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BUDGET ESTIMATES
FOR
THE FINANCIAL YEAR 1970
AND
INFORMATION ANNEXES
Volume I

GENERAL ASSEMBLY

OFFICIAL RECORDS : TWENTY-FOURTH SESSION

SUPPLEMENT No. 6 (A/7606)

UNITED NATIONS

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FOR
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UNITED NATIONS

New York, 1969

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

	<i>Page</i>
Abbreviations	ix
FOREWORD BY THE SECRETARY-GENERAL	xi
SUMMARY OF EXPENDITURE ESTIMATES FOR 1970, APPROPRIATIONS FOR 1969 AND ACTUAL EXPENSES IN 1968	xvii
 DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES	
Draft resolution I—Budget for the financial year 1970	xix
Draft resolution II—Unforeseen and extraordinary expenses for the financial year 1970.....	xxi
Draft resolution III—Working Capital Fund for the financial year 1970.....	xxi
Information concerning the draft resolutions.....	xxii
A. Expenditure estimates	
 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.....	3
<i>Chapter</i>	
I. The General Assembly, commissions and committees	4
II. The Security Council, commissions and committees	5
III. The Economic and Social Council, commissions and committees.....	6
IV. The Trusteeship Council, commissions and committees	7
Section 2. Special meetings and conferences.....	7
<i>Chapter</i>	
I. Conference of the Eighteen-Nation Committee on Disarmament.....	7
II. Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space..	9
III. Twenty-sixth session of the Economic Commission for Asia and the Far East.....	9
IV. Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders	9
V. Sixth United Nations Regional Cartographic Conference for Asia and the Far East, Tehran	10
 PART II. STAFF COSTS AND RELATED EXPENSES	
Section 3. Salaries and wages.....	13
<i>Chapter</i>	
I. Established posts	13
II. Temporary assistance for meetings.....	17
III. Other temporary assistance.....	17
IV. Overtime and night differential.....	18
V. Provisional staffing requirements.....	18

CONTENTS (*continued*)

Page

DISTRIBUTION, BY MAIN OFFICE AND DEPARTMENT, OF THE COSTS OF ESTABLISHED POSTS AND OTHER CREDITS PROPOSED FOR 1970 UNDER SECTION 3

Executive Office of the Secretary-General.....	19
Offices of the Under-Secretaries-General for Special Political Affairs.....	20
Office of the Assistant Secretary-General for Inter-Agency Affairs.....	21
Office of Legal Affairs.....	22
Under-Secretary-General for Administration and Management.....	29
Office of the Controller (including Internal Audit Service).....	30
Office of Personnel (including Health Service)	31
Division of Human Rights.....	32
Department of Political and Security Council Affairs	35
Department of Trusteeship and Non-Self-Governing Territories	39
Department of Economic and Social Affairs	40
Office of the Under-Secretary-General.....	40
Commissioner for Technical Co-operation	42
Centre for Development Planning, Projections and Policies.....	45
Resources and Transport Division.....	48
Division of Public Finance and Financial Institutions	52
Commissioner for Social Development, Population and Housing.....	54
Office of the Commissioner.....	54
Social Development Division.....	54
Population Division	57
Centre for Housing, Building and Planning	58
Statistical Office	62
International Computing Centre.....	64
Public Administration Division.....	66
Office for Science and Technology.....	68
Economic and Social Council Secretariat, Regional Economic Commissions Section and Special Projects Section.....	70
Economic Commission for Europe.....	72
Economic Commission for Asia and the Far East.....	78
Economic Commission for Latin America.....	84
Economic Commission for Africa.....	92
United Nations Economic and Social Office in Beirut.....	101
Office of Public Information (including information centres)	105
Office of Conference Services.....	106
Library	109
Office of General Services.....	110
United Nations Office at Geneva (excluding the Economic Commission for Europe).....	112
Library	112
Conference and General Services.....	112
Documents Division	114

CONTENTS (*continued*)

	<i>Page</i>
Division of General Services	114
Administrative and Financial Services	114
Information Service	115
Division of Social Affairs	115
Division of Narcotic Drugs	116
International Narcotics Control Board	117
Section 4. Common staff costs	118
<i>Chapter</i>	
I. Staff allowances	119
II. Social security payments	120
III. Travel on appointment, transfer and separation	121
IV. Removal expenses on appointment, transfer and separation	121
V. Separation payments	122
VI. Staff training programmes	122
Section 5. Travel of staff	125
<i>Chapter</i>	
I. Travel of staff to meetings	125
II. Travel of staff on other official business	127
III. Travel of staff and dependants on home leave	130
Section 6. Payments under annex 1, paragraphs 2 and 5, of the Staff Regulations; Hospitality	131
<i>Chapter</i>	
I. Payments under annex 1, paragraphs 2 and 5, of the Staff Regulations	131
II. Payments to other members of the Secretariat for official hospitality	131
III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries	131
 PART III. PREMISES, EQUIPMENT, SUPPLIES AND SERVICES	
Section 7. Buildings and improvements to premises	133
<i>Chapter</i>	
I. Amortization of the Headquarters construction loan	133
II. Alteration, improvement and major maintenance of premises and facilities at Headquarters, New York, and at Geneva	133
III. United Nations building in Santiago, Chile	135
Section 8. Permanent equipment	136
Section 9. Maintenance, operation and rental of premises	147
Section 10. General expenses	157
Section 11. Printing	170
<i>Chapter</i>	
I. Official Records	171
II. Recurrent publications	172
III. Studies and reports	174
IV. Office of Public Information	175

CONTENTS (*continued*)

	<i>Page</i>
V. International Narcotics Control Board.....	175
VI. Other printing	175
VII. Deduction for internal reproduction.....	176
VIII. Internal reproduction supplies.....	177
 PART IV. SPECIAL EXPENSES	
Section 12. Special expenses	179
<i>Chapter</i>	
I. United Nations Memorial Cemetery in Korea	179
II. United Nations International School, New York	181
III. International School at Geneva.....	181
IV. United Nations bond issue.....	181
V. Triangular Fellowship Programme.....	182
VI. United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law.....	182
VII. United Nations participation in the Joint Inspection Unit	182
VIII. United Nations participation in jointly financed activities of administrative co-ordination....	182
IX. United Nations participation in the costs of the Secretariat of the United Nations Joint Staff Pension Fund	183
 PART V. TECHNICAL PROGRAMMES (Sections 13 to 16)	
Section 13. Economic development, social development and public administration.....	185
Section 14. Industrial development	185
Section 15. Human rights advisory services.....	185
Section 16. Narcotic drugs control.....	185
 PART VI. SPECIAL MISSIONS	
Section 17. Special missions	187
<i>Chapter</i>	
I. United Nations Truce Supervision Organization in Palestine.....	187
II. United Nations Military Observer Group in India and Pakistan.....	190
III. United Nations Commission for the Unification and Rehabilitation of Korea.....	192
IV. United Nations Supply Depot in Pisa.....	193
V. United Nations Council for Namibia and United Nations Commissioner for Namibia.....	194
VI. Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples.....	196
VII. Special Committee on the Policies of <i>Apartheid</i> of the Government of the Republic of South Africa	196
VIII. United Nations Representative for India and Pakistan.....	196
 PART VII. OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES	
Section 18. Office of the United Nations High Commissioner for Refugees.....	197
<i>Chapter</i>	
I. Salaries and wages.....	201
II. Common staff costs.....	205

CONTENTS (*continued*)

<i>Chapter</i>	<i>Page</i>
III. Travel of staff.....	205
IV. Public information activities.....	206
V. Hospitality	206
VI. Permanent equipment for field offices.....	206
VII. General expenses and supplies.....	206
VIII. Contractual printing	207
PART VIII. INTERNATIONAL COURT OF JUSTICE	
Section 19. International Court of Justice.....	209
<i>Chapter</i>	
I. Salaries and expenses of members of the Court	209
II. Salaries, wages and expenses of the Registry	209
III. Common services	211
IV. Permanent equipment	211
PART IX. UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT	
Section 20. United Nations Conference on Trade and Development.....	213
<i>Chapter</i>	
<i>A. Sessions of the Conference and of expert and advisory bodies</i>	
I. Sessions of the Conference.....	215
II. Sessions of expert and advisory bodies.....	215
<i>B. Secretariat of UNCTAD</i>	
III. Salaries and wages.....	215
IV. Common staff costs.....	227
V. Travel of staff.....	227
VI. Hospitality	227
VII. Permanent equipment	227
VIII. General expenses	228
IX. Printing	229
<i>C. International Trade Centre</i>	
X. International Trade Centre.....	229
<i>D. Administrative and conference services provided to UNCTAD by other United Nations offices</i>	
XI. Salaries and wages.....	230
XII. Common staff costs and travel on home leave	234
PART X. UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION	
Section 21. United Nations Industrial Development Organization	237
<i>Chapter</i>	
I. Fourth session of the Industrial Development Board and meetings of its subsidiary organs.	237
II. Meetings of expert and advisory bodies.....	238
III. Salaries and wages.....	239
IV. Common staff costs.....	249
V. Travel of staff.....	249

CONTENTS (*continued*)

<i>Chapter</i>	<i>Page</i>
VI. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations: Hospitality.....	250
VII. Permanent equipment	250
VIII. Maintenance, operation and rental of premises	251
IX. General expenses	251
X. Publications programme and contractual reproduction services	253
XI. Headquarters planning and administrative management	254

B. Estimates of income

SUMMARY OF ESTIMATES OF INCOME FOR 1970 COMPARED WITH 1969 APPROVED ESTIMATES AND 1968 ACTUAL INCOME

PART I. INCOME FROM STAFF ASSESSMENT

Income section 1. Income from staff assessment.....	259
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PART II. OTHER INCOME

Income section 2. Funds provided from extra-budgetary accounts	261
Income section 3. General income	262
Income section 4. Revenue-producing activities	263

Chapter

I. Sale of United Nations postage stamps (United Nations Postal Administration).....	264
II. Sale of publications and the United Nations Bookshop	265
III. Services to visitors and guided lecture tours	267
IV. Souvenir Shop, Gift Centre and Catering Services	269

ABBREVIATIONS

ACC	Administrative Committee on Co-ordination
ECA	Economic Commission for Africa
ECAFE	Economic Commission for Asia and the Far East
ECE	Economic Commission for Europe
ECLA	Economic Commission for Latin America
FAO	Food and Agriculture Organization of the United Nations
GATT	General Agreement on Tariffs and Trade
IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development
ICAO	International Civil Aviation Organization
ICTO	Interim Commission for the International Trade Organization
ICSAB	International Civil Service Advisory Board
ILO	International Labour Organisation
IMCO	Inter-Governmental Maritime Consultative Organization
IMF	International Monetary Fund
ITU	International Telecommunication Union
OAS	Organization of American States
OAU	Organization of African Unity
OECD	Organisation for Economic Co-operation and Development
UNCTAD	United Nations Conference on Trade and Development
UNCURK	United Nations Commission for the Unification and Rehabilitation of Korea
UNDP	United Nations Development Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFICYP	United Nations Peace-keeping Force in Cyprus
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNTSO	United Nations Truce Supervision Organization in Palestine
UPU	Universal Postal Union
WFP	World Food Programme
WHO	World Health Organization
WMO	World Meteorological Organization

FOREWORD BY THE SECRETARY-GENERAL

Initial estimates for 1970

1. I have the honour to present, in the submission which follows and in the related information annexes which are contained in volume II, estimates of regular budgetary requirements for the United Nations for the financial year 1970.

2. Throughout the process of examining and evaluating the various activities and services which the Secretariat is expected to undertake in 1970 in the fulfilment of resolutions of the principal organs, and in the assessment of related budgetary requirements, I have kept constantly in mind the concern expressed by many Member States, during the course of the twenty-third session of the General Assembly, at the growing level of the annual budget of the Organization. I have also been guided by the undertaking which I gave at that time to keep to an absolute minimum my request for any additional staff resources for 1970 and, if possible, not to exceed the number I initially requested for 1969. I have endeavoured, therefore, to present, for approval by the General Assembly at its twenty-fourth session, total estimates for 1970 which, in so far as I can exercise control over the level of requirements, represent the minimum resources which I consider necessary to meet the priority needs of the Organization. The total estimates reflect an increase of some 6 per cent over the level of approved gross expenditure for 1969. Of this increase, some 4 per cent relates to the added cost of carrying forward into 1970 the 1969 authorized establishment and a general increase in rates and prices of the current volume of contractual services, supplies and equipment; the remaining 2 per cent provides for either new programmes or a modest expansion in certain existing activities and services. The higher cost of current activities reflects general, and in some cases significant, increases which have occurred in the cost of living throughout the past twelve months in all areas of the world where the United Nations maintains major established offices. As to the additional requirements which are attributable to new or expanded activities, the following are illustrative of the added tasks placed upon the Secretary-General by various legislative bodies in the past year:

(a) At its twenty-third session, the General Assembly, under the terms of its resolution 2467 A (XXIII) of 21 December 1968, established the Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the Limits of National Jurisdiction. That Committee has set up two sub-committees, one to deal with the legal aspects of the question and the other with the economic and technical aspects. Moreover, the Assembly, in resolutions 2467 B, C and D (XXIII), requested the Secretary-General to undertake studies on various other aspects of these problems.

(b) The United Nations Conference on the Exploration and Peaceful Uses of Outer Space, held at Vienna during August 1968, resulted in the formulation of certain proposals for the intensification of United Nations activities in this sphere. The General Assembly, at its twenty-third session, adopted resolutions 2453 A and B (XXIII) of 20 December 1968 under the terms of which it supported the various proposals made by the Conference, as well as the recommendations of the Committee on the Peaceful Uses of Outer Space concerning its future programme of work.

(c) The General Assembly also adopted resolution 2421 (XXIII) of 18 December 1968 on the report of the newly-established United Nations Commission on International Trade Law, under the terms of which it approved the programme of work proposed by the Commission and recommended the inclusion of certain additional activities, notably in the field of international shipping legislation.

(d) At its twenty-third session, the Assembly adopted resolution 2411 (XXIII) on international development strategy, under the terms of which, *inter alia*, a Preparatory Committee for the Second United Nations Development Decade was established and instructions given to that Committee to prepare a draft international development strategy for the 1970s and to make suggestions on an evaluation and implementation mechanism for the Second United Nations Development Decade. The resolution also placed heavy responsibilities on the Secretary-General in this endeavour and many offices and departments of the Secretariat, under the guidance of the Department of Economic and Social Affairs at Headquarters, will be called upon to assist in the preparatory work requested.

(e) Increased demands have been and are being made on the resources of the Office of the United Nations High Commissioner for Refugees, especially as a consequence of new refugee situations developing in Africa and Asia.

(f) The Commission on Human Rights, at its twenty-fifth session (February-March 1969), continued to take an intensely active interest in many questions and the resolutions it adopted at that session followed the pattern of action that had emerged at its twenty-third and twenty-fourth sessions. Implementation of past resolutions, as well as those adopted recently, will require extensive resources, not all of which will be available from within the level of the previous year's appropriations for similar purposes.

(g) The UNCTAD/GATT International Trade Centre, authorized under the terms of General Assembly resolution 2297 (XXII) of 12 December 1967, will require additional resources in 1970 if the United Nations is to meet its responsibilities in regard to the growing scope of this particular activity.

3. The General Assembly, by resolution 2482 A (XXIII) of 21 December 1968, appropriated a total of \$154 915 250 to cover the gross expenditure estimates for 1969. By resolution 2482 B (XXIII) of 21 December 1968, it approved estimates of income from all sources in a total amount of \$27 220 240. Thus, the net requirements for 1969 were estimated at \$127 695 010. The gross budget for 1970, as currently submitted, is estimated at \$164 123 200 and income from all sources at \$28 742 000. Net requirements in 1970, therefore, are initially estimated at \$135 381 200. On this basis, the initial net estimates for 1970 reflect an increase of \$7 686 190 above the approved 1969 level.

4. In view of the observations of the Advisory Committee on Administrative and Budgetary Questions, as contained in paragraphs 38 and 39 of its first report to the General Assembly at its twenty-third session,¹ concerning the need to adhere to the spirit of the financial regulations which require that the estimates be as complete as possible in order to give Member States an accurate idea of the amount they will be assessed for the financial year covered by the estimates, provisions *pro memoria* have been avoided. An estimate of expenditure has thus been provided in all cases even though such estimates may need to be revised in the light of subsequent decisions to be taken by the General Assembly at its twenty-fourth session.

5. Although the present estimates cover all requirements in 1970 which can be clearly foreseen or calculated with any precision at this stage, they are subject to possible revision in due course as a result of decisions to be taken by the Economic and Social Council at its forty-sixth and forty-seventh sessions or by the General Assembly at its twenty-fourth session. Particular mention might be made of the following important items:

(a) Additional credits which may be required in 1970 to resolve problems of inadequate office accommodation at Headquarters in New York and at the Economic Commission for Latin America.

(b) Preparatory expenditures to be incurred in 1970 for the United Nations Conference on the Human Environment, to be held in 1972 under the terms of General Assembly resolution 2398 (XXIII), and the Fourth International Conference on the Peaceful Uses of Atomic Energy, to be held in 1971 under the terms of General Assembly resolution 2406 (XXIII), tentatively estimated at \$240 000 and \$150 000 respectively.

(c) Expenditures which would arise as a consequence of (i) the holding in 1970 of the Second Asian Conference on Industrialization estimated at \$177 000; (ii) a series of resolutions adopted by the Economic Commission for Africa at its ninth session (which was also its tenth anniversary) relating to both new programmes and changes in present institutional machinery; and (iii) a series of resolutions adopted by the Commission on Human Rights at its twenty-fifth session, held in Geneva from 17 February to 21 March 1969, which would give rise to additional costs of the order of \$410 400.

6. In respect of paragraph 5 (a) above, difficulties also exist with respect to available office space at the Economic Commission for Asia and the Far East and the Economic Commission for Africa and some measures might also have to be taken to relieve acute overcrowding at these two locations. The proposals referred to under paragraph 5 (c) above are subject to approval by the Economic and Social Council.

7. Separate reports will be submitted on the above-mentioned items to the General Assembly at its twenty-fourth session. As appropriate, the Assembly will also be advised of the progress achieved by the Secretary-General in the implementation of certain of the recommendations made by the expert group appointed by him to undertake during 1968 a review of the organization of the Secretariat.

8. There follows at the end of this foreword a table which provides a comparison, by section of the budget, of the 1970 initial estimates of expenditure and income with those approved for 1969. 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 report² to the General Assembly at its twenty-first session, this table also shows for those sections of the budget where the expenditure estimates for 1970 exceed the 1969 level the extent to which the increase is due to:

¹ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 7 (A/7207).*

² *Ibid.*, *Twenty-first Session, Annexes*, agenda item 80, document A/6343.

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

(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.

9. Except for a change in the presentation of the estimated requirements of the Secretariat of the United Nations Joint Staff Pension Fund, the details of which are given under section 12, chapter IX, essentially the same form of presentation as that used for the budget estimates for 1969 has been maintained for 1970.

10. As regards the assessment of the 1970 staffing requirements for the various organizational units comprising the Secretariat, these needs have been determined, as in the past, on the basis of a careful review and critical analysis of the work programmes and services to be performed by each major unit, taking into account the staff already available. In the case of those units engaged in economic and social activities, the work programmes and related budgetary requirements were again, as for 1969, examined in depth. In assessing the level of resources for UNCTAD, and particularly for UNIDO, the budget review process was placed under some pressure as a consequence of the need to make available the results of this review to the Trade and Development Board and the Industrial Development Board, respectively, for their sessions held during the early part of 1969. This process of examination began in October 1968 and was not completed until the end of April 1969. Thus, it will be seen that even more time than in the past was devoted to an evaluation of staffing needs, which traditionally represent the largest element of cost in the United Nations regular budget. At the conclusion of this review, however, and as reflected in the detailed text provided in support of the foreseeable requirements of each main office and department under section 3 of the budget and in the relevant portion of the text under section 18 — Office of the United Nations High Commissioner for Refugees, section 20 — United Nations Conference on Trade and Development, and section 21 — United Nations Industrial Development Organization, it was foreseen that some 270 additional staff members in all categories would be required in the course of 1970 to enable the Secretariat to cope with the programme of work entrusted to it by the principal organs and their subsidiary bodies as well as to provide the necessary meetings and other services.

11. Having reached this stage in the budget preparation, I felt obliged to take into account certain other important factors which have a direct bearing on the determination of the ultimate level of the total budget. First, there are the perennial difficulties experienced in the recruitment of qualified staff which prevent me from utilizing to the fullest possible extent the total establishment currently authorized. Indeed, because of these difficulties the cost estimates of carrying forward the total authorized Professional and higher level staff from one budget year to the next are reduced to the extent of some 5 or 6 per cent. A deduction of this order of magnitude assumes that, on an average, some 120 to 140 posts in the Professional and higher categories would remain unfilled on an average throughout the year. Experience of past years has shown that, although there is some marked variation between each main organizational unit, this figure is normally somewhat exceeded in total during the early part of the year, but tends to fall below this level during the latter part. I have always assumed that the achievement of the total deduction made for delays in recruitment is not obligatory and that, when necessary, I am in fact entitled to utilize any vacant posts, on a temporary or short-term basis, in order that departments and offices may accomplish tasks of high priority. This assumption is in accord with the oft-repeated recommendations of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the Assembly to administer the total manning table on a flexible and fully productive basis. At the time of the preparation of the estimates for 1970, there were approximately 200 vacant posts in the Professional and higher level categories for all offices of the Secretariat, exclusive of those utilized on a temporary or short-term basis.

12. Secondly, I must also take into account the fact that, at the time of the completion of the estimates for 1970, the careful survey of staff utilization and deployment, which the General Assembly at its twenty-third session had requested me to undertake, was just about to begin. An earlier start to this operation was precluded, on the one hand, by the lack of qualified staff immediately available to supplement the existing Administrative Management Service and, on the other, by the need for careful preparation before embarking on this complex task. During the early part of the year, however, steps were taken to secure the necessary staff, partly from outside the Organization and partly by borrowing staff members with the right experience from within the Secretariat. I am also obtaining the advice of consultants expert in the management field in various countries. Work in connexion with the survey of the first departments at Headquarters (including the Office of Conference Services and later the Office of Public Information) has now begun. A further team will shortly begin preparation for the survey of the secretariat of UNCTAD. Certain related parts of the Department of Economic and Social Affairs may also be surveyed in the second half of 1969. Beyond that, plans have been made for the Administrative Management Service to devote the year 1970 principally to a survey of those organizational units engaged in economic and

social activities, including UNIDO, the major portion of the Department of Economic and Social Affairs, the four regional economic commissions and the United Nations Economic and Social Office in Beirut. Any residual surveys required at Headquarters or elsewhere would be undertaken in 1971. As regards the results which may emerge from the survey, one must at the outset be of an open mind. There may well be areas of the Secretariat where, by improvements in present working methods and procedures and by some reorganization of priorities, economies could be achieved. On the other hand it may be that the survey will show that in other areas there are some deficiencies in the present staffing which should be remedied.

