 400)*

7.21 The estimate under this heading provides for the systematic replacement of worn carpeting in the General Assembly and conference buidings.

(2) GENEVA ..... $1 731 800

*A. Extension of conference facilities at the Palais des Nations ($1 000 000)*

7.22 The General Assembly, by its resolution 2246 (XXI) of 20 December 1966, authorized the Secretary-General to proceed with plans for the extension of the

TABLE 7-2

| | 1969 | 1970 | 1971 | Total |
|---|---|---|---|---|
| | $ | $ | $ | $ |
| (a) Repair and repointing of exterior masonry | 11 000 | — | — | 11 000 |
| (b) Repainting of General Assembly Hall and regilding of the podium wall | 19 000 | — | — | 19 000 |
| (c) Replacement of equipment in the air conditioning and heating plant | 16 400 | 15 000 | 9 100 | 40 500 |
| (d) Replacement of sluice gates in the air conditioning system | 25 000 | — | — | 25 000 |
| (e) Replacement of grease traps in the kitchen | 2 500 | — | — | 2 500 |
| (f) Replacement of asphalt tile flooring | 6 000 | 6 000 | 6 000 | 18 000 |
| (g) Repair and resealing of asphalt roadways and service roads | 6 000 | 6 000 | 5 000 | 17 000 |
| (h) Resurfacing of roof of General Assembly dome | — | 22 000 | — | 22 000 |
| (i) Resealing of second basement garage floor above the warehouse | — | 25 000 | — | 25 000 |
| TOTAL | 85 900 | 74 000 | 20 100 | 180 000 |

conference facilities at the Palais des Nations, Geneva, at a maximum cost of $15 million. The Secretary-General was further authorized to accept the offer of the Swiss authorities of a gift of 4 million Swiss francs ($925 000) towards the cost of the project and to accept a loan, as required, at 3 per cent interest to assist in the financing of the project and to be repayable in instalments within the period 1972-1980. By the same resolution it was decided to finance the programme in such a way that the amount to be met from the budget estimates in successive years over the period 1967 to 1980 should be as follows:

| | $ |
|---|---|
| For the years 1967-1974 | 1 000 000 |
| For the years 1975-1979 | 1 500 000 |
| For the year 1980 | 495 000 |

7.23 The estimate of $1 000 000 for 1969 constitutes the third instalment to this end.

*B. Programme of major maintenance and improvement of the Palais des Nations ($612 000)*

7.24 The General Assembly, at its twentieth session, approved, in principle, subject to annual review, a long term programme of maintenance and improvement of the Palais des Nations, Geneva,[4] at a total estimated cost of $4 894 200. For this purpose, the Assembly authorized the Secretary-General to accept an offer by the Swiss Federal Government of an interest-free loan of 8.5 million Swiss francs ($1 967 000) reimbursable over the five-year period 1970-1974 and decided to provide for the financing of the programme by the inclusion in the budget estimates during the period 1967-1974 of equal provisions of some $611 775 annually.

7.25 The estimate of $612 000 submitted under this heading for 1969 constitutes the third annual provision for this purpose.

7.26 A report[5] on the progress of the two programmes referred to under "A" and "B" above was provided to the General Assembly at its twenty-second session. A similar report covering subsequent developments will be presented at the twenty-third session.

*C. Additional major maintenance requirements ($119 800)*

7.27 Subsequent to the formulation of the initial major maintenance and improvement programme referred to in paragraph 7.22 above, the following additional projects have become necessary, at an estimated cost of $119 800 in 1969:

(i) *Installation of electronic fire and flood alarm system ($40 000)*

There are several installations in the Palais des Nations which should be protected against the risk of fire and/or floor, including the electric power distribution unit, the telecommunications, heating and air conditioning systems, and archives and records. Provision was made in the 1968 appropriations to install electronic fire and flood alarm systems in the new telephone exchange and the Library. The Secretary-General proposes that this programme be continued in 1969 and 1970 in respect of the other areas involved, at an estimated cost of $40 000 in 1969.

(ii) *Installation of transfer control and automatic tracing equipment in the telephone exchange ($17 000)*

The increased conference activities at the Geneva Office have made it necessary to ensure that any breakdown in the existing telephone system should be easily traceable in order that services may be restored in the shortest possible time. It is proposed, therefore, that a breakdown tracing system be installed in 1969 at an estimated cost of $17 000.

(iii) *Installation of condensers in the electrical power system ($5 000)*

With the improvement of lighting in some areas of the Palais and the recent installation of new equipment such as heavy elevators and larger reproduction equipment, it has become necessary to provide condensers to increase the intensity of the electrical power installations.

(iv) *Replacement of batteries for emergency lighting system ($16 000)*

The present accumulators were installed in 1936. Owing to the expansion of the electrical facilities in the Palais since that time, the present system is inadequate to provide emergency lighting in cases of interruption of the local electric power facilities. It is proposed, accordingly, that the existing batteries be replaced in 1969, at an estimated cost of $12 000, and that a heavy duty magnetic rectifier be acquired, at an estimated cost of $4,000, for purposes of charging the new batteries.

(v) *Replacement of shades in the conference area ($16 000)*

In some parts of the conference area the existing window shades were installed in the 1930's. These, together with their heavy control mechanisms, are now obsolete and no longer serviceable. Their replacement is proposed for 1969 at an estimated cost of $16 000.

(vi) *Replacement of the master clock system in the Palais ($12 800)*

The present master clock system, which was installed in the 1930's, is subject to frequent breakdowns. The Secretary-General recommends the installation of a new system, at an estimated cost of $12 800, of which $2 400 would relate to the master clock, $8 500 to the slave clocks, including installation, and $1 900 for adaptation of the wiring system.

(vii) *Replacement of worn carpeting ($13 000)*

The estimate under this heading provides for the continuation of the programme of replacement of worn carpeting in the conference and secretariat areas.

[4] *Ibid., Supplement No. 5,* document A/6305, table 7-4.
[5] Document A/C.5/1135.

# Section 8. Permanent equipment

**$770 200** (1968: $605 500 1967: $722 893)

TABLE 8-1

| Chapter | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|
| | $ | $ | $ |
| I. Furniture and fixtures | 199 600 | 89 300 | 147 673 |
| II. Office equipment | 149 400 | 194 400 | 174 603 |
| III. Internal reproduction equipment | 193 500 | 109 000 | 110 422 |
| IV. Telecommunications equipment | 131 400 | 109 000 | 192 944 |
| V. Transportation equipment | 33 500 | 37 300 | 45 424 |
| VI. Other equipment | 62 800 | 66 500 | 51 827 |
| TOTAL, section 8 | 770 200 | 605 500 | 722 893 |
| Income from sale of equipment | 50 900 | 59 200 | 55 715 |

8.1 This section provides for the acquisition and replacement of furniture and equipment at all offices of the United Nations, except the special missions, the International Court of Justice and the United Nations Industrial Development Organization (UNIDO). The related requirements for these latter offices are included under sections 17, 19 and 21 respectively; those for the United Nations Conference on Trade and Development (UNCTAD) are included in the present section as part of the estimates for the United Nations Office at Geneva, only special items other than standard furniture and fixtures being provided for under section 20.

8.2 The estimates are based on a costed programme covering the specific items proposed for each office. This programme will be reviewed prior to actual implementation in 1969 to ensure that it will continue to reflect essential needs.

8.3 Table 8-4 at the end of this section gives a summary of the estimated 1969 costs, at all offices, distinguishing between costs for acquisition and for replacement. This table shows that for the most part the estimates for 1969 relate to replacement rather than to acquisition of the various types of permanent equipment. The increased replacements for 1969 are mainly due to requested changes in the document reproduction facilities at both Headquarters and at the Economic Commission for Latin America.

8.4 The Secretary-General, in his report to the General Assembly at its twenty-second session on the development of internal reproduction capacity,[1] proposed the acquisition at Geneva of new and more sophisticated composition equipment for offset printing in English, French and Spanish. The Assembly approved this proposal and appropriated $38 000 for this purpose in 1968. In the same report the Secretary-General suggested that at Headquarters, where a much greater volume of work is involved, a change-over to the new equipment could be made at a later date, probably in 1969, taking into account the experience in Geneva. It is the Secretary-General's considered opinion that the replacement at Headquarters in 1969 of the present "cold composition" equipment by a new type recorder composer system would increase considerably the capacity of the documents reproduction facilities to cope with increased workloads without recourse to staff increases of any magnitude and that the expenditure would be offset to some extent by consequential savings in the contractual printing costs from 1970 onwards. Accordingly, the necessary provision for this purpose has been included under chapter III of the estimates under this section.

8.5 At the request of the Executive Secretary, an expert was sent from Headquarters to survey the document reproduction facilities of the Economic Commission for Latin America at Santiago, with a view to improving the operation. As a result of this study the estimates for 1969 provide for the acquisition and replacement of a minimum of related equipment indispensable to a more efficient and effective reproduction operation.

8.6 The estimates show a net increase of $164 700 over the appropriations for 1968. The variations in respect of the various offices are given in table 8-2.

TABLE 8-2

| Office | Increase (or decrease): 1969 estimates compared with 1968 appropriations |
|---|---|
| | $ |
| Headquarters | 129 000 |
| Geneva Office (including the Economic Commission for Europe) | (27 300) |
| Information centres | 2 800 |
| Economic and Social Office in Beirut | 700 |
| Economic Commission for Asia and the Far East | 2 800 |
| Economic Commission for Latin America | 31 800 |
| Economic Commission for Africa | 24 900 |
| TOTAL | 164 700 |

8.7 Table 8-3 provides a distribution of the 1969 estimates under the various chapters by office location, as compared with the corresponding appropriations for 1968 and actual expenditures in 1967. This table also includes a detailed justification of the estimates.

[1] Document A/C.5/1142.

## Table 8-3. Permanent equipment

| | *1967 expenditure (1)* | *1968 appropriation (2)* | *1969 estimates (3)* | *Increase or (decrease) between (2) and (3)* | |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | |
| HEADQUARTERS | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 80 249 | 45 600 | 128 100 | 82 500 | Acquisition, $62 600; replacement $65 500. The major portion ($58 300) of the estimate for acquisition is based on the requirements for a total of 106 new professional and 164 new general service staff requested for Headquarters under section 3, adjusted to allow for the fact that of these new posts 27 professional and 64 general service posts will be either already equipped with furniture in 1968 or are in a category not requiring standard furniture. The balance ($4 300) is required to supplement existing needs comprising filing cabinets, supply cabinets and shelving units. The regular replacement programme includes desks, chairs, bookcases, filing cabinets, registry transfer files and special desks and chairs for language training ($40 500). Provision is also made for the continuation of the programme of replacing ten sets of directors' furniture purchased in 1946/1947 which can no longer be made serviceable ($15 000) and the programme of replacing the furniture in the Delegates' Lounge and adjacent corridors which through age is considered to be beyond economical repair ($10 000). |
| II. Office equipment | 104 454 | 109 800 | 84 900 | (24 900) | Acquisition, $41 000; replacement $43 900. Of the requirements under acquisition, $15 700 relates to the new posts requested under section 3. In this regard provision is made for the acquisition of electric typewriters in replacement of manual machines in heavy workload areas. However, the replaced machines will be retained and the requirements for new staff have been adjusted accordingly. Also included is provision for special equipment comprising three electric typewriters and microfiche equipment required by the Library in connexion with the reorganization of its indexing facilities. The balance ($25 300) relates to the acquisition of a microfilm unit for the Registry, typewriters with Chinese keyboards and language training equipment. The replacement programme covers typewriters, calculators, adding machines, dictating and coding equipment which through age and wear are no longer serviceable. |
| III. Internal reproduction equipment | 65 649 | 49 200 | 120 800 | 71 600 | Acquisition, $18 300; replacement, $102 500. Under acquisition the major part relates to offset equipment ($10 500) and document shelving ($2 500). The balance ($5 300) comprises various minor items for documents distribution, drafting and machine maintenance. Of the replacement programme $55 200 relates to the proposed replacement of the present cold composition system by more advanced equipment which has been explained in paragraph 8-4 of the text. The regular programme ($47 300) includes mimeograph machines and spirit duplicators ($4 200), an offset press purchased in 1951 which is now neither economical nor capable of full operation ($18 000), photostat equipment to replace present equipment purchased second hand in 1946 which |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | through age and use is now inoperative ($20 600) and microfilm equipment to replace items purchased in 1952 ($4 500). |
| IV. | Telecommunications equipment ..... | 184 983 | 99 000 | 107 900 | 8 900 | Acquisition, $54 000; replacement, $53 900. Conference requirements ($31 000) involve $14 500 for acquisition and $16 500 for replacement. Included in the acquisition programme are eight portable simultaneous interpretation booths for servicing meetings held away from Headquarters ($12 000). These items, previously rented when needed, are to be purchased as rental is no longer possible. Also included are additional dial units for monitoring meetings ($2 000) and an ultrasonic cleaner unit for listening devices ($500). The replacement programme for conference purposes ($16 500) covers items which because of age and wear are unserviceable and includes tape recorders ($6 400), microphones ($1 600) dial units for monitoring meetings ($2 000) and amplifiers, speakers and test equipment ($1 500). Also included is $5 000 for the United Nations radio network system to replace obsolete receiving and teletype equipment in Geneva, Bangkok and Addis Ababa. The requirements of the Office of Public Information are estimated at $76 900, of which $37 400 is for acquisition and $39 500 for replacement. The major portion of the acquisition programme ($32 600) relates to auxiliary equipment required in connexion with the increased colour television facilities, comprising various types of monitors ($6 800), editing machines ($8 200), a tape puncher ($3 600), telecine projector ($12 000) and a video distribution system ($2 000). The balance of the acquisition relates to motion picture equipment ($1 800) and two portable tape recorders and receivers for information centres producing radio programmes ($3 000). The replacement programme for OPI ($39 500) includes a still camera and equipment ($1 500), a 16 mm. motion picture camera ($8 500) and television equipment, comprising a multiplexer for switching telecine for slide or film projector operation ($5 000), a 16 mm. movie projector ($3 500), a studio sync generator ($6 000) and the replacement of a fifteen year old black and white film recording camera with a modern camera to permit colour recording of the electronic output of live television cameras ($15 000). |
| V. | Transportation equipment ..... | 5 013 | 5 800 | 5 500 | (300) | Acquisition, nil; replacement, $5 500. It is proposed to replace at an estimated cost of $5 500, two utility trucks in 1969 which were purchased in 1960. |
| VI. | Other equipment ..... | 11 462 | 20 400 | 11 600 | (8 800) | Acquisition, $3 800; replacement $7 800. This chapter covers miscellaneous items of equipment not included under previous chapter headings. The major portion of the acquisition programme covers the requirements of the International Computing Centre ($2 500) and includes such items as special filing and storage cabinets, desks and hand trolleys. The balance ($1 300) covers miscellaneous security and general maintenance items. The replacement programme includes fifty single phase electric motors used as starter motors for refrigerators, drinking fountains, pumps and exhaust fans, which through age and wear are no longer reliable ($5 000), a power paint sprayer ($1 200) and various minor general maintenance equipment ($1 600). |
| | TOTAL, Headquarters | 451 810 | 329 800 | 458 800 | 129 000 | |

## Table 8-3. Permanent equipment (*continued*)

| | *1967 expenditure (1)* | *1968 appropriation (2)* | *1969 estimates (3)* | *Increase or (decrease) between (2) and (3)* | |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | |
| GENEVA OFFICE | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 23 032 | 20 100 | 22 200 | 2 100 | Acquisition, $12 200; replacement $10 000. Under acquisition, $8 600 is provided for the needs of 27 professional and 40 new general service staff requested for the Geneva Office under section 3. Of these posts 23 professional and 30 general service represent a conversion of temporary staff to permanent thus the related furniture is available. The estimate has been adjusted accordingly. Provision is made for the posts requested to be reclassified to Assistant Secretary-General and Director levels. Provision is also made for five professional and six new general service posts requested for UNCTAD under section 20. The remaining $3 600 is required to supplement existing needs, comprising storage and filing cabinets, card index files and lockers. The replacement programme is a continuation of the normal programme to replace desks, chairs, tables and bookcases purchased by the League of Nations which are no longer serviceable. |
| II. Office equipment | 36 206 | 31 200 | 28 800 | (2 400) | Acquisition, $10 100; replacement, $18 700. Under the acquisition programme, $2 400 is provided to cover the needs of the new posts requested under section 3. Additionally it is proposed to acquire an electric typewriter with a special keyboard ($500), a special typewriter for preparing index cards in the Library ($100), adding machines ($300), calculators ($3 800) and dictating equipment ($3 000). The requirements for replacement are for a continuation of the normal programme to replace old unserviceable typewriters ($16 400) and calculators ($2 300). |
| III. Internal reproduction equipment | 6 723 | 54 600 | 20 000 | (34 600) | Acquisition, nil; replacement $20 000. The estimate provides for the replacement of equipment aged seven to fifteen years which through heavy use and wear can no longer be operated efficiently. Included are a heavy offset press ($8 800), a light offset press ($3 000), duplicators ($2 700) and addressograph equipment ($5 500). |
| IV. Telecommunications equipment | 6 991 | 6 400 | 17 100 | 10 700 | Acquisition, $13 500; replacement, $3 600. It is proposed to acquire recording and play-back equipment to service meeting rooms newly equipped for simultaneous interpretation ($6 500) and an emergency power unit for the Telecommunications Relay Centre to enable it to continue operations during power failures ($7 000). The replacement programme provides ($3 600) for interpretation equipment, comprising earphones and related equipment which through age and wear can no longer be maintained in service. |
| V. Transportation equipment | 3 338 | — | 2 500 | 2 500 | Acquisition, nil; replacement, $2 500. The estimate provides for the replacement of a sedan purchased in 1958. |

| | | | | | |
|---|---|---|---|---|---|
| VI. Other equipment | 25 083 | 35 700 | 30 100 | (5 600) | Acquisition, $15 500; replacement, $14 600. The major item under the acquisition programme is gas chromatography equipment ($9 600) required for research in *cannabis* as requested by the Commission on Narcotic Drugs. The remaining items include floor cleaning equipment, scaffolding, trolleys and tools ($5 900). The items proposed for replacement include an electric lift platform ($2 100), work benches and tools ($4 900), trolleys ($4 100) and miscellaneous items ($3 500). |
| TOTAL, Geneva Office | 101 373 | 148 000 | 120 700 | (27 300) | |
| INFORMATION CENTRES | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 13 079 | 4 000 | 6 800 | 2 800 | Acquisition, $5 300; replacement, $1 500. The estimate covers the requirements of forty-six centres and provides for the acquisition of desks, chairs, bookcases and library shelving and the replacement of filing and supply cabinets, chairs and typewriter stands. |
| II. Office equipment | 3 930 | 4 900 | 3 500 | (1 400) | Acquisition, $600; replacement, $2 900. The estimate covers the acquisition of franking machines and the replacement of typewriters and addressograph machines. |
| III. Internal reproduction equipment | 3 003 | 3 300 | 3 800 | 500 | Acquisition, $1 800; replacement, $2 000. Provision is made for the acquisition of photocopying equipment and the replacement of mimeograph machines. |
| IV. Telecommunications equipment | 144 | 600 | 800 | 200 | Acquisition, $500; replacement $300. The estimate provides for the acquisition of an inter-office telecommunications set and the replacement of radio receivers. |
| V. Transportation equipment | 12 638 | 18 000 | 17 900 | (100) | Acquisition, $5 000; replacement, $12 900. It is proposed to acquire two vehicles for centres which presently lack official transportation and to replace five vehicles with over five years continuous service. |
| VI. Other equipment | 3 006 | 4 400 | 5 200 | 800 | Acquisition, $1 600; replacement, $3 600. This estimate includes the acquisition of movie projectors, screens, film storage cabinets and transformers and the replacement of air conditioners, refrigerators and vacuum cleaners. |
| TOTAL, information centres | 35 800 | 35 200 | 38 000 | 2 800 | |
| ECONOMIC AND SOCIAL OFFICE, BEIRUT | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 299 | 3 000 | 3 700 | 700 | Acquisition, $3 100; replacement, $600. Under acquisition, $2 300 is provided for two professional and one general service posts requested under section 3, two professional and two new general service posts outposted from UNCTAD, as provided for under section 20, and two professional and two new general service posts outposted from UNIDO, as provided for under section 21. The remaining $800 covers supply cabinets, card index files and library shelving. Under the replacement programme it is proposed to replace chairs which through age and use are no longer serviceable. |

## Table 8-3. Permanent equipment (*continued*)

| | *1967 expenditure (1)* | *1968 appropriation (2)* | *1969 estimates (3)* | *Increase or (decrease) between (2) and (3)* | |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | |
| Economic and Social Office, Beirut (*continued*) | | | | | |
| *Chapter* | | | | | |
| II. Office equipment | 385 | 3 200 | 2 400 | (800) | Acquisition, $2 200; replacement, $200. The acquisition programme mainly covers the requirements for the new posts requested ($2 000). The remaining $200 is required for the acquisition of a machine collator to facilitate the distribution of reports, bulletins, etc. Proposed for replacement is a typewriter which through age and heavy use is no longer serviceable. |
| III. Internal reproduction equipment | — | — | 600 | 600 | Acquisition, $300; replacement, $300. The estimate provides for the acquisition of a photocopy machine and replacement of a spirit duplicator. |
| IV. Telecommunications equipment | 772 | — | — | — | |
| V. Transportation equipment | 4 719 | — | — | — | |
| VI. Other equipment | — | 100 | 300 | 200 | Acquisition, $300; replacement, nil. The estimate provides for the acquisition of two library book carts. |
| Total, Economic and Social Office, Beirut | 6 175 | 6 300 | 7 000 | 700 | |
| Economic Commission for Asia and the Far East | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 6 628 | 600 | 5 700 | 5 100 | Acquisition, $5 400; replacement, $300. Under acquisition, $2 200 is provided for the requirements of sixteen professional and thirty-five new general service posts requested under section 3. Of these posts it is estimated that thirty-five general service posts will be filled on a temporary assistance basis and be already provided with furniture. The estimate has been adjusted accordingly. The remaining $3 200 provides for supply and filing cabinets, card index files and library shelving. The replacement programme covers old wooden chairs. |
| II. Office equipment | 10 340 | 9 100 | 6 900 | (2 200) | Acquisition, $4 200; replacement, $2 700. The acquisition programme provides for the needs of the new posts requested under section 3. Under replacement, it is proposed to replace old manual typewriters with electric machines and to replace old dictating equipment. |
| III. Internal reproduction equipment | — | 1 900 | 6 000 | 4 100 | Acquisition, $3 600; replacement, $2 400. It is proposed to acquire a justowriter recorder at a cost of $3 600, to enable a large portion of the external printing to be undertaken internally. Provision is also made to replace two mimeograph machines which through age and wear can no longer be operated economically. |
| IV. Telecommunications equipment | 54 | — | 200 | 200 | Acquisition, nil; replacement, $200. This estimate provides for the replacement of interpretation and amplifier equipment in the main conference room. |

| | | | | | |
|---|---|---|---|---|---|
| V. Transportation equipment | 3 793 | 4 000 | — | (4 000) | |
| VI. Other equipment | 4 087 | 3 700 | 3 300 | (400) | Acquisition, $1 000; replacement, $2 300. The estimate under acquisition provides for a water cooler and special card filing and carrying equipment for data processing. Provision is made for replacing an air compressor and air conditioners. |
| TOTAL, Economic Commission for Asia and the Far East | 24 902 | 19 300 | 22 100 | 2 800 | |

ECONOMIC COMMISSION FOR LATIN AMERICA

| *Chapter* | | | | | |
|---|---|---|---|---|---|
| I. Furniture and fixtures | 21 236 | 10 100 | 15 000 | 4 900 | Acquisition, $5 100; replacement, $9 900. The major portion of the estimate for acquisition ($3 500) is based on the requirements for a total of nine professional and twenty new general service posts requested under section 3. Of these new general service posts seventeen are occupied by temporary staff already provided with furniture and the estimate has been adjusted accordingly. The remaining $1 600 covers the acquisition of library equipment including newspaper display racks, bookcases, tables and chairs. The replacement programme makes provision for the replacement of old wooden furniture and includes desks, chairs and filing cabinets. |
| II. Office equipment | 10 506 | 29 400 | 14 700 | (14 700) | Acquisition, $1 700; replacement, $13 000. The acquisition programme provides for the needs of the new posts requested under section 3. Under replacement, provision is made to replace equipment with eleven to twenty years of continuous service including typewriters ($1 800), adding machines ($1 500), calculators ($8 800) and a copying machine ($900). |
| III. Internal reproduction equipment | 140 | — | 35 500 | 35 500 | Acquisition, $8 100; replacement, $27 400. At the request of the Executive Secretary, an expert was sent from Headquarters to survey the document reproduction facilities at Santiago with a view to improving the operation. In line with his recommendations it is proposed to acquire in 1969 an exposure cabinet ($1 000), a folding machine ($6 600) and a drafting table ($500) and to replace a gatherer collator ($15 700), a paper cutter ($2 200), an offset press ($8 500) and a stitching machine ($1 000). |
| V. Transportation equipment | 13 710 | 2 500 | 2 500 | — | Acquisition, nil; replacement, $2 500. This estimate provides for the replacement of a light truck which by 1969 will have recorded 100 000 kms. |
| VI. Other equipment | 7 601 | 1 200 | 7 300 | 6 100 | Acquisition, $4 800; replacement, $2 500. Under acquisition, provision is made to supplement the medical service ($700), acquire a washing machine ($800), an urn for the cafeteria ($400), vacuum cleaners ($1 300), an electric welding machine ($400) and trolleys, newspaper display racks and special shelving for the use of the library ($1 200). The items scheduled for replacement include floor polishers ($1 600), vacuum cleaners ($800) and library trucks ($100). |
| TOTAL, Economic Commission for Latin America | 53 193 | 43 200 | 75 000 | 31 800 | |

TABLE 8-3. PERMANENT EQUIPMENT (*continued*)

| | *1967 expenditure* (1) | *1968 appropriation* (2) | *1969 estimates* (3) | *Increase or (decrease) between (2) and (3)* | |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | |
| ECONOMIC COMMISSION FOR AFRICA | | | | | |
| *Chapter* | | | | | |
| I. Furniture and fixtures | 3 150 | 5 900 | 18 100 | 12 200 | Acquisition, $13 200; replacement, $4 900. The increase in the estimates for this Commission can be attributed, to a large extent, to higher unit costs consequent upon the closure of the Suez Canal and the resultant shipment of supplies by the long sea route around Africa. The major portion of the estimate for acquisition ($10 700) is based on the requirements for a total of eight professional and seven new general service posts requested under section 3. Provision is also made for five regional advisers. The remaining $2 500 provides for supply, map storage and card index cabinets and for library shelving. It is proposed to replace, at a cost of $4 000, old wooden desks and chairs, which through age and heavy use are no longer considered serviceable. |
| II. Office equipment | 8 782 | 6 800 | 8 200 | 1 400 | Acquisition, $3 700; replacement, $4 500. Of the acquisition programme, $1 400 relates to the requirements of the new posts requested under section 3. The remainder of the programme ($2 300) provides for the acquisition of electric typewriters required in the typing pool to improve the preparation of stencils. The replacement programme covers the replacement of manual typewriters ($700), calculators ($1 900), dictating equipment ($900) and photocopy equipment ($1 000) which through age and wear are no longer serviceable. |
| III. Internal reproduction equipment | 34 907 | — | 6 800 | 6 800 | Acquisition, $800; replacement, $6 000. For 1969 it is proposed to acquire a justowriter "cold composition" machine ($800) and to replace a light offset press ($6 000). |
| IV. Telecommunications equipment | — | 3 000 | 5 400 | 2 400 | Acquisition, $200; replacement, $5 200. The estimate covers the acquisition of earphones to augment the simultaneous interpretation equipment and to replace a portable simultaneous interpretation set acquired in 1959 and no longer serviceable. |
| V. Transportation equipment | 2 213 | 7 000 | 5 100 | (1 900) | Acquisition, nil; replacement, $5 100. For 1969 it is proposed to replace two vehicles, one in Addis Ababa, purchased in 1959 which already records some 151 000 miles, and the other in Tangier, purchased in 1964, which records some 83 000 miles. |
| VI. Other equipment | 588 | 1 000 | 5 000 | 4 000 | Acquisition, $4 800; replacement, $200. The estimate under acquisition includes an incinerator for the destruction of classified documents ($2 800), a heavy duty vacuum cleaner for the documents reproduction area ($300), a water cooler ($200) and electric fans and heaters ($1 500). Proposed for replacement are electric heaters. |
| TOTAL, Economic Commission for Africa | 49 640 | 23 700 | 48 600 | 24 900 | |
| GRAND TOTAL, section 8 | 722 893 | 605 500 | 770 200 | 164 700 | |

TABLE 8-4. PERMANENT EQUIPMENT: ACQUISITION AND REPLACEMENT ESTIMATES FOR 1969

| | *Headquarters* | | *Geneva* | | *Information centres* | | *Beirut Office* | | *ECAFE* | | *ECLA* | | *ECA* | | *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 | 62 600 | 65 500 | 12 200 | 10 000 | 5 300 | 1 500 | 3 100 | 600 | 5 400 | 300 | 5 100 | 9 900 | 13 200 | 4 900 | 106 900 | 92 700 | 199 609 |
| II. Office equipment .... | 41 000 | 43 900 | 10 100 | 18 700 | 600 | 2 900 | 2 200 | 200 | 4 200 | 2 700 | 1 700 | 13 000 | 3 700 | 4 500 | 63 500 | 85 900 | 149 400 |
| III. Internal reproduction equipment ..... | 18 300 | 102 500 | — | 20 000 | 1 800 | 2 000 | 300 | 300 | 3 600 | 2 400 | 8 100 | 27 400 | 800 | 6 000 | 32 900 | 160 600 | 193 500 |
| IV. Telecommunications equipment ..... | 54 000 | 53 900 | 13 500 | 3 600 | 500 | 300 | — | — | — | 200 | — | — | 200 | 5 200 | 68 200 | 63 200 | 131 400 |
| V. Transportation equipment ..... | — | 5 500 | — | 2 500 | 5 000 | 12 900 | — | — | — | — | — | 2 500 | — | 5 100 | 5 000 | 28 500 | 33 500 |
| VI. Other equipment ... | 3 800 | 7 800 | 15 500 | 14 600 | 1 600 | 3 600 | 300 | — | 1 000 | 2 300 | 4 800 | 2 500 | 4 800 | 200 | 31 800 | 31 000 | 62 800 |
| TOTAL | 179 700 | 279 100 | 51 300 | 69 400 | 14 800 | 23 200 | 5 900 | 1 100 | 14 200 | 7 900 | 19 700 | 55 300 | 22 700 | 25 900 | 308 300 | 461 900 | 770 200 |
| Estimate for 1969 ..... | 458 800 | | 120 700 | | 38 000 | | 7 000 | | 22 100 | | 75 000 | | 48 600 | | 770 200 | | |
| Appropriation for 1968 .... | 329 800 | | 148 000 | | 35 200 | | 6 300 | | 19 300 | | 43 200 | | 23 700 | | 605 500 | | |
| Increase or (decrease): 1969 estimates compared with 1968 appropriations | 129 000 | | (27 300) | | 2 800 | | 700 | | 2 800 | | 31 800 | | 24 900 | | 164 700 | | |

# Section 9. Maintenance, operation and rental of premises

**$4 296 000** (1968: $4 135 000 1967: $4 062 997 [1])

TABLE 9-1

| Chapter | 1969 estimates | 1968 appropriations | 1967 actual expenses |
|---|---|---|---|
| | $ | $ | $ |
| I. Contractual services | 2 279 700 | 2 200 500 | 2 193 900 |
| II. Utilities | 1 169 800 | 1 136 700 | 1 124 786 |
| III. Other expenses | 846 500 | 797 800 | 744 311 |
| TOTAL | 4 296 000 | 4 135 000 | 4 062 997 |

9.1 The estimates under this section cover the requirements for the maintenance, operation and rental of premises at Headquarters, Geneva, the information centres, the regional economic commissions, and the Economic and Social Office in Beirut.

9.2 For purposes of comparing the 1969 estimates with the expenditure level for 1967, the latter figure should be adjusted as indicated in table 9-2 below.

TABLE 9-2

| | $ |
|---|---|
| Actual expenditure in 1967 | 4 062 997 |
| *Plus:* Estimated rate and wage increases at Headquarters in 1968 | 96 371 |
| Adjusted 1967 expenditure | 4 159 368 |

9.3 In comparison with the adjusted level of expenditures in 1967, the requirements for 1969, estimated at $4 296 000, show an increase of $136 632. This increase is distributed among the different offices as shown in table 9-3 below.

TABLE 9-3

| | Increase |
|---|---|
| | $ |
| Headquarters | 49 465 |
| Geneva (including the Economic Commission for Europe) | 27 018 |
| Information centres | 4 628 |
| Economic and Social Office in Beirut | 9 560 |
| Economic Commission for Asia and the Far East | 24 103 |
| Economic Commission for Latin America | 15 698 |
| Economic Commission for Africa | 6 160 |
| | 136 632 |

9.4 There follows in paragraphs 9.5 to 9.12 general information on a number of special aspects of the estimates. The estimates as a whole are set forth in detail in table 9-5 at the end of the section. This table shows, by main office location, a comparison between the 1969 estimates and the adjusted level of expenditure in 1967, with explanations of the main causes of variations between those two years. Where appropriate, comments are also made on the 1968 appropriation level.

*Automation of elevators at Headquarters*

9.5 The conversion of the elevators in the Secretariat building to an automated system, as decided upon by the General Assembly at its twentieth session, [2] commenced in February 1967. Work has been completed on four elevators in each of the three banks. The adaptation of the final group of six began in April 1968 and is expected to be completed by October of that year. The net decrease of $73 501 in the 1969 estimates for elevator operations, as compared with the 1967 adjusted expenditure, relates to the consequential reduction in the number of elevator attendants from 49 to 26. The maintenance contract has increased by $34,900 because all eighteen elevators in the Secretariat building will be fully operational in 1969, as compared with twelve in 1967 while the automation project was in progress. Furthermore, maintenance costs for automated elevators are somewhat higher than for those operated by attendants.

*Operating costs of information centres*

9.6 It is the Secretary-General's policy to seek from host Governments contributions, in cash and in kind, towards local costs. Since these Governments in many cases stipulate the specific uses to which the funds they contribute should be put, these voluntary contributions are treated as trust funds under the terms of financial regulations 6.6 and 6.7. Accordingly, the estimates for the information centres under this section include only those expenses which are not covered by such voluntary contributions.

*Economic Commission for Latin America*

9.7 The Latin American Institute for Economic and Social Planning occupies a portion of the new United Nations building in Santiago. By agreement, maintenance and utility costs are shared between ECLA (68 per cent) and the Institute (32 per cent) in proportion to the floor space (other than common areas) utilized. The costs in question are provided in full under this section; the amount to be reimbursed by the Institute is included under income section 3 in the amount of approximately $31 000.

[1] Excludes $20,106 relating to custodial and maintenance posts at ECAFE ($15,781) and at the information centres ($4,325) which were transferred in 1968 from section 9, chapters I and III, respectively, to section 3, chapter I.

[2] *Official Records of the General Assembly, Twentieth Session, Annexes,* agenda item 76, document A/6223, paragraph 45.

*Rental of premises*

9.8 In a report [3] to the General Assembly at its twenty-second session, the Secretary-General submitted revised estimates under this section in the amount of $24 000 for the rental in the Headquarters area of approximately 12 000 square feet of commercial storage space for publications and documents. This was considered the only remedy to the unsatisfactory situation created by storage of such material in unsuitable areas of the Headquarters building, involving safety and fire hazards. At that time, negotiations were being conducted to occupy space in a nearby building, which was already being used by UNICEF. However, these negotiations were subsequently terminated because of the owner's decision to utilize the space for office rather than storage purposes. Extensive enquiries were conducted both by UNICEF and United Nations, but these efforts to locate suitable jointly rented space at economical rates were to no avail. As the problem of document storage in the Headquarters building became increasingly critical, it was necessary, as from 1 April 1968, for the United Nations independently to sublease 10 000 square feet in Astoria, Long Island, about twenty minutes time by road from the Headquarters building. The total annual cost, inclusive of rent, utilities and security, is estimated at $17 000. For 1969, an additional 8 000 square feet, or a total of 18 000 square feet, will be required. A provision of $24 000 has been made in these estimates for that purpose.

9.9 No provision is sought at this time for the rental of outside office accommodation in New York. A separate report will be submitted on this subject to the General Assembly at its twenty-third session.

9.10 At the Economic and Social Office in Beirut, additional space is required for the anticipated increase in staff, including the outposted UNIDO and UNCTAD units.

9.11 At ECAFE, provision is made for continued rental of space outside Sala Santitham, required by the Asian Development Council.

9.12 At ECLA, the rentals payable relate to premises in Mexico City, Montevideo and Washington, D.C.

9.13 Table 9-4 indicates the actual rentals paid for space occupied by all United Nations offices. The amounts shown for information centres include the contributions to be made available by Governments. Where no rental figure is given, the premises are occupied free of charge.

TABLE 9-4

| *Office location* | | | *Estimated total rental in 1969* |
|---|---|---|---|
| | $ | $ | $ |
| Headquarters | | | 24 000 |
| Geneva | | | 102 000 |
| Economic and Social Office, Beirut | | | 18 000 |
| Technical Assistance Liaison Office, Washington, D.C. | | | 1 500 |
| Economic Commission for Europe | | | — |
| Economic Commission for Asia and the Far East: | | | |
| Asian Industrial Development Council | | | 10 800 |
| Economic Commission for Latin America: | | | |
| Santiago | — | | |
| Bogotá | — | | |
| Mexico City | 18 000 | | |
| Montevideo | 3 360 | | |
| Port of Spain | — | | |
| Rio de Janeiro | — | | |
| Washington, D.C. | 8 300 | | 29 660 |
| Economic Commission for Africa: | | | |
| Addis Ababa[a] | — | | |
| Kinshasa[a] | — | | |
| Lusaka[a] | — | | |
| Niamey[a] | — | | |
| Tangiers[a] | — | | |
| Information Centres (46): | | | |
| Accra[a] | — | | |
| Algiers[a] | — | | |
| Asunción[a] | — | | |
| Athens[a] | 4 800 | | |
| Baghdad[a] | 3 780 | | |
| Beirut[a] | 3 280 | | |
| Belgrade[a] | — | | |
| Bogotá[a] | 1 846 | | |
| Buenos Aires | 3 430 | | |
| Bujumbura[a] | 2 520 | | |
| Cairo | 560 | | |
| Colombo[a] | — | | |
| Copenhagen[a] | 2 158 | | |
| Dakar[a] | — | | |
| Dar es Salaam[a] | — | | |
| Kabul[a] | — | | |
| Karachi | 5 490 | | |
| Kathmandu[a] | — | | |
| Khartoum[a] | 2 757 | | |
| Kinshasa[a] | — | | |
| Lagos[a] | — | | |
| La Paz[a] | — | | |
| Lima[a] | — | | |
| Lomé[a] | — | | |
| London | 9 200 | | |
| Manila[a] | — | | |
| Mexico City | 5 906 | | |
| Monrovia[a] | — | | |
| Moscow | 5 889 | | |
| New Delhi[a] | 2 765 | | |
| Paris | — | | |
| Port Moresby[a] | — | | |
| Port of Spain[a] | 1 410 | | |
| Prague | 248 | | |
| Rabat[a] | 1 195 | | |
| Rangoon[a] | — | | |
| Rio de Janeiro[a] | 2 625 | | |
| Rome[a] | — | | |
| San Salvador[a] | — | | |
| Sydney | 3 343 | | |
| Tananarive[a] | — | | |
| Teheran[a] | — | | |
| Tokyo | 8 136 | | |
| Tunis[a] | — | | |
| Washington | 6 960 | | |
| Yaoundé[a] | — | 78 298 | |
| *Deduct:* | | | |
| Cash contributions from host Governments, paid or pledged | | 27 696 | 50 602 |
| | | | 236 562 |

[a] Host Government contributes all or part of the cost.

[3] A/C.5/1132.

## TABLE 9-5. MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriation (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)*<br>*Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| HEADQUARTERS | | | | | | |
| I. *Contractual services* | | | | | | All services provided under this chapter are undertaken on a contractual basis. The wages of most contractual personnel at Headquarters are negotiated on an industry-wide basis in the New York area and are those agreed between labour and management and automatically applied to United Nations contracts. |
| Electrical maintenance | 353 141 | 363 141 | 383 000 | 390 000 | 26 859 | The 1967 adjusted expenditure includes $10 000 to cover 1968 wage and fee increases. The 1969 estimate includes an additional $7 000 for anticipated wage and fringe benefit increases during that year, as well as $20 000 for the continued cost of two additional electricians engaged in 1968 to meet the increased workload resulting from the need for more frequent maintenance of the aging equipment and the more intensive use of television and computer installations. |
| Telecommunications operation and maintenance for conferences | 304 579 | 314 879 | 313 000 | 317 000 | 2 121 | The 1967 adjusted expenditure includes $10 300 for 1968 increases in wages and additional fringe benefits for contractual telecommunication engineers. The 1969 estimate includes an additional $10 300 in anticipation of similar increases next year. The latter estimate also takes into account a non-recurrent expenditure in 1967 of $8 000 in respect of the fifth emergency special session of the General Assembly. |
| Elevator operation and maintenance | 349 301 | 367 501 | 280 000 | 294 000 | (73 501) | The 1967 adjusted expenditure includes $10 200 to cover 1968 increases in wages and fringe benefits of elevator operators and $8 000 to cover 1968 increases in the maintenance rates. The net decrease of $73 501 in the 1969 estimates is due to the reduction in the number of elevator operators as a result of the automation of elevators in the Secretariat building. |
| Cleaning services | 1 057 718 | 1 092 218 | 1 091 000 | 1 125 000 | 32 782 | The 1967 adjusted expenditure includes $34 500 to cover increases in wages and fringe benefits for 1968. A similar increase has been provided for in 1969. |
| TOTAL, chapter I | 2 064 739 | 2 137 739 | 2 067 000 | 2 126 000 | (11 739) | |
| II. *Utilities* | | | | | | The costs under this chapter are dependent on climatic conditions and the extent to which the Secretariat and conference buildings are used. The estimates are based upon the actual expenses in 1967 and make no provision for possible rate increases or unusual climatic or usage conditions. |
| Electricity | 555 463 | 555 463 | 555 000 | 555 500 | 37 | |
| Steam | 355 041 | 355 041 | 358 000 | 355 000 | ( 41) | |
| Other utilities | 19 983 | 19 983 | 22 000 | 20 000 | 17 | |
| TOTAL, chapter II | 930 487 | 930 487 | 935 000 | 930 500 | 13 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| III. *Other expenses* | | | | | | |
| Supplies for maintenance of premises | 237 912 | 237 912 | 255 000 | 265 000 | 27 088 | The estimate provides for cleaning, electrical, plumbing, painting, air-conditioning, ground and general maintenance supplies, drapes and upholstery, uniforms, flags, security, fire and safety devices, towels, linen and uniform services. The 1969 estimate takes into account specific requirements for that year and allows, where appropriate, for anticipated cost increases. |
| Telecommunications and recording equipment supplies for conferences | 40 791 | 40 791 | 36 500 | 42 000 | 1 209 | |
| Miscellaneous maintenance | 66 256 | 66 256 | 66 000 | 76 000 | 9 744 | The estimate includes $52 500 for carpet cleaning and rubbish and paper removal. The balance of $23 500 relates to maintenance and/or inspection of air-conditioning units, the central sprinkler system, the water treatment facility, fire extinguishers, etc. |
| Rental of premises | 1 440 | 1 440 | 25 000 | 25 500 | 24 060 | The estimate relates to the rental of office space in Washington, D.C., for the Technical Assistance Liaison Office ($1 500) and for the rental of 18 000 square feet of commercial space in the New York area for storage of publications and documents. |
| Minor alterations to premises | 17 499 | 17 499 | 17 000 | 17 000 | ( 499) | |
| Housing accommodation for the Secretary-General | 20 911 | 20 911 | 20 500 | 20 500 | ( 411) | |
| TOTAL, chapter III | 384 809 | 384 809 | 420 000 | 446 000 | 61 191 | |
| TOTAL, Headquarters | 3 380 035 | 3 453 035 | 3 422 000 | 3 502 500 | 49 465 | |
| GENEVA | | | | | | |
| I. *Contractual services* | | | | | | |
| Buildings, parks and gardens | 52 144 | 52 144 | 60 000 | 60 000 | 7 856 | The 1969 estimate provides for the continuation of the long-term programme of general preventative internal and external maintenance which began in 1964. In view of the age of the Palais des Nations, it has become uneconomical not to meet specific needs as they arise. Any undue deferment will result inevitably in an accumulation of essential projects. |
| Cleaning services | 2 580 | 2 580 | 4 000 | 4 000 | 1 420 | |
| Maintenance of equipment | 35 063 | 35 063 | 30 000 | 35 000 | ( 63) | The estimate covers maintenance of electrical, central heating, sanitary, ventilation and refrigeration systems, as well as inspection and servicing contracts for installations such as elevators and dumb waiters. |
| TOTAL, chapter I | 89 787 | 89 787 | 94 000 | 99 000 | 9 213 | |
| II. *Utilities* | | | | | | |
| Electricity | 55 760 | 55 760 | 55 500 | 56 000 | 240 | The estimate is based upon actual expenses in 1967 and makes no provision for possible rate increases or unusual climatic or usage conditions. |

TABLE 9-5. MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE (*continued*)

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriation (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)* *Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| GENEVA (*continued*) | | | | | | |
| Fuel oil and coke | 34 502 | 41 323 | 38 000 | 46 000 | 4 677 | The adjusted 1967 expenditure reflects on a twelve months basis a price increase of 33⅓% for fuel oil which took place in late 1967. The 1969 estimate takes into account this increase and includes the costs of heating of premises rented outside the Palais des Nations ($4 000) which in 1967 were charged to the rental account. |
| Other utilities | 18 095 | 23 995 | 16 000 | 24 000 | 5 | The adjusted 1967 expenditure and the estimate for 1969 reflect an increase of approximately 33⅓% in the cost of utilities. |
| TOTAL, chapter II | 108 357 | 121 078 | 109 500 | 126 000 | 4 922 | |
| III. *Other expenses for maintenance of premises* | | | | | | |
| Supplies for maintenance of premises | 33 265 | 33 265 | 37 000 | 37 000 | 3 735 | The estimate takes into account an increase of approximately 3.5% in the costs of maintenance supplies, and the need for some additional provision for supplies for the minimum maintenance of the premises. |
| Telecommunications operation and maintenance | 22 003 | 22 003 | 27 500 | 30 000 | 7 997 | The 1969 estimate includes $1 620 for the rental of two additional keying lines between the telecommunications services in the Palais and the Geneva Telecommunications Relay Centre at Prangins; it also reflects the need for more adequate provision than in past years for the maintenance of simultaneous interpretation and recording equipment in the Palais and for the purchase of discs. |
| Miscellaneous | 12 674 | 12 674 | 10 000 | 13 000 | 326 | |
| Rental of premises | 105 175 | 105 175 | 102 000 | 102 000 | ( 3 175) | The 1967 expenditure includes $4 000 for the cost of heating of premises rented outside the Palais which from 1968 is charged to utilities under chapter II for the continued rental of outside premises for the accommodation of regular and short-term conference staffing, pending the completion of the extension of the Palais. |
| Minor alterations to premises | — | — | 4 000 | 4 000 | 4 000 | The estimate covers minor improvements necessitated by the rearrangement of offices and equipment. |
| TOTAL, chapter III | 173 117 | 173 117 | 180 500 | 186 000 | 12 883 | |
| TOTAL, Geneva | 371 261 | 383 982 | 384 000 | 411 000 | 27 018 | |
| INFORMATION CENTRES | | | | | | |
| III. *Other expenses* | | | | | | To facilitate accounting procedures at the information centres, the expenses provided for under this chapter include the requirements for contractual services and for utilities which, for other offices, are given under chapters I and II, respectively. As in previous years the estimate provides net costs after receipt of contributions from host Governments towards the operation and maintenance of the centres located within their respective borders. See table 9-4 for detailed listing of rentals. |

| | | | | | | |
|---|---|---|---|---|---|---|
| Miscellaneous maintenance services | 33 988 | 33 988 | 34 000 | 39 000 | 5 012 | |
| Rental of premises | 51 384 | 51 384 | 53 000 | 51 000 | ( 384) | |
| TOTAL, information centres | 85 372[a] | 85 372[a] | 87 000 | 90 000 | 4 628 | |
| ECONOMIC AND SOCIAL OFFICE, BEIRUT | | | | | | |
| I. *Contractual services* | | | | | | |
| Maintenance of premises | 1 986 | 1 986 | 2 000 | 3 000 | 1 014 | |
| II. *Utilities* | | | | | | |
| Electricity and other utilities | 791 | 791 | 700 | 1 000 | 209 | |
| III. *Other expenses* | | | | | | |
| Supplies for maintenance of premises | 216 | 216 | 500 | 500 | 284 | |
| Miscellaneous maintenance services | — | — | 2 000 | 2 000 | 2 000 | |
| Rental of premises | 12 889 | 12 889 | 13 000 | 18 000 | 5 111 | The estimate provides for additional office space to accommodate increased staff, including the UNIDO and UNCTAD units which are to be attached to this office. |
| Minor alterations | 558 | 558 | 800 | 1 500 | 942 | |
| TOTAL, chapter III | 13 663 | 13 663 | 16 300 | 22 000 | 8 337 | |
| TOTAL, Economic and Social Office, Beirut | 16 440 | 16 440 | 19 000 | 26 000 | 9 560 | |
| ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST | | | | | | |
| I. *Contractual services* | | | | | | In 1967 and prior years provision was made under this chapter for the wages of full-time custodial and normal maintenance personnel engaged under special service agreements. As from 1 January 1968, these positions were converted to established posts and provided for under section 3, chapter I. The estimate under this chapter for 1969 relates to the technical maintenance by part-time personnel of special installations, including the central air-conditioning plant and the elevator system in the new building donated by the Government of the Netherlands, which was occupied on 1 September 1967. |
| Maintenance of premises | — | — | — | 6 200 | 6 200 | |
| II. *Utilities* | | | | | | |
| Electricity | 11 678 | 11 678 | 25 500 | 25 300 | 13 622 | All electricity charges are paid for in the first instance by the Government of Thailand. ECAFE partially reimburses the Government in a basic amount mutually agreed upon. As a result of increased consumption, particularly after occupancy of the new building donated by the Netherlands, the amount was raised to $25 000 in 1968. The small balance reflected in the requirements shown for 1968 and 1969 covers additional lighting needs on special occasions. |
| Other utilities | 1 464 | 1 464 | 1 000 | 1 000 | ( 464) | The estimate covers the partial reimbursement by the United Nations of the total costs incurred by the Government of Thailand for water supplies. |
| TOTAL, chapter II | 13 142 | 13 142 | 26 500 | 26 300 | 13 158 | |

TABLE 9-5. MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE (*continued*)

| | *1967 expenditure* (1) | *1967 expenditure (adjusted)* (2) | *1968 appropriation* (3) | *1969 estimates* (4) | *Increase or (decrease)* (5) | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)*<br>*Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (*continued*) | | | | | | |
| III. *Other expenses* | | | | | | |
| Supplies for maintenance of premises | 11 919 | 11 919 | 11 200 | 11 000 | ( 919) | This estimate covers the supplies of drinking water and paper cups, toilet articles, uniforms, electrical supplies and cleaning materials. |
| Rental of premises | 6 750 | 6 750 | 10 800 | 10 800 | 4 050 | The estimate, as in 1968, relates entirely to the rental of additional space outside Sala Santitham. The lower expenditure in 1967 reflects the fact that these requirements arose for the first time towards the middle of that year to meet the requirements of the Asian Industrial Development Council. |
| Minor alterations to premises | 2 086 | 2 086 | 2 500 | 3 700 | 1 614 | The estimate includes provision for necessary renovation and painting of the cafeteria and kitchen, since no major work has been done for the past five years. |
| TOTAL, chapter III | 20 755 | 20 755 | 24 500 | 25 500 | 4 745 | |
| TOTAL, ECAFE | 33 897[b] | 33 897[b] | 51 000 | 58 000 | 24 103 | |
| ECONOMIC COMMISSION FOR LATIN AMERICA | | | | | | |
| I. *Contractual services* | | | | | | |
| Maintenance of premises | 3 093 | 3 093 | 8 500 | 9 500 | 6 407 | The estimate includes $2 200 for the office at Mexico City. Of the balance, $2 300 or 32% is reimbursed by the Latin American Institute. |
| II. *Utilities* | | | | | | |
| Electricity | 40 819 | 50 119 | 40 000 | 51 000 | 881 | The estimate is based on actual expenditures in 1967, adjusted to take into account a 23% rate increase in 1968. |
| Other utilities | 14 349 | 14 349 | 10 000 | 16 000 | 1 651 | |
| TOTAL, chapter II | 55 168 | 64 468 | 50 000 | 67 000 | 2 532 | |
| III. *Other expenses* | | | | | | |
| Supplies for maintenance of premises | 19 442 | 19 442 | 15 500 | 21 000 | 1 558 | The estimate includes uniforms and coveralls for drivers, external messengers, security staff and manual workers, as well as general maintenance, cleaning and sanitary supplies for the Santiago and Mexico City offices. |
| Rental of premises | 24 475 | 24 475 | 30 000 | 30 000 | 5 525 | The estimate covers rentals payable by ECLA at Mexico City ($18 000), Montevideo ($3 360), and Washington, D.C. ($8 300). |

| | | | | | | |
|---|---|---|---|---|---|---|
| Minor alterations to premises | 7 324 | 7 324 | 4 000 | 7 000 | ( 324) | The estimate includes a provision of $5 000 to cover minor alterations at Santiago for rearrangement of office space and miscellaneous storeroom facilities. It also includes $2 000 to cover rearrangement and reconditioning of office space at Mexico City. It is estimated that a total amount of $8 000 is reimbursable by the Institute. |
| TOTAL, chapter III | 51 241 | 51 241 | 49 500 | 58 000 | 6 759 | |
| TOTAL, ECLA | 109 502 | 118 802 | 108 000 | 134 500 | 15 698 | |
| ECONOMIC COMMISSION FOR AFRICA (including sub-regional offices at Kinshasa, Lusaka, Niamey and Tangiers) | | | | | | |
| I. *Contractual services* | | | | | | |
| Maintenance of premises | 34 295 | 34 295 | 29 000 | 36 000 | 1 705 | The estimate, which is based on actual expenditures in 1967, provides for the normal contractual maintenance as well as for the painting of the facades of Africa Hall and the resealing of the asphalted roadways. The estimate includes a total of $4 000 for maintenance of the four sub-regional offices. |
| II. *Utilities* | | | | | | |
| Electricity | 8 940 | 9 660 | 10 000 | 10 000 | 340 | |
| Other utilities | 7 901 | 8 531 | 9 000 | 9 000 | 469 | |
| TOTAL, chapter II | 16 841 | 18 191 | 19 000 | 19 000 | 809 | 1967 adjusted expenditure includes an 8% increase in rates which occurred in 1968. |
| III. *Other expenses* | | | | | | |
| Supplies for maintenance of premises | 12 002 | 12 002 | 10 000 | 11 000 | ( 1 002) | |
| Rental of premises | — | — | — | — | — | Premises are provided free of rent in Addis Ababa, Kinshasa, Niamey and Tangiers. In Lusaka, the Government of Zambia makes available an annual grant to cover the rental of office space. |
| Minor alterations to premises | 3 352 | 3 352 | 6 000 | 8 000 | 4 648 | |
| TOTAL, chapter III | 15 354 | 15 354 | 16 000 | 19 000 | 3 646 | |
| TOTAL, ECA | 66 490 | 67 840 | 64 000 | 74 000 | 6 160 | |
| GRAND TOTAL, section 9 | 4 062 997[a] | 4 159 368[a] | 4 135 000 | 4 296 000 | 136 632 | |

[a] Excludes $20,106 relating to custodial and maintenance posts at ECAFE ($15,781) and at the information centres ($4,325) which were transferred in 1968 from section 9, chapters I and III, respectively, to section 3, chapter I.

[b] Personnel receiving regular appointments and shown ($15,781) under section 3, chapter I.

# Section 10. General expenses

**$6 013 800** (1968: $5 627 000 1967: $5 705 172 [1])

TABLE 10-1

| Chapter | 1969 estimates | 1968 appropriations | 1967 actual expenses |
|---|---|---|---|
| | $ | $ | $ |
| I. Communications | 1 693 600 | 1 603 000 | 1 650 801 |
| II. Rental and maintenance of equipment | 1 044 500 | 952 400 | 849 224 |
| III. Public information services and supplies | 1 408 000 | 1 338 500 | 1 492 743 |
| IV. Other supplies and services | 293 200 | 258 000 | 354 434 |
| V. Office and internal reproduction supplies | 1 307 500 | 1 269 300 | 1 166 008 |
| VI. Library books, supplies and services | 267 000 | 205 800 | 191 962 |
| TOTAL, section 10 | 6 013 800 | 5 627 000 | 5 705 172 |

10.1 Provision is made under this section for general services and supplies and the rental and maintenance of equipment at Headquarters, Geneva, the information centres, the Economic and Social Office at Beirut, and the regional economic commissions.