13. In the light of the aforementioned facts and subject to certain limited exceptions, I believe that, on balance, it would not be prudent to increase the present permanent authorized establishment of the Secretariat in 1970. Efforts should first be made to utilize more completely the present authorized establishment and any justified increase to that establishment should in any event await the outcome of the staff utilization survey. I believe that some provision is nevertheless required to ensure, during what might be considered a transitional period, that important work programmes, particularly in the political and economic and social fields, can proceed without jeopardy. I propose, therefore, that rather than increase the permanent establishment at this time, I be afforded a monetary credit from which to finance, on a provisional basis, the additional staff which is foreseen in the budget text as likely to be required in the course of 1970, either in whole or in part, in accordance with the needs as they actually materialize. Should the General Assembly endorse this proposal, I would be guided by the following criteria in using such credits. I would, in the first place, expect all organizational units to meet their immediate requirements to the fullest extent possible from within their presently authorized establishment by utilizing existing authorized posts. Secondly, to the extent it might be feasible, bearing in mind the survey schedule, I would not authorize additional staffing resources until the manpower needs of the organizational unit concerned had been surveyed. Thirdly, in so far as any essential strengthening which might be called for prior to the survey of the unit involved is concerned, this would be provided on a provisional basis, pending approval by the General Assembly, in the light of the results of the survey, of any additions to the regular establishment. Finally, I would in any event be prepared to provide additional staff to the various organizational units of the Secretariat only up to the level indicated as being necessary in the initial budget estimates for 1970. Taking into account the current situation in regard to vacant posts, and bearing in mind the scheduling of the staff utilization survey as presently foreseen, a total credit in the amount of \$1 069 500 should suffice for this purpose, distributed under the various sections of the budget as follows: section 3 — \$700 000; section 20 — \$91 500; section 21 — \$278 000. Related common staff costs are estimated at \$170 000 under section 4, \$26 500 under section 20 and \$69 500 under section 21.

14. Because of the special or particular circumstances prevailing in the case of the additional staffing requirements for the United Nations Office at Geneva, the Library at Headquarters and the Office of the United Nations High Commissioner for Refugees, I believe that an exception to the above procedure could justifiably be made in these instances. In so far as the Office at Geneva is concerned, six new Professional and twelve new General Service posts are requested in order to restore a more equitable balance between the number of permanent and temporary conference servicing staff. The reasons which motivated this request in 1969 are equally valid for 1970. As regards the needs of the Library at Headquarters, eight Professional and four General Service posts have been requested, principally in order to complete the staffing required for the production of the United Nations documents index in four languages by electronic data processing. Since this programme was already started in 1969, it would clearly not be logical now to reverse this action. As to the Office of the United Nations High Commissioner for Refugees, the needs are somewhat special. They relate, in the main, to an essential increase in the number of branch offices in Africa and Asia in order to cope with new refugee situations which have developed in these areas. Some consequential increase in staffing is also required at the headquarters office in Geneva. In effect, a total of eleven new Professional and seventeen new General Service posts are required. However, these additional requirements have been offset to some extent by reductions in respect of other branch offices, amounting to three Professional and three General Service posts.

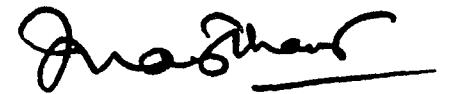
15. Clearly, the approach I have proposed in regard to the provision of adequate staff resources for 1970 will, if adopted by the Assembly, have a continuing effect into 1971 and consequently on the level of the planning estimate to be proposed for that year in accordance with General Assembly resolution 2370 (XXII) of 19 December 1967. The budget estimates for 1971 will have to be prepared during the period October 1969 to May 1970, if they are to be available for examination in the customary way by the Advisory Committee on Administrative and Budgetary Questions in June 1970. On the basis of the schedule as presently foreseen for the conduct of the staff utilization survey, only a part of the total Secretariat will have been surveyed by the end of May 1970. Furthermore, the Assembly will not have had an opportunity to consider the results of the survey thus far completed. Accordingly, I believe that, in so far as the 1971 budget estimates are concerned, a credit for the continued fi-

nancing of such provisional staffing resources as are found to be necessary in 1970, and any foreseeable essential additions thereto for 1971, will again need to be sought. The results of the staff surveys undertaken in the latter part of 1969 could, of course, be reflected in the initial estimates for 1971. The results of the surveys completed during the course of 1970, however, could only be presented to the Assembly later at its twenty-fifth session as revisions, where appropriate, to those initial estimates. I trust, therefore, that the Assembly, at its twenty-fourth session, will take these practical considerations into account when it reviews the estimates for 1970 and expresses itself on the level of the planning estimates for 1971.

16. In the foreword to my budget estimates for the financial years 1968 and 1969, I reported on the progress which had been achieved by the Secretariat in the implementation of the recommendations of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies concerning the adoption of an integrated system of long-term planning, of programme formulation and of budget preparation.³ In the foreword to the 1968 budget I explained the significant changes which had been made in the presentation of those estimates, which were designed to relate budgetary needs more closely to the corresponding work programmes and other services. I would, at this time, draw the attention of Member States particularly to the views I expressed in paragraph 13 of my foreword to the 1969 budget estimates, wherein I advanced the thought that if the integrity of the budget was to be assured, steps should be taken to strengthen the methods and procedures which currently govern the formulation, development and approval of programmes and their subsequent evaluation in terms of cost effectiveness. I am of the opinion that those views remain valid and that there is room for improvement which would be to the mutual advantage of both Member States and the Secretariat.

17. The preparation of budget estimates is no more than an attempt to reflect in financial terms the level of resources regarded as necessary to carry out the tasks entrusted to the Organization by its various legislative organs. While in keeping with the increases in magnitude and complexity of these tasks the budget has tended to grow, there is, understandably, a desire on the part of Member States, which I share wholeheartedly, to ensure that the resources available to the Organization are fully utilized and that the over-all efficiency of the Organization as an instrument of development is not impaired. The policy adopted in drawing up the budget estimates for 1970 takes into account this preoccupation of Member States and will permit the results of the manpower utilization survey which commenced this year to be reflected in the budget proposals for future years. I believe that at the same time it ensures that the zeal for efficiency and economy does not adversely affect the execution of essential programmes of work.

June 1969



U THANT
Secretary-General

³ *Ibid.*, paras. 68 to 73.

SUMMARY OF EXPENDITURE ESTIMATES FOR 1970, APPROPRIATIONS FOR 1969 AND ACTUAL EXPENSES IN 1968

(In US dollars)

Chapter	Title	1968 expenses	1969 appropriations	1970 estimate	Increase (Decrease) 1970-1969	Reasons for increase (decrease)	
						Higher cost of salaries wages and rates	Programme expansion (reduction)
1.	Travel and other expenses of representatives, members of commissions, committees and other subsidiary bodies	1 235 647	1 333 450	1 410 300	76 850	45 850	31 000
2.	Special meetings and conferences..	2 234 626	1 594 400	1 412 700	(181 700)	156 000	(337 700)
3.	Salaries and wages.....	60 510 434	68 495 300	73 907 000	5 411 700	4 072 700	1 339 000
4.	Common staff costs.....	14 002 025	16 362 000	17 351 000	989 000	666 800	322 200
5.	Travel of staff.....	2 119 585	2 182 600	2 343 300	160 700	127 600	33 100
6.	Payments under annex I, paragraphs 2 and 3, of the Staff Regulations: Hospitality	124 246	140 000	145 000	5 000	5 000	—
7.	Buildings and improvements to premises	4 810 615	5 352 100	5 088 800	(263 300)	—	(263 300)
8.	Permanent equipment	779 029	769 200	800 000	30 800	5 000	25 800
9.	Maintenance operation and rental of premises	4 263 179	4 765 000	5 303 600	538 600	296 500	242 100
10.	General expenses	5 854 899	6 073 800	5 609 000	(464 800) ^a	121 500	185 100
11.	Printing	1 583 341	1 692 000	2 804 800	1 112 800 ^b	183 000	158 400
12.	Special expenses	9 161 994	9 215 500	9 287 400	71 900	15 400	56 500
13.	Economic development social activities and public administration...	5 111 903	5 113 600	5 113 600	—	—	—
14.	Industrial development	986 732	1 500 000	1 500 000	—	—	—
15.	Human rights advisory services...	216 476	220 000	220 000	—	—	—
16.	Narcotic drugs control.....	73 013	75 000	75 000	—	—	—
17.	Special missions	6 611 791	6 786 700	6 918 300	131 600	142 900	(11 300)
18.	Office of the United Nations High Commissioner for Refugees.....	3 491 225	3 829 200	4 170 100	340 900	108 500	232 400
19.	International Court of Justice....	1 391 345	1 396 000	1 395 600	(400)	19 400	(19 800)
20.	United Nations Conference on Trade and Development	8 808 947	8 326 200	8 884 400	558 200	197 200	361 000
21.	United Nations Industrial Development Organization	7 790 571	9 693 200	10 383 300	690 100	136 300	553 800
	GROSS EXPENDITURES	<u>141 161 623</u>	<u>154 915 250</u>	<u>164 123 200</u>	<u>9 207 950</u>	<u>6 299 650</u>	<u>2 908 300</u>
Less:	Income						
	Income from staff assessment	15 005 443	17 985 000	19 000 000	1 015 000		
	Other income	9 048 557	9 235 240	9 742 000	506 760		
	NET EXPENDITURES	<u>117 107 623</u>	<u>127 695 010</u>	<u>135 381 200</u>	<u>7 686 190</u>		

^a Excludes \$771 400 for internal reproduction supplies which have been provided for under section 11, chapter VIII as from 1970.

^b Includes \$771 400 for internal reproduction supplies as indicated in the preceding foot-note.

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

Draft resolution I Budget for the financial year 1970

A

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1970

The General Assembly

Resolves that for the financial year 1970:

1. Appropriations totalling \$US 164 123 200 are hereby voted for the following purposes:

Section	US dollars
<i>Part I. Sessions of the General Assembly, the councils, commissions and committees; special meetings and conferences</i>	
1. Travel and other expenses of representatives and members of commissions, committees and other subsidiary bodies	1 410 300
2. Special meetings and conferences.....	1 412 700
TOTAL, part I	2 823 000
<i>Part II. Staff costs and related expenses</i>	
3. Salaries and wages.....	73 907 000
4. Common staff costs.....	17 351 000
5. Travel of staff.....	2 343 300
6. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations; hospitality.....	145 000
TOTAL, part II	93 746 300
<i>Part III. Premises, equipment, supplies and services</i>	
7. Buildings and improvements to premises.....	5 088 800
8. Permanent equipment	800 000
9. Maintenance, operation and rental of premises.....	5 303 600
10. General expenses	5 609 000
11. Printing	2 804 800
TOTAL, part III	19 606 200
<i>Part IV. Special expenses</i>	
12. Special expenses	9 287 400
TOTAL, part IV	9 287 400
<i>Part V. Technical programmes</i>	
13. Economic development, social development and public administration	5 113 600
14. Industrial development	1 500 000
15. Human rights advisory services.....	220 000
16. Narcotic drugs control.....	75 000
TOTAL, part V	6 908 600
<i>Part VI. Special missions and related activities</i>	
17. Special missions	6 918 300
TOTAL, part VI	6 918 300
<i>Part VII. Office of the United Nations High Commissioner for Refugees</i>	
18. Office of the United Nations High Commissioner for Refugees....	4 170 100
TOTAL, part VII	4 170 100
<i>Part VIII. International Court of Justice</i>	
19. International Court of Justice.....	1 395 600
TOTAL, part VIII	1 395 600
<i>Part IX. United Nations Conference on Trade and Development</i>	
20. United Nations Conference on Trade and Development	8 884 400
TOTAL, part IX	8 884 400
<i>Part X. United Nations Industrial Development Organisation</i>	
21. United Nations Industrial Development Organization	10 383 300
TOTAL, part X	10 383 300
GRAND TOTAL	164 123 200

Draft budget resolution for the financial year 1970

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 Technical Assistance component of the United Nations Development Programme;

4. The provisions under sections 1, 3, 5 and 11, in a total amount of \$256 460, relating to the International Narcotics Control Board, shall be administered as a unit;

5. 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 for 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 1970

The General Assembly

Resolves that for the financial year 1970:

1. Estimates of income other than assessments on Member States totalling \$US 28 742 000 are approved as follows:

<i>Income section</i>	<i>US dollars</i>
<i>Part I. Income from staff assessment</i>	
1. Staff assessment income	19 000 000
TOTAL, part I	19 000 000
<i>Part II. Other income</i>	
2. Funds provided from extra-budgetary accounts	2 436 400
3. General income	4 048 000
4. Revenue-producing activities	3 257 600
TOTAL, part II	9 742 000
GRAND TOTAL	28 742 000

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

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

C

FINANCING OF APPROPRIATIONS FOR THE FINANCIAL YEAR 1970

The General Assembly

Resolves that for the financial year 1970:

1. Budget appropriations totalling \$US———,⁴ together with supplementary appropriations for 1969 totalling \$———,⁴ 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 \$———,⁴ by income other than staff assessment approved in resolution B above;

(b) As to \$———,⁴ by the amount available in the surplus account for the financial year 1968;

(c) As to \$———,⁴ by the revised income other than staff assessment for 1969;

(d) As to \$———,⁴ by assessment on Member States in accordance with General Assembly resolutions 2291 (XXII) of 8 December 1967 and 2472 (XXIII) of 21 December 1968 and the revised 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 \$———,⁴ comprising:

(a) \$———,⁴ being the estimated staff assessment income for 1970;

(b) \$252 443, being the excess of actual income over the approved estimated income from staff assessment for 1968;

(c) \$———,⁴ being the increase in the revised income from staff assessment for 1969.

⁴ To be determined by the General Assembly at its twenty-fourth session.

Draft resolution II

Unforeseen and extraordinary expenses for the financial year 1970

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 1970, 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-fifth 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-fifth session of the General Assembly, a special session of the Assembly shall be convened by the Secretary-General to consider the matter.

Draft resolution III

Working Capital Fund for the financial year 1970

The General Assembly,

Resolves that:

1. The Working Capital Fund shall be established for the year ending 31 December 1970 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 1970;

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 1969 under General Assembly resolution 2484 (XXIII) of 21 December 1968;

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 — (XXIV) of — December 1969 relating to unforeseen and extra-

ordinary 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 \$150 000, to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities; advances in excess of the total of \$150 000 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 1970, 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.

Information concerning the draft resolutions

DRAFT RESOLUTION I — BUDGET FOR THE FINANCIAL YEAR 1970

Under the terms of paragraph 3 of draft resolution A, the appropriations under part V of the budget would be administered in accordance with the established procedures of the Technical Assistance component of the United Nations Development Programme, an operation to which the programmes covered by part V are closely related. Specifically, obligations established in implementation of the regular programme under part V shall be subject to the following procedures:

(a) Obligations for personal services established in the current financial year shall be valid for the succeeding financial year, provided that appointments of the experts concerned are effected by the end of the current financial year, and that the total period to be covered by obligations established for these purposes against the resources of the current financial year shall not exceed twelve man-months.

(b) Obligations established for fellowships shall remain valid until liquidated, provided that the fellow has been nominated by the requesting Government, accepted by the Organization, and that a formal letter

of award has been issued to the requesting Government.

(c) Obligations in respect of contracts or purchase orders for supplies or equipment recorded in the current year will remain valid until payment is effected to the contractor or vendor, or unless cancelled.

DRAFT RESOLUTION II — UNFORESEEN AND EXTRAORDINARY EXPENSES FOR THE FINANCIAL YEAR 1970

The draft resolution is presented at this stage in the same form as the resolution on this subject adopted by the General Assembly at its twenty-third session (2483 (XXIII) of 21 December 1968). At that session the Fifth Committee, during its discussion of the recommendations submitted by the Advisory Committee on Administrative and Budgetary Questions concerning the definition of, and future procedures governing, unforeseen and extraordinary expenses,⁵ decided to defer further consideration thereof until the twenty-fourth session.⁶

⁵ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 7 (A/7207)*.

⁶ *Ibid.*, *Twenty-third Session, Annexes*, agenda item 74, document A/7476.

A. EXPENDITURE ESTIMATES

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

\$1 410 300 (1969: \$1 333 450 1968: \$1 235 647)

TABLE 1-1

Chapter	1970 estimates	1969 appropri- ations	1968 expenses
	\$	\$	\$
I. <i>The General Assembly, commissions and committees</i>			
(i) Travel of representatives to the General Assembly.....	550 000	516 000	520 000
(ii) Travel and other expenses of members of commissions, committees and other subsidiary bodies:			
Board of Auditors.....	229 600	235 150	237 886
Advisory Committee on Administrative and Budgetary Questions.....	82 000	80 000	68 231
Committee on Contributions.....	18 300	18 300	13 762
United Nations Administrative Tribunal.....	29 000	29 000	18 423
United Nations Joint Staff Pension Board.....	2 800	2 500	5 113
United Nations Scientific Committee on the Effects of Atomic Radiation	17 700	20 000	19 280
United Nations Scientific Advisory Committee.....	6 000	6 000	5 115
International Law Commission.....	99 200	90 000	68 030
United Nations Commission on International Trade Law.....	6 000	7 000	1 893
TOTAL, chapter I	1 040 600	1 003 950	957 733
II. <i>The Security Council, commissions and committees.....</i>	—	—	—
III. <i>The Economic and Social Council, commissions and committees</i>			
Commission on the Status of Women.....	20 900	18 500	20 096
Commission for Social Development.....	26 000	23 000	31 803
Commission on Human Rights.....	23 000	23 000	13 159
Sub-Commission on Prevention of Discrimination and Protection of Minorities	35 500	36 000	22 664
Statistical Commission	15 000	—	13 012
Advisory Committee on Science and Technology.....	98 500	88 000	46 581
Committee for Development Planning.....	51 300	41 000	20 542
International Narcotics Control Board.....	59 500	59 500	48 429
Commission on Narcotic Drugs.....	—	14 500	13 851
Population Commission	—	17 000	897
TOTAL, chapter III	329 700	320 500	231 034
IV. <i>The Trusteeship Council, commissions and committees</i>			
Visiting mission	40 000	—	35 738
TOTAL, chapter IV	40 000	—	35 738
<i>Administrative advisory bodies</i>			
Investments Committee	— ^a	7 000	7 391
Committee of Actuaries.....	— ^a	2 000	3 751
TOTAL, chapter V	—	9 000	11 142
TOTAL, section 1	1 410 300	1 334 450	1 235 647

^a In accordance with new procedures to take effect as of 1 January 1970 no provision is made under United Nations budget in respect of costs which are met in full by the United Nations Joint Staff Pension Fund from its administrative budget.

1.1 The prevailing system of payment by the United Nations of travel and subsistence expenses in respect of members of organs and subsidiary organs was determined by the General Assembly in its resolution 1798 (XVII) of 11 December 1962. Travel accommodation standards are governed by the provisions of resolution 2245 (XXI) of 20 December 1966 and subsistence rates by those of resolution 2491 (XXIII) of 21 December 1968.

1.2 The basic rules concerning the payment to such members, in exceptional cases, of honoraria in addition to subsistence payments are reflected in certain recommendations⁷ made by the Fifth Committee during the sixteenth session and approved by the General Assembly on 18 December 1961 at its 1082nd meeting.

1.3 In terms of resolution 2489 (XXIII) of 21 December 1968, the general system referred to in the preceding two paragraphs was made applicable also to individuals appointed by organs or subsidiary organs to undertake, in their personal capacity, the performance of special studies or other *ad hoc* tasks on behalf of the bodies involved.

1.4 The cost estimates under this section for 1970 take into account an increase of 5 per cent in transatlantic air travel fares with effect from 1 May 1969 which was recommended by the International Air Transport Association (IATA) and which has been ratified by the Governments concerned.

CHAPTER I

<i>The General Assembly, commissions and committees</i>	\$1 040 600
1969:	1 003 950
1968:	957 733
(i) <i>Travel of representatives to the General Assembly</i>	550 000
1969:	516 000
1968:	520 000

⁷ *Ibid.*, Sixteenth Session, Annexes, agenda item 54, document A/5005, para. 10.

1.5 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 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 representative are payable.

1.6 Total requirements for the twenty-fifth regular session, based on the present membership of 126 Member States (630 representatives), would amount to \$622 200, based on one first class and four economy class air fares, costed at an average of \$1 190 per round trip *via* first class and \$940 *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 1970 would be available to meet claims relating to either the twenty-fourth or the twenty-fifth 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*..... \$490 600

1969: 487 950

1968: 437 773

1.7 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 below. 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.....	3		22	229 600
Advisory Committee on Administrative and Budgetary Questions.....	12	New York Geneva	24 (3 sessions)	82 000
Committee on Contributions.....	12	New York	4	18 300
United Nations Administrative Tribunal.....	7	{ Geneva New York }	{ 3 4 }	29 000
United Nations Joint Staff Pension Board.....	3	Europe	3 days	2 800
United Nations Scientific Committee on the Effects of Atomic Radiation.	15	Geneva	2	17 700
United Nations Scientific Advisory Committee.....	7	{ Europe New York }	{ 1 1 }	— 6 000
International Law Commission.....	25	Geneva	10	99 200
United Nations Commission on International Trade Law.....				6 000
			TOTAL	490 600

Board of Auditors

1.8 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 these purposes for 1969, less \$6 000 relating to the audit of the Joint Staff Pension Fund which, under the new procedures as from 1 January 1970, will be met directly from the administrative budget of the Fund. The estimate is subject to revision in the light of the establishment by the Board at its summer session of its precise requirements for 1970. The amount requested covers the cost of the external audit not only of the United Nations regular budget accounts but also of the accounts of the voluntary funds administered by the High Commissioner for Refugees and those relating to the United Nations participation in the Technical Assistance and Special Fund components of UNDP.

1.9 A provision of \$800 for the external audit of the accounts of the International Court of Justice is included under section 19.

1.10 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

1.11 The Advisory Committee intends to hold one session in Europe for a period of two weeks during 1970 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. It also intends to hold two sessions in New York, one of seven weeks duration in the summer to examine the budget estimates for 1971 and one of fifteen weeks' duration during the twenty-sixth regular session of the General Assembly. The estimates provide for travel and subsistence for attendance by members at all three sessions.

United Nations Joint Staff Pension Board

1.12 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.

United Nations Scientific Advisory Committee

1.13 Two sessions of the Scientific Advisory Committee are scheduled in 1970, 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

1.14 The estimate for the International Law Commission includes, in terms of sub-paragraph 3 (b) (i) of resolution 1798 (XVII), an amount of \$2 700 to enable the Chairman to attend the twenty-fifth 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.

United Nations Commission on International Trade Law

1.15 The estimate for the United Nations Commission on International Trade Law includes in terms of sub-paragraph 3 (b) (i) of resolution 1798 (XVII) an amount of \$1 500 to enable the Chairman to attend the twenty-fifth session of the General Assembly to present the report of the Commission to the Sixth Committee. The estimate also includes a provision of \$4 500 to enable the Commission to be represented by an observer at meetings of the International Institute for the Unification of Private Law, the Inter-American Council of Jurists and the Asian-African Legal Consultative Committee. This activity will be undertaken within the context of section 11, paragraph 11 of General Assembly resolution 2205 (XXI).

Honoraria

1.16 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 1957.⁸ The estimate for the Administrative Tribunal includes an amount of \$9 500 for the same purpose, as approved by the General Assembly in its resolution 2490 (XXIII) of 21 December 1968.

CHAPTER II

The Security Council, commissions and committees

	\$ —
1969:	—
1968:	—

1.17 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

⁸ *Ibid.*, *Twelfth Session, Annexes*, agenda item 41, document A/3766.

payments, the necessary provision is made under section 17, Special missions.

CHAPTER III

<i>The Economic and Social Council, commissions and committees</i>	\$329 700
1969:	320 500
1968:	231 034

Travel and subsistence costs

1.18 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.

TABLE 1-3

	Number of members	Location of meetings	Duration (weeks)	Estimated costs
				\$
<i>Functional commissions and sub-commissions of the Economic and Social Council</i>				
Statistical Commission	24	Geneva	2	15 000
Commission on the Status of Women.....	32	Geneva	3	20 900
Commission on Human Rights.....	32	New York	5	23 000
Commission for Social Development.....	32	New York	3	26 000
Sub-Commission on Prevention of Discrimination and Protection of Minorities.....	26	Geneva	3	35 500
Committee for Development Planning.....	18	New York	2	51 300
Commission on Narcotic Drugs.....	24	No meeting scheduled	—	—
<i>Other organs</i>				
International Narcotics Control Board.....	11	Geneva	1 2 3 (3 sessions)	59 500
Advisory Committee on Science and Technology.....	18	New York	2 (2 sessions)	
(i) Inter-sessional meetings of <i>Ad Hoc</i> Working Groups	6	{ New York Geneva To be determined Addis Ababa Bangkok Santiago	3 days	98 500
(ii) Regional groups	3		3 days	
	5		3 days	
	3		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				329 700

1.19 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 Statistical Commission, the Commission on the Status of Women, the Commission on Human Rights and the Commission for Social Development.

1.20 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

1.21 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).

Sub-Commission on Prevention of Discrimination and Protection of Minorities

1.22 The estimate for the Sub-Commission 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).

Commission on the Status of Women

1.23 The estimate for the Commission on the Status of Women provides for the travel and subsistence expenses of a Special Rapporteur to submit her report on the status of women and family planning in accor-

dance with Economic and Social Council resolution 1326 (XLIV), paragraph 2 (a).

Advisory Committee on Science and Technology

1.24 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 elaborated 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 1970 is based on the schedule of meetings and other activities as currently planned by the Committee:

- (a) Two sessions of the Committee in New York for a period of two weeks each;
- (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 days each 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, inter-governmental 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 consultations on the work programme of the Committee.

International Narcotics Control Board

1.25 In accordance with the Economic and Social Council resolution 1106 (XL), the International Nar-

cotics Control Board entered upon its duties on 2 March 1968, replacing the former Permanent Central Narcotics Board and Drug Supervisory Body.

1.26 The estimate for the 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 the General Assembly in its resolution 2491 (XXIII) of 21 December 1968 (\$12 700);
- (c) Honoraria payable to members, as approved by the General Assembly in its resolution 2368 (XXII) (\$13 500);
- (d) Representation of the Board at meetings of the Economic and Social Council and the General Assembly (\$3 700);
- (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

<i>The Trusteeship Council, commissions and committees</i>	\$40 000
1969:	—
1968:	35 738

1.27 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 2 (a) of this resolution, the estimate covers the travel and subsistence of members of the Visiting Mission to the Trust Territory of the Pacific Islands in 1970. This estimate is subject to revision in the light of decisions to be taken by the Council at its thirty-sixth session on the detailed arrangements.

Section 2. Special meetings and conferences

\$1 412 700 (1969: \$1 594 400; 1968: \$2 234 626)

2.1 The estimates under this section do not cover possible requirements for preparatory work relating to (a) the Fourth United Nations Conference on the Peaceful Uses of Atomic Energy, to be held in 1971, (b) the United Nations Conference on the Human Environment, to be held in 1972, and (c) the Second Asian Conference on Industrialization. In regard to the conferences under (a) and (b) the Secretary-General is required, under the provisions of General Assembly resolutions 2406 (XXIII) and 2398 (XXIII) respectively, to submit reports on organizational details, including the related financial implications, to the General Assembly at its twenty-fourth session. Those of the latter requirements which will arise during the financial year 1970 will be submitted to the General Assembly at the twenty-fourth session in the form of

revised estimates. This will also be the case for the Second Asian Conference on Industrialization, which the Economic Commission for Asia and the Far East has proposed should be held in 1970. In the event of the endorsement of this decision by the Economic and Social Council, it will be necessary to request additional credits in the amount of \$177 000 for 1970. The balance of the requirements, estimated at \$22 000 would not be incurred until 1971. (See table 2-1, page 8.)

CHAPTER I

<i>Conference of the Eighteen-Nation Committee on Disarmament</i>	\$900 000
1969:	750 000
1968:	468 008

TABLE 2-1

Chapter	Title	1970 estimates	1969 appropriations	1968 expenses
		\$	\$	\$
I.	Conference of the Eighteen-Nation Committee on Disarmament.....	900 000	750 000	468 008
II.	Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space	85 000	109 600	59 969
III.	Twenty-sixth session of the Economic Commission for Asia and the Far East..	46 000	30 000 ^a	47 367 ^b
IV.	Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders	252 600 ^c	81 000	—
V.	Sixth United Nations Regional Cartographic Conference for Asia and the Far East	129 100 ^d	—	—
—	Thirteenth session of the Economic Commission for Latin America.....	—	85 400	—
—	Ninth session of the Economic Commission for Africa.....	—	39 500	—
—	International Conference on Human Rights.....	—	—	468 747
—	United Nations Conference on Road Traffic.....	—	5 500	202 112
—	United Nations Conference on the Law of Treaties, second session.....	—	373 300	353 976 ^e
—	United Nations Conference on the Exploration and Peaceful Uses of Outer Space	—	69 000	110 189
—	United Nations Conference on the Standardization of Geographical Names....	—	13 500	6 764
—	Fifth United Nations Regional Cartographic Conference for Asia and the Far East	—	12 000	13 536
—	Special Committee on the Question of Defining Aggression.....	—	25 600	31 638
—	International Conference of Ministers Responsible for Social Welfare.....	—	—	43 627
—	Conference of Non-Nuclear-Weapon States.....	—	—	325 528
—	Second World Population Conference.....	—	—	61 900
—	Special Committee on the Policies of <i>Apartheid</i> of the Government of the Republic of South Africa.....	—	—	41 265
TOTAL, section 2		1 412 700	1 594 400	2 234 626

^a Appropriation for the twenty-fifth session of ECAFE, Singapore.

^b Actual cost of the twenty-fourth session of ECAFE, Canberra.

^c Of this amount, \$95 000 to be met by host Government.

^d Of this amount, \$73 500 to be met by host Government.

^e Actual cost of first session.

2.2 By its resolution 2454 B (XXIII) of 20 December 1968, the General Assembly requested the Conference of the Eighteen-Nation Committee on Disarmament (a) to pursue renewed efforts towards achieving substantial progress in reaching agreement on the question of general and complete disarmament under effective international control, giving priority to the analysis of plans already under consideration, as well as others that might be put forward, with a view to achieving, in particular, rapid progress in the field of nuclear disarmament, (b) to continue its urgent efforts to negotiate collateral measures of disarmament, and (c) to resume its work as early as possible and to report to the General Assembly, as appropriate, on the progress achieved.

2.3 By its resolution 2455 (XXIII) of 20 December 1968, the Assembly requested the Conference to take up as a matter of urgency the elaboration of a treaty banning underground nuclear weapon tests and to report to it on this matter at its twenty-fourth session.

2.4 Finally, by its resolution 2454 A (XXIII) of 20 December 1968, the Assembly requested the Secretary-General to prepare a concise report on problems connected with chemical and bacteriological weapons for transmittal to the Conference, *inter alia*, if possible by 1 July 1969.

2.5 Should the General Assembly decide that the work of the Conference should continue in 1970 the cost might be initially estimated at \$900 000 to cover the following items of expenditure:

	\$
(a) Temporary assistance	845 000
(b) Travel and subsistence of substantive and verbatim reporting staff from Headquarters	40 000
(c) General expenses	15 000
	<u>900 000</u>

2.6 The estimate is based on a total meeting period of six months, with interpretation, verbatim reporting and translation services in four languages. The estimate takes into account the implementation of an earlier recommendation by the Advisory Committee on Administrative and Budgetary Questions that the Conference should agree to some extension of the period to be allowed for the production and distribution of verbatim records, with a consequential reduction in staff time and related costs.

2.7 The estimate reflects increases in rates of pay and other benefits for interpreters, translators and other short-term conference staff, ranging from 10 to 20 per cent over the 1968 levels, in order to bring the

emoluments of temporary staff more into line with those of regular personnel.

2.8 The estimates for temporary assistance provide for the following temporary staff to service the Conference: eight interpreters, eighteen verbatim reporters, twenty typists for transcription of the provisional verbatim records, thirty-seven revisers and translators, forty stenographers and typists for typing of documentation and final records, fifteen general service staff (comprising two secretaries for professional staff, two clerks, six documents and distribution staff and five sound equipment operators for simultaneous interpretation). In addition, the estimates provide for temporary assistance for reproduction, security and cleaning services.

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

2.10 The estimate for general expenses covers the cost of services and supplies, including mimeograph paper and miscellaneous supplies, on the basis of \$2 500 per month.

2.11 Income deriving from the application of staff assessment to the salaries of temporary staff is estimated at \$140 000 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

of Outer Space	\$85 000
1969:	109 600 ⁹
1968:	59 969

2.12 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 for 1970. On the assumption that one of the sub-committees will meet in Geneva, a provisional estimate in the amount of \$85 000 has been included at this time, based on the appropriation approved for this purpose in 1969.

CHAPTER III

Twenty-sixth session of the Economic Commission for Asia and the Far East

.....	\$46 000
1969:	30 000 ¹⁰
1968:	47 367 ¹¹

2.13 At its twenty-fourth session, the Commission decided to accept an invitation from the Government of Afghanistan to hold its twenty-sixth session in Kabul in 1970.

2.14 After taking into account the staff, facilities, goods and services which it is anticipated the Government of Afghanistan will make available in accordance with an agreement to be concluded with the United Nations, the costs of the session are estimated at \$46 000, comprising the following elements of expenditure:

⁹ Includes an amount of \$22 000 for the production of the report of a working group on communication by direct broadcast from satellites.

¹⁰ Appropriation for twenty-fifth session, Singapore.

¹¹ Actual cost of twenty-fourth session, Canberra.

	\$	\$
(i) <i>Travel and subsistence of staff (50 substantive and servicing staff to be detailed to the session from the ECARE establishment)</i>		
Travel	20 000	
Subsistence allowances	11 000	31 000
(ii) <i>General expenses (Cables, postage, freight, and other expenses, including hospitality)</i>		15 000
		<u>46 000</u>

CHAPTER IV

Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders

\$252 600
1969: 81 000
1968: —

2.15 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 First United Nations Congress on the Prevention of Crime and the Treatment of Offenders was held in Geneva in 1955, the Second Congress in London in 1960, and the Third Congress in Stockholm in 1965.

2.16 At the invitation of the Government of Japan, the Fourth Congress will be convened at the International Conference Hall, Kyoto, Japan from 17-26 August 1970. As required under the terms of General Assembly resolution 2478 (XXIII) of 21 December 1968, the host Government will meet all costs additional to those which would have been incurred had the conference been held at United Nations Headquarters.

2.17 In compiling the following estimates, the following assumptions have been made:

(a) The host Government, in accordance with an agreement to be concluded with the United Nations, will provide all facilities, such as furnished office and conference space, simultaneous interpretation and sound recording equipment (with operators), office equipment and supplies, documents reproduction equipment (with operators), as well as five secretarial staff and such other clerical, security and custodial staff as may be necessary;

(b) There will be no more than four meetings per day, of which no more than two will be held at the same time;¹²

(c) Interpretation will be provided in English, French, Russian and Spanish;

(d) Summary records will not be provided, but minutes, in English only, will be kept for use in preparation of the final report of the Congress;

(e) In-session documentation of some 100 pages will be produced in English, French, Russian and Spanish;

(f) The final report of the Congress will be published in English, French, Russian and Spanish language versions.

¹² The programme of the Congress provides for five plenary sessions, eighteen section meetings, and six meetings of a steering committee.

2.18 On the basis of the foregoing, the total costs in 1970 of holding the Fourth Congress in Kyoto are estimated at \$252 600, as compared with an estimated cost of \$157 600 had it been held at Headquarters. The Government of Japan will accordingly be required to meet the additional costs involved, estimated at \$95 000, and this amount has been included as an income item under income section 3.

2.19 The following estimates give the costs both for Headquarters and Kyoto, so that the components of the difference in costs between the two locations may be readily apparent:

	Kyoto \$	Headquarters \$
A. Pre-conference costs		
(i) <i>Temporary assistance</i>		
Continuation through 1970 of the services of the temporary staff authorized in 1969 to form the special secretariat for the Congress, i.e. two professional officers (P-4) and one administrative assistant (G-5)	63 700	63 700
(ii) <i>Consultants</i>		
Costs of fees, travel and subsistence relating to a total of ten man-months of consultants' services required for specific contributions on certain specialized subject matters to be taken up at the Congress	19 000	17 000
(iii) <i>Travel of United Nations staff</i>		
Costs of travel and subsistence allowances of visits by substantive staff members to participating governments, specialized agencies, institutions and the host Government, for consultations pertaining to the Congress....	4 500	4 500
(iv) <i>Pre-session documentation</i>		
(a) Translation, typing, reproduction and distribution of a total of 300 pages of basic United Nations documentation in English, French, Russian and Spanish..	21 700	21 700
(b) Printing and distribution of additional copies of certain issues of the <i>International Review of Criminal Policy</i>	10 800	10 800
(c) Translation, typing, reproduction and distribution of approximately 200 pages of documentation to be prepared by specialized agencies and non-governmental organizations at the request of the Secretariat	16 300	16 300
	<u>136 000</u>	<u>134 000</u>

	Kyoto \$	Headquarters \$
B. Conference servicing costs		
(i) Costs of travel and subsistence allowances of United Nations Headquarters' substantive and secretarial staff (nine substantive and six secretarial staff)	22 800	—
(ii) Costs of travel and subsistence allowances for one expert each from the United Nations Social Defence Research Institute, Rome; the Social Defence Centre, Cairo; the Latin American Social Defence Institute, São Paulo; and the United Nations Asia and Far East Institute for the Prevention of Crime and the Treatment of Offenders, Tokyo	5 800	5 000
(iii) Cost of travel and subsistence allowances of conference servicing staff to be detailed from Headquarters (sixteen interpreters, four revisers, eleven translators, seven typists and four other officers for administrative, finance, conference and documents services)	62 400	—
(iv) General expenses (costs of cables, freight, pouches, supplies and of the official reception)	12 000	5 000
	<u>103 000</u>	<u>10 000</u>
C. Post-conference costs		
Preparatory translation, typing and editing, during 1970, of the final report of the Congress (some 100 printed pages)	13 600	13 600
	<u>TOTAL 252 600</u>	<u>157 600</u>

2.20 The printing of the final report of the Congress will take place in 1971 at an estimated cost of \$15 700 and the necessary provision will be requested in the budget for that year.

CHAPTER V

<i>Sixth United Nations Regional Cartographic Conference for Asia and the Far East, Tehran</i>	\$129 100
1969:	—
1968:	—

2.21 By Economic and Social Council resolution 1313 (XLIV) of 31 May 1968, the Secretary-General was requested to make the necessary arrangements to convene the Sixth United Nations Regional Cartographic Conference for Asia and the Far East at Tehran from 24 October to 7 November 1970. In accordance with the provisions of General Assembly resolution 2478 (XXIII), the Government of Iran will meet the additional costs resulting from the holding of the conference away from Headquarters.

2.22 The estimates are based on the following main assumptions:

(a) The host Government, in accordance with an agreement to be concluded with the United Nations, will provide all facilities, such as furnished office and conference space, simultaneous interpretation equipment, office and documents reproduction equipment and supplies, staff to operate reproduction equipment, as well as such secretarial, clerical, security and custodial staff as may be necessary;

(b) Travel costs of representatives attending the conference will be borne by participating Governments;

(c) There will be no more than two meetings a day, none simultaneously;

(d) In accordance with past practice in respect of the cartographic conferences, interpretation will be provided in English and French;

(e) Also in accord with the practice followed at previous conferences, the documentation and final report will be produced in English and French;

(f) Minutes of meetings will be kept, but summary records will not be prepared or issued;

(g) Sound-recordings of proceedings will not be required.

2.23 On the basis of the foregoing, the costs of holding the conference in Tehran are estimated at \$129 150, as compared with an estimated cost of \$55 650 had it been held at Headquarters. The Government of Iran will meet the additional costs involved, amounting to \$73 500, and this amount has been included as an income item under income section 3.

2.24 The following estimates give the costs both for Headquarters and Tehran, so that the components of the difference in costs between the two locations may be readily apparent:

	Tehran \$	Headquarters \$
<i>A. Pre-conference costs</i>		
(i) Contractual translation and typing of approximately 1000 pages of technical papers submitted by governments and agencies	17 500	17 500
(ii) Reproduction costs	17 500	17 500
	<u>35 000</u>	<u>35 000</u>

B. Conference servicing costs

	Tehran \$	Headquarters \$
(i) Travel and subsistence allowance costs of three substantive staff members (one from Bangkok, two from New York)	4 400	1 900
(ii) Salaries, travel and subsistence allowance costs of the following conference servicing staff, required to provide interpretation, translation, typing and other services to the conference:		
4 interpreters		
12 translators		
6 revisers (including Chief of Language Services staff)		
12 steno-typists		
11 other supporting staff (conference officer, documents officer, administrative and finance officer, supervisory staff for documents control, reproduction and distribution)	67 000	—
(iii) General expenses (freight, cables, pouch and postage, stationery and reproduction supplies, etc.)	4 000	—
	<u>75 400</u>	<u>1 900</u>

C. Post-conference costs

Contractual translation and typing of 700 pages representing balance of papers submitted by participating Governments which it will not be possible to translate during the conference	8 700	8 700
Reproduction	10 000	10 000
	<u>18 700</u>	<u>18 700</u>
TOTAL COST	<u>129 100</u>	<u>55 600</u>

2.25 The costs involved in the editing (\$9 500), and printing (\$31 300), of the English and French versions of both volumes I and II, containing the final report and technical papers of the conference, respectively, will be incurred in 1971, and appropriate provision for these purposes will be included in the estimates for that year.

Section 3. Salaries and wages

TABLE 3-1

3.1 The estimates for this section are presented in summary form for each of the five 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, IV and V.

<i>Established posts</i>	\$68 105 000
1969:	63 898 900
1968:	55 911 676

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

¹⁴ Includes \$220 522 under chapter I, \$222 032 under chapter III and \$8 338 under chapter IV in respect of the Secretariat of the United Nations Joint Staff Pension Board and United Nations Pension Committee, provided for in 1970 under section 12, chapter IX; includes \$75 890 under chapter III in respect of the Commissioner for Namibia, shown in 1969 and 1970 under section 17, chapter V; excludes \$37 900 in respect of three posts transferred in 1970 from income section 4, chapter II, Sale of publications.

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

3.3 As explained under section 12, the United Nations share of the cost of the establishment of the Secretariat of the United Nations Joint Staff Pension Board and United Nations Staff Pension Committee (1 D-2, 1 D-1, 2 P-4, 3 P-2/1, 4 G-5 and 13 G-3/4), included under this chapter in 1969 and prior years, is provided for 1970 under section 12. For purposes of comparability, these posts have been excluded from the establishment for 1969 under this chapter.

3.4 Conversely, as explained under section 4, chapter II, of the income estimates, three posts (1 P-5 and 2 G-3/4), approved for the Sale of Publications for 1969, have been shown in 1970 as part of the establishment of the Office of Public Information. For purposes of comparability, these posts have been included in the establishment for 1969 under this chapter.

3.5 Table 3-2 provides a comparison between the appropriation approved for established posts for 1969 and the cost of continuing this establishment in 1970, prior to adjustment for the transfers of posts cited in paragraphs 3.3 and 3.4 above. The estimated cost of additional requirements are shown separately.

TABLE 3-2

Established posts		Category and post level	Gross salaries			Total
			1969 appropriation	To maintain 1969 establishment	To provide for additional requirements in 1970	
1969	1970		\$	\$	\$	\$
1	1	Secretary-General				
		Salary		50 000		50 000
		Allowance		22 500		22 500
10	10	Under-Secretary-General		368 500		368 500
11	11	Assistant Secretary-General		362 450		362 450
51	52	Director		1 399 080	26 410	1 425 490 ^a
127	130	Principal Officer		3 128 370	69 030	3 197 400
		<i>Professional</i>				
310	321	Senior Officer		6 748 550	205 900	6 954 450
612	618	First Officer		10 801 680	63 000	10 864 680
780	794	Second Officer		11 075 380	152 060	11 227 440
457	445	Associate and Assistant Officers		4 795 140	(148 870)	4 646 270
2 359	2 382		38 507 400	38 751 650	367 530	39 119 180
		Add: post adjustment ^b	4 631 180	5 549 280	49 320	5 598 600
			43 138 580	44 300 930	416 850	44 717 780
		<i>General Service, Headquarters and Geneva</i>				
298	316	Principal level		3 322 870	161 530	3 484 400
2 255	2 245	Other levels		16 544 880	(129 680)	16 415 200
2 553	2 561		18 741 210	19 867 750	31 850	19 899 600
			61 879 790	64 168 680	448 700	64 617 380
		Provision for local level staff at information centres, ECAFE, ECLA, ECA and the United Nations Economic and Social Office in Beirut..	3 582 590	3 935 410	(3 910)	3 931 500
		Provision for artisans, technicians and manual workers	2 182 330	2 319 090	8 040	2 327 130
			67 644 710	70 423 180	452 830	70 876 010
		Deduct: Adjustment for turnover	3 745 810	2 658 080	112 930	2 771 010
			63 898 900	67 765 100	339 900	68 105 000

^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.