10.2 For purposes of comparing the 1969 estimates with the actual expenditure level for 1967, the latter figure should be adjusted as indicated in table 10-2.

TABLE 10-2

| | $ |
|---|---|
| Actual expenditure in 1967 | 5 705 172 |
| *Plus:* Estimated wage and rate increases in 1968 | 46 176 |
| ADJUSTED 1967 TOTAL | 5 751 348 |

10.3 The requirements for 1969, estimated at $6 013 800, show an increase of $262 452 over the adjusted 1967 expenditure level. In table 10-3 the increase is distributed in summary form among the main office locations.

TABLE 10-3

| | Increase |
|---|---|
| | $ |
| Headquarters | 108 679 |
| Geneva Office (including the Economic Commission for Europe) | 48 424 |
| Information centres (excluding the information services at Geneva and the three regional economic commissions) | 1 105 |

TABLE 10-3 (*continued*)

| | Increase |
|---|---|
| | $ |
| Economic and Social Office, Beirut | 3 569 |
| Economic Commission for Asia and the Far East (including the Mekong Office) | 40 896 |
| Economic Commission for Latin America (including the sub-regional offices) | 36 643 |
| Economic Commission for Africa (including the sub-regional offices) | 20 136 |
| TOTAL | 262 452 |

10.4 In paragraphs 10.5 to 10.18 below, general information is given on certain special aspects of the estimates for 1969. The estimates as a whole are set forth in detail in table 10-5 which appears at the end of the section. This table shows, by main office location, a comparison between the 1969 estimates and the adjusted level of expenditure in 1967, with explanations of the main causes of the variations between those two years. Where appropriate, comments are also made on the level of the appropriations for 1968.

### *Communications*

10.5 Table 10-4 indicates the distribution, by main office location, of the total estimates under chapter I

[1] Includes $2,400 for general expenses incurred at various offices in respect of personnel previously provided for under former section 17, United Nations Field Service.

TABLE 10-4

| Office | Cables | Telephone services | Postage | Pouch | Freight | Total |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ |
| Headquarters | 156 000 | 367 000 | 186 000 | 180 000 | 57 000 | 946 000 |
| Geneva Office (including Economic Commission for Europe) | 37 000 | 59 000 | 112 000 | 22 000 | 44 000 | 274 000 |
| Information centres | 28 000 | 15 000 | 35 000 | 15 000 | 12 000 | 105 000 |
| Economic and Social Office, Beirut | 800 | 1 700 | 400 | 1 100 | 100 | 4 100 |
| Economic Commission for Asia and the Far East | 5 000 | 12 000 | 13 000 | 13 000 | 7 500 | 50 500 |
| Economic Commission for Latin America | 24 000 | 77 000 | 16 000 | 13 000 | 29 000 | 159 000 |
| Economic Commission for Africa | 40 000 | 27 000 | 14 000 | 59 000 | 15 000 | 155 000 |
| TOTAL | 290 800 | 558 700 | 376 400 | 303 100 | 164 600 | 1 693 600 |

relating to cables, telephone services, postage, pouches and freight.

*Computer Services*

10.6 The International Computing Centre at Headquarters became operational in November 1965 as part of the Statistical Office in the Department of Economic and Social Affairs. It is equipped with a 7044 and 360/30 system and provides electronic data processing services and facilities to all units of the United Nations and, on request and against payment of costs, statistical information to Governments and to private institutions.

10.7 An estimate of $690 000 has been included under chapter II for 1969 and is comprised of : (*a*) $487 400 for a first shift of 176 hours for the 7044, plus extra shift time of 100 hours per month; (*b*) $177,600 for the full year first shift rental of the 360/30 plus an extra full shift; (*c*) $23 600 for the rental of eighteen key-punches and verifiers plus a sorter, collator and an interpreter; (*d*) $1 400 for a separate maintenance contract for a key-punch, a verifier and a reproducer which have been acquired.

10.8 Estimated revenue to be derived from the services performed by the Centre is credited to income section 3 in the amount of $220 000. This estimate excludes an amount of $20 000 to be received from the United Nations Joint Staff Pension Fund for computer services. This payment would form part of the total contribution to be made by the Fund to the United Nations in respect of various services rendered and which is credited in total to income section 2. Of the amount credited to income section 3, it is estimated that $65 000 will be received from the United Nations Children's Fund in respect of their work requirements, and approximately $155 000 from other sources, including the United Nations Development Programme.

10.9 For an explanation of the services performed by the Centre, see paragraph 257 in section 3.

10.10 The 1969 estimate for Geneva includes $32 000 for the continued rental of a 6400 magnetic ledger card accounting system for the Finance Division and, for the first time, $9 500 for the installation of a separate RAX terminal from ECE to the WHO computer from the beginning of May 1969 at a rental of $575 per month, and $5 000 for the cost of time on the WHO computer, consisting of $3 000 for terminal connexion and $2 000 for direct use in exceptional cases when the small input capacity of the RAX terminal would otherwise limit the rate of access to the computer. By 1969 a considerable increase in the computing needs of the ECE Secretariat is foreseen, mainly as a result of the projection study being undertaken by the Research and Planning Division, the preparations for which have begun and are proceeding on schedule. It is planned to carry out this study in several stages. Preliminary projections will be presented to the Seventh Meeting of Senior Economic Advisors to ECE and to Governments which, in view of the conclusions reached by a Preparatory Group of Experts in January 1968, are expected to recommend that the further stages be linked to a research project on long-term economic trends undertaken in response to Commission resolution 7 (XXII) and to be carried out over a several year period. Where feasible, the assistance of the International Computing Centre will be sought. In general, this will be the case when the need is to secure mass arrays of basic data (notably data on international trade) or special rearrangements of such arrays, and also for the carrying out of definite and clearly-defined statistical and econometric computations such as inverting input-output tables. It is envisaged that when the projection model or models are finally chosen and the computer programmes for dealing with them prepared and thoroughly tested, the actual calculations might well be done at the Centre.

10.11 Of the estimate of $21 500 for the Economic Commission for Asia and the Far East $14 300 relates to the rental from the Government of Thailand of 150 hours of system 360/40 computer time and the balance to the rental of key-punch machines, a sorter and a collator. During 1968 current applications will be reprogrammed from the 1401 system to the 360/40 system. This will reduce the total number of hours required for processing statistical and accounting data. Statistical applications in 1969 will reflect a moderate increase in comparison with 1968, with most of the work being in foreign trade, supplemented by the mechanization of the compilation of statistics formerly done manually. Econometric calculations are performed for the Division of Research and Planning and the Agriculture Division and consist mostly of regressions and matrix manipulation. The reporting of foreign trade statistics to the Statistical Office at Headquarters may diminish slightly in 1969, though provision is made for new reporting countries such as Nepal and Burma. Time on the computer is also utilized for the Asian Institute, for the Water Resources Development Division, for finance and personnel statistics, and for limited indexing of certain information for library applications.

10.12 Of the estimate of $36 500 for the Economic Commission for Africa, $30 800 relates to a full year's rental of a 360/20 system which was installed on 8 April 1968, and the balance of $5 700 to the rental of key-punch machines and a sorter retained after the discontinuance of the obsolete electric accounting machine system. The new system is intended primarily to serve the statistical needs of the Commission which are constantly increasing as its activities expand. The A and B series of external trade, affecting fifteen African countries, are dealt with in Addis Ababa and the corresponding punch cards sent to the International Computing Centre at Headquarters. Statistical information such as demography, agricultural production, industrial production and aggregates of national accounts, is also used in the analyses carried out by the regional projection centre. The introduction of the present computer system is expected to be adequate for ECA's needs for the next two to three years. Thereafter some modifications will be necessary to improve the capacity of the Secretariat to undertake the complex compilation and analyses necessary for economic projections and planning.

*Public information supplies and services*

10.13 The estimates under chapter III cover that part of the total requirements of the Office of Public Information which relate to supplies and services for the production and distribution of television and radio programmes, for films, photographs and exhibits, for field and special projects, and for the publication of booklets, pamphlets, leaflets and visual aids. A detailed analysis and explanation of the related programmes and activities as provided for under this section, as well as those covered by the balance of the total requirements of the Office of Public Information in sections 3, 4, 5, 8, 9, 11

and 12, is to be found in annex III to the expenditure estimates.

10.14 Revenue from television, radio and film services in 1969, as shown under income section 3, is estimated at $505 000.

*Library books, supplies and services*

10.15 The estimated requirements of the Library at Headquarters are provided for under chapter VI in the amount of $187 000, of which $58 000 relates to contractual library services and the balance of $129 000 to the purchase of books, subscriptions and supplies, as well as to the costs for binding. Of this latter amount, $25 600 represents an increase in requirements over the 1967 actual expenditures and may be directly attributed to the general rise in prices for library materials, the change in United States postal rates during 1968, and the increasing requests for publications in French. Where it had been sufficient in the past to purchase certain works in the original English only, or, in the case of non-official languages, in the original and English translations, the Library is now often required to duplicate many titles by providing French editions. This will apply particularly to the Library's reference collection which will have to be reviewed and expanded to include more basic reference works in French on all subjects of current interest.

10.16 The higher provision for contractual services arises from the proposal (*a*) to initiate a programme of selective microfiching of documents, and (*b*) to further pursue the proposed computer-aided indexing system developed by the Library with the cooperation of the Institute for Computer Research in the Humanities, New York University.

10.17 With regard to (*a*) in paragraph 10.16 above a survey of the stack area, where the collections of documents of the United Nations, the specialized agencies and the League of Nations are located, has shown that by the end of 1969 there will be no space available for shelving additional bound material. A large part of this material is in mimeographed form on paper of poor quality subject to rapid deterioration. To bind this material for permanent retention is considered to be uneconomical both in terms of cost and effort. The Library conducted a pilot survey in 1967 during which technical specifications for the production of microfiches were laid down and tested. Having successfully concluded the tests, the Library proposes to initiate a regular programme of selective reproduction of documents. Conversion to microform not only will release space in the stack area, but will allow for the reproduction of copies of the text on demand, a facility not readily available at present. The estimate therefore includes $25 000 for the production of some 10 000 microfiches containing approximately 540 000 pages of text. The work will be undertaken on a contractual basis.

10.18 With regard to (*b*) in paragraph 10.16 above, the estimate includes a provision of $20 000 to cover the rental of key-punch machines, computer time, programming costs and supplies essential to the preparation of indexes in English, French, Russian and Spanish which will be generated by the computer. A report on the indexing of United Nations documentation and on the microfiching programme will be submitted to the Advisory Committee on Administrative and Budgetary Questions at its summer session in 1968.

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriations (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)*<br>*Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| HEADQUARTERS | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | |
| (i) *Cables* | | | | | | |
| Office of Public Information..... | 30 804 | 30 804 | 20 000 | 27 000 | | The 1967 adjusted expenditure reflects additional requirements resulting from the fifth emergency special session of the General Assembly and the Security Council during the summer of that year. |
| Other departments and offices..... | 73 519 | 73 519 | 88 500 | 89 000 | | The 1969 estimate includes $22 000 for the estimated cost of onward transmission by commercial means of cables dispatched via United Nations network to terminal points at UNTSO, UNCURK and UNMOGIP which was provided for under this section for the first time in 1968. |
| Rental of New York-Geneva circuit. | 47 853 | 47 853 | 38 000 | 40 000 | | The decrease of $7 853 in 1969 as compared with actual expenditures in 1967 results from the discontinuance in May 1967 of the rental of a transatlantic cable and the substitution of a radio teleprinter circuit. |
| | 152 176 | 152 176 | 146 500 | 156 000 | 3 824 | |
| (ii) *Telephone services* | | | | | | |
| Rentals ..... | 200 847 | 200 847 | 215 500 | 220 000 | | The estimate for 1969 includes the rental as from the middle of the year for an additional sixty dial lines and one hundred and two stations. The increase of $19 153 compared with the 1967 expenditure figure is due to the need to pay full year's rental in respect of the dial lines, stations and trunk lines installed during the course of 1967 and 1968 and of those taken over from UNIDO upon its relocation from New York to Vienna. |
| Additional local messages..... | 116 215 | 116 215 | 120 000 | 120 000 | | |
| Long distance and toll..... | 17 504 | 17 504 | 18 000 | 18 000 | | |
| Installation and repairs..... | 11 493 | 11 493 | 9 000 | 9 000 | | |
| | 346 059 | 346 059 | 362 500 | 367 000 | 20 941 | |
| (iii) *Postage* | 171 623 | 185 623 | 185 000 | 186 000 | 377 | The 1967 adjusted expenditure includes some $14 000 for domestic postal rate increases which became effective on 7 January 1968. The 1969 estimate takes this increase into account. |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriations (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4) — Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| HEADQUARTERS (*continued*) | | | | | | |
| *Chapter* | | | | | | |
| (iv) *Pouches* | | | | | | |
| Office of Public Information..... | 108 818 | 108 818 | 90 000 | 100 000 | | |
| Other departments and offices..... | 72 466 | 72 466 | 78 000 | 80 000 | | |
| | 181 284 | 181 284 | 168 000 | 180 000 | (1 284) | |
| (v) *Freight* | | | | | | |
| Office of Public Information..... | 3 614 | 3 614 | 5 000 | 5 000 | | |
| Other departments and offices..... | 54 629 | 54 629 | 48 000 | 52 000 | | |
| | 58 243 | 58 243 | 53 000 | 57 000 | (1 243) | |
| TOTAL, chapter I | 909 385 | 923 385 | 915 000 [a] | 946 000 | 22 615 | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of office equipment | 13 324 | 13 324 | 15 500 | 13 000 | | The estimate is maintained at the 1967 level of expenditure. The 1968 appropriation includes provision for the resumed twenty-second session of the General Assembly. |
| Maintenance of other equipment and furniture | 17 050 | 17 050 | 20 000 | 21 000 | | |
| Rental of voting equipment | 10 167 | 10 167 | 10 000 | 10 000 | | The estimate covers the annual rental of the voting equipment installed in the Plenary Hall in 1964. No provision is made at this time for the possibility of installing voting equipment in two conference rooms. The Secretary-General will submit a separate report on this matter to the current session of the General Assembly. |
| Maintenance of reproduction equipment | 31 647 | 31 647 | 35 000 | 35 000 | | |
| Maintenance of OPI cameras | 1 893 | 1 893 | 2 000 | 2 000 | | |
| Rental and maintenance of data processing equipment | 549 502 | 549 502 | 640 500 | 690 000 | | The estimate provides for a full year's rental of a 7044 computer with an extra shift ($487 400), a 360/30 computer with additional devices and an extra shift ($177 600), twenty-one key-punches, collators and sorters ($23 600), and a maintenance contract for United Nations-owned data processing machines ($1 404). The additional devices will increase the capability of the 360/30 system, enabling the International Computing Centre to improve the service rendered to present and potential users. Revenue derived from governmental, educational and commercial organizations for statistical reports is estimated at $220 000 and is shown under income section 3. |

| | | | | | | |
|---|---|---|---|---|---|---|
| Maintenance and operation of transportation equipment | 8 933 | 8 933 | 8 000 | 8 000 | | |
| Local transportation | 28 786 | 28 786 | 24 000 | 27 000 | | The estimate provides for the rental of a vehicle for the President of the General Assembly for approximately fourteen weeks; the occasional rental of vehicles for Under-Secretaries-General, Assistant Secretaries-General and authorized senior Secretariat staff, as well as other local transportation for other members of the staff on official business. |
| TOTAL, chapter II | 661 302 | 661 302 | 755 000 [b] | 806 000 | 144 698 | |
| III. *Public information supplies and services* | | | | | | The 1967 expenditures include additional costs arising as a result of Security Council meetings on the Middle East crisis and the fifth emergency special session of the General Assembly, totalling $157 000 of which $97 000 related to salary and overtime payments to telecommunication engineers, $54 000 to telecommunication supplies, film and television supplies including laboratory processing, and $6 000 to fees paid for extra broadcasting commentators with interpretations into various languages. |
| (i) *Telecommunications supplies and services* | | | | | | |
| Supplies | 36 751 | 36 751 | 25 000 | 30 000 | | |
| *Engineers' services* | | | | | | The 1967 adjusted expenditure includes $18 000 for 1968 increases in wages and additional fringe benefits for contractual telecommunication engineers. The 1969 estimate provides for a similar wage increase and includes provision for three additional engineers to permit adequate coverage of meetings. |
| Radio programmes | 214 954 | 222 954 | 205 500 | 220 000 | | |
| Television programmes | 394 141 | 404 141 | 358 000 | 375 000 | | |
| | 645 846 | 663 846 | 588 500 [c] | 625 000 | (38 846) | |
| (ii) *Films and photographic supplies and services* | | | | | | |
| Film production costs | 46 828 | 46 828 | 50 000 | 52 000 | | |
| Film servicing costs | 59 720 | 59 720 | 60 000 | 61 000 | | |
| Photographic supplies and services | 57 281 | 57 281 | 55 000 | 57 000 | | |
| | 163 829 | 163 829 | 165 000 | 170 000 | 6 171 | |
| (iii) *Television services* | | | | | | |
| Special service agreements | 91 254 | 91 254 | 77 000 | 80 000 | | |
| Additional supplies | 197 222 | 197 222 | 116 000 | 140 000 | | |
| Field projects and special features | 40 049 | 40 049 | 41 000 | 42 000 | | |
| | 328 525 | 328 525 | 234 000 | 262 000 | (66 525) | |
| (iv) *Radio services* | | | | | | |
| Programme costs and special service agreements | 148 950 | 148 950 | 137 000 | 142 000 | | |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure* (1) | *1967 expenditure (adjusted)* (2) | *1968 appropriations* (3) | *1969 estimates* (4) | *Increase or (decrease)* (5) | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)* — *Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| HEADQUARTERS (*continued*) | | | | | | |
| *Chapter* | | | | | | |
| Rental of broadcast facilities | 41 283 | 41 283 | 43 000 | 43 000 | | |
| Regional projects and special features | 35 934 | 35 934 | 35 000 | 35 000 | - | |
| | 226 167 | 226 167 | 215 000 | 220 000 | (6 167) | |
| (v) *Publications services* | | | | | | |
| Booklets and leaflets | 113 606 | 113 606 | 121 200 [d] | 115 000 | | |
| Visual aids | 14 770 | 14 770 | 14 800 | 16 000 | | |
| | 128 376 | 128 376 | 136 000 | 131 000 | 2 624 | |
| TOTAL, chapter III | 1 492 743 | 1 510 743 | 1 338 500 [c d] | 1 408 000 | (102 743) | The estimate includes a provision of approximately $32 000 for transportation, air freight costs for equipment and related expenses in connexion with coverage of United Nations field activities. |
| IV. *Other supplies and services* | | | | | | |
| Miscellaneous supplies and services | 19 706 | 19 706 | 18 300 | 19 500 | | |
| Supplies for health services | 5 515 | 5 515 | 5 000 | 6 500 | | The estimate provides for an additional $1 000 over the 1967 level of expenditures to cover the higher costs of drugs and supplies and an increase in the usage of vaccine. |
| News agency services | 5 641 | 5 641 | 5 700 | 6 000 | | |
| General insurance | 41 331 | 41 331 | 43 000 | 40 000 | | The estimate provides for insurance coverage in respect of fire, garage liability, general liability, boilers, air travel, physicians' professional liability and Headquarters vehicles. |
| Recruitement advertising and related costs | 30 334 | 30 334 | 15 000 | 25 000 | | |
| Bank charges | 4 274 | 4 274 | 7 000 | 7 000 | | |
| Losses on exchange | 92 993 | 92 993 | — | — | | No provision is made for any possible net losses on exchange since neither gains nor losses from the exchange of currencies can be estimated in advance. The net loss in 1967 may be attributed to (*a*) the loss on exchange difference arising from the conversion of United States dollars into other currencies and vice versa; (*b*) the net losses resulting from the revaluation in United States dollars of cash holdings and receivables in local currencies; (*c*) the net gain attributable to general transactions; (*d*) the net gain attributable to the payment of assessed contributions in local currencies. |
| TOTAL, chapter IV | 199 794 | 199 794 | 94 000 | 104 000 | (95 794) | |

| | | | | | | |
|---|---|---|---|---|---|---|
| V. *Office and internal reproduction supplies* | | | | | | |
| Writing paper | 19 783 | 19 783 | 21 000 | 21 000 | | The estimate under this heading reflects rising costs as a result of expanded United Nations activities and takes into consideration anticipated price increases in 1969. |
| Other expendable office supplies | 139 158 | 139 158 | 120 000 | 130 000 | | |
| Data processing forms and supplies | 76 841 | 76 841 | 100 000 | 95 000 | | |
| Paper for internal reproduction | 319 471 | 319 471 | 416 000 [e] | 375 000 | | |
| Photostat and microfilm supplies | 4 948 | 4 948 | 6 000 | 6 000 | | |
| Stencils, duplicating masters and supplies | 23 135 | 23 135 | 20 000 | 22 000 | | |
| Miscellaneous internal reproduction supplies | 72 912 | 72 912 | 73 000 [f] | 80 000 | | |
| Photocopy paper and supplies | 96 778 | 96 778 | 75 000 | 90 000 | | |
| Printing plates and supplies | 43 120 | 43 120 | 43 000 | 45 000 | | |
| TOTAL, chapter V | 796 146 | 796 146 | 874 000 | 864 000 | 67 854 | |
| VI. *Library books, supplies and services* | | | | | | The increasing emphasis on the need for French editions of publications which results in the duplication of many titles, the general rise in prices for library materials, and the change in the United States postal rates during 1968 are reflected in the higher levels of expenditure estimated for 1969. |
| Books purchased in the United States | 10 818 | 10 818 | 12 500 | 14 000 | | |
| Books purchased elsewhere | 10 648 | 10 648 | 12 000 | 14 000 | | |
| Bindings | 17 804 | 17 804 | 23 000 | 25 000 | | |
| Subscriptions and standing orders in the United States | 23 434 | 23 434 | 27 000 | 29 000 | | |
| Subscriptions and standing orders elsewhere | 35 724 | 35 724 | 40 000 | 41 000 | | |
| Library supplies | 4 955 | 4 955 | 5 500 | 6 000 | | |
| Contractual library services | 11 568 | 11 568 | 12 000 | 58 000 | | See paragraph 10.16 of the text. |
| TOTAL, chapter VI | 114 951 | 114 951 | 132 000 | 187 000 | 72 049 | |
| TOTAL, Headquarters | 4 174 321 | 4 206 321 | 4 108 500 | 4 315 000 | 108 679 | |
| GENEVA OFFICE | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | |
| Cables | 46 119 | 46 119 | 34 000 | 37 000 | | The 1967 adjusted expenditure includes such non-recurring costs as the use of commercial facilities rather than the United Nations radio network during the Middle East crisis, and the meteorological and other difficulties encountered at the time of the introduction in the month of May of the radio circuit between Geneva-New York in lieu of the submarine link. |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriations (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4) — Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| GENEVA OFFICE (*continued*) | | | | | | |
| *Chapter* | | | | | | |
| Telephone services | 65 977 | 65 977 | 54 000 | 59 000 | | The 1967 adjusted expenditure includes $8 000 in respect of UNCTAD. In subsequent years these costs have been provided for in the separate estimates for that office under section 20. The 1969 estimate reflects a minimum increase to cover additional requirements. |
| Postage | 111 479 | 111 479 | 105 000 | 112 000 | | |
| Pouches | 21 756 | 21 756 | 19 000 | 22 000 | | The 1969 estimate is maintained at the level of the 1967 expenditure. (Analysis of this account indicates that 88% of the costs continue to relate to pouches to New York and that about five-sixths of the weight relate to the forwarding of documentation to Headquarters.) |
| Freight and marine insurance | 46 920 | 48 320 | 40 000 | 44 000 | | The 1967 expenditure includes $5 420 incurred in respect of UNCTAD. As from 1968 these expenses have been provided for under section 20. The 1969 figures take into account a 3% increase in prices. |
| TOTAL, chapter I | 292 251 | 293 651 | 252 000 | 274 000 | (19 651) | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of office equipment | 28 438 | 28 438 | 24 750 | 50 000 | | The estimate takes into account a 12% cost increase in respect of the rental and maintenance of equipment and includes $19 500 for the restoration of furniture in the Villa "Les Feuillantines" ($5 000), in one large official reception room in the Palais, the Czech Room ($7 000), and in Conference Room III ($7 500). |
| Rental of data processing equipment | 30 243 | 30 243 | 30 250 | 32 000 | | The estimate provides for the continued rental of a 6400 magnetic ledger card accounting system for the Finance Division, taking into account a cost increase of approximately 5.8%. |
| Rental of computer service — Economic Commission for Europe | — | — | — | 9 500 | | The estimate provides for the installation from the beginning of May 1969 of a separate RAX terminal from ECE to the WHO computer at a rental cost of $575 per month plus the cost of time on the WHO computer, estimated at $3 000 for terminal connexion and $2 000 for direct use in those exceptional cases when the small input capacity of the RAX terminal would otherwise limit the rate of access to the computer. See paragraph 10.10 of the text for further details. |
| Maintenance and operation of transportation equipment | 2 644 | 2 644 | 2 500 | 2 500 | | |
| Local transportation | 442 | 442 | 500 | 500 | | |
| TOTAL, chapter II | 61 767 | 61 767 | 58 000 | 94 500 | 32 733 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| IV. | *Other supplies and services* | | | | | |
| | Miscellaneous supplies and services..... | 15 774 g | 15 774 g | 14 500 | 22 000 | Unit prices of these miscellaneous charges tend to increase from year to year and with the expansion of operations additional miscellaneous charges accrue. Of the increase of $6 266 shown, $2 300 is requested for general purposes, $2 500 to replace the now well-worn flags of the Assembly Hall, $1 000 for additional supplies and services for the laboratory of the Division of Narcotic Drugs, and $1 500 in respect of personnel previously provided for under former section 17, United Nations Field Service. |
| | Recruitment advertising and related costs. | 2 208 | 2 208 | 4 000 | 4 000 | To provide for Geneva recruitment needs, particularly for stenographic pools. |
| | General insurance ..... | 11 548 | 11 548 | 12 000 | 12 000 | |
| | Bank charges ..... | 1 482 | 1 482 | 2 000 | 2 000 | |
| | Joint Medical scheme..... | 49 697 | 49 697 | 48 500 | 63 000 | The United Nations share of the Joint Medical Service operated by WHO is 29%. On the basis of an estimated total expense of $216 800 for 1969, a provision of $63 000 will be required under this heading. |
| | TOTAL, chapter IV | 80 709 g | 80 709 g | 81 000 | 103 000 | 22 291 |
| V. | *Office and internal reproduction supplies* | | | | | The 1969 estimate takes into account an anticipated price increase of approximately 3% and makes provision for rising costs as a result of expanded United Nations activities. |
| | Stationery and office supplies..... | 47 434 | 47 434 | 50 000 | 52 000 | |
| | Internal reproduction supplies..... | 125 515 | 125 515 | 135 000 | 137 000 | |
| | TOTAL, chapter V | 172 949 | 172 949 | 185 000 | 189 000 | 16 051 |
| VI. | *Library books, supplies and services*..... | 26 000 | 26 000 | 28 000 | 23 000 | (3 000) The estimate reflects some reduction in costs due to the discontinuance of the outside contractual binding service and the introduction of an internal service for this purpose. |
| | TOTAL, Geneva Office | 633 676 g | 635 076 g | 604 000 | 683 500 | 48 424 |
| | INFORMATION CENTRES | | | | | |
| | *Chapter* | | | | | |
| I. | *Communications* ..... | 108 950 | 108 950 | 96 000 | 105 000 | |
| II. | *Rental and maintenance of equipment*.... | 33 807 | 33 807 | 34 000 | 36 000 | |
| IV. | *Other supplies and services*..... | 24 204 | 24 204 | 25 000 | 25 000 | |
| V. | *Stationery and office supplies*..... | 45 710 | 45 710 | 43 000 | 46 000 | |
| VI. | *Library books, supplies and services*.... | 14 224 | 14 224 | 12 000 | 16 000 | |
| | TOTAL, information centres | 226 895 | 226 895 | 210 000 | 228 000 | 1 105 |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure* (1) | *1967 expenditure (adjusted)* (2) | *1968 appropriations* (3) | *1969 estimates* (4) | *Increase or (decrease)* (5) | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)*<br>*Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| ECONOMIC AND SOCIAL OFFICE, BEIRUT | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | The estimate for communications includes calls which prior to 1968 were met from provisions made under the Special Account for the United Nations Emergency Force for the UNEF administrative office in Beirut. |
| Cables | 684 | 684 | 700 | 800 | | |
| Telephone services | 1 388 | 1 388 | 1 200 | 1 700 | | |
| Postage | 131 | 131 | 400 | 400 | | |
| Pouches | 277 | 277 | 600 | 1 100 | | |
| Freight and marine insurance | — | — | 100 | 100 | | |
| TOTAL, chapter I | 2 480 | 2 480 | 3 000 | 4 100 | 1 620 | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of office equipment | 1 073 | 1 073 | 1 500 | 1 500 | | |
| Maintenance and operation of transportation equipment | 495 | 495 | 500 | 500 | | |
| TOTAL, chapter II | 1 568 | 1 568 | 2 000 | 2 000 | 432 | |
| IV. *Other supplies and services* | | | | | | |
| Miscellaneous supplies and services | 771 | 771 | 800 | 1 000 | | |
| General insurance | 26 | 26 | 200 | 200 | | |
| TOTAL, chapter IV | 797 | 797 | 1 000 | 1 200 | 403 | |
| V. *Office and internal reproduction supplies* | | | | | | |
| Stationery and office supplies | 2 254 | 2 254 | 2 200 | 3 000 | | |
| Internal reproduction supplies | 926 | 926 | 1 000 | 1 500 | | |
| TOTAL, chapter V | 3 180 | 3 180 | 3 200 | 4 500 | 1 320 | |
| VI. *Library books, supplies and services* | 1 206 | 1 206 | 800 | 1 000 | (206) | |
| TOTAL, Economic and Social Office, Beirut | 9 231 | 9 231 | 10 000 | 12 800 | 3 569 | |
| ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST[h] | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | |
| Cables | 5 645 | 5 645 | 3 300 | 5 000 | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Telephone services | 11 251 | 11 251 | 12 000 | 12 000 | | The estimate includes provision for the Asian Industrial Development Council established in 1966. |
| Postage | 11 143 | 11 143 | 13 000 | 13 000 | | |
| Pouches | 10 305 | 10 305 | 9 700 | 13 000 | | The estimate reflects a progressive increase over the last few years in the number of pouches which must be shipped to Headquarters and to other offices as the work programme expands. |
| Freight and marine insurance | 8 746 | 8 746 | 9 000 | 7 500 | | |
| TOTAL, chapter I | 47 090 | 47 090 | 47 000 | 50 500 | 3 410 | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of equipment | 7 991 | 7 991 | 8 500 | 8 500 | | |
| Rental and maintenance of office and data processing equipment | 17 336 | 17 336 | 21 500 | 21 500 | | The estimate provides for the rental of 150 hours of system 360/40 computer time for processing statistical and accounting data at a cost of $14 300. The balance of $7 300 relates to the rental of key-punch machines, a sorter and a collator. |
| TOTAL, chapter II | 25 327 | 25 327 | 30 000 | 30 000 | 4 673 | |
| IV. *Other supplies and services* | | | | | | |
| Miscellaneous supplies and services | 8 223 [i] | 8 223 [i] | 6 000 | 7 600 | | |
| General insurance | 2 200 | 2 200 | 3 000 | 4 400 | | The estimate includes, for the first time, insurance coverage on the new building and equipment donated by the Government of the Netherlands. |
| TOTAL, chapter IV | 10 423 [i] | 10 423 [i] | 9 000 | 12 000 | 1 577 | |
| V. *Office and internal reproduction supplies* | | | | | | |
| Stationery and office supplies | 15 287 | 15 287 | 11 000 | 19 000 | | The estimate provides for punch cards, continuous forms and magnetic tapes required by the Data Processing Section, and anticipates a higher level of expenditure due to new projects for which ECAFE provides administrative support, e.g. the Asian Industrial Development Council, the Asian Highway Technical Transport Bureau, and the Typhoon Control Committee. |
| Internal reproduction supplies | 12 773 | 12 773 | 27 000 | 37 000 | | The estimate includes provision for the internal printing of the ECAFE Annual Report in both English and French, four issues of the Foreign Trade Statistics, and nine smaller jobs all of which had, prior to 1968, been included in the external printing programme under section 11. |
| TOTAL, chapter V | 28 060 | 28 060 | 38 000 | 56 000 | 27 940 | |
| VI. *Library books, supplies and services* | 9 704 | 9 704 | 10 000 | 13 000 | 3 296 | The 1969 estimate reflects the growing demands being made on the library services and materials as a result of increasing regional co-operation among the developing countries in the area. Of the total amount, $5 500 is for subscriptions to periodicals, and $5 300 for book purchases. In both instances these costs include postage charges. |
| TOTAL, Economic Commission for Asia and the Far East | 120 604 [i] | 120 604 [i] | 134 000 | 161 500 | 40 896 | |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure (1)* | *1967 expenditure (adjusted) (2)* | *1968 appropriations (3)* | *1969 estimates (4)* | *Increase or (decrease) (5)* | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)* *Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| ECONOMIC COMMISSION FOR LATIN AMERICA[j] | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | |
| Cables | 21 633 | 21 633 | 22 000 | 24 000 | | |
| Telephone services | 55 554 | 68 330 | 72 000 | 77 000 | | The 1967 adjusted expenditure reflects a 23% rate increase in 1968. The 1969 estimate anticipates a further increase of 7%. An amount of $21 500 is reimbursable by the Latin American Institute. |
| Postage | 14 813 | 14 813 | 15 000 | 16 000 | | |
| Pouches | 11 359 | 11 359 | 12 000 | 13 000 | | |
| Freight and marine insurance | 29 304 | 29 304 | 29 000 | 29 000 | | |
| TOTAL, chapter I | 132 663 | 145 439 | 150 000 | 159 000 | 13 561 | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of office equipment | 10 376 | 10 376 | 10 000 | [illegible] 500 | | |
| Maintenance and operation of transportation equipment | 9 900 | 9 900 | [illegible] | [illegible] 0[illegible] | | |
| TOTAL, chapter II | 20 276 | 20 276 | 20 00[illegible] | 22 50[illegible] | 2 224 | An amount of $3 344 is reimbursable by the Latin American Institute. |
| IV. *Other supplies and services* | | | | | | |
| Miscellaneous supplies and services | 19 522 | 19 522 | 19 200 | 19 500 | | |
| General insurance | 7 835 | 7 835 | 14 800 | 14 500 | | The 1968 appropriation and 1969 estimate reflect the full year's premium payment on fire insurance and extended coverage for the ECLA building and its contents in Santiago. The three-year premium cost is $35 640 of which $5 940 was charged to 1967 and $14 850 each to 1968 and 1969. An amount of $4 750 is reimbursable by the Institute. |
| TOTAL, chapter IV | 27 357 | 27 357 | 34 000 | 34 000 | 6 643 | |
| V. *Office and internal reproduction supplies* | | | | | | |
| Stationery and office supplies | 22 825 | 22 825 | 29 000 | 29 000 | | |
| Internal reproduction supplies | 25 083 | 25 083 | 25 000 | 35 000 | | |
| TOTAL, chapter V | 47 908 | 47 908 | 54 000 | 64 000 | 16 092 | The estimate takes into account that the Commission will meet in 1969; it also includes a provision of $6 000 for the internal reproduction by ECLA of the Statistical Bulletin, previously shown under section 11. |

| | | | | | | |
|---|---|---|---|---|---|---|
| VI. *Library books, supplies and services*.... | 10 877 | 10 877 | 10 000 | 12 000 | 1 123 | The estimate covers additional expenditures due to a diversification of activities, an increased demand for, and the need to renew or replace, library supplies, as well as $4 000 for the Library at Mexico City which is a joint operation of ECLA, UNIC and UNDP. |
| TOTAL, Economic Commission for Latin America | 239 081 | 2 51 857 | 268 000 | 291 500 | 39 643 | |
| ECONOMIC COMMISSION FOR AFRICA[k] | | | | | | |
| *Chapter* | | | | | | |
| I. *Communications* | | | | | | |
| Cables | 42 337 | 42 337 | 35 000 | 40 000 | | The 1967 adjusted expenditure includes additional costs arising from the need to use commercial telex facilities between Addis Ababa and Geneva during the temporary closure of the United Nations network at the time of the Middle East crisis. |
| Telephone services | 27 508 | 27 508 | 24 000 | 27 000 | | |
| Postage | 14 911 | 14 911 | 14 000 | 14 000 | | |
| Pouches | 59 672 | 59 672 | 54 000 | 59 000 | | The estimate is maintained at the 1967 adjusted expenditure level in view of the need to use air rather than surface communication to ensure prompter receipt by Member Governments of important correspondence and documentation for meetings. |
| Freight and marine insurance | 13 554 | 13 554 | 13 000 | 15 000 | | |
| TOTAL, chapter I | 157 982 | 157 982 | 140 000 | 155 000 | (2 982) | |
| II. *Rental and maintenance of equipment* | | | | | | |
| Rental and maintenance of office equipment | 2 480[l] | 2 480[l] | 3 000 | 3 000 | | |
| Rental of data processing equipment | 28 800 | 28 800 | 36 400 | 36 500 | | The estimate provides for a full year's rental of a system 360/20 computer which was installed on 8 April 1968 in replacement of the obsolete electric accounting machine system. |
| Maintenance and operation of transportation and other equipment | 10 740[l] | 10 740[l] | 10 000 | 10 000 | | |
| Local transportation | 3 157[l] | 3 157[l] | 4 000 | 4 000 | | |
| TOTAL, chapter II | 45 177 | 45 177 | 53 400 | 53 500 | 8 323 | |
| IV. *Other supplies and services* | | | | | | |
| Miscellaneous supplies and services | 8 863[m] | 8 863[m] | 9 000 | 9 000 | | |
| General insurance | 2 287 | 2 287 | 5 000 | 5 000 | | The estimate is maintained at the 1968 appropriation level. It provides for third-party liability and fire hazards at Africa Hall (including the equipment of the new language laboratory), coverage for the four sub-regional offices and insurance for ten vehicles. |
| TOTAL, chapter IV | 11 150 | 11 150 | 14 000 | 14 000 | 2 850 | |

TABLE 10-5. SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (*continued*)

| | *1967 expenditure* (1) | *1967 expenditure (adjusted)* (2) | *1968 appropriations* (3) | *1969 estimates* (4) | *Increase or (decrease)* (5) | *Difference between 1967 adjusted expenditure (column 2) and 1969 estimates (column 4)*<br>*Main causes of variations and other observations* |
|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | |
| ECONOMIC COMMISSION FOR AFRICA[k] (*continued*) | | | | | | |
| *Chapter* | | | | | | |
| V. *Office and internal reproduction supplies* | | | | | | |
| Data processing forms and supplies..... | 6 206 | 6 206 | 7 100 | 15 000 | | The introduction of the 360/20 computer for statistical and accounting procedures increases the requirement for punch cards, paper stock, etc. |
| Stationery and office supplies..... | 27 282 | 27 282 | 27 000 | 28 000 | | |
| Internal reproduction supplies..... | 38 567 | 38 567 | 38 000 | 41 000 | | |
| TOTAL, chapter V | 72 055 | 72 055 | 72 100[n] | 84 000 | 11 945 | |
| VI. *Library books, supplies and services*.... | 15 000 | 15 000 | 13 000 | 15 000 | — | The estimate includes $1 000 for each of the four sub-regional offices. |
| TOTAL, Economic Commission for Africa | 301 364[m] | 301 364[m] | 292 500[n] | 321 500 | 20 136 | |
| GRAND TOTAL, section 10 | 5 705 172 | 5 751 348 | 5 627 000 | 6 013 800 | 262 452 | |

[a] Includes additional provision for the resumed twenty-second session of the General Assembly ($4 000) and for the Experts Committee on the Reorganization of the Secretariat ($1 000).

[b] Includes additional provision for the resumed twenty-second session of the General Assembly ($4 000).

[c] Includes additional provision for the engineers' salaries for the resumed twenty-second session of the General Assembly ($28 500).

[d] Includes additional provision for the preparation of a pamphlet on the report of the Secretary-General on the effects of the possible use of nuclear weapons ($15 000).

[e] Includes $30 000 in respect of decisions of the Economic and Social Council at its forty-first and forty-second sessions (A/C.5/1114) and $1 000 as additional requirements for the Experts Committee on the Reorganization of the Secretariat.

[f] Includes $5 000 as additional requirements for the resumed twenty-second session of the General Assembly.

[g] Includes $555 in respect of personnel previously provided for under former section 17, United Nations Field Service.

[h] Includes provision for the Mekong Office and Asian Industrial Development Council.

[i] Includes $1 714 for expenses incurred in respect of personnel previously provided for under former section 17, United Nations Field Service.

[j] Includes provision for ECLA offices at Mexico City, Bogota, Montevideo, Rio de Janeiro, Washington, D.C. and the Caribbean.

[k] Includes provision for ECA offices at Kinshasa, Lusaka, Niamey and Tangiers.

[l] Estimated distribution.

[m] Includes $131 in 1967 for expenses incurred in respect of personnel previously provided for under former section 17, United Nations Field Service.

[n] Includes $1 500 in respect of the decision of the Economic and Social Council at its forty-first and forty-second sessions (A/C.5/1114).

# Section 11. Printing

**$1 817 000** (1968: $1 624 400 1967: $1 820 959)

TABLE 11-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. Official Records | 1 222 800 | 1 041 600 | 1 064 701 |
| II. Recurrent publications | 739 100 | 725 100 | 840 893 |
| III. Studies and reports | 180 600 | 184 500 | 158 618 |
| IV. Office of Public Information | 113 200 | 114 800 | 120 410 |
| V. International Narcotics Control Board | 25 600 | 26 200 | 19 467 |
| VI. Other printing | 85 700 | 82 200 | 106 956 |
| VII. Deduction for internal reproduction | (550 000) | (550 000) | (489 986) |
| TOTAL, section 11 | 1 817 000 | 1 624 400 | 1 820 959 |

11.1 The estimates under this section provide for contractual printing expenses, except those for:

(*a*) Special meetings and conferences (section 2, $54 500);

(*b*) Booklets, pamphlets, and leaflets and similar information material distributed as part of the public information programme (section 10, $115 000);

(*c*) The Office of the United Nations High Commissioner for Refugees (section 18, $9 000);

(*d*) The International Court of Justice (section 19, $40 000);

(*e*) The United Nations Conference on Trade and Development (section 20, $138 170);

(*f*) The United Nations Industrial Development Organization (section 21, $180 000).

11.2 The cost of producing for sales purposes an additional number of copies of publications provided for under chapters II and III of this section is charged to income section 4, chapter II, in accordance with the policy introduced by the Secretary-General, as from 1968, to charge against the relevant income sections all clearly identifiable costs related to revenue-producing activities.

11.3 All publications included in these estimates have been carefully considered by the Publications Board, on the basis of detailed justifications provided by the offices concerned, in order to establish the need for publication and determine official distribution requirements. The total amount requested under this section reflects an increase of $192 600 over that appropriated for 1968. The main increase ($181 200) relates to chapter I. Official Records; requirements under chapters II to VI have been kept approximately at the level of expenditures approved for 1968. In view of the fact that a reduction of over 10 per cent has already been applied by the Publications Board to the costs estimates under chapter I, items (i) to (iv), for the reasons explained in paragraph 11.7 below, the total estimate of $1 817 000 under section 11 is considered to represent the minimum requirements for contractual printing in 1969. In making this reduction, the Board has anticipated some favourable results from the implementation of General Assembly resolution 2292 (XXII) of 8 December 1967, regarding, in particular, the ways and means of reducing the costs of producing the official records. Whether these results will in fact be achieved depends, however, on acceptance by commissions, committees and other bodies of various changes in present practices.

11.4 In general, the increase in the 1969 estimates results from the following factors:

(*a*) The upward trend in the costs of labour and material referred to in the 1967 and 1968 estimates has continued and has already resulted in an increase in unit costs of some 8 per cent over the 1967 level;

(*b*) As stated in 1967, the expansion of the United Nations activities in the last few years, particularly in the economic and social fields, continues to affect the requirements under this section. One of the main contributory factors is that governments are requesting an increasing number of statistical compilations in the major economic fields. Moreover, statistical publications are generally becoming more voluminous and more complex and require more frequent issues, particularly in the case of statistics on international trade.

11.5 The gross printing programme, as set forth in chapters I to VI below, costed on the basis of external printing prices, is estimated at $2 481 700, compared with gross costs of $2 330 300 estimated for 1968. As indicated in paragraph 11.3 above, the estimate for 1969 has been reduced to $2 367 000. Moreover, 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 so reproduced in 1969 is estimated at $550 000, reducing the net requirements for contractual printing under this section to $1 817 000.

11.6 As in the last several years, it is expected that about 60 per cent of the total printing expenditure in 1969 will be incurred in areas outside Headquarters. Efforts continue to be made to assign contractual printing on the widest possible geographic basis at the lowest competitive prices.

## CHAPTER I

*Official Records* ..... $1 222 800

1968: 1 041 600

1967: 1 064 601

11.7 The printing programme requirements for 1969, as set forth in paragraph 11.9 below, have been computed on the average number and length of meetings held and the number of printed pages of the related records over the period of the past three years, adjusted to eliminate any unusual factors and taking into account known requirements for 1969. If fully implemented, this programme would require an appropriation of $1 337 500, including $1 114 700 for the *Official Records* of the General Assembly and the three Councils. Since in past years actual requirements have been lower than those covered by the appropriations, owing in part to the fact that it has not been possible to complete the entire programme of work during the years for which provision had been made, the credits requested for 1969 in respect of the General Assembly and the three Councils are confined to the amount of $1 000 000, or a reduction of over 10 per cent in the actual cost estimates given under items (i) to (iv) below. This is done on the understanding that, should efforts to reduce the costs of the *Official Records* not be adequately realized and should all the material listed in the programme be ready for printing in 1969, it would be necessary either to request a supplementary appropriation for that year or to defer some of the work involved. With regard to the latter possibility, however, it must be taken into account that the work that accumulated as a result of deferrals from previous years resulted in an expenditure in 1967 of $89 386, a cost factor for which no allowance had been made when the estimates for that year were prepared.

11.8 The estimate under item (v) for the printing in 1969 of the *Official Records* backlog has been established at $100 000. Of this amount, $77 000 relates to the printing of the backlog of *Official Records* in Russian in accordance with contractual arrangements made in the Union of Soviet Socialist Republics. The remaining $23 000 is intended for printing in Chinese.

11.9 Subject to the observations made in paragraph 11.7 above, the following detailed printing programme is proposed for 1969:

(i) *The General Assembly, commissions and committees* ..... $843 700

1968: 671 100

1967: 630 806

| | *Text pages in English* | *Estimated costs* $ |
|---|---|---|
| (*a*) Meeting records in five languages (600 meetings) ..... | 4 800 | 386 200 |
| (*b*) Annexes in five languages (90 fascicles) ..... | 1 980 | 212 100 |
| (*c*) Resolutions in five languages..... | 110 | 14 700 |
| (*d*) Supplements in five languages.... | 1 966 | 230 700 |

(ii) *The Security Council, commissions and committees* ..... $154 200

1968: 100 200

1967: 57 251

| | *Text pages in English* | *Estimated costs* $ |
|---|---|---|
| Meeting records and supplements in five languages ..... | 3 588 | 154 200 |

(iii) *The Economic and Social Council, commissions and committees*..... $103 000

1968: 100 400

1967: 133 502

| | *Text pages in English* | *Estimated costs* $ |
|---|---|---|
| (*a*) Meeting records of two sessions, in three languages (68 meetings).. | 446 | 23 400 |
| (*b*) Annexes for two sessions, in three languages (62 fascicles)..... | 620 | 25 800 |
| (*c*) Supplements: reports of commissions in three languages and resolutions in five languages..... | 996 | 53 800 |

(iv) *The Trusteeship Council, commissions and committees* ..... $13 800

1968: 8 700

1967: 10 084

| | *Text pages in English* | *Estimated costs* $ |
|---|---|---|
| Meeting records and annexes for one session, in two languages, and resolutions in five languages..... | 378 | 13 800 |

(v) *Official Records, Backlog*..... $100 000

1968: 90 000

1967: 179 386

(vi) *Printing in Arabic of certain documents of the General Assembly and other documents* ..... $10 000

1968: 10 000

1967: 7 904

(vii) *Agreements and Protocols*..... $10 000

1968: 10 000

1967: 6 395

(viii) *Documents of the International Law Commission, prepared in pursuance of General Assembly resolution 987 (X)* $34 470

1968: 25 300

1967: 33 783

| | *Text pages in English* | *Estimated costs* $ |
|---|---|---|
| (*a*) Volume II of the records of the twentieth session, 1968, three languages ..... | 300 | 16 010 |
| (*b*) Volume I of the records of the twenty-first session, 1969, three languages ..... | 350 | 18 460 |

(ix) *Library* ..... $7 620

1968: 8 800

1967: 5 490

(x) *Repertory of Practice of United Nations Organs, published in pursuance of General Assembly resolutions 796 (VIII), 992 (X), 1136 (XII) and 1756 (XVII)* ..... $60 710

1968: 17 100

1967: —

| | | *Text pages in English* | *Estimated costs* $ |
|---|---|---|---|
| (*a*) | Supplement No. 2, three volumes, French and Spanish ..... | 1 350 | 16 570 |
| (*b*) | Supplement No. 3, three languages | 1 800 | 42 150 |
| (*c*) | Index to Volumes I-IV, Spanish.. | 350 | 1 990 |

## CHAPTER II

*Recurrent publications* ..... $739 100

1968: 725 100

1967: 840 893

11.10 The gross printing programme requirements under this chapter for all offices, as given in detail in paragraph 11.13 below, do not include the costs of producing additional copies of 1969 publications for sales purposes. As stated in paragraph 11.1 above, those costs are charged against the estimates of revenue under income section 4, chapter II.

11.11 The total estimate of the costs of printing official copies of the publications listed under this chapter shows an increase of $14 000 over the 1968 appropriation, the individual increases or decreases for the various departments and offices being as follows:

TABLE 11-2

| | *Increase (decrease)* |
|---|---|
| | $ |
| Office of Legal Affairs | (16 300) |
| Department of Political and Security Council Affairs | (4 100) |
| Department of Economic and Social Affairs | 4 850 |
| United Nations Office at Geneva (excluding ECE) | 300 |
| Economic Commission for Europe | 16 810 |
| Economic Commission for Asia and the Far East | 6 630 |
| Economic Commission for Latin America | (4 380) |
| Economic Commission for Africa | 10 190 |
| TOTAL | 14 000 |

11.12 The estimates take into account the increased costs of printing referred to in paragraph 11.4 above, as well as an increase in page counts of items such as yearbooks, covering additional material from year to year. Moreover, whenever practicable, the programme under this chapter, bearing in mind the related provisions of General Assembly resolution 2292 (XXII), seeks to achieve a better balance between language editions of the various publications.

11.13 The printing programmes of the regional economic commissions exclude certain recurrent publications previously charged to the contractual printing budget, but now scheduled for internal reproduction by those offices.

11.14 The detailed printing programme for 1969 is as follows:

(i) *Office of Legal Affairs* ..... $143 000

1968: 159 300

1967: 141 764

| | | *Text pages in original language* | *Estimated costs* $ |
|---|---|---|---|
| (*a*) | Treaty Series, 36 volumes, multilingual ..... | 15 000 | 111 300 |
| (*b*) | Cumulative Index No. 8 to the Treaty Series, volumes 551-600, chronological and alphabetical parts, French ..... | 350 | 3 700 |
| (*c*) | Status of Multilateral Conventions, one volume, English and French.. | 404 | 11 700 |
| (*d*) | Reports of International Arbitral Awards, volume XVII, bilingual. | 500 | 5 850 |
| (*e*) | United Nations Legislative Series, volume 15: Legislation on the Law of the Sea, bilingual..... | 200 | 2 400 |
| (*f*) | United Nations Juridical Yearbook, 1967, French and Spanish... | 256 | 5 050 |
| (*g*) | United Nations Juridical Yearbook, 1968, English ..... | 256 | 3 000 |

(ii) *Department of Political and Security Council Affairs* ..... $ —

1968: 4 100

1967: 10 700

(iii) *Department of Economic and Social Affairs* ..... $414 250

1968: 409 400

1967: 466 099

| | | *Text pages in original language* | *Estimated costs* $ |
|---|---|---|---|
| (*a*) | International Tax Agreements, Volume IX, Supplement 21, three languages ..... | 100 | 14 400 |
| (*b*) | International Tax Agreements, Volume IX, Supplement 22, three languages ..... | 100 | 14 400 |
| (*c*) | International Tax Agreements, Volume IX, Supplement 23, three languages ..... | 100 | 14 400 |
| (*d*) | World Economic Survey, 1968, two volumes, three languages..... | 216 | 15 300 |
| (*e*) | Yearbook on Human Rights, 1967, English ..... | 380 | 6 100 |
| (*f*) | Yearbook on Human Rights, 1966, French ..... | 420 | 6 000 |
| (*g*) | Annual Report on the International Map of the World on the Millionth Scale (IMW), 1968, two languages | 120 | 1 300 |
| (*h*) | World Cartography, Volume X, two languages ..... | 112 | 4 400 |
| (*i*) | International Review of Criminal Policy, No. 27, three languages... | 118 | 3 100 |
| (*j*) | International Social Development Review, No. 3, three languages... | 112 | 6 250 |
| (*k*) | Bulletin on Narcotics, Volume XXI, four issues, two languages.. | 200 | 11 000 |
| (*l*) | Monthly Bulletin of Statistics, Volume XXIII, twelve issues, two languages ..... | 3 000 | 74 100 |
| (*m*) | Statistical Yearbook, 1969, two languages ..... | 800 | 41 000 |
| (*n*) | Demographic Yearbook, 1969, two languages ..... | 762 | 48 500 |
| (*o*) | Yearbook of International Trade Statistics, 1968, English..... | 900 | 45 000 |
| (*p*) | Yearbook of National Accounts Statistics, 1968, English..... | 750 | 8 000 |
| (*q*) | Commodity Trade Statistics, English ..... | 10 000 | 101 000 |

(iv) *Department of Trusteeship and Non-Self Governing Territories* ..... $ —

1968: —
1967: —

(v) *United Nations Office at Geneva (excluding Economic Commission for Europe)* ..... $10 800

1968: 10 500
1967: 10 460

| | Text pages in original language | Estimated costs $ |
|---|---|---|
| (a) Monthly list of selected articles (Library), twelve issues, bilingual | 270 | 10 800 |

(vi) *Economic Commission for Europe*.... $67 510

1968: 50 700
1967: 58 235

| | Text pages in original language | Estimated costs $ |
|---|---|---|
| (a) Economic Survey of Europe, 1968 English and French ..... | 135 | 7 900 |
| Headquarters offset edition, English ..... | | 1 000 |
| (b) Economic Bulletin for Europe, volume XXI, No. 1, English and French ..... | 97 | 7 650 |
| (c) Economic Bulletin for Europe, volume XXI, No. 2, English..... | 97 | 1 220 |
| (d) Annual Bulletin of Coal Statistics, three languages ..... | 160 | 8 660 |
| (e) Quarterly Bulletin of Steel Statistics, three issues, three languages | 144 | 8 965 |
| (f) Annual Bulletin of Transport Statistics, two languages..... | 160 | 9 500 |
| (g) Annual Bulletin of Housing and Building Statistics, three languages | 136 | 6 560 |
| (h) Annual Bulletin of Electric Energy Statistics, three languages ..... | 115 | 3 125 |
| (i) Annual Bulletin of Gas Statistics, three languages ..... | 140 | 12 490 |
| (j) Timber Bulletin for Europe, four issues, two languages..... | 78 | 440 |

(vii) *Economic Commission for Asia and the Far East*..... $39 230

1968: 32 600
1967: 49 981

| | Text pages in original language | Estimated costs $ |
|---|---|---|
| (a) Economic Survey of Asia and the Far East, 1968, Hong Kong edition, English ..... | 350 | 3 635 |
| Headquarters offset edition..... | 350 | 3 100 |
| (b) Economic Bulletin for Asia and the Far East, Volume XX, three issues, English ..... | 450 | 4 000 |
| (c) Proceedings of the Eighth Regional Conference on Water Resources Development (Water Resources Series No. 37), English..... | 470 | 3 780 |
| (d) Proceedings of the Second Symposium on the Development of Deltaic Areas (Water Resources Series, No. 38), English ..... | 270 | 2 485 |
| (e) Proceedings of the Third ECAFE/UNESCO Regional Seminar on the Development of Ground Water Resources (Water Resources Series, No. 39), English..... | 275 | 2 175 |
| (f) Manual of Cost Estimation for Water Resources Development (Water Resources Series, No. 40), English ..... | 315 | 2 410 |
| (g) Industrial Development News, No. 4, English ..... | 100 | 815 |
| (h) Small Industry Bulletin, No. 7, English ..... | 220 | 1 545 |
| (i) Electric Power in Asia and the Far East, 1967, English..... | 140 | 955 |
| (j) Mining Developments in Asia and the Far East (Mineral Resources Development Series, No. 32)..... | 105 | 825 |
| (k) Transport and Communications Bulletin (two issues), English.... | 110 | 1 005 |
| (l) Statistical Yearbook for Asia and the Far East, 1968, two languages. | 100 | 850 |
| (m) Reports of Committee for Co-ordination of Joint Prospecting for Mineral Resources in Asian Offshore Areas (seventh and eighth sessions), English ..... | 225 | 1 840 |
| (n) Proceedings of the Fourth Symposium on the Development of Petroleum and Natural Gas Resources in Asia and the Far East (Mineral Resources Development Series, No. 33), English..... | 1 250 | 9 810 |

(viii) *Economic Commission for Latin America* ..... $34 720

1968: 39 100
1967: 38 184

| | Text pages in original language | Estimated costs $ |
|---|---|---|
| (a) Economic Bulletin for Latin America, Volume XIV, two issues, two languages ..... | 132 | 14 420 |
| (b) Economic Survey of Latin America, 1968, two languages..... | 452 | 20 000 |
| (c) Occasional reprints of special articles ..... | 80 | 300 |

(ix) *Economic Commission for Africa*.... $29 590

1968: 19 400
1967: 48 995

| | Text pages in original language | Estimated costs $ |
|---|---|---|
| (a) Economic Bulletin for Africa, Volume IX No. 1, two languages.. | 200 | 4 230 |
| (b) Economic Bulletin for Africa, Volume IX, No. 2, two languages. | 200 | 4 230 |
| (c) Annual Economic Survey, two languages ..... | 240 | 8 850 |
| (d) Social Welfare Services in Africa, No. 9, two languages..... | 150 | 3 860 |
| (e) Social Welfare Services in Africa, No. 10, two languages..... | 120 | 3 120 |
| (f) Social Welfare Services in Africa, No. 11, two languages..... | 100 | 2 650 |
| (g) Social Welfare Services in Africa, No. 12, two languages..... | 100 | 2 650 |

## CHAPTER III

*Studies and reports* ..... $180 600

1968: 184 500

1967: 158 618 [1]

11.15 The estimate under this chapter provides for the printing of certain studies and reports prepared within the context of work programmes authorized by the competent organs of the United Nations. The estimate is based on a specific list of items; however, those items are not enumerated below since the actual publications programme may be affected by changes in the work programmes during the year The Publications Board keeps the programme of studies and reports under continuous review and decides separately on each item to be printed. As in the case of the programme under chapter II, the Board has attempted to achieve a better balance between language editions of the various titles proposed for printing, in the spirit of paragraph 3 of General Assembly resolution 2292 (XXII).