3.6 As in past years, the cost of continuing the approved 1969 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.

3.7 In order to allow for savings arising from turnover of staff, a deduction of 6 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 40 per cent and 20 per cent respectively has been applied to professional and general service and manual worker posts requested for the Library at Headquarters and 6 per cent to professional posts requested for the United Nations Office at Geneva.

These latter posts, together with the new general service posts requested for the Language Division of the United Nations Office at Geneva represent the conversion to an established basis of staff already employed on temporary assistance.

3.8 The estimate of \$68 105 000 for established posts for 1970 represents an increase of \$4 206 100 over the

appropriation approved for this chapter for 1969. However, since the appropriation for 1969 includes the cost of posts approved for the Secretariat of the United Nations Joint Staff Pension Board and United Nations Staff Pension Committee (\$255 900) but excludes the cost of three posts transferred from section 4 of the income estimates (\$41 500), the increase, on an adjusted and comparable basis, would amount to \$4 420 500, consisting of:

	\$
(a) The estimated cost of continuing the 1969 establishment	4 080 600
(b) The estimated cost of additional requirements under chapter I for 1970	339 900
	<u>4 420 500</u>

Additional cost of continuing the 1969 establishment

3.9 A major element in the determination of costs under this heading is upward revisions in salaries and post classification rates. The following statement indicates separately those increases which have taken place since the 1969 appropriations were voted and those which are foreseeable on the basis of statistical and other indicators, but which have yet to be effected.

	<i>Increases in effect</i> \$	<i>Projected increases</i> \$		<i>Increases in effect</i> \$	<i>Projected increases</i> \$
<i>Post classifications</i>			Geneva, the cost of an anticipated increase by 1 January 1970		30 900
New York, on the basis of a rise in the cost-of-living index, the additional cost, on a full-year basis in 1970, of an up- ward revision from class 5 to class 6 on 1 June 1969		298 100		261 500	2 322 800
and a further revision to class 7 on 1 July 1970		357 700			
Geneva, on the basis of a rise in the cost- of-living index the additional cost, on a full-year basis in 1970, of an upward revision from class 1 to class 2 pro- jected, for purposes of the 1969 appro- priations, on 1 October 1969		139 600			
Other established offices, including in- formation centres	9 100	158 300			
<i>General service salary rates</i>					
New York, cost of an increase on 1 Janu- ary 1969 in excess of amount included in the budget appropriations for 1969..	31 200				
and an anticipated increase by 1 Janu- ary 1970		888 000			
Geneva, the cost of an anticipated increase by 1 January 1970		228 000			
Other established offices, including in- formation centres	221 200	130 100			
<i>Manual worker wage rates</i>					
New York, additional cost in 1970 of an increase anticipated by 1 June 1969 ...		41 800			
and a further increase on 1 June 1970..		50 300			

3.10 The remaining cost of continuing the 1969 establishment in 1970, amounting to \$1 496 300, is attributable to such factors as increments, changes in exchange rates and the costing for 1970 of new posts approved for 1969 at the higher average rate rather than at step III of the grade (\$408 600); and to a decrease in the turnover deduction taken for 1970 (\$1 087 700). It will be recalled in the latter connexion that while a deduction of 5 per cent was applied to the cost in 1969 of maintaining the approved 1968 establishment at the professional levels and above, a further deduction of 50 per cent was applied to the cost of new posts at the professional levels and above and 20 per cent to the cost of new general service posts approved for 1969.

Additional requirements in 1970

3.11 Table 3-3 which follows provides a summary, by department and office, of the establishment approved for 1969, the new established posts and reclassifications of existing posts requested by the Secretary-General for 1970, and the estimated cost of these new requirements.

TABLE 3-3
ALLOCATION OF ESTABLISHED POSTS BY DEPARTMENT AND OFFICE

	<i>Professional category and above</i>			<i>General Service</i>			<i>Total estimated cost of new requirements for 1970</i> \$
	<i>1969 Approved</i>	<i>New require- ments for 1970</i>	<i>Total</i>	<i>1969 Approved</i>	<i>New require- ments for 1970</i>	<i>Total</i>	
Executive Office of the Secretary-General..	26 ^a	1	27	27	(1)	26	2 300
Offices of the Under-Secretaries-General for Special Political Affairs	11	—	11	13	—	13	600
Office of the Assistant Secretary-General for Inter-Agency Affairs	5	—	5	5	—	5	1 400
Office of Legal Affairs	43	—	43	36	—	36	—
Office of the Under-Secretary-General for Administration and Management	10	—	10	5	—	5	—
Office of the Controller	59	—	59	79	—	79	5 000
Internal Audit Service — Headquarters ..	16	3	19	11	(3)	8	5 200
Office of Personnel	61	—	61	92	—	92	—
Health Service	3	—	3	12	—	12	—
Division of Human Rights	44	—	44	28	—	28	—
Department of Political and Security Council Affairs	65	—	65	33	—	33	1 400
Department of Trusteeship and Non-Self- Governing Territories	34	—	34	21	—	21	300
Department of Economic and Social Affairs	367	—	367	331	—	331	6 300
International Computing Centre	23	—	23	29	—	29	—
Economic Commission for Europe	103	—	103	109	—	109	3 000
Economic Commission for Asia and the Far East	148	1	149	—	—	—	4 400
Economic Commission for Latin America ..	137	1	138	—	—	—	11 300

[Table 3-3 continues]

TABLE 3-3
ALLOCATION OF ESTABLISHED POSTS BY DEPARTMENT AND OFFICE (continued)

	Professional category and above			General Service			Total estimated cost of new requirements for 1970
	1969 Approved	New requirements for 1970	Total	1969 Approved	New requirements for 1970	Total	
Economic Commission for Africa	142	—	142	—	—	—	\$ 4 200
United Nations Economic and Social Office in Beirut	15	—	15	—	—	—	1 400
Office of Public Information	116	—	116	103	—	103	2 800
Information centres	48	—	48	—	—	—	—
Office of Conference Services	507	1	508	575	(1)	574	27 600
Library	53	8	61	63	3	66	98 300
Office of General Services	63	—	63	480	—	480	3 400
United Nations Office at Geneva (excluding ECE)							
Office of the Director-General	11	—	11	14	—	14	—
Library	15	—	15	20	—	20	500
Conference and General Services	153	8	161	365	10	375	158 800
Administrative and Financial Services ...	31	—	31	57	—	57	600
Internal Audit Service	6	—	6	5	—	5	—
Information Service	11	—	11	14	—	14	1 100
Division of Social Affairs	7	—	7	6	—	6	—
Division of Narcotic Drugs	17	—	17	14	—	14	—
International Narcotics Control Board ..	9	—	9	6	—	6	—
TOTAL	2 359	23 ^b	2 382	2 553	8 ^b	2 561	339 900

^a Includes the post of the Secretary-General.

^b Represents the net additional requirement after providing for fourteen new posts in the professional category and above, fifteen new posts in the general service category, seven reclassifications from the general service to the professional category and two reclassifications from the local to the professional category.

3.12 Of the amount of \$339 900 for new requirements some \$253 400 represents the cost of new posts: 14 in the professional category and above (\$163 300) and 15 in the general service category (\$83 600); additional credits are also requested for one manual worker post for the Library at Headquarters (\$6 500). The balance of the estimate of new requirements for 1970 includes \$71 300 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 \$15 200 represents the estimated cost of upgradings within the general service and local level categories 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 1969 AND 1970 BY OFFICE LOCATION

		C a t e g o r y a n d l e v e l												III. Local level total	IV. Manual workers total
		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		
Headquarters	1970	9	7	41	84	182	407	519	269	1 518	281	1 660	1 941	—	204
	1969	9	7	40	83	179	403	509	275	1 505	266	1 677	1 943	—	203
United Nations Office at Ge- neva (excluding ECE)	1970	1	—	5	9	36	76	89	52	268	28	483	511	—	82 a
	1969	1	—	5	9	29	77	84	55	260	26	475	501	—	82 a
Economic Commission for Europe	1970	—	1	2	8	17	25	29	21	103	7	102	109	—	—
		—	1	2	7	17	23	28	25	103	6	103	109	—	—
Economic Commission for Asia and the Far East	1970	—	1	2	7	26	35	46	32	149	—	—	—	268	—
	1969	—	1	2	7	26	33	48	31	148	—	—	—	269	—
Economic Commission for Latin America	1970	—	1	1	8	22	31	43	32	138	—	—	—	303	—
	1969	—	1	1	8	22	31	42	32	137	—	—	—	304	—
Economic Commission for Africa	1970	—	1	1	10	19	29	49	33	142	—	—	—	244	—
	1969	—	1	1	9	18	31	49	33	142	—	—	—	244	—

[Table 3-4 continues]

TABLE 3-4

SUMMARY OF ESTABLISHED POSTS IN 1969 AND 1970 BY OFFICE LOCATION (*continued*)

		Category and level												
		I. Professional and above								II. General service			III. Local level total	IV. 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	
United Nations Economic and Social Office in Beirut	1970	—	—	—	1	2	5	5	2	15	—	—	—	17
	1969	—	—	—	1	2	4	6	2	15	—	—	—	17
Information centres	1970	—	—	—	3	17	10	14	4	48	—	—	—	240
	1969	—	—	—	3	17	10	14	4	48	—	—	—	240
TOTALS	1970	10	11	52	130	321	618	794	445	2 381	316	2 245	2 561	1 072
	1969	10	11	51	127	310	612	780	457	2 358	298	2 255	2 553	1 074

^a Provides additionally for credits of \$106 000 in 1969 and \$112 400 in 1970 for part-time cleaners.

CHAPTER II

Temporary assistance for meetings \$1 282 000

1969: 1 076 900

1968: 1 232 621

(i) *The General Assembly* \$1 026 000

1969: 894 500

1968: 889 653

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

3.14 The increase of \$131 500 in the estimate for 1970, as compared with the appropriation for 1969, is attributable in part (\$49 500) to increases in the rates of pay of short-term staff anticipated during the course of 1970. A further \$52 000 represents the cost of some minimal strengthening of short-term language and typing resources of the Office of Conference Services to more adequately meet the increasingly heavy servicing requirements of the General Assembly session. The requirements of the Office of Conference Services under this heading take into account additional resources provided for on a provisional basis under chapter V. The remainder of the increase (\$30 000) arises as a result of the need to employ a greater number of non-local short-term staff at concomitantly higher cost.

(ii) *Geneva (including Economic Commission for Europe)* \$256 000

1969: 154 700

1968: 281 358

3.15 The estimate for 1970 provides for the following Geneva meetings:

Economic and Social Council (four weeks)	\$ 57 200
Committee for Programme and Co-ordination (one week)	3 700
International Law Commission (ten weeks)	32 900
A functional commission of the Economic and Social Council (five weeks)	13 200
Commission on International Trade Law — Committee of Experts on Shipping Legislation (four weeks) . .	49 600

Statistical Commission (two weeks)	\$ 5 400
Sub-Commission on Prevention of Discrimination and Protection of Minorities (three weeks)	8 000
Governing Council of the United Nations Development Programme (three weeks)	46 000
Other meetings (including those of the International Narcotics Control Board, the Economic Commission for Europe, the Executive Committee of the United Nations High Commissioner for Refugees, the International Labour Organisation, the World Health Organization, the General Agreement on Tariffs and Trade (GATT) and the Inter-governmental Committee for European Migration)	40 000
	<u>256 000</u>

3.16 The estimated cost of the meetings shown above takes into account additional resources requested under chapter I for the Language Division. Should these additional language resources not be approved, a concomitant increase would need to be made under this heading. The estimate for 1970 includes \$30 600 for increases in the rates of pay of short-term professional and general service staff, as compared with 1968 rates of pay.

(iii) *Other meetings* \$ —

1969: 27 700

1968: 61 610

3.17 The appropriation for 1969 included credits for the fifth session of the Committee for Development Planning. Similarly, expenses in 1968 related to the third session of the Committee.

CHAPTER III

Other temporary assistance \$2 664 300

1969: 2 603 500

1968: 2 311 813

3.18 The estimates under this chapter provide for:

(i) *General temporary assistance* \$1 150 000

1969: 1 301 600

1968: 1 555 723

3.19 Provision is made under this heading 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 medical consultants for the Health Service and contractual translation.

3.20 The estimate for 1970 shows a decrease of \$151 600 as compared with the appropriation for 1969, after taking into account additional costs estimated at some \$61 000 by way of prospective increases in the rates of pay of short-term professional and general service staff, some strengthening of the Administrative Management Service on a temporary basis, and full-year security, messenger and other requirements related to the rental of outside office space. The appropriation for 1969, however, includes credits totalling \$239 500 for the United Nations Joint Staff Pension Fund, which amount is fully reimbursed by the Fund, as reflected under income section 2. As explained under section 12, a comparable provision has been excluded from the estimates for 1970.

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

(ii) <i>Individual experts and consultants</i> . . .	\$1 178 100
1969:	892 500
1968:	686 413

3.22 Provision is made under this heading 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, scientific, legal and political fields. The services provided for are generally of a short-term nature.

3.23 Details in support of the estimate are shown in the statement of requirements which follows at the end of this section.

(iii) <i>Ad hoc expert groups</i>	\$336 200
1969:	409 400
1968:	69 677

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

3.25 Details in support of the estimate are shown in the statement of requirements which follows at the end of the section.

CHAPTER IV

<i>Overtime and night differential</i>	\$1 155 700
1969:	916 000
1968:	1 054 324

3.26 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.

3.27 The estimate for 1970 for all offices shows an increase of \$239 700 over the 1969 appropriation and of some \$101 000 over expenses actually incurred in 1968. Since expenses in 1968 excluded upward revisions in salary rates implemented in 1969 and anticipated for 1970, credits for 1969 will clearly fall short of requirements. The estimate for 1970 includes \$65,500 for prospective increases in the rates of pay of general service, manual worker and local level staff.

CHAPTER V

<i>Provisional staffing requirements</i>	\$700 000
1969:	—
1968:	—

3.28 As explained in the foreword to these estimates, the credits requested under this heading would allow for some minimal strengthening, on a provisional basis, of staff resources in certain departments and offices. The estimate provides for varying delayed recruitment deductions, having regard to vacancies and other factors prevailing at the time of its preparation.

3.29 Details in support of the estimate are shown in the detailed statement of requirements by office and department which follows at the end of this section. However, for ease of reference, provisional staffing requirements are summarized below by the main organizational units involved:

	<i>Professional category and above</i>	<i>General Service</i>	<i>Local level</i>	<i>Total</i>
Office of Legal Affairs	5	3	—	8
Division of Human Rights	4	3	—	7
Department of Political and Security Council Affairs	4	4	—	8
Department of Economic and Social Affairs (excluding International Computing Centre)	13	10	—	23
Economic Commission for Europe	4	5	—	9
Economic Commission for Asia and the Far East	6	—	12	18
Economic Commission for Latin America	6	—	9	15
Economic Commission for Africa	7	—	10	17
United Nations Economic and Social Office in Beirut	1	—	6	7
Office of Conference Services	16	27	—	43
Office of General Services	—	5	—	5
TOTAL	66	57	37	160

TABLE 3-5

DISTRIBUTION OF 1970 ESTIMATES BY OFFICE LOCATION

Chapter	Headquarters	Geneva (excluding ECE)	ECE	ECAFE	ECLA	ECA	Economic and Social Office, Beirut	Information centres	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
I. Established posts	45 505 000	8 161 700	2 538 700	3 165 600	3 455 100	3 362 900	300 400	1 616 500	68 105 000
II. Temporary assistance for meet- ings	1 026 000	256 000	—	—	—	—	—	—	1 282 000
III. Other temporary assistance									
(i) General temporary assis- tance	811 000	147 000	13 000	20 000	25 000	110 000	9 000	15 000	1 150 000
(ii) Individual experts and consultants	824 600	35 500	65 000	70 000	80 000	90 000	13 000	—	1 178 100
(iii) <i>Ad hoc</i> expert groups..	266 200	—	—	30 000	25 000	15 000	—	—	336 200
TOTAL, chapter III	1 901 800	182 500	78 000	120 000	130 000	215 000	22 000	15 000	2 664 300
IV. Overtime and night differential	1 039 900	57 000	3 000	26 000	15 000	4 000	800	10 000	1 155 700
V. Provisional staffing require- ments	542 000	—	66 400	28 200	24 600	30 800	8 000	—	700 000
TOTAL, section 3	50 014 700	8 657 200	2 686 100	3 339 800	3 624 700	3 611 800	331 200	1 641 500	73 907 000

DISTRIBUTION, BY MAIN OFFICE AND DEPARTMENT, OF THE COSTS OF ESTABLISHED POSTS AND OTHER CREDITS PROPOSED FOR 1970 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 1970 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 1969 with the number required in 1970, including those provided for on a provisional basis only;
- (c) A distribution of the credits requested under chapter I, Established posts, chapter III, Temporary assistance (other than temporary assistance for meetings), chapter IV, Overtime and night differential and chapter V, Provisional staffing requirements,

together with an explanatory text and justification of these requirements, where appropriate.

2. For each office and division, where relevant, the description of the work programme follows a table showing the related man-month requirements for the years 1969 and 1970. 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 components and emphasis. The following abbreviations are used in the tables: XB = extra-budgetary; P = professional staff; C = consultants; IRA = inter-regional advisers; RA = regional advisers; GS = general service staff; LL = local level staff.

Executive Office of the Secretary-General

3. The major function of the Executive Office of the Secretary-General is to provide the Secretary-General with the necessary assistance to carry out those responsibilities which devolve on him directly. In addition, the Office assists the Secretary-General and the Under-Secretary-General in servicing the General Assembly, and the latter in the performance of his duties as Chef de Cabinet. It co-ordinates the work of

the main committees of the General Assembly and is responsible for editing and, in close co-ordination with the various departments, for clearance prior to reproduction of all General Assembly documents including the annual reports of the Secretary-General. In order to meet its many and varied responsibilities, the relatively small staff of the Office is required to work interchangeably and flexibly on a variety of assignments.

COST ESTIMATES: 1970

(\$844 000)

Chapter I. Established posts (\$822 500)

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
1970.....	1	3	2	5	5	4	6	26	3	23	26
1969.....	1	3	2	5	5	4	5	25	3	24	27

4. No increase in staff resources is required for 1970. However, the following reclassification of an existing post is requested for 1970.

Reclassification of existing post

1 G-5 to P-2

To provide for an additional P-2 post in the immediate Office of the Secretary-General for an associate officer to assist in the work of that Office.

Chapter III (i). General temporary assistance (\$3 000)

5. The credits sought under this heading are related

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 workload periods.

Chapter IV. Overtime and night differential (\$18 500)

6. 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

7. Two separate Offices are included under the heading of the Under-Secretaries-General for Special Political Affairs. These Offices undertake special assignments in the political, economic and social fields, including, under the direction of the Secretary-General, the

supervision of peace-keeping operations. They 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: 1970

(\$455 100)

Chapter I. Established posts (\$407 600)

TABLE 3-A-2

Offices of the Under-Secretaries-General for Special Political Affairs		C a t e g o r y a n d l e v e l											
		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-Secretaries-General	1970	1	—	1	1	1	—	—	—	4	3	3	6
	1969	1	—	1	1	1	—	—	—	4	2	4	6
Secretariat of the Scientific Committee on the Effects of Atomic Radiation	1970	—	—	—	1	2	—	—	—	3	1	2	3
	1969	—	—	—	1	2	—	—	—	3	1	2	3
Office of the Under-Secretary-General	1970	1	—	—	—	1	1	—	1	4	1	3	4
	1969	1	—	—	—	1	1	—	1	4	—	4	4
TOTALS	1970	2	—	1	2	4	1	—	1	11	5	8	13
	1969	2	—	1	2	4	1	—	1	11	3	10	13

8. No additional staff resources are required for 1970.

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

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

(i) *General temporary assistance* (\$3 000)

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 connection with the work of the Scientific Committee on the Effects of Atomic Radiation.

Chapter IV. Overtime and night differential (\$4 500)

10. 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 the Assistant-Secretary-General for Inter-Agency Affairs

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

12. The major objectives of the Office of the Assistant Secretary-General for Inter-Agency Affairs, which was created in 1967, are to promote co-ordination of the activities of the various organizations of the United Nations system and to further, wherever desirable, the development of co-operation and the solution of such problems as may arise between and among them. In matters affecting co-ordination and co-operation in the economic and social fields, this Office consults and works in close contact with the Office of the Under-Secretary-General for Economic and Social Affairs. It also works closely with and is assisted by the Office of the Director-General of the Geneva Office.

13. The primary functions of the Office are:

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

(b) To assist the Secretary-General, in his capacity as Chairman of the Administrative Committee on Co-ordination, in preparing and furthering the work of that body and in promoting the smooth implementation of the United Nations-Agency Relationship Agreements;

(c) Working with the Department of Economic and Social Affairs and other branches of the secretariat, the special United Nations programmes in the economic and social fields, and the specialized agencies and IAEA, to ensure the necessary documentation and secretariat services for the ACC and its Preparatory Committee;

(d) To assist and advise the General Assembly and the Economic and Social Council and their subsidiary organs (including the Committee for Programme and Co-ordination (CPC) and the Enlarged Committee for Programme and Co-ordination (ECPC)) in respect of inter-agency questions;

(e) To assist the subsidiary organs of ACC in planning and carrying out the work assigned to them;

(f) To facilitate the settlement of inter-agency problems and to act as a central point in the secretariat for contacts with and information about the specialized agencies and other inter-governmental organizations;

(g) To maintain contacts with the special United Nations programmes in the economic and social fields coming within the scope of the General Assembly and the Economic and Social Council (UNDP, UNCTAD, UNIDO, UNICEF, UNHCR, UNITAR, WFP, etc.) for the purpose of facilitating co-ordination;

(h) 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 and participation by the United Nations in conferences and meetings of specialized agencies and IAEA, other inter-governmental organizations and non-governmental organizations, wherever such representation and participation is considered desirable and feasible.

14. The functions mentioned in sub-paragraphs (e), (f) and (g) above have up to now been carried out only to a very limited extent because of shortage of staff.

15. Following the review of the functioning of the inter-secretariat machinery for co-ordination by the ACC during its session in Rome on 28-29 April 1969, it was agreed that the secretariat of the ACC, under the Assistant Secretary-General for Inter-Agency Affairs, should function under the direct authority of the Secretary-General, reporting directly to him.¹⁵ Accordingly, the Office of the Assistant Secretary-General has been transferred from the Department of Economic and Social Affairs and has been shown in the present budget estimates as one of the Offices reporting directly to the Secretary-General.

16. During its review of the inter-agency machinery, the ACC also agreed that the responsibilities of the Office of the Assistant Secretary-General for Inter-Agency Affairs should be enlarged and that the Office should have a correspondingly larger staff, both in New York and Geneva, as well as additional travel funds. The staffing requirements for 1970, as reflected in the present estimates, were prepared before the meeting of ACC. Consequently, in the light of the views expressed by ACC, further consideration will need to be given to the budgetary requirements for 1970. The Secretary-General will submit detailed proposals in this regard to the General Assembly at its twenty-fourth session.

17. Draft recommendations under consideration by the Enlarged Committee for Programme and Co-ordination

¹⁵ E/4668, para. 16.

also envisage, in their most recent form, a certain increase in the Office's workload. If these recommendations are acted upon in time, any further staffing or

other financial implications which might be entailed would also be incorporated by the Secretary-General in his submission to the General Assembly.

COST ESTIMATES: 1970

(\$155 500)

Chapter I. Established posts (\$148 500)

TABLE 3-A-3

	<i>C a t e g o r y a n d l e v e l</i>										
	<i>I. Professional and above</i>								<i>II. General Service</i>		
	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	1	—	—	1	1	1	1	5	2	3	5
1969.....	1	—	—	1	—	2	1	5	2	3	5

18. Subject to possible revision in the light of the observations made in paragraphs 16 and 17 above, the following manning table adjustment is proposed at this time.

Reclassification of an existing post

1 P-3 to P-4

Approval is sought for the upgrading of the post of the Special Assistant to the Assistant Secretary General, in

recognition of the increased responsibilities to be assigned to the incumbent of the post, especially in relation to ACC activities and work arising from requirements of the Committee for Programme and Co-ordination.

Chapter III. Other temporary assistance (\$7 000)

(ii) *Individual experts and consultants* . . . (\$7 000)

Office of Legal Affairs

19. The Office of Legal Affairs is divided into three organizational units: the Office of the Legal Counsel, which includes the Treaty Section and 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

20. 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 the 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.

21. 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.

22. 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), 2313 (XXII) and

2464 (XXIII). The programme for 1970 which will be submitted by the Secretary-General to the Assembly at the twenty-fourth session, will be based on the recommendations of the Advisory Committee appointed by the Assembly for this programme. The 1969 programme approved by the Assembly by its latest resolution, calls for (a) the encouragement and co-ordination of activities of States and international organizations active in this field; (b) the holding of a regional training course in Asia; (c) the award of up to fifteen fellowships at the request of Governments of developing countries for which an amount of \$40 000 was appropriated under section 12, chapter VI in the 1969 budget; (d) the provision of advisory services of experts, if requested by developing countries, within the framework of existing technical assistance programmes or from such voluntary contributions as may be received for this purpose; and (e) the furnishing of sets of United Nations legal publications to up to fifteen developing countries, and of current legal publications to those institutions already recipients of sets of publications under this programme in 1967 and 1968.

23. The Office of the Legal Counsel, in collaboration with the Codification Division, is responsible for the work arising from General Assembly resolution 2463 (XXIII) on friendly relations among Member States. It also works with the General Legal Division in providing substantive and secretariat services to the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor beyond the Limits of National Jurisdiction, established by Assembly resolution 2467 (XXIII) and which has set up a sub-committee on the legal aspects of this vast problem.

Treaty Section

24. 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. The Section prepares the following for publication by the United Nations—*Treaty Series*, *Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat*, issued monthly, and *Multilateral Treaties in respect of which the Secretary-General performs depositary functions—list of signatures, ratifications and accessions*, issued annually. Some 800 treaties and 500 certified statements are processed annually, as well as some 350 signatures, ratifications or accessions. An average of 33 volumes of the *Treaty*

Series are published annually, although in 1969 and 1970 the number of such volumes will in all probability be higher as a result of an increase of material registered in 1968.

Secretariat of the Administrative Tribunal

25. 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.

26. 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.

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-4

	1969			1970		
	P	C	GS	P	C	GS
Office of the Legal Counsel	72	—	60	72	—	60
Treaty Section	36	—	108	36	—	120 ^a
Secretariat of the Administrative Tribunal ..	12	—	12	12	—	12 ^a
TOTALS	120	—	180	120	—	192 ^a

^a Includes 12 man-months to be provided on a temporary basis in 1970.

General Legal Division (excluding the International Trade Law Branch)

27. 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 all departments of the Secretariat. Accordingly, the work of the Division increases commensurately with any expansion of the activities of the Organization. The Division also provides substantive and secretariat services for several United Nations commissions, committees and other subsidiary organs, and is often required to send its members to assist in the consideration of legal questions by organs or conferences meeting away from Headquarters. The work of the Division, apart from the work of the International Trade Law Branch which is covered in a separate section, falls under two general headings: (a) continuing functions; (b) special projects; and is described briefly in the following paragraphs.

28. 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 continued in 1968 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 1969. Thereafter supplements will be prepared on a current basis for publication biennially.

29. 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 continued in 1968 and is expected to be completed during 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, as requested by the Assembly in resolution 2285 (XXII).

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. The Division provides substantive and secretariat services to the United Nations Commission on International Trade Law (UNCITRAL), the Legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space, the Legal Sub-Committee of the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor Beyond the Limits of National Jurisdiction, the Committee on the Arrangements for a Conference for the Purpose of Reviewing the Charter, the Informal Joint Committee on Host Country Relations, and assists in meetings of other organs in which legal questions are considered.

36. In addition to servicing the Legal Sub-Committees, the Division prepares studies and analyses of the legal issues involved in the drafting of new international conventions under consideration and deals with legal problems arising out of the exercise of secretariat functions in the field of outer space in general. Work in this field will increase in 1970 and 1971 as a result of the approval by the General Assembly, in its resolution 2453 B (XXIII), of a study of the legal implications of the development in communication by direct broadcast from satellites.

37. The Division is responsible for the substantive work for the Arbitration Centre set up by ECAFE, and for assisting Governments and organizations to improve arbitral legislation practice institutions, as called for by resolution 708 (XXVII) of the Economic and Social Council. It also renders legal advice and services to the Mekong Development Committee and will participate in the preparation of the report on Permanent Sovereignty over Natural Wealth and Resources requested by the General Assembly in resolution 2386 (XXIII).

38. The Division is additionally responsible for planning a work programme and for 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 assists in the annual three-month International Law Fellowship Programme provided in the Office of Legal Affairs. (See table 3-A-5, page 25.)

International Trade Law Branch

39. The work of the International Trade Law Branch relates primarily to the progressive harmonization and unification of international trade law, which is the main purpose of the United Nations Commission on International Trade Law (UNCITRAL) established by the General Assembly under the terms of resolution 2205 (XXI) of 17 December 1966.

40. In the exercise of its responsibilities, the Branch provides substantive and secretariat support to UNCITRAL and its subsidiary bodies; prepares studies and undertakes research as required; prepares analytical compilations of comments from Governments and international organizations and other materials relating to topics dealt with by UNCITRAL and its subsidiary bodies; prepares for publication the *Register of Organizations* and *Register of Texts*, and, subject to final approval by the General Assembly at its twenty-fourth session and by UNCITRAL at its third session, will also prepare for publication a *Yearbook of the United Nations Commission on International Trade Law*; gives legal and other advice to United Nations organs and other organizations on matters relating to international trade law; maintains working relationships with United Nations Conference on Trade and Development (UNCTAD) and organizations specializing in that field of activity; and provides substantive support to technical assistance activities in the field of international trade law.

41. At its second session UNCITRAL decided to add international legislation on shipping to the priority topics in its programme of work, and to establish a working group on this subject. It has been agreed between the Secretary-General of UNCTAD and the Legal Counsel of the United Nations that a unit be set up staffed jointly by UNCTAD and the Office of Legal Affairs, and responsible to them for the servicing of the Working Groups established by UNCITRAL and UNCTAD and to deal with all aspects of shipping legislation. The Joint Unit will be established at UNCTAD Headquarters, within the Shipping Branch of the Division for Invisibles, and will be under the administrative authority of UNCTAD. The supervisory function of the Legal Counsel over the activities of this Unit will be exercised through the International Trade Law Branch. UNCITRAL also decided to establish working groups on international sale of goods and on time-limits and limitations in the field of international sale of goods, and to appoint a Special Rapporteur on international commercial arbitration.

42. During 1970, the Branch will continue to render substantive and secretariat services to UNCITRAL, its subsidiary bodies, and the Special Rapporteur mentioned above. It is expected that the working groups will continue their activities in subsequent years, and it is distinctly possible that the Commission, at its third session may set up one or more working groups on such matters for example, as negotiable instruments.

43. As continuing functions, the Branch will:

(a) Assist UNCITRAL in the implementation of its co-ordinating responsibilities, as laid down in General Assembly resolution 2205 (XXI), and in accordance with the Commission's request that the Secretary-General keep other organizations fully informed about its work and develop contacts at the inter-secretariat level with them. The Secretary-General was also

General Legal Division
(excluding the International Trade Law Branch)

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-5

	1969			1970		
	P	C	GS	P	C	GS
<i>Servicing meetings</i> (including preparation of documentation)						
Committee on the Peaceful Uses of Outer Space...	12	—	—	12	—	—
Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor	10	3	—	12	3	—
<i>Publications</i>						
Repertory of Practice of United Nations Organs...	26	6	—	18	—	—
Repertory of Rules of Procedure of the General Assembly	18	6	—	12	3	—
<i>Other functions</i>						
Drafting and interpretation of rules of procedure of conferences and United Nations organs.....	12	2	—	12	—	—
Preparation and interpretation of agreements on, and handling problems related to, privileges and immunities	18	—	—	18	—	—
Drafting and interpretation of international agreements and conventions	18	—	—	18	—	—
Preparation of legal opinions on resolutions and terms of reference of United Nations organs...	42	—	—	42	—	—
Drafting, reviewing and interpreting contracts entered into by the Organization.....	10	—	—	10	—	—
Claims: negotiation and arbitral proceedings	22	—	—	22	—	—
Drafting, reviewing and interpretation of Staff Regulations, Pension Fund, and other financial rules and regulations	12	—	—	12	—	—
Preparation of briefs and participation in Administrative Tribunal cases on behalf of the administration	14	—	—	14	—	—
Legal advice in the field of technical assistance and other related matters	7 ^a	—	—	4	—	—
Services to United Nations Development Programme (UNDP) projects	24 ^b	—	—	24 ^b	—	—
Mission assignments and attendance at conferences and meetings away from Headquarters ..	6	—	—	6	—	—
Miscellaneous (e.g. preparation of sections of United Nations <i>Yearbook</i> , Secretary-General's annual report, training, administration, litigation before national courts, etc.)	4	—	—	4	3	—
TOTALS	255 ^c	17	144	240	9	144

^a Includes 3 man-months financed by United Nations Conference on Trade and Development (UNCTAD).

^b Comprises 24 man-months financed out of Special Fund Overhead.

^c Includes 12 man-months professional trainee services.

requested to collect information on the activities of organizations pertaining to the priority topics and to make such information available to the Commission;

(b) Prepare the *Register of Organisations* and the *Register of Texts*, and their periodic supplements, as authorized by General Assembly resolution 2421 (XXIII) of 18 December 1968;

(c) In response to the Commission's request made at its second session, continue to consult with competent

United Nations bodies and other organizations concerning the feasibility of establishing within their programmes at selected universities or institutions in developing countries (a) regional institutes or chairs for training in the field of international trade law and (b) seminars or courses for students, teachers, lawyers and government officials interested or active in this field. It may be expected that this aspect of activity will be given greater attention in the future.

44. The Branch will continue its substantive and servicing activities in relation to the priority topics approved by UNCITRAL, including:

(a) Preparation of preliminary draft conventions or other instruments on international sale of goods and time-limits and limitations;

(b) Preparation and organization, in conjunction with the regional economic commissions, of regional meetings on general conditions of sale and standard contracts;

(c) Preparation of a new negotiable instrument for international transactions, and of reports and studies

in bankers' commercial credits and guarantees and securities;

(d) In the field of international legislation on shipping, in conjunction with the Division for Invisibles of UNCTAD, supervision of the work of the Joint UNCTAD/Office of Legal Affairs Unit on Shipping Legislation. The Branch will participate in meetings of UNCTAD's Trade and Development Board, Committee on Shipping and Working Group on International Legislation on Shipping, and will undertake the preparation of studies and reports and preparatory work on draft conventions and other instruments.

International Trade Law Branch

(including Joint Shipping Legislation Unit)

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-6

	1969			1970		
	P	C	GS	P	C	GS
<i>Organisation and servicing of meetings</i>						
(i) UNCITRAL	7	—	—	8	—	—
(ii) Working Groups	3	—	—	8	—	—
<i>Publications</i>						
<i>Register of Texts and Register of Organizations</i>	12 ^a	—	—	12	—	—
International sale of goods	25	—	—	25	9	—
International payments	15	—	—	18	9	—
International commercial arbitration	5	—	—	2	—	—
Shipping legislation	5	—	—	5	—	—
Participation in Joint UNCTAD/Office of Legal Affairs Shipping Legislation Unit ^b	—	—	—	24	4	12
Training and assistance	3	—	—	5	—	—
Direction and management (including co-ordination and relationships with other bodies)	9	—	—	13	—	—
TOTALS	84	2	48 ^c	120	22	60

^a Provided out of general vacancies in 1969.

^b Assigned to UNCTAD, Division of Invisibles.

^c 12 man-months out of temporary assistance in 1969.

Codification Division

45. 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.

46. 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 com-

pilations 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.

47. In 1970, the Sixth Committee may be 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-second session; (b) Principles of International Law concerning Friendly Relations and Co-operation among States: report of the Special Committee; (c) Question of Defining Aggression: report of the Special Committee; and (d) other items of a similar character pursuant to resolutions to be adopted by the General Assembly at its twenty-fourth 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. The Director of the Division will serve as the Secretary of the Sixth Committee and all members of the Division will participate in the work of the Committee.

48. In relation to the International Law Commission, the Division is expected to engage in the following activities in 1970:

(a) Preparation of a survey of the whole field of international law, at the request of the International Law Commission;

(b) Preparation and publication of studies as part of the *Research project on Succession of States to Multilateral Treaties*;

(c) Research with a view to the preparation and publication of studies at the Commission's request or at the Division's initiative on state responsibility, succession in respect of treaties, succession in respect of matters other than treaties and relations between States and inter-governmental organizations;

(d) Preparation and publication of legal texts and basic documents on State Responsibility and the Most-favoured-nation clause, to be included in volumes of the *United Nations Legislative Series*;

(e) 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;

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

(g) Provision of secretariat services for the Commission's session, including the preparation and publication of documents and of the report to the General Assembly. The Director of the Division will serve as the Commission's Secretary. In addition, a

minimum of three professional officers and three general service staff will service the Commission's annual session.

49. The Division provides substantive and secretariat support to 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). The provision of secretariat services will include the preparation and publication of documents and of the reports to the General Assembly. The Director of the Division serves as Secretary of the Special Committees.

50. The Division provides the staff which, under the direct supervision of the Legal Counsel, will be responsible for the implementation of the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law, and for the servicing of the Advisory Committee appointed by the General Assembly for this programme.

51. Finally, the Division is responsible for a programme of periodical publications including the *Reports of International Arbitral Awards*, the *United Nations Juridical Yearbook*, the *Legislative Series*, the *Yearbook of the International Law Commission* and the *Register of Experts on Fact-finding* prepared pursuant to General Assembly resolution 2329 (XXII). The Division will also be responsible for the preparation and publication of a volume containing the texts of resolutions, declarations, final drafts and multilateral conventions relating to or resulting from the work of codification and progressive development of international law within the framework of the United Nations.

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-7

	1969			1970		
	P	C	GS	P	C	GS
<i>Servicing meetings</i> (including preparation of draft reports)						
Sixth Committee	18	—	—	18	—	—
International Law Commission and Drafting Committee	12	4	—	13	1	—
Other bodies	18	—	—	13	—	—
<i>Periodical publications</i>						
<i>Juridical Yearbook</i>	9	—	—	9	—	—
Legislative Series	7	—	—	7	—	—
Arbitral Awards	7	—	—	7	—	—
Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law	7	—	—	8	—	—
Preparation and publication of studies for the International Law Commission and other bodies.	36	—	—	38	—	—
Other tasks (editing of the reports of the International Law Commission and its Special Rapporteurs, correspondence, special projects etc.)..	6	—	—	7	—	—
TOTALS	120 ^a	4	72	120	1	84

^a Includes 12 man-months of professional trainee services.

COST ESTIMATES: 1970

(\$1 343 300)

Chapter I. Established posts (\$1 184 300)

TABLE 3-A-8

		C a t e g o r y a n d l e v e l											
		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 Legal Counsel.....	1970	1	—	—	1	2	2	1	2	9	3	11	14
	1969	1	—	—	1	2	2	1	2	9	3	11	14
Secretariat of the Administrative Tribunal....	1970	—	—	—	—	1	—	—	—	1	1	—	1
	1969	—	—	—	—	1	—	—	—	1	1	—	1
General Legal Division.....	1970	—	—	1	1	6	4	4	2	18	1	11	12
	1969	—	—	1	1	6	4	4	2	18	1	11	12
International Trade Law Branch.....	1970	—	—	—	1	2	4	3	—	10	—	5	5
	1969	—	—	—	1	2	2	1	—	6	—	3	3
Codification Division	1970	—	—	1	1	1	5	1	1	10	—	7	7
	1969	—	—	1	1	1	4	1	1	9	—	6	6
TOTALS	1970	1	—	2	4	12	15	9	5	48	5	34	39
	1969	1	—	2	4	12	12	7	5	43	5	31	36

52. No new established posts or reclassifications of existing posts in the professional category and above are requested. The additional resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$95 000)

(i) General temporary assistance (\$17 500)

53. Provision is made under this heading for:

(a) The employment for a period of three months of an individual to supervise and co-ordinate the work on the Supplement to the *Repertory of Rules of Procedure of the General Assembly* (\$8 000);

(b) Twelve man-months of the services of a bilingual typist to assist the Treaty Section in liquidating a backlog in its work (\$6 500); and

(c) the replacement of staff on maternity and extended sick leave (\$3 000).

(ii) Individual experts and consultants.... (\$77 500)

54. The credits requested under this heading cover the following requirements:

(a) Consultant's services for the preparation of studies for the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor (\$4 800);

(b) Consultants to assist in the drafting of legal studies related to the work of the International Narcotics Control Board and the Division of Narcotic Drugs (\$10 000);

(c) Consultants to prepare studies, reports and draft conventions for the International Trade Law Branch in such areas as general conditions of sale, negotiable instruments, international sale of goods, and guarantees and securities (\$41 000);

(d) Consultants to assist the Joint Shipping Legislation Unit in preparing studies and reports for the

Working Groups established by UNCITRAL and UNCTAD (\$10 000);

(e) Expert assistance for the Office of Legal Affairs in research and studies for the International Law Commission and the Special Committees serviced by the Office, and in cases of litigation involving the United Nations before national courts (\$11 700).

Chapter IV. Overtime and night differential (\$3 000)

Chapter V. Provisional staffing requirements (\$61 000)

1 P-4, 1 GS

These resources, which would provide some strengthening of staff resources in the Codification Division, were requested in the budget estimates for 1969, but not approved. The need still exists, especially in view of the increased activities of the International Law Commission and the Special Committees serviced by the Division.

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

During 1969, one P-4 and one general service post have been assigned to the International Trade Law Branch out of vacancies under chapter I and temporary assistance under chapter III, respectively, to meet the additional workload resulting from the approval by the General Assembly at its twenty-third session of the preparation and publication of the *Register of Organizations and Register of Texts*.

In the International Trade Law Branch, an officer at the P-3 level is required to meet the greatly increased demands upon the Branch resulting from the activities of UNCITRAL.

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

To provide for the contribution of the Office of Legal Affairs to the Unit which has been established jointly with UNCTAD to service the working groups which have been set up by UNCITRAL and UNCTAD in the field of international shipping legislation. Provision has been included under Section 20 for the participation of UNCTAD in this Joint Unit.

Under-Secretary-General for Administration and Management

55. The Under-Secretary-General for Administration and Management has over-all responsibility for the work of the Offices of the Controller and Personnel. The reconstituted Administrative Management Service, previously located in the Office of the Controller, has now been placed also under the direct supervision of the Under-Secretary-General. For 1970, it is proposed to strengthen the immediate Office of the Under-Secretary-General by the transfer of one professional post at the P-5 level and one general service post from the Budget Division of the Office of the Controller. The incumbent of the professional post will provide general assistance to the Under-Secretary-General, particularly in facilitating the co-ordination and preparation of material and responses required in respect of matters being dealt with by such administrative committees as the International Civil Service Advisory Board, the Consultative Committee on Administrative Questions, the Administrative Committee on Co-ordination and its Preparatory Committee, and to the Secretary-General in regard to the handling of reports emanating from the Joint Inspection Unit. He will further provide some assistance in the preparation of briefs and working papers, particularly in connexion with the Under-Secretary-General's participation in the discussions of the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly. The occupant of this post would also serve as Secretary of the Fifth Committee of the General Assembly. The general service staff member would provide secretarial assistance to the professional officer and also help to relieve the present secretarial shortage in the office generally.

Administrative Management Service

56. Pursuant to the recommendations contained in the report¹⁶ of the Committee on the Reorganization of the Secretariat, the Secretary-General has taken steps to establish a new Administrative Management Service which will report directly to the Under-Secretary-General for Administration and Management. This Service, which will incorporate that which in the past has existed in the Office of the Controller, will have as its primary task during 1969, 1970 and, perhaps, a part of 1971, the undertaking of the survey on the utilization and deployment of staff, as recommended¹⁷ by the Fifth Committee and endorsed by the General Assembly at its twenty-third session.

57. The completion of this first survey is only the initial task of the Management Service which will continue to exist on a permanent basis. It will constitute an important mechanism for achieving management improvements. This will involve such activities as comprehensive management surveys, organizational studies, continuing reviews of manpower utilization, systems analysis, and assistance to the departments in examination of management questions. It is considered that the proper use of this Service will benefit all staff members as well as the Organization.