11.16 The estimated gross requirements in 1969 for the various offices and departments, compared with the appropriations for 1968 and actual expenditures in 1967, are given in table 11.3. As stated in paragraph 11.2 above, the provision requested under this chapter for 1969 excludes the costs to be incurred for the production of additional copies of publications for sales purposes.

[1] Excludes $53 885 for reprints, for which provision is made under chapter VI, item (vii), below.

TABLE 11-3

| | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| (i) Department of Political and Security Council Affairs | — | 6 900 | 1 200 |
| (ii) Department of Economic and Social Affairs | 119 500 | 91 700 | 102 186 |
| (iii) Economic Commission for Europe | 10 655 | 19 500 | 27 614 |
| (iv) Economic Commission for Asia and the Far East | 12 960 | 12 100 | 4 274 |
| (v) Economic Commission for Latin America | 14 725 | 25 000 | 8 729 |
| (vi) Economic Commission for Africa | 22 760 | 29 300 | 14 615 |
| | 180 600 | 184 500 | 158 618 |

## CHAPTER IV

*Office of Public Information* ..... $113 200

1968: 114 800

1967: 120 410

11.17 The estimated printing requirements for the Office of Public Information are as follows:

| | *Estimated costs* $ | |
|---|---|---|
| A. HEADQUARTERS | | |
| *Periodicals* | | |
| UN Monthly Chronicle, English, average 104 pages, 20 000 copies per issue (11 issues) | 66 500 | |
| Index to English edition | 2 000 | |
| *Books* | | |
| Yearbook of the United Nations, English, 625 copies for official distribution | 5 600 | |
| Everyman's United Nations, French and Russian copies for official distribution | 1 500 | |
| | | 75 600 |
| B. INFORMATION CENTRES | | |
| *Periodicals* | | |
| United Nations Monthly Chronicle, French, 115 pages, 2 500 copies per issue (11 issues) | 23 000 | |
| Index to French edition | 800 | |
| United Nations Monthly Chronicle, Spanish, 115 pages, 2 500 copies per issue (11 issues) | 13 000 | |
| Index to Spanish edition | 800 | |
| | | 37 600 |

## CHAPTER V

*International Narcotics Control Board* ..... $25 600

1968: 26 200

1967: 19 467

11.18 The estimated requirements under this chapter for 1969 are the following:

| | *Text pages in original language* $ | *Estimated costs* $ |
|---|---|---|
| (*a*) Report to Governments and to the Economic and Social Council, issued in compliance with the terms of the Conventions of 1925, 1931 and 1961, and the Protocol of 1953, three languages | 70 | 6 400 |
| (*b*) Statistics for narcotic drugs, published in compliance with the terms of the Conventions of 1925, 1931 and 1961, and the Protocol of 1953, three languages | 130 | 7 100 |
| (*c*) Estimated World Requirements of Narcotic Drugs and Estimates of World Production of Opium in 1970, three languages | 87 | 4 200 |
| (*d*) Supplements to (*c*) above, 1968-1969 statements, three languages | 160 | 3 900 |
| (*e*) Questionnaires requesting statistical information from Governments, three languages | 34 | 4 000 |
| | | 25 600 |

## CHAPTER VI

*Other printing* ..... $85 700

1968: 82 200[2]

1967: 106 956[3]

11.19 The estimate under this chapter covers the following requirements:

| | | $ |
|---|---|---|
| (i) | *Executive Office of the Secretary-General* | |
| | Invitation cards, etc. | 7 700 |
| (ii) | *Office of Legal Affairs* | |
| | Briefs in litigation | 300 |
| (iii) | *Office of Conference Services* | |
| | Outside expenditures in connexion with publications reproduced internally | 3 000 |
| (iv) | *Office of the Controller and of Personnel* | |
| | Forms, seals, labels, charts, letterheads, etc. | 25 000 |
| (v) | *Office of General Services* | |
| | United Nations Laissez-passer | 5 000 |
| (vi) | *United Nations Office at Geneva* | |
| | (*a*) Catalogue cards for Library (approximately 4 000 titles) 4 540 | |
| | (*b*) Brochure for Library, English and French, 2 000 copies 160 | |
| | (*c*) Letterheads, envelopes, IBM cards, etc. 10 000 | |
| | | 14 700 |
| (vii) | *Reprints* | 30 000 |
| | | 85 700 |

11.20 The estimate of $10 000 under item (vi) (*c*) above is designed to include $5 000 for the printing of forms, envelopes, letterheads, etc., for the United Nations Office at Geneva. The balance is required for the printing of special payment and receipt vouchers, cheques, cost sheets and similar forms to fit the IBM installation in the Finance Division. This is exclusive of the provision made under section 10 for stock IBM cards.

11.21 Item (vii), Reprints provides for the reproduction of additional copies of earlier publications which are required for distribution and sales purposes after stocks have been exhausted. Reprints have been required in steadily increasing numbers over the past few years and have become a permanent feature of the printing programme. It is considered desirable, therefore, that an appropriate provision be made for this purpose, 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.

## CHAPTER VII

*Deduction for internal reproduction* ..... ($550 000)

1968: ($550 000)

1967: ($489 986)

[2] Includes $30 000 for reprints, formerly provided for under chapter III, item (vii).

[3] Includes $53 885 for reprints. See preceding footnote.

11.22 It is estimated that, of the gross programme under chapters I to VI, items costed at $440 000 can be produced by internal printing processes at Headquarters and at $110 000 at Geneva. Accordingly, a deduction of $550 000 can be applied to the total of the gross estimates submitted under those chapters.

11.23 The possibilities of using internal capacity to reduce contractual printing requirements under this

| | *Value in terms of external printing costs of work done during 1967* $ |
|---|---|
| *Economic and Social Affairs* | 101 030 |
| (i) *Economic publications* ($17 350) | |
| Measurement of the Flow of Resources to Developing Countries | |
| Small Scale Power Generation | |
| (ii) *Social publications* ($13 375) | |
| Community Development series | |
| Social Aspects of Housing and Urban Development | |
| Organization and Administration of Social Welfare series | |
| (iii) *Statistical publications* ($25 475) | |
| Population and Vital Statistics | |
| Foreign Trade Statistics | |
| Methods of Estimating Housing Needs | |
| Principles and Recommendations for the 1970 Housing Census | |
| Principles and Recommendations for the 1970 Population Census | |
| Input-Output Bibliography | |
| (iv) *Technical assistance publications* ($44 830) | |
| Planning the External Sector: Techniques, Problems and Policies | |
| Local Government Personnel Systems | |
| Reports of Seminars, Symposiums and Conferences | |
| Experts Reports | |
| *Legal Affairs* | 3 205 |
| Statement of treaties and agreements | |
| *The Dag Hammarskjöld Library* | 19 120 |
| (*a*) United Nations Documents Index | |
| (*b*) Periodicals | |
| *Secretary-General's Office* | 9 625 |
| List of delegations to the fifth emergency session of the General Assembly | |
| List of delegations to the twenty-second session of the General Assembly | |
| *Office of Public Information* | 33 110 |
| (*a*) The Charter | |
| (*b*) The Universal Declaration of Human Rights | |
| (*c*) Booklets, pamphlets, leaflets | |
| *UNICEF* | 900 |
| (*a*) UNICEF News | |
| (*b*) What is UNICEF up to now? | |
| *United Nations Postal Administration* | 3 630 |
| (*a*) Order forms | |
| (*b*) Promotional material | |
| *Sale of publications* | 16 445 |
| (*a*) Sales Bulletin | |
| (*b*) Promotional material | |
| (*c*) Catalogues | |
| *Miscellaneous* | 101 030 |
| TOTAL | 288 095 |

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; accordingly, in addition to the relief afforded under section 11, it has also been possible to make significant reductions in the printing costs incurred under section 2. In total, internal reproduction services at Headquarters produced 594 666 490 page units in 1967 as compared to 511 738 263 page units in 1966. As a result of the steady growth in the volume of documentation over the past five years, the output of the reproduction services at Headquarters increased by some 249 million page units from 1962 to 1967, which represents more than the total output of these services during the year 1960.

11.24 Information is given below on publications and other printing items reproduced internally in 1967 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 capacity to these publications, which is governed by a quota system based on the actual production of similar items in 1955, is further determined by the type of material to be printed, by the timing of its submission and by the availability of capacity in the particular reproduction process required. 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.

# PART IV

# SPECIAL EXPENSES

## Section 12. Special expenses

**$8 983 200** (1968: $9 210 800 1967: $9 179 548 [1])

TABLE 12-1

| Chapter | | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|---|
| | | $ | $ | $ |
| I. | United Nations Memorial Cemetery in Korea | 76 700 | 125 500 | 106 162 |
| II. | United Nations International School, New York | *Pro memoria* | 49 000 | 48 900 |
| III. | International School at Geneva | *Pro memoria* | 30 000 | 30 000 |
| IV. | The United Nations bond issue | 8 700 000 | 8 651 000 | 8 717 461 |
| V. | The Triangular Fellowship Programme (Office of Public Information) | 19 500 | 19 500 | 19 927 |
| VI. | United Nations Programme of Assistance in The Teaching, Study, Dissemination and Wider Appreciation of International law | *Pro memoria* | 50 000 | 56 847 |
| VII. | United Nations participation in the Joint Inspection Unit | 125 000 | 125 000 | — |
| VIII. | United Nations participation in jointly financed activities of administrative co-ordination | 62 000 | 55 000 | 46 475 |
| — | Previous programmes not provided for in 1969 | — | 105 800[a] | 153 776[b] |
| | TOTAL, section 12 | 8 983 200 | 9 210 800 | 9 179 548 |

[a] Includes $5 800 appropriated in 1968 for prizes for outstanding achievements in the field of human rights, and, as a transisional measure, $100 000 for a subvention to the integrated educational and training programme established by General Assembly resolution 2349 (XXII).

[b] Includes $29 961 for the former special training programme for South West Africans, $70 022 for the special training programme for territories under Portuguese administration, and $53 793 for assistance in cases of natural disaster provided in terms of General Assembly resolution 2034 (XX) of 9 December 1965.

## CHAPTER I

*United Nations Memorial Cemetery in Korea* $76 700

1968: 125 500

1967: 106 162

12.1 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 of the Republic of Korea, 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 Nations Command in Korea.

12.2 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.

12.3 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 the United Nations provides the necessary tools, material and supplies, as well as heavy transportation equipment.

12.4 General management of the cemetery, including supervision of contractual work, provision of guide service for visitors, and maintenance of administrative and financial records, is conducted by three administrative and technical services personnel, assisted by four local employees (one interpreter/translator, two drivers and one mechanic).

12.5 The total estimated net costs of the operation in 1969, after account is taken of certain income as reflected in the appropriate income section, is as shown in table 12-2.

TABLE 12-2

| | | $ | $ |
|---|---|---|---|
| Mission requirements shown in table 12-3 | | | 76 700 |
| (i) | *Income from staff assessment, as included under income section 1* | 4 225 | |
| (ii) | *General income, as included under income section 3* | | |
| | Sale of obsolete equipment | 150 | 4 375 |
| | TOTAL NET COST | | 72 325 |

[1] Includes, under chapter I, $21 366 expended in 1967 under former section 17, United Nations Field Service, and $46 475 under chapter VIII, United Nations participation in jointly financed activities of administrative co-ordination, formerly provided for under sections 1, 3 and 5, respectively.

12.6 The estimated gross requirements for 1969 compared with the appropriations for 1968 and actual expenditures in 1967 are given in table 12-3.

TABLE 12-3

| | *Items of expenditure* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Salaries of administrative and technical services personnel | 19 450 | 17 200 | 9 888 |
| (ii) | Common staff costs of administrative and technical services personnel | 8 250 | 7 300 | 8 615 |
| (iii) | Salaries and common staff costs of local employees other than those provided for under maintenance contract | 7 000 | 5 800 | 5 428 |
| (iv) | Travel and subsistence of custodian, assistant custodian and administrative and technical services personnel | 9 000 | 9 000 | 7 827 |
| (v) | Maintenance of premises | 7 200 | 62 400 | 54 561 |
| (vi) | Contractual maintenance of cemetery | 17 000 | 15 100 | 14 347 |
| (vii) | Transportation equipment | — | — | — |
| (viii) | Operation and maintenance of transportation equipment | 1 300 | 1 300 | 927 |
| (ix) | General expenses | 4 500 | 5 900 | 3 897 |
| (x) | Purchase of furniture and equipment | 3 000 | 1 500 | 672 |
| | TOTAL | 76 700 | 125 500 | 106 162 |

12.7 Table 12-4 indicates the proposed staff for the cemetery in 1969 compared with 1968.

TABLE 12-4

| | *1968* | *1969* |
|---|---|---|
| *Staff detailed from the regular establishment* | | |
| Administrative and technical services personnel | 3 | 3 |
| *Local staff* | | |
| Interpreter/translator | 1 | 1 |
| Drivers | 2 | 2 |
| Mechanic | 1 | 1 |
| | 7 | 7 |

(i) *Salaries of administrative and technical services personnel* ..... $19 450

1968: 17 200
1967: 9 888

(ii) *Common staff costs of administrative and technical services personnel* ..... $8 250

1968: 7 300
1967: 8 615

12.8 These estimates cover salaries and common staff costs for administrative and technical services personnel. The increase of $2 250 in salaries and $950 in common staff costs over the 1968 appropriations is due to the introduction of a new salary scale for administrative and technical services personnel, effective 1 July 1967, and not taken into consideration in the 1968 estimates.

(iii) *Salaries of local employees other than those provided for under the maintenance contract* ..... $7 000

1968: 5 800
1967: 5 428

12.9 This estimate covers emoluments, common staff costs and a provision for separation payments in respect of the following locally recruited employees: one interpreter/translator, two drivers and one mechanic. The increase of $1 200 is due to an increase in local wage rates and the application of normal increments.

(iv) *Travel and subsistence of custodian, assistant custodian and administrative and technical services personnel* ..... $9 000

1968: 9 000
1967: 7 827

12.10 This estimate includes $200 for travel and subsistence costs to be incurred by the custodian and assistant custodian on periodic inspection visits. Also covered are the following expenses in respect of the three administrative and technical services personnel: (*a*) mission subsistence payments ($5 400), (*b*) an additional subsistence allowance payable to one staff member who will replace the present incumbent in 1969 and who will have a dependant ($400), and (*c*) home leave travel ($3 000).

(v) *Maintenance of premises* ..... $ 7 200

1968: 62 400
1967: 57 561

12.11 This estimate covers requirements for maintaining the offices, residences and other buildings, as well as the cemetery area. The amount requested includes $3 000 for utilities, $2 500 for maintenance of greenery and landscaping and $1 700 for the purchase of tools, fertilizer, seeds, paint, etc. The decrease under this heading results from the planned completion in 1968 of the two-year building programme proposed in the 1967 estimates. In 1967, $50 500 was provided for the construction of a small administration building and a small utilities and storage building. In 1968, a provision of $56 000 was made to complete the programme with the construction of a memorabilia building.

(vi) *Contractual maintenance of the cemetery* $17 000

1968: 15 100
1967: 14 347

12.12 Manpower requirements for maintenance, security and custodial services are provided by a contractor who furnishes 24 local employees. The increase of $1 900 over the 1968 appropriation is due to a statutory increase in labour rates in accordance with a government decree. All other terms of the contract remain unchanged.

(vii) *Transportation equipment* ..... $ —

1968: —

1967: —

12.13 In view of the established practice of replacing vehicles with more than four years of continuous service, no provision for this purpose is required in 1969.

(viii) *Operation and maintenance of transportation equipment* ..... $1 300

1968: 1 300

1967: 927

12.14 The estimate covers routine requirements such as servicing, maintenance, repairs and spare parts for two station wagons, the occasional hiring of heavy duty trucks and the purchase of uniforms for the drivers and mechanic.

(ix) *General expenses* ..... $ 4 500

1968: 5 900

1967: 3 897

12.15 This estimate covers communications costs, including telephone and postal expenses ($500); freight, cartage and express costs ($1 550); miscellaneous supplies and services ($2 200); insurance ($100) and stationery and office supplies ($150).

(x) *Purchase of furniture and equipment*.. $ 3 000

1968: 1 500

1967: 672

12.16 The estimate covers the cost of replacement and acquisition of furniture ($200) and for the purchase of a generator ($2 800) to replace the one originally loaned to the cemetery by the United Nations Command in Korea.

## CHAPTER II

*United Nations International School New York* ..... *Pro memoria*

1968: $49 000

1967: 48 900

12.17 Appropriations have been made under this chapter in past years for special grants to the International School Fund to assist in the liquidation of the School's annual operating deficits and the development of plans for permanent premises.

12.18 In terms of its resolution 2363 (XXII) of 19 December 1967, the Assembly decided to contribute $49 000 to cover the deficit foreseen for the school year 1967/1968. A *pro memoria* provision is made for 1969 to cover a possible decision by the Assembly at its twenty-third session to take similar action in respect of the school year 1968/1969, should this prove necessary.

12.19 A separate report will be submitted to the Assembly at its twenty-third session on the financial position of the School, as well as on progress made in regard to construction of permanent premises and contributions to the School's Development Fund.

## CHAPTER III

*International School at Geneva* ..... *Pro memoria*

1968: $30 000

1967: 30 000

12.20 At its twenty-first session the General Assembly approved a contribution in 1967 of $30 000 to the capital development fund of the International School at Geneva. Following the submission of a progress report by the Secretary-General[2] and a report by the Advisory Committee on Administrative and Budgetary Questions,[3] the General Assembly at its twenty-second session approved an additional grant to the School in 1968, the amounts for both years to be credited to a special trust fund (similar to that established by the World Health Organization in respect of its grants to the School) until such time as the Governing Board of the School was in a position to give fuller information as to the progress made in obtaining contributions from other sources.

12.21 As suggested by the Advisory Committee in its above-mentioned report, the Secretary-General will submit a progress report to the General Assembly at its twenty-third session, setting forth full details of the financial support pledged and anticipated from all sources together with a clearer indication of the additional facilities and equipment required and their related costs.

12.22 Pending a possible decision by the General Assembly to make a further grant to the School in 1969, a *pro memoria* entry has been made for this purpose at this time.

## CHAPTER IV

*United Nations bond issue* ..... $8 700 000

1968: 8 651 000

1967: 8 717 461

12.23 In terms of General Assembly resolution 1739 (XVI) of 20 December 1961, as amended by resolutions 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 (actual sales totalled $169 905 679) and to include annually in the regular budget, beginning with the budget for 1963, an amount sufficient to pay

[2] A/C.5/1126.
[3] A/6922.

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 resolution 1739 (XVI), of the principal due on such bonds. These payments are made on 15 January of each year.

12.24 Actual payments for 1968 totalled $8 555 999, interest amounting to $2 862 414 and instalments on principal to $5 693 585. It is estimated that the payment to be made for these purposes on 15 January 1969 will amount to a total of $8 700 000.

## CHAPTER V

*Triangular Fellowship Programme* ..... $19 500

1968: 19 500

1967: 19 927

12.25 The Triangular Fellowship Programme was established in 1961, as part of the activities of the Office of Public Information, to provide an opportunity for young journalists and writers from Africa, Asia and Latin America to receive briefings and to study at first hand the work of the United Nations family of organizations in the field of economic and social development, thereby assisting them in their professional efforts to make this work more widely known and better understood.

12.26 During the years 1965-1967 the programme took the form of a series of three seminars for writers of textbooks on the work of the United Nations, grouped on a language basis, held successively for participants from countries in the areas covered by ECAFE, ECLA and ECA where English, French and Spanish are widely used. A similar seminar for educational broadcasters from English-speaking countries of Africa, Asia and Latin America was held in 1968. The estimate for 1969 provides for the travel and subsistence expenses of approximately twelve to fifteen participants, selected from among persons engaged in educational broadcasting (including radio and television) in developing countries where Spanish is widely used, to attend a four-week seminar at Headquarters. The series will be completed in 1970 with a seminar for participants from French-speaking countries of the developing regions.

## CHAPTER VI

*United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law* ..... *Pro memoria*

1968: $50 000

1967: 56 847

12.27 By resolution 2313 (XXII) of 14 December 1967, the General Assembly, while reiterating its invitation for voluntary contributions towards the financing of the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law, approved in principle certain recommendations by the Secretary-General regarding the implementation of the Programme after 1968, subject to further consideration by the Advisory Committee on the United Nations Programme of Assistance before the twenty-third session of the General Assembly. The Secretary-General was requested to report to the Assembly at that session on the implementation of the Programme during 1968 and, following consultations with the Advisory Committee, to submit recommendations regarding activities in 1969.

12.28 The Advisory Committee is scheduled to meet for these consultations in September 1968. Pending the outcome of its deliberations and the submission of the Secretary-General's report, provision is made *pro memoria* under this chapter.

## CHAPTER VII

*United Nations participation in the Joint Inspection Unit* ..... $125 000

1968: 125 000

1967: —

12.29 Pursuant to a recommendation [4] by the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies, as endorsed by the General Assembly in resolutions 2150 (XXI) of 4 November 1966 and 2360 (XXII) of 19 December 1967, the Joint Inspection Unit was brought into operation on 1 January 1968 for an initial period of four years in agreement with the various organizations of the United Nations family.

12.30 For administrative purposes, the Unit, which is located in Geneva, is attached to the Secretary-General in his capacity as Chief Administrative Officer of the United Nations and as Chairman of the Administrative Committee on Co-ordination. The Administrative Committee on Co-ordination has agreed [5] on the modalities involved in the operation of the Unit; in particular, ACC has agreed that the costs of the Unit are to be shared by participating organizations on the basis of their total expenditures from all sources of funds during the previous year.

12.31 The budget estimates of the Joint Inspection Unit for 1969, which have been reviewed and accepted by ACC, total $350 000, consisting of $260 000 for salaries and common staff costs of the Inspectors and their supporting secretariat staff, $58 000 for official travel, and the balance for translation and other general and miscellaneous expenses. The United Nations' share of these costs is estimated at $125 000.

## CHAPTER VIII

*United Nations participation in jointly financed activities of administrative co-ordination* ..... $62 000

1968: 55 000

1967: 46 475

[4] A/6343, para. 67 B.
[5] E/4337, paras. 129 to 135.

12.32 Provision is made under this heading for the estimated cost to the United Nations of those activities in the field of administrative and financial co-ordination which are financed jointly by the United Nations and the other organizations in the United Nations Common System of Salaries, Allowances and Other Conditions of Service. [6] These activities presently consist of the International Civil Service Advisory Board (ICSAB), the Expert Committee on Post Adjustments (ECPA), the Consultative Committee on Administrative Questions (CCAQ) and the programme of cost-of-living surveys carried out by the United Nations on behalf of all participating organizations.

12.33 The related expenses include the direct costs of the full-time secretariats of ICSAB and CCAQ (salaries, common staff costs and travel of staff on official business), the costs of ICSAB and ECPA sessions (travel and subsistence of members of these expert bodies and temporary conference servicing staff, when required), and the employment of consultants for special technical studies.

[6] United Nations, ILO, FAO, UNESCO, WHO, ICAO, ITU, UPU, WMO, IMCO, IAEA, ICITO/GATT.

# PART V

# TECHNICAL PROGRAMMES

***Pro memoria*** (1968: $6 400 000 1967: $6 398 447)

## Section 13. Economic development, social development and public administration

## Section 14. Industrial development

## Section 15. Human rights advisory services

## Section 16. 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 programme involved may be placed in four main categories:

I. *Economic development (excluding industrial development), social development and public administration (section 13):*

(*a*) Technical assistance in the field of economic development, as envisaged in General Assembly resolutions 200 (III) of 4 December 1948 and 304 (IV) of 16 November 1949;

(*b*) Technical assistance in social development fields, as contemplated in General Assembly resolutions 418 (V) of 1 December 1950, 537 (VI) of 2 February 1952, 1042 (XI) of 21 February 1957, and 1838 (XVII) of 18 December 1962;

(*c*) Advisory services, consultation, training, and research in the field of public administration, as envisaged in General Assembly resolutions 518 (VI) of 12 January 1952, 723 (VIII) of 23 October 1953, and 1024 (XI) of 21 December 1956;

(*d*) Appointment of operational, executive, and administrative personnel, in accordance with General Assembly resolution 1530 (XV) of 15 December 1960;

II. *Industrial development (section 14):*

Technical assistance in industrial development as envisaged in General Assembly resolution 2298 (XXII) of 12 December 1967;

III. *Human rights advisory services (section 15);*

IV. *Narcotic drugs control (section 16).*

V.2 The distribution of costs incurred for the 1967 programme, by major field of activity, was as follows:

| | $ |
|---|---|
| Economic development | 2 419 385 |
| Industrial development | 952 716 |
| Social development | 1 744 757 |
| Public administration | 988 058 |
| Human rights | 219 986 |
| Narcotic drugs control | 73 545 |
| TOTAL | 6 398 447 |

V.3 Prior to 1968, the General Assembly, in accordance with procedures initiated by its resolution 1768 (XVII) of 23 November 1962 and resolution 2029 (XX) of 22 November 1965 and elaborated in Economic and Social Council resolutions 953 (XXXVI) of 5 July 1963 and 1008 (XXXVII) of 21 July 1964, had determined the level of the provision under part V for each year on the basis of the recommendations of the Governing Council of the United Nations Development Programme as endorsed by the Economic and Social Council.

V.4 In its resolution 2298 (XXII) of 12 December 1967, the General Assembly decided (*a*) to endorse the recommendation of the Industrial Development Board calling for the establishment of a separate section in part V of the budget of the United Nations to provide for the programme of technical assistance in industrial development at an appropriate level commensurate with the expanding requirements of the developing countries; and (*b*) that the provisions of paragraph 4 of its resolution 2029 (XX) of 22 November 1965 shall not apply to the programme of technical assistance in industrial development. By the same resolution the Industrial Development Board was requested to consider and approve the projects and programmes in the field of industrial development undertaken through the utilization of the resources thus appropriated and to provide general policy guidance and direction with reference to the utilization of these resources.

V.5 The Governing Council of the United Nations Development Programme, in January 1968, at its fifth session, recommended the inclusion under part V of an overall provisional target level for planning for 1969 in an amount of $6 400 000, the level at which the annual appropriation has been maintained since 1962. A review of that portion of the provisional planning level which pertains to programmes other than industrial development will be undertaken by the Governing Council of UNDP in June 1968 at its sixth session. These 1969 programme proposals valued at $5 408 600 have been submitted to the Governing Council by the Secretary-General in document DP/RP/5/Add.2.

V.6 A separate review of that segment of the provisional planning level covering industrial development was carried out by the Industrial Development Board at its second session, held in April-May 1968. In its

relevant resolution, the Board approved the 1969 programme proposals in the field of industrial development, as submitted by the Executive-Director of UNIDO in document ID/B/26/Add.2/Rev.1, and recommended the sum of $1 500 000 as the planning level of the regular programme of technical assistance to be provided for under section 14 of the budget estimates.

V.7 In the light of the aforementioned developments and pending consideration by the General Assembly at its twenty-third session of the recommendations already made in regard to the requirements for 1969 by the Industrial Development Board at its second session and those still to be made to the Economic and Social Council by the Governing Council of UNDP following deliberations at its sixth session, provision has been made in these initial estimates on a *pro memoria* basis only.

# PART VI

# SPECIAL MISSIONS

## Section 17. Special missions

**$6 371 400** (1968: $6 157 600 1967: $6 305 661)

TABLE 17-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. United Nations Truce Supervision Organization in Palestine (UNTSO) | 4 601 200 | 4 230 400 | 4 496 371 |
| II. United Nations Military Observer Group in India and Pakistan (UNMOGIP) | 1 193 400 | 1 028 100 | 1 089 324 |
| III. United Nations Representative for India and Pakistan (UNRIP) | *Pro memoria* | 30 300 | 44 538 |
| IV. United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK) | 234 000 | 245 000 | 245 411 |
| V. United Nations Supply Depot in Pisa | 116 200 | — | — |
| VI. *Ad Hoc* Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights | 42 000 | 40 000 | 145 593 |
| VII. United Nations Council for Namibia and Commissioner for Namibia | 184 600 | 128 000[a] | 21 046 |
| — Previous expenses not provided for in 1969 | — | 455 800[b] | 263 378[c] |
| TOTAL, section 17 | 6 371 400 | 6 157 600 | 6 305 661[d] |

[a] Appropriated for 1968 under sections 3, 4 and 5 in the amounts of $95 000, $30 000, and $3 000 respectively.

[b] Includes the following missions, for which provision was made in 1968, but which are either not expected to continue in 1969 or for which no basis presently exists on which to prepare an estimate: the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples ($150 000), and the United Nations Middle East Mission ($305 800).

[c] Includes the following missions not provided for in 1969 but for which expenditures were incurred in 1967: the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples ($126 073); United Nations Special Mission to Aden ($53 443); United Nations Middle East Mission ($36 628); Special Representative of the Secretary-General in the Middle East ($8 377); former Office of the Special Representative of the Secretary-General in Amman ($22 344); Special Committee on the Policies of *Apartheid* of the Government of South Africa ($16 446) and miscellaneous claims and adjustments for prior years ($67).

[d] Includes $1 804 797 expended in 1967 under former section 17, United Nations Field Service.

## CHAPTER I

*United Nations Truce Supervision Organization in Palestine* ..... $4 601 200

1968: 4 230 400

1967: 4 496 371

17.1 The estimates under this chapter provide for the continued operation of the United Nations Truce Supervision Organization in Palestine (UNTSO), which was established in terms of Security Council resolutions 48 of 23 April 1948 (S/727) and 73 of 11 August 1949 (S/1376). The mandate of the mission was amplified as a result of the action taken under the authority granted to the Secretary-General by the Council at its 1366th meeting to make the necessary arrangements to station United Nations military observers in the Suez Canal Sector under the Chief of Staff of UNTSO.

17.2 Estimated requirements for the mission for 1969, compared with 1968 and 1967, are given in table 17-2.

17.3 The total requirements for 1969 under this chapter show an increase of approximately 9 per cent over the 1968 appropriation. This is mainly due to an approved salary increase for administrative and technical personnel, including normal within-grade increments; an increase in the cost of travel for military observers, a large number of the additional military observers for the Suez Canal Sector having been assigned for periods of less than one year; an overall increase in the cost of maintenance of the premises and equipment; and an increase in the number of vehicles to be replaced in 1969. These increased expenditures are offset to some extent by a reduction in the total staffing requirements.

(i) *Salaries and wages* ..... $1 671 100

1968: 1 564 600

1967: 1 325 565

TABLE 17-2

| | Items of expenditure | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Salaries and wages | 1 671 100 | 1 564 600 | 1 325 565 |
| (ii) | Common staff costs | 588 800 | 586 600 | 409 242 |
| (iii) | Travel and subsistence of staff | 638 200 | 512 000 | 746 622 |
| (iv) | Travel and subsistence of military observers and air crew | 979 000 | 948 400 | 876 753 |
| (v) | Maintenance and rental of premises and equipment | 163 600 | 102 600 | 192 373 |
| (vi) | Operation and maintenance of vehicles | 203 000 | 194 200 | 201 100 |
| (vii) | Communications, freight, supplies and services | 154 900 | 163 100 | 247 811 |
| (viii) | Rental of aircraft | 33 000 | 32 000 | 170 045 |
| (ix) | Purchase of furniture and equipment | 33 500 | 29 500 | 169 129 |
| (x) | Purchase of vehicles | 136 100 | 97 400 | 157 731 |
| | TOTAL | 4 601 200 | 4 230 400 | 4 496 371 |

17.4 The proposed establishment for 1969 compared with 1968 appears in table 17-3.

TABLE 17-3

| | 1968 | 1969 |
|---|---|---|
| I. *Specially recruited international staff and staff detailed from the regular establishment* | | |
| *Professional category* | | |
| Chief of Staff (A-S-G) | 1 | 1 |
| Special Adviser/Consultant (D-2) | 1 | — |
| Principal Political Adviser (D-1) | 1 | 1 |
| Chief Administrative Officer (D-1) | 1 | 1 |
| Information Officer (P-5) | 1 | 1 |
| Political Officer (P-5) | 1 | 1 |
| Reports Officer (P-5) | 1 | — |
| Legal Officer (P-4) | 1 | 1 |
| Chief Finance Officer (P-3) | — | 1 |
| Translator/Interpreter (P-3) | 1 | — |
| | 9 | 7 |
| *General service category* | | |
| Registry officer (G-5) | 1 | 1 |
| Senior secretary (G-5) | 1 | 1 |
| Bilingual secretaries (G-4) | 4 | 3 |
| Secretaries (G-3) | 5 | 5 |
| | 11 | 10 |
| *Administrative and technical services personnel* | | |
| Administrative assistants | 5 | 4 |
| Stenographers | 14 | 16 |
| Radio operators/technicians | 55 | 55 |
| Vehicle mechanics | 21 | 21 |
| Security and general duty personnel | 91 | 89 |
| | 186 | 185 |
| II. *Local staff* | 123 | 123 |
| III. *Military observers* | 218 | 218 |
| | 547 | 543 |

17.5 The manning table reflects the elimination of four posts (two professional, one general service and one administrative and technical services) as a result of a reorganization of the staff of the mission. However, the reduction in expenditures so achieved is offset by a salary increase approved with effect from 1 July 1967 for the administrative and technical personnel and by normal within-grade increments.

(ii) *Common staff costs* ..... $588 800

1968: 586 600

1967: 409 242

17.6 The estimate for common staff costs covers the payment of dependency allowances ($153 700), education grants and related travel ($65 200), contributions to the United Nations Joint Staff Pension Fund ($204 600), medical and dental insurance subsidies ($54 600), installation grants ($700), travel on initial recruitment and transfer ($60 500), assignment allowances ($7 100) and separation payments ($42 400). The estimate for separation payments includes $2 000 for termination indemnities to local staff which are mandatory under local legislation.

(iii) *Travel and subsistence of staff* ..... $638 200

1968: 512 000

1967: 746 622

17.7 The estimate under this heading covers travel and subsistence requirements for all staff and dependents. Of the total amount of $638 200 requested, $432 000 relates to monthly subsistence payments based on a revised system approved on 1 July 1967 in conjunction with the salary increases for the administrative and technical services staff. This estimate also provides for an average monthly payment of $170 for staff members with dependents and $115 for single staff members, as well as for additional per diem payments during the first month of mission assignment and/or inter-mission transfers.

17.8 Travel requirements are estimated at $206 200, comprising $188 100 for travel and shipment of personal effects on home leave not in conjunction with reassignments, $16 100 for travel and shipment of personal effects on replacement and repatriation of staff and $2 000 for insurance on air and sea shipments of personal effects. The replacement programme is based on a mission assignment of two years or longer. How-

ever, when the assignment is extended beyond two years, provision is made for home leave travel, as appropriate.

(iv) *Travel and subsistence of military observers and air crew* ..... $979 000

1968: 948 400
1967: 876 753

17.9 This estimate includes $180 300 for travel costs in connexion with the replacement of 142 military observers. Military observers are normally assigned to the mission for a period of one year except in the Suez Canal area where the assignments vary from three to nine months. The increase of $30 600 as compared to 1968 is due to the higher incidence of replacement consequent upon the shorter duration of the assignments.

17.10 The balance of the estimate consists of $798 700 for the daily subsistence allowance of $10 payable to each observer while serving with the mission.

(v) *Maintenance and rental of premises and equipment* ..... $163 600

1968: 102 600
1967: 192 373

17.11 This estimate covers $27 000 for the rental and maintenance of premises and equipment; $34 000 for utilities, including electricity, water and heating; $15 000 for labour paid by the day; $58 000 for miscellaneous supplies and services, maintenance and repairs; and $29 600 for spare parts for radio equipment.

(vi) *Operation and maintenance of vehicles* $203 000

1968: 194 200
1967: 201 100

17.12 Included in this estimate is an amount of $115 000 for petroleum and lubricants; $65 000 for the purchase of spare parts and repairs to vehicles made at UNTSO Headquarters; and $23 000 for repairs made in areas where there are no United Nations facilities for garage work. The increase under this heading is due to the higher cost of vehicle repair resulting from the extended area of operation, necessitating the carrying out of a higher proportion of repairs on a commercial basis rather than in the United Nations workshop.

(vii) *Communications, freight, supplies and services* ..... $154 900

1968: 163 100
1967: 247 811

17.13 Of the total estimate under this heading, $6 000 relates to communications services; $47 000 to freight cartage and express, including mailing diplomatic pouches and transportation of vehicles; $78 400 to miscellaneous supplies and services; $12 500 to stationery and office supplies; and $11 000 to insurance.

(viii) *Rental of aircraft* ..... $ 33 000

1968: 32 000
1967: 170 045

17.14 This estimate is based on the assumption that the 1968 arrangement with the Government of Switzerland to provide an aircraft free of charge for use by the mission will be continued. Under this agreement, the only items payable by the United Nations are personal service allowances for the crew and certain miscellaneous operation expenses, at an estimated cost of $33 000.

(ix) *Purchase of furniture and equipment* .. $ 33 500

1968: 29 500
1967: 169 129

17.15 The estimate under this heading includes $23 200 for the normal replacement of furniture and of office, workshop and communications equipment which have become obsolete and/or worn beyond economical repair. The balance of the estimate ($10 300) covers additional needs in 1969 relating to communications equipment.

(x) *Purchase of vehicles* ..... $136 100

1968: 97 400
1967: 157 731

17.16 Acquisition policy provides for the replacement of vehicles after four years of use. It is proposed to purchase fifty-nine new vehicles in 1969 to replace those in the UNTSO inventory and those received from UNEF which have reached the point of obsolesence.

17.17 The total net estimated cost of the mission in 1969, after taking into account certain estimated revenue as reflected in the relevant income sections, is given in table 17-4.

TABLE 17-4

| | $ | $ |
|---|---|---|
| Estimated mission requirements as shown in table 17-3 above ..... | | 4 601 200 |
| *Less* estimated revenue: | | |
| (*a*) Staff assessment included under income section 1 ..... | 316 600 | |
| (*b*) Sale of vehicles and obsolete equipment included under income section 3 ..... | 19 000 | 335 600 |
| TOTAL NET COST | | 4 265 600 |

## CHAPTER II

*United Nations Military Observer Group in India and Pakistan* ..... $1 193 400

1968: 1 028 100
1967: 1 089 324

17.18 The estimate under this chapter provides for the continued operation of the United Nations Military Observer Group in India and Pakistan (UNMOGIP), established in terms of a resolution dated 13 August 1948 of the United Nations Commission for India and Pakistan, which had been set up under the terms of

Security Council resolution 39 of 20 January 1948 (S/654). In resolution 91 (1951), operative paragraph 7, the Security Council decided that the military observer group should continue to supervise the cease-fire in the State of Jammu and Kashmir.

17.19 The estimated gross requirements for the mission in 1969, as compared with 1968 appropriations and 1967 expenditures, are listed in table 17-5 below. The estimate for 1969 represents an increase of $165 300 above the level of the 1968 appropriation. This amount includes the new requirements foreseen with respect to increased salary costs for administrative and technical services personnel and local employees, increased common staff costs, an increase in the hourly cost of the chartered aircraft, the cost of construction of a garage/workshop and the cost of replacing seven vehicles and a generator, including freight charges, the details of which are listed below. In addition, two new posts are requested in the administrative and technical services, along with the consequent requirements in respect of their salaries, common staff costs, travel and subsistence.

TABLE 17-5

| | *Items of expenditure* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Salaries and wages | 352 500 | 283 900 | 305 284 |
| (ii) | Common staff costs | 118 200 | 95 400 | 83 801 |
| (iii) | Travel and subsistence of staff | 157 000 | 150 500 | 166 345 |
| (iv) | Travel and subsistence of military observers and air crew | 318 300 | 317 500 | 315 797 |
| (v) | Maintenance and rental of premises and equipment | 60 600 | 47 800 | 53 439 |
| (vi) | Operation and maintenance of vehicles | 22 000 | 20 700 | 23 937 |
| (vii) | Communications, freight, supplies and services | 52 100 | 48 600 | 79 453 |
| (viii) | Rental of aircraft | 81 700 | 58 000 | 57 000 |
| (ix) | Purchase of furniture and equipment | 10 800 | 5 700 | 4 268 |
| (x) | Purchase of vehicles | 20 200 | — | — |
| | TOTAL | 1 193 400 | 1 028 100 | 1 089 324 |

(i) *Salaries and wages* ..... $352 500

1968: 283 900

1967: 305 284

17.20 The manning table proposed for 1969, compared with 1968, is shown in table 17-6.

TABLE 17-6

| | | *1968* | *1969* |
|---|---|---|---|
| I. | *Specially recruited international staff and staff detailed from the regular establishment* | | |
| | *Professional category* | | |
| | Chief Military Observer (A-S-G) | 1 | 1 |
| | Chief Administrative Officer (P-5) | 1 | 1 |
| | Special Assistant to the Chief Military Observer (P-5) | 1 | 1 |
| | | 3 | 3 |
| | *Administrative and technical services personnel* | | |
| | Administrative assistants | 2 | 2 |
| | Radio operators/technicians | 18 | 18 |
| | Vehicle mechanics | 2 | 2 |
| | Secretaries | 5 | 5 |
| | Security and general duty personnel | 7 | 9 |
| | | 34 | 36 |
| II. | *Local staff* | 37 | 37 |
| III. | *Military observers* | 44 | 45 |
| IV. | *Air crew* | 8 | 8 |
| | | 126 | 129 |

17.21 The manning table proposed for 1969 provides for the addition of one military observer, required to strengthen mobile observation teams of the mission, and two administrative and technical services staff members.

(ii) *Common staff costs* ..... $118 200

1968: 95 400

1967: 83 801

17.22 This estimate covers the payment of dependency allowances ($31 100), education grants and related travel ($14 700), United Nations contributions to the Joint Staff Pension Fund ($43 900), medical and dental insurance subsidies ($10 500), travel on initial recruitment and transfer ($13 200) and separation payments for professional and administrative and technical services personnel ($4 800).

(iii) *Travel and subsistence of staff* ..... $157 000

1968: 150 500

1967: 166 345

17.23 This estimate covers travel and subsistence allowances for the Chief Military Observer and all other non-local staff. The estimate comprises $48 000 for travel on replacement, official business and home leave, $104 000 for mission assignment allowances at rates established for the area, and $5 000 for rental subsidies for residential premises retained in Rawalpindi when the mission headquarters is moved to Srinagar in the summer as well as the cost of accommodations retained during home leave periods. The increase of $6 500 over the level of the 1968 appropriations relates to the pay-

ment of a mission subsistence allowance to the proposed two additional administrative and technical services staff members and to an increase in allowance rates, following the change in the post adjustment rate for India which became effective on 1 February 1968.

(iv) *Travel and subsistence of military observers and air crew* ..... $318 300

1968: 317 500

1967: 315 797

17.24 Of the total estimate under this item, $225 300 relates to costs in respect of subsistence and double accommodation of forty-five military observers and eight air crew; the balance ($93 000) provides for the travel on replacement of forty military observers and air crew. Military observers are normally assigned for a period of one year, but it is expected that thirteen will extend their tour of duty for a further year. The increase in 1969 requirements over 1968 appropriations is due to the proposed addition of one military observer.

(v) *Maintenance and rental of premises and equipment* ..... $60 600

1968: 47 800

1967: 53 439

17.25 This estimate covers rental ($8 900) and maintenance ($12 000) of premises in Rawalpindi, Karachi, Srinagar, New Delhi and field stations, utilities ($8 500), and operation and maintenance of the mission's radio network, including international radio stations ($19 200). Also included is an amount of $12 000 for the construction of a radio and transport workshop and storage warehouse at UNMOGIP Headquarters in Rawalpindi necessitated by the abandonment of the old quarters which were condemned as unsafe for occupancy. The increase of 1969 requirements over 1968 appropriations is mainly due to the cost of construction of these new premises.

(vi) *Operation and maintenance of vehicles* $22 000

1968: 20 700

1967: 23 937

17.26 This estimate provides for the maintenance and operation of a fleet of twenty-five vehicles, comprising petroleum and lubricants ($14 000), and repairs and spare parts ($8 000).

(vii) *Communications, freight, supplies and services* ..... $52 100

1968: 48 600

1967: 79 453

17.27 This estimate comprises $3 200 for communications, $16 500 for air and sea baggage freight, including diplomatic pouches, $22 800 for miscellaneous supplies and services, $5 600 for insurance and $4 000 for stationery and other office supplies. Additional freight costs arising from the shipment of seven vehicles, requested in paragraph 17.30 below, result in the higher costs estimated under this heading for 1969.

(viii) *Rental of aircraft* ..... $81 700

1968: 58 000

1967: 57 000

17.28 This estimate is based on fifty flying hours per month at $146 per hour for one Caribou aircraft. Allowances have been made for a number of days when this aircraft may be grounded for maintenance or due to bad weather and when no charges will be made to the mission. The increase over 1968 appropriations is due to the higher hourly charges, which in 1968 were based on $104.50 per hour.

(ix) *Purchase of furniture and equipment*.. $10 800

1968: 5 700

1967: 4 268

17.29 This estimate covers $8 000 for the replacement of communications equipment, including generators, and $2 800 for the acquisition or replacement of items of office furniture and equipment, including fire extinguishers, air conditioners, a cypher machine and an air compressor. The proposed increase over the 1968 appropriations is mainly due to the need for the replacement of a generator at a cost of $3 400.

(x) *Purchase of vehicles*..... $20 200

1968: —

1967: —

17.30 This estimate provides for the replacement of seven vehicles, originally purchased in 1964 and 1965, in accordance with the policy which provides for the replacement of vehicles every four years.

17.31 The estimated net cost of the mission in 1969, after taking into account estimated income as reflected in the relevant income sections, is given in table 17-7.

TABLE 17-7

| | $ | $ |
|---|---|---|
| Mission requirements under section 17 as shown in table 17-6 ..... | | 1 193 400 |
| *Less* estimated revenue | | |
| (*a*) Income from staff assessment, as included under income section 1 ... | 70 200 | |
| (*b*) General income, as included under income section 3: Sale of vehicles | 10 000 | 80 200 |
| TOTAL NET COST | | 1 113 200 |

## CHAPTER III

*United Nations Representative for India and Pakistan* ..... *Pro memoria*

1968: $30 300

1967: 44 538

17.32 It is not anticipated that expenditures will arise under this chapter in 1969. However, since Security Council resolution 80 (1950) of 14 March 1950, which provided for the appointment of a United Nations Representative for India and Pakistan, remains in force, provision is made on a *pro memoria* basis only at this time.

## CHAPTER IV

*United Nations Commission for the Unification and Rehabilitation of Korea* ..... $234 000

1968: 245 000

1967: 245 411

17.33 The estimates under this chapter provide for the continuation of the United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK), established by General Assembly resolution 376 (V) of 7 October 1950.

17.34 Estimated gross requirements for the mission under the present sections, compared with 1968 and 1967, are given in table 17-8.

(i) *Salaries and wages* ..... $129 200

1968: 124 200

1967: 140 899

17.35 Table 17-9 shows the proposed manning table of the mission in 1969, compared with 1968.

TABLE 17-8

| | *Items of expenditure* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Salaries and wages | 129 200 | 124 200 | 140 899 |
| (ii) | Common staff costs | 36 800 | 34 500 | 29 246 |
| (iii) | Travel and subsistence of staff | 28 000 | 37 300 | 26 378 |
| (iv) | Travel and subsistence of members of the Commission | 11 200 | 12 300 | 6 674 |
| (v) | Maintenance and rental of premises and equipment | 8 500 | 9 000 | 5 766 |
| (vi) | Operation and maintenance of vehicles | 4 400 | 4 400 | 4 244 |
| (vii) | Communications, freight, supplies and services | 13 500 | 13 900 | 18 760 |
| (viii) | Purchase of furniture and equipment | 2 400 | 3 100 | 5 694 |
| (ix) | Purchase of vehicles | — | 6 300 | 7 750 |
| | TOTAL | 234 000 | 245 000 | 245 411 |

TABLE 17-9

| | | *1968* | *1969* |
|---|---|---|---|
| I. | *Specially recruited international staff and staff detailed from the regular establishment* | | |
| | *Professional category* | | |
| | Principal secretary (P-5) | 1 | 1 |
| | Political Affairs Officer (P-4) | 1 | 1 |
| | Economic Affairs Officer (P-3) | 1 | 1 |
| | | 3 | 3 |
| II. | *Administrative and technical services personnel* | | |
| | Administrative assistant | 1 | 1 |
| | Radio operator/technician | 1 | 1 |
| | Secretaries | 3 | 3 |
| | | 5 | 5 |
| III. | *Local staff* | 29 | 29 |
| | | 37 | 37 |

17.36 No changes are proposed in the number of posts for this mission in 1969.

17.37 The increase of $5 000 in the requirements for 1969 as compared with 1968 is due to a salary increase approved for administrative and technical services personnel ($4 100), a salary increase for local staff which became effective in 1968, including normal within-grade increments ($6 600) and an increase in the reserve for separation payments to local staff ($1 000), partially offset by lower requirements in respect of the cost of replacement of professional staff ($6 700).

(ii) *Common staff costs* ..... $36 800

1968: 34 500

1967: 29 246

17.38 This estimate provides for the cost of dependency allowances ($7 600), education grants and related travel ($10 700), the United Nations contributions to the Joint Staff Pension Fund ($11 600), group medical and dental insurance ($1 700), assignment allowances ($3 700) and separation payments ($1 500).

(iii) *Travel and subsistence of staff* ..... $28 000

1968: 37 300

1967: 26 378

17.39 This estimate provides for the travel ($14 300) and subsistence ($13 700) requirements for all mission staff and dependants, based on the anticipated programme of travel on replacement, home leave and official business.

17.40 No provision is made at this stage for observing local elections in 1969. Supplementary funds may be sought for this purpose in due course.

(iv) *Travel and subsistence of members of the Commission* ..... $11 200

1968: 12 300
1967: 6 674

17.41 The estimate is based on the assumption that the Commission will hold four meetings, three of which will take place in Seoul and one in Tokyo. Should it prove necessary for the Commission to observe any local elections, supplementary funds may be requested in due course.

17.42 The estimate provides for the following:

(*a*) Subsistence, while attending meetings of the Commission and the Committee, for eight members (two each from Australia, Philippines, Thailand and Turkey who are assigned to the embassies of these Governments in Seoul), ($3 800);

(*b*) Travel and subsistence, while attending three Commission meetings in Seoul and subsistence while attending one meeting in Japan, for three members (Chile, Netherlands and Pakistan serving in their embassies in Japan) ($4 200);

(*c*) Travel and subsistence of eight members serving in Seoul to attend one meeting of the Commission in Japan ($2 000);

(*d*) Travel and subsistence of one representative of the Commission to attend the twenty-fourth session of the General Assembly ($1 200).

(v) *Maintenance and rental of premises and equipment* ..... $ 8 500

1968: 9 000
1967: 5 766

17.43 This estimate provides for the cost of utilities ($5 500); the maintenance of the temporary headquarters building of the mission which is made available rent-free to the United Nations ($2 000); and the maintenance cost of the mission radio station and its equipment ($1 000).

17.44 Should the Government of the Republic of Korea undertake the construction and completion in 1969 of an UNCURK Headquarters building in place of the one destroyed by fire in April 1966, the United Nations may be called upon to contribute towards the costs of certain fixtures and of additions and modifications necessary to incorporate facilities for mission personnel. Extra provisions would also be required for a physical move to the new building and for the relocation of the mission radio station, including equipment and antennae masts.

(vi) *Operation and maintenance of vehicles* .. $4 400

1968: 4 400
1967: 4 244

17.45 This estimate provides for the upkeep and operation of a fleet of eight mission vehicles ($3 400); the rental of vehicles for members from Tokyo during Commission sessions in Seoul ($200); uniforms for drivers and mechanics ($500); and safe-driving bonuses ($300).

(vii) *Communications, freight supplies and services* ..... $13 500

1968: 13 900
1967: 18 760

17.46 The estimate comprises $1 800 for communications, telephone services and mission cables from Seoul to Japan via commercial channels; $2 800 for sea and air freight, including supplies and diplomatic pouches; $300 for insurance; $6 600 for miscellaneous supplies and services not provided for under other accounts, including medical supplies and services, subscriptions, translations, conference services in Japan, casual labour; and $2 000 for stationery and office supplies.

(viii) *Purchase of furniture and equipment* $ 2 400

1968: 3 100
1967: 5 694

17.47 This estimate covers the replacement cost of old and unserviceable items of furniture, office and radio equipment.

(ix) *Purchase of vehicles* ..... Nil

1968: $ 6 300
1967: 7 750

17.48 In accordance with the established policy of replacing vehicles with four years of continuous mission service, no new vehicles will be needed in 1969.

17.49 The estimated net cost of the mission in 1969 after taking into account estimated income as reflected in the relevant income sections is given in table 17-10.

TABLE 17-10

| | $ | $ |
|---|---|---|
| Mission requirements under section 17 shown in table 17-8 above ..... | | 234 000 |
| *Less* estimated revenue | | |
| (*a*) Income from staff assessment, as included under income section 1 .... | 20 100 | |
| (*b*) General income, as included under income section 3.. ..... | | |
| Sale of surplus equipment ..... | — | 20 100 |
| TOTAL NET COST | | 213 900 |

## CHAPTER V

*United Nations Supply Depot in Pisa* .... $116 200

1968: —
1967: —

17.50 The estimates under this chapter relate to the cost of the United Nations Supply Depot in Pisa, Italy, which were previously met from resources made available for the United Nations Emergency Force in the Middle East (UNEF) but which, in the circumstances described below, the General Assembly might wish henceforth to accept as an appropriate charge to the regular budget.

17.51 In 1956, when UNEF was established, the Italian Government generously placed at the disposal of the United Nations facilities at the Naples airport

to serve as a staging and processing area for the despatch of personnel, equipment and supplies to the Middle East. This operation was transferred to Pisa in 1957, where the necessary office and storage as well as airport and shipping facilities have since continued to be provided to the United Nations free of charge. In due course, the Pisa operation was used in support of the United Nations Operation in the Congo which began in 1960 and later for the United Nations Force in Cyprus. In the course of time it was also found efficient and economical to use the Pisa facilities as a central storage depot for certain supplies that have to be ordered in advance in order to be available for use by United Nations missions and offices in general as the need arises, sometimes on short notice. Since the termination of the ONUC and UNEF operations, the supply depot is serving primarily the normal and continuing needs of the United Nations in the field.

17.52 Apart from equipment and supplies, valued at $350 000, either salvaged from the UNEF operation or diverted from the supply line to the Middle East, which is currently being liquidated for credit to the UNEF account, the supply depot at this time contains regular stocks, valued at approximately $1 000 000, falling into six categories of equipment and supplies for which there are recurring needs and which cannot readily be obtained from manufacturers in an emergency:

(a) *Radio equipment and spare parts ($250 000)*

A central supply of these items required for the United Nations radio network was previously maintained by UNTSO in Jerusalem. The items are of a type not held in stock by manufacturers and which cannot be delivered, therefore, without a delay of several months. It is more economical, moreover, to maintain minimum central supplies, rather than individual reserves at each mission or office, resulting in an inflated global stock.

(b) *Uniforms, United Nations insignia and flags ($85 000)*

These items, which were acquired from residual ONUC and UNEF stocks, cannot be sold and are therefore being stored for use to meet future needs. Experience has also proved that delivery of certain of the items can take from six to eight months after the order for their manufacture has been placed.

(c) *Vehicles and spare parts ($135 000)*

A minimum supply of vehicles has been maintained to ensure their ready availability to meet the needs of United Nations missions and offices in the field without the inconvenience of delay or, in an emergency, the expensive expedient of accepting whatever is available from dealers without regard to types most suited to the particular purpose.

(d) *Miscellaneous stores ($25 000)*

The depot contains a limited supply of selected items that would be of value to missions in an emergency. These items, which have been recovered from previous missions, include tents, blankets, cots, fire extinguishers, lathes for vehicle maintenance and blue-print machines.

(e) *Office equipment ($40 000)*

A minimum stock of calculators and typewriters with English, French or international keyboards is maintained to meet the recurring needs of United Nations offices in the field, as well as those of special missions which are often organized on short notice.

(f) *Generators ($40 000)*

In recognition of the essential need of any mission for electrical power where local facilities are not available or for stand-by purposes, it is considered prudent to keep at hand a limited number of generators of a mobile or semi-mobile type.

17.53 In addition to the storage and supply function, the Pisa operation also offers facilities for the repair of radio and electrical equipment.

17.54 The estimated gross requirements for the United Nations Supply Depot in Pisa in 1969 are given in table 17-11.

TABLE 17-11

| | *Items of expenditure* | *1969 estimate* |
|---|---|---|
| | | $ |
| (i) | Salaries and wages | 70 200 |
| (ii) | Common staff costs | 18 800 |
| (iii) | Travel and subsistence of staff | 12 200 |
| (iv) | Maintenance and rental of premises and equipment | 1 400 |
| (v) | Operation and maintenance of vehicles | 3 000 |
| (vi) | Communications, freight, supplies and services | 10 600 |
| | TOTAL | 116 200 |

(i) *Salaries and wages* ..... $70 200

1968: —

1967: —

17.55 The manning table proposed for 1969 is shown in table 17-12.

TABLE 17-12

| | | *1969* |
|---|---|---|
| I. | *Specially recruited international staff and staff detailed from the regular establishment* | |
| | *Professional category* | |
| | Administrative Officer (P-5) | 1 |
| | | 1 |
| | *Administrative and technical services personnel* | |
| | Radio operators/technicians | 3 |
| | | 3 |
| II. | *Local staff* | 7 |
| | | 11 |

(ii) *Common staff costs* ..... $18 800

1968: —

1967: —

17.56 This estimate covers the payment of dependency allowances ($4 600); education grants and related

travel ($6 000); United Nations contributions to the Joint Staff Pension Fund ($6 100); medical and dental insurance ($700); and assignment allowance ($1 400);

(iii) *Travel and subsistence of staff* ..... $12 200
1968: —
1967: —

17.57 The estimate under this heading provides for travel ($4 000) and monthly subsistence allowances at rates established for the area ($8 200).

(iv) *Maintenance and rental of premises and equipment* ..... $1 400
1968: —
1967: —

17.58 The estimate covers maintenance of the office premises and the facilities used at the Pisa airport which are provided free of charge by the Italian Government.

(v) *Operation and maintenance of vehicles* $3 000
1968: —
1967: —

17.59 This estimate covers the operation and maintenance of a fleet of eight vehicles, comprising $1 500 for fuel, oil and insurance, and $1 500 for maintenance and repairs, which includes minor maintenance of the vehicles in storage.

(vi) *Communications, freight, supplies and services* ..... $10 600
1968: —
1967: —

17.60 This estimate comprises $5 200 for communications; $2 000 for freight; $2 900 for miscellaneous supplies and services; and $500 for stationery and office supplies.

17.61 The estimated net cost of the United Nations Supply Depot in Pisa in 1969 is shown in table 17-13 below.

TABLE 17-13

| | $ |
|---|---|
| United Nations Supply Depot estimated requirements under section 17 as shown in table 17-12 above.... | 116 200 |
| *Less* estimated revenue: | |
| Income from staff assessment, as included under income section 1 ..... | 9 400 |
| TOTAL NET COST | 106 800 |

## CHAPTER VI

Ad Hoc *Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights* ..... $42 000
1968: 40 000
1967: 145 593

17.62 By the terms of its resolution 2 (XXIII) of 6 March 1967 the Commission on Human Rights, under the authority granted it by Economic and Social Council resolution 9 (II) of 21 June 1946, established an *ad hoc* working group of five experts to (*a*) investigate the charges of torture and ill-treatment of prisoners, detainees, or persons in police custody in the Republic of South Africa, (*b*) receive communications and hear witnesses and employ such modalities of procedure as it may deem appropriate, (*c*) recommend action to be taken in concrete cases, and (*d*) report to the Commission at the earliest possible time. By its resolution 1236 (XLII), the Economic and Social Council welcomed the action taken by the Commission on Human Rights.

17.63 The *Ad Hoc* Working Group of Experts was entrusted by the Council, in its resolution 1216 (XLII), with an additional task, relating to an investigation of allegations of infringements of trade union rights in South Africa.

17.64 The *Ad Hoc* Working Group, on the basis of a series of meetings at Headquarters and at the United Nations Office at Geneva, and after a mission to London and Dar-es-Salaam, duly reported [1] to the Commission on Human Rights on the outcome of its first investigation. It subsequently reported [2] to the Economic and Social Council in compliance with resolution 1216 (XLII).

17.65 At its twenty-fourth session the Commission on Human Rights considered the report of the *Ad Hoc* Working Group and adopted resolution 2 (XXIV), by the terms of which:

(*a*) The membership of the *Ad Hoc* Working Group of Experts was expanded so as to include an expert jurist from Asia;

(*b*) The *Ad Hoc* Working Group's mandate was enlarged so as to include the following:

(i) the investigation of allegations of ill-treatment and torture of prisoners, detainees or persons in police custody in South West Africa, in Southern Rhodesia, and in Mozambique, Angola and all other Portuguese territories in Africa;

(ii) the investigation, in particular, of the consequences which flow from the illegal arrest and arraignment by the South African authorities of nationals of South West Africa, a territory under the direct responsibility of the United Nations;

(iii) a thorough investigation of the conclusion contained in paragraph 1137 of the first report of the *Ad Hoc* Working Group, as contained in document E/CN.4/950; and

(*c*) The *Ad Hoc* Working Group was invited to submit its report to the Commission on Human Rights at its twenty-fifth session.

17.66 The Economic and Social Council, by resolution 1329 (XLIX) of 31 May 1968 endorsed this action of the Commission on Human Rights. Furthermore, the Council adopted resolution 1302 (XLIV) under the terms of which the *Ad Hoc* Working Group of Experts was requested to examine further the question of the continuing infringements of trade union rights in the Republic of South Africa and to examine infringements

[1] E/CN.4/950.
[2] E/4459 and Add.1.

of trade union rights in the Territory of South West Africa. The *Ad Hoc* Working Group was requested to carry out similar examinations of the denial and infringements of trade union rights in Southern Rhodesia. Accordingly, the *Ad Hoc* Working Group will be undertaking its further activities during 1968 and early 1969. During 1968, it will hold a series of meetings at Headquarters, to be followed by an extensive field mission to London and to several countries in Africa. The Secretary-General has obtained the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions to incur the related expenditures during 1968 under the terms of General Assembly resolution 2364 (XXII) on unforeseen and extraordinary expenses. In 1969 it plans to convene at Headquarters during the period 6 to 31 January, in order to adopt its report to the Commission on Human Rights at its twenty-fifth session, as well as its report to the Economic and Social Council under the terms of resolution 1302 (XLIV). The estimates provide for the following costs of this meeting, as well as for the costs of the continuation from 1968 into 1069, for a period of one month, of the temporary assistance required by the Division of Human Rights for the substantive servicing of the *Ad Hoc* Working Group:

| | | $ |
|---|---|---|
| (a) | *Meeting of the* Ad Hoc *Working Group of Experts, 6-31 January 1969* | |
| | (i) Travel of members | 4 400 |
| | (ii) Fees of members | 8 400 |
| | (iii) Subsistence allowances of members | 3 050 |
| | (iv) Identifiable translation and documents reproduction costs | 19 800 |
| | | 35 650 |
| (b) | *Temporary assistance* | |
| | One P-5, two P-3's and two GS secretaries, each for one month | 6 350 |
| | TOTAL | 42 000 |

## CHAPTER VII

| | |
|---|---|
| *United Nations Council for Namibia and United Nations Commissioner for Namibia* | $184 600 |
| 1968: | 128 000 |
| 1967: | 21 046 |

17.67 The General Assembly, by resolution 2145 (XXI) of 27 October 1966, terminated the Mandate for South West Africa conferred upon His Britannic Majesty to be exercised on his behalf by the Government of the Republic of South Africa, and decided that South Africa had no other right to administer the Territory. By resolution 2248 (S-V) of 19 May 1967 the General Assembly established a United Nations Council for South West Africa [3] composed of eleven Member States to administer South West Africa until independence. By the same resolution the General Assembly decided that the Council shall entrust such executive and administrative tasks as it deemed necessary to a United Nations Commissioner for South West Africa to be appointed by the General Assembly on the nomination of the Secretary-General. Under the terms of the resolution, the Commissioner would be responsible to the Council in the performance of his tasks.

17.68 On 13 June 1967 the General Assembly, on the proposal of the Secretary-General, appointed Mr. Constantin Stavropoulos, Legal Counsel of the United Nations, as Acting United Nations Commissioner for South West Africa. On 16 December 1967 the General Assembly accepted the proposal of the Secretary-General that that arrangement should be extended and that the Legal Counsel of the United Nations be continued as Acting United Nations Commissioner for South West Africa until the General Assembly, on the nomination of the Secretary-General, appointed a Commissioner.

17.69 The Department of Trusteeship and Non-Self-Governing Territories provides the secretariat of the United Nations Council for Namibia. The staff members involved are included in the requirements of the Department, as provided for under sections 3 and 4.

17.70 The estimates under the present chapter relate to the staff assisting the Acting United Nations Commissioner for Namibia. The Commissioner is responsible to the United Nations Council for Namibia in the performance of such executive and administrative tasks as are entrusted to him by the Council. The staff assigned to assist the Commissioner receives instructions from and is responsible to him in the performance of their work. All administrative functions in regard to the Commissioner and his staff remain with the Department of Trusteeship and Non-Self-Governing Territories.

17.71 By its resolution 2372 (XXII) of 12 June 1968 the General Assembly expressed its appreciation for the Council's efforts to discharge the responsibilities and functions entrusted to it, decided that it should undertake additional responsibilities in connexion with the provision of technical and financial assistance to Namibia and the organization of a training programme for Namibians, and requested the Secretary-General to continue to provide all possible assistance to enable the Council to perform its duties. Accordingly, subject to any further decisions that the General Assembly might take on the question of Namibia during 1968, provision is made for the continuation of this operation in 1969. The proposed establishment, as compared with 1968, is shown in table 17-14.

TABLE 17-14

| | | *1968* | *1969* |
|---|---|---|---|
| I. | *Professional category and above* | | |
| | Commissioner (A-S-G) | — | 1 |
| | Principal officer (D-1) | 1 | 1 |
| | Senior officer (P-5) | 1 | 1 |
| | First officer (P-4) | 1 | 1 |
| | Associate officer (P-2) | 1 | 2 |
| | | 4 | 6 |
| II. | *General service* | | |
| | Principal level (G-5) | — | 1 |
| | Other levels (G-1/4) | 3 | 4 |
| | | 3 | 5 |

[3] By its resolution 2372 (XXII), paragraphs 1 and 3, of 12 June 1968, the General Assembly decided that as of that date South West Africa shall be known as "Namibia", that the United Nations Council for South West Africa shall be called "United Nations Council for Namibia" and that the United Nations Commissioner for South West Africa shall be called "United Nations Commissioner for Namibia".

17.72 The total staff requirements for 1969 are based on the experience obtained in 1968 in regard to the servicing requirements of the Commissioner in fulfilment of his task. Provision is also made for the post of the Commissioner at the Assistant Secretary-General level.

17.73 The related credits required for 1969, as compared with 1968 and 1967, are set forth in table 17-15.

TABLE 17-15

| | *Items of expenditure* | *1969 estimates* | *1968 appropri-ations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Salaries and wages... | 135 000 | 95 000 | 12 924 |
| (ii) | Common staff costs... | 44 300 | 30 000 | 8 122 |
| (iii) | Travel of staff ..... | 5 300 | 3 000 | — |
| | TOTAL | 184 600 | 128 000[a] | 21 046 |

[a] Provided for in 1968 under sections 3, 4 and 5, respectively.

17.74 The estimate under common staff costs covers the payment of dependency allowances ($8 000); United Nations contributions to the Joint Staff Pension Fund ($18 500); United Nations contributions to medical and dental insurance plans ($900); travel on appointment ($12 700); and removal expenses on appointment ($4 200).

17.75 Under travel of staff, the estimate relates to expected expenditures for home leave travel in 1969.

17.76 The expenses incurred in respect of the visit by the United Nations Council for South West Africa to Southern Africa in the early part of 1968, accompanied by the Acting Commissioner and his staff, were met, with the prior concurrence of the Advisory Committee on Administrative and Budgetary Questions, under the terms of General Assembly resolution 2364 (XXII) on unforeseen and extraordinary expenses in 1968. To the extent required, a supplementary appropriation will be requested in due course. No provision is made in these initial estimates for any similar expenses in 1969.

17.77 The revenue from staff assessment, as listed under income section 1, is estimated at $33 900.

# PART VII

# OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

## Section 18. Office of the United Nations High Commissioner for Refugees

**$3 675 500** (1968: $3 469 000 [1] 1967: $3 259 977 [2])

18.1 The General Assembly, by its resolution 2294 (XXII) of 11 December 1967, decided to continue the Office of the United Nations High Commissioner for Refugees for a further period of five years from 1 January 1969.

18.2 All assistance programmes undertaken by this Office are financed from voluntary funds made available to the High Commissioner. The estimates submitted by the High Commissioner under the present section are confined to the administrative expenses relating to the functioning of the Office in 1969. As explained in paragraph 18.15 below, a provisional amount of $410 000 is included under income section 2, representing the contribution to be made towards these expenses from the voluntary funds administered by the High Commissioner.

18.3 New requests for UNHCR action were made during the latter part of 1967, both in the field of protection of, and assistance to, refugees. These requests resulted in missions to areas which had so far not been the active concern of the High Commissioner (e.g. Botswana and Japan) and in increased demands on the Office's financial resources. While two sub-offices were closed in 1967 (Rabat and Istanbul), a new branch office had to be opened in Khartoum at the beginning of 1968 in response to a request for assistance made by the Government of Sudan.

*International protection*

18.4 The international protection of refugees is one of the two basic functions of the Office defined by its Statute. The aim is to safeguard the human rights of refugees who, by definition, do not enjoy the national protection of any government; at ensuring for them a legal status as close as possible to that of the nationals of the countries where they live; and, finally, to enable them—if they do not wish or cannot return to their country of origin—to acquire a new nationality so that they no longer need the protection of the Office. Legal protection is an essential factor in the integration of refugees into their new communities. Without a satisfactory legal status, including the right to receive education, to work, to own property, to receive travel documents and to have access to courts, even the most generous material assistance is usually of little avail.

18.5 International protection is carried out at four levels. At the universal level, it consists in "promoting the conclusion and ratification of international conventions for the protection of refugees, supervising their application and proposing amendments thereto". At the regional level, it involves continuous contacts with organizations, such as the Asian-African Legal Consultative Committee, the Council of Europe and the European Economic Community, the Organization of African Unity and the Organization of American States, in order to encourage their member countries to become parties to the international instruments concluded at a universal level, to supplement them by regional instruments, taking into account the special conditions and requirements of the region, and to ensure that refugees are not excluded from the benefits resulting from regional integration measures. At the national level, the Office assists governments in the preparation of legislation by which international instruments are implemented, and many governments have adopted the habit of consulting UNHCR and requesting comments when preparing other legislation which may affect refugees. Last—but very important—is protection action at the individual level. This arises from the High Commissioner's responsibility to supervise the application of international instruments, which apply to individuals. In particular, the Office intervenes on behalf of individual cases where the recognition of refugee status, the right of asylum, or the principle of *non-refoulement* to the country of origin of a refugee is at stake. This action absorbs a considerable part of the time of the staff in the field, of the responsible section at Headquarters, and often of the High Commissioner himself.

18.6 Three recent developments affecting the protection task of the Office call for special comment.

18.7 In the budget estimates for 1968, [3] the High Commissioner reported the action taken on the Protocol relating to the Status of Refugees, which extends the scope of the 1951 Refugee Convention to persons becoming refugees as a result of events occurring after 1 January 1951. By February 1968, eleven states had acceded to this fundamental protocol. Further states have also acceded to the 1951 Convention, bringing the number of states parties to it to fifty-three. The supervision of the application of these two instruments, which are of basic importance for the situation of refugees, is entrusted to UNHCR. Accordingly, the workload in this field continues to increase.

[1] Excludes allocations available from voluntary funds for administrative costs related to programmes in Africa which started in 1967 (see table 18-1).

[2] Excludes expenditure from voluntary funds for the purpose described in the preceding foot-note.

[3] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), para. 17.4.

18.8 While the influx of refugees in Europe now remains fairly constant (over 5 000 new refugees a year), as does the action to be taken for their legal and social protection, the more recent refugee situations in Africa and Asia call for more extensive action in the field of legal protection. In respect of Africa, this need was confirmed by the Conference on the Legal, Economic and Social Aspects of African Refugee Problems, held in Addis Ababa in October 1967 under the auspices of the Economic Commission for Africa, the Organization of African Unity, the UNHCR and the Dag Hammarskjold Foundation. Of the thirteen resolutions adopted by this Conference, which brought together the senior government officials responsible for refugee work in twenty-two African countries, six resolutions dealt with legal matters, in particular with questions of asylum, travel documents and the social rights of refugees.

18.9 In May 1967, the Executive Committee of the High Commissioner's Programme expressed the view that the cause of refugees should be taken into account at an early stage in the arrangements made for the celebration of the Human Rights Year in 1968. Accordingly, UNHCR is taking a series of actions aimed at the inclusion of provisions on behalf of refugees in national legislation, and particularly at the implementation of the Declaration on Territorial Asylum, which was adopted by the General Assembly on 14 December 1967.[4] This Declaration is of considerable significance to refugees as it embodies the main principles involved in the right of asylum and *non-refoulement*. UNHCR is also encouraging regional action on the rights of refugees within the framework of regional organizations in Africa, the Americas and Europe, and attempts to ensure that the norms they adopt are in line with existing international instruments. As the achievement of most of these aims requires legislative action which usually takes considerable time to be completed, a close follow-up in all these fields will be required through 1969.

*Annual assistance programme*

18.10 The target of the Programme for 1968, approved by the Executive Committee in November 1967, amounts to $4 631 600, including the grant-in-aid to the United Nations budget.[5] More than one half of the target ($2 540 900) has been allocated for projects in Africa. The total number of refugees of concern to UNHCR on that continent increased to nearly 850 000 at the beginning of 1968, of whom more than 600 000 have now reached at least the subsistence level and do not at this stage require any further large scale assistance from UNHCR.

18.11 In two countries, Burundi and Senegal, the progress achieved under previous programmes should soon permit the discontinuance of group assistance from UNHCR. Settlements in East Burundi, comprising over 41 000 refugees, are now reaching a level which is quite comparable with that of the local population in the area. Although this does not mean that the groups may be considered as economically stable and socially integrated, it is felt that further consolidation of these settlements should be achieved through a global development plan for the whole area. This plan is to be implemented under the auspices of the Government, the UNDP and other organizations of the United Nations system, as explained in paragraph 18.23 below.

18.12 Uganda, Tanzania and Zambia present a more complex situation. A further influx of new refugees into Uganda during 1967 brought the total number of refugees in that country to over 160 000, which is the highest number in any country in Africa after the Democratic Republic of the Congo. While the settlements for the earlier refugees in the south-western part of the country are now generally at the subsistence level, the more recent refugee groups are still in need of food rations. A large allocation ($402 000) has therefore been made for refugees in Uganda by the Executive Committee under the 1968 Programme. The allocation also includes a provision of $12 000 for the increased administration requirements in Uganda resulting from the volume of the programme, namely an associate programme officer (P-2) and one general service post. In Tanzania and Zambia, too, the influx of refugees has continued during 1967 and the various projects are at uneven stages of implementation. It has to be foreseen, therefore, that the UNHCR assistance in these three countries will have to be maintained during 1969, although hopefully at a lower level for Tanzania and Zambia.

18.13 In three countries a major initial effort with considerable expenditure is required. In the Central African Republic, security reasons compelled the Government to transfer the whole group of refugees from the eastern border area to a settlement area 240 kilometres further inside the country. In view of the local conditions this proved to be an extremely complex operation, which led to a complete alteration of earlier long-term projects. An allocation of $620 000 is included in the 1968 programme for this group. In the Democratic Republic of the Congo, where the Government had requested the High Commissioner's assistance in respect of over 30 000 refugees living in the north-eastern part of the country, only a preliminary study could be made in 1967 and at the time of the preparation of these estimates the launching of the large-scale project was still held up by unsettled local conditions. In the meantime, their number had increased to approximately 40 000. In the Sudan, the Government in 1967 requested the assistance of the High Commissioner in respect of several refugee groups, totalling over 35 000. After an allocation of $150 000 from the Emergency Fund in 1967, the situation required a considerable allocation under the 1968 Programme ($348 000) for the launching of a settlement project. This included a provision of $48 000 for the establishment of a branch office in Khartoum, initially consisting of a representative (P-4) assisted by three general service staff members, to be strengthened during the latter part of 1968, when the settlement project will be in full implementation, by a programme officer (P-3) and two additional general service posts. As the settlement programme is starting in 1968, assistance on a similar scale will have to continue through 1969 and possibly in 1970.

18.14 In the Middle East, and in the United Arab Republic in particular, the recent crisis and the events following it have also affected those refugees who are the concern of UNHCR. As refugees generally belong to that part of the population on which the economic and social aspects of a crisis have the most severe impact, the changed situation rendered more vulnerable

[4] General Assembly resolution 2312 (XXII) of 14 December 1967.

[5] In accordance with the method of calculation recommended in the budget estimates for 1968 (*Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), para. 17.14) and accepted by the General Assembly, the actual amount of the grant-in-aid for 1968 will be $412 400.

those refugees who wished to integrate locally; it also led a growing number among certain minority groups to consider emigration as a means of solving their problems. Various forms of international protection services and resettlement assistance are also required by new refugees who arrived in the United Arab Republic following events which took place in Africa in recent years. The work and responsibilities of the UNHCR office in Cairo, particularly in the field of resettlement, are therefore increasing correspondingly.

18.15 In view of the continuing problems and the new situations in Africa, and also in the light of recent information on refugee situations in Asia, the High Commissioner expects that the financial target of the Programme for 1969 will at least equal the target for 1968, and may well approach $5 000 000. The target will include the grant-in-aid to the United Nations budget for 1969, which is provisionally estimated at $410 000, i.e. 10 per cent of the expected actual programme commitments in 1968, excluding the grant-in-aid for 1968 and administrative expenditure covered directly under the Programme. This provisional amount is included under income section 2.

*Resettlement and education of refugees*

18.16 A recent problem which is gaining significant dimension is the need for resettlement opportunities for African refugees, mainly those with an urban background. More than 400 persons requiring this type of solution are presently living on relief funds in Botswana, Lesotho and Swaziland. A resettlement problem also arises in respect of African refugees who have graduated from universities or technical institutes in Africa (Cairo, Dakar, Kinshasa) or outside Africa, and who wish to find openings in African countries where they could use their newly-acquired skills. The apparent lack of openings for these refugees constitutes a problem not only for themselves, but also for the countries which had offered them hospitality for their studies. The fact that their skills are not being used appears as an unjustifiable waste on a continent where the need for skilled professionals is so considerable.

18.17 Requests for assistance from UNHCR are also being received at an increasing rate in the field of education and training of refugees. To answer this need the Executive Committee of the High Commissioner's Programme authorized the High Commissioner to establish a Refugee Education Account for voluntary contributions to be devoted to the secondary and higher education of refugees and to their vocational training. At the same time, the High Commissioner was requested to promote contributions for this purpose. A total of nearly $410 000 was actually received in 1967. At least the same amount is expected for 1968 and some $600 000 for 1969.

18.18 In order to handle the education and training problems of refugees in a rational way, a Memorandum of Understanding was signed between UNESCO and UNHCR in July 1967 providing, *inter alia,* for a systematic co-ordination between the two bodies, and defining the fields in which UNESCO could provide technical services (advice on building of educational institutions, adoption of special curricula and school material for refugees, training of teachers, administration of fellowships) in order to assist the governments concerned in providing education to refugees. At the end of 1967, UNESCO seconded a highly qualified education adviser to UNHCR for a period of approximately four months. The adviser will make recommendations to the High Commissioner on policy regarding the various types of education and training of refugees who are the concern of UNHCR, and assist in defining the relationship between UNHCR and other entities (such as the United Nations special education and training programmes) concerned with scholarship programmes for refugees.

18.19 In view of the importance of the needs in the field of refugee resettlement and education, the Addis Ababa Conference on the Legal, Economic and Social Aspects of African Refugee Problems referred to in paragraph 18.8 above adopted a recommendation, providing, *inter alia,* for the creation of "a Bureau of placement and education of refugees to be set up within the framework of the Secretariat of the OAU" to "have as its task the promotion of the resettlement and the employment of African refugees and to collect and provide information concerning educational, training and employment opportunities in Africa". The Council of Ministers of the Organization of African Unity has now approved the establishment of the Bureau, and the General Assembly, in its resolution 2349 (XXII) of 19 December 1967, decided that the United Nations should closely co-operate with it. UNHCR will take an active part in furthering adequate openings for refugees, in obtaining travel documents for those to be resettled or trained outside their country of residence, and in obtaining funds to cover their transportation. The advice and assistance of the UNHCR Regional Liaison Office in Addis Ababa and of UNHCR headquarters will be available to the Bureau on a continuing basis.

*Inter-agency co-operation*

18.20 In view of its limited staff and of the equally limited resources available from voluntary contributions, UNHCR has to aim at enlisting the help and support of governments and of international and national organizations to the maximum possible extent. In this general context, an increasingly important aspect of the work of UNHCR is the co-operation with the United Nations Development Programme, the World Food Programme, UNICEF and the specialized agencies, co-operation which now starts from the very moment the High Commissioner's assistance is first requested for a new refugee situation.

18.21 The General Assembly recognized the importance of inter-agency co-operation for the work of UNHCR in its resolution 2197 (XXI) of 16 December 1966. Subsequently, the Economic and Social Council on 3 August 1967 adopted resolution 1262 (XLIII) on co-ordination at the country level, and the Administrative Committee on Co-ordination agreed upon revised principles in this field, most of which are of direct relevance to UNHCR. Detailed instructions on the co-operation between UNDP and UNHCR have consequently been sent to UNDP resident representatives and UNHCR representatives in countries where the High Commissioner has a branch office. These instructions aim, in particular, at ensuring from the very beginning the co-ordination of refugee projects with other United Nations projects in the area, and, eventually, their integration into the country's national development programme, as supported by the United Nations system. In countries where refugee situations are reported, but where the High Commissioner does not maintain an office or a correspondent, the assistance of resident

representatives is most helpful in dealing with refugee problems which are brought to the attention of UNHCR. At present this is the case, in particular, in Afghanistan, Botswana, Ghana, Kenya and Togo.

18.22 Another aspect of inter-agency co-operation is the participation of UNHCR in the work of the Administrative Committee on Co-ordination and its various sub-committees (e.g. Sub-Committee on Education and Training, Sub-Committee on the Development Decade), as well as of a number of inter-agency working groups. In its resolution 2294 (XXII) of 11 December 1967, the General Assembly, with a view to linking even more closely the rural settlement projects for refugees to the multilateral efforts of UNDP in the field of zonal development, decided that "the High Commissioner be invited to attend the meeting of the Inter-Agency Consultative Board of the UNDP and to participate in the preparatory work of the second United Nations Development Decade".

18.23 The global development project in East Burundi, referred to in paragraph 18.11 above, which is to cover, *inter alia*, all the main refugee settlements in Burundi, will constitute a pilot example of inter-agency co-operation in this field. The Government adopted a suggestion of UNHCR and UNDP to develop the whole area, including both refugees and nationals, through an integrated rural development project, to start at the beginning of 1969 and to be executed, in co-operation with the Government, by the agencies participating in the UNDP. The Administrator of UNDP agreed to assist the Government in investigating all aspects of the scheme and in preparing an appropriate project request to the UNDP (Special Fund component). Meanwhile, UNDP also agreed to extend immediate assistance to the Government in the form of a preliminary operation covering the four refugee settlements through 1968, and co-financed by UNDP and UNHCR. UNHCR will act as the "implementing" agency for this interim project, it being understood that it will in turn enter into an agreement with the Government and with a non-profit-making organization specialized in rural development, as the sub-contractor responsible for the operation.

18.24 Also being studied is an integrated zonal development plan for one or more areas in Uganda where refugee settlements are located. Following discussions between the Government, UNHCR and UNDP and at the request of the Government, a preliminary mission of UNDP is scheduled in March 1968 to study on the spot, in co-operation with the UNHCR representative, the feasibility of such a project, again covering both the refugees and the local population living in the area. It is hoped that this project might start later in 1969.

*Summary of estimates*

18.25 Table 18-1 provides a summary, by chapter total, of the estimates for 1969, compared with the appropriations for 1968 and actual expenses in 1967, both under this section and under the allocations from voluntary funds. The estimates for 1969 include provisions for hospitality expenses, permanent equipment and general expenses, which in 1967 and for 1968 were met from the voluntary funds allocations.

18.26 Table 18-2 shows the distribution between headquarters (Geneva) and the field offices of the various items of expenditure under this section.

TABLE 18-1

| Chapter | 1969 estimates | 1968 appropriations | 1967 expenses | | |
|---|---|---|---|---|---|
| | | | Section 18 | Voluntary funds | Total |
| | $ | $ | $ | $ | $ |
| I. Salaries and wages | 2 580 000 | 2 486 000 | 2 315 439 | 15 198 | 2 330 637 |
| II. Common staff costs | 604 000 | 578 000 | 544 760 | 21 268 | 566 028 |
| III. Travel of staff | 160 000 | 160 000 | 157 605 | — | 157 605 |
| IV. Public information activities | 26 000 | 26 000 | 24 632 | — | 24 632 |
| V. Hospitality | 7 500 | 5 000 | 5 002 | — | 5 002 |
| VI. Permanent equipment | 21 000 | 16 000 | 20 546 | 17 838 | 38 383 |
| VII. General expenses | 193 000 | 189 000 | 184 783 | 9 608 | 194 383 |
| VIII. Contractual printing | 9 000 | 9 000 | 7 210 | — | 7 210 |
| IX. Contingencies | 75 000 | — | — | — | — |
| GROSS TOTAL | 3 675 500 | 3 469 000 | 3 259 977 | 63 912 | 3 323 889 |
| *Deduct:* | | | | | |
| Income from staff assessment | 477 000 | 460 000[a] | 448 625 | — | 448 625 |
| Grant-in-aid from voluntary funds | 410 000 | 412 400[b] | 412 400 | — | 412 400 |
| NET TOTAL | 2 788 500 | 2 596 600[c] | 2 398 952 | 63 912 | 2 462 864 |

[a] Revised estimate.

[b] Actual figure.

[c] In addition, allocations totalling $60 000 (net) from voluntary funds are available for 1968 administrative expenses related to programmes in Africa which started in 1967.

TABLE 18-2

| | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|
| | $ | $ | $ |
| *Headquarters* (Geneva) | | | |
| I. Established posts | 1 360 000 | 1 310 000 | 1 307 087 |
| Consultants and temporary assistance | 29 000 | 27 500 | 27 273 |
| Overtime | 1 900 | 1 900 | 1 643 |
| II. Common staff costs | 310 000 | 299 000 | 296 868 |
| III. Travel of staff | 94 000 | 94 000 | 92 644 |
| IV. Public information activities | 26 000 | 26 000 | 24 632 |
| V. Hospitality | 1 900 | 1 400 | 1 451 |
| VI. Permanent equipment | — | — | — |
| VII. General expenses | 28 000 | 27 000 | 24 780 |
| VIII. Contractual printing | 7 000 | 7 300 | 5 356 |
| IX. Contingencies | 5 000 | — | — |
| TOTAL, headquarters | 1 862 800 | 1 794 100 | 1 781 734 |
| *Field offices* | | | |
| I. Established posts | 1 142 000 | 1 103 000 | 939 722 |
| Correspondents, consultants and temporary assistance | 45 000 | 41 500 | 38 257 |
| Overtime | 2 100 | 2 100 | 1 457 |
| II. Common staff costs | 294 000 | 279 000 | 247 892 |
| III. Travel of staff | 66 000 | 66 000 | 64 961 |
| IV. Public information activities | — | — | — |
| V. Hospitality | 5 600 | 3 600 | 3 551 |
| VI. Permanent equipment | 21 000 | 16 000 | 20 546 |
| VII. General expenses | 165 000 | 162 000 | 160 003 |
| VIII. Contractual printing | 2 000 | 1 700 | 1 854 |
| IX. Contingencies | 70 000 | — | — |
| TOTAL, field offices | 1 812 700 | 1 674 900 | 1 478 243 |
| GRAND TOTAL | 3 675 500 | 3 469 000 | 3 259 977 |

TABLE 18-3

| Number of established posts | | Category and post level | To maintain 1968 establishment | To provide for reclassifications in 1969 | Total |
|---|---|---|---|---|---|
| 1968 | 1969 | | $ | $ | $ |
| 1 | 1 | High Commissioner | | | |
| | | Salary | 30 000 | — | 30 000 |
| | | Allowance | 4 000 | — | 4 000 |
| 1 | 1 | Deputy High Commissioner | | | |
| | | Salary | 26 000 | — | 26 000 |
| | | Allowance | 1 000 | — | 1 000 |
| 2 | 2 | Directors (D-2) | | | |
| | | Salaries | 51 350 | — | 51 350 |
| | | Allowances | 2 000 | — | 2 000 |
| 5 | 5 | Principal Officers (D-1) | 110 400 | — | 110 400 |
| | | *Professional* | | | |
| 18 | 19 | Senior Officers (P-5) | 365 400 | 17 070 | 382 470 |
| 21 | 26 | First Officers (P-4) | 347 970 | 64 190 | 412 160 |
| 25 | 24 | Second Officers (P-3) | 325 750 | (25 730) | 300 020 |
| 29 | 24 | Associate/Assistant Officers (P-2/1) | 279 560 | (50 650) | 228 910 |
| 102 | 102 | | 1 543 430 | 4 880 | 1 548 310 |
| | | *Add:* Post adjustment | 112 050 | 870 | 112 920 |
| | | | 1 655 480 | 5 750 | 1 661 230 |
| | | *General service* | | | |
| 4 | 7 | Principal level | 37 790 | 25 770 | 63 560 |
| 180 | 177 | Other levels | 851 530 | (24 780) | 826 750 |
| 184 | 184 | | 889 320 | 990 | 890 310 |
| | | *Deduct:* Adjustment for turnover (3 per cent of professional staff and above) | (49 300) | (240) | (49 540) |
| 286 | 286 | TOTAL | 2 495 500 | 6 500 | 2 502 000 |

TABLE 18-4. ESTABLISHED POSTS, 1969: DISTRIBUTION BY CATEGORY AND LEVEL

| | *Headquarters (Geneva)* | *Africa — Liaison Office* | *Algeria* | *Australia* | *Austria* | *Belgium* | *Burundi* | *Canada* | *Central African Republic* | *Congo* | *Far East* | *France* | *Germany* | *Greece* | *Italy* | *Latin America* | *Middle East* | *Morocco* | *Nepal* | *Netherlands* | *Senegal* | *Sudan* | *Tanzania* | *Turkey* | *Uganda* | *United Arab Republic* | *United Kingdom* | *United States* | *Zambia* | *TOTAL* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| High Commissioner | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 |
| Deputy High Commissioner | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 |
| Directors | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | | 2 |
| Principal Officers | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 5 |
| TOTAL, I | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | | 9 |
| *Professional* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Senior Officers | 6 | 1 | | | 1 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 1 | | 1 | | 1 | 1 | | 19 |
| First Officers | 11 | 1 | | | | 1 | 1 | | | 1 | | | | | | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | | 1 | | 1 | | 1 | 1 | 26 |
| Second Officers | 11 | 1 | | | 1 | | | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | | | | | | 1 | 1 | | | 1 | | | 1 | 24 |
| Associate/Assistant Officers | 18 | | | | | 1 | | | | 1 | | | 1 | 1 | | | | | | | | | | 1 | | 1 | | | | 24 |
| TOTAL, II | 46 | 3 | | | 2 | 2 | 1 | 1 | 2 | 3 | 1 | 2 | 3 | 3 | 3 | 2 | 1 | | 1 | 1 | 2 | 2 | 2 | 1 | 3 | 1 | 1 | 2 | 2 | 93 |
| *General Service* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Principal or highest level | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | | | 7 |
| Other levels | 70 | 5 | 1 | 1 | 8 | 4 | 4 | 1 | 4 | 6 | 2 | 5 | 7 | 7 | 7 | 6 | 3 | 3 | 2 | 1 | 4 | 5 | 5 | 2 | 4 | 3 | 2 | 2 | 3 | 177 |
| TOTAL, III | 76 | 5 | 1 | 1 | 8 | 4 | 4 | 1 | 4 | 6 | 2 | 5 | 7 | 7 | 7 | 6 | 3 | 3 | 2 | 1 | 4 | 5 | 5 | 2 | 4 | 3 | 2 | 3 | 3 | 184 |
| TOTALS I, II AND III | 130 | 8 | 1 | 1 | 10 | 6 | 5 | 2 | 6 | 9 | 3 | 7 | 10 | 10 | 10 | 8 | 4 | 3 | 3 | 2 | 6 | 7 | 7 | 3 | 7 | 4 | 3 | 6 | 5 | 286 |

CHAPTER I

| | |
|---|---|
| *Salaries and wages* | $2 580 000 |
| 1968 : | 2 486 000 |
| 1967 : | 2 315 439 |
| (i) *Established posts* | $2 502 000 |
| 1968 : | 2 413 000 |
| 1967 : | 2 246 809 |

18.27 Tables 18-3 and 18-4 show the manning table proposed for 1969 and the expected location of the posts. The estimate for post adjustment assumes an increase from class 2 to class 3 in Geneva early in 1969, but no increase for any other duty station. Similarly, the estimates for general service posts project an increase in salary scales for Geneva only (3.7 per cent gross or 3.25 per cent net from 1 January 1969).

*Additional posts requested*

18.28 The co-operation with organizations of the United Nations system in respect of refugee problems in developing countries, as referred to in paragraphs 18.20 to 18.24 above, is essential for UNHCR since it should enable the Office to discontinue its direct assistance to refugee groups as soon as they reach the level of the local population, while the consolidation of their settlements and their integration into the country's economic and social structure would be achieved under the responsibility of other technically more competent members of the United Nations family. This co-operation also facilitates the administrative tasks of UNHCR in the field and should alleviate the workload of several UNHCR branch offices in Africa, some aspects of which should gradually be taken over by UNDP and other organizations. However, this process requires a considerable amount of preparatory work of UNHCR headquarters in Geneva and at the UNHCR office in New York. This office, in addition to its normal work related to the United Nations Headquarters, to the United States Government and to the voluntary agencies based in the United States, will have to maintain constant liaison with the headquarters of UNDP and UNICEF for the planning, financing and implementation of the common projects. The High Commissioner therefore considers it necessary to strengthen the New York office by an officer at the P-4 level to assist in this new aspect of its work.

18.29 In order to cope with the increasing tasks of UNHCR in the field of resettlement and education of African refugees, as described in paragraphs 18.16 to 18.19 above, an additional officer at the P-3 level and a secretary will be needed at headquarters (Geneva) and a similar team at the Regional Liaison Office in Addis Ababa. In view of the importance of Cairo in this field and the developments in the Middle East mentioned in paragraph 18.14, the High Commissioner also considers it necessary to set up a full branch office in the United Arab Republic, consisting of a representative at the P-4 level and three general service staff members. Up to the present there has been in Cairo a sub-office of the Regional Office for the Middle East in Beirut, consisting of an out-posted deputy representative at the P-3 level and two general service staff. An associate programme officer (P-2) post and a general service post in Uganda, which are provided in 1968 from a voluntary funds allocation,[6] will have to be continued through the initial stage of the proposed UNDP zonal development project, i.e. at least until the end of 1969. Two professional (P-4 and P-3) and five general service posts in the Sudan, which were also financed from a 1968 programme allocation[7] will be required through 1969 and probably also in 1970. In accordance with the arrangements approved by the General Assembly at its twentieth session in respect of additional administrative costs arising from new assistance programmes,[8] all these posts, covered by programme allocations in 1968, have to be included in the regular budget estimates as from 1969. Finally, an additional general service assistant is needed for the branch office in the Central African Republic in view of the size and the technical complexity of the operation in that country.

18.30 The High Commissioner does not propose at this stage to ask for any increase in his total establishment to meet these additional requirements. As will be explained in paragraphs 18.31 and 18.32 below he hopes to be able, by the end of 1968 to achieve such reductions in the staff of the branch offices in Europe and in some of the African offices as to provide the number of posts required. He wishes, however, to make two reservations in this context. Firstly, the grades of four of the six professional posts which he hopes will become available will not correspond to the grades of the additional posts required. These posts will therefore need to be reclassified as requested in paragraphs 18.44 to 18.46 below. Secondly, in several cases the possibility of making posts available depends on the outcome of the discussions with the Governments which are now in progress. As the total establishment of the Office does not include any reserve for requirements which are not fully known and substantiated at the time of the preparation of these estimates, the High Commissioner considers it necessary to have at his disposal a provision for contingencies which he could use if the discussions in course did not lead to a positive result, or if new requirements which appear possible at present but are not budgeted for, became real and urgent by 1969. Such a provision is therefore included under Chapter IX of the estimates.

*Post reductions to be achieved*

18.31 In Africa, the progress of local settlement and resettlement operations planned for 1968 in Burundi, the Democratic Republic of the Congo, Morocco, Tanzania and Zambia should permit a reduction in the staff of the branch offices by four professional and three general service posts. In the first two countries, the savings expected (one professional and one general service post in each) will be largely due to the co-operation of UNDP and ILO.

18.32 In Europe, the High Commissioner completed the review of the activities and procedures of the branch offices which was started several years ago.[9] He also reviewed in detail the extent to which each of the offices participates in the procedures set up by governments to determine the eligibility of refugees under the 1951 Convention. These two reviews lead to the conclusion

[6] See paragraph 18.12 above.
[7] See paragraph 18.13 above.
[8] See *Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), para. 17.15.
[9] See *Official Records of the General Assembly, Twenty-first Session, Supplement No. 5* (A/6305), paras. 18.12 and 18.27.

that limited savings could be achieved by 1969 in six branch offices as follows:

(*a*) It should be possible to reduce by the end of 1968 the staff in Austria, the Federal Republic of Germany and Greece by five general service posts. These savings should result from the completion of the Major Aid Programmes in the first two countries, further progress in the same respect in Greece, and a maximum delegation to national bodies — compatible with the High Commissioner's mandate — of the administrative functions of the offices connected with material assistance to refugees.

(*b*) Consideration is now being given to the streamlining of existing arrangements for UNHCR participation in the eligibility procedures in certain European countries. This streamlining, which in some cases still requires discussion with the governments involved, must of course be without detriment to the ability of UNHCR to fulfill its responsibilities. It is hoped that, as a result of these and related efforts, there will be an overall saving of two professional and two general service posts spread among the branch offices in Austria, Belgium, Italy and the Netherlands.

18.33 If these staff reductions in Europe are achieved, the total number of staff in the nine branch offices on that continent in 1969 will be 61 (18 professional and 43 general service staff). Having completed the review of the tasks of these offices and examined the possibilities for the Governments or other local bodies to undertake any of their present functions, the High Commissioner cannot foresee any further significant reductions in their staff. When the Major Aid Programmes are fully completed in all countries in the course of 1970, one professional post (in Greece) and a few general service posts may become unnecessary in Europe. However, if the refugees are not to suffer, no other savings appear possible as long as the influx of new refugees and of refugee immigrants from other continents continues. Two considerations, as described in the next two paragraphs, may assist in the understanding of this situation.

18.34 The Executive Committee of the High Commissioner's Programme has carefully followed the reductions of the High Commissioner's activities and staff in Europe over the last years. It may be recalled that in 1961, which was the peak year of the Office's action in Europe as a result of the World Refugee Year, a total of 147 staff members (48 professional and 99 general service) were employed in the branch offices in Europe, involving established posts, temporary assistance and posts financed from voluntary funds. In May 1966, the Executive Committee "recognized the importance that provision for assistance on a reasonable scale be continued to meet the needs of non-settled European refugees, particularly in countries of first asylum", [10] and in November concern was expressed [11] lest the reduction of the legal staff of UNHCR in Europe and of the amounts allocated for legal assistance in Germany, Greece, Italy, Latin America and Austria should prevent the needs of refugees from being adequately met. In November 1967 several representatives stressed [12] the influx of new refugees in several European countries and felt that allocations for assistance to these refugees, as envisaged in the 1968 programme, would continue to be required. The High Commissioner believes that these views, which in his opinion reflect legitimate preoccupations, have to be taken into account when planning the future action and staffing of his offices dealing with European refugees.

18.35 Moreover, the action of the UNHCR offices in Europe is no longer directed exclusively at the protection of and assistance to European refugees. Firstly, an increasing number of refugees within the High Commissioner's mandate are arriving in several European countries from Africa, Latin America and Asia, and their needs for protection and assistance are quite comparable to the needs of European refugees. Secondly, the planning, financing and implementation of the major projects in Africa requires increasingly frequent contacts, specific appeals and negociations in a number of European countries where the major donor organizations and most of the operational partners of UNHCR in Africa have their headquarters. These contacts, which are quite essential for UNHCR action in Africa and Asia, have developed into a new and time-consuming function for most of the branch offices in Europe as well as for the Geneva headquarters.

*Reclassification of posts*

18.36 The overall pattern of the activity of the Office underwent two major changes in recent years. Firstly, the geographic scope of both the protection and the assistance action of the Office has widened considerably following the appearance of new refugee situations. This has led to an increase in the number of branch offices from fifteen in 1963 to twenty-four in 1967 and twenty-eight in 1969. Secondly, the nature and procedures of UNHCR assistance have changed completely. From detailed projects implemented by a great number of agencies — and frequently by UNHCR itself — in the period following World Refugee Year, the technique of UNHCR assistance moved in the years 1965-67 towards global projects implemented, under a general agreement with UNHCR, by a limited number of Governments and/or operational partners. It is now moving further towards a situation where UNHCR will more and more frequently initiate and promote global development projects for refugee areas, which would be planned and administered under the full responsibility of the Government and the other members of the United Nations system. UNHCR would participate by providing initial financial support, expert advice on specific refugee problems and good offices in bridging possible financial gaps, and by furthering the co-operation of all parties in the interest of refugees.

18.37 This development of assistance methods, together with the continued transfers of posts from European to African offices, has enabled the Office to cope with the considerably increasing volume of refugee problems in a growing number of countries without any increase in the total staff resources since 1961; in fact, the total staff, including temporary assistance and posts financed from voluntary funds, has been reduced from 313 in 1961 to 294 at the present time. However, this development did increase considerably the diversity and the

[10] Report on the fifteenth session of the Executive Committee of the High Commissioner's Programme (A/AC.96/334), para. 38 (3).

[11] Report on the sixteenth session of the Executive Committee of the High Commissioner's Programme (A/AC.96/352), para. 28.

[12] Report on the eighteenth session of the Executive Committee of the High Commissioner's Programme (A/AC.96/386), para. 22.

level of the responsibilities of the High Commissioner's staff in the field and of staff at the chief of section level and above at Headquarters. Virtually all of these functions now involve negotiations with representatives of governments, donor organizations, United Nations programmes and other agencies which — if they are to be effective — have to be carried out at a high level. In addition, most of the new posts in the field are located in distant areas where communications with Geneva are sometimes difficult, so that the staff involved can rely to a limited extent only on advice and guidance from headquarters.

18.38 There is, therefore, an essential need for posts at levels corresponding to these changed responsibilities, in order to attract new candidates with sufficient qualifications and experience for vacancies arising from separations, and the most qualified members of the existing staff for posts being transferred to new areas where greater difficulty and more responsibility are involved.

18.39 While it has been possible so far to maintain the level of the manning table by transferring posts from Europe to Africa and headquarters, this transfer could not in itself solve the problem of the level of the posts required. Of necessity, the transfers have been of posts at the lower professional levels. It has not been possible to close any European branch office, and the maintenance of these offices required the continued presence of professionals of at least the P-4/P-5 level to represent the High Commissioner effectively in dealing with European governments, voluntary agencies, etc. The transfers to Africa and to headquarters of the lower professional posts (P-1/P-3) have not, in many cases, met the need for higher level posts. This need can be met only by reclassifying a number of the posts transferred in the recent years or to be transferred by 1969. If it were not possible to reclassify the transferred posts to meet the new needs, there would be no alternative but to request new high-level posts for the African offices and for headquarters.

18.40 The High Commissioner therefore considers it essential that a number of further reclassifications be effected in his establishment. These proposals, involving a total additional expenditure in 1969 of $6 500, are summarized below:

| | *Location* | *Post* | *Present level* | *Proposed level* |
|---|---|---|---|---|
| (a) | *Branch offices* | | | |
| | Bangui | Deputy representative | P-2 | P-3 |
| | Lusaka | Deputy representative | P-2 | P-3 |
| | Cairo | Representative | P-3 | P-4 |
| | Hong Kong/ Macao | Representative | P-4 | P-5 |
| (b) | *Posts to be transferred* | | | |
| | To Khartoum | Representative | P-3 | P-4 |
| | To Khartoum | Deputy representative | P-2 | P-3 |
| | To New York | First officer | P-3 | P-4 |
| | To Geneva | Resettlement and education officer | P-2 | P-3 |
| (c) | *Headquarters* | | | |
| | Geneva | Chief, Area Desk 3 | P-3 | P-4 |
| | Geneva | Chief, Individual Protection and Social Rights Section | P-3 | P-4 |
| | Geneva | Deputy Chief, Administration and Finance Division | P-3 | P-4 |
| | Geneva | Chief, Personnel Section | P-2 | P-3 |

(a) *Branch offices*

18.41 In the Central African Republic and in Zambia, the second professional posts are presently graded at the P-2 level. Experience shows, however, that the UNHCR representatives in Africa have to spend a considerable part of their time outside the capital. They have to co-ordinate the work and smooth out difficulties in the settlements, accompany senior government officials on inspection tours, guide representatives of actual or potential donor organizations to the existing refugee settlements, and visit prospective settlement areas with the experts of the participating organizations. In view of the distance involved,[13] and as the only practical means of transportation is usually a landrover (or a combination of charter plane plus landrover), each field trip usually means an absence from the capital for a week or more. Taking into account annual leave and an occasional illness, a representative is normally absent from the branch office for some four months out of twelve. During this period, the office is in the charge of the second professional who has to act for the representative in all matters, including the representation of UNHCR in high level negotiations. The High Commissioner has found it exceedingly difficult to find officers able and ready to undertake this kind of responsibility at the P-2 level. Accordingly, he recommends the reclassification of the two posts to level P-3.

18.42 The reasons for the proposed reclassification of the P-3 post at Cairo to the P-4 level have been explained in paragraphs 18.14 and 18.29 above.

18.43 In the Far East, the High Commissioner maintains a branch office in Macao, while the Intergovernmental Committee for European Migrations (ICEM) administers a joint ICEM/UNHCR office in Hong Kong. Until 1966, the joint representative in Hong Kong was an ICEM staff member at the P-5 level. In view of the declining workload of ICEM in the area and of the steadily considerable volume of UNHCR problems in Hong Kong, the High Commissioner agreed at the end of 1966 to take over the post of the joint representative.[14] He assigned to this post his representative in Macao who is now carrying the two responsibilities. The High Commissioner considers it necessary, therefore, to propose the reclassification of the post of the representative in Macao, which has become that of the representative for the Far East, to the P-5 level in line with the new responsibilities which attach to it.

(b) *Posts to be transferred*

18.44 Of the four professional posts referred to in paragraph 18.30 above, two posts (one P-2 and one P-3) are to be used in the Sudan. Both need to be reclassified to provide for the Representative in the Sudan (P-4) and his deputy (P-3). The reasons for the reclassification of the latter post have been explained in paragraph 18.41 above.

18.45 The need for an additional officer at the P-4 level in New York has been explained in paragraph 18

[13] As the crow flies the approximate distances between the capital and the various refugee settlements are 1 000, 800 and 500 km in the CAR; 300, 400 and 550 km in Zambia; 400 and 1 200 km in the Sudan.

[14] In addition, UNHCR continues to contribute to ICEM 50 per cent of the other costs of the joint office. An allocation for this purpose is made each year under the annual assistance programme.

above. As only a P-3 post is expected to become available to meet this need, this post will need to be reclassified.

18.46 Similarly, only a P-2 post will be available for the additional officer at P-3 level needed at headquarters to deal with the resettlement and education of African refugees. It is proposed, therefore, that this post should also be up-graded.

(c) *Headquarters (Geneva)*

18.47 The reorganization of UNHCR headquarters referred to in the budget estimates for 1968 [15] is now fully effective. A concentration of all financial and operational control activities into two sections, [16] with a total staff reduced by two professional and five general service posts, enabled the High Commissioner, *inter alia,* to provide the necessary additional posts needed to staff seven area desks covering the whole world. However, here again, while the number of posts was sufficient, the grades were not.

18.48 Thus for the chief of Area Desk 3, which administers all UNHCR assistance projects in the Middle East (including the UAR) and the whole of Asia and ensures co-ordination of all the other activities of the Office in that area, only a P-3 post is available at present. In view of the responsibilities involved, the High Commissioner considers it necessary that this post be reclassified to the P-4 level, which is the level of the other chiefs of area desks. In order to provide posts at that level for two of these other chiefs, two P-4 posts in other divisions had to be occupied temporarily at P-3 level, namely the post of chief of one of the sections of the Legal Division, which is responsible for individual protection and social rights of refugees, and the post of deputy chief of the Administration and Finance Division. However, the responsibilities of these two posts are well above the P-3 level, and the High Commissioner accordingly recommends that they also be reclassified to the P-4 level.

18.49 The need for the reclassification of a fourth professional post at headquarters became evident as a result of the Report on Common Grading Standards. [17] This report was prepared by the two consultants appointed by the Consultative Committee on Administrative Questions, who have visited each of the twelve organizations (including the United Nations at Geneva) that use common scales of pay for their professional staff. The common grading standards formulated in the report for the personnel officer series, and in particular for the levels P-2, P-3 and P-4, indicate that the post of chief of the UNHCR Personnel Section should be properly graded at least at the P-3 level. This staff member in fact assumes the duties described for the P-3 level and, in addition, prepares all documentation for the UNHCR Appointment and Promotion Board and acts as the Secretary of the Board. The High Commissioner consequently recommends the reclassification of this post from P-2 to P-3 level.

18.50 In addition to these reclassifications of professional posts, the High Commissioner has found it necessary to include in his 1969 manning table three reclassifications within the general service category.