58. The manning table of the Management Service, as authorized for 1969, includes seven professional posts: 1 D-1, 2 P-5, 3 P-4 and 1 P-2, and three general service posts. While it is believed that only a slightly enlarged permanent establishment may well prove sufficient for the Administrative Management Service once the initial manpower survey has been completed, quite clearly the current manning table provides inadequate resources in terms of the number and level of posts required if a really serious survey is to be undertaken within a reasonable period of time, particularly if the Service is to continue to carry out other normal management functions. Indeed, it was for this reason that the General Assembly at its last session approved additional temporary assistance funds to enable the Service to be supplemented by three professional posts, 1 D-1 and 2 P-4, and two general service posts during 1969. After a further careful study of the possible requirements in 1969, it is now believed that resources beyond those approved by the General Assembly are likely to be required by the new Service. First, there is a need to provide a post at the D-2 level in order to accommodate a Director as Head of the Service. It is also considered essential to provide the Service with staff having the necessary management expertise, either by assignment from within the Secretariat or by external recruitment. Furthermore, it is necessary to make available to the Service for purposes of the survey other staff members who, though not being management experts as such, have broad secretariat experience and an understanding of its objectives and functions. Finally, it is important to associate with the Service during the period of the special survey, individuals who can bring to it a high-level independent and objective professional judgement. Accordingly, for 1969 it has been necessary to arrange for the authorized establishment of the Management Service to be supplemented by the following additional resources: one D-2 post, to accommodate a Director of the Service, has been provided temporarily by assignment from the Office of Personnel; two D-1 posts, one of which is being financed from the specific temporary assistance credits approved by the General Assembly and the other from within other general credits for temporary assistance purposes; two P-5 posts to be financed from funds available for general temporary assistance purposes; two P-4 posts to be financed from the special temporary assistance funds appropriated by the General Assembly for this purpose, and one P-3 and one general service post, also to be financed from available general temporary assistance credits. In addition to these staff resources, it has also been necessary during 1969 to provide for the employment of two senior consultants, equated to about the D-1 level, and for the employment of a number of other consultants on a short-term basis. This would enable the Service to constitute at least three teams which could operate simultaneously.

59. For 1970, it is believed that the same level of increased resources provided for 1969 would need to be maintained, with the possible exception that after the end of April it might be possible to delete one temporary P-4 post. On the other hand, in view of the importance attached to the survey work to be conducted during 1970 which will include the major

¹⁶ *Official Records of the General Assembly, Twenty-third Session, Annexes* agenda item 74, document A/7359, paras. 63 to 65.

¹⁷ *Ibid.*, document A/7476, para. 65.

units in the economic and social field, it is considered essential that the Service be afforded the assistance of one additional senior consultant at approximately the

D-1 level and that the funds available for short-term consultants be increased somewhat to a level of approximately \$25 000.

COST ESTIMATES: 1970

(\$571 200)

Chapter I. Established posts (\$284 900)

TABLE 3-A-9

Office of the Under-Secretary-General for Administration and Management		C a t e g o r y a n d l e v e l											
		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..	1970	1	—	—	—	1	—	—	—	2	1	1	2
	1969	1	—	—	—	1	—	—	—	2	1	1	2
Administrative Management Service....	1970	—	—	1	1	2	3	—	1	8	1	2	3
	1969	—	—	1	1	2	3	—	1	8	1	2	3
TOTALS	1970	1	—	1	1	3	3	—	1	10	2	3	5
	1969	1	—	1	1	3	3	—	1	10	2	3	5

60. No new established posts are requested for 1970.

Chapter III. Other temporary assistance (\$285 000)

(i) General temporary assistance (\$180 000)

61. The estimate provides for the employment of seven professional (2 D-1, 2 P-5, 2 P-4 and 1 P-3) and three general service staff on a temporary basis during 1970

to supplement the Service for the purpose of conducting the staff utilization survey.

(ii) Individual experts and consultants (\$105 000)

62. The estimate provides for the employment of three senior consultants at approximately the D-1 level (\$80 000) and for other short-term consultants to assist in the staff utilization survey (\$25 000).

Chapter IV. Overtime and night differential (\$1 300)

Office of the Controller (including Internal Audit Service)

COST ESTIMATES: 1970

(\$2 344 000)

Chapter I. Established posts (\$2 276 300)

TABLE 3-A-10

Office of the Controller		C a t e g o r y a n d l e v e l											
		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.	1970	—	1	2	1	—	2	—	1	7	3	6	9
	1969	—	1	2	1	—	2	—	1	7	3	6	9
Secretariat of the Advisory Committee on Administrative and Budgetary Ques- tions	1970	—	—	—	1	1	—	1	1	4	—	2	2
	1969	—	—	—	1	—	1	1	1	4	—	2	2
Budget Division	1970	—	—	1	2	4	4	6	2	19	1	12	13
	1969	—	—	1	2	4	4	4	4	19	1	12	13
Accounts Division	1970	—	—	1	1	2	6	9	3	22	14	30	44
	1969	—	—	1	1	2	6	9	3	22	14	30	44
Treasury	1970	—	—	—	1	2	1	—	1	5	1	7	8
	1969	—	—	—	1	2	1	—	1	5	1	7	8
Secretariat of the Board of Auditors...	1970	—	—	—	—	1	—	—	1	2	—	3	3
	1969	—	—	—	—	1	—	—	1	2	—	3	3
Internal Audit Service.....	1970	—	—	1	—	2	5	5	6	19	3	5	8
	1969	—	—	1	—	2	5	5	3	16	3	8	11
TOTALS	1970	—	1	5	6	12	18	21	15	78	22	65	87
	1969	—	1	5	6	11	19	19	14	75	22	68	90

63. No new established posts are requested. However, the following reclassifications of existing posts are requested for 1970.

Reclassifications of existing posts

1 P-4 to P-5

To provide at the appropriate level for the Deputy to the Executive Secretary of the Advisory Committee on Administrative and Budgetary Questions.

2 P-2 to P-3

To strengthen the Budget Division by providing for budget officers at more adequate levels.

3 GS to P-1/2

To strengthen the Service, in the light of the growing volume of work, by providing for junior auditors in lieu of audit clerks.

Chapter III. Other temporary assistance (\$46 000)

(i) *General temporary assistance* (\$39 000)

64. The estimate provides for temporary secretarial services for the Board of Auditors (\$5 000), for various units of the Accounts Division to meet peak periods of work such as the year-end closing of accounts and for replacements of staff on maternity and extended sick leave (\$34 000).

(ii) *Individual experts and consultants* (\$7 000)

65. The estimate provides for expert services for the undertaking of special studies, particularly those related to the establishment of appropriate salary scales.

Chapter IV. Overtime and night differential (\$21 700)

66. 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 Health Service)

COST ESTIMATES: 1970

(\$2 147 100)

Chapter I. Established posts (\$2 108 500)

TABLE 3-A-11

Office of Personnel		C a t e g o r y a n d l e v e l											
		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	1970	—	1	1 ^a	1	1	2	1	—	7	2	8	10
	1969	—	1	1 ^a	1	1	2	1	—	7	2	8	10
Rules and Procedures Section.....	1970	—	—	—	—	1	2	—	1	4	3	6	9
	1969	—	—	—	—	1	2	—	1	4	3	6	9
Staff Services	1970	—	—	—	2	3	8	7	7	27	9	25	34
	1969	—	—	—	2	3	8	7	7	27	9	25	34
Secretariat Recruitment Service.....	1970	—	—	—	1	2	3	3	1	10	2	16	18
	1969	—	—	—	1	2	3	3	1	10	2	16	18
Technical Assistance Recruitment Service	1970	—	—	—	1	2	6	3	1	13	4	17	21
	1969	—	—	—	1	2	6	3	1	13	4	17	21
Health Service	1970	—	—	1	—	1	—	1	—	3	1	11	12
	1969	—	—	1	—	1	—	1	—	3	1	11	12
TOTALS	1969	—	1	2	5	10	21	15	10	64	21	83	104
	1970	—	1	2	5	10	21	15	10	64	21	83	104

^a Excludes one D-2 post from Office of the Assistant Secretary-General temporarily assigned for 1969 and 1970 to Administrative Management Service, Office of the Under-Secretary-General for Administration and Management.

67. No new established posts are requested for 1970.

Chapter III. Other temporary assistance (\$29 000)

(i) *General temporary assistance* (\$29 000)

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 as well as assistance during peak periods (\$15 000).

Chapter IV. Overtime and night differential (\$9 600)

Division of Human Rights

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-12

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Servicing and preparation of documentation for United Nations organs dealing with human rights	76	—	—	—	—	—	76	—	—	—	—	—
Established United Nations procedures in the field of human rights and implementation of international instruments..	134 ^a	—	—	—	—	—	174	—	—	—	—	—
Special activities relating to the eradication of discrimination, <i>apartheid</i> , slavery and nazism	96 ^a	4	—	—	—	—	138 ^e	—	—	—	—	—
Research on specific problems	73	18	—	—	—	—	44	12	—	—	—	—
Special activities relating to the status of women	44	—	—	—	—	—	30	6	—	—	—	—
Advisory services programme	60	—	—	—	—	—	60	—	—	—	—	—
Informational and educational activities..	45 ^c	—	—	—	—	—	42	—	—	—	—	—
Programme formulation and management	36	—	—	—	—	—	36	—	—	—	—	—
TOTALS	564 ^{b, c}	22	—	381 ^d	—	—	600 ^e	18	—	400 ^e	—	—

^a Includes 18 man-months made available against general vacancies.^b Includes 36 man-months made available against general vacancies.^c Includes 3 man-months financed from temporary assistance funds.^d Includes 45 man-months financed from temporary assistance funds.^e Includes 24 man-months to be financed from temporary assistance funds.

WORK PROGRAMME

69. The aim of the United Nations human rights programme is to promote, as provided in the United Nations Charter, universal respect for, and observance of, human rights and fundamental freedoms for all without distinction on grounds of race, sex, language or religion. The programme is designed to encourage and protect the recognition and enjoyment of those rights and freedoms, by the preparation of international instruments (declarations, conventions, etc.), and by appropriate measures for their implementation. Its ultimate objective is to help to create conditions of stability and well-being which are necessary for peaceful and friendly relations among nations, based on respect for the principles of dignity and worth of the human person and equal rights and self-determination of peoples.

70. As had been anticipated, the 1969 programme in the field of human rights was affected to a considerable extent by the resolutions adopted by the General Assembly at its twenty-third session, which were in turn based on the conclusions of the International Conference on Human Rights, held in Teheran, Iran, in April-May 1968. The full impact of the decisions taken by the General Assembly is not yet known, but as they included requests to the Secretary-General to undertake preliminary studies on new subjects, such as the problems for human rights arising from developments in science and technology and a study of humanitarian international conventions and rules in all armed conflicts, it is probable that the General As-

sembly and other United Nations organs concerned with human rights will envisage the establishment of new or revised international standards in these highly significant areas affecting human rights. Consequently, the shift of emphasis from the drafting of new international instruments to the implementation of international standards for the protection of human rights, which was anticipated at the time of preparation of the budget estimates for 1969, will probably be replaced in 1970 by a more even emphasis on both aspects.

71. At their 1969 sessions, the Commission on Human Rights and the Commission on the Status of Women adopted a number of proposals which, if endorsed by the Economic and Social Council, will also affect the work programme of the Division. While these proposals are subject to consideration and confirmation by the Council, it is hoped that it will be possible to undertake the additional workload without requesting an increase in established posts. However, this may 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

72. The Division of Human Rights provides substantive services and documentation to a considerable number of organs and bodies of the United Nations especially concerned with human rights matters, including the Commission on Human Rights, the Sub-Commission on Prevention of Discrimination and Protection of Minorities, the Commission on the Status

of Women, the Social Committee of the Economic and Social Council and the Third Committee of the General Assembly, as well as to *ad hoc* committees and working groups established by those organs and bodies.

73. The Division 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 time spent on these reports constitutes a significant item in the overall workload. Similarly, the cumulative number of weeks spent in servicing the meetings of the bodies mentioned above is substantial.

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

74. The International Convention on the Elimination of All Forms of Racial Discrimination, adopted by the General Assembly in resolution 2106 (XX) of 21 December 1965, entered into force in January 1969. Accordingly, the implementation machinery envisaged in the Convention is now being established. The measures of implementation call, *inter alia*, for the establishment of a Committee on the Elimination of Racial Discrimination, consisting of eighteen experts to be elected six months after the entry into force of the Convention by States parties to the Convention. The Division of Human Rights 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, when applicable, 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. The Division will provide the necessary services to the Committee and to such *ad hoc* conciliation commissions as the Committee may establish under the implementation provisions of the Convention.

75. The Division of Human Rights deals, under procedures established by the Economic and Social Council in resolution 1074 C (XXXIX), 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 Division 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.

76. In resolution 728 F (XXVIII) of 30 July 1959, the Economic and Social Council requested the Secretary-General to compile and distribute before each session of the Commission on Human Rights or the Sub-commission, lists of communications received by him during the year concerning human rights, including

those relating to the status of women and those containing allegations regarding violations of trade union rights or allegations concerning forced labour. During 1968, over 6,000 such communications were received and dealt with by the Division of Human Rights. At the request of the Commission on Human Rights, the Economic and Social Council, by its resolution 1235 (XLII), authorized the Commission and the Sub-Commission on Prevention of Discrimination and Protection of Minorities 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).

77. In accordance with Economic and Social Council resolution 1235 (XLII), the Commission on Human Rights now gives annual consideration to an 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". The Division of Human Rights is available to provide the necessary assistance to the Commission and Sub-Commission in this connexion.

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

78. The Division, in accordance with Economic and Social Council resolution 1076 (XXXIX), provides assistance to the Special Rapporteur appointed to prepare the special study of racial discrimination in the political, economic, social and cultural spheres. This study, which will be based on material collected for more than eighty country monographs prepared in the Division of Human Rights, is scheduled for completion in 1970.

79. In accordance with General Assembly resolution 2446 (XXIII), the Division is preparing a programme in consultation with Member States for celebrating in 1971 the International Year for Action to Combat Racism and Racial Discrimination. Also as requested by the Assembly, in resolution 2442 (XXIII), regular reports are now to be prepared for consideration by the appropriate United Nations bodies, summarizing material from studies of problems of race relations and creation and maintenance of racial attitudes, prepared by specialized agencies, UNITAR and other international and national institutions active in the field.

80. The Division is to provide supporting services for activities in connexion with the continuing consideration of the question of slavery and the slave trade, which now include a study by a Special Rapporteur appointed by the Sub-Commission of the measures which might be taken to implement the 1962 International Slavery Convention and the 1956 Supplementary Convention, as well as a study of the possibilities of international police co-operation to interrupt the transportation of persons in danger of being enslaved. In addition, the General Assembly, in resolution 2438 (XXIII), requested the Secretary-General to submit a survey of information available to him on international instruments, legislation and other measures taken or envisaged with a view to halting racist, nazi and similar activities, such as *apartheid*.

81. Substantive servicing is also provided as needed to the Special Committee of three Member States established by General Assembly resolution 2443 (XXIII) to investigate Israeli practices affecting the human rights of the population of the occupied territories.

Research on specific problems

82. The Division, as requested by the Sub-Commission, has been providing substantive assistance since 1963 to the Sub-Commission's Special Rapporteur charged by the Sub-Commission with conducting the study of equality in the administration of justice. The Special Rapporteur is expected to submit his final report to the twenty-second (August 1969) session of the Sub-Commission.

83. As noted above, the General Assembly has requested the Secretary-General to undertake a preliminary study of the problems for human rights arising from developments in science and technology (General Assembly resolution 2450 (XXIII)) and a study of humanitarian international conventions and rules in all armed conflicts (General Assembly resolution 2444 (XXIII)). These new projects will be initiated in 1969, together with the preparation of the report requested by the General Assembly in its resolution 2447 (XXIII) concerning the exchange of information on action taken by States to ensure the education of youth in the respect for human rights and fundamental freedoms.

84. The Division prepared a preliminary study on issues relating to the implementation of economic and social rights for consideration by the Commission on Human Rights at its recently concluded twenty-fifth session, and follow-up work on this project had been anticipated in view of the Commission's original 1968 resolution.

Special activities relating to the status of women

85. In response to Economic and Social Council resolution 1134 (XLI), the Secretariat is engaged in the further elaboration of a unified long-term United Nations programme for the advancement of women; this programme is being developed by the Division of Human Rights in co-operation with the Division for Social Development and with the specialized agencies concerned.

86. The Division has been 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 biennial supplementary reports on the effect of resolutions and recommendations of the Commission on the Status of Women on national legislation.

87. As a consequence of the Commission's decision in 1968 concerning a phased future programme of work in the field of family law, the Secretary-General is to compile in preliminary reports information available to him on relevant laws and customs on the

following topics: (i) legal capacity; (ii) property rights; (iii) domicile and residence; (iv) dissolution of marriage and judicial separation; and (v) parental rights and duties. The preliminary report on each topic is to be supplemented by information supplied by governments, and a final report, including an analysis of the material, is to be submitted to the Commission on the Status of Women.

88. The Division provides supporting services to the Special Rapporteur appointed (Economic and Social Council resolution 1326 (XLIV)) to carry out the study of the status of women and family planning.

Advisory services programme

89. In resolution 926 (X) of 14 December 1955, the General Assembly established the programme of advisory services in the field of human rights and authorized the Secretary-General, 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 duplicating their existing activities, for the following forms of assistance with respect to the field of human rights: (i) advisory services of experts; (ii) fellowships and scholarships; and (iii) seminars. The Secretary-General is required 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).

90. The Secretary-General has also been requested, *inter alia*, to consider the organization, from 1969 onwards, of an annual programme of advisory services 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, and to include in the programme the award of an adequate number of human rights fellowships, taking into account the increasing interest expressed in the fellowships by Member States (resolution 17 (XXIII) of the Commission on Human Rights).

Informational and educational activities

91. The responsibilities of the Division of Human Rights include the compilation of information received from Governments and others on the annual commemorative observances of Human Rights Day (10 December) and the International Day for the Elimination of Racial Discrimination (21 March). The Division also has continuing responsibilities for the preparation of the annual *Yearbook on Human Rights*, the *Bulletin* on the activities of the United Nations in the field of human rights requested by the General Assembly in resolution 2441 (XXIII), and the *Newsletter* on the status of women prepared in response to a request of the Commission on the Status of Women, as well as for the preparation of materials for the *Yearbook of the United Nations*, the *Repertory of Practice of United Nations Organs*, *Everyman's United Nations*, and public information leaflets concerning human rights.

COST ESTIMATES: 1970

(\$1 160 900)

Chapter I. Established posts (\$1 007 300)

TABLE 3-A-13

	<i>C a t e g o r y a n d l e v e l</i>												
	<i>I. Professional and above</i>									<i>II. General Service</i>			
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>	
1970.....	—	—	1	3	8	11	13	12	48	2	29	31	
1969.....	—	—	1	3	6	1	12	11	44	2	26	28	

92. No new posts or reclassification of existing posts are requested. The additional resources shown for 1970 have been provided for on a provisional basis under chapter V.

*Chapter III. Other temporary assistance (\$86 600)**(i) General temporary assistance..... (\$56 000)*

93. Provision is requested for one P-5, one P-3 and two supporting General Service staff on a temporary basis for preparatory work in connexion with the observance in 1971 of an International Year for Action to Combat Racism and Racial Discrimination. The estimate also covers normal temporary assistance requirements in an amount of \$3 000.

(ii) Individual experts and consultants ... (\$30 600)

94. This estimate covers the cost of 18 man-months of consultants' services, as shown in table 3-A-12 on page 32.

*Chapter IV. Overtime and night differential (\$5,000)**Chapter V. Provisional staffing requirements (\$62,000)*

1 P-5, 1 P-3, 2 GS

To provide for initial implementation of the programme of work to be established by the Committee on the Elimination of Racial Discrimination, called for in articles 8 to 16 of the International Convention on the Elimination of All Forms of Racial Discrimination. The Convention entered into force in January 1969. In his statement to the General Assembly at its twenty-third session on the financial implications of the entry into force of the Convention (A/C.5/1051), the Secretary-General anticipated the establishment of a small unit consisting of two Professional and two General Service staff to deal with the preparatory work for the first meeting of the Committee, to be held in July-August 1969. During 1969, these posts are being made available against general vacancies and temporary assistance.

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

To provide for the strengthening and expansion of United Nations activities for the promotion of racial harmony and the elimination of racial discrimination, particularly as requested by the General Assembly in resolution 2442 (XXIII). During 1969, these posts are being made available against general vacancies and temporary assistance.

Department of Political and Security Council Affairs

95. The Department of Political and Security Council Affairs consists of the Office of the Under-Secretary-General, the Disarmament Affairs Division, the Political Affairs Division, the Security Council and Political Committees Division, the Outer Space Affairs Division, the Section for African Questions and the Section for Sea-Bed and Ocean Floor Affairs. The continuing general responsibilities of the Department fall into two categories. The first comprises the provision of secretariat services to the Security Council, the Political Committees of the General Assembly, the Disarmament Commission, the Conference of the Eighteen-Nation Committee on Disarmament, the Committee on the Peaceful Uses of Outer Space and its sub-committees, the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor Beyond the Limits of National Jurisdiction and its sub-committees, and the Special Committee on the Policies of *Apartheid* of the Government of the Republic of South Africa and its sub-committees. The Department also provides secretariat services to major special conferences and meetings convened on questions falling within its sphere of activities, such as the Conference on the Exploration and Peaceful Uses of Outer Space and the Conference of Non-Nuclear Weapon States, both held in 1968. The other broad category consists of the preparation of analytical surveys and background papers concerned with current developments in all matters of interest to the United Nations in the subject matter of the Department's responsibilities.

The following paragraphs contain a more detailed account of the activities of the Department, by organizational unit.

Office of the Under-Secretary-General

96. This Office provides the over-all supervision and direction of the Department, co-ordinating the activities of its organizational units, as well as the activities of the Department with other main departments and offices of the Secretariat.

Disarmament Affairs Division

97. This Division provides secretariat services for the Disarmament Commission, the Eighteen-Nation Committee on Disarmament and other conferences and special meetings relating to questions in this field of activity. It pursues the implementation of resolutions adopted by the General Assembly and other legislative or inter-governmental bodies in matters within its competence, and follows questions related to the implementation of treaties and agreements, such as, for example, the Treaty on the Non-Proliferation of Nuclear Weapons. The Division prepares analytical notes and background papers for the purpose of advising the Secretary-General on current developments in the field of disarmament and related subjects. It carries out research and collects data in the field of armaments and defence and prepares papers on developments in these aspects as related to disarmament, and prepares and

supervises the production of United Nations publications in the field of disarmament. Finally, the Division maintains full liaison with other branches of the Secretariat and the specialized agencies, and maintains contact with non-governmental scientific and other organizations which are active in disarmament and related questions.

98. In terms of workload, it is anticipated that the Division will be required to service meetings of the Conference of the Eighteen-Nation Committee on Disarmament during 1970, on much the same scale as in previous years. Provision has been made under section 2 of these estimates for the costs of holding this conference at the United Nations Office at Geneva for a total meeting period of six months. There is also the possibility that the General Assembly at its twenty-fourth session will request the Disarmament Commission to resume its activities during 1970. The Division will be actively engaged in the implementation of the various parts of resolution 2456 (XXIII) adopted by the General Assembly on 20 December 1968 on the Conference of Non-Nuclear Weapons States. As regards the Treaty on the Non-Proliferation of Nuclear Weapons, it is clear that much of the resources of the Division will be devoted to servicing the continuing negotiations and implementation aspects of the various articles of the Treaty. Moreover, the General Assembly, at its twenty-third session, requested reports by the Secretary-General on chemical and bacteriological (biological) weapons, on the contributions of nuclear technology to the economic and scientific advancement of the developing countries, and on the establishment within the framework of the International Atomic Energy Agency (IAEA) of an international service for nuclear explosions for peaceful purposes. It is anticipated that further action will be required in these matters in the long term. Finally, the Division will be required to make its contribution to the preparations for the Fourth United Nations Conference on the Peaceful Use of Atomic Energy, scheduled to be held in 1971, in line with the provisions of General Assembly resolution 2406 (XXIII) of 16 December 1968.

Political Affairs Division

99. This Division is responsible for (a) the preparation of analytical notes and background papers of a political nature for the Secretary-General; (b) the preparation of documentation on political problems for various United Nations bodies; (c) the publication of the Repertoire of Practice of the Security Council; (d) the preparation of material for inclusion in the Repertoire of Practice of United Nations Organs; (e) the collection of information and maintenance of a reference system in matters of interest to the Division; and (f) provision of experienced political affairs officers for service with field missions.

100. During 1970, the Division will continue to prepare analytical notes and background papers on various political problems, as required. Work will be completed on material for publication of the fifth Supplement to the Security Council Repertoire, covering the period 1 January 1966-31 December 1968, and a start will be made on material for publication in the sixth supplement. Preparation will be completed of material for inclusion in the fourth Supplement to the Repertoire of Practice of United Nations Organs, covering the period 1 September 1966-31 August 1968.

Security Council and Political Committees Division

101. The principal tasks of the Division arise from its responsibility for providing services to: (a) the Security Council and its subsidiary organs, such as the Committee of Experts, the Committee on the Admission of New Members, the Military Staff Committee and the Committee established in pursuance of Security Council resolution 253 (1968) of 29 May 1968 (Southern Rhodesia); (b) the political committees of the General Assembly and their sub-Committees, such as the Special Committee on Peace-keeping Operations. It is accordingly required to make administrative arrangements for meetings, prepare and consult on the provisional agenda, provide presiding officers with procedural briefs and background notes, advise on the rules of procedure and the practices of the Security Council and the General Assembly, prepare summaries for the *Journal*, take care of the records of the meetings, prepare and issue documentation and draft reports and assist delegations by answering inquiries and providing information in connexion with political questions. In order to carry out these functions, it is necessary to assign a number of officers to cover each meeting of the Security Council and the Political Committees as well as their sub-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.

102. The Division is also responsible for the preparation of official documentation, e.g., the annual report of the Security Council, and those sections of the annual report of the Secretary-General to the General Assembly and of the *Yearbook* 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 conclusion of each General Assembly session. They also prepare reports and working papers relating to the work of committees or subsidiary bodies serviced by the Division. In addition the Division is responsible for the handling of official correspondence and non-governmental communications and with follow-up implementation of resolutions of the Security Council and political resolutions of the General Assembly.

Outer Space Affairs Division

103. This Division's responsibilities include (a) the provision of secretariat services to the Committee on the Peaceful Uses of Outer Space and its sub-committees as well as other subsidiary bodies, such as the Working Groups on Navigation and Direct Broadcast Satellites; (b) the implementation of a work programme as set forth in the reports of the Committee, and approved by the General Assembly (whose resolution 2453 (XXIII) of 20 December 1968 is the most recent in this respect). This programme includes, for instance, the preparation of periodic reports on national and international space activities, on activities and resources of the United Nations, of the specialized agencies and of other competent international bodies relating to the Peaceful Uses of Outer Space and facilities for education and training; (c) liaison with the specialized agencies and other international and regional organizations, and servicing the inter-agency working group of the Administrative Committee on

Co-ordination (ACC) on space programmes and activities; (d) maintenance of the registry of space launchings, in accordance with the terms of General Assembly resolution 1721 (XVI) of 20 December 1961, as well as an information unit handling literature on space activities and servicing the exchange of information generated by the Conference on the Exploration and Peaceful Uses of Outer Space; and (e) preparation of relevant material for use in United Nations publications, the United Nations *Yearbook* and the annual report of the Secretary-General.

104. During 1970, intensification of space activities is anticipated, with a concomitant effect upon the workload of this Division. The Division will be required to amplify its work in the collection and dissemination of space activity information, and to participate in the general implementation of Assembly resolution 2453 (XXIII) on International Co-operation in the Peaceful Uses of Outer Space.

Section for African questions

105. This Section has responsibility for (a) providing secretariat services and documentation to the Special Committee on the Policies of *Apartheid* of the Government of the Republic of South Africa and its sub-committees, the Committee of Trustees of the United Nations Trust Fund for South Africa, and other committees on African questions which may be assigned to the Section; (b) servicing the Security Council and its subsidiary bodies and the Political Committees of the General Assembly with regard to African questions, and preparation of draft reports, working papers and other documentation; (c) preparation of studies, papers, notes and documents on *apartheid* in South Africa; dissemination of such documents; and liaison with non-governmental organizations concerned with *apartheid*; (d) liaison with the Organization of African Unity with regard to activities pertaining to the maintenance of international peace and security; and (e) within the Section, the Unit on *Apartheid* is charged, in pursuance of General Assembly resolutions 2144 (XX) of 26 October 1966 and 2396 (XXIII) of 2 December 1968, with ensuring maximum publicity for the evils of *apartheid*.

106. Moreover, in view of the numerous decisions of political organs concerning *apartheid* in South Africa, the Section is required to provide assistance and advice to other units of the Secretariat and this workload has been increasing. The Section also prepares the draft of the chapter in the United Nations *Yearbook* on *apartheid* in South Africa and reviews material for the Office of Public Information publications on *apartheid*.

107. The workload of the Section depends on decisions and activities of political organs and on political developments in Africa. The decisions at the twenty-third session of the General Assembly concerning intensification of information on *apartheid* in South Africa and the establishment of registers of political prisoners and acts of brutality in South Africa, and the establishment of a committee of the Security Council on the implementation of resolution 253 (1968) of the Council concerning the question of Southern Rhodesia, have added substantially to the workload. During 1970 it is anticipated that the same high level of activities will obtain.

Section for the Sea-Bed and the Ocean Floor Affairs

108. This newly established Section has been assigned the responsibility, (a) in collaboration with the Department of Economic and Social Affairs, the Office of Legal Affairs and other departments and offices concerned, of providing substantive services, secretariat and documentation for the Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor and of following developments within the area of competence of the Committee; and (b) of assisting in the co-ordination of efforts or activities relevant to the political and security aspects of this area within the Secretariat and in relation to specialized agencies and other inter-governmental organizations and to this end of preparing any necessary studies and memoranda concerning the political and security aspects of the work of the Committee, in co-operation as appropriate with the Disarmament Affairs Division and Political Affairs Division. The Section is also required to prepare drafts for the relevant portions of official reports and of studies and memoranda concerning political and security aspects of the Committee's work. (See table 3-A-14, page 38.)

109. No new established posts are requested. The additional resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassification is requested:

Reclassification of existing post

P-3 to P-4

This reclassification takes recognition of the fact that the responsibilities and functions of the post of Professional Assistant to the Under-Secretary-General have been augmented, requiring the incumbent to perform higher level liaison with delegations and with other Secretariat units.

Chapter III. Other temporary assistance (\$63 200)

(i) *General temporary assistance* (\$3 200)

110. The estimate provides for the temporary replacement of staff on maternity and extended sick leave and for an index for Supplement No. 5 to the Repertoire of Practice of the Security Council.

(ii) *Individual experts and consultants* . . . (\$60 000)

111. Provision is made under this heading for the following:

(a) The Disarmament Affairs Division will need to call upon expert consultants to assist in the preparation of reports and studies in such matters as the growing scientific and technical aspects of the work in disarmament, the related fields and the peaceful uses of atomic energy, the question of the military uses of the sea-bed and ocean floor, chemical and bacteriological (biological) weapons, and problems connected with the implementation of the Treaty on the Non-Proliferation of Nuclear Weapons (\$15 000);

(b) It is anticipated that the services of experts and consultants will be required in the preparation of studies by the Outer Space Affairs Division in such questions as earth resource survey satellite systems and the progressive application of space technology to the needs of developing countries (\$15 000);

(c) The Section for African Questions is responsible for the preparation for publication of a number of studies and papers on the various aspects of *apartheid*, as well as a bulletin entitled Notes and Docu-

COST ESTIMATES: 1970

(\$1 716 000)

Chapter I. Established posts (\$1 583 200)

TABLE 3-A-14

		C a t e g o r y a n d l e v e l											
		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	1970	1	—	1	—	1	1	1	1	6	1	5	6
	1969	1	—	1	—	1	—	2	1	6	1	4	5
Disarmament Affairs Division	1970	—	—	1	1	2	2	3	2	11	1	4	5
	1969	—	—	1	1	2	2	3	1	10	1	4	5
Outer Space Affairs Division	1970	—	—	—	1	3	—	1	2	7	1	3	4
	1969	—	—	—	1	3	—	1	2	7	1	2	3
Section for African Questions	1970	—	—	—	—	1	3	1	2	7	—	4	4
	1969	—	—	—	—	1	3	1	2	7	—	4	4
Section for Sea-Bed and the Ocean Floor Affairs	1970	—	—	—	—	2	1	1	—	4	—	1	1
	1969	—	—	—	—	1	—	1	—	2	—	—	—
Political Affairs Division	1970	—	—	—	4	3	7	5	1	20	—	9	9
	1969	—	—	—	4	3	7	5	1	20	—	9	9
Security Council and Political Committees Division	1970	—	—	—	2	2	7	2	1	14	1	7	8
	1969	—	—	—	2	2	6	2	1	13	1	6	7
TOTALS	1970	1	—	2	8	14	21	14	9	69	4	33	37
	1969	1	—	2	8	13	18	15	8	65	4	29	33

ments. Services of consultants will be required for the preparation of some of the studies and reports programmed for 1970, as proposed by the Special Committee on the Policies of *Apartheid* of the Government of the Republic of South Africa, and authorized by the General Assembly in resolution 2396 (XXIII) of 2 December 1968 (\$15 000);

(d) It is anticipated that the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor Beyond the Limits of National Jurisdiction will require specialized studies and reports, the preparation of which will require the services of expert consultants (\$15 000).

*Chapter IV. Overtime and night differential (\$2 600)**Chapter V. Provisional staffing requirements (\$67 000)*

1 GS

To provide for secretarial assistance in the Office of the Under-Secretary-General, where the ratio of secretaries to professional officers is below a level commensurate with the workload involved. This need has been met out of temporary assistance since mid-1968.

1 P-2

The workload of the Disarmament Division has increased as a result of decisions taken by the General Assembly in such matters as chemical and bacteriological (biological)

weapons, peaceful uses of atomic energy, future activities of the Disarmament Commission, and the recommendations of the Conference of Non-Nuclear Weapons States. Moreover, ratification of the Treaty on the Non-Proliferation of Nuclear Weapons will involve considerable additional responsibilities for this Division in 1969 and subsequent years. Accordingly, some strengthening of the staff of the Division is provided for these added tasks.

1 GS

Additional secretarial needs for the Outer Space Affairs Division have been financed from the temporary assistance account since the latter part of 1968. For 1970 provision is made for this requirement under chapter V.

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

To provide for the increased demands made upon the department as a result of the activities of the Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor Beyond the Limits of National Jurisdiction has necessitated the creation of a separate Section responsible for the substantive and secretariat servicing of the Committee, and, as necessary, its sub-committees. These requirements have hitherto been met from within existing resources of the Department to the detriment of other priority activities.

1 P-4, 1 GS

To provide for the strengthening of the Security Council and Political Committees Division having regard to the workload involved in servicing the new Seven-Member Committee established under the terms of Security Council resolution 253 of 29 May 1968, on the implementation of mandatory sanctions against Southern Rhodesia.

Department of Trusteeship and Non-Self-Governing Territories

112. 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, 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 its Sub-Committees, the Fourth Committee of the General Assembly, the United Nations Council for Namibia, and incur *ad hoc* bodies, including missions, as may be established to deal with matters relating to trusteeship and non-self-governing territories. One or more of these bodies is in session virtually during the full period from the beginning of February until the end of the year.

113. 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-four non-self-governing territories which fall within the scope of the Special Committee.

114. There will be no change in the number of trust territories, and none of the non-self-governing territories is likely to become independent during the year. As a result of various tasks assigned to the Special Committee in several resolutions adopted by the General Assembly at its twenty-third session, the workload of the Department has been maintained at the high level reached in the previous year. The General Assembly is continuing to give detailed consideration to conditions in individual territories, including Namibia, Southern Rhodesia and the territories under Portuguese administration which give rise to problems of an especially sensitive character. At its twenty-third session, the Assembly adopted ten resolutions on individual territories or groups of territories: two of these

called for the establishment of special missions or other forms of United Nations presence in the territories concerned.

115. 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 and in servicing the various bodies concerned with these questions. A Research and Records Section assists staff members working on particular territories by covering general and regional sources and bringing such up-to-date material to the attention of the officers concerned. There is also a Petitions Section which processes all communications directed to the Special Committee.

116. Special detailed and long-range studies relating to particular aspects of decolonization are called for from time to time by the Special Committee and by the General Assembly. For instance, the Department is required to prepare studies in connexion with the continuous review by the special committee of the effects of foreign economic interests in all dependent territories and of military activities by the colonial powers in such dependent territories. The Committee has also initiated a study of small territories and the Department will be required to prepare the necessary drafts.

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

COST ESTIMATES: 1970 (\$872 800)

Chapter I. Established posts (\$867 500)

TABLE 3-A-15

Department of Trusteeship and Non-Self-Governing Territories		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	1970	1	—	1	1	1	4	3	1	12	4	6	10
	1969	1	—	1	1	1	4	3	1	12	3	7	10
Division of Trusteeship	1970	—	—	—	1	2	—	1	—	4	1	4	5
	1969	—	—	—	1	2	—	1	—	4	1	4	5
Division of Non-Self-Governing Territories	1970	—	—	—	1	5	4	4	4	18	—	6	6
	1969	—	—	—	1	5	4	4	4	18	—	6	6
TOTALS	1970	1	—	1	3	8	8	8	5	34	5	16	21
	1969	1	—	1	3	8	8	8	5	34	4	17	21

118. No new posts or reclassifications of existing posts in the professional category and above are requested for 1970.

Chapter III (i). General temporary assistance (\$2 000)

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

Chapter IV. Overtime and night differential (\$3 300)

Department of Economic and Social Affairs

TABLE 3-A-16

ESTIMATES OF EXPENDITURE IN 1970 UNDER SECTION 3
FOR THE DEPARTMENT AS A WHOLE

Chapter	1970 estimates	
	\$	\$
I. Established posts		10 252 600
III. Other temporary assistance:		
(i) General temporary assistance	115 000	
(ii) Individual experts and consultants	487 500	
(iii) <i>Ad hoc</i> expert groups	228 700	831 200
IV. Overtime and night differential		36 000
V. Provisional staffing requirements		129 000
TOTAL		11 248 800

120. Table 3-A-16 presents a summary of the estimates under each chapter of section 3 for the entire Department of Economic and Social Affairs. 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 1970 with respect to established posts (chapter I), individual experts and consultants (chapter III (ii)), *ad hoc* expert groups (chapter III (iii)) and provisional staffing requirements (chapter V). 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.

121. 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 and have been determined after making appropriate allowances for any new staff requirements. The provision for individual experts and consultants would require a budgetary provision of \$688 500, if provided for in full on the basis of average costs derived from past experience. However, taking into account the actual implementation in previous years, it is believed that the full amount would not be expended in 1970 even if available; therefore, a reduction of \$201 000 (29 per cent) is being made in the total requirement. This reduction has been apportioned to the various Divisions on a *pro rata* basis. The provision for individual experts and consultants as adjusted would be \$487 500. As in previous years the total credits requested for consultants are being reduced to give effect to certain 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. In the case of *ad hoc* expert groups, the cost of implementing the programme for the Department as currently planned is estimated at \$228 700 and the full credit is being requested. (See table 3-A-17, page 41.)

Office of the Under-Secretary-General

122. 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.

123. 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.

124. 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;

Summary of the Department of Economic and Social Affairs

(For details, see tables 3-A-17 to 3-A-41)

(\$11 248 800)

Chapter I. Established posts (\$10 252 600)

TABLE 3-A-17

		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 ..	1970	1	—	—	2	2	4	2	1	12	9	13	22
	1969	1	—	—	2	2	4	2	—	11	9	13	22
Commissioner for Technical Co-operation	1970	—	1	1	3	9	10	14	15	53	9	72	81
	1969	—	1	1	3	8	11	14	15	53	9	72	81
Centre for Development Planning, Projections and Policies	1970	—	—	2	5	8	18	13	3	49	6	33	39
	1969	—	—	2	5	7	18	13	2	47	6	32	38
Resources and Transport Division	1970	—	—	1	5	7	11	11	9	44	3	23	26
	1969	—	—	1	5	7	11	11	9	44	3	23	26
Division of Public Finance and Financial Institutions	1970	—	—	1	—	2	3	4	1	11	1	6	7
	1969	—	—	1	—	1	4	4	1	11	—	7	7
Office of the Commissioner for Social Development, Population and Housing	1970	—	1	—	—	—	1	—	—	2	1	1	2
	1969	—	1	—	—	—	1	—	—	2	1	1	2
Social Development Division	1970	—	—	1	2	8	19	12	7	49	1	27	28
	1969	—	—	1	2	8	18	12	7	48	1	26	27
Population Division	1970	—	—	1	1	5	8	8	4	27	2	18	20
	1969	—	—	1	1	5	7	8	4	26	2	16	18
Centre for Housing, Building and Planning	1970	—	—	1	2	6	7	8	5	29	3	15	18
	1969	—	—	1	2	5	7	7	4	26	3	13	16
Statistical Office	1970	—	—	1	2	7	11	12	25	58	6	54	60
	1969	—	—	1	2	6	11	12	25	57	6	53	59
International Computing Centre	1970	—	—	—	1	—	7	5	10	23	5	24	29
	1969	—	—	—	1	—	7	5	10	23	5	24	29
Public Administration Division	1970	—	—	1	1	5	5	3	—	15	3	11	14
	1969	—	—	1	1	5	5	3	—	15	3	11	14
Office for Science and Technology	1970	—	—	1	1	3	2	2	2	11	1	8	9
	1969	—	—	1	1	1	2	2	—	7	1	5	6
Economic and Social Council Secretariat, Regional Commissions Section and Special Projects Unit	1970	—	—	2	1	4	5	5	3	20	2	13	15
	1969	—	—	1	1	5	5	5	3	20	2	13	15
TOTALS	1970	1	2	13	26	66	111	99	85	403	52	318	370
	1969	1	2	12	26	60	111	98	80	390	51	309	360

(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.

125. 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: 1970

(\$457 100)

Chapter I. Established posts (\$452 100)

TABLE 3-A-18

	C a t e g o r y a n d l e v e l												
	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	
1970.....	1	—	—	2	2	4	2	1	12	9	13	22	
1969.....	1	—	—	2	2	4	2	—	11	9	13	22	

126. No new established posts are requested for 1970. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter V. Provisional staffing requirements (\$5 000)

1 P-2

To strengthen the Executive Office in the discharge of its functions, as outlined in paragraph 124 above.

Commissioner for Technical Co-operation

127. The Commissioner for Technical Co-operation provides, through the Office of Technical Co-operation, the services necessary for the planning, programming, implementation and periodic evaluation of all technical co-operation activities undertaken by the Secretary-General. These include activities under the regular programme of technical co-operation, the Technical Assistance component and the Special Fund component of the United Nations Development Programme (UNDP), as well as programmes or particular projects under funds-in-trust arrangements, financed by recipient and donor Governments, non-governmental organizations and others. Additionally, the responsibilities of the United Nations with respect to the World Food Programme and the implementation of General Assembly resolution 2435 (XXIII) on assistance in cases of natural disaster are carried out through the Office of Technical Co-operation.