[15] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), paras. 17.18-17.20.

[16] The Voluntary Funds Finance Section and the Programme Development and Control Section.

[17] CO/ORD/CC/SO/156.

(ii) *Correspondents, consultants and temporary assistance* ..... $74 000

1968: 69 000

1967: 65 530

18.51 This estimate includes:

(*a*) Honoraria paid to correspondents representing the High Commissioner in countries where a branch office with a full representative is not required ($15 600);

(*b*) Honoraria of consultants on special assignments ($22 200);

(*c*) A provision for temporary assistance to be recruited at peak periods, for replacement of staff on maternity leave or extended sick leave, and for translation and cartographic work which cannot be undertaken by the Geneva Office of the United Nations ($36 200).

18.52 The estimate for consultants includes a new provision of $1 200 for a legal consultant in France. The consultant had to be appointed recently to provide legal advice to the branch office, after the abolition of the post of the legal officer in charge of protection matters at the end of 1967.

18.53 The estimate for temporary assistance includes an increase of $1 800 to provide for increased salaries of temporary staff, in particular in Geneva, and a new provision of $2 000 for a part-time assistant to be provided to the UNDP Resident Representative in Ghana. In view of the increasing number of small refugee groups in that country the Resident Representative, who deals with refugee problems there on behalf of UNHCR, requested the assignment of such an assistant to help him in handling individual cases.

(iii) *Overtime* ..... $4 000

1968: 4 000

1967: 3 100

## CHAPTER II

*Common staff costs* ..... $604 000

1968: 578 000

1967: 544 760

18.54 This estimate is based on past experience. It takes into account, in particular, the fact that actual expenditure in 1967 on education grants and related travel, on installation expenses and on assignment allowances again exceeded the original estimates as a result of the assignments of staff to cope with the changing refugee problems.

18.55 The estimate covers the following requirements:

(i) *Dependency allowances* ..... $72 000

1968: 71 000

1967: 71 446

(ii) *Education grants and related travel* .. $17 000

1968: 17 000

1967: 17 004

(iii) *Contributions to the United Nations Joint Staff Pension Fund* ..... $294 000

1968: 283 000

1967: 261 979

(iv) *Contributions to medical and other social insurance* ..... $25 000

1968: 24 000

1967: 22 984

(v) *Travel and removal expenses upon appointment, transfer and separation* $39 000

1968: 38 000

1967: 29 660

(vi) *Installation expenses* ..... $23 000

1968 : 23 000

1967 : 21 524

(vii) *Assignment allowances* ..... $40 000

1968 : 36 000

1967 : 36 666

(viii) *Separation payments, including repatriation grants* ..... $59 000

1968 : 43 000

1967 : 54 452

The increase in this estimate reflects mainly the increased number of retirements expected for 1969.

(ix) *Travel of staff and dependants on home leave* ..... $35 000

1968 : 43 000

1967 : 29 045

A 20 per cent deduction has been applied to the estimated total cost of home leave entitlements in 1969 to allow for the deferral or loss of entitlements.

## CHAPTER III

*Travel of staff* ..... $160 000

1968 : 160 000

1967 : 157 605

18.56 This estimate covers travel and subsistence costs for staff members, correspondents and consultants proceeding on official business. It includes a provision for travel related to the programme in Sudan, for which allowance has been made in 1968 within the programme allocation of $48 000 mentioned in paragraph 18.13 above.

## CHAPTER IV

*Public information activities* ..... $26 000

1968 : 26 000

1967 : 24 632

18.57 This estimate covers the requirements for the regular information programme of the Office which provides the information media, Governments, inter-governmental and non-governmental bodies with information on the refugee problems of concern to the Office and on developments in the field of international protection and material assistance to refugees. This includes the preparation of reports on projects carried out under the annual assistance programme or outside that programme with private support, the publication of several periodical reports in French and in English, the writing, printing and distribution of pamphlets and feature articles, and the production and distribution of photographs, radio material and television featurettes.

18.58 Special information projects are financed from voluntary funds through a Public Information Fund, which is periodically brought to its ceiling of $30 000 by action of the Executive Committee. This Fund has been created for the purpose of producing and distributing films and television programmes or to undertake other audiovisual projects in support of international efforts made to meet refugee problems of concern to the High Commissioner. Income derived from the sale of the material produced is credited to the Fund. In 1967, the balance of commitments made over the income received amounted to $13 684.

18.59 The High Commissioner also maintains, in agreement with his Executive Committee, a reserve of $200 000 from the revenue of the UNHCR long-playing record schemes. This reserve is intended to cover the administrative and promotional costs involved in the preparation and launching of new fund-raising initiatives designed, as in the case of the record schemes, to further public awareness of the activities of the Office and to raise the voluntary funds necessary to finance those activities. Pending the preparation of a new scheme, an amount of only $231 was spent from this reserve in 1967.

## CHAPTER V

*Hospitality* ..... $7 500

1968 : 5 000

1967 : 5 002

18.60 This estimate covers the requirements of headquarters and of the twenty-eight branch offices. In 1967 legitimate claims for hospitality expenses actually incurred by UNHCR representatives in the field and by senior staff at headquarters in the interest of the Office again exceeded the appropriation by more than $3 000. In view of this persisting situation and in the light of the discussion of this subject in the Advisory Committee for Administrative and Budgetary Questions at the time of examining the UNHCR estimates for 1968, the High Commissioner proposes to increase this allocation by $2 500 for 1969. Of this additional amount, $2 000 would be used for the new branch offices and to raise the allotments for the twenty-six existing offices from the present average of $140 to $200 per annum, while $500 would be added to the amount of $1 400 currently available for expenses incurred by senior staff at headquarters.

## CHAPTER VI

*Permanent equipment for field offices* ..... $21 000

1968 : 16 000

1967 : 20 546

18.61 This provision is required for the replacement at the field offices of five cars at a cost of approximately $15 000, as well as of obsolete office machines, other equipment and furniture. The permanent equipment costs arising at headquarters are included in the estimates for the United Nations at Geneva under section 8.

## CHAPTER VII

*General expenses and supplies* ..... $193 000

1968 : 189 000

1967 : 184 783

18.62 This estimate takes into account, *inter alia,* the general expenses for the new branch office in the Sudan which are covered from voluntary funds in 1968. It comprises the following provisions :

(i) *Rental and maintenance of field office premises* ..... $64 000

1968 : 64 000

1967 : 60 540

(ii) *Utilities (field offices)* ..... $6 000

1968 : 5 000

1967 : 5 699

(iii) *Rental and maintenance of equipment, including transportation equipment (field offices)* ..... $23 000

1968 : 25 000

1967 : 22 146

(iv) *Communications, postage and freight* .. $85 000

1968 : 79 000

1967 : 83 462

The increase in this estimate results from the introduction of higher postage, cable and/or telephone rates in Switzerland and in several countries where field offices are located. It also takes into account the very high rates for cables to and from the Central African Republic, which were fully covered from voluntary funds in 1967. When considering the present level of this provision, it should be noted that in 1963, when there was a total of fifteen branch offices located mostly in Europe and the Mediterranean area, the expenditure for communications, postage and freight already amounted to $79 212. Of the twenty-eight branches to be covered by the provision of $85 000, fifteen will be outside Europe and the Mediterranean area.

(v) *Stationery and office supplies* ..... $4 000

1968 : 5 000

1967 : 3 212

(vi) *Other supplies and services (field offices)* $11 000

1968 : 11 000

1967 : 9 724

This estimate includes a provision for the UNHCR subvention to the running costs of the joint UNDP/UNICEF/UNHCR office for Australia and New Zealand in Sydney.

## CHAPTER VIII

*Contractual printing* ..... $9 000

1968 : 9 000

1967 : 7 210

18.63 The printing programme covered by this estimate comprises :

*Headquarters*

| | |
|---|---|
| Pamphlet on the economic and social aspects of refugee work | $5 600 |
| Travel documents for issue under the 1961 Refugee Convention and the 1967 Protocol | 1 300 |

*Branch offices*

| | |
|---|---|
| Austria : | |
| Information bulletin | 350 |
| Germany : | |
| Legal and information bulletins | 800 |
| Leaflets for new arrivals in four refugee languages | 500 |
| Italy : | |
| Revision of the refugee handbook issued in 1963 | 350 |
| Information bulletin | 100 |
| | 9 000 |

## CHAPTER IX

*Contingencies* ..... $75 000

1968 : —

1967 : —

18.64 The High Commissioner is aware that, in submitting the present budget estimates, and particularly in maintaining the manning table in 1969 at its present level, he is running the risk of facing in that year urgent action which is not clearly foreseen now and for which therefore no provision is contained in the estimates. The scope of his activities, which are defined by his mandate, is subject to his control only to a limited extent, and depends primarily upon the emergence of refugee situations demanding his attention and the requests of governments for assistance in dealing with refugee problems. It is impossible for him to foresee at the beginning of 1968 all the refugee situations which will exist in 1969, or the requests that will be made by governments in that year with respect both to existing refugees and those refugee groups which may come into being.

.65 At the present time, there exist in several parts o the world, particularly in Asia and Africa, groups of refugees for which governments have not yet asked the assistance of the High Commissioner but for which they may well do so before long. It is equally true that in several areas there are serious indications that new

refugee situations might well develop in 1969. None of these possibilities or probabilities is provided for in the present budget estimates. It is likely, however, that in 1969 additional staff, travel office equipment and other costs will have to be incurred to deal with them.

18.66 The High Commissioner must, of course, be able to carry out the mandate given to him by the General Assembly. At the same time, he is reluctant to increase his establishment unnecessarily — such an increase would almost certainly carry over into subsequent years — or to inflate certain items, such as travel costs or general expenses, simply to guard against potential needs. If possible, he would also like to avoid the need to submit supplementary estimates in the course of 1969.

18.67 It would seem that the answer to this problem is to be found in the second report of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies. [18] In dealing with budget practices and performance, and in particular with supplementary estimates, the *Ad Hoc* Committee suggested : "In order to provide the heads of the organizations with a small amount of funds to meet contingencies which may arise and which cannot be met by savings or postponed until the adoption of the next budget, a special appropriation line might, where necessary, be included in the budget for these minor contingent expenses."

[18] A/6343, para. 41.

18.68 The High Commissioner believes that it would be wise, for the reasons mentioned in the preceding paragraphs, to add to section 18 the present chapter for contingencies. He would propose that the amount appropriated under this chapter be $75 000, or about 2 per cent of the total appropriation proposed for 1969. He would, of course, undertake to incur expenditures under this chapter only if he could not possibly find the necessary funds within the total appropriated under the other chapters of the section, and he would report in detail on such expenditures to the next session of the Assembly. He would suggest that under this chapter he be authorized to incur expenditures for such additional staff, travel, permanent equipment and general expenses as may be required for the purposes described in paragraph 18.65 above. The provision under this chapter would not be used for expenditures covered in chapters IV (Public Information Activities), V (Hospitality) and VIII (Contractual Printing).

18.69 The High Commissioner realizes that the inclusion of the contingency provision is perhaps without precedent in the regular budget of the United Nations. However, he believes that the nature of his task, the uncertainties involved in it, and the need to move urgently when the rights and lives of refugees subject to his jurisdiction are threatened, make it necessary that he have a provision of this kind in his budget if he is to continue to attempt to maintain his establishment at its present level.

# PART VIII

# INTERNATIONAL COURT OF JUSTICE

## Section 19. International Court of Justice

**$1 383 360** (1968: $1 356 350 1967: $1 126 025)

TABLE 19-1

| *Chapter* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| I. Salaries and expenses of members of the Court | 714 600 | 731 000 | 589 912 |
| II. Salaries, wages and expenses of the Registry | 534 160 | 504 250 | 434 469 |
| III. Common services | 102 700 | 112 000 | 87 862 |
| IV. Permanent equipment | 31 900 | 9 100 | 13 782 |
| TOTAL, Section 19 | 1 383 360 | 1 356 350 | 1 126 025 |

### CHAPTER I

*Salaries and expenses of members of the Court* $714 600

1968 : 731 000

1967 : 589 912

19.1 The estimate under this chapter is based on the following requirements :

(i) *Salaries and allowances for the President, the Vice-President and Judges* .. $461 700

1968 : 461 700

1967 : 384 038

This estimate is in accordance with General Assembly resolution 2366 (XXII) of 19 December 1967.

(ii) *Pensions* ..... $217 600

1968 : 236 100

1967 : 176 984

This estimate covers the pensions payable in accordance with General Assembly resolutions 1562 (XV) of 18 December 1960, 1925 (XVIII) of 11 December 1963 and 2367 (XXII) of 19 December 1967.

(iii) *Travel on official business* ..... $6 000

1968 : 6 000

1967 : 2 562

(iv) *Annual journeys and journeys on leave* ..... $28 000

1968 : 26 000

1967 : 26 148

This estimate covers the cost of journeys to which judges are entitled under General Assembly resolution 85 (I) of 11 December 1946. In 1967 some judges did not exercise their entitlements.

(v) *Travel and removal expenses of members of the Court and dependants* ... $1 000

1968 : 1 000

1967 : —

(vi) *Miscellaneous supplies and services* . $300

1968 : 200

1967 : 180

(vii) Ad hoc *judges, assessors, witnesses and experts* ..... $ —

1968 : —

1967 : —

Since these expenses are of a contingent nature, no estimate is given. However, provision has been made in the draft resolution relating to unforeseen and extraordinary expenses in 1969 to authorize the Secretary-General to enter into commitments up to $48 000 for *ad hoc* judges and $25 000 for assessors, witnesses and experts.

### CHAPTER II

*Salaries, wages and expenses of the Registry* $534 160

1968 : 504 250

1967 : 434 469

19.2 The estimate under this chapter covers the following requirements:

(i) *Established posts* ..... $343 400

1968 : 312 000

1967 : 252 297

TABLE 19-2

| Number of established posts 1968 | Number of established posts 1969 | Category and level | Gross salaries |
|---|---|---|---|
| 1 | 1 | Registrar (A-S-G) | |
| | | Salary ..... | 30 000 |
| | | Allowance ..... | 1 000 |
| 1 | 1 | Director (D-2) ..... | 24 700 |
| | | *Professional* | |
| 4 | 4 | Senior Officer (P-5) ..... | 79 100 |
| 2 | 2 | First Officer (P-4) ..... | 27 800 |
| 2 | 2 | Second Officer (P-3) ..... | 28 300 |
| 4 | 4 | Associate Officer (P-2) ..... | 40 850 |
| 2 | 2 | Assistant Officer (P-1) ..... | 17 480 |
| 16 | 16 | | 249 230 |
| | | Post adjustment ..... | 15 016 |
| | | | 264 246 |
| 16 | 16 | *General service* (dollar equivalent of local salary scale) ..... | 79 154 |
| 32 | 32 | | 343 400 |

The 1968 appropriation of $312 000 under this heading reflected a reduction of $18 000 in the original estimate of $330 000 to take into account anticipated recruitment delays in respect of certain new posts approved for 1968 following a reorganization of the Registry. Since it is expected that all new recuitment will be completed in the course of 1968, the 1969 provision includes the full annual cost of the proposed establishment. Other increases in 1969 as compared with 1968 relate to annual increments ($5 800) and the reclassification, effective 1 December 1967, of The Hague to class 2 for post adjustment purposes ($7 600).

(ii) *Temporary assistance* ..... $105 000

1968 : 105 000

1967 : 115 479

This estimate covers the following requirements : additional interpretation, translation, typing and service staff during an estimated four months of public hearings and three months of deliberation in a case in which the documentation is exceptionally voluminous.

(iii) *Overtime* ..... $2 000

1968 : 2 000

1967 : 550

(iv) *Travel and removal of staff and dependants* ..... $1 000

1968 : 3 600

1967 : 3 023

(v) *Installation payments* ..... $810

1968 : 2 400

1967 : 1 200

(vi) *Contributions to Joint Staff Pension Fund* ..... $46 000

1968 : 42 900

1967 : 34 393

(vii) *Dependency allowances* ..... $13 300

1968 : 12 500

1967 : 10 542

(viii) *Education grants and related travel* . $5 700

1968 : 5 000

1967 : 2 971

(ix) *Contributions, medical and group life insurance* ..... $3 500

1968 : 3 300

1967 : 2 760

(x) *Compensatory payments* ..... $150

1968 : 150

1967 : —

(xi) *Travel on home leave* ..... $1 100

1968 : 4 200

1967 : 223

This estimate is based on actual entitlements in 1969, which will be at a lower level than in 1968.

(xii) *Staff welfare* ..... $200

1968 : 200

1967 : —

(xiii) *Travel on official business* ..... $11 000

1968 : 10 000

1967 : 11 031

This estimate is arrived at on the basis of the costs incurred during recent years.

(xiv) *Separation payments* ..... $1 000

1968 : 1 000

1967 : —

## CHAPTER III

*Common services* ..... $102 700

1968 : 112 000

1967 : 87 862

19.3 The estimate under this chapter covers the following requirements :

( ) *Contribution to the Carnegie Foundation in respect of the use of the Peace Palace at The Hague* ..... $41 700

1968 : 41 700

1967 : 27 778

(ii) *Cost of distribution of documents* .. $2 500
1968 : 2 500
1967 : 1 467

(iii) *Telephone services* ..... $1 200
1968 : 1 000
1967 : 987

(iv) *Cable, telegraph and wireless* ..... $1 000
1968 : 1 000
1967 : 607

(v) *Postal services* ..... $3 500
1968 : 3 000
1967 : 2 944

(vi) *Stationery and office supplies* ..... $10 000
1968 : 10 000
1967 : 9 466

(vii) *Maintenance of equipment* ..... $2 000
1968 : 2 000
1967 : 1 424

(viii) *Contractual printing* ..... $40 000
1968 : 50 000
1967 : 42 623

(ix) *External audit costs* ..... $500
1968 : 500
1967 : 500

(x) *Miscellaneous supplies and services* . $200
1968 : 200
1967 : 8

(xi) *Miscellaneous expenses (Nürnberg Archives)* ..... $100
1968 : 100
1967 . 58

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* ..... $31 900
1968 : 9 100
1967 : 13 782

19.4 The estimate under this chapter covers the following requirements :

(i) *Furniture and installation of additional fittings* ..... $27 500
1968 : 5 000
1967 : 9 898

This estimate covers the replacement of the furniture in fifteen judges' offices. This replacement is necessary as the present furniture has been in use now for about forty years.

The cost of this furniture is estimated at approximately $1 600 per room and will include the purchase of one desk, one swivel desk-chair, one upright chair, one table, two leather armchairs and some smaller furniture for each office.

The estimate under this item also covers the purchase of the following office equipment for the Registry : one calculating machine, four dictating machines and shelving.

(ii) *Library* ..... $4 400
1968 : 4 100
1967 : 3 884

# PART IX

# UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)

## Section 20. United Nations Conference on Trade and Development

**$7 878 000** (1968: $9 175 000 1967: $6 661 692)

20.1 By resolution 1995 (XIX) of 8 January 1965, the General Assembly established the United Nations Conference on Trade and Development (UNCTAD) as an organ of the General Assembly and provided that the Conference should be convened at intervals of not more than three years. The General Assembly further provided that between sessions of the Conference its functions should be carried out by the Trade and Development Board, that the Board should set up subsidiary organs as necessary, that a secretariat for the Conference should be established within the United Nations Secretariat, and that the regular budget of the United Nations should include separate provision for the expenses of the Conference, its subsidiary bodies and its secretariat.

20.2 By resolution 2297 (XXII) of 12 December 1967 the General Assembly approved the accord establishing the International Trade Centre to be operated jointly by UNCTAD and the General Agreement on Tariffs and Trade (GATT) on a continuing basis and in equal partnership.

TABLE 20-1

| *Chapter* | | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| | A. *Sessions of the Conference and of expert and advisory bodies* | | | |
| I. | Sessions of the Conference | — | 1 844 000 | 277 973 |
| II. | Sessions of expert and advisory bodies | 85 000 | 115 000 | 28 987 |
| | | 85 000 | 1 959 000 | 306 960 |
| | B. *Secretariat of UNCTAD* | | | |
| III. | Salaries and wages | 3 605 000 | 3 213 600 | 2 815 118 |
| IV. | Common staff costs | 834 000 | 778 000 | 670 994 |
| V. | Travel of staff | 225 000 | 191 000 | 170 165 |
| VI. | Hospitality | 10 000 | 10 000 | 8 012 |
| VII. | Permanent equipment | 16 000 | 17 000 | 34 974 |
| VIII. | General expenses | 271 000 | 271 000 | 295 263 |
| IX. | Printing | 138 000 | 124 000 | 154 313 |
| | | 5 099 000 | 4 604 600 | 4 148 838 |
| | C. *International Trade Centre* | | | |
| X. | International Trade Centre | *Pro memoria* | 90 000 | — |
| | D. *Administrative and conference services by other United Nations Offices* | | | |
| XI. | Salaries and wages | 2 294 000 | 2 138 400 | 1 945 168 |
| XII. | Common staff costs and travel on home leave | 400 000 | 383 000 | 260 726 |
| | | 2 694 000 | 2 521 400 | 2 205 894 |
| | TOTAL, section 20 | 7 878 000 | 9 175 000 | 6 661 692 |

20.3 The estimates of income to be derived from UNCTAD in 1969, shown in table 20-2 with comparative figures for 1968 and 1967, are included in the appropriate income sections of the budget estimates. The reimbursement to be made by the Lead and Zinc Group in 1969 relates to members of the Commodities Division of UNCTAD who contribute intermittent services; the estimate is less than the amount received in 1967 because the staff who had formerly worked full-time for the Group were transferred to its secretariat during that year.

TABLE 20-2

| *Income* | *Income section* | *1969* | *1968* | *1967* |
|---|---|---|---|---|
| | | $ | $ | $ |
| Income from staff assessment | 1 | 1 149 000 | 1 154 000 | 873 481 |
| Reimbursement from the Lead and Zinc Study Group for services provided | 3(ii) | 8 000 | 8 000 | 25 183 |
| Reimbursement from the Government of India for the extra costs of holding the second session of the Conference in New Delhi | 3(ii) | — | 586 600 | — |
| Contributions from non-member States | 3(vi) | 553 100 | 610 400 | 499 079 |
| | | 1 710 100 | 2 359 000 | 1 397 743 |

20.4 The gross expenditure estimate of $7 878 000 for 1969 shows a decrease of $1 297 000, compared with the 1968 appropriation of $9 175 000. The decrease is analyzed in table 20-3.

TABLE 20-3

ANALYSIS OF THE CHANGES IN THE 1969 ESTIMATES FROM THE 1968 APPROPRIATIONS

| *Type of change* | *Chapter* | | *Increase (decrease)* | |
|---|---|---|---|---|
| | | | $ | $ |
| Non-recurring decrease | I. | Second session of the Conference | | (1 844 000) |
| Increased cost of continuing the 1968 established posts in 1969 (see table 20-27) | III. | Salaries — UNCTAD Secretariat | 250 800 | |
| | IV. | Common staff costs | 59 600 | |
| | XI. | Salaries — administrative and conference services | 55 300 | |
| | XII. | Common staff costs | 11 000 | 376 700 |
| Cost of new posts requested for 1969 (see tables 20-25 and 20-26) | III. | Salaries — UNCTAD Secretariat | 90 600 | |
| | IV. | Common staff costs | 25 400 | |
| | XI. | Salaries — administrative and conference services | 23 000 | |
| | XII. | Common staff costs | 6 000 | 145 000 |
| International Trade Centre | X. | International Trade Centre | | (90 000) |
| Other increases (decreases) | II. | Sessions of expert and advisory bodies | (30 000) | |
| | III. | Consultants | 50 000 | |
| | V. | Travel of staff | 5 000 | |
| | VII. | Permanent equipment | (1 000) | |
| | IX. | Printing | 14 000 | |
| | XI. | Temporary assistance — conference services | 77 300 | 115 300 |
| | | TOTAL DECREASE, section 20 | | (1 297 000) |

20.5 The decrease in the 1969 estimates for section 20 is attributable principally to the fact that the 1968 appropriations contained a substantial provision for the second session of the Conference held in New Delhi during February-March 1968. However, the initial 1969 estimates were prepared in advance of that session of the Conference. In so far as any decisions taken by the Conference concerning the work programme of UNCTAD had financial implications, the related requirements will be presented to the General Assembly as revised estimates for 1969.

20.6 A further decrease of $90 000 relates to the International Trade Centre for which only a *pro memoria* estimate has been shown for 1969. Revised estimates will be submitted after the Joint UNCTAD/GATT Advisory Group has reviewed the work programme of the Centre at a meeting which was scheduled to be held at the end of May 1968.

20.7 An increase of $376 700 is required to maintain during 1969 the posts that were established in 1968. A further increase of $145 000 is proposed in respect of the new posts requested for the secretariat of UNCTAD (six professional and eight general service posts) and for the administrative and conference services provided to UNCTAD by other offices of the United Nations (one professional and four general service posts). This severely restricted request is in accordance with a policy of deliberate stringency whereby no new post has been requested unless it was (*a*) disallowed in the 1968 estimates in favour of a slower pace in carrying out the work programme requested by Governments or (*b*) is required to meet special situations where the work was being carried out under provisional arrangements. All new posts are justified in detail in chapter III.

20.8 All other variations in the requirements for 1969 as compared with 1968 result in a net increase of $115 300 of which the main item is an increase of $77 300 for temporary assistance to service the conference schedule of UNCTAD. Although this schedule has achieved a fair degree of stability, the growth in group meetings (which now equal the number of official

meetings) has increased the costs of interpretation and the growth of documentation has increased translation expenses in spite of the limitation of summary records to plenary meetings only. Requirements for consultants show an increase of $50 000 in the light of experience in 1967 and prior years, off-set in part by a reduction of $30 000 in the cost of expert groups.

## A. Sessions of the Conference and of expert and advisory bodies

### CHAPTER I

*Sessions of the Conference* ..... $ —

1968: 1 844 000

1967 : 277 973

20.9 Provision is made under this chapter for sessions of the United Nations Conference on Trade and Development, as required. Under the terms of General Assembly resolution 1995 (XIX) of 30 December 1964, it was provided that the Conference shall be convened at intervals of not more than three years. The first session took place in Geneva from 23 March to 16 June 1964 and the second in New Delhi from 1 February to 29 March 1968. No session is contemplated in 1969.

### CHAPTER II

*Sessions of expert and advisory bodies* .... $85 000

1968 : 115 000

1967 : 28 987

20.10 The proposed provision covers the travel and subsistence expenses payable under General Assembly resolution 1798 (XVII) of 11 December 1962, to members of advisory and expert bodies serving in an individual capacity and not as representatives of Governments. The estimate also provides for the payment of fees, as required, to members who, during the period of service with UNCTAD, are not in receipt of a salary from a government or government institution.

20.11 The seven-member Advisory Committee to the Trade and Development Board and to the Committee on Commodities is expected to hold two sessions, each of one week's duration, at a cost of $7 500 for each session. The balance of the estimate ($70 000) covers sessions of expert bodies, normally composed of twelve to fifteen members and meeting for an average of two weeks, for the purpose of tendering advice to the Board and its main committees.

20.12 To date, three expert groups are scheduled to hold sessions as follows :

| | $ |
|---|---|
| (*a*) Experts on insurance statistics ..... | 10 000 |
| (*b*) Experts on insurance supervisors ..... | 10 000 |
| (*c*) Experts on the planning of tourism development .. | 10 000 |

## B. Secretariat of UNCTAD

### CHAPTER III

*Salaries and wages*..... $3 605 000

1968 : 3 213 600

1967 : 2 815 118

TABLE 20-4

| | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| (i) Established posts ..... | 3 280 000 | 2 938 600 | 2 484 793 |
| (ii) Consultants ..... | 250 000 | 200 000 | 284 122 |
| (iii) Temporary assistance .... | 50 000 | 50 000 | 25 863 |
| (iv) Overtime and night differential ..... | 25 000 | 25 000 | 20 340 |
| TOTAL | 3 605 000 | 3 213 600 | 2 815 118 |

(i) *Established posts* ..... $3 280 000

1968 : 2 938 600

1967 : 2 484 793

20.13 The proposed provision covers the salaries of members of the secretariat of UNCTAD. The method of costing is that followed under section 3, and is explained in detail in table 20-25 appended to the present section.

20.14 The global manning table for the UNCTAD secretariat is set out in table 20-5 while the distribution of established posts by organizational unit is shown in a series of subsidiary tables (tables 20-6 to 20-15). The latter tables are accompanied by a listing of the main projects of the substantive divisions for 1968 and 1969. Only the titles are entered, since a full description of the projects is given in the relevant part of the report [1] of the Secretary-General entitled "Work Programme of the United Nations in the Economic, Social and Human Rights Fields and its Budgetary Requirements", which has been submitted to the Economic and Social Council's Committee for Programme and Co-ordination.

20.15 It proved necessary, for technical reasons, to prepare the draft UNCTAD budget in January 1968 in advance of the Second Conference (February-March 1968). It follows that the present estimates do not reflect any of the shifts in emphasis, new directions, and new programmes which the Conference recommended.

20.16 The 1969 proposals, particularly those relating to established posts, take fully into account the recommendations made by the Advisory Committee on Administrative and Budgetary Questions last year—both expressly and implicitly in its report on the 1968 estimates. [2] Thus, the number of new posts requested is limited to six in the professional and eight in the

[1] E/4463/Add.4.

[2] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 7* (A/6707), paras. 366-384.

general service category, for a total of fourteen posts, at a cost of $86 620. This reflects a deliberate policy of stringency, namely, that new posts — however justifiable intrinsically — should not be requested unless they come within either of the following definitions : (*a*) posts that were disallowed on the 1968 estimates (in favour of a slower pace of expansion) ; (*b*) posts required for special situations, to cover provisional arrangements at present in force.

20.17 A description of the new posts and their functions, together with proposals for two reclassifications, appears in the tables and justifications for the relevant divisions (tables 20-6, 20-8, 20-9, 20-13 and 20-15).

## UNCTAD SECRETARIAT — ESTABLISHED POSTS

TABLE 20-5

| Office or Division | | Professional | | | | | | | | General service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/P-1 | Total | G-5 | Other levels | Total |
| Office of the Secretary-General.. | 1969 | 1 | — | 2 | 1 | 3 | 2 | 1 | 10 | 1 | 10 | 11 |
| | 1968 | 1 | — | 2 | 1 | 2 | 2 | 1 | 9 | 1 | 8 | 9 |
| Office of Administration..... | 1969 | — | — | 1 | 1 | 2 | 2 | — | 6 | 2 | 8 | 10 |
| | 1968 | — | — | 1 | 1 | 2 | 2 | — | 6 | 2 | 8 | 10 |
| Division for Conference Affairs and External Relations..... | 1969 | — | 1 | 1 | 2 | 3 | 3 | 1 | 11 | 2 | 15 | 17 |
| | 1968 | — | 1 | 1 | 2 | 3 | 3 | — | 10 | 2 | 14 | 16 |
| Research Division ..... | 1969 | — | 1 | 1 | 3 | 3 | 6 | 4 | 18 | 2 | 19 | 21 |
| | 1968 | — | 1 | 1 | 2 | 4 | 6 | 3 | 17 | 2 | 18 | 20 |
| Trade Policies Division..... | 1969 | — | 1 | 1 | 3 | 3 | 2 | 2 | 12 | — | 10 | 10 |
| | 1968 | — | 1 | 1 | 3 | 3 | 2 | 2 | 12 | — | 10 | 10 |
| Commodities Division ..... | 1969 | — | 1 | 2 | 3 | 8 | 11 | — | 25 | 1 | 20 | 21 |
| | 1968 | — | 1 | 2 | 3 | 8 | 11 | — | 25 | 1 | 20 | 21 |
| Manufactures Division ..... | 1969 | — | 1 | 1 | 2 | 2 | 5 | 1 | 12 | — | 9 | 9 |
| | 1968 | — | 1 | 1 | 2 | 2 | 5 | 1 | 12 | — | 9 | 9 |
| Division of Invisibles ..... | 1969 | — | 1 | 1 | 6 | 7 | 8 | 2 | 25 | 1 | 19 | 20 |
| | 1968 | — | 1 | 1 | 5 | 6 | 7 | 2 | 22 | 1 | 17 | 18 |
| Division for Trade with Socialist Countries ..... | 1969 | — | 1 | — | 2 | 1 | 1 | 1 | 6 | 1 | 4 | 5 |
| | 1968 | — | 1 | — | 2 | 1 | 1 | 1 | 6 | 1 | 4 | 5 |
| New York Liaison Office..... | 1969 | — | 1 | 1 | [illegible] | 6 | 6 | 4 | 21 | 2 | 27 | 29 |
| | 1968 | — | 1 | 1 | [illegible] | 6 | 6 | 3 | 20 | 2 | 26 | 28 |
| TOTAL | 1969 | 1 | 8 | 11 | 26 | 38 | 46 | 16 | 146 | 12 | 141 | 153 |
| | 1968 | 1 | 8 | 11 | 24 | 37 | 45 | 13 | 139 | 12 | 134 | 146 |

## OFFICE OF THE SECRETARY-GENERAL OF THE CONFERENCE

TABLE 20-6

| Office or Division | | Professional | | | | | | | | General service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/P-1 | Total | G-5 | Other levels | Total |
| Office of the Secretary-General (Geneva and New York)..... | 1969 | 1 | — | 1 | 1 | 1 | — | 1 | 5 | 1 | 7 | 8 |
| | 1968 | 1 | — | 1 | 1 | 1 | — | 1 | 5 | 1 | 7 | 8 |
| Liaison with regional economic commissions and UNESOB ... | 1969 | — | — | — | — | 2 | 2 | — | 4 | — | 2 | 2 |
| | 1968 | — | — | — | — | 1 | 2 | — | 3 | — | — | — |
| Technical assistance co-ordination | 1969 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| TOTAL | 1969 | 1 | — | 2 | 1 | 3 | 2 | 1 | 10 | 1 | 10 | 11 |
| | 1968 | 1 | — | 2 | 1 | 2 | 2 | 1 | 9 | 1 | 8 | 9 |

20.18 The proposed three new posts for the Office of the Secretary-General of UNCTAD — one at the P-4 level and two general service posts — are required exclusively for UNCTAD work on international trade problems in the Middle East. It is proposed, as from the beginning of 1969, to put this work on a firmer basis through the establishment of a small Trade Unit in the Economic Section of the United Nations Economic and Social Office in Beirut (UNESOB).

20.19 Since 1965, UNESOB has undertaken work on behalf of UNCTAD on an *ad hoc* basis, for example, for the preparation of documents on international trade problems and policies in the Middle East for submission to the Trade and Development Board and the Second Conference. Until 1968, this was done without addition to the permanent establishment and resources available to UNESOB, at the expense of other work on development problems in the Middle East. For 1968, arrangements are being made in order that special attention might be given through UNESOB to the international trade problems in question without jeopardizing the order activities of UNESOB.

20.20 The Trade Unit which it is proposed to establish in UNESOB in 1969 has been conceived as an integral part of the UNCTAD secretariat, working directly for the implementation of the resolutions and recommendations of the Conference and the Trade and Development Board, under the supervision of the Director of UNESOB, acting under authority delegated to him by the Secretary-General of UNCTAD, who will retain ultimate responsibility for the Unit.

20.21 No other changes are proposed in the Office of the Secretary-General of the Conference.

## OFFICE OF ADMINISTRATION

TABLE 20-7

| | *Professional* | | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| 1969... | — | — | 1 | 1 | 2 | 2 | — | 6 | 2 | 8 | 10 |
| 1968... | — | — | 1 | 1 | 2 | 2 | — | 6 | 2 | 8 | 10 |

20.22 No changes are proposed either in the number or the level of the posts of the Office of Administration.

## DIVISION FOR CONFERENCE AFFAIRS AND EXTERNAL RELATIONS

TABLE 20-8

| | | *Professional* | | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| Office of the Director ..... | 1969 | — | 1 | 1 | — | — | — | — | 2 | — | 2 | 2 |
| | 1968 | — | 1 | 1 | — | — | — | — | 2 | — | 2 | 2 |
| Conference Servicing Group .... | 1969 | — | — | — | 2 | 1 | 2 | — | 5 | 1 | 4 | 5 |
| | 1968 | — | — | — | 2 | 1 | 2 | — | 5 | 1 | 3 | 4 |
| Conference Planning Group .... | 1969 | — | — | — | — | 1 | 1 | 1 | 3 | — | 5 | 5 |
| | 1968 | — | — | — | — | 1 | 1 | — | 2 | — | 5 | 5 |
| External Relations ..... | 1969 | — | — | — | — | 1 | — | — | 1 | 1 | 4 | 5 |
| | 1968 | — | — | — | — | 1 | — | — | 1 | 1 | 4 | 5 |
| TOTAL | 1969 | — | 1 | 1 | 2 | 3 | 3 | 1 | 11 | 2 | 15 | 17 |
| | 1968 | — | 1 | 1 | 2 | 3 | 3 | — | 10 | 2 | 14 | 16 |

20.23 Two new secretarial posts are requested to meet the substantial increase in the divisional workload. In addition, it is proposed to reclassify one G-5 post to the P-1 level. The functions of Conference Planning Officer assigned to this post include supervision of the technical arrangements for the holding of UNCTAD meetings, preparation of the UNCTAD calendar of meetings and of time-tables for the preparation of documents for those meetings, as well as responsibility for advising the Geneva Office of the languages and other conference services required for each meeting.

20.24 Two new posts are requested for the Statistical Section, one professional post at the P-2 level, for a computer programmer, and one general service post, for a keypunch operator. UNCTAD will require these specialists in connexion with a terminal installed in its offices to give access to the IBM 360/40 computer located in the headquarters of the World Health Organization. The use of an advanced computer will greatly increase the possibilities for statistical analysis and economic research. It will enable the Section to cope with projects involving a large volume of statistical

## RESEARCH DIVISION

### TABLE 20-9

| | | *Professional* | | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| Office of the Director ..... | 1969 | — | 1 | 1 | — | — | — | — | 2 | — | 3 | 3 |
| | 1968 | — | 1 | 1 | — | — | — | — | 2 | — | 3 | 3 |
| Trade Section ..... | 1969 | — | — | — | 1 | 2 | 3 | — | 6 | — | 3 | 3 |
| | 1968 | — | — | — | 1 | 2 | 3 | — | 6 | — | 3 | 3 |
| Development Section ..... | 1969 | — | — | — | 1 | 1 | 2 | 2 | 6 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 1 | 2 | 2 | 6 | — | 2 | 2 |
| Statistical Section ..... | 1969 | — | — | — | 1 | — | 1 | 2 | 4 | 2 | 11 | 13 |
| | 1968 | — | — | — | — | 1 | 1 | 1 | 3 | 2 | 10 | 12 |
| TOTAL | 1969 | — | 1 | 1 | 3 | 3 | 6 | 4 | 18 | 2 | 19 | 21 |
| | 1968 | — | 1 | 1 | 2 | 4 | 6 | 3 | 17 | 2 | 18 | 20 |

### WORK PROGRAMME OF RESEARCH DIVISION

| | *Project* | *Authority* | *Professional man-months required* 1968 | 1969 |
|---|---|---|---|---|
| (1) | Implementation report | Recommendation A.VI.6, UNCTAD I; resolution 19 (II), Trade and Development Board; agenda item 9 (*a*), UNCTAD II | 18 | 18 |
| (2) | The structure of protection in developing countries in relation to their industrialization, comparative advantage and growth | Recommendation A.VI.6, UNCTAD I; resolution 19 (II), Trade and Development Board | 52 | 43 |
| (3) | Problems of regional integration in developing countries | Recommendation A.VI.8, UNCTAD I; agenda item 14, UNCTAD II | 24 | 24 |
| (4) | Structure of protection in industrialized countries | Agenda items 10 (*c*) and 11 (*c*), UNCTAD II | 12 | 12 |
| (5) | Food problem of developing countries | Agenda item 9 (*c*), UNCTAD II | 6 | 6 |
| (6) | Special studies in support of preparation by Department of Economic and Social Affairs for Second Development Decade | General Assembly resolution 2305 (XXII) | 6 | 12 |
| (7) | World trade models | Recommendation A.VI.6, UNCTAD I | 6 | 12 |
| (8) | Typology of developing countries | Agenda item 15, UNCTAD II | 8 | 8 |
| (9) | Special statistical projects | Recommendation A.VI.6, UNCTAD I; resolution 19 (II), Trade and Development Board | 9 | 9 |
| (10) | UNCTAD Statistical Bulletin | *Idem.* | 9 | 9 |
| (11) | Other statistical Bulletin | *Idem.* | 12 | 24 |
| | Supervision, administration and support of conference activities | — | 42 | 39 |
| | | Total man-months | 204 | 216 |
| | | Equivalent man-years | 17 | 18 |

computation that have hitherto been beyond the scope of its resources.

20.25 The proposed reclassification from P-4 to P-5 of the post of Chief of the Statistical Section would bring that post into line with the posts of the other two Section Chiefs in the Division. The Statistical Section will continue to service not only the other sections of the Research Division, but the other Divisions of the UNCTAD secretariat (with thirteen statistical clerks). In general, the progressive centralization of the statistical work of UNCTAD in the Statistical Section appears to warrant the requested reclassification.

## TRADE POLICIES DIVISION

### TABLE 20-10

| | | Professional | | | | | | | | General service | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| Office of the Director ..... | 1969 | — | 1 | 1 | — | — | — | — | 2 | — | 5 | 5 |
| | 1968 | — | 1 | 1 | — | — | — | — | 2 | — | 5 | 5 |
| Regional Section ..... | 1969 | — | — | — | 1 | 1 | 2 | — | 4 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 1 | 2 | — | 4 | — | 2 | 2 |
| Trade Policy Problems Section .. | 1969 | — | — | — | 1 | 1 | — | 2 | 4 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 1 | — | 2 | 4 | — | 2 | 2 |
| Trade Expansion and Integration Among Developing Countries .. | 1969 | — | — | — | 1 | 1 | — | — | 2 | — | 1 | 1 |
| | 1968 | — | — | — | 1 | 1 | — | — | 2 | — | 1 | 1 |
| TOTAL | 1969 | — | 1 | 1 | 3 | 3 | 2 | 2 | 12 | — | 10 | 10 |
| | 1968 | — | 1 | 1 | 3 | 3 | 2 | 2 | 12 | — | 10 | 10 |

### WORK PROGRAMME OF TRADE POLICIES DIVISION

| | *Project* | *Authority* | *Professional man-months required* 1968 | 1969 |
|---|---|---|---|---|
| (1) | Trade policy developments — continuous review of developments and of the implementation of UNCTAD recommendations | Resolution 19 (II), Trade and Development Board | 24 | 20 |
| (2) | Problem of special preferences and their elimination | Recommendation A.II.I/II.A.6 | 34 | 34 |
| (3) | Trade expansion, economic co-operation and integration among developing countries | Recommendations A.III.8, A.II.5; resolution 32 (IV), Trade and Development Board | 34 | 38 |
| (4) | Implications of integration of developed countries for international trade, in particular trade of developing countries | Recommendation A.VI.8; resolution 19 (II), Trade and Development Board | 26 | 26 |
| (5) | Background studies for preparation of, servicing and evaluation of, trade negotiations (jointly with GATT or in co-operation) | Recommendation A.V.I. | 26 | 26 |
| | | Total man-months | 144 | 144 |
| | | Equivalent man-years | 12 | 12 |

20.26 No changes are proposed either in the number or the level of the posts of this Division.

## COMMODITIES DIVISION

### TABLE 20-11

| | | Professional | | | | | | | | General service | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| Office of the Director..... | 1969 | — | 1 | — | — | — | — | — | 1 | — | 5 | 5 |
| | 1968 | — | 1 | — | — | — | — | — | 1 | — | 5 | 5 |
| Studies and Policy Branch..... | 1969 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| General Studies and Analysis Section... | 1969 | — | — | — | 1 | 1 | 3 | — | 5 | — | 3 | 3 |
| | 1968 | — | — | — | 1 | 1 | 3 | — | 5 | — | 3 | 3 |
| Quantitative Analysis Section..... | 1969 | — | — | — | 1 | 2 | — | — | 3 | — | 4 | 4 |
| | 1968 | — | — | — | 1 | 2 | — | — | 3 | — | 4 | 4 |
| Commodity Trends Section..... | 1969 | — | — | — | 1 | 2 | 3 | — | 6 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 2 | 3 | — | 6 | — | 2 | 2 |
| Operation Branch ..... | 1969 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| Trade Expansion Section..... | 1969 | — | — | — | — | 1 | 2 | — | 3 | 1 | 1 | 2 |
| | 1968 | — | — | — | — | 1 | 2 | — | 3 | 1 | 1 | 2 |
| Commodity Arrangement Section..... | 1969 | — | — | — | — | 2 | 3 | — | 5 | — | 3 | 3 |
| | 1968 | — | — | — | — | 2 | 3 | — | 5 | — | 3 | 3 |
| TOTAL | 1969 | — | 1 | 2 | 3 | 8 | 11 | — | 25 | 1 | 20 | 21 |
| | 1968 | — | 1 | 2 | 3 | 8 | 11 | — | 25 | 1 | 20 | 21 |

WORK PROGRAMME OF COMMODITIES DIVISION

| | Project | Authority | Professional man-months required 1968 | 1969 |
|---|---|---|---|---|
| (1) | Development of an international commodity policy | Resolution 7 (I), Trade and Development Board, paragraph 7 | 30 | 30 |
| (2) | Commodity market stabilization | Resolution 34 (IV) and resolution 7 (I), paragraph 7, Trade and Development Board | 24 | 24 |
| (3) | Analysis of particular commodity markets | Resolution 7 (I), paragraph 3, Trade and Development Board | 12 | 12 |
| (4) | Commodity diversification | Resolution 34 (IV), Trade and Development Board | 8 | 8 |
| (5) | Projections for non-agricultural commodities | Programme of work, item 9; resolution 7 (I), paragraph 3, Trade and Development Board | 10 | 14 |
| (6) | Commodity Survey | Resolution 7 (I), paragraph 3, Trade and Development Board | 28 | 24 |
| (7) | Current review of commodity developments and market situation | Resolution 7 (I), paragraph 3, Trade and Development Board | | |
| (8) | Individual commodity trends | Resolution 7 (I), paragraph 3, Trade and Development Board | 72 | 72 |
| (9) | Synthetics and substitutes | Resolution 7 (I), paragraph 13, Trade and Development Board | 8 | 8 |
| (10) | Trade liberalization in primary commodities | Programme of work, item 4 | 22 | 22 |
| (11) | Expansion of trade among developing countries and between developing countries and socialist countries | Programme of work, item 18 | 14 | 14 |
| (12) | Promotion of trade in primary commodities | Programme of work, item 15 | 18 | 16 |
| (13) | General agreement on commodity arrangements | Resolution 7 (I), paragraph 2, Trade and Development Board | 10 | 10 |
| (14) | Co-ordination of the work of other organizations in the commodity field | Resolution 7 (I), paragraph 2, Trade and Development Board | 12 | 12 |
| (15) | Intergovernmental consultations and actions on particular commodities or groups of commodities | Resolution 7 (I), paragraph 5, Trade and Development Board | 20 | 22 |
| (16) | General administration, including inter-divisional co-ordination and reporting | | 12 | 12 |
| | | Total man-months | 300 | 300 |
| | | Equivalent man-years | 25 | 25 |

20.27 No changes are proposed either in the number or the level of the posts of this Division.

## MANUFACTURES DIVISION

TABLE 20-12

| | | Professional | | | | | | | | General service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/P-1 | Total | G-5 | Other levels | Total |
| Office of the Director | 1969 | — | 1 | 1 | — | — | 1 | — | 3 | — | 5 | 5 |
| | 1968 | — | 1 | 1 | — | — | 1 | — | 3 | — | 5 | 5 |
| Access to Markets Section | 1969 | — | — | — | 1 | — | 1 | 1 | 3 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | — | 1 | 1 | 3 | — | 2 | 2 |
| Current Trade Analysis and Supply and Demand Section | 1969 | — | — | — | 1 | 1 | 1 | — | 3 | — | 1 | 1 |
| | 1968 | — | — | — | 1 | 1 | 1 | — | 3 | — | 1 | 1 |
| Export Development Country and Sector Studies Section | 1969 | — | — | — | — | 1 | 2 | — | 3 | — | 1 | 1 |
| | 1968 | — | — | — | — | 1 | 2 | — | 3 | — | 1 | 1 |
| TOTAL | 1969 | — | 1 | 1 | 2 | 2 | 5 | 1 | 12 | — | 9 | 9 |
| | 1968 | — | 1 | 1 | 2 | 2 | 5 | 1 | 12 | — | 9 | 9 |

## Work programme of Manufactures Division

| Project | Authority | Professional man-months required 1968 | 1969 |
|---|---|---|---|
| FIELD ACTIVITIES | | | |
| Export promotion mission to Africa, Asia and Latin America | Programme of work of the Committee on Manufactures | 6 | 6 |
| MEETINGS (including second session of the Conference) | Programme of work of the Committee on Manufactures | 40 | 33 |
| RESEARCH SURVEYS AND STUDIES | | | |
| *Access* | | | |
| (1) Liberalization of quantitative restrictions, including study of measures for a possible programme of liberalization | Programme of work of the Committee on Manufactures | 12 | 12 |
| (2) Study on non-tariff barriers, other than quantitative restrictions | Programme of work of the Committee on Manufactures | 6 | 9 |
| (3) Study on the operation and economic effects of a general system of preferences for manufactures and semi-manufactures from developing countries | Programme of work of the Committee on Manufactures | 6 | 12 |
| (4) Specific aspects concerning the operation of a general scheme of preferences | Programme of work of the Committee on Manufactures | 6 | 6 |
| *Supply and Demand* | | | |
| (5) Projections of the supply capacity of manufactures and semi-manufactures from developing countries | Programme of work of the Committee on Manufactures | 4 | 9 |
| (6) Projections on demand in developed countries for manufactures and semi-manufactures from developing countries | Programme of work of the Committee on Manufactures | 4 | 9 |
| (7) Analysis of current trends and developments in international trade in manufactures and semi-manufactures | Programme of work of the Committee on Manufactures | 6 | 6 |
| (8) Study of industrial structure of developing countries with reference to internal and external factors and policies promoting or hampering export of manufactures and semi-manufactures | Programme of work of the Committee on Manufactures | 6 | 6 |
| *Country surveys and sector studies* | | | |
| (9) Completion and revision of the studies on Ivory Coast, Ghana, Morocco, Tunisia, Algeria, Maghreb countries and Central America and on export possibilities | Programme of work of the Committee on Manufactures | 12 | |
| (10) Additional studies on countries in Africa, Asia, Latin America and the Middle East | Programme of work of the Committee on Manufactures | 12 | 12 |
| (11) Sector studies on leather and leather products, food industries, light engineering products and tropical timber | Programme of work of the Committee on Manufactures | 12 | 12 |
| *Export development and adjustment assistance measures* | | | |
| (12) Studies on export development and adjustment assistance measures | Programme of work of the Committee on Manufactures | 12 | 12 |
| | Total man-months | 144 | 144 |
| | Equivalent man-years | 12 | 12 |

20.28 No changes are proposed either in the number or the level of the posts of this Division.

## DIVISION FOR INVISIBLES

TABLE 20-13

| | | *Professional* | | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| Office of the Director..... | 1969 | — | 1 | — | — | — | — | — | 1 | — | 4 | 4 |
| | 1968 | — | 1 | — | — | — | — | — | 1 | — | 4 | 4 |
| Shipping Branch ..... | 1969 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | — | 1 | 1 |
| Port Section ..... | 1969 | — | — | — | 1 | 2 | 2 | — | 5 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 2 | 2 | — | 5 | — | 2 | 2 |
| Freight Rate Section..... | 1969 | — | — | — | 1 | 2 | 2 | — | 5 | 1 | 4 | 5 |
| | 1968 | — | — | — | 1 | 1 | 1 | — | 3 | 1 | 3 | 4 |
| National Merchant Marine Section | 1969 | — | — | — | 1 | — | 1 | 1 | 3 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | — | 1 | 1 | 3 | — | 2 | 2 |
| Conference Practices Section..... | 1969 | — | — | — | 1 | 1 | 1 | 1 | 4 | — | 3 | 3 |
| | 1968 | — | — | — | — | 1 | 1 | 1 | 3 | — | 2 | 2 |
| Insurance Branch ..... | 1969 | — | — | — | 1 | 1 | 1 | — | 3 | — | 2 | 2 |
| | 1968 | — | — | — | 1 | 1 | 1 | — | 3 | — | 2 | 2 |
| Tourism Branch ..... | 1969 | — | — | — | 1 | 1 | 1 | — | 3 | — | 1 | 1 |
| | 1968 | — | — | — | 1 | 1 | 1 | — | 3 | — | 1 | 1 |
| TOTAL | 1969 | — | 1 | 1 | 6 | 7 | 8 | 2 | 25 | 1 | 19 | 20 |
| | 1968 | — | 1 | 1 | 5 | 6 | 7 | 2 | 22 | 1 | 17 | 18 |

### WORK PROGRAMME OF DIVISION FOR INVISIBLES

| | *Project* | *Authority* | *Professional man-months required* 1968 | 1969 |
|---|---|---|---|---|
| | *Shipping* | UNCTAD recommendation A.IV.22 | | |
| (1) | Establishment of national and regional consultation machinery | TD/B/36 and TD/B/116 | — | — |
| | Freight rate studies | TD/B/42 and TD/B/116 | | |
| (2) | (*a*) Commodity studies [a] | | 18 | 42 |
| (3) | (*b*) Route studies | | 24 | 36 |
| (4) | (*c*) Aggregative studies | | 9 | 12 |
| (5) | (*d*) Country studies | | 12 | 9 |
| (6) | Conference practices and an adequacy of shipping services | TD/B/42 and TD/B/116 | 21 | 15 |
| (7) | Improvement of port operations and connected facilities | TD/B/36 and TD/B/116 | 36 | 36 |
| (8) | Establishment or expansion of merchant marines in developing countries | TD/B/36 and TD/B/116 | 18 | 18 |
| (9) | Review of current and long-term aspects of maritime transport | TD/B/36 and TD/B/116 | 6 | 6 |
| (10) | Studies of technological progress in shipping, including containerization | TD/B/36, TD/B/42 and TD/B/116 | 9 | 18 |
| (11) | Seminars on shipping economies | TD/B/116 | — | 3 |
| (12) | Other questions (reporting on activities of other institutions, co-ordination, statistics) | TD/B/36 and TD/B/116 | 15 | 9 |
| | | SUB-TOTAL | 168 | 204 |

[a] Timber is being studied at present. It is firmly anticipated that a study of rubber will be added, with other commodities being added under the same authority.

WORK PROGRAMME OF DIVISION FOR INVISIBLES (*continued*)

| | *Project* | *Authority* | *Professional man-months required* 1968 | 1969 |
|---|---|---|---|---|
| | *Insurance* | UNCTAD recommendation A.IV.23 | | |
| (13) | Reinsurance | TD/B/42/Rev.1, TD/B/C.3/29 and TD/B/118-TD/B/C.3/51 | 10 | 10 |
| (14) | Investment policy of insurance and reinsurance institutions | TD/B/42/Rev.1 | 6 | 6 |
| (15) | Development of national insurance and reinsurance markets | TD/B/42/Rev.1 | 9 | 12 |
| (16) | Insurance and reinsurance legislation and supervision | TD/B/42/Rev.1 and TD/B/118-TD/B/C.3/51 | 12 | 12 |
| (17) | Marine insurance | TD/B/42/Rev.1 | — | — |
| (18) | Statistics | TD/B/42/Rev.1, TD/B/C.3/29 and TD/B/118-TD/B/C.3/51 | 5 | 2 |
| (19) | Review of developments in insurance, with special reference to developing countries | TD/B/42/Rev.1, TD/B/C.3/29 and TD/B/118-TD/B/C.3/51 | 6 | 6 |
| | | SUB-TOTAL | 48 | 48 |
| | *Tourism* | UNCTAD recommendation A.IV.24 | | |
| (20) | Policies for the development of tourist potential | TD/B/42, TD/B/118 | 18 | 12 |
| (21) | Prospective growth of world travel | TD/B/42, TD/B/118 | 4 | 8 |
| (22) | Statistics | TD/B/42, TD/B/118 | 4 | 4 |
| (23) | Consultation, co-operation and co-ordination with other bodies and organizations (including substantive support for field projects) | TD/B/42, TD/B/118 | 4 | 6 |
| (24) | Review of developments in tourism with special reference to developing countries | TD/B/118 | 6 | 6 |
| | | SUB-TOTAL | 36 | 36 |
| | *International services transactions* | | | |
| (25) | Statistics of international services transactions | TD/B/42, TD/B/118 | — | — |
| | *General administration* | | 12 | 12 |
| | | Total man-months | 264 | 300 |
| | | Equivalent man-years | 22 | 25 |

20.29 Three new professional posts are proposed for the Shipping Branch (a P-5 for the Conference Practices Section; and a P-4 and a P-3 for the Freight Rate Section). Also requested are two supporting general service posts.

20.30 Three of the six additional posts requested in the 1968 estimates for freight rate studies were disallowed. Although it has proved possible, through a reallocation of staff within the Shipping Branch, to assign five professional officers to the work, past experience indicates that eight professional posts is a minimum if this important part of the work programme is to be carried out satisfactorily, and if undue reliance on consultants is to be avoided.

## DIVISION FOR TRADE WITH SOCIALIST COUNTRIES

TABLE 20-14

| | *Professional* | | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | *USG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| 1969..... | — | 1 | — | 2 | 1 | 1 | 1 | 6 | 1 | 4 | 5 |
| 1968..... | — | 1 | — | 2 | 1 | 1 | 1 | 6 | 1 | 4 | 5 |

WORK PROGRAMME OF DIVISION FOR TRADE WITH SOCIALIST COUNTRIES

| | Project | Authority | Professional man-months required 1968 | 1969 |
|---|---|---|---|---|
| (1) | Problems of trade between countries having different economic and social systems | Decision of the Trade and Development Board at its third session | 9 | 8 |
| (2) | Long-term agreements in trade with socialist countries | Recommendation A.VI.3 of the First Conference | 2 | 3 |
| (3) | New forms of economic and technical co-operation between socialist and developing countries | Recommendations A.VI.6 and A.IV.25 of the First Conference | 9 | 9 |
| (4) | Implementation report | Resolution 19/II | 5 | 5 |
| (5) | Country studies on trade of socialist countries with three developing countries | Request of the Trade and Development Board at its fifth session (A/6714, paragraphs 137-138) | 12 | 8 |
| (6) | Studies on selected commodities in trade between socialist and developing countries (imports of tropical products, export of machinery by socialist countries, competition from synthetic products to imports from the developing countries) | Request of the Trade and Development Board at its fifth session (A/6714, paragraphs 142 and 152) | 12 | 12 |
| (7) | Factors determining the increase of multilateral trading between socialist and developing countries | Request of the Trade and Development Board at its fifth session (A/6714, paragraph 152) | 6 | 9 |
| (8) | Ways and means of promoting exports of manufactures and semi-manufactures from developing countries to socialist countries | Decision of the Committee on Manufactures at its resumed first session | 4 | 3 |
| (9) | Specialization in trade between socialist and developed market economy countries (including policy implications for the developing countries) | Request of the Trade and Development Board at its fifth session (A/6714, paragraphs 137, 145 and 149) | 4 | 6 |
| (10) | Marketing in socialist countries of eastern Europe | Request of the Trade and Development Board at its fifth session (A/6714, paragraph 152) | 3 | 3 |
| (11) | General administration including interdivisional co-ordination and reporting | | 6 | 6 |
| | | Total man-months | 72 | 72 |
| | | Equivalent man-years | 6 | 6 |

20.31 No changes are proposed either in the number or the level of the posts of this Division.

## NEW YORK LIAISON OFFICE

TABLE 20-15

| | | Professional | | | | | | | | General service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/P-1 | Total | G-5 | Other levels | Total |
| Office of the Director | 1969 | — | 1 | 1 | — | — | — | — | 2 | 1 | 2 | 3 |
| | 1968 | — | 1 | 1 | — | — | — | — | 2 | 1 | 2 | 3 |
| Financing Section | 1969 | — | — | — | 1 | 2 | 2 | 1 | 6 | — | 6 | 6 |
| | 1968 | — | — | — | 1 | 2 | 2 | 1 | 6 | — | 6 | 6 |
| Trade Plans Section | 1969 | — | — | — | 1 | 2 | 2 | 2 | 7 | 1 | 10 | 11 |
| | 1968 | — | — | — | 1 | 2 | 2 | 1 | 6 | 1 | 9 | 10 |
| Trade Projections | 1969 | — | — | — | 1 | 2 | 2 | 1 | 6 | — | 9 | 9 |
| | 1968 | — | — | — | 1 | 2 | 2 | 1 | 6 | — | 9 | 9 |
| TOTAL | 1969 | — | 1 | 1 | 3 | 6 | 6 | 4 | 21 | 2 | 27 | 29 |
| | 1968 | — | 1 | 1 | 3 | 6 | 6 | 3 | 20 | 2 | 26 | 28 |

WORK PROGRAMME OF NEW YORK LIAISON OFFICE

| | Project | Authority | Professional man-months required 1968 | 1969 |
|---|---|---|---|---|
| (1) | Growth and development finance, including mobilization of internal resources by developing countries | TD/B/42/Rev.1, annex I (*c*), p. 23 | 36 | 36 |
| (2) | Measures for improving terms and conditions of aid, including problems of debt service | *Idem*, p. 23 | 36 | 36 |
| (3) | Supplementary financial measures | *Idem*, p. 24 | 12 | 12 |
| (4) | International monetary issues, including compensatory financing | TD/B/57/Rev.1, paragraph 20 | 12 | 12 |
| (5) | Capital requirements of developing countries | TD/B/42/Rev.1, p. 23 | 84 | 84 |
| (6) | Support for technical assistance activities in foreign trade projections | ECOSOC resolution 1148 (XLI), paragraph 3 (*a*) | 42 | 54 |
| (7) | General direction and supervision | | 18 | 18 |
| | | Total man-months | 240 | 252 |
| | | Equivalent man-years | 20 | 21 |

20.32 Two additional posts are proposed for the Liaison Office: one professional (P-2) post for a computer programmer and one general service post for a keypunch operator.

20.33 There is urgent need for the new professional post, since in the absence of a programmer, major projects are being held in abeyance, while the demand for computer time is increasing. A substantial part of the programmer's work in the three sections of the New York Office will be of a quantitative nature, involving the use of the computer facilities. The building up of macroeconomic models for a number of developing countries, the inversion of input-output matrices, debt servicing, spectral analysis of export fluctuations in developing countries and linear programming are among the major quantitative problems with which this Office has to deal.

(ii) *Consultants* ..... $250 000
1968: 200 000
1967: 284 122

20.34 The engagement of consultants for short periods of service is necessitated by the fact that part of the work programme of the Board and its subsidiary bodies is of a highly specialized nature. It is also financially advantageous as an alternative to increasing the number of established posts.

20.35 In the light of the expenditure actually incurred in 1967 and in prior years, an increase of $50 000 over the appropriation for 1968 is clearly justified.

(iii) *Temporary assistance* ..... $50 000
1968: 50 000
1967: 25 863

20.36 This item provides for temporary assistance during peakload periods connected with the heavy meetings programme of UNCTAD and during the absence of regular staff members on maternity and protracted sick leave.

(iv) *Overtime and night differential* ..... $25 000
1968: 25 000
1967: 20 340

20.37 Two main factors determine the requirements under this item: the number of meetings continued beyond working hours or held during weekends, and the number of special demands — often of an urgent character — made upon the secretariat. Overtime, which forms the larger part of the estimate, is payable only to staff in the general service category.

## CHAPTER IV

*Common staff costs* ..... $834 000
1968: 778 000
1967: 670 994

20.38 The estimates under this chapter provide for the common staff costs in respect of the established posts of the UNCTAD secretariat proposed under chapter III. Details of the estimate are shown in table 20-16 below. Requirements for travel of staff and dependants on home leave, previously included under this chapter are now provided for under chapter V, Travel of staff. This change — as well as a similar one in the case of UNIDO under section 21 — has been made to conform with the presentation under section 5 relating to the travel requirements for the rest of the United Nations Secretariat.

TABLE 20-16

| | | *1969 estimates* | *1968 appropri-ations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Dependency allowances .... | 121 000 | 142 000 | 94 230 |
| (ii) | Education grants and related travel ..... | 60 000 | 48 000 | 49 053 |
| (iii) | Contributions to United Nations Joint Staff Pension Fund ..... | 340 000 | 310 000 | 257 736 |
| (iv) | Contributions to medical insurance ..... | 28 000 | 28 000 | 22 421 |
| (v) | Travel on appointment, transfer and separation .... | 60 000 | 56 000 | 59 755 |
| (vi) | Installation allowances .... | 35 000 | 56 000 | 32 830 |
| (vii) | Removal expenses ..... | 75 000 | 56 000 | 60 441 |
| (viii) | Assignment allowances .... | 20 000 | 27 000 | 16 026 |
| (ix) | Separation payments ..... | 95 000 | 55 000 | 78 502 |
| | TOTAL | 834 000 | 778 000 | 670 994 |

## CHAPTER V

*Travel of staff* ..... $225 000
1968: 191 000
1967: 170 165

20.39 The requirements under this chapter for travel of staff — including home leave travel formerly provided for under chapter IV, Common staff costs — are set forth in table 20-17.

TABLE 20-17

| | | *1969 estimates* | *1968 appropri-ations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Travel of staff to meetings .. | 60 000 | 62 000 | 57 028 |
| (ii) | Travel of staff on other official business ..... | 80 000 | 73 000 | 72 620 |
| (iii) | Travel of staff and dependants on home leave ..... | 85 000 | 56 000 | 40 517 |
| | TOTAL | 225 000 | 191 000 | 170 165 |

## CHAPTER VI

*Hospitality* ..... $10 000
1968: 10 000
1967: 8 012

20.40 An amount of $8 000 is proposed for the payment, under Annex I, paragraphs 2 and 3, of the Staff Regulations, of a representation allowance to the Secretary-General of the Conference and to the directors to compensate them for such special costs as they may reasonably incur in the performance of duties assigned by the Secretary-General of the Conference.

20.41 In addition, credits in the amount of $2 000 are requested for the reimbursement to members of the

secretariat, not in receipt of a representation allowance, who incur hospitality expenses in the interest of UNCTAD.

## CHAPTER VII

*Permanent equipment* ..... $16 000
1968: 17 000
1967: 34 974

20.42 The estimates under this chapter provide for the purchase of office equipment mainly for new staff, filing equipment for the library, data processing records, computer information storage disks for the tariff and non-tariff barrier data bank, duplicating machines and various items of filing and storage equipment. The estimated costs are as follows:

| | $ |
|---|---|
| Typewriters, including machines with multiple type faces for statistical work | 4 000 |
| Calculators and adding machines | 7 000 |
| Information storage disks for electronic computer | 3 000 |
| Miscellaneous duplicating, filing and storage equipment | 2 000 |
| | 16 000 |

## CHAPTER VIII

*General expenses* ..... $271 000
1968: 271 000
1967: 295 263

20.43 The estimate under this chapter covers general expenses to be incurred by UNCTAD as shown in table 20-18.

TABLE 20-18

| | | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Rental of premises | *Pro memoria* | — | 20 404 |
| (ii) | Maintenance of office equipment | 3 000 | 3 000 | 2 321 |
| (iii) | Rental of data processing equipment | 13 000 | — | 6 519 |
| (iv) | Cables | 32 000 | 35 000 | 23 102 |
| (v) | Telephones (undistributed). | — | — | 22 030 |
| | Rentals | 11 000 | 11 000 | — |
| | Local messages | 6 000 | 6 000 | — |
| | Long distance calls | 13 000 | 15 000 | — |
| | Installations | 2 000 | 2 000 | — |
| (vi) | Postage | 33 000 | 18 000 | 32 858 |
| (vii) | Diplomatic pouch | 8 000 | 7 000 | 8 322 |
| (viii) | Freight and marine insurance | 4 000 | 4 000 | 1 517 |
| (ix) | Miscellaneous supplies and services | 4 000 | 4 000 | 3 456 |
| (x) | Stationery and office supplies | 15 000 | 15 000 | 25 501 |
| (xi) | Internal reproduction supplies | 105 000 | 132 000 | 114 861 |
| (xii) | Photocopy paper and supplies | 10 000 | 7 000 | 22 328 |
| (xiii) | Library books and supplies | 12 000 | 12 000 | 12 044 |
| | TOTAL | 271 000 | 271 000 | 295 263 |

20.44 During the months of May and June the conference rooms of the Palais des Nations are occupied, in accordance with long-standing agreements, by the International Labour and the World Health Organizations. If problems of timing require a large commodity meeting be held in Geneva during that period it is necessary to rent outside premises. This happened in 1967 and it is now apparent it will occur again in 1968. It is not possible at this time to predict the need for rental of premises in 1969. Accordingly, a *pro memoria* has been made under item (i) of table 20-18.

20.45 The estimate under item (iii) relates to the rental by UNCTAD of a remote access terminal in the Palais des Nations which allows it to share, at a regularly scheduled time, in the use of an advanced computer at the headquarters of the World Health Organization. This machine is used primarily for statistical analysis and economic research, primary data processing and tabulation being handled in co-operation with the International Computing Centre at Headquarters.

20.46 The estimate for cables under item (iv) includes $12 000 for the use of the United Nations radio network.

20.47 The estimate of $105 000 for internal reproduction supplies under item (xi) is based on the cost of $1 500 incurred by the Geneva Office for each million page units it reproduces for UNCTAD. The composition of the seventy million page units to be produced in 1969 is shown in table 20-24.

## CHAPTER IX

*Printing* ..... $138 000
1968: 124 000
1967: 154 313

20.48 The estimates under this chapter, which have been approved by the United Nations Publications Board, provide for contractual printing expenses. They reflect the agreement of the Trade and Development Board at its fifth session to discontinue the printing of the summary records of its meetings. The pages proposed for annexes and supplements to the *Official Records* have been reduced in comparison with the number actually printed in 1967 with a view to complying with the recommendations made by the General Assembly in resolution 2292 (XXII) of 8 December 1967 concerning the control and limitation of documentation, particularly the limitation of the number and length of documents selected for inclusion in annexes. The estimate for recurrent publications and, in particular, the special studies and reports are subject to possible change in the light of decisions taken by the second session of the Conference at New Delhi in February-March 1968.

| | *Printed pages in English* | *Estimated cost* |
|---|---|---|
| | | $ |
| (i) *Official Records* | | |
| (a) *Annexes* | | |
| Two sessions of the Board (three languages) | 225 | 13 600 |
| (b) *Supplements* | | |
| Reports of the four main committees of the Board (three languages) | 200 | 9 600 |
| Resolutions and decisions of the Board (four languages) | 20 | 1 800 |

| | Printed pages in English | Estimated cost | |
|---|---|---|---|
| | | $ | $ |
| (c) *Other Official Records* | | | |
| Records of commodity conferences and special sessions of the Board | 200 | 10 000 | 35 000 |
| (ii) *Recurrent publications (four languages)* | | | |
| UNCTAD Commodity Survey | 160 | 13 500 | |
| Review of International Trade and Development | 80 | 6 000 | |
| Current Review of Commodity Developments and Market Situation | 16 | 1 500 | |
| Review of Current and Long-term Aspects of Maritime Transport | 60 | 5 000 | |
| Annual Survey of Manufactures and semi-manufactures | 85 | 7 000 | 33 000 |
| (iii) *Studies and reports* | | | |
| Eight special studies and reports on major trade and development problems | 960 | | 70 000 |
| TOTAL | | | 138 000 |

## C. International Trade Centre

CHAPTER X

*International Trade Centre* ..... *Pro memoria*

1968: $90 000

1967: Nil

20.49 By resolution 2297 (XXII) of 12 December 1967 the General Assembly approved an accord between UNCTAD and the General Agreement on Tariffs and Trade (GATT) on the establishment of an International Trade Centre, with effect from 1 January 1968, to be operated jointly by UNCTAD and GATT on a continuing basis in equal partnership. Under the terms of the resolution the Secretary-General of UNCTAD was authorized to come to an agreement with the Director-General of GATT on the details of the administrative arrangements for the operation of the Centre during 1968, and the Assembly appropriated $90 000 under section 20 to supplement the provision of $818 400 made in the GATT budget for the expenses of the Centre during that year. During the early part of 1968 administrative arrangements were evolved in the areas set forth in paragraphs 28 to 39 of the report of the Secretary-General on the proposed Centre as submitted to the General Assembly at its twenty-second session (A/6879). Furthermore, a work programme for 1969 and related financial implications has been drawn up for submission to the Joint UNCTAD/GATT Advisory Group at a meeting scheduled to be held at the end of May to review the substantive activities of the Centre. Since recommendations of the Advisory Group concerning the programme of activities were not available at the time these estimates were prepared a *pro memoria* entry has been made under this chapter pending the submission of detailed estimates in due course.

## D. Administrative and conference services provided to UNCTAD by other United Nations offices

20.50 The estimates under chapters XI and XII, as summarized in table 20-19, cover administrative and conference services provided to UNCTAD at Geneva and New York by other offices of the United Nations.

TABLE 20-19

| *Chapters XI and XII* | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| *Services at Geneva* | | | |
| (i) Established posts | 1 372 800 | 1 298 900 | 1 151 769 |
| (ii) Temporary assistance | 701 800 | 619 500 | 598 894 |
| (iii) Overtime | 25 000 | 25 000 | 19 965 |
| (iv) Common staff costs | 357 000 | 341 000 | 229 193 |
| | 2 456 600 | 2 284 400 | 1 999 821 |
| *Services at New York* | | | |
| (i) Established posts | 164 400 | 160 000 | 147 145 |
| (ii) Temporary assistance | 25 000 | 30 000 | 22 813 |
| (iii) Overtime | 5 000 | 5 000 | 4 582 |
| (iv) Common staff costs | 43 000 | 42 000 | 31 533 |
| | 237 400 | 237 000 | 206 073 |
| *Total, Geneva and New York* | | | |
| (i) Established posts | 1 537 200 | 1 458 900 | 1 298 914 |
| (ii) Temporary assistance | 726 800 | 649 500 | 621 706 |
| (iii) Overtime | 30 000 | 30 000 | 24 547 |
| (iv) Common staff costs | 400 000 | 383 000 | 260 726 |
| GRAND TOTAL | 2 694 000 | 2 521 400 | 2 205 894 |

CHAPTER XI

*Salaries and wages* ..... $2 294 000

1968: 2 138 400

1967: 1 945 168

(i) *Established posts* ..... 1 537 200

1968: 1 458 900

1967: 1 298 914

20.51 Four new general service posts are proposed at the United Nations office in Geneva for 1969, consisting of one book-binder to cope with UNCTAD's share of the work in the new binding unit, one storekeeper for handling office and internal reproduction supplies, one telephone operator and one clerk for the purchasing and inventory control. These posts are currently provided for on a temporary basis. In the information unit a post at the P-5 level has been exchanged with a P-4 in the Geneva Information Service as provided for under section 3.

# ADMINISTRATIVE AND CONFERENCE SERVICES AT GENEVA

## TABLE 20-20

| | | *Professional* | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| A. *Administrative services* | | | | | | | | | | |
| Budget | 1969 | — | — | — | — | 1 | 1 | — | 2 | 2 |
| | 1968 | — | — | — | — | 1 | 1 | — | 2 | 2 |
| Finance | 1969 | — | — | 1 | — | 1 | 2 | — | 5 | 5 |
| | 1968 | — | — | 1 | — | 1 | 2 | — | 5 | 5 |
| Personnel | 1969 | — | — | — | 1 | — | 1 | — | 3 | 3 |
| | 1968 | — | — | — | 1 | — | 1 | — | 3 | 3 |
| Internal Audit | 1969 | — | — | — | — | — | — | — | 2 | 2 |
| | 1968 | — | — | — | — | — | — | — | 2 | 2 |
| SUB-TOTAL | 1969 | — | — | 1 | 1 | 2 | 4 | — | 12 | 12 |
| | 1968 | — | — | 1 | 1 | 2 | 4 | — | 12 | 12 |
| B. *Miscellaneous services* | | | | | | | | | | |
| General services | 1969 | — | — | — | — | — | — | — | 8 | 8 |
| | 1968 | — | — | — | — | — | — | — | 5 | 5 |
| UNCTAD Registry | 1969 | — | — | — | — | — | — | — | 3 | 3 |
| | 1968 | — | — | — | — | — | — | — | 3 | 3 |
| UNCTAD Reference Unit | 1969 | — | — | — | 1 | — | 1 | — | 4 | 4 |
| | 1968 | — | — | — | 1 | — | 1 | — | 4 | 4 |
| Library | 1969 | — | — | — | — | 1 | 1 | — | 4 | 4 |
| | 1968 | — | — | — | — | 1 | 1 | — | 3 | 3 |
| Information Unit | 1969 | 1 | — | 1 | 1 | — | 3 | — | 4 | 4 |
| | 1968 | 1 | 1 | — | 1 | — | 3 | — | 4 | 4 |
| SUB-TOTAL | 1969 | 1 | — | 1 | 2 | 1 | 5 | — | 23 | 23 |
| | 1968 | 1 | 1 | — | 2 | 1 | 5 | — | 19 | 19 |
| C. *Conference services* | | | | | | | | | | |
| Conference Division | 1969 | — | — | 1 | 1 | — | 2 | — | 5 | 5 |
| | 1968 | — | — | 1 | 1 | — | 2 | — | 5 | 5 |
| Languages Division: | | | | | | | | | | |
| Office of Chief, Reference Unit | 1969 | — | — | — | — | — | — | 1 | 12 | 13 |
| | 1968 | — | — | — | — | — | — | 1 | 12 | 13 |
| Interpreters | 1969 | — | 1 | 4 | 3 | — | 8 | — | — | — |
| | 1968 | — | 1 | 4 | 3 | — | 8 | — | — | — |
| Translators | 1969 | — | — | — | 17 | 1 | 18 | — | — | — |
| | 1968 | — | — | — | 17 | 1 | 18 | — | — | — |
| Revisers | 1969 | — | — | 10 | — | — | 10 | — | — | — |
| | 1968 | — | — | 10 | — | — | 10 | — | — | — |
| Editors | 1969 | — | 1 | — | 4 | — | 5 | — | — | — |
| | 1968 | — | 1 | — | 4 | — | 5 | — | — | — |
| Stenographers | 1969 | — | — | — | — | — | — | — | 31 | 31 |
| | 1968 | — | — | — | — | — | — | — | 31 | 31 |
| Documents Division: | | | | | | | | | | |
| Internal Reproduction Section | 1969 | — | — | — | — | — | — | — | 12 | 12 |
| | 1968 | — | — | — | — | — | — | — | 12 | 12 |
| Printing Section | 1969 | — | — | — | — | 4 | 4 | — | 4 | 4 |
| | 1968 | — | — | — | — | 4 | 4 | — | 4 | 4 |
| SUB-TOTAL | 1969 | — | 2 | 15 | 25 | 5 | 47 | 1 | 64 | 65 |
| | 1968 | — | 2 | 15 | 25 | 5 | 47 | 1 | 64 | 65 |
| TOTAL, Geneva | 1969 | 1 | 2 | 17 | 28 | 8 | 56 | 1 | 99 | 100 |
| | 1968 | 1 | 3 | 16 | 28 | 8 | 56 | 1 | 95 | 96 |

## ADMINISTRATIVE AND CONFERENCE SERVICES AT NEW YORK

TABLE 20-21

| | | *Professional* | | | | | | *General services* | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| *Administrative services* | | | | | | | | | | |
| Budget | 1969 | — | — | — | — | — | — | — | 1 | 1 |
| | 1968 | — | — | — | — | — | — | — | 1 | 1 |
| Finance | 1969 | — | — | — | — | — | — | — | 2 | 2 |
| | 1968 | — | — | — | — | — | — | — | 2 | 2 |
| Personnel | 1969 | — | — | 1 | — | — | 1 | 1 | — | 1 |
| | 1968 | — | — | — | — | — | — | 1 | — | 1 |
| Legal | 1969 | — | 1 | — | — | — | 1 | — | 1 | 1 |
| | 1968 | — | 1 | — | — | — | 1 | — | 1 | 1 |
| SUB-TOTAL | 1969 | — | 1 | 1 | — | — | 2 | 1 | 4 | 5 |
| | 1968 | — | 1 | — | — | — | 1 | 1 | 4 | 5 |
| *Miscellaneous services* | | | | | | | | | | |
| Communications and records | 1969 | — | — | — | — | — | — | — | 2 | 2 |
| | 1968 | — | — | — | — | — | — | — | 2 | 2 |
| International Computing Centre | 1969 | 1 | — | 1 | — | — | 2 | — | 7 | 7 |
| | 1968 | 1 | — | 1 | — | — | 2 | — | 7 | 7 |
| SUB-TOTAL | 1969 | 1 | — | 1 | — | — | 2 | — | 9 | 9 |
| | 1968 | 1 | — | 1 | — | — | 2 | — | 9 | 9 |
| TOTAL, New York | 1969 | 1 | 1 | 2 | — | — | 4 | 1 | 13 | 14 |
| | 1968 | 1 | 1 | 1 | — | — | 3 | 1 | 13 | 14 |

### SESSIONS OF UNCTAD ORGANS IN 1969 AND RELATED WORKLOAD DATA

TABLE 20-22

| | *Sessions* | | | | *Workload data* | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Days with interpretation* | | | | |
| *Organ* | *Days per session* | *Meetings per day* | *Total meetings* | *Plenary meetings with summary records* | *First team* | *Second team* | *Third team* | *Fourth team* | *Pages of pre-session and in-session documents* |
| Trade and Development Board[a] | 37 | 4 | 148 | 70 | 37 | 37 | 37 | 20 | 1 500 |
| Committee on Commodities | 16 | 4 | 64 | 25 | 16 | 16 | 16 | 5 | 1 000 |
| Committee on Manufactures | 16 | 4 | 64 | 25 | 16 | 16 | 16 | 5 | 1 000 |
| Committee on Invisibles | 16 | 4 | 64 | 25 | 16 | 16 | 16 | 5 | 1 000 |
| Committee on Shipping | 16 | 4 | 64 | 25 | 16 | 16 | 16 | 5 | 1 000 |
| Advisory Committee to the Board and to the Committee on Commodities[a] | 10 | 2 | 20 | — | — | — | — | — | 100 |
| Permanent Sub-Committee on Commodities | 8 | 2 | 16 | 10 | 8 | — | — | — | 150 |
| Permanent Sub-Committee on Synthetics and Substitutes | 11 | 2 | 22 | 10 | 11 | 11 | — | — | 150 |
| Group on Preferences | 11 | 2 | 22 | 15 | 11 | — | — | — | 150 |
| Intergovernmental Group on Supplementary Financing | 22 | 2 | 44 | — | 22 | — | — | — | 250 |
| Commodity conferences | 42 | 4 | 168 | 130 | 42 | 42 | 42 | 20 | 1 500 |
| Consultative or exploratory meetings on commodities | 40 | 2 | 80 | — | 40 | — | — | — | 600 |
| Expert groups | 70 | 2 | 140 | — | — | — | — | — | 700 |
| TOTAL | 315 | | 916 | 335 | 235 | 154 | 143 | 60 | 9 100 |

[a] Two sessions.

20.52 A new professional post at the P-4 level is proposed to assist the Office of Personnel, Headquarters, in the recruitment of UNCTAD professional staff and in processing actions concerning professionals that require the approval of the Appointments and Promotion Board, the Secretary-General or the Director of Personnel. This post is now provided on a temporary basis.

(ii) *Temporary assistance* ..... $726 800

1968: 649 500

1967: 621 706

20.53 The estimates under this item cover the temporary assistance required for the servicing of the conference programme of UNCTAD during peak-load periods. Apart from the commodity field, where the scheduling of exploratory meetings and conferences is inevitably uncertain, the basic meeting pattern of the organs of UNCTAD has attained a fair degree of stability. The meetings programme is listed in table 20-22 (see p. 215), which also shows the workload which the programme entails. In table 20-23 that workload is converted to man-days which, after deduction of the days provided by established staff, are costed to give the estimate for temporary assistance.

TEMPORARY ASSISTANCE REQUIRED TO SERVICE THE MEETINGS SHOWN IN TABLE 20-22

TABLE 20-23

| | | *Man-days* | | | *Temporary assistance* | |
|---|---|---|---|---|---|---|
| *Workload from table 20-22* | *Pages* | *Total required* | *To be provided by established staff*[a] | *To be provided by temporary assistance* | *Average cost per man-day* | *Total cost* |
| (1) *Language staff* | | | | | $ | $ |
| *Translators* | | | | | | |
| (i) 335 meetings with summary records averaging 15 pages a meeting to be translated into 2 languages ..... | 10 050 | | | | | |
| (ii) 9 100 pages of documents of which 7 100 are translated into 3 languages and 2 000 into 2 languages ..... | 25 300 | | | | | |
| Total pages to be translated at an average rate of 5 pages per day per translator ..... | 35 350 | 7 070 | 3 924 | 3 146 | 60 | 188 750 |
| *Revisers* | | | | | | |
| One reviser for every 3 translators ... | | 2 357 | 2 180 | 177 | 75 | 13 250 |
| *Precis-writers* | | | | | | |
| 335 meetings with summary records, each requiring a team of 3 precis-writers ..... | | 1 005 | — | 1 005 | 60 | 60 300 |
| *Stenographers* | | | | | | |
| 1.5 stenographers for each translator and precis-writer ..... | | 12 113 | 6 758 | 5 355 | 20 | 107 100 |
| *Interpreters* | | | | | | |
| *Man-days*<br>235 days with the 1st team of 8 = 1 880<br>154 days with the 2nd team of 8 = 1 232<br>143 days with the 3rd team of 8 = 1 144<br>60 days with the 4th team of 8 = 480 | | 4 736 | 1 744 | 2 992 | 75 | 224 400 |
| SUB-TOTAL | | 27 281 | 14 606 | 12 675 | | 593 800 |
| (2) *Documents reproduction staff* (see table 20-24) | | | | | | 103 000 |
| (3) *Conference staff* | | | | | | |
| A lump sum credit for stenographers, messengers, sound technicians and conference room clerks required to service meetings ..... | | | | | | 30 000 |
| TOTAL COST OF TEMPORARY ASSISTANCE | | | | | | 726 800 |

[a] Based on 218 working days per year for the staff shown in table 20-20.

20.54 With reference to the foregoing workload data, the number of meetings with summary records has been limited to plenary meetings in accordance with the agreement of the Board at the fifth session pending the necessary amendments to the relevant rules of procedure. The number of teams of interpreters (8 per team) has been based on past experience which has shown that the number of group meetings may be expected to equal the number of regular meetings. The number of pages of pre-session and in-session documents (excluding summary records) has also been based on past experience.

20.55 The workload data from table 20-22 are used in table 20-23 to determine the man-days and hence the cost of the temporary assistance required to service the organs of UNCTAD.

20.56 Table 20-24 shows the cost of internal reproduction of documents, and temporary assistance component being provided under chapter XI, table 20-23 and the supplies under chapter VIII, table 20-18. The reduction in the estimated number of page units in 1969 (70 million as compared with 87 million provided for in 1968) reflects the agreement of the Board at its fifth session to limit, pending the necessary amendments to the relevant rules of procedure, its summary records and those of its subsidiary bodies to plenary meetings only.

TABLE 20-24

| *Internal reproduction of documents* | *A*<br>*Number of pages to be reproduced* | *B*<br>*Number of copies — all languages* | *C*<br>*Number of page units (A×B = C)* |
|---|---|---|---|
| *1. Workload from table 20-22* | | | |
| Pre-session and in-session documents | 9 100 | 4 800 | 43 680 000 |
| Final summary records (335 meetings with summary records of 15 pages per meeting) | 5 025 | 3 300 | 16 582 500 |
| Provisional summary records | | | |
| Trade Board | 1 050 | 2 500 | 2 625 000 |
| All other | 3 975 | 2 000 | 7 950 000 |
| | 5 025 | | |
| TOTAL PAGE UNITS | | | 70 837 500 |
| *2. Cost of reproducing 70 million page units* | | | |
| | | $ | $ |
| Labour at $2 500 per million page units | | 175 000 | |
| *Less* established staff provided in table 20-20 | | (72 000) | |
| Cost of temporary assistance to table 20-23 | | | 103 000 |
| Materials at $1 500 per million page units | | | |
| Cost of material to chapter VIII, table 20-18 | | | 105 000 |

(iii) *Overtime* ..... $30 000

1968: 30 000

1967: 24 547

20.57 The estimates which are based on past experience cover overtime payments to staff of other offices at Geneva and New York engaged in the provision of administrative and conference servicing to UNCTAD.

## CHAPTER XII

*Common staff costs and travel on home leave* $400 000

1968: 383 000

1967: 260 726

20.58 The estimates under this chapter cover common staff costs and travel on home leave in respect of established posts in the administrative and conference services as proposed in chapter XI. Details of the estimate are shown in table 20-25.

TABLE 20-25

| | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|
| | $ | $ | $ |
| Dependency allowances | 65 000 | 65 000 | 49 701 |
| Education grants and related travel | 25 000 | 22 000 | 4 589 |
| Contributions to United Nations Joint Staff Pension Fund | 170 000 | 161 000 | 151 718 |
| Contributions to medical insurance | 20 000 | 12 000 | 11 982 |
| Travel on appointment, transfer and separation | 20 000 | 21 000 | 4 141 |
| Travel on home leave | 20 000 | 21 000 | 14 934 |
| Installation allowances | 20 000 | 21 000 | 14 625 |
| Removal expenses | 26 000 | 26 000 | 4 050 |
| Assignment allowances | 8 000 | 8 000 | 1 000 |
| Separation payments | 26 000 | 26 000 | 3 986 |
| TOTAL | 400 000 | 383 000 | 260 726 |

## INFORMATION TABLES

20.59 The three tables that follow are presented in order to give additional information concerning the estimates for section 20: tables 20-26 and 20-27 show the number of posts and the computation of their costs for the secretariat of UNCTAD and for the administrative and conference services provided to UNCTAD by other offices of the United Nations; table 20-28 gives the increased cost in 1969 of maintaining the existing 1968 establishment.

## Number and cost of established posts under chapter III

## Table 20-26

### I. *Number of posts*

| | *1969 Established posts* | | *New posts 1969 Reclassifications* | | *1969 Total posts required* | | |
|---|---|---|---|---|---|---|---|
| | *Professional* | *General service* | *Professional* | *General service* | *Professional* | *General service* | *Total* |
| UNCTAD—Geneva | 116 | 112 | 5 1 | 7 (1) | 122 | 118 | 240 |
| UNCTAD—New York | 23 | 34 | 1 — | 1 — | 24 | 35 | 59 |
| UNCTAD Secretariat—Total chapter III | 139 | 146 | 6 1 | 8 (1) | 146 | 153 | 299 |

### II. *Related costs*

| | *Per cent of salary* | $ | $ | $ | $ | $ | $ | $ |
|---|---|---|---|---|---|---|---|---|
| *UNCTAD—Geneva* | | | | | | | | |
| Salary | | 1 979 350 | 676 190 | 89 580 | 28 190 | 2 068 930 | 704 380 | 2 773 310 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts, 1968 .. | 5 | (98 970) | — | (690) | — | (99 660) | — | (99 660) |
| New professional posts, 1969 ..... | 40 | — | — | (30 340) | — | (30 340) | — | (30 340) |
| New general service posts, 1969 ... | 20 | — | — | — | (7 430) | — | (7 430) | (7 430) |
| Total | | 1 880 380 | 676 190 | 58 550 | 20 760 | 1 938 930 | 696 950 | 2 635 880 |
| *UNCTAD—New York* | | | | | | | | |
| Salary | | 425 360 | 228 740 | 11 350 | 5 770 | 436 710 | 234 510 | 671 220 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts, 1968 .. | 5 | (21 270) | — | — | — | (21 270) | — | (21 270) |
| New professional posts, 1969 ..... | 40 | — | — | (4 540) | — | (4 540) | — | (4 540) |
| New general service posts, 1969 ... | 20 | — | — | — | (1 150) | — | (1 150) | (1 150) |
| Total | | 404 090 | 228 740 | 6 810 | 4 620 | 410 900 | 233 360 | 644 260 |
| *UNCTAD Secretariat—Total chapter III* | | | | | | | | |
| Salary | | 2 404 710 | 904 930 | 100 930 | 33 960 | 2 505 640 | 938 890 | 3 444 530 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts, 1968 .. | 5 | (120 240) | — | (690) | — | (120 930) | — | (120 930) |
| New professional posts, 1969 ..... | 40 | — | — | (34 880) | — | (34 880) | — | (34 880) |
| New general service posts, 1969 ... | 20 | — | — | — | (8 580) | — | (8 580) | (8 580) |
| Total—*Secretariat, chapter III* | | 2 284 470 | 904 930 | 65 360 | 25 380 | 2 349 830 | 930 310 | 3 280 140 |

## Number and cost of established posts under chapter XI

### Table 20-27

I. *Number of posts*

| | 1969 Established posts | | 1969 New posts | | 1969 Total posts required | | |
|---|---|---|---|---|---|---|---|
| | *Professional* | *General service* | *Professional* | *General service* | *Professional* | *General service* | *Total* |
| Administrative services—Geneva | 4 | 12 | — | — | 4 | 12 | 16 |
| —New York | 1 | 5 | 1 | — | 2 | 5 | 7 |
| Miscellaneous services—Geneva | 5 | 19 | — | 4 | 5 | 23 | 28 |
| —New York | 2 | 9 | — | — | 2 | 9 | 11 |
| Conference services—Geneva | 47 | 65 | — | — | 47 | 65 | 112 |
| Total, chapter XI | 59 | 110 | 1 | 4 | 60 | 114 | 174 |

II. *Related costs*

| | *Per cent of salary* | $ | $ | $ | $ | $ | $ | $ |
|---|---|---|---|---|---|---|---|---|
| *Administrative services—Geneva* | | | | | | | | |
| Salary | | 54 340 | 73 800 | — | — | 54 340 | 73 800 | 128 140 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (2 710) | — | — | — | (2 710) | — | (2 710) |
| New professional posts 1969 | 40 | — | — | — | — | — | — | — |
| New general service posts 1969 | 20 | — | — | — | — | — | — | — |
| Total | | 51 630 | 73 800 | — | — | 51 630 | 73 800 | 125 430 |
| *Administrative services—New York* | | | | | | | | |
| Salary | | 22 460 | 34 460 | 18 200 | — | 40 660 | 34 460 | 75 120 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (1 130) | — | — | — | (1 130) | — | (1 130) |
| New professional posts 1969 | 40 | — | — | (7 280) | — | (7 280) | — | (7 280) |
| New general service posts 1969 | 20 | — | — | — | — | — | — | — |
| Total | | 21 330 | 34 460 | 10 920 | — | 32 250 | 34 460 | 66 710 |
| *Miscellaneous services—Geneva* | | | | | | | | |
| Salary | | 86 150 | 114 570 | (3 930) | 19 770 | 82 220 | 134 340 | 216 560 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (4 310) | — | 200 | — | (4 110) | — | (4 110) |
| New professional posts 1969 | 40 | — | — | — | — | — | — | — |
| New general service posts 1969 | 20 | — | — | — | (3 960) | — | (3 960) | (3 960) |
| Total | | 81 840 | 114 570 | (3 730) | 15 810 | 78 110 | 130 380 | 208 490 |
| *Miscellaneous services—New York* | | | | | | | | |
| Salary | | 44 870 | 55 080 | — | — | 44 870 | 55 080 | 99 950 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (2 240) | — | — | — | (2 240) | — | (2 240) |
| New professional posts 1969 | 40 | — | — | — | — | — | — | — |
| New general service posts 1969 | 20 | — | — | — | — | — | — | — |
| Total | | 42 630 | 55 080 | — | — | 42 630 | 55 080 | 97 710 |
| *Conference services—Geneva* | | | | | | | | |
| Salary | | 725 000 | 350 080 | — | — | 725 000 | 350 080 | 1 075 080 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (36 250) | — | — | — | (36 250) | — | (36 250) |
| New professional posts 1969 | 40 | — | — | — | — | — | — | — |
| New general service posts 1969 | 20 | — | — | — | — | — | — | — |
| Total | | 688 750 | 350 080 | — | — | 688 750 | 350 080 | 1 038 830 |
| *UNCTAD—Chapter XI* | | | | | | | | |
| Salary | | 932 820 | 627 990 | 14 270 | 19 770 | 947 090 | 647 760 | 1 594 850 |
| *Deduct:* adjustment for turnover of staff | | | | | | | | |
| Existing professional posts 1968 | 5 | (46 640) | — | 200 | — | (46 440) | — | (46 440) |
| New professional posts 1969 | 40 | — | — | (7 280) | — | (7 280) | — | (7 280) |
| New general service posts 1969 | 20 | — | — | — | (3 960) | — | (3 960) | (3 960) |
| Total | | 886 180 | 627 990 | 7 190 | 15 810 | 893 370 | 643 800 | 1 537 170 |

## INCREASED COST IN 1969 OF MAINTAINING POSTS ESTABLISHED IN 1968

### TABLE 20-28

| | *Cost of maintaining 1968 posts in 1969* | *1968 appropriations for 1968 posts* | *Increased cost in 1969 of maintaining 1968 posts* |
|---|---|---|---|
| *UNCTAD Secretariat* | | | |
| Salary costs—chapter III | 3 189 400 | 2 938 600 | 250 800 |
| Common staff costs—chapter IV | 893 600 | 834 000 | 59 600 |
| | 4 083 000 | 3 772 600 | 310 400 |
| *Administrative and Conference Services* | | | |
| Salary costs—chapter XI | 1 514 170 | 1 458 900 | 55 270 |
| Common staff costs—chapter XII | 394 000 | 383 000 | 11 000 |
| | 1 908 170 | 1 841 900 | 66 270 |
| GRAND TOTAL | 5 991 170 | 5 614 500 | 376 670 |

# PART X

# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

## Section 21. United Nations Industrial Development Organization

**$9 406 500** (1968: $8 232 000 1967: $5 799 152)

TABLE 21-1

| Chapter | | 1969 estimates | 1968 appropriations [a] | 1967 expenses [b] |
|---|---|---|---|---|
| | | $ | $ | $ |
| I. | Third session of the Industrial Development Board and meetings of its subsidiary organs | 70 000 | 50 000 | 124 344 |
| II. | Meetings of expert and advisory bodies | 100 000 | 96 000 | 60 831 |
| III. | Salaries and wages | 6 172 000 | 5 348 000 | 3 026 079 |
| IV. | Common staff costs | 1 508 000 | 1 565 000 | 1 178 856 |
| V. | Travel of staff | 270 000 | 200 000 | 229 984 |
| VI. | Payments under Annex I, paragraphs 2 and 3, of the Staff Regulations; hospitality | 12 500 | 10 000 | 5 999 |
| VII. | Permanent equipment | 115 000 | 140 000 | 303 266 |
| VIII. | Maintenance, operation and rental of premises | 235 000 | 70 000 | 62 554 |
| IX. | General expenses | 335 000 | 175 000 | 200 996 |
| X. | Publications programme and contractual reproduction services | 300 000 | 300 000 | 69 187 |
| XI. | International Symposium on Industrial Development | 140 000 | 278 000 | 537 056 |
| XII. | Headquarters planning and administrative management | 149 000 | — | — |
| | TOTAL, section 21 | 9 406 500 | 8 232 000 | 5 799 152 |

[a] An amount of $50 000 relating to travel of staff on home leave has been transferred from chapter IV to chapter V to conform with the revised presentation of these requirements in 1969.

[b] For purposes of comparability, includes $96 224 under chapter III and $19 390 under chapter IV, representing salaries and common staff costs in respect of four professional and four general service posts, which were transferred from the Office of Technical Co-operation in the Department of Economic and Social Affairs to UNIDO in the course of 1967, but charged until the end of that year to sections 3 and 4, respectively. Furthermore, expenditures in an amount of $57 185 for travel of staff on home leave have been transferred from chapter IV to chapter V to conform with the revised presentation of these requirements in 1969. Finally, expenditures incurred in 1967 under former chapter XII. Provision for expenses in connexion with the move to Vienna ($1 337 269) and former chapter XIII. Special requirements for additional staff services ($572 102) have been distributed as follows among the appropriate chapters of the revised presentation for 1969:

| 1969 Chapter | | 1967 Chapter XII | 1967 Chapter XIII |
|---|---|---|---|
| | | $ | $ |
| III. | Salaries and wages | 331 731 | 396 741 |
| IV. | Common staff costs | 584 519 | 171 387 |
| V. | Travel of staff | 77 145 | 3 910 |
| VII. | Permanent equipment | 281 272 | — |
| VIII. | Maintenance, operation and rental of premises | 62 554 | — |
| IX. | General expenses | 48 | 65 |
| | | 1 337 269 | 572 103 |

### CHANGES IN THE PRESENTATION OF SECTION 21

21.1 Two changes have been made in the presentation of this section for 1969 as compared with 1968.

(*a*) The provision for travel of staff and dependants on home leave, previously shown under chapter IV, Common staff costs, has been included as an item under chapter V, Travel of staff on official business. This change — as well as a similar one in the case of UNCTAD under section 20 — has been made to conform with the presentation under section 5 relating to the travel requirements of the rest of the United Nations Secretariat;

(*b*) Chapter XII, Headquarters planning and administrative management, has been added to cover the special expenses which will be incurred in 1969 in connexion with the planning and co-ordination of the construction of the permanent headquarters of UNIDO. Similar annual provisions will need to be made under this heading until UNIDO moves into its permanent premises some time in the 1970's.

### CHAPTER I

*Third session of the Industrial Development Board and meetings of its subsidiary organs* ..... $70 000

1968: 50 000

1967: 124 344

(a) *The Industrial Development Board*

21.2 The present estimates cover requirements for the third session of the Industrial Development Board. They are based on the assumption that the Board will hold one session at UNIDO headquarters in Vienna for a period of four weeks, during the early part of 1969, involving two meetings a day. Provision is made for contractual translation, printing and temporary assistance to supplement UNIDO's regular conference staff as follows:

| | | $ | $ | $ |
|---|---|---|---|---|
| (i) | *Pre-session documentation* | | | |
| | (1) Translation ..... | 11 000 | | |
| | (2) Typing ..... | 4 000 | | 15 000 |
| (ii) | *Meeting services* | | | |
| | (1) Interpretation (one team of interpreters) ..... | | 20 000 | |
| | (2) In-session documentation and summary records | | | |
| | Ten translators ..... | 15 000 | | |
| | Ten typists ..... | 5 000 | 20 000 | |
| | (3) Temporary conference staff (sound engineers, documents clerks, ushers, etc.) ..... | | 5 000 | 45 000 |
| (iii) | *Post-session documentation* | | | |
| | Printing of report..... | | | 10 000 |
| | TOTAL | | | 70 000 |

21.3 The increase in the provision requested for the third session of the Board as compared with the 1968 appropriation for the second session results from the fact that the 1968 estimate had been based on the assumption that the language services of UNIDO would include 40 established posts for translators and revisers, whereas the manning table proposed by the Secretary-General for 1969 comprises only 34 such posts (see table 21-13 below). In the case of the third session it will therefore be necessary to resort to more temporary language staff. It should be noted, however, that the level of expenditure in 1968 is expected to exceed the appropriation of $50 000 inasmuch as the actual establishment approved for translators and revisers for 1968 was reduced to 26.

(b) *Subsidiary organs*

21.4 At the time of preparation of these estimates no decision had been taken concerning possible meetings of subsidiary organs. Accordingly, no provision is made for this purpose at the present time. If such subsidiary organs were to meet in 1969, revised estimates will be submitted under this heading in due course.

## CHAPTER II

*Meetings of expert and advisory bodies* ... $100 000

1968: 96 000

1967: 60 831

21.5 The estimate under this chapter provides for the travel and subsistence expenses of members of advisory and expert groups convened by the Executive Director of UNIDO for the examination of special technical questions. Provision is made for payment of fees, as required, to members who, during their period of service with UNIDO, would not be receiving a salary from a government or governmental institution.

21.6 Although the work programme which has been submitted to the Industrial Development Board at its second session in document ID/B/26 lists a series of meetings estimated to cost some $141 700,[1] the estimate has been limited to $100 000, an increase of $4 000 over the 1968 appropriation to take account of the unavoidable delays and cancellations which occur in respect of this type of activity.

## CHAPTER III

*Salaries and wages* ..... $6 172 000

1968: 5 348 000

1967: 3 026 079

TABLE 21-2

| | | *1969 estimates* | *1968 appropriations* | *1967 expenses* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Established posts .... | 5 762 000 | 5 000 000 | 2 719 753 |
| (ii) | Temporary assistance. | 50 000 | 60 000 | 44 467 |
| (iii) | Individual experts and consultants ..... | 315 000 | 260 000 | 240 700 |
| (iv) | Overtime and night differential ..... | 15 000 | 8 000 | 21 159 |
| (v) | Computer services ... | 30 000 | 20 000 | — |
| | | 6 172 000 | 5 348 000 | 3 026 079 |

(i) *Established posts* ..... $5 762 000

1968: 5 000 000

1967: 2 719 753

21.7 The estimate under this heading covers the salaries of the secretariat of UNIDO in accordance with the establishment proposed for 1969, as indicated in table 21-3.

21.8 The estimate $5 762 000 for established posts for 1969 represents an increase of some $762 000 over the appropriation for 1968. This increase may be summarized as follows:

| | |
|---|---|
| Estimated additional cost of continuing the 1968 establishment ..... | $375 000 |
| Estimated costs of additional requirements for 1969.. | 387 000 |
| | $762 000 |

[1] This figure includes $38 000 for technology, $51 600 for industrial services and institutions and $52 100 for industrial policies and programming.

TABLE 21-3

| Established posts 1968 | Established posts 1969 | Category and post level | Gross salaries 1969: To maintain 1968 establishment | Gross salaries 1969: To provide for additional requirements in 1969 | Gross salaries 1969: Total |
|---|---|---|---|---|---|
| | | | $ | $ | $ |
| 1 | 1 | Executive Director | 33 500 | — | 33 500 |
| 6 | 7 | Director | 150 000 | 25 000 | 175 000 |
| 14 | 14 | Principal Officer | 308 000 | — | 308 000 |
| | | *Professional* | | | |
| 50 | 46 | Senior Officer | 1 000 000 | (80 000) | 920 000 |
| 77 | 86 | First Officer | 1 239 500 | 133 000 | 1 372 500 |
| 71 | 93 | Second Officer | 923 000 | 264 000 | 1 187 000 |
| 39 | 42 | Associate and Assistant Officer | 370 500 | 25 500 | 396 000 |
| 258 | 289 | | 4 024 500 | 367 500 | 4 392 000 |
| | | *Add:* Post adjustment | | | |
| | | Vienna, class 1 | 132 500 | 13 000 | 145 500 |
| | | New York, class 5 | 14 000 | — | 14 000 |
| | | | 4 171 000 | 380 500 | 4 551 500 |
| 296 | 334 | *General service* | 1 295 000 | 166 500 | 1 461 500 |
| | | Provision for artisans, technicians and manual workers [a] | 117 500 | 57 500 | 175 000 |
| | | | 5 583 500 | 604 500 | 6 188 000 |
| | | *Deduct:* Adjustment for turnover of staff | 208 500 | 217 500 | 426 000 |
| 554 | 623 | | 5 375 000 | 387 000 | 5 762 000 |

[a] Provision is made for 70 manual workers.

*Additional cost of continuing in 1969 the 1968 establishment ($375 000)*

21.9 The major factors under this heading are:

(*a*) The upward revisions in salary and post classification rates which have taken place since the 1968 appropriations were approved:

| | |
|---|---|
| *Post classification* | |
| Vienna, on the basis of a rise in the cost-of-living index, an upward revision from class 0 to class 1 on 1 January 1968 | $ 132 500 |
| *General service salary rates* | |
| Vienna, an increase of approximately 7.2 per cent as of 1 January 1968 | 88 000 |
| *Manual workers' salary rates* | |
| Vienna, an initial underestimation of the actual average annual salary payable in Vienna ($2 500 rather than the figure of $2 000 on which the 1968 provision was based) and actual increases in wage rates in the intervening period | 23 500 |
| | 244 000 |

(*b*) The application of a relatively high turnover deduction to the estimated cost of maintaining in 1968 the professional establishment approved in 1967 as a result of the unusual delays in recruitment which occurred in 1967; as well as the application of a deduction of 50 per cent in respect of new professional and general service posts approved for 1968, instead of the normal rates of 40 per cent and 20 per cent respectively ($131 000).

*Additional requirements for 1969 ($387 000)*

21.10 The estimate represents a net increase of 31 professional and 38 general service posts over the establishment authorized for 1968.

21.11 The 1968 establishment had originally been determined during the formative months of the Organization and before its move to Vienna and was, of necessity, based on a number of assumptions which have had to be re-assessed in the light of the practical realities of the new headquarters. Thus, several internal adjustments and reassignments of responsibilities have taken place between organizational units. In other areas, the need for some strengthening became evident after experience of the actual functioning of the various services which are now distributed among four buildings on three different sites. Finally, a considerable body of information has been gathered on the volume of documentation to be produced by UNIDO and the resultant work-load of conference services in respect of editing, translation, revision and reproduction.

21.12 Table 21-4 shows the current distribution of the authorized establishment among the major organizational units and the succeeding tables 21-5 to 21-12, the distribution within each of these main units.

## Summary of established posts, 1968 and 1969, by division

### Table 21-4

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Professional and above | | | | | | | | General service | Total |
| | | U-SG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total | | |
| Office of the Executive Director.. | 1969 | 1 | 2 | 3 | 6 | 2 | 5 | 1 | 20 | 25 | 45 |
| | 1968 | 1 | 1 | 3 | 6 | 2 | 2 | 1 | 16 | 18 | 34 |
| Industrial Field Advisers..... | 1969 | — | — | — | — | — | — | — | — | — | — |
| | 1968 | — | — | 2 | 3 | — | — | — | 5 | — | 5 |
| Technical Co-operation Division.. | 1969 | — | 1 | 2 | 6 | 9 | 11 | 3 | 32 | 28 | 60 |
| | 1968 | — | 1 | 1 | 7 | 8 | 8 | 3 | 28 | 23 | 51 |
| Industrial Technology Division... | 1969 | — | 1 | 1 | 9 | 13 | 14 | 5 | 43 | 34 | 77 |
| | 1968 | — | 1 | 1 | 9 | 13 | 12 | 7 | 43 | 34 | 77 |
| Industrial Policies and Programming Division ..... | 1969 | — | 1 | 3 | 8 | 14 | 17 | 9 | 52 | 29 | 81 |
| | 1968 | — | 1 | 3 | 8 | 12 | 14 | 9 | 47 | 29 | 76 |
| Industrial Services and Institutions Division ..... | 1969 | — | 1 | 2 | 6 | 20 | 9 | 7 | 45 | 32 | 77 |
| | 1968 | — | 1 | 1 | 6 | 18 | 6 | 9 | 41 | 29 | 70 |
| Secondments to other United Nations offices ..... | 1969 | — | — | — | — | 2 | — | 1 | 3 | 4 | 7 |
| | 1968 | — | — | — | — | 1 | — | — | 1 | 2 | 3 |
| Division of Administration, Conference and General Services... | 1969 | — | 1 | 3 | 11 | 26 | 37 | 16 | 94 | 182 | 276 |
| | 1968 | — | 1 | 3 | 11 | 23 | 29 | 10 | 77 | 161 | 238 |
| TOTAL | 1969 | 1 | 7 | 14 | 46 | 86 | 93 | 42 | 289 | 334 | 623 |
| | 1968 | 1 | 6 | 14 | 50 | 77 | 71 | 39 | 258 | 296 | 554 |

## OFFICE OF THE EXECUTIVE DIRECTOR

### Table 21-5

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Professional and above | | | | | | | | General service | Total |
| | | U-SG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total | | |
| Office of the Executive Director.. | 1969 | 1 | — | — | 1 | — | 1 | — | 3 | 4 | 7 |
| | 1968 | 1 | — | — | 1 | — | — | — | 2 | 2 | 4 |
| Advisers to the Executive Director | 1969 | — | 2 | — | — | — | — | — | 2 | 1 | 3 |
| | 1968 | — | 1 | — | — | — | — | — | 1 | 1 | 2 |
| Co-ordination and External Relations Section ..... | 1969 | — | — | 1 | 2 | — | 1 | — | 4 | 4 | 8 |
| | 1968 | — | — | 1 | 2 | — | — | — | 3 | 2 | 5 |
| Secretariat of the Industrial Development Board ..... | 1969 | — | — | 1 | — | 1 | — | 1 | 3 | 2 | 5 |
| | 1968 | — | — | 1 | — | 1 | — | 1 | 3 | 2 | 5 |
| Information Service ..... | 1969 | — | — | — | 1 | — | 1 | — | 2 | 5 | 7 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 2 | 3 |
| New York Liaison Office..... | 1969 | — | — | 1 | 2 | 1 | 2 | — | 6 | 9 | 15 |
| | 1968 | — | — | 1 | 2 | 1 | 2 | — | 6 | 9 | 15 |
| TOTAL | 1969 | 1 | 2 | 3 | 6 | 2 | 5 | 1 | 20 | 25 | 45 |
| | 1968 | 1 | 1 | 3 | 6 | 2 | 2 | 1 | 16 | 18 | 34 |

*Description of activities*

21.13 The Office of the Executive Director is responsible for the over-all planning, direction and co-ordination of UNIDO activities; provides the secretariat of the Industrial Development Board and its subsidiary organs; plans and organizes the meetings; arranges for the issuance and distribution of documents; maintains liaison with Governments of Member States, international organizations and agencies; and provides information services.

*Organizational changes*

21.14 The Information Service for which three posts were approved for 1968 (one P-5 and two general service) has been transferred from the Office of the Director, Division of Administration, Conference and General Services, to the Office of the Executive Director.

21.15 The New York Administrative Unit, including one Administrative Officer post at the P-3 level and three general service posts, has been transferred from the Division of Administration, Conference and General Services, to the New York Liaison Office.

*Additional requirements in 1969*

(a) *New posts*

*Office of the Executive Director*

1 P-3, 1 GS

The professional post is required to share in the duties of the Special Assistant (P-5) to the Executive Director and cope with the growing day-to-day administrative work-load falling on the office. The general service post is required to provide the necessary clerical/secretarial support.

*Advisers to the Executive Director*

1 D-2, 1 GS

A second senior adviser to the Executive Director is required to share in the heavy responsibilities arising from UNIDO's status as an autonomous organization. The general service post is required to provide the necessary clerical/secretarial support.

*Co-ordination and External Relations Section*

1 P-3, 2 GS

The present staff of the Co-ordination and External Relations Section has proved to be insufficient to maintain proper co-ordination with the various specialized agencies and other bodies at whose meetings UNIDO as an autonomous organization should be represented.

*Information Service*

1 P-3, 3 GS

The professional post is required for an experienced information officer, with special experience in visual information work, who would act as Deputy to the Chief of the Service. He would be called upon to cover meetings and to draft press releases, pamphlets, articles, etc., as well as to conduct, edit and place radio interviews. This work involves liaison with both Governments and representatives of information media. In addition, the staff member would give special attention to photo-reportage, television production, the preparation of material for exhibitions, and the layout of UNIDO publications. The three new general service posts requested for 1969 would include two secretaries and one information assistant. The task of the latter would be, *inter alia*, to answer routine queries for information, often involving some research; to gather material for UNIDO bulletins, including the preparation of preliminary drafts; to summarize documents, speeches, articles, etc., for information and possible publication; to set up and maintain specialized mailing lists and co-ordinate them with those of other divisions; to edit — in preliminary form — material received from outside sources; and to prepare reviews of the local and foreign press.

(b) *Reclassification of existing posts*

None requested.

## INDUSTRIAL FIELD ADVISERS

TABLE 21-6

| | *Category and level* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *Professional and above* | | | | | | | | | |
| | *U-SG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total* | *General service* | *Total* |
| 1969..... | — | — | — | — | — | — | — | — | — | — |
| 1968..... | — | — | 2 | 3 | — | — | — | 5 | — | 5 |

21.16 On 3 October 1967, an agreement was signed by the Executive Director of UNIDO and the Administrator of UNDP. The agreement provides that "subject to approval by the Governing Council of UNDP, the Administrator will include in the UNDP administrative budget, beginning with the year 1969, allocations required for the financing of the Industrial Development Field Advisers (UNIDO). Since UNIDO does not have other arrangements for outposting field staff, it is considered necessary to proceed early with the initial posting of Industrial Development Field Advisers (UNIDO) and, therefore, appropriate temporary arrangements will be arrived at between UNDP and UNIDO for the appointment and financing of a first group of several Industrial Development Field Advisers (UNIDO) in 1967 and 1968".[2]

21.17 To provide the temporary coverage referred to above, five posts were included in the 1968 budget for the assignment of an industrial field adviser to each of the following areas: Latin America, the Caribbean and Central American area, the Far East, South Asia, and the Middle East.

21.18 The Administrator, in his report on the subject to the Governing Council of UNDP, expressed the belief that in the foreseeable future the number of industrial field advisers required would be of the order of ten to fifteen.[3]

21.19 On 22 January 1968, at its 100th meeting, the Governing Council of UNDP authorized the Administrator "to include in the budget estimates for administrative and programme support services of UNDP for 1969 and later years, provisions for the financial allocations required to cover the costs of Industrial Development Field Advisers (UNIDO) in implementation of the UNDP/UNIDO agreement".[4] On the assumption, therefore, that UNDP would assume full responsibility for the financing of industrial field adviser posts as of 1 January 1969, the Secretary-General has made no provision for the relevant costs under this chapter of the 1969 budget estimates. Should this assumption prove incorrect, the Secretary-General would submit revised estimates, as required, to finance the costs of the ten adviser posts envisaged for 1969.

[2] DP/L.56, para. 4.

[3] *Ibid.*, para. 5.

[4] *Ibid.*, para. 9.

# TECHNICAL CO-OPERATION DIVISION

TABLE 21-7

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Professional and above | | | | | | | | General service | Total |
| | | U-SG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total | | |
| Office of the Director | 1969 | — | 1 | 1 | — | 1 | — | — | 3 | 3 | 6 |
| | 1968 | — | 1 | 1 | — | 1 | — | — | 3 | 2 | 5 |
| Programming Section | 1969 | — | — | — | 1 | — | 1 | — | 2 | 3 | 5 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 1 | 2 |
| Projects Preparation and Processing Section | 1969 | — | — | — | 1 | 3 | 2 | 1 | 7 | 5 | 12 |
| | 1968 | — | — | — | 1 | 3 | 2 | 1 | 7 | 5 | 12 |
| Project Implementation Section for: | | | | | | | | | | | |
| Africa | 1969 | — | — | — | 1 | 1 | 3 | — | 5 | 4 | 9 |
| | 1968 | — | — | — | 1 | 1 | 2 | — | 4 | 4 | 8 |
| Asia | 1969 | — | — | — | 1 | 1 | 2 | 1 | 5 | 4 | 9 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 4 | 4 | 8 |
| Latin America | 1969 | — | — | — | 1 | 1 | 2 | — | 4 | 4 | 8 |
| | 1968 | — | — | — | 1 | 1 | 2 | — | 4 | 4 | 8 |
| Europe and the Middle East | 1969 | — | — | — | 1 | 1 | 1 | 1 | 4 | 2 | 6 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 4 | 2 | 6 |
| Field Advisers Support Unit | 1969 | — | — | 1 | — | 1 | — | — | 2 | 3 | 5 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 1 | 2 |
| TOTAL | 1969 | — | 1 | 2 | 6 | 9 | 11 | 3 | 32 | 28 | 60 |
| | 1968 | — | 1 | 1 | 7 | 8 | 8 | 3 | 28 | 23 | 51 |

*Description of activities*

21.20 The Technical Co-operation Division is responsible for the programming and implementation of field activities and their over-all co-ordination; co-ordinates the activities of UNIDO as a participating agency in the United Nations Development Programme and maintains relations with the offices of the resident representatives; organizes teams of experts and staff from different branches of industry for field missions as requested by member Governments; and is responsible for reporting on operational and field activities.

*Organizational changes*

21.21 A redistribution of the posts available for 1968 has made possible the establishment of the nuclei of the following two new sections, the need for which became evident in the early part of the year: (*a*) the Programming Section for Technical Co-operation Activities; and (*b*) the Field Advisers Support Unit, which would provide at UNIDO headquarters in Vienna, substantive and operational support for the industrial field advisers. At present each of these sections is staffed only by one professional officer and a secretary.

*Additional requirements for 1969*

(a) *New posts*

*Office of the Director*

1 GS

To reinforce the clerical staff of the office, which has to deal with an exceedingly large volume of correspondence relating to the field activities of UNIDO.

*Programming Section*

1 P-3, 2 GS

To provide the minimum establishment required for this new section.

*Project Implementation Section*

2 P-3

To strengthen the professional staff of the Units for Africa and Asia which are faced by a substantial expansion of their project work-load.

*Field Advisers Support Unit*

1 P-4, 2 GS

To bring the establishment of this new section to the minimum level required to provide substantive and operational support to field advisers.

(b) *Reclassification of existing posts*

*Field Advisers Support Unit*

P-5 to D-1

In view of the complexity of the work and responsibilities involved, it is requested that the post of Chief of the Unit be upgraded to the D-1 level.

## INDUSTRIAL TECHNOLOGY DIVISION

TABLE 21-8

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Professional and above | | | | | | | | General service | Total |
| | | U-SG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total | | |
| Office of the Director | 1969 | — | 1 | 1 | 1 | — | 1 | 1 | 5 | 4 | 9 |
| | 1968 | — | 1 | 1 | 1 | — | — | 2 | 5 | 4 | 9 |
| Industrial Sector Development Section | 1969 | — | — | — | 1 | 1 | 1 | 1 | 4 | 4 | 8 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 4 | 4 | 8 |
| Metalurgical Industries Section | 1969 | — | — | — | 1 | 1 | 2 | 1 | 5 | 3 | 8 |
| | 1968 | — | — | — | 1 | 1 | 2 | 1 | 5 | 3 | 8 |
| Engineering Industries Section | 1969 | — | — | — | 1 | 2 | 3 | 1 | 7 | 5 | 12 |
| | 1968 | — | — | — | 1 | 2 | 3 | 1 | 7 | 5 | 12 |
| Fertilizers, Pesticides and Petro-chemical Industries Section | 1969 | — | — | — | 1 | 4 | 3 | — | 8 | 7 | 15 |
| | 1968 | — | — | — | 1 | 4 | 3 | — | 8 | 7 | 15 |
| Basic Chemicals, Pharmaceuticals and Building Materials Industries Section | 1969 | — | — | — | 1 | 2 | 1 | 1 | 5 | 4 | 9 |
| | 1968 | — | — | — | 1 | 2 | 1 | 1 | 5 | 4 | 9 |
| Food and Light Industries Section | 1969 | — | — | — | 3 | 3 | 3 | — | 9 | 7 | 16 |
| | 1968 | — | — | — | 3 | 3 | 2 | 1 | 9 | 7 | 16 |
| TOTAL | 1969 | — | 1 | 1 | 9 | 13 | 14 | 5 | 43 | 34 | 77 |
| | 1968 | — | 1 | 1 | 9 | 13 | 12 | 7 | 43 | 34 | 77 |

*Description of activities*

21.22 The Division undertakes a continuing review of existing and newly-developed technological processes in respect to specific branches of industry and provides technical support to direct assistance activities in the field; organizes seminars and study groups for the dissemination of technological information on industries of special importance to the developing countries; prepares publications on industrial technology and processes for practical application in the developing countries; and prepares documentation for the Industrial Development Board and the United Nations bodies. As such its area of competence covers the following fields of activity in the work programme of UNIDO for 1969:[5]

Group 1. Mechanical and electrical engineering industries;

Group 2. Metallurgical industries;

Group 3. Construction and buildings materials;

Group 4. Chemicals, pharmaceuticals and other related industries;

Group 5. Fertilizers, pesticides and petro-chemical industries;

Group 6. Light industries.

*Additional requirements for 1969*

(a) *New posts*

None requested.

(b) *Reclassification of existing posts*

2 P-2 to P-3

Two reclassifications are proposed, one in the Office of the Director of the Division, the other in the Food and Light Industries Section, in recognition of the heavier responsibilities involved.

[5] ID/B/26.

## INDUSTRIAL POLICIES AND PROGRAMMING DIVISION

TABLE 21-9

| | | Category and level | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Professional and above | | | | | | | | General service | Total |
| | | U-SG | D-2 | D-1 | P-5 | P-4 | P-3 | P-2/1 | Total | | |
| Office of the Director | 1969 | — | 1 | 1 | 1 | — | — | 1 | 4 | 3 | 7 |
| | 1968 | — | 1 | 1 | 1 | — | — | 1 | 4 | 3 | 7 |
| Industrial Programming Section | 1969 | — | — | 1 | 1 | 5 | 4 | 3 | 14 | 9 | 23 |
| | 1968 | — | — | 1 | 1 | 4 | 3 | 3 | 12 | 9 | 21 |
| Industrial Policies Section | 1969 | — | — | 1 | 4 | 3 | 2 | 2 | 12 | 7 | 19 |
| | 1968 | — | — | 1 | 4 | 3 | 2 | 2 | 12 | 7 | 19 |
| Survey Section | 1969 | — | — | — | 1 | 2 | 5 | 1 | 9 | 5 | 14 |
| | 1968 | — | — | — | 1 | 2 | 5 | 1 | 9 | 5 | 14 |
| Export Industries Section | 1969 | — | — | — | 1 | 4 | 6 | 2 | 13 | 5 | 18 |
| | 1968 | — | — | — | 1 | 3 | 4 | 2 | 10 | 5 | 15 |
| TOTAL | 1969 | — | 1 | 3 | 8 | 14 | 17 | 9 | 52 | 29 | 81 |
| | 1968 | — | 1 | 3 | 8 | 12 | 14 | 9 | 47 | 29 | 76 |

*Description of activities*

21.23 The Division deals with public policy matters affecting industrial development; carries out studies on the structural problems related to industrial development in the context of the economy as a whole; is responsible for the development and evaluation of industrial programming and planning techniques and methods for the formulation, appraisal and implementation of industrial projects; provides technical support to direct assistance activities in the field and organizes seminars and study groups; and prepares the *Industrial Development Survey* and documentation for the Industrial Development Board and other United Nations bodies. As such, it is responsible for the following fields of activity and the projects included in UNIDO's 1969 work programme [6] within these fields:

Group 12. Industrial programming and project planning;

Group 13. Industrial policies, industrial investment, financing and financial planning;

Group 14. Export promotion, development of export-oriented industries;

Group 15. General research projects, including: industrial development surveys; collaboration with developing countries in the preparation of national surveys; techno-economic data relating to industrial sectors.

[6] *Ibid.*

*Additional requirements in 1969*

(a) *New posts*

*Industrial Programming Section*

1 P-4, 1 P-3

To enable the Industrial Programming Section to assume the added responsibilities arising from the increased orientation of UNIDO's work to technical assistance in the field of project preparation and the formulation of industrial development programmes, as well as the establishment of data banking facilities as recommended by the International Symposium on Industrial Development.

*Export Industries Section*

1 P-4, 2 P-3

In accordance with the recommendation of the Athens Symposium on Industrial Development, to enable the Section to co-operate more closely with UNCTAD, GATT and the regional economic commissions in the field of export promotion, the development of export-oriented industries and the utilization of idle industrial capacity for the production of exports.

(b) *Reclassification of existing posts*

None requested.

## INDUSTRIAL SERVICES AND INSTITUTIONS DIVISION

TABLE 21-10

| | | *Category and level* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *Professional and above* | | | | | | | | *General service* | *Total* |
| | | *U-SG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total* | | |
| Office of the Director..... | 1969 | — | 1 | 2 | — | — | — | 1 | 4 | 2 | 6 |
| | 1968 | — | 1 | 1 | — | — | — | 1 | 3 | 2 | 5 |
| Industrial Institution Section..... | 1969 | — | — | — | 2 | 4 | 3 | 4 | 13 | 8 | 21 |
| | 1968 | — | — | — | 2 | 4 | 3 | 4 | 13 | 8 | 21 |
| Industrial Information and Promotion Section ..... | 1969 | — | — | — | 1 | 3 | 3 | 2 | 9 | 9 | 18 |
| | 1968 | — | — | — | 1 | 2 | 2 | 2 | 7 | 8 | 15 |
| Industrial Training Section..... | 1969 | — | — | — | 1 | 4 | 1 | — | 6 | 5 | 11 |
| | 1968 | — | — | — | 1 | 3 | 1 | — | 5 | 3 | 8 |
| Industrial Management Section... | 1969 | — | — | — | 1 | 3 | 1 | — | 5 | 4 | 9 |
| | 1968 | — | — | — | 1 | 3 | — | 1 | 5 | 4 | 9 |
| Small Scale Industry Section.... | 1969 | — | — | — | 1 | 6 | 1 | — | 8 | 4 | 12 |
| | 1968 | — | — | — | 1 | 6 | — | 1 | 8 | 4 | 12 |
| TOTAL | 1969 | — | 1 | 2 | 6 | 20 | 9 | 7 | 45 | 32 | 77 |
| | 1968 | — | 1 | 1 | 6 | 18 | 6 | 9 | 41 | 29 | 70 |

*Description of activities*

21.24 The Division assists developing countries in establishing and strengthening institutions serving industry, such as government departments for the development of legislation and patent systems, research institutions, industrial development centres, and relevant non-governmental organizations; provides central services for industrial information and promotion within UNIDO and assists developing countries in these fields; carries out assessments of requirements and facilities for industrial training and organizes relevant programmes; assists developing countries in improving industrial management skills and practices and in developing and using industrial consulting services; assists developing countries in establishing and improving special service organizations and programmes for small-scale industries, including industrial estates and industrial extension services; provides technical support to direct assistant activities in the field; organizes seminars and technical meetings; and prepares current publications and documentation for the Industrial Development Board

and other United Nations bodies. As such, its area of responsibility comprises the following fields of activity and the corresponding projects included in UNIDO's 1969 work programme:[7]

Group 7. Industrial legislation, patents, licensing and standardization;

Group 8. Industrial research and other supporting institutions;

Group 9. Industrial information and promotion;

Group 10 (*a*). Industrial training;

Group 10 (*b*). Industrial management and consulting services;

Group 11. Small-scale industry including industrial estates and industrial extension services.

*Additional requirements for 1969*

(a) *New posts*

*Office of the Director*

1 D-1

To provide for a second principal officer to direct the wide range of promotional activities included in the 1969 work programme, which involve extensive efforts to mobilize external financial and technical resources for the industrialization of developing countries. Both the Industrial Development Board and the International Symposium have stressed the desirability of expanding this type of operation.

*Industrial Information and Promotion Section*

1 P-4, 1 P-3, 1 GS

To provide the staff required for the effective establishment of the planned Industrial Information Clearing Centre aimed at facilitating the world-wide transfer of industrial information. The Government of Austria has contributed $200 000 towards the costs of establishing this Centre in 1968 and 1969.

*Industrial Training Section*

1 P-4, 2 GS

To cope with the expansion of activities under group 10 (*a*) of the work programme (Industrial Training).

(b) *Reclassification of existing posts*

2 P-2 to P-3

It is proposed to upgrade one P-2 post in the Industrial Management Section and one in the Small Scale Industry Section in recognition of the level of responsibilities involved.

[7] *Ibid.*

## SECONDMENTS TO OTHER UNITED NATIONS OFFICES

TABLE 21-11

| | *Professional and above* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| *Category and level* | *U-SG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total* | *General service* | *Total* |
| 1969..... | — | — | — | — | 2 | — | 1 | 3 | 4 | 7 |
| 1968..... | — | — | — | — | 1 | — | — | 1 | 2 | 3 |

21.25 In 1968, three posts are being loaned by UNIDO to other United Nations departments and offices in recognition of the extra work-load assumed by them resulting from the installation of UNIDO in Vienna or to assist with work done on UNIDO's behalf. These posts comprise a P-4 post in the Statistical Office of the Department of Economic and Social Affairs, and one general service post each in the Office of Personnel and the Office of General Services in New York. The loan of these three posts will continue in 1969. In addition, it is intended to outpost a UNIDO unit consisting of one P-4, one P-2 and two general service posts to the United Nations Economic and Social Office in Beirut (UNESOB) for the establishment of an Industrial Development Unit.

21.26 The proposed Beirut Industrial Development Unit is conceived as an integral part of the UNIDO secretariat, working directly for the implementation of the resolutions and recommendations of the Industrial Development Board, with special reference to industrial development problems in the Middle East and in the light of the needs and requests of the countries concerned. The Unit will operate under the supervision of the Director of UNESOB, acting under authority delegated to him by the Executive Director of UNIDO, who will retain ultimate control and responsibility for the Unit and its work. The activities of the Unit will fall under three main headings :

(*a*) Provision of information on industrial development problems, trends and policies in the Middle East;

(*b*) Backstopping of, and participation in, technical assistance activities related to industrial development;

(*c*) Co-operation at the regional level with other organizations and agencies concerned with related matters.

The specific projects to be carried out in 1969 are the following :

(*a*) Study on engineering industry (Industrial Development Board resolution 1 (I));

(*b*) Industrial costs and productivity (*ibid*);

(*c*) Study on building materials industry (General Assembly resolution 2036 (XX) of 7 December 1965).

# DIVISION OF ADMINISTRATION, CONFERENCE AND GENERAL SERVICES

## TABLE 21-12

| | | *Category and level* | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *Professional and above* | | | | | | | | | |
| | | *U-SG* | *D-2* | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total* | *General service* | *Total* |
| *Office of the Director* | 1969 | — | 1 | 1 | 2 | 2 | — | 1 | 7 | 13 | 20 |
| | 1968 | — | 1 | 1 | 2 | 2 | — | — | 6 | 13 | 19 |
| *Financial Services* | | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | 1 | — | — | 1 | — | 2 | 2 | 4 |
| | 1968 | — | — | 1 | — | — | 1 | — | 2 | 2 | 4 |
| Budget Section | 1969 | — | — | — | 1 | — | — | 1 | 2 | 4 | 6 |
| | 1968 | — | — | — | 1 | — | — | — | 1 | 3 | 4 |
| Finance Section | 1969 | — | — | — | 1 | 1 | 1 | 2 | 5 | 16 | 21 |
| | 1968 | — | — | — | 1 | 1 | 1 | 1 | 4 | 14 | 18 |
| Technical Programmes Management Section | 1969 | — | — | — | 1 | — | 1 | — | 2 | 4 | 6 |
| | 1968 | — | — | — | 1 | — | 1 | — | 2 | 4 | 6 |
| *Personnel Services* | 1969 | — | — | — | 1 | 3 | 1 | 2 | 7 | 23 | 30 |
| | 1968 | — | — | — | 1 | 2 | 1 | 1 | 5 | 17 | 22 |
| *Conference Services* | | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | 1 | — | — | — | — | 1 | 3 | 4 |
| | 1968 | — | — | 1 | — | — | — | — | 1 | 3 | 4 |
| Editorial and Documents Control Section | 1969 | — | — | — | 1 | 2 | 4 | 3 | 10 | 13 | 23 |
| | 1968 | — | — | — | 1 | 2 | 2 | 1 | 6 | 11 | 17 |
| Conference Control Unit | 1969 | — | — | — | — | — | 1 | 1 | 2 | 1 | 3 |
| | 1968 | — | — | — | — | — | 1 | 1 | 2 | 1 | 3 |
| Language Section | 1969 | — | — | — | 1 | 10 | 24 | — | 35 | 42 | 77 |
| | 1968 | — | — | — | 1 | 8 | 18 | — | 27 | 35 | 62 |
| Interpretation Section | 1969 | — | — | — | 1 | 4 | — | — | 5 | — | 5 |
| | 1968 | — | — | — | 1 | 4 | — | — | 5 | — | 5 |
| Documents Section | 1969 | — | — | — | 1 | 1 | 1 | 5 | 8 | 18 | 26 |
| | 1968 | — | — | — | 1 | 1 | 1 | 5 | 8 | 18 | 26 |
| *General Services* | | | | | | | | | | | |
| Office of the Chief | 1969 | — | — | — | 1 | 1 | — | — | 2 | 4 | 6 |
| | 1968 | — | — | — | 1 | 1 | — | — | 2 | 4 | 6 |
| Purchase and Transportation Section | 1969 | — | — | — | — | — | 2 | — | 2 | 17 | 19 |
| | 1968 | — | — | — | — | — | 2 | — | 2 | 16 | 18 |
| Communications and Records Section | 1969 | — | — | — | — | 1 | — | 1 | 2 | 14 | 16 |
| | 1968 | — | — | — | — | 1 | — | 1 | 2 | 13 | 15 |
| Buildings Management Section | 1969 | — | — | — | — | 1 | 1 | — | 2 | 8 | 10 |
| | 1968 | — | — | — | — | 1 | 1 | — | 2 | 7 | 9 |
| TOTAL | 1969 | — | 1 | 3 | 11 | 26 | 37 | 16 | 94 | 182 | 276 |
| | 1968 | — | 1 | 3 | 11 | 23 | 29 | 10 | 77 | 161 | 238 |

### *Description of activities*

21.27 The Division of Administration, Conference and General Services, acting in close co-operation with the central adminstrative services of the United Nations, is responsible for the personnel, budgetary and financial administration of UNIDO. It is also responsible for providing conference services for UNIDO meetings, for the editing, translation, reproduction and distribution of UNIDO official records, documents and publications, and for general services including the management of UNIDO buildings and the co-ordination of planning for the permanent Headquarters buildings in Vienna.

### *Organizational changes*

21.28 Three units, consisting of a total of three professional and seven general service posts, were transferred to other organizational units of UNIDO from the Division of Administration, Conference and General Services early in 1968.

### *Additional requirements in 1969*

21.29 The staff requirements for 1969, as shown in table 21-12 above, represent an increase of 17 professional and 21 general service posts over the 1968 establishment. In its report to the General Assembly on

the budget estimates for the financial year 1968,[8] the Advisory Committee on Administrative and Budgetary Questions recommended a reduction in the estimates submitted by the Secretary-General in respect of the Division of Administration, Conference and General Services to the extent of 28 professional posts, from 105 to 77, and 42 general service posts, from 205 to 163. This recommendation, which the General Assembly accepted, was based on three considerations : the fact that the General Assembly had not yet considered the decision of the Industrial Development Board as to UNIDO's official and working languages, its doubts as to UNIDO's ability to recruit by the end of 1968 the staff to fill the posts originally requested, and an assumption that some savings could be achieved in the administrative services as proposed by the Secretary-General.

21.30 The last two of these considerations have guided the Secretary-General in the elaboration of the following additional post requirements for 1968, involving the re-submission of only a part of the reduction imposed for 1968 :

(a) *New posts*

*Office of the Director*

1 P-2

To provide a post for a junior officer to assist the administrative officer in coping with an increasingly heavy work-load.

*Financial Services*

1 P-2, 1 GS

To establish in the Office of Financial Services (Budget Section) posts for a programmer and an assistant who will be engaged in the conversion of UNIDO's financial and personnel records for electronic processing. A second programmer post is to be provided from extra-budgetary funds. It is hoped that arrangements can be made with IAEA for the provision of computer time and ancillary services for which purpose a credit of $30 000 is requested under chapter III, item (v).

1 P-2, 2 GS

To strengthen the professional staff in the Finance Section dealing with the accounts of UNIDO's technical co-operation programmes and to provide the additional clerical staff required by the work-load.

*Personnel Services*

1 P-4, 1 P-2, 6 GS

To enable the professional staff in the Office of Personnel Services to: (*a*) deal with the numerous additional personnel problems arising in a major United Nations office away from Headquarters; (*b*) provide locally all the staff services provided for in the Staff Rules; and (*c*) discharge its responsibilities for the recruitment of highly technical staff in the competitive field of industry. The additional clerical staff is required to meet the already existing work-load and to provide for an additional nurse for the new dispensary in the temporary offices located in prefabricated buildings at some distance from the main UNIDO building in the Felderhaus.

*Conference Services*

2 P-3, 2 P-2, 2 GS

For the Editorial and Documents Control Unit

2 P-4, 6 P-3, 7 GS

For the Language Section, including one reviser and three translators each for the French and Spanish Units, and seven stenographers for the Typing Pool.

[8] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 7* (A/6707), para. 400.

The reduction in the number of posts proposed for 1968 for the Division of Administration, Conference and General Services had a particular impact on the establishment of Conference Services, essentially the Translation, Editing and Interpretation Sections, which account by far for the largest number of professional posts in the Division.

In the past year, a considerable volume of information on the work-load has been gathered. Thus, on the basis of returns submitted by the substantive divisions as of February 1968, some 36 000 pages of manuscript are to be produced in 1968, exclusive of documentation for the Industrial Development Board or the International Symposium, or of information material. Moreover, judging from the documentation submitted for the second session of the Industrial Development Board, it would appear that these manuscripts will require very thorough editing if the United Nations' standards of style and presentation are to be adhered to, and by reason of the complexities of the subject matter dealt with in a number of technical papers. In fact, if the full anticipated work-load were to materialize, and assuming that it was spaced evenly throughout the year, no less than thirteen English editors would be required. In this connexion, it should be noted that the overwhelming majority of papers have been drafted in English. As a consequence, the volume of translation into English is within the capabilities of the present staff of the English Translation Unit. Not all publications are translated into Russian, and Russian translation in excess of the capacity of UNIDO's Translation Unit can be secured by contractual arrangements. However, since all documents and publications must be translated into French and Spanish, the present strength of the French and Spanish Units would obviously be inadequate to deal with more than a fraction of the announced work-load. As far as translators are concerned, not only is the cost of temporary assistance considerably higher than that of permanent staff, but temporary assistance is extremely difficult to obtain in Vienna. In addition, experience shows that temporary freelance translators' production is about two-thirds that of permanent translators and their work requires much more revision time.

If the manning table were to be based on only half of the anticipated work-load, the establishment should be restored at least to the original 1968 level proposed by the Secretary-General. Nevertheless, in order to limit as much as possible the level of the budget and bearing in mind the serious difficulties being met in the recruitment of language staff, the Secretary-General has limited his request for 1969 to an absolute minimum, namely four editors and two clerk-secretaries for the Editorial and Documents Control Unit, one revisor and three translators each for the French and Spanish Units, and seven stenographer posts for the Typing Pool.

With the addition of these new posts the Editorial and Documents Control Unit would comprise ten professional and thirteen general service posts, and the Language Section, thirty-five professional and forty-two general service posts.

Even with the addition of these posts, the editing and translating capacity of UNIDO would be geared to only a fraction of the announced work-load for 1968 and it would obviously be far from adequate to cope with the volume of editing, translation and revision which would arise in the course of 1969 if the work programme approved by the Industrial Development Board were to be fully implemented. This, added to the impact of a growing publications programme, will make it necessary to have recourse, pending recruitment to all established posts, to any interim arrangement which might prove feasible, including outside contractual work and hiring of freelance personnel on short or medium term, assuming such personnel can be secured. It would also be the Secretary-General's intention to utilize the special provision for additional costs of translating the publications programme under chapter X in a similarly flexible manner. In this connexion, the Secretary-General would recall that he has been given an imperative mandate by the General Assembly in resolution 2247 (XXI), restated in resolution

2292 (XXII), to ensure that "documents submitted to United Nations organs should be available to the Member States in sufficient time and *simultaneously* in the working languages". A strict implementation of this resolution will undoubtedly require a substantial strengthening of the language and related services of UNIDO and the Secretary-General reserves the right to submit revised estimates for this purpose in due time.

It should be noted that the five established posts authorized for the Interpretation Section of UNIDO constitute only half a team, the other half being provided by the International Atomic Energy Agency within the framework of a Joint Interpretation Service. Under this arrangement each organization may call on the services of the other's interpreters for the servicing of its meetings.

*General Services*

3 GS and the increase of $57 500 in the provision for manual workers

The dispersal of UNIDO among a number of separate buildings at some distance from one another requires the provision of separate services (registry, mailing, supply of stationery) at each location to keep to a minimum the professional and clerical staff time which would otherwise be lost. The three general service posts requested include an administrative clerk in the travel unit, an electronic technician and a clerk/typist. In addition, experience during the first two months of 1968 has shown an immediate need to strengthen the manual worker staff, including, in particular, security guards, messengers and building maintenance technicians. This need has become acute with the opening of the second pre-fabricated building in March 1968 and the situation will be aggravated when the third pre-fabricated building is occupied in 1969. Consequently, an initial strengthening of the manual worker force from 47 to 60 has been authorized in the first quarter of 1968 as a charge against temporary assistance funds. The number of manual workers will need to be progressively raised to 70 by the end of 1968. It is to cover this requirement, which is clearly of a continuing nature at least until UNIDO moves to its permanent Headquarters in the 1970's, that the Secretary-General has requested an increase of $57 500 in the budgetary provision for manual workers in 1969.

(b) *Reclassification of existing posts*

None requested.

(ii) *Temporary assistance* ..... $50 000

1968 : 60 000

1967 : 44 467

21.31 The estimate under this heading provides for temporary assistance during peak-load periods, including the third session of the Industrial Development Board. In addition, provision is made for the replacement of general service staff absent on maternity and extended sick leave, as well as for secretarial and clerical assistance to the industrial field advisers, referred to in paragraphs 21.16 to 21.19 above, during their stay at UNIDO Headquarters, as required, and in the course of their travel in the areas covered by their assignments when such assistance cannot be furnished by the UNDP resident representatives. The reduction of $10 000 in the estimate for temporary assistance for 1969 as compared with the appropriation for 1968 is predicated on the filling of all existing vacancies and the approval of the proposed new general service posts as well as the increased provision for manual workers requested by the Secretary-General.

(iii) *Individual experts and consultants* .. $315 000

1968: 260 000

1967: 240 700

21.32 The estimate provides in the first instance for the remuneration, travel and subsistence of consultants to assist in the substantive work of UNIDO. The increased requirements compared with 1968 is due to the expansion of the work programme of the organization as proposed in document ID/B/26, which, in fact, calls for a consultancy programme estimated at $376 500.[9] However, to take account of unavoidable delays in the engagement of qualified persons and bearing in mind the need to apply a strict order of priorities, it is considered that a provision of $300 000 will suffice.

21.33 The estimate also includes $15 000 to cover UNIDO's share of the costs of the medical facilities of IAEA which are made available to UNIDO under a cost-sharing formula based on the relative number of staff in each of the two organizations. For 1968, UNIDO's share is estimated at 33-1/3 per cent of the total costs of the facilities involved. This proportion might increase in 1969 as a result of the growth of UNIDO's establishment. The services provided to UNIDO include pre-employment examinations, periodic check-ups and emergency medical services, in addition to inoculations and routine medical check-ups for mission travel and the maintenance of all medical records of UNIDO staff.

(iv) *Overtime and night differential* ..... $15 000

1968: 8 000

1967: 21 159

21.34 The estimate provides for the payment of night differential and overtime during peak work periods, in particular during the third session of the Industrial Development Board. These requirements are also affected by the number of special demands made upon the secretariat which entail work beyond the official hours of business, including security duty, office moves, which can be expected to occur quite frequently during the formative period of a new organization housed in widely separated buildings, and emergency repairs by the staff of the Office of General Services. The payment of overtime, which represents the major part of the estimate, is limited to staff in the general service and manual worker categories.

(v) *Computer services* ..... $30 000

1968: 20 000

1967: —

21.35 This estimate provides for electronic data processing either through the use of the IAEA computer, subject to the payment of time rental charges, or on a contractual basis with outside firms. It is initially intended to convert the personnel, accounting and property control records of UNIDO to electronic pro-

[9] This figure includes $74 500 for technology, $137 500 for industrial services and $164 500 for industrial policies and programming.

cessing, particularly those relating to technical co-operation where the exigencies of the source programmes impose on UNIDO the provision of detailed data which cannot economically be developed by mechanical or manual means.

## CHAPTER IV

*Common staff costs* ..... $1 508 000

1968: 1 565 000

1967: 1 178 856

21.36 The provision requested under this chapter for 1969 covers the common staff costs in respect of all posts provided for under chapter III of this section as well as the requirements of UNIDO's language training programme.

(i) *Common staff costs* ..... $1 498 000

1968: 1 550 000

1967: 1 178 856

21.37 In the absence of any reliable data based on experience, it has been necessary once again to compute the common staff costs of UNIDO on a percentage formula. As a result of the transfer on home leave travel costs to chapter V, it has seemed reasonable to take a rate of 26 per cent of the gross base salary costs for which provision is made under chapter III. The proportion used for 1968 was 30 per cent. It is anticipated that a clearer picture will emerge in the course of 1969 when the results of the first full year of operation in Vienna become known.

21.38 The estimate covers the following items of expenditure:

(*a*) Pension Fund contributions;

(*b*) Medical benefits and social security contributions;

(*c*) Dependency allowances;

(*d*) Education grants and related travel;

(*e*) Travel on appointment, transfer and separation;

(*f*) Assignment allowances;

(*g*) Installation grants;

(*h*) Removal expenses on appointment, transfer and separation;

(*i*) Separation payments;

(*j*) Other costs.

(ii) *Language training programme* ..... $10 000

1968: 15 000

1967: —

21.39 This estimate provides for the costs of language training in English, French, Russian, Spanish and German for staff members and dependants. The reduction of $5 000 as compared with the 1968 appropriation is due to the discontinuance of the accelerated German course which had been planned for 1968 only.

## CHAPTER V

*Travel of staff* ..... $270 000

1968: 200 000

1967: 229 984

(i) *Travel of staff to meetings*..... $60 000

1968: 50 000

1967: 71 697

21.40 The estimate provides for the attendance by the Executive Director and senior officers at the twenty-fourth session of the General Assembly, the 1969 Pledging Conference, sessions of the Economic and Social Council, and meetings, *inter alia,* of the UNDP Governing Council, the UNCTAD Board, the regional economic commissions, the Inter-Agency Consultative Board for UNDP, the Committee for Programme and Co-ordination, and the Working Group on Administrative and Finance matters.

(ii) *Travel of staff on other official business* $70 000

1968: 60 000

1967: 101 102

21.41 The estimate under this heading covers the travel requirements of the Executive Director and other UNIDO staff in connexion with the work programme and the field activities of the Organization, as well as liaison on administrative matters with United Nations Headquarters, other United Nations offices and specialized agencies. The increase of $10 000, as compared with the 1968 provision, results from the continuing expansion of the activities of UNIDO.

(iii) *Travel of staff and dependants on home leave* ..... $90 000

1968: 50 000

1967: 57 185

21.42 This estimate is based on current travel rates and authorized modes and standards of accommodation. The increase of $40 000 as compared with the 1968 appropriation results from the relatively higher number of staff entitled to home leave in 1969. The number of entitlements foreseen at the time the present estimates were prepared was 208, comprising 72 staff members and 136 dependants. On the basis of such entitlements, the total requirements under this chapter would amount to approximately $100 000. However, the amount requested has been reduced by some 10 per cent to take account of possible deferments and turnover of staff.

(iv) *Travel of industrial field advisers*... $50 000

1968: 40 000

1967: —

21.43 The arrangements between UNIDO and UNDP concerning the financing of Industrial Development Field Advisers, as described in paragraphs 21.16 to 21.19 above, provide that UNDP shall bear the cost of travel of advisers to the country of their assignment, travel on home leave and travel for briefing at UNIDO

and UNDP headquarters, whereas UNIDO shall bear the cost of travel between countries within the region of assignment. It is anticipated that between ten to fifteen advisers will be in the field in 1969.

## CHAPTER VI

*Payments under Annex I, paragraphs 2 and 3, of the Staff Regulations; Hospitality* .. $12 500
1968: 10 000
1967: 5 999

21.44 The estimates under this chapter cover the following requirements:

(i) The payment under Annex I, paragraphs 2 and 3, of the Staff Regulations, of a representation allowance to the Executive Director of UNIDO, as well as to its seven Directors to compensate for such special costs as may be reasonably incurred in the performance of duties assigned to them by the Executive Director ($8 500); and

(ii) The reimbursement of expenses incurred by members of the secretariat of UNIDO who are not in receipt of a representation allowance ($4 000).

## CHAPTER VII

*Permanent equipment* ..... $115 000
1968: 140 000
1967: 303 266

TABLE 21-13

| | | 1969 estimates | 1968 appropriations | 1967 expenses |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Furniture and fixtures | 23 000 | 23 000 | 167 631 |
| (ii) | Office equipment | 18 000 | 45 000 | 65 132 |
| (iii) | Internal reproduction equipment | 62 000 | 21 000 | 24 276 |
| (iv) | Telecommunications equipment | — | 16 000 | — |
| (v) | Transportation equipment | — | — | 16 298 |
| (vi) | Other equipment | 12 000 | 35 000 | 29 929 |
| | TOTAL | 115 000 | 140 000 | 303 266 |

(i) *Furniture and fixtures* ..... $23 000
1968: 23 000
1967: 167 631

21.45 Provision is made for the acquisition of office furniture and fixtures (desks, chairs, tables, bookcases) for the following personnel:

| | | Professional and above | General service |
|---|---|---|---|
| (*a*) | New established posts requested for 1969 | 31 | 38 |
| (*b*) | New extra-budgetary posts foreseen in 1969 | 5 | 10 |
| (*c*) | Temporary assistance staff for special conferences, meetings and symposia | 20 | 10 |
| (*d*) | Senior staff on secondment from New York Headquarters and agencies; consultants | 2 | — |
| | TOTAL | 58 | 58 |

21.46 As regards temporary assistance for conferences and meetings under item (*c*) above, serious difficulties are being experienced as the result of the General Assembly's decision to convene three major conferences in Vienna in 1968[10] without making any provision for the procurement of the office furniture and equipment required by the large number of substantive, and especially conference servicing staff, who will be assigned to Vienna. UNIDO, being a new organization and, unlike the Geneva Office, not intended to be a conference centre, has no reserve of furniture or office equipment which could be put at the disposal of visiting staff in these numbers. A minimum provision has therefore been requested to remedy this situation in the future.

(ii) *Office equipment* ..... $18 000
1968: 45 000
1967: 65 132

21.47 This estimate provides for the procurement of the following items:

| | $ |
|---|---|
| Cardex equipment | 1 000 |
| Typewriters (50) | 12 000 |
| Calculating machines (4) | 3 000 |
| Adding machines (5) | 1 000 |
| Dictating machines (5) | 1 000 |
| TOTAL | 18 000 |

21.48 The estimate for typewriters includes a small reserve for temporary conference typists in the circumstances described in paragraph 21.46 above.

(iii) *Internal reproduction equipment* .... $62 000
1968: 21 000
1967: 24 276

21.49 The estimates provide for the development of the internal reproduction capacity of UNIDO commensurate with the growing needs of the organization. This operation is being planned in close co-operation with IAEA, with the prospect of creating a common reproduction plant in the future. All equipment purchased and to be purchased will be suitable for installation and use in a joint UNIDO/IAEA plant.

21.50 The estimate for 1969 covers the acquisition of the following equipment:

| | $ |
|---|---|
| An IBM composer system (one input unit and one output unit) | 19 000 |
| An offset printing press | 20 000 |
| Extension of present collating equipment from 10 to 20 stations | 10 000 |
| A heavy-duty stapler | 1 500 |
| A perforator | 7 000 |
| Miscellaneous equipment and replacement parts for existing equipment | 4 500 |
| TOTAL | 62 000 |

[10] The International Conference of Plenipotentiaries on the Law of Treaties, the International Conference on the Revision of the Convention on Road Traffic and on the Protocol on Road Signs and Signals, and the Conference on the Exploration and Peaceful Uses of Outer Space.

(iv) *Telecommunication equipment* ..... $ —

1968: 16 000
1967: —

(v) *Transportation equipment* ..... $ —

1968: —
1967: 16 298

(vi) *Other equipment* ..... $12 000

1968: 35 000
1967: 29 929

21.51 The estimate under item (vi) above covers the acquisition of such items as filing cabinets, clothing lockers, supply cabinets, desk lamps, waste paper baskets, paper cutters and shelving.

## CHAPTER VIII

*Maintenance, operation and rental of premises* $235 000

1968: 70 000
1967: 62 554

21.52 The estimate under this chapter covers the cost of the supplies and services required for the operation and maintenance of the temporary Headquarters of UNIDO in Vienna, which include the Felderhaus, the Hofburg facilities and the prefabricated buildings constructed by the Austrian Government (two in 1968 and a third in 1969).

21.53 After several months of actual operation in Vienna, it is evident that the amount of $70 000 provided under this chapter for 1968 will be completely inadequate. In anticipation of this fact, the Secretary-General, in paragraph 20.31 of the 1968 budget estimates, made the reservation that the initial estimate was subject to revision in the light of experience. A re-costing of the anticipated level of expenditure for 1968, on the basis of the agreements and contracts negotiated with the competent authorities or suppliers, indicates that actual requirements may be estimated at $170 000. The relative complexity of the arrangements regarding the provision of cleaning services and utilities is a direct consequence of the legal status of ownership of the various buildings and the terms under which they are used by UNIDO. These arrangements are summarized in table 21-15.

TABLE 21-14

| *Buildings* | *Cleaning services including snow removal* | *Utilities (electricity, gas, water, sewer charges, refuse collection and chimney sweeping)* |
|---|---|---|
| Felderhaus | Provided by the municipality of Vienna against reimbursement | Provided by the municipality of Vienna against reimbursement |
| Hofburg .... | Provided by private firm under contract with UNIDO | Provided by the Federal Government against reimbursement |
| Prefabricated buildings .. | Provided by private firm under contract with UNIDO | Direct billing by appropriate agencies |

21.54 Since the arrangements in question are expected to continue in 1969, it is felt that the revised estimate of costs for 1968 ($170 000) provides a reasonable basis on which to compute the 1969 requirements. In addition, the following new cost elements have been taken into account:

(*a*) The occupancy of a third prefabricated building, involving an increase in expenditure of some $25 000;

(*b*) Additional expenditures resulting from increased use of facilities, with added wear and tear, and, more importantly, from a substantial rise in wages and prices of services and utilities which is expected by 1969 ($40 000).

21.55 The revised estimates for 1968 and the initial estimates for 1969 are as follows:

TABLE 21-15

| | *Revised estimates 1968* | *Initial estimates 1969* |
|---|---|---|
| | $ | $ |
| (i) *Contractual services* | | |
| Maintenance of premises ..... | 4 000 | 5 000 |
| Cleaning of premises including snow removal ..... | 70 000 | 95 000 |
| (ii) *Utilities* | | |
| Electricity, gas, water, etc ..... | 80 000 | 115 000 |
| (iii) *Other expenses* | | |
| Supplies for maintenance of premises ..... | 12 500 | 16 000 |
| Minor alterations to premises .... | 3 500 | 4 000 |
| | 170 000 | 235 000 |

21.56 Only a token provision is made for alterations to premises on the assumption that the costs of any but the most minor alteration work would be borne by the Austrian Government under the terms of the relevant agreement with the United Nations.

## CHAPTER IX

*General expenses* ..... $335 000

1968: 175 000
1967: 200 996

21.57 The estimates under this chapter provide for general services and supplies and the rental maintenance of equipment at the temporary Headquarters of UNIDO in Vienna.

21.58 As in the case of chapter VIII, Maintenance, operation and rental of premises, it became evident after a few months of actual operations in Vienna that the appropriation of $175 000 approved for 1968 will be far from adequate. Based on a thorough review of the situation early in 1968, taking into account the special requirements arising from the location of UNIDO in Vienna, actual requirements are now estimated at $315 000. The revised estimates for 1968 and the initial estimates for 1969 are indicated in table 21.16.

TABLE 21-16

| | | 1968 Revised cost estimates | | 1969 Initial estimates | |
|---|---|---|---|---|---|
| | | $ | $ | $ | $ |
| (i) | *Communications* | | | | |
| | Cables | 27 000 | | 27 000 | |
| | Telephone services | 19 000 | | 24 000 | |
| | Postage | 50 000 | | 50 000 | |
| | Pouch service | 20 000 | | 25 000 | |
| | Freight | 5 000 | 121 000 | 5 000 | 131 000 |
| (ii) | *Rental and maintenance of equipment* | | | | |
| | Rental of equipment (other than vehicles) | 20 000 | | 25 000 | |
| | Maintenance of equipment and furniture (other than vehicles) | 5 000 | | 5 000 | |
| | Maintenance and operation of vehicles | 4 000 | 29 000 | 4 000 | 34 000 |
| (iii) | *Other supplies and services* | | 30 000 | | 30 000 |
| (iv) | *Office and internal reproduction supplies* | | | | |
| | Stationery and office supplies | 25 000 | | 30 000 | |
| | Internal reproduction supplies | 90 000 | 115 000 | 90 000 | 120 000 |
| (v) | *Library books, supplies and services* | | 20 000 | | 20 000 |
| | TOTAL | | 315 000 | | 335 000 |

### (i) *Communications*

21.59 The revised cost estimates under this heading for 1968 ($121 000) have been prepared on the basis of the rates established by the Austrian postal authorities. The estimate for telephone services for 1969 has been increased by $5 000 to cover (*a*) maintenance costs in respect of the switchboard for which UNIDO will become responsible after the guarantee expires on 15 December 1968 ($3 600) and (*b*) some allowance for increased usage ($1 400). The estimate for pouch service in 1969 has also been increased by $5 000 to cover additional traffic as the activities of the organization develop.

### (ii) *Rental and maintenance of equipment*

21.60 The increase in anticipated expenditure for 1968 ($29 000) results mainly from the need to rent six photocopying machines to meet the requirements of the secretariat at its three locations. The estimate for 1969 has been increased by $5 000 to cover the rental of a seventh machine.

### (iii) *Other supplies and services*

21.61 In the absence of any data, only a token provision of $2 000 had been included in the 1968 estimates. On the basis of actual expenditures in 1967 (in excess of $23 000 for less than a full year of operation) and as a result of a review of requirements under actual conditions in Vienna, it appears that a credit of some $30 000 will be needed in 1968, as follows:

| | $ |
|---|---|
| *Miscellaneous supplies and services* | |
| Uniforms, shirts, gloves, etc., for guards; white coats, overalls, snowboots for manual workers; salt for snow removal; rubber stamps, signs, maps, light bulbs and all expendable items costing less than $15 | 21 000 |
| *Supplies for health services* | |
| Medical supplies for two clinics | 4 000 |
| *General insurance* | |
| Premiums for insurance of inventory — furniture and equipment — general liability and vehicles | 2 500 |
| *Recruitment advertising and related costs* | 2 000 |
| *Bank charges* | 500 |
| TOTAL | 30 000 |

### (iv) *Office and internal reproduction supplies*

21.62 The revised requirements under this heading for 1968 ($115 000) are based on: (*a*) a survey of UNIDO's internal reproduction requirements ($90 000), which had been initially under-estimated due to the lack of information on the volume of documentation to be produced by the organization, and (*b*) an analysis of actual needs for stationery and office supplies in Vienna ($25 000), including writing paper ($7 000), other expendable office supplies ($13 000), and data processing forms and supplies ($5 000). Actual expenditures for stationery and office supplies in 1967 reached a level of about $38 000 due to the need to constitute the initial inventory following the move of UNIDO to Vienna. The estimates under this item for 1969 have been increased by $5 000 to provide for a higher rate of consumption of writing paper ($2 000) and other expendable office supplies ($3 000) expected to result from the increased level of activity of UNIDO in 1969 and the concomitant additions to the manning table.

## CHAPTER X

| | | |
|---|---|---|
| *Publications programme and contractual reproduction services* | | $300 000 |
| | 1968: | 300 000 |
| | 1967: | 69 187 |

21.63 The estimates under this chapter cover (*a*) the costs of the UNIDO publications programme, including printing, contractual translation and typing, and (*b*) contractual reproduction expenses. The 1969 UNIDO publications programme was submitted to the Industrial Development Board at its second session in conjunction with the work programme for 1969 (ID/B/26). As the Board's decisions were not yet known at the time these estimates were prepared, the programme could not be reviewed by the Publications Board. Pending such review and without prejudice to the submission of any revised estimate which may result therefrom, the total estimate under Chapter X has been maintained provisionally at the level of the 1968 appropriation.

21.64 The provisional estimates cover the following requirements:

(*a*) *Publications programme* ..... $240 000

*(i) Printing ($180 000)*

As explained in the preceding paragraph, this estimate corresponds to the level of the programme approved for 1968, subject to whatever revision might prove necessary in the light of the decisions of the Industrial Development Board and the subsequent review by the Publications Board. As in the case of the printing programme for 1968, the 1969 requirements may be divided into three categories as follows:

*Category A:* Items deferred from the previous year's printing programme, plus translations of these items;

*Category B:* Items included in the current year's programme with the approval of the Publications Board, insofar as these can be edited and/or translated in time for printing contracts to be met by 15 October of the current year;

*Category C:* Additional items to be approved by the Publications Board for printing as substitutes for major items in categories A or B which may not be submitted by the author divisions in time for editing and/or translating, and printing in the current year.

In compliance with General Assembly resolutions 2247 (XXI) and 2292 (XXII) requesting the Secretary-General to ensure the prompt issuance of publications in all language versions required by the relevant rules of procedure, the printing of translations of items issued in only one language during the previous year would be given first priority over any available funds.

*(ii) Contractual translation and typing ($60 000)*

This provision is required to cover the costs of translation and typing of the UNIDO publications programme in excess of the capacity of the regular staff of UNIDO. As explained in paragraph 21.30 above, this provision would be utilized in a flexible manner and would include (*a*) contractual arrangements with firms or individuals, (*b*) short or medium term appointments of temporary staff at UNIDO headquarters, and (*c*) if recruitment difficulties can be overcome and suitable candidates found, possible appointments for longer periods.

(*b*) *Contractual reproduction of documentation $60 000*

This estimate provides for the reproduction of UNIDO documentation under contract, normally by the International Atomic Energy Agency. This is in addition to the internal reproduction work which can be handled within the limited capacity of UNIDO's own shop, the cost of supplies and materials having been included under chapter IX, and the cost of labour, under chapters III and IV.

21.65 The cost of printing the final report of the third session of the Industrial Development Board has been included under chapter I, and the printing of the balance of the 1967 International Symposium proceedings under chapter XI.

## CHAPTER XI

*International Symposium on Industrial Development* ..... $140 000

1968: 278 000

1967: 537 056

21.66 An appropriation of $278 000 was approved for 1968 to cover the full costs of editing, translating and printing the text of the proceedings of the International Symposium on Industrial Development, which was held in Athens from 29 November through 19 December 1967. It has now been established that it will not be possible to complete the publication of the entire proceedings during the course of 1968. The publication of the final report of the Symposium in English, French, Spanish and Russian will be completed in 1968. The principal publication remaining for 1969 will consist of a series of monographs in four languages on each of the twenty-one main topics discussed at the Symposium, each containing from 50 to 100 pages. As a consequence, it is proposed to surrender at the end of 1968 an amount of $140 000, representing the unused portion of the appropriation. An equivalent provision is requested for 1969 to cover the balance of the work which will be carried out in that year.

## CHAPTER XII

*Headquarters planning and administrative management* ..... $149 000

1968: —

1967: —

21.67 This additional chapter has been established to provide for the minimal costs which are to be borne by the United Nations in connexion with the planning and construction of the permanent headquarters of UNIDO.

21.68 In conjunction with the establishment of the headquarters of UNIDO in Vienna, the Government of Austria agreed to construct a permanent headquarters building. The terms of this agreement were set forth in the letter of 23 February 1967 from the Permanent Representative of Austria to the United Nations to the Executive Director of UNIDO, the text of which was communicated to the Industrial Development Board in document ID/B/6 of 12 March 1967.

21.69 In the light of the substantial financial commitment undertaken by the Austrian Government for the construction of a United Nations Centre (which would include buildings for UNIDO, IAEA, common services and, subsequently, an international conference centre) and bearing in mind that the construction of the permanent headquarters building for UNIDO would be based on requirements and specifications to be provided by the United Nations,[11] which would involve extensive and constant inter-agency liaison and co-ordination, the Secretary-General decided that formal organizational arrangements should be made:

(*a*) To provide for the co-ordinated planning of the permanent headquarters in consultation with the Austrian Government and IAEA, including specifically the

[11] ID/B/14, p. 3.

determination of the needs of UNIDO in terms of space, facilities and functional lay-outs;

(*b*) To ensure, on behalf of the United Nations, that UNIDO's special requirements are met and that the technical specifications established by UNIDO are adhered to; and

(*c*) To provide the continuity of direction for the establishment of the temporary headquarters, including the increasing number of common services with IAEA.

21.70 In order to place this operation on a proper footing from the outset, and bearing in mind that the Panel of Architects and Engineers appointed by the Austrian Government had already set matters in motion, by the preparation of a general statement of requirements to be met for the architectural competition to be held by the middle of 1968, the Secretary-General decided that an Office of Headquarters Planning and Administrative Management should be established in the Office of the Director of Administration of UNIDO as of July 1968. The Advisory Committee on Administrative and Budgetary Questions was duly informed of this decision and the reasons therefor in the course of the mid-year review of 1968 expenditures.

21.71 The functions of this new unit will be the following:

(*a*) Planning and installation of temporary headquarters through 1971;

(*b*) Space allocations and the establishment of administrative services and facilities in the temporary headquarters buildings of UNIDO;

(*c*) Arrangements for the provision of common services by the International Atomic Energy Agency during UNIDO's occupancy of the temporary headquarters;

(*d*) Co-ordination of the permanent headquarters planning and construction, including the establishment of the future common services with IAEA;

(*e*) Preparation of basic space requirements for office accommodation, conference facilities and related services in the permanent headquarters in Vienna, in consultation with representatives of the Austrian Government, IAEA and United Nations Headquarters in New York;

(*f*) Provision of administrative management services on a more permanent basis, including management surveys and periodic organization and methods studies, general administrative planning, establishment of procedures, review of functional and staffing arrangements.

21.72 As the need for the activities described in sub-paragraphs (*a*) to (*e*) above will be limited to the duration of the construction period and the establishment of UNIDO in its permanent headquarters, it would be the Secretary-General's intention, upon the completion of the move of UNIDO and IAEA into the permanent headquarters, to retain only a small unit for the residual function of administrative management activities as enumerated in sub-paragraph (*f*) above, which would be transferred to the Division of Administration, Conference and General Services.

21.73 In recognition of the non-permanent nature of this activity, and in order to identify all expenditures connected with the United Nations' share of the costs associated with the planning and construction of the permanent headquarters, a separate provision will be included under this chapter for the financial years 1968 to 1972, or beyond if construction is delayed. This will also make possible the establishment of a comprehensive plan of expenditure for the whole duration of this activity, timed to coincide with the successive phases of the work from the initial architectural competition to the move of UNIDO into its permanent premises.

21.74 The proposed manning table of the Office of Headquarters Planning and Administrative Management is given in table 21-17.

TABLE 21-17

| *Number of established posts* | | *Category and post level* | *Gross salaries* |
|---|---|---|---|
| *1968* | *1969* | | |
| | | | $ |
| 1 | 1 | Principal officer | 21 000 |
| | | *Professional* | |
| 2 | 2 | First officers (one management officer, one architect-engineer) | 30 000 |
| 1 | 1 | Second officer (space planning) | 12 000 |
| 4 | 4 | | 63 000 |
| | | *Add:* Post adjustment Vienna — class 1 | 2 000 |
| | | | 65 000 |
| | | *General service* | |
| 1 | 1 | G-7 draftsman | 5 100 |
| 2 | 2 | G-5 secretaries/clerks | 7 200 |
| 3 | 3 | | 77 300 |
| | | *Deduct:* Turnover for professional posts at 5 per cent | ( 3 300) |
| 7 | 7 | | 74 000 |

21.75 The number of established posts for this purpose has been kept to a minimum since it is the intention that the services of technical experts and consultants should be engaged, as and when required. Recourse will also be had as much as possible to the expertise of the building technicians currently employed in Geneva for the major construction programmes of the United Nations and ILO, and to assistance from the Office of General Services in New York.

21.76 In the absence of a specific appropriation for this purpose, the additional costs to be incurred in respect of the new unit in 1968 will, in the first instance, be charged to any savings which may accrue in the course of the year within the totality of the budgetary credits voted for section 21. To the extent these opportunities might prove insufficient, the Secretary-General would submit supplementary estimates to the General Assembly at its twenty-third session.

21.77 The provision requested under this chapter for 1969 covers the following specific items:

TABLE 21-18

| | $ |
|---|---|
| Salaries and wages | 74 000 |
| Common staff costs | 18 000 |
| Individual experts and consultants (fees, subsistence and travel) | 45 000 |
| Travel on official business | 8 200 |
| Permanent equipment and supplies | 3 800 |
| TOTAL | 149 000 |

21.78 The estimated requirements for expert and consultant services during the period 1968-1971, expressed in terms of man-months and related costs, are analyzed by field or activity in table 21-19.

TABLE 21-19

ESTIMATES FOR EXPERT AND CONSULTANT SERVICES FOR THE PERIOD 1968-1971 [a]

| Field of activity | 1968 Man-days | 1968 Costs | 1969 Man-days | 1969 Costs | 1970 Man-days | 1970 Costs | 1971 Man-days | 1971 Costs |
|---|---|---|---|---|---|---|---|---|
| | | $ | | $ | | $ | | $ |
| (a) General architectural and engineering plans | 60 | 4 800 | 120 | 9 600 | 120 | 9 600 | 120 | 9 600 |
| (b) Town, traffic, circulation and access planning | 25 | 2 000 | 60 | 4 800 | 60 | 4 800 | — | — |
| (c) Electrical installations | 45 | 3 600 | 100 | 8 000 | 100 | 8 000 | 30 | 2 400 |
| (d) Heating, air conditioning and sanitation | 45 | 3 600 | 100 | 8 000 | 100 | 8 000 | 30 | 2 400 |
| (e) Acoustics and insulation | 45 | 3 600 | 90 | 7 200 | 90 | 7 200 | 30 | 2 400 |
| (f) Telecommunications, telephones, simultaneous interpretation, etc. | 45 | 3 600 | 100 | 8 000 | 100 | 8 000 | 30 | 2 400 |
| TOTAL | 265 | 21 200 | 570 | 45 600 | 570 | 45 600 | 240 | 19 200 |

*Recapitulation* (rounded figures):

| | |
|---|---|
| 1968 | $ 21 000 |
| 1969 | $ 45 000 |
| 1970 | $ 45 000 |
| 1971 | $ 19 000 |
| TOTAL | $130 000 |

[a] Includes travel (estimated for Geneva-Vienna) and subsistence.

21.79 The 1969 estimate for travel on official business covers the following requirements:

| | $ |
|---|---|
| Travel and subsistence of one official of the UNIDO Planning Office from Vienna to New York for two visits of approximately two weeks' duration for consultations on the building programme | 2 000 |
| Travel and subsistence of staff of the UNIDO Planning Office to Geneva for consultations with United Nations and ILO officials: three trips of seven to ten days each for two staff members | 1 700 |
| Travel and subsistence for a senior official of the Office of General Service from New York to Vienna to assist in and co-ordinate the building programme: three visits of approximately two weeks each | 3 000 |
| Travel and subsistence for various officials of the Geneva Office of General Services to assist the UNIDO Planning Office in Vienna as technical consultants and to participate in meetings with the Panel of Architects: five trips of one to two weeks each | 1 500 |
| TOTAL | 8 200 |

21.80 The 1969 estimate of $3 800 for equipment and supplies provides for the procurement of special items not available in the secretariat inventory at a total estimated cost in 1968 and 1969 of $8 000. These items include drawing tables and chairs, special file units and racks for plans, one plan copying machine, one calculating machine, one dictating machine, two special typewriters and miscellaneous items, and draftsmen's tools and supplies.

# B. ESTIMATES OF INCOME

# SUMMARY OF ESTIMATES OF INCOME FOR 1969 COMPARED WITH 1968 APPROVED ESTIMATES AND 1967 ACTUAL INCOME

## (Including adjusted figures for 1967 after taking into account, for purposes of comparison, revisions in the presentation of the 1968 estimates)

*(In US dollars)*

| *Income section* | *Title* | *1967 actual income* | *1967 adjusted actual income* | *1968 estimates* | *1969 estimates* | *Increase or (decrease) between 1969 and 1968* |
|---|---|---|---|---|---|---|
| 1. | Staff assessment | 13 654 512 | 13 654 512 | 14 620 700 | 16 500 000 | 1 879 300 |
| 2. | Funds provided from extra-budgetary accounts | 2 348 953 | 2 348 953 | 2 436 150 | 2 704 790 | 268 640 |
| 3. | General income | 2 676 500 | 2 636 740 | 3 901 000 | 3 224 650 | (676 350) |
| 4. | Revenue-producing activities | 3 907 759 | 2 950 267 | 2 677 150[a] | 2 629 800 | ( 47 350) |
| | TOTAL, income other than staff assessment | 8 933 212 | 7 935 960 | 9 014 300 | 8 559 240 | (455 060) |

[a] Includes $103 500 representing a reserve to be established under the Sale of Publications for returnable stock and uncollectable accounts.

# PART I

# INCOME FROM STAFF ASSESSMENT

## Income section 1. Income from staff assessment

**$16 500 000** (1968: $14 620 700 1967: $13 654 512)

1.1 The salaries and emoluments of United Nations staff members are subject to assessment at rates laid down in General Assembly resolution 2050 (XX) of 13 December 1965 and under the 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 proportion to their rates of contribution to the budget for the financial year concerned. There is at present no provision for any other disposition of staff assessment income; accordingly, the total of the 1969 estimate is to be credited to the Fund.

1.2 The estimate of income to be derived from staff assessment in 1969 has been calculated on the basis of the average rate of assessment in 1968, applied to the estimated assessable payments in 1969 for salaries and wages, as included under the relevant sections of the budget estimates.

1.3 Of the total estimate of $16 500 000, an amount of $13 576 000 relates to staff provisions made under sections 2, 3, 4, 12 and 17 and under income sections 3 and 4; of the balance of $2 924 000, an amount of $477 000 relates to the Office of the United Nations High Commissioner for Refugees (section 18), $72 000 to the International Court of Justice (section 19), $1 149 000 to the United Nations Conference on Trade and Development (section 20) and $1 226 000 to the United Nations Industrial Development Organization (section 21).

# PART II

# OTHER INCOME

## Income section 2. Funds provided from extra-budgetary accounts

**$2 704 790** (1968: $2 436 150 1967: $2 348 953)

2.1 The estimates under this income section relate to the contributions to be received from the Technical Assistance Component of the United Nations Development Programme, the voluntary funds for the programme of the United Nations High Commissioner for Refugees, and the United Nations Joint Staff Pension Fund, towards the administrative costs of the relevant activities, for which provision is made under the expenditure estimates.

2.2 The individual estimates are given in table 2-1, with comparative figures for 1968 and 1967.

TABLE 2-1

| | *1969 estimates* | *1968 approved estimates* | *1967 actual income* |
|---|---|---|---|
| | $ | $ | $ |
| Technical Assistance Component of the United Nations Development Programme: contribution towards administrative and operational services costs of the United Nations as a participating organization | 1 819 820 | 1 574 600 | 1 574 620 |
| Voluntary funds for the programme of the High Commissioner for Refugees | 410 000 | 440 000 | 412 400 |
| United Nations Joint Staff Pension Fund | 474 970 | 421 550 | 361 933 |
| TOTAL | 2 704 790 | 2 436 150 | 2 348 953 |

2.3 The lump sum contribution of $1 819 820 represents a subvention to the United Nations by the Technical Assistance Component of the United Nations Development Programme towards the administrative and operational services costs which are to be incurred by the United Nations (including the United Nations Industrial Development Organization) as a result of its role as a participating organization in the United Nations Development Programme. The level of this subvention has been determined in accordance with the provisions of Economic and Social Council resolution 1060 (XXXIX) to the effect that the subvention should be made in the form of a lump sum amount which would represent 14 per cent of one half of the approved field programmes of the previous biennium.

2.4 In accordance with the method of calculation recommended in the budget estimates for 1968[1] and accepted by the General Assembly, the amount of the grant-in-aid for 1969 from the voluntary funds of the United Nations High Commissioner for Refugees is provisionally estimated at $410 000, i.e. 10 per cent of the expected actual programme commitments for 1968, excluding the grant-in-aid for 1968 and administrative expenditures covered directly under the Programme.

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. These costs are met initially under 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 (net) of established posts, 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 either charged exclusively to the Fund, or reimbursed by the Fund according to the merits of each case. The increase of some $113 037 over the reimbursement received in 1967 is attributed in the main to higher staff costs and to a higher provision for contractual investment services.

[1] *Official Records of the General Assembly, Twenty-second Session, Supplement No. 5* (A/6705), para. 17.14.

# Income section 3. General income

**$3 224 650** (1968: $3 901 000 1967: $2 636 740 [1])

3.1 The estimates under this section, with comparative figures for 1968 and 1967, are given in table 3-1.

TABLE 3-1

| | | *1969 estimates* | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|---|
| | | $ | $ | $ |
| (i) | Rental income | 238 000 | 243 200 | 242 805 |
| (ii) | Reimbursement for staff and services furnished to specialized agencies and others | 842 200 | 1 682 600 | 718 853 |
| (iii) | Bank interest | 38 000 | 50 000 | 30 028 |
| (iv) | Sale of used equipment | 79 900 | 87 700 | 51 219 |
| (v) | Refund of prior year's expenditures | 112 000 | 108 000 | 128 983 |
| (vi) | Contributions from non-Member States | 1 167 000 | 1 098 100 | 886 373 |
| (vii) | Television and similar services | 505 000 | 400 000 | 500 088 |
| (viii) | Miscellaneous | 90 000 | 111 400 | 78 391 |
| (ix) | Reimbursement for part of the construction costs of the United Nations building in Santiago, Chile | 120 000 | 120 000 | — |
| (x) | Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals | 32 550 | *Pro memoria* | — |
| | TOTALS | 3 224 650 | 3 901 000 | 2 636 740 |

3.2 Of the total estimate for 1969 of $3 224 650, an amount of $277 400 relates to the United Nations Office at Geneva.

(i) *Rental income* ..... $238 000

3.3 Income from rental at Headquarters amounts to $104 400 for garage parking and $58 600 for the rental of office space by specialized agencies, staff-sponsored activities, and external organizations. The estimate for garage rental assumes the continued heavy usage of the facilities by delegations and staff, which necessarily limits parking space available to visitors. The net income reflects a charge against gross income in respect of the salary and common staff costs of one professional post (P-3) and three general service posts of the Commercial Management Service of the Office of General Services, which are directly related to the supervision and operation of the garage.

3.4 Income from rental at Geneva is estimated at $75 000.

(ii) *Reimbursement for staff and services furnished to specialized agencies and others* ..... $842 200

3.5 Income from this source includes reimbursement of additional costs incurred by the Organization for conferences and seminars convened outside Headquarters or Geneva at the request of host governments. The 1969 estimate of $41 000 is considerably less than that for 1968 because only one conference is currently scheduled to be held under such arrangements in the coming year, whereas the 1968 estimate includes $956 900 in respect of five such conferences. The estimate at Headquarters, in a total amount of $544 000, includes the following items: $189 000 for reimbursement by specialized and other agencies for communications services and transmission of cables via the United Nations radio network; $14 000 in connexion with the services of two radio operators provided to the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA); $220 000 for services rendered by the International Computing Centre; $30 000 for the estimated cost of services to be rendered to the International Lead and Zinc Study Group in respect of the collection and analysis of statistical data; $15 000 from fees charged to staff members' families, members of delegations and others for participation in language training seminars; a total of $41 000 as reimbursement from the Government of Austria in respect of the second session of the United Nations Conference on the Law of Treaties; and, based on past experience, a further $35 000 from various other sources for the loan of staff and services.

[1] Includes, for purposes of comparison, $39 760 representing salaries and common staff costs for one professional and two general service staff of the Commercial Management Service of the Office of General Services, previously provided for under sections 3 and 4 of the expenditure estimates, but charged against income under income section 3 as from 1968.

3.6 The estimate for Geneva, in the amount of $145 000, relates to extra costs to be incurred by the European Office of the United Nations, and reimbursed by Governments, for the holding of special meetings.

3.7 The estimate for 1969 also includes an amount of $153 200, representing the reimbursement made by the Latin American Institute for Economic and Social Planning in respect of common services provided in the United Nations building at Santiago, Chile. On the basis of an agreement between the United Nations and the Institute, the costs of salaries and wages of related staff are shared in proportion to the total area of space occupied by each of these activities. Under this formula, 32 per cent of the total expenses related to common services and space, as provided for under sections 3, 4, 9 and 10 of the expenditure estimates, are credited to this income account.

(iii) *Bank interest* ..... $38 000

3.8 The estimate includes approximately $13 000 accruing at Geneva.

(iv) *Sale of used equipment* ..... $79 900

3.9 The estimate is based on the disposal of obsolete furniture and equipment proposed for replacement in 1969.

(v) *Refund of prior year's expenditure* .. $112 000

3.10 The estimate takes into account the provisions of paragraph 3 of General Assembly resolution 2362 (XXII) of 19 December 1967 to the effect that the appropriations for technical assistance programmes under part V of the budget shall be administered in accordance with the Financial Regulations of the United Nations, except that the definition of obligations and the period of validity of obligations shall be in accordance with the procedures and practices approved for the Expanded Programme of Technical Assistance.

3.11 The estimate includes an amount of $12 000 arising at the Geneva Office.

(vi) *Contributions from non-Member States* ..... $1 167 000

3.12 In terms of rule 161 of the Rules of Procedure of the General Assembly and regulation 5.9 of the Financial Regulations and Rules of the United Nations, States which are not Members of the United Nations, but which participate in certain of its activities shall contribute towards the expenses of such activities at rates to be determined by the General Assembly. Thus, the estimate under this heading relates to contributions from non-Member States participating in the following United Nations activities : the International Court of Justice, the international control of narcotic drugs, the Economic Commission for Asia and the Far East, the Economic Commission for Europe, and the United Nations Conference on Trade and Development. The non-Member States, which will be assessed on the basis of actual expenditure, will be advised in the course of 1969 of their contributions towards the related expenditures incurred in the preceding year. At this stage, the estimates are based on the expected level of expenditures in 1968 for these purposes.

(vii) *Revenue from television, radio and film services* ..... $505 000

3.13 For further details and explanation of the activities and programmes of the Office of Public Information, see annex IV to the expenditure estimates.

(viii) *Miscellaneous income* ..... $90 000

3.14 The estimate includes an amount of $30 000 expected to arise at the Geneva Office.

(ix) *Reimbursement for part of the construction costs of the United Nations building in Santiago, Chile* ..... $120 000

3.15 The estimate is based on a decision taken by the General Assembly at its twentieth session to provide in the regular budget under section 7 an amount of $200 000 in 1965 and $1 million in 1966 towards the costs of completing the construction of the United Nations building in Santiago, Chile. These provisions were made on the basis of an agreement between the United Nations and the Government of Chile that the latter would reimburse the total amount of $1.2 million in local currency over a period of ten years. The estimate for 1969 would constitute the fifth instalment made by the Government of Chile.

(x) *Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals* ..... $32 550

3.16 In operative part II of its resolution 2191 (XXI) of 15 December 1966, the General Assembly approved certain amendments to the Regulations of the United Nations Joint Staff Pension Fund, with effect from 1 January 1967. These amendments abolished associate participation in the scheme for staff entering employment after 1 January 1967 and provided for refunds to member organizations by the Fund of one-half of their contribution of 14 per cent in those instances where a full participant enters the Fund after 1 January 1967 but withdraws within five years without qualifying for a death, disability or retirement benefit, or is summarily dismissed. The estimate of $32 550 relates only to payments made to the Fund in respect of guides and dispatchers in the Visitors' Service who are engaged on temporary appointments which are for fixed terms not exceeding two and one-half years. No forecast can be made of the additional level of refund which may accrue to the Organization as a result of personnel in other activities who may withdraw from the Fund within the five-year period.

# Income section 4. Revenue-producing activities

**$2 629 800** (1968: $2 677 150 1967: $2 950 267 [1])

4.1 A new form of presentation was adopted in the budget estimates for 1968 in regard to the estimates for the revenue-producing activities previously shown under income section 4, Sale of United Nations postage stamps; section 5, Sale of publications; and section 6, Services to visitors and catering services. These particular revenue-producing activities are of a commercial nature and the manner in which the revenue is derived is quite distinct and different from that which accrues from staff assessment under income section 1, from funds provided from extra-budgetary accounts under income section 2, or from the sources of more general income under income section 3. For this reason it appeared to be more logical to group these commercial activities under one section of the income estimates while at the same time maintaining separate chapters for each activity for the purpose of facilitating a review of the related estimates. Within this group of revenue-producing activities, however, there are those which are not principally profit-making ventures. These would include such activities as the sale of publications, the primary purpose of which is to disseminate United Nations publications on as wide a basis as possible; the catering services, which are designed essentially to meet the needs of delegates and staff and to afford them the best facilities at the lowest possible price; and the guided lecture tour services, which are operated for the purpose of making as large a segment of the public as possible aware of the work of the United Nations.

4.2 There are other activities where, in addition to publicizing the United Nations, the aim to achieve income for the United Nations plays a more prominent role. These would include the United Nations Postal Administration, the Gift Centre and the Souvenir Shop. To increase the level of income from such activities, however, as has been clearly and practically demonstrated by the United Nations Postal Administration over the past several years, it is necessary to invest part of the revenue obtained in new promotional ventures. This would not only tend to increase the general level of income for Member States but would allow for the subsidizing of those activities which are of a less commercial nature.

4.3 The activities covered under this section are expected to produce a total credit to income of $2 629 800 in 1969. This figure takes into account the further innovation made in 1968 of charging to these revenue-producing activities all clearly identifiable related expenses, including those previously carried under sections 3 and 4 of the budget in regard to the staff services provided in direct support of these activities, and under section 11 in connexion with the run-on costs of additional copies of United Nations publications for sales purposes. This latter change is in conformity with the wishes expressed by the Board of Auditors, to the effect that the credit to income from revenue-producing activities should be assessed taking into account the gross revenue on the one hand and the total identifiable expenditures on the other.

4.4 Since the estimates of income for 1969 are presented on the same basis as for 1968 the corresponding figures for 1967 have been adjusted so as to place them on a comparable basis.

4.5 Table 4-14 at the end of this income section provides, on a consolidated basis, the 1969 estimates of income and expense for the four revenue-producing activities, dealt with in detail under the four separate chapters which follow.

4.6 Table 4-1 indicates, by chapter, the 1969 estimate of net income, as compared to the approved expenditure for 1968 and actual income in 1967, adjusted to take into account the revised procedures described in paragraph 4.3 above.

[1] As adjusted in tables 4-2, 4-4, 4-6 and 4-8.

TABLE 4-1

| *Chapter* | *1969 estimates* | *1968 approved estimates* | *1967 income* |
|---|---|---|---|
| | $ | $ | $ |
| I. Sale of United Nations postage stamps ..... | 2 117 000 | 2 091 600 | 2 241 324 |
| II. Sale of publications and the Bookshop .... | 199 000 | 152 550 | 252 264 |
| III. Services to visitors and lecture tours ..... | (16 200) | 14 300 | 91 305 |
| IV. Souvenir/gift shops and catering services .. | 330 000 | 315 200 | 365 374 |
| TOTAL | 2 629 800 | 2 573 650 | 2 950 267 |

## CHAPTER I

*Sale of United Nations postage stamps (United Nations Postal Administration)* $2 117 000

1968: 2 091 600
1967: 2 241 324

4.7 The issuance and philatelic sale of United Nations postage stamps is carried out as a regular and full-time Secretariat activity by the United Nations Postal Administration, an organizational unit of the Office of General Services and established in accordance with the General Assembly resolution 454 (V) of 16 November 1950 and 657 (VII) of 6 November 1952.

4.8 As may be seen from table 4-2, gross sales for 1969 are estimated at $3 600 000, of which $2 850 000 is expected to arise at Headquarters, $500 000 at Gene-

va, and $250 000 from distribution through other United Nations offices and philatelic agencies in Member States. The higher net revenue in 1967 as compared with the estimated net revenue for 1969 is attributable to the special arrangements which were made in 1967 for the sale of stamps in connexion with the holding of Expo '67 in Montreal, Canada. However, notwithstanding higher operational and staff costs, the estimated net income for 1969 is somewhat above the estimate approved for 1968 and is based on an anticipated increase in sales as a result of more intensive promotional activity.

TABLE 4-2

SALE OF UNITED NATIONS POSTAGE STAMPS

*Estimated revenue and expenses for 1969, with comparative figures for 1967 and 1968*

| | *1969 estimates* | *1968 estimates* | *1967 actual* |
|---|---|---|---|
| | $ | $ | $ |
| Gross sales of United Nations postage stamps | 3 600 000 | 3 375 000 | 3 870 181 |
| *Less:* | | | |
| (i) Payments for mail carrying and cancellation charges: | | | |
| United States Post Office | 420 000 | 425 000 | 311 576 |
| Canadian Post Office | — | — | 67 390 |
| | 420 000 | 425 000 | 378 966 |
| (ii) Refunds, adjustments and commissions | 35 000 | 27 000 | 40 222 |
| Gross revenue | 3 145 000 | 2 923 000 | 3 450 993 |
| *Expenses charged against revenue* | | | |
| Salaries and common staff costs—Headquarters | 427 000 | 373 400 | — |
| Salaries and common staff costs—Geneva | 90 500 | 45 000 | — |
| Temporary assistance | 200 000 | 188 000 | 296 922 |
| Overtime and night differential | 30 000 | 25 000 | 52 486 |
| Travel on official business | 5 500 | 4 000 | 678 |
| Communications | 30 000 | 26 000 | 33 455 |
| Miscellaneous supplies and services | 15 000 | 25 000 | 45 465 |
| Stationery and postal supplies | 25 000 | | |
| Promotion expenses | 75 000 | 55 000 | 290 007 |
| Printing of postage stamps | 125 000 | 85 000 | 128 264 |
| Miscellaneous equipment | 5 000 | 5 000 | 3 705 |
| TOTAL, expenses charged against revenue | 1 028 000 | 831 400 | 850 982 |
| Net revenue | 2 117 000 | 2 091 600 | 2 600 011 |
| *Less*, for purpose of comparison only, adjustment for costs provided for in 1967 under sections 3 and 4 of the budget: | | | |
| Salaries and common staff costs—Headquarters | | | 335 709 |
| Salaries and common staff costs—Geneva | | | 22 978 |
| Adjusted credit to income, 1967 | | | 2 241 324 |

4.9 The programme for 1969 will consist of five commemorative issues and the replacement of such regular issues as may still be necessary as the result of the possible revision of postal rates by the United States Government. Emphasis will continue to be placed on increased promotional activities to stimulate and sustain philatelic interest in United Nations stamps in North America and overseas. Intensive publicity measures such as free distribution of philatelic literature, frequent press releases, publication of articles in philatelic journals, exhibits at fairs and at public events will continue to be taken in 1969.

4.10 The proposed 1969 establishment of UNPA at Headquarters and Geneva, as compared with 1969, is given in table 4-3.

TABLE 4-3

| | *Category and level* | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | *Professional* | | | | | *General service* | | |
| | *P-5* | *P-4* | *P-3* | *P-2/1* | *Total* | *G-5* | *Other levels* | *Total* |
| Headquarters | | | | | | | | |
| 1969 | 1 | 1 | 1 | 3 | 6 | 7 | 29 | 36 |
| 1968 | 1 | 1 | 1 | 2 | 5 | 5 | 29 | 34 |
| Geneva | | | | | | | | |
| 1969 | — | 1 | — | 1 | 2 | 1 | 6 | 7 |
| 1968 | — | 1 | — | 1 | 2 | 1 | 1 | 2 |

4.11 The additional requirements for 1969, as compared with 1968, are described below :

(a) *New posts*

*Headquarters*

1 P-2

One of the principal reasons for the progressive increase in the sale of postage stamps has been the effective promotional policy which has been followed in recent years, including the expanded use of exhibits, posters and other literature. While it has been possible to develop some of this material by recourse to the UNPA staff, it has nevertheless become necessary to use the facilities of commercial organizations for varying types of art work and exhibit preparation. It is believed that it will be more economical to employ a full-time professional with special skills in this field. The request for an additional post at the P-2 level for this purpose was included in the estimates for 1968; but, due to the reductions made by the General Assembly in the number of posts approved for revenue-producing activities, this position could not be filled.

2 GS

The normal volume of work has now exceeded the capacity of the establishment, which has remained the same over the last several years. Accordingly, it is proposed to transfer to regular general service posts two staff members who have been continuously employed on a temporary assistance basis for a number of years.

*Geneva*

5 GS

For a number of years the UNPA establishment at Geneva has consisted of only two established posts, supplemented by temporary assistance. The Geneva Office has now been entrusted with the responsibility for handling and developing all sales of United Nations stamps in all countries on the continent. Sales have been increasing at an average rate of more than 20 per cent a year since 1965. In view of the continuing need for trained staff with the necessary language qualifications, it is proposed to add to the establishment five general service posts to cover requirements met hitherto on a temporary assistance basis.

(b) *Reclassifications of existing posts*

2 G-4 to G-5

At Headquarters it is proposed that the post of the Supervisor of the Customer Deposit Account Service should be reclassified from G-4 to G-5. The incumbent of this post has assumed progressively greater responsibilities, principally as a result of the fact that there has been a more than one hundred per cent increase in the customer deposit accounts from 4 700 two years ago to over 10 000, valued at a quarter of a million dollars, at the end of 1967. The second general service post proposed for reclassification to the level of G-5 is that of the Supervisor of First Day Cover Operations. There has been a steady increase in this operation over the last few years. A comparison of the level of operations in 1966 and 1967 shows an increase of 28 per cent. The duties and responsibilities of this post include the training of a large proportion of the UNPA temporary staff numbering 50 to 60 persons at peak periods and require a thorough knowledge of philately and United States Post Office regulations. Additionally, this staff member is responsible for an imprest account of stamps ranging from $80 000 to $300 000 in value.

## CHAPTER II

*Sale of publications and the United Nations Bookshop* ..... $199 000

1968 : 152 550

1967 : 252 264

4.12 The sale of publications is a regular Secretariat activity which is undertaken, on a self-sustaining basis, to provide general public distribution of United Nations publications and of informational 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.

4.13 This chapter covers income from the sales, throughout the world, of United Nations publications and informational material, publications of the International Court of Justice and of the specialized agencies, as well as other publications handled on a consignment or similar basis. United Nations publications are sold from Headquarters and from the Geneva Office through normal channels such as national distribution, bookstores and non-governmental organizations; they are also sold at Headquarters in the United Nations Bookshop.

4.14 In early 1968, the invoicing operation of the Sales Section was undertaken by the International Computing Centre. This has resulted in a faster and more accurate billing procedure and in achieving greater efficiency in the development of statistical data on sales and the maintenance of an up-to-date basis of the growing number of accounts.

4.15 In 1968, the *United Nations Yearbook (1966)*, which was previously published by Columbia University Press, is being published by the United Nations for the first time, at an estimated cost of $56 000. A total of 6 000 copies will be produced. Sales in 1968 are expected to result in a profit of some $12 750, after taking into account the loss of $6 250 in royalties previously received from the Columbia University Press.

4.16 The estimate of income under this chapter for 1969 takes into account the salaries and common staff costs directly related to the sales operation both at Headquarters and at Geneva, as well as the cost of production of publications and informational material, including run-on costs of copies of publications required for sales purposes. In previous years, amounts of more than $111 000 had been provided for staff under temporary assistance. Since the functions involved are of a continuing nature, fourteen general service posts have been included for these purposes in the established manning table for the Sales Section. Accordingly, the 1969 estimate for established posts and common staff costs of $314 500 includes some $83 700 which is reflected under temporary assistance in the 1968 approved estimate.

4.17 The estimated revenue and expenses of this activity for 1969, with comparative figures for 1968 and 1967, are given in table 4-4. The income estimates for 1968 and 1969 are shown as cash sales from billings rather than gross sales receipts, as had been the practice prior to 1968. Accounts receivable are now retained as an asset only for those sales agents who promptly render an accounting, remit sales revenue and regularly return unsold stock within the terms stipulated in their sales agreements. All other sums are credited to deferred

income until such time as collection is effected. For the purposes of establishing a reserve for returnable stock and uncollectable accounts, adjustments were made to the total gross revenue for the years 1966 and 1967. The final adjusment of $103 500 is reflected in table 4-4 under total income for 1968.

TABLE 4-4

SALE OF PUBLICATIONS AND THE UNITED NATIONS BOOKSHOP

*Estimated revenue and expenses for 1969 with comparative figures for 1967 and 1968*

| | *1969 estimates* | | | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|---|---|
| | *Sales* | *Bookshop* | *Total* | | |
| | $ | $ | $ | $ | $ |
| *Gross revenue* | | | | | |
| Cash billings | 900 000 | — | 900 000 | 838 000 | 586 842 |
| Earned subscriptions | 95 000 | — | 95 000 | 90 000 | 86 684 |
| Other cash income | 65 000 | 375 000 | 440 000 | 437 000 | 419 830 [b] |
| TOTAL, gross revenue | 1 060 000 | 375 000 | 1 435 000 | 1 365 000 [a] | 1 093 356 |
| *Expenses charged against revenue* | | | | | |
| Production costs of United Nations publications | 175 000 | 75 000 | 250 000 | 243 000 | — |
| Purchase of information material | 20 000 | 80 000 | 100 000 | 107 000 | 87 774 |
| Consignment items | 50 000 | 100 000 | 150 000 | 132 350 | 113 744 [b] |
| Established posts and common staff costs — Headquarters | 314 500 | — | 314 500 | 214 400 | — |
| Established posts and common staff costs — Geneva | 48 500 | — | 48 500 | 46 000 | — |
| Temporary assistance | 28 000 | — | 28 000 | 111 700 | 118 013 |
| Overtime | 10 000 | — | 10 000 | 5 000 | 2 468 |
| Freight and postage | 125 000 | — | 125 000 | 120 000 | 100 009 |
| Promotion expenses | 100 000 | — | 100 000 | 100 000 | 84 707 |
| Miscellaneous supplies and services | 10 000 | 5 000 | 15 000 | 10 000 | 26 536 |
| Equipment | 5 000 | 2 000 | 7 000 | 35 000 | 9 794 |
| Salaries — Bookshop | — | 85 000 | 85 000 | 85 000 | 68 415 |
| Management fee | — | 3 000 | 3 000 | 3 000 | 3 000 |
| TOTAL expenses | 886 000 | 350 000 | 1 236 000 | 1 212 450 | 614 460 |
| NET REVENUE | 174 000 | 25 000 | 199 000 | 152 550 [a] | 478 896 [b] |
| *Less*, for purposes of comparison only, adjustment for costs provided for in 1967 under the appropriate expenditure sections of the budget: | | | | | |
| Salaries and common staff costs — Headquarters (sections 3 and 4) | — | — | — | — | 185 512 |
| Salaries and common staff costs — Geneva (sections 3 and 4) | — | — | — | — | 41 120 |
| Adjusted credit to income, 1967 | | | | | 252 264 |

[a] Excludes $103 500 to establish a reserve for returnable stock and uncollectable accounts on the basis of a reappraisal of the accounts receivable as an asset and the decision in 1967 to record gross receipts on a cash basis only.

[b] Excludes $10 860 for sale of postcards at Geneva, which is reflected in the estimates for the Visitors' Service at Geneva under chapter III of this section.

4.18 The established manning table as approved for 1968 and proposed for 1969 for the Sales Section at Headquarters and Geneva, including the Revenue Accounts Unit in the Office of the Controller and the Special Projects function in the Office of Public Information, is given in table 4-5.

TABLE 4-5

| | Category and level | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Professional | | | | | General service | | |
| | P-5 | P-4 | P-3 | P-2/ P-1 | Total | G-5 | Other levels | Total |
| *Sales Section* | | | | | | | | |
| Headquarters | | | | | | | | |
| 1969 | 1 | 1 | 2 | 1 | 5 | 1 | 20 | 21 |
| 1968 | 1 | — | 3 | — | 4 | 2 | 6 | 8 |
| Geneva | | | | | | | | |
| 1969 | — | — | — | 1 | 1 | — | 6 | 6 |
| 1968 | — | — | — | 1 | 1 | — | 5 | 5 |
| Revenue Accounts Unit, Headquarters | | | | | | | | |
| 1969 | — | — | — | 1 | 1 | — | 4 | 4 |
| 1968 | — | — | — | — | — | — | 4 | 4 |
| Office of Public Information | | | | | | | | |
| 1969 | 1 | — | — | — | 1 | — | — | — |
| 1968 | 1 | — | — | — | 1 | — | — | — |

4.19 The following additional requirements arise in 1969 :

(a) *New posts*

1 P-2

To provide for a deputy to the Chief of the Revenue Accounts Unit in the Accounts Division of the Office of the Controller. Substituted for the P-3 post which has been transferred to the manning table of the Commercial Management Service under chapter IV of this section and which accommodates the Chief of the Revenue Accounts Unit. See paragraph 4.36 below.

14 GS

In the Sales Section it is proposed to transfer fourteen general service posts from temporary assistance to the established manning table in recognition of the fact that the functions involved are of a continuing nature.

*Geneva*

1 GS

It is proposed to add one new post at the G-4 level due to the increasing volume of incoming orders.

(b) *Reclassifications of existing posts*

P-3 to P-4

To provide at a more adequate level for a deputy to the Chief of the Sales Section at Headquarters. This post was proposed in the estimates for 1968 but could not be filled as a result of the reductions made by the General Assembly in the number of authorized posts for revenue-producing activities.

G-5 to P-2

It is proposed to reclassify the post of the Supervisor of the Processing Unit at Headquarters. The responsibilities attaching to this post steadily increased since the formation of the Unit in 1959. At the outset, the Unit consisted of four staff members. As a result of greater promotion effort and the resultant increase in the overall sales volume, a total of seventeen staff members are currently required to handle the processing of orders.

## CHAPTER III

*Services to visitors and guided lecture tours* ($16 200)

1968 : 14 300

1967 : 91 305

4.20 The estimates under this chapter cover income to be derived from the sale of tickets for guided lecture tours, both at Headquarters and at Geneva, and the sale of postcards and souvenirs at Geneva.

(i) *Guided lecture tours at Headquarters* ($10 000)

1968 : 25 190

1967 : 100 155

4.21 The Visitors' Service of the Office of Public Information operates guided lecture tours at Headquarters seven days a week throughout the year as a means of informing visitors of the aims and activities of the United Nations. The Service is also responsible for various public relations activities, including answering public inquiries, providing information materials on request, and arranging speaking engagements, public film showings, and special information programmes for visiting groups. It is operated principally as a public information service rather than as a profit-making enterprise.

4.22 The number of persons who visited Headquarters during the period 1965 to 1967 and estimated attendance in 1968 and 1969 are as follows :

| | | |
|---|---|---|
| 1965: | 1 076 511 | |
| 1966: | 1 064 208 | |
| 1967: | 1 116 337 | |
| 1968: | 1 070 000 | (estimated) |
| 1969: | 1 090 000 | (estimated) |

The 1966 attendance was somewhat below the 1965 figure which reflected the influx of visitors due to the New York World's Fair. The sizeable increase in 1967 resulted indirectly from Expo '67 held in Montreal, Canada. No unusual factors are expected to influence the flow of visitors in 1968 or in 1969.

4.23 The estimated revenue and expenses of this activity in 1969, with comparative figures for 1968 and 1967, are given in table 4-6.

4.24 As indicated in table 4-6, the gross fees for lecture tours at Headquarters in 1969 are estimated at $910 000, as compared to actual receipts of $920 906 in 1967. The expenses charged against revenue are estimated at $908 000 for 1969, as compared to an estimated $838 810 for 1968 and $809 755 for 1967 after adjusting for purposes of comparison the salary and common staff costs in respect of established posts which were charged to sections 3 and 4 of the budget in that year. As from 1968 these costs were reflected as a direct expense against this activity. The significant rise in common staff costs can be attributed to the inclusion of the guides and dispatchers in the United Nations Joint Staff Pension Fund, beginning in 1967 and fully implemented in 1968. It is estimated that of the total of $71 000 for common staff costs for this personnel, $65 100 relates to the United Nations share of pension contributions, of which half, or approximately $32 550, will be refunded by the Joint Staff Pension Fund to the Organization upon expiration of the fixed-term contracts issued to guides. This refund will be credited to miscellaneous income under income section 3.

TABLE 4-6

GUIDED LECTURE TOURS AT HEADQUARTERS

| | *1969 estimates* | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|
| | $ | $ | $ |
| Gross fees for guided tours | 910 000 | 876 000 | 920 906 |
| *Less:* | | | |
| Discounts, refunds and adjustments | 12 000 | 12 000 | 10 996 |
| Gross revenue | 898 000 | 864 000 | 909 910 |
| *Expenses charged against revenue* | | | |
| Established posts | 260 000 | 243 500 | — |
| Common staff costs | 81 000 | 73 000 | — |
| Salaries of guides and dispatchers | 465 000 | 465 000 | 470 000 |
| Common staff costs | 71 000 [a] | 27 310 | 5 480 |
| Temporary assistance | 4 000 | 4 000 | 4 248 |
| Overtime | 1 000 | 1 000 | 1 280 |
| Contractual printing and other promotional costs | 10 000 | 10 000 | 22 467 |
| Purchase and maintenance of uniforms | 8 000 | 8 000 | 11 378 |
| Miscellaneous supplies and services | 7 000 | 5 000 | 7 320 |
| Miscellaneous equipment | 1 000 | 2 000 | 199 |
| TOTAL EXPENSES | 908 000 | 838 810 | 522 372 |
| Net revenue | (10 000) | 25 190 | 387 538 |
| *Less,* for purposes of comparison only, adjustment for established posts and common staff costs (except guides and dispatchers) shown in years prior to 1968 in appropriate expenditure sections of the budget | — | — | 287 383 |
| Adjusted net revenue, 1967 | | | 100 155 |

[a] Includes United Nations share for participation of guides and dispatchers in the United Nations Joint Staff Pension Fund at 14 per cent of salary of which approximately one-half ($32 550) will be refunded to the Organization upon expiration of fixed-term contracts and credited to miscellaneous income under income section 3.

4.25 The proposed establishment for the Visitors' Service at Headquarters for 1969, as compared with 1968, is given in table 4-7 below:

TABLE 4-7

| | *Professional* | | | | | | | *General service* | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *D-1* | *P-5* | *P-4* | *P-3* | *P-2* | *P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| 1969 | 1 | — | 1 | 3 | 4 | — | 9 | 1 | 21 | 22 |
| 1968 | — | 1 | 1 | 2 | 3 | — | 7 | 3 | 19 | 22 |

4.26 The additional requirements in 1969 are the following:

(a) *New posts*

1 GS

With the ever-increasing interest in the aims, purposes, programmes and activities of the United Nations, it has become necessary to augment the staff of the Public Inquiries Unit by one additional post at the G-4 level to assist the Chief of the Unit in the preparation of replies to written inquiries received from the general public. This post was proposed in the estimates for 1968 but could not be filled as a result of the reductions made by the General Assembly in the number of authorized posts for the revenue-producing activities.

1 GS

The increase in the volume of correspondence and clerical work in the Guided Tours Unit makes it necessary to add a full-time clerk-typist to the Unit.

(b) *Reclassifications of posts*

P-5 to D-1

The head of Visitors' Service, External Relations Division, Office of Public Information, has assumed responsibility for the Non-Governmental Organizations Section and the Educational Liaison Section, activities which, together with the Visitors' Service, cover the complete range of the public services function of the Office of Public Information. The enlarged operation will be designated as "Public Services". In recognition of this wider range of responsibility is proposed that the post in question should be reclassified from the P-5 to the D-1 level.

P-2 to P-3

For the Chief of the Group Programme Unit who heads a staff of six and is responsible for the management and supervision of all programmes for groups of visitors to Headquarters, numbering 120 000 a year, for the assignment of senior Secretariat officers to address audiences at Headquarters and elsewhere throughout the United States and

Canada, and for the guided lecture tour reservations at Headquarters which comprise some 500 000 visitors annually, or approximately one-half of all visitors taking the guided lecture tours. This officer also supervises the programming and exhibition of films to visitors, with audiences of more than 120 000 annually.

G-5 to P-2

For the Training and Briefing Officer who assists the Chief of the Guided Tours Unit and is responsible for the training and briefing of guides on a daily basis, and for constant checking of the tour performance of individual guides as to the quality, objectivity and accuracy of the information conveyed to visitors during the tour lecture. This request was included in the estimates for 1968 but could not be implemented due to the reductions made by the General Assembly in the level of posts approved for the revenue-producing activities for that year.

G-5 to P-2

For the Chief of the Administrative Unit who supervises seven staff members engaged in budget expenditure control, tour revenue accounting and in the personnel administration of twenty-nine staff members and 100 guides. This officer also maintains liaison with travel and tour agents for the purpose of promoting the guided lecture tours.

(ii) *Visitors' Service, Geneva* ..... ($ 6 200)
1968 : ( 10 890)
1967 : ( 8 850)

4.27 The provision of guided tours at the Palais des Nations is a function of the Buildings Management and Engineering Division of the Geneva Office.

4.28 The gross income from fees in 1969 is estimated at $56 000 and that from the sale of postcards and souvenirs at $12 000, for a total of $68 000, as compared with actual gross receipts of $61 476 from both sources in 1967.

4.29 The expenses charged against revenue, as indicated in table 4-8, include salaries and common staff costs in respect of established posts which, in the years prior to 1968, were provided for under expenditure sections 3 and 4 of the budget. These posts comprise five general service personnel and include a provision for overtime on week-ends. No change in this manning table is proposed for 1969.

4.30 By charging established post costs to revenue, a deficit arises in each year.

4.31 The estimated revenue and expenses of this activity in 1969, with comparative figures for 1968 and 1967, are given in table 4-8.

TABLE 4-8

VISITORS' SERVICE — GENEVA

| | *1969 estimates* | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|
| | $ | $ | $ |
| Gross fees from guided tours | 56 000 | 49 000 | 50 616 |
| Sale of postcards and souvenirs | 12 000 | 11 000 | 10 860 |
| Gross revenue | 68 000 | 60 000 | 61 476 |
| *Expenses charged against revenue* | | | |
| Established posts | 33 000 | 32 150 | — |
| Common staff costs | 8 000 | 7 540 | — |
| Temporary assistance and overtime | 32 000 | 30 000 | 30 731 |
| Miscellaneous supplies and equipment | 1 200 | 1 200 | 544 |
| TOTAL EXPENSES | 74 200 | 70 890 | 31 275 |
| Net revenue | (6 200) | (10 890) | 30 201 |
| *Less*, for purposes of comparison only, adjustment for established posts and common staff costs provided for in years prior to 1968 under expenditure sections 3 and 4 | — | — | 39 051 |
| Adjusted net revenue, 1967 | | | (8 850) |

## CHAPTER IV

*Souvenir Shop, Gift Centre and Catering Services* ..... $330 000
1968 : 315 200
1967 : 365 374

4.32 The estimates under this chapter comprise income at Headquarters from the operation of the Souvenir Shop, the Gift Centre and the Catering Services.

4.33 These activities, together with the rental of space in the garage, shown under income section 3, and the United Nations Postal Administration, shown under chapter I above, are under the supervision of the Commercial Management Service of the Office of General Services. Unlike the administration of the garage and the UNPA, it has not been possible to reflect the established posts and common staff costs as a charge against each particular activity covered in this chapter since the responsibilities of the staff involved are related to the activities as a group. For that reason, salary costs are shown as a single expense against the total of this chapter rather than proportionately against each of the three activities.

4.34 The consolidated estimates of revenue and expenses for the three activities for 1969, with comparative figures for 1968 and 1967, are given in table 4-9.

TABLE 4-9

CONSOLIDATED ESTIMATES OF NET REVENUE

| | *1969 estimates* | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|
| | $ | $ | $ |
| *Gross revenue* | | | |
| Souvenir Shop | 300 000 | 250 000 | 303 863 |
| Gift Centre | 127 000 | 139 000 | 119 173 |
| Catering Services | — | — | (11 923) |
| TOTAL REVENUE | 427 000 | 389 000 | 411 113 |
| *Expenses charged against revenue* | | | |
| *Commercial Management Service* | | | |
| Established posts | 81 500 | 59 100 | 37 297 |
| Common staff costs | 15 500 | 14 700 | 8 442 |
| TOTAL STAFF COSTS | 97 000 | 73 800 | 45 739 |
| Adjusted net revenue | 330 000 | 315 200 | 365 374 |

4.35 The proposed establishment for the Commercial Management Service for 1969, as compared to those in 1968, is given in table 4-10 below:

TABLE 4-10

| | *Category and level* | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | *Professional* | | | | | | *General service* | | |
| | *D-1* | *P-5* | *P-4* | *P-3* | *P-2/ P-1* | *Total* | *G-5* | *Other levels* | *Total* |
| 1969 | 1 | 1 | — | 1 | 1 | 4 | — | 3 | 3 |
| 1968 | 1 | 1 | — | 1 | 1 | 4 | — | 2 | 2 |

4.36 The additional staff resources required for 1969 are the following :

*Post transfer*

P-3

It is proposed to transfer the post of the Chief of the Revenue Accounts Unit in the Accounts Division of the Office of the Controller from the manning table of the Sales Section, Publishing Service, under chapter II of this section to the Commercial Management Service. Over the past four years, the scope of the Unit's accounting operation and control functions has widened considerably in line with the importance attached to it by the Board of Auditors. The Unit has acquired central accounting responsibility for all of the Organization's revenue-producing activities and it has become clear that one professional accountant is inadequate to cope with the number and variety of these activities. Accordingly, the post of a deputy at the P-2 level is provided for in the manning table of the Sale of Publications in lieu of the P-3 post of the Chief which is being provided for as a new post on the manning table of Commercial Management Service.

*New posts*

1 GS

For an additional general service post at the G-4 level in the Revenue Accounts Unit due to the heavily increased workload and the expansion in scope of the responsibilities of this Unit.

(i) *Souvenir Shop* ..... $300 000

1968 : 250 000

1967 : 303 863

4.37 The Souvenir Shop is managed and operated by the Lido Shores Corporation under the direction of the Commercial Management Service of the Office of General Services. All persons required for the performance of the contract are employees of the contractor and not of the United Nations.

4.38 The gross sales for 1969 are estimated at $760 000, as compared with an approved estimate of $660 000 for 1968 and actual gross sales of $757 977 in 1967. The direct expenditure against revenue is estimated at $122 000 for 1969, as compared with $115 000 for 1968 and an actual cost of $118 043 in 1967. As can be seen from table 4-11, which indicates revenue and expenses for this activity in 1969 with comparative figures for 1968 and 1967, the higher level of expenditure is due entirely to increased salary costs.

TABLE 4-11

SOUVENIR SHOP, HEADQUARTERS

| | *1969 estimates* | *1968 approved estimates* | *1967 actual* |
|---|---|---|---|
| | $ | $ | $ |
| Gross sales | 760 000 | 660 000 | 757 977 |
| *Less:* | | | |
| Cost of goods sold | 338 000 | 295 000 | 336 071 |
| TOTAL, gross revenue | 422 000 | 365 000 | 421 906 |
| *Expenses charged against revenue* | | | |
| Salaries | 111 000 | 105 000 | 94 743 |
| Operating expenses | 9 000 | 8 000 | 21 300 |
| Management fee | 2 000 | 2 000 | 2 000 |
| TOTAL, expenses | 122 000 | 115 000 | 118 043 |
| TOTAL, net revenue | 300 000 | 250 000 | 303 863 |

(ii) *Gift Centre* ..... $127 000

1968 : 139 000

1967 : 119 173

4.39 The United Nations Gift Centre is operated by the United Nations Cooperative, Inc., under a management contract. The Commercial Management Service of the Office of General Services has administrative responsibility for ensuring performance under the contract and all employees of the Gift Centre are employees of the contractor and not of the United Nations.

4.40 As can be seen from table 4-12, gross sales, estimated at $600 000 for 1969, are well above the approved estimates of $570 000 for 1968 and the actual sales of $584 810 for 1967. This higher sales expectation is attributable to better merchandising of a larger variety of gift items. The estimated expenditure in respect of salaries, management fees and other operating costs is $178 000 for 1969, as compared with the actual costs of $174 859 in 1967, and provides for an upward adjustment of the wage scales. Net revenue from this activity is therefore estimated at $127 000 for 1969, as

compared to the approved estimates of $139 000 for 1968 and the actual income of $119 173 in 1967.

TABLE 4-12

UNITED NATIONS GIFT CENTRE

| | 1969 estimates | 1968 approved estimates | 1967 actual |
|---|---|---|---|
| | $ | $ | $ |
| Gross sales | 600 000 | 570 000 | 584 810 |
| *Less:* | | | |
| Cost of goods sold | 285 000 | 250 000 | 281 696 |
| Discounts and refunds | 12 000 | 13 000 | 11 646 |
| *Add:* | | | |
| Other income | 2 000 | 2 000 | 2 600 |
| TOTAL, gross revenue | 305 000 | 309 000 | 294 068 |
| *Expenses charged against revenue* | | | |
| Salaries and wages | 130 000 | 124 000 | 123 689 |
| Other operational expenses | 34 000 | 31 000 | 37 216 |
| Management fee | 14 000 | 15 000 | 13 990 |
| TOTAL, expenses | 178 000 | 170 000 | 174 895 |
| Credit to income | 127 000 | 139 000 | 119 173 |

(iii) *Catering Services* ..... $ —

1968 : —

1967 : (11 923)

4.41 The catering and related services are managed and operated by the Lido Shores Corporation under the direct guidance of the Commercial Management Service of the Office of General Services. All persons engaged for the fulfilment of the contractor's obligations are the 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 utilities.

4.42 The estimates for catering services provided for under this chapter cover the following operations :

(*a*) The cafeteria, including the coffee counters on the various floors, the staff cafe, the press club and the north lounge snack services;

(*b*) The dining room;

(*c*) Beverage sales;

(*d*) The newsstand and sales counter on the fourth floor;

(*e*) The coffee shop for the public in the General Assembly building;

(*f*) Coin-operated food and drink dispensing machines in various locations.

4.43 Details of the estimated revenue and expenses for these services in 1969, with comparative figures for 1968 and 1967, are given in table 4-13.

TABLE 4-13

CATERING SERVICES, HEADQUARTERS

| | 1969 estimates | 1968 approved estimates | 1967 actual |
|---|---|---|---|
| | $ | $ | $ |
| Gross sales | 2 430 000 | 2 400 000 | 2 387 629 |
| *Less:* | | | |
| Cost of goods sold | 1 120 000 | 1 103 000 | 1 114 219 |
| *Add:* | | | |
| Other income | 74 000 | 30 000 | 73 481 |
| Gross revenue | 1 384 000 | 1 327 000 | 1 346 891 |
| *Expenses charged against revenue* | | | |
| Salaries and wages | 968 000 | 917 000 | 939 624 |
| Other operating expenses | 377 000 | 362 000 | 371 345 |
| Maintenance and replacement of equipment | 21 000 | 30 000 | 29 845 |
| Management fee | 18 000 | 18 000 | 18 000 |
| TOTAL, expenses | 1 384 000 | 1 327 000 | 1 358 814 |
| Net revenue | — | — | (11 923) |

4.44 The estimates of gross sales for 1969 are approximately $43 000 higher than the actual gross revenue for 1967. The increase can be attributed to an upward adjustment in the schedule of prices and a refund on excise taxes on cigarettes. The estimates only assume a normal schedule of meetings.

4.45 The estimates of expenses to be charged against revenue are based on the 1967 experience and take into account the increase in union rates for salaries and wages, which went into effect 1 November 1967. However, the estimates do not take into account any adjustments in union rates which may be requested on expiry of the contract between the contractor and the union on 31 January 1969. The estimate of $21 000 for the maintenance and replacement of equipment is approximately $8 800 lower than the actual expenditure of 1967. The estimates for 1969, as for 1968, show no balance, as compared with a loss of $11 923 in 1967 due primarily to overtime expenses arising from Security Council and other special emergency meetings.

4.46 The policy governing the operation of the catering services is that the price structure should be so designed, and adjusted from time to time, as to achieve a break-even point in the catering services as a whole. Early in 1968 the price structure was thoroughly reviewed taking into account higher wage rates, higher food costs and other expenses. Adjustments were affected as necessary to ensure an overall break-even point with the cafeteria and dining room prices accorded minimum (selected items) upward adjustments.

4.47 The cost of operation of the catering services is influenced to a large extent by the fact that certain services, particularly the cafeteria and the north lounge snack bar, are frequently required to extend operations beyond normal working hours, or to operate on weekends with a resultant substantial overtime expenditure. Such overtime expenses for 1969, on the basis of past experience, are estimated to vary between $25 000 and $30 000. In 1967 such expenses amounted to $47 700.

## TABLE 4-14

### CONSOLIDATED 1969 ESTIMATE OF INCOME AND EXPENSE FOR REVENUE-PRODUCING ACTIVITIES

| | *Chapter I* | *Chapter II* | | | *Chapter III* | | | *Chapter IV* | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Guided Tours* | | | | | | | |
| | *UNPA* | *Sale of Publications* | *Bookshop* | *Total* | *Headquarters* | *Geneva* | *Total* | *Souvenir Shop* | *Gift Centre* | *Catering* | *Total* | *Grand total* |
| | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Gross sales and fees ..... | 3 600 000 | 1 060 000 | 375 000 | 1 435 000 | 910 000 | 56 000 | 966 000 | 760 000 | 600 000 | 2 430 000 | 3 790 000 | 9 791 000 |
| Other income ..... | — | — | — | — | — | 12 000 | 12 000 | — | 2 000 | 74 000 | 76 000 | 88 000 |
| *Less:* | | | | | | | | | | | | |
| Cost of goods sold ..... | — | 245 000 | 255 000 | 500 000 | — | — | — | 338 000 | 285 000 | 1 120 000 | 1 743 000 | 2 243 000 |
| Mail carrying charges ... | 420 000 | — | — | — | — | — | — | — | — | — | — | 420 000 |
| Discounts and refunds ... | 35 000 | — | — | — | 12 000 | — | 12 000 | — | 12 000 | — | 12 000 | 59 000 |
| Gross revenue ..... | 3 145 000 | 815 000 | 120 000 | 935 000 | 898 000 | 68 000 | 966 000 | 422 000 | 305 000 | 1 384 000 | 2 111 000 | 7 157 000 |
| *Less:* | | | | | | | | | | | | |
| Total expenses ..... | 1 028 000 | 641 000 | 95 000 | 736 000 | 908 000 | 74 200 | 982 200 | 122 000 | 178 000 | 1 384 000 | 1 684 000 | 4 430 200 |
| Commercial Management Service ..... | — | — | — | — | — | — | — | — | — | — | 97 000 | 97 000 |
| Net revenue ..... | 2 117 000 | 174 000 | 25 000 | 199 000 | (10 000) | (6 200) | (16 200) | 300 000 | 127 000 | — | 330 000 | 2 629 800 |

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