128. The organization and functions of the components of the Office of Technical Co-operation may be summarized as follows:

(a) The Associate Commissioner for Technical Co-operation also serves as the Director of the Office of

Technical Co-operation, assisted by a Senior Deputy Director;

(b) The Special Assistant to the Commissioner directs the 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. The Special Assistant is also responsible for co-ordination of United Nations assistance in cases of natural disaster;

(c) The Planning and Evaluation Section, which reports to the Director of the Office of Technical Co-operation through the Senior Deputy Director, has as its major responsibility the evaluation of projects at all stages, to ensure that operational programmes correspond to the priority needs of Governments. It appraises major technical assistance projects and all new Special Fund requests 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. This section includes the World Food Programme Unit, which assists in the co-ordination and supervision of United Nations participation in the World Food Programme, and maintains liaison with the World Food Programme headquarters in Rome;

(d) The Financial and Administrative Management Service, headed by the Deputy Director for Financial and Administrative Management, 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 respon-

sible, irrespective of source of funds. This Service also 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. In addition to a Financial Section and an Administrative Section, the Service includes the Operations Standards Unit, whose primary function is the development, through definition of common operational standards, of the most effective organization and methods of operation for the execution of United Nations technical co-operation programmes;

(e) The two Deputy Directors for Programme Management each supervise two geographical area sections, dealing with both technical assistance and Special Fund operations. Within their respective areas, these sections (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;

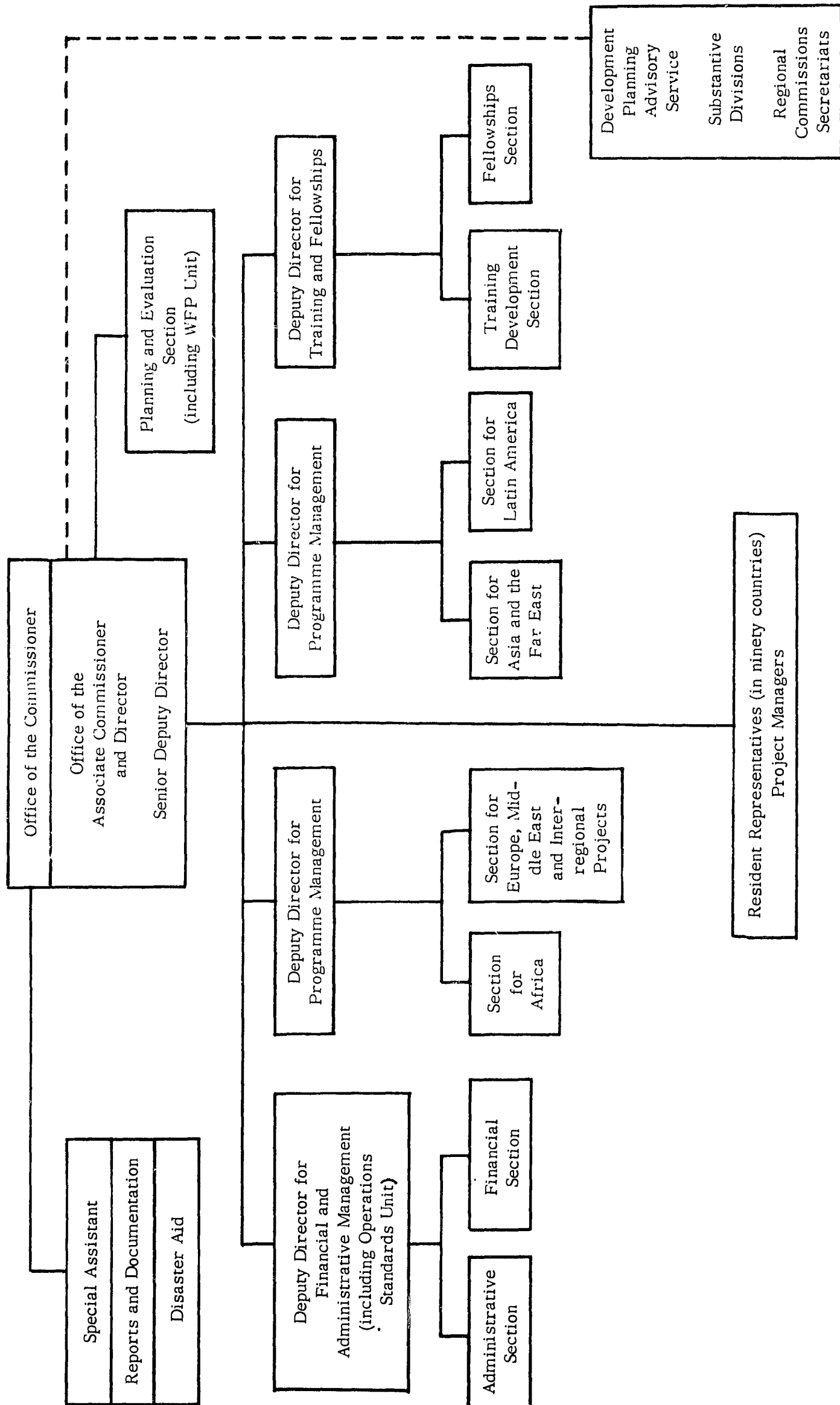
(f) The Training and Fellowships Branch, headed by the Deputy Director for Training and Fellowships, consists of a Training Section and a Fellowships Section. For all programmes for which the United Nations is responsible, the Branch develops group training projects, participates in the selection of fellows and in the formulation of training programmes, directs the arrangement of host facilities, with the help of the Technical Assistance Office of the Economic Commission for Europe, and studies ways of improving the quality of training provided through all operational programmes of the United Nations.

129. A chart reflecting the current organizational arrangements for the Office of Technical Co-operation appears on page 44.

130. The staffing requirements of the Office of Technical Co-operation, by organizational unit and level, are shown in table 3-A-19.

TABLE 3-A-19

		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	1970	1	1	1	—	—	1	—	4	2	5	7
	1969	1	1	1	—	—	1	—	4	2	5	7
Special Assistant, Reports and Documentation, Disaster Aid	1970	—	—	—	1	3	1	2	7	—	13	13
	1969	—	—	—	1	2	—	2	5	—	12	12
Planning and Evaluation Section (including World Food Programme Unit)	1970	—	—	—	3	2	1	2	8	1	5	6
	1969	—	—	—	3	2	—	2	7	1	5	6
Deputy Director, Financial and Administrative Management (including Operations Standards Unit)	1970	—	—	1	3	4	4	6	18	8	33	41
	1969	—	—	1	3	4	4	6	18	8	33	41
Deputy Director for Programme Management ...	1970	—	—	2	—	—	—	—	2	—	2	2
	1969	—	—	2	—	—	—	—	2	—	2	2
Section for Africa	1970	—	—	—	1	5	5	4	15	1	16	17
	1969	—	—	—	1	5	5	4	15	1	16	17
Section for Asia and the Far East	1970	—	—	—	1	6	5	2	14	1	14	15
	1969	—	—	—	1	6	5	2	14	1	14	15
Section for Europe, Middle East and Interregional Projects	1970	—	—	—	1	4	4	—	9	—	9	9
	1969	—	—	—	1	4	4	—	9	—	9	9
Section for Latin America	1970	—	—	—	1	3	3	4	11	1	11	12
	1969	—	—	—	1	3	3	4	11	1	11	12
Deputy Director for Training and Fellowships ..	1970	—	—	1	2	—	3	4	10	4	13	17
	1969	—	—	1	1	1	3	4	10	4	13	17
TOTALS	1970	1	1	5	13	27	27	24	98	18	121	139
	1969	1	1	5	12	27	25	24	95	18	120	138



COST ESTIMATES: 1970

(\$1 606 900)

Chapter I. Established posts (\$1 606 900)

131. Of the posts shown in table 3-A-19 above, the following are provided for under the regular budget.

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
1970.....	—	1	1	3	9	10	14	15	53	9	72	81
1969.....	—	1	1	3	8	11	14	15	53	9	72	81

132. The balance of the requirements shown in table 3-A-19, totalling forty-five professional and fifty-eight general service posts, is financed from funds for secretarial assistance to interregional advisers and from extra-budgetary overhead funds received respectively from the Special Fund component of UNDP, the World Food Programme, and certain funds-in-trust for technical co-operation activities of the United Nations.

133. The following adjustment is proposed in the staffing provisions financed under the regular budget for 1970.

Reclassification of existing post

1 P-4 to P-5

The reclassification of the post of the Chief of the Fellowships Section is requested in view of the increased responsibilities of the job.

Centre for Development Planning, Projections and Policies

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-21

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
United Nations Development Decade	126	—	—	—	162 ^a	—	120	—	—	—	156 ^a	—
World Economic Survey	174	—	—	—	—	—	174	—	—	—	—	—
Studies on techniques and problems of planning	18	3	—	—	18 ^a	—	12	3	—	—	12 ^a	—
Journal of Development Planning	24	3	—	—	—	—	24	3	—	—	12 ^a	—
Financing of economic development	42	—	—	—	—	—	42	(6 ^a)	—	—	36 ^a	—
Multilateral food aid	18	—	—	—	—	—	18	—	—	—	—	—
Economic and social consequences of disarmament	—	—	—	—	—	—	12	—	—	—	—	—
Sessions of the Committee for Development Planning	48	12	—	—	—	—	48	12	—	—	—	—
Interregional seminars	6	—	—	—	—	—	6	—	—	—	—	—
Support of technical co-operation programmes ..	60	—	—	—	24 ^b	—	60	—	—	—	24 ^b	—
Direct advisory services to Governments in the field of development planning	12	—	53	—	—	—	12	—	53	—	—	—
Evaluation of requests for UNDP projects and assistance in the development of programming strategies	—	—	—	—	—	—	12	—	—	—	—	—
Evaluation of World Food Programme projects	—	—	—	—	—	—	12	—	—	—	—	—
Programme formulation and management	36	—	—	—	—	—	36	—	—	—	—	—
TOTALS	564	18	53	468 ^c	204	36 ^d	588	18	53	480 ^c	240	48 ^d

^a Man-months financed from the United Nations Trust Fund for Development Planning and Projections.

^b Special technical advisers financed from Special Fund Overhead.

^c Includes 12 man-months of secretarial assistance to interregional advisers.

^d Consists of 12 man-months financed from Special Fund Overhead and 24 man-months in 1969 and 36 man-months in 1970 financed from the United Nations Trust Fund for Development Planning and Projections.

WORK PROGRAMME

134. The Centre for Development Planning, Projections and Policies will continue in 1969 and 1970 to devote much of its time to work related to the Second United Nations 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-seven regular posts, has been supplemented by some fourteen posts paid for out of the Trust Fund. Should the level of the Trust Fund decline at a time when activity connected with the Second United Nations Development Decade is still intense, it will be necessary to seek a sizable increase in the Centre's staff financed from the regular budget in order to take up the load previously borne by the Trust Fund posts. It is not envisaged that such a situation may arise before 1972.

United Nations Development Decade

135. As envisaged in General Assembly resolutions 2218 (XXI), 2305 (XXII), 2411 (XXIII) and Economic and Social Council resolutions 1260 (XLIII) and 1356 (XLV), a framework of international development strategy for the 1970s is being prepared that seeks to look ahead to the next decade with a view to facilitating national and international action to accelerate the economic and social progress of developing countries in the light of the experience gained during the present decade. This study will be revised and any related analyses which may be required will be undertaken during 1969 and 1970 in the light of discussions in the General Assembly, the Economic and Social Council, the Preparatory Committee for the Second United Nations Development Decade and the Committee for Development Planning. This work 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, thus enabling appropriate international action to be taken in support of the efforts made at the national and regional levels.

136. In connexion with the above-mentioned analyses, an assessment will be made of the development potential and resource requirements of developing countries. The work would explore the implications for growth in developing countries of the alternative policies which could be pursued in both developed and developing countries. As part of this integrated and continuing work programme, a number of methodological and empirical studies would be prepared and released periodically. In the immediate future this work would involve the elaboration of a coherent set of targets for the Second United Nations Development Decade. In support of this, an analysis is being made of the principal economic problems that will confront the developing countries and the rest of the world in the 1970s. The more general of these problems is being examined by the Centre for Development Planning, Projections and Policies, and within the framework thus provided, sectoral and other special problems are being examined by other units in the United Nations Secretariat and by various organizations of the United Nations system.

137. Work will also be undertaken which would explore the implications of the objectives of the Second Development Decade for economic and social advancement at the sub-regional and regional levels. These

assessments will be made in close co-operation with the various regional economic commissions. The studies will form part of the preparatory work designed to formulate realistic goals and targets for the Decade, and they will also support the preparation and implementation of development plans and programmes for regional and sub-regional economic co-operation within the world perspective provided by the international development strategy for the 1970s. Much of this work will be undertaken in the developing regions by joint field missions in co-operation with the regional economic commissions and with the participation of other units of the United Nations system. In 1968 the Centre and the Economic Commission for Africa (ECA) organized joint missions to the Eastern and Western African sub-regions, which will prepare a report in 1969. Additional joint missions with other commissions on the same lines may be undertaken in 1969 and 1970.

138. An essential part of the work programme relating to the decade of the seventies will be the task of reporting and evaluating the progress of development in relation to the goals, targets and policies of the Development Decade. This will require the establishment of a reporting system and the development of acceptable criteria for evaluation. Preliminary examination of possible alternative reporting and evaluation systems will be undertaken and a preliminary study made of the means for a continual elaboration and reinterpretation of the criteria which are adopted. This work is expected to intensify during the next few years.

World Economic Survey

139. Part I of the *World Economic Survey, 1967* (published in 1968), contained an appraisal of experience, problems and policies during the first Development Decade as a background to the discussions of a concerted programme of action for the Second United Nations Development Decade. As a sequel, part I of the *World Economic Survey, 1968* (to be published in 1969) will discuss targets, goals and objectives for the Second United Nations Development Decade and the policies for their achievement. It is envisaged that part I of the future issues of the *Survey*, as appropriate, will evaluate the progress relating to the Development Decade.

140. Part II of the *World Economic Survey* will continue to discuss the current situation in developing market economies, developed market economies and centrally planned economies and examine crucial economic issues and policies in the world economy.

Studies on techniques and problems of planning

141. The first study which is being prepared in this series examines the experience with annual planning in selected developing countries. The conclusions derived are intended to provide guidance for other developing countries which are about to initiate annual planning. While studies on planning techniques will continue, it is also intended to carry out studies related to plan progress within the framework of the Second United Nations Development Decade.

Journal of Development Planning

142. The *Journal* is intended to serve, through the dissemination of information, as a practical aid to planners and policy-makers in developing countries. The articles to be included in the *Journal* will deal with

both national policies and international aspects of development planning. For this purpose contributions will also be invited from outside experts with planning experience. The first issue of the *Journal* will be published during 1969. The principal articles to be included in this issue will discuss practical questions concerning the multinational appraisal of development plans, problems of planning the agricultural sector in developing countries, econometric models for development planning in socialist countries, and problems of development planning and integration in Africa. Information on targets indicated in recent development plans and an annotated bibliography of United Nations publications on development planning will also be indicated. Comparable work has been initiated for subsequent issues.

Financing of economic development

143. Work under this heading includes the provision of current information on 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-fifth session. The report was enlarged to deal with the range of problems referred to in Economic and Social Council resolution 1183 (XLI). In line with General Assembly resolutions 2274 (XXII) and 2276 (XXII), the next report in this series will deal with the problems 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. The General Assembly in resolution 2276 (XXII) noted with approval the recommendations made unanimously by the expert group on the methodology of measuring the flow of capital (see United Nations publication, Sales No.: 67.II.D.17). In the light of this, it is intended to embark on a programme which over a period of years will tackle the problems referred to in the experts' recommendations. Because of the need to standardize definitions and improve the volume and quality of data, the first steps will be taken in co-operation with the International Monetary Fund and the Organisation for Economic Co-operation and Development, the bodies most closely concerned with the subject.

Multilateral food aid

144. The study on this subject, called for in General Assembly resolution 2096 (XX), is being undertaken in collaboration with FAO and in consultation with other interested agencies. Reports dealing with the world food situation, the food prospects of the developing countries and the future role of food aid were submitted to the Council at its forty-third and forty-fifth sessions. In view of the close connexion between food aid and other resource transfers on the one hand, and between the need for specific forms of food aid and agricultural progress in the developing countries on the other, it is intended to deal with this item as one of the problems of the Development Decade. In 1969 and 1970, particular attention will be paid to the relationship between food aid and aid to agriculture.

Economic and social consequences of disarmament

145. As part of its continuing responsibilities, the Centre prepared, on the basis of replies from Governments to a questionnaire circulated by the Secretary-General, a report on this subject for submission to the

Council at its forty-fifth session. In accordance with an earlier Council decision, the next report on the subject will be prepared in 1970 for the forty-ninth session.

Sessions of the Committee for Development Planning

146. The two regular items on the agenda of the Committee are (i) problems of planning and plan implementation and (ii) preparations for the Second United Nations Development Decade. The second and third sessions of the Committee were held in 1967 and 1968 at the Economic Commission for Latin America (ECLA) and ECA headquarters to facilitate the examination of the problems of planning and plan implementation in these regions. In response to General Assembly resolution 2411 (XXIII), the Committee will meet more than once in 1969; at its session at Headquarters in March 1969 it discussed questions relating to the Second United Nations Development Decade, while at its session in April-May at Bangkok it considered problems, *inter alia*, of planning and plan implementation (with special reference to Asia). In 1970 and 1971, the Committee will continue, as appropriate, the work on the Development Decade and will evaluate problems of planning and plan implementation in this context.

Interregional seminars (development planning and long-term projections of the world economy)

147. As an integral part of the work of the Centre in development planning and projections, interregional seminars are held to provide a forum for the exchange of information and experience by planners and policy-makers from developing countries. The seminars also provide an opportunity for the dissemination of information and discussion of the conclusions reached by the Committee for Development Planning on plan implementation and the preparations for the Second Development Decade.

148. The fourth interregional seminar on development planning was held at Accra, Ghana, in December 1968 in co-operation with the Economic Commission for Africa and the African Institute for Economic Development and Planning. The topic for discussion was development prospects and planning for the coming decade with special reference to Africa. It is expected that the fifth seminar in the series will be held late in 1969 in co-operation with the Economic Commission for Asia and the Far East (ECAFE) and the Asian Institute for Economic Development and Planning, on the subject of planning problems in Asia in the context of the Second United Nations Development Decade.

149. Preparations are being made for the second interregional seminar on long-term economic projections, which will be held in 1970. It is planned that the seminar will discuss the preliminary results of the projections work being carried out by the United Nations system in connexion with the Second United Nations Development Decade.

Support of technical co-operation programmes

150. Substantive support to technical assistance and Special Fund projects in development planning will continue. A further gradual increase is expected in these activities. This support is provided through the appraisal of requests for assistance from Governments, help in recruiting experts, the provision of information and

advice to experts on missions and evaluation of their reports, assistance in connexion with the United Nations fellowship programme and assistance in the co-ordination of activities with development planning institutes in the regions.

Direct advisory services to Governments in the field of development planning

151. The Centre will continue to provide direct expert assistance for field missions through the regular staff and interregional advisers. This assistance includes helping developing countries in the formulation and implementation of development plans and policies, in the preparation of requests for major foreign aid projects, in intergovernmental negotiations on projects of international economic co-operation, in the preparation of projects and in the evaluation of Governments' needs for technical assistance.

Evaluation of requests for UNDP projects and assistance in the development of programming strategies

152. Assistance to the Office of Technical Co-operation and the substantive offices will continue with a view to developing country programme strategies for countries receiving United Nations technical assistance. This would ensure that UNDP projects are not only technically sound but also reflect the development priorities and problems of the countries concerned.

Evaluation of World Food Programme (WFP) projects

153. Assistance will continue to be given in evaluating WFP projects in relation to country programme strategies as well as in connexion with their technical feasibility.

COST ESTIMATES: 1970

(\$1 298 600)

Chapter I. Established posts (\$1 258 500)

TABLE 3-A-22

	<i>Category and level</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	—	2	5	8	18	13	3	49	6	33	39
1969.....	—	—	2	5	7	18	13	2	47	6	32	38

154. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$21 700)

(ii) *Individual experts and consultants ...* (\$21 700)

Chapter V. Provisional staffing requirements (\$18 400)

1 P-5, 1 P-2

To enable the Centre to engage in the evaluation of proposed UNDP projects, to assist in the development of country programme strategies, and to undertake the evaluation of World Food Programme projects.

1 GS

To provide the Centre with additional secretarial/clerical support.

Resources and Transport Division

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-23

<i>Programme components</i>	<i>1969 Man-months assigned</i>						<i>1970 Man-months required</i>					
	<i>Regular Budget</i>				<i>XB</i>		<i>Regular Budget</i>				<i>XB</i>	
	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>
Cartography	21	6	—	—	—	—	21	9	—	—	—	—
Energy	31	23	—	—	8	—	30	13	—	—	12	—
Geology, hydrogeology and mining ..	21	17	—	—	15	—	29	21	—	—	23	—
Transport and tourism	52	20	—	—	—	—	52	10	—	—	—	—
Water resources	41	18	—	—	6	—	41	24	—	—	3	—
Interdisciplinary projects	96	10	—	—	12	—	96	13	—	—	12	—
Support to technical co-operation and other operational activities	242	6	33	—	259	—	235	10	33	—	250	—
Programme formulation and management	24	—	—	—	—	—	24	—	—	—	—	—
TOTALS	528	100	33	324 ^a	300 ^b	144 ^c	528	100	33	324 ^a	300 ^b	144 ^c

^a Includes 12 man-months of secretarial assistance to interregional advisers.

^b Includes 264 man-months of special technical advisers financed from Special Fund Overhead, 24 man-months of special technical advisers financed from the Fund of the United Nations for the Development of West Irian (FUNDWI) overhead, and 12 man-months of desalination experts financed from funds-in-trust.

^c Includes 132 man-months financed from Special Fund Overhead and 12 man-months financed from FUNDWI overhead.

WORK PROGRAMME

Basic aims and activities

155. 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) 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 technologies and scientific knowledge for the benefit of developing countries.

156. 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 field 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.

157. The concentration on field activities is the outstanding characteristic of the work in the development of natural resources and transport. Over the years, the activities of the Division progressed, step by step, from the study stage to the technical assistance stage and have now culminated in the execution of a large number of pre-investment projects employing new and complex technologies and using a diversity of international skills. These activities have resulted in the identification of a number of resources of considerable economic significance in quite a few developing countries. The Division has also conducted a number of surveys for the development of international river basins, electrification and transport and tourism.

158. In comparison with other Divisions in the Department of Economic and Social Affairs, the Resources and Transport Division has one of the highest ratios of field personnel to personnel at Headquarters. At Headquarters the study and research activities undertaken by the Division are operationally oriented and are designed to reinforce practical field activities and to contribute to the success of field projects.

159. In addition to operational activities geared to technical co-operation and pre-investment projects, the Division has responsibilities in matters relating to the policy, planning, and management aspects of the development of non-agricultural resources and transport. Through studies, seminars and publications the Division seeks to throw light on critical policy issues concerning the rational development of resources, with particular accent on the needs and requirements of newly independent countries which are in the initial stages of resources development.

160. Over the years the Division has emphasized newly emerging specialized fields, such as water desalination, oil shale utilization and geothermal energy, as well as those areas in which new technologies are emerging that make conventional techniques obsolete or uneconomic.

Cartography

161. In surveying and mapping, the accent in studies and research is on the development of uniform cartographic standards and on studies relating to major technological developments, such as satellite cartography and other remote-sensing data, in the preparation of resource inventories in developing countries. A survey on the status of world topographic mapping and a study for the establishment of standard specifications for aerial photography will be completed in 1969. A seminar on aerial and satellite photography, survey methods and equipment is planned to be held in 1969 in association with ECAFE. The Sixth United Nations Regional Cartographic Conference for Asia and the Far East will be held in Tehran in 1970. An interregional seminar on photogrammetric techniques, an *ad hoc* group of experts on hydrographic surveying and bathymetric charting, and an *ad hoc* group of experts on the standardization of geographical names, to be financed by participating Governments, are also planned for 1970.

Energy

162. Three studies in the field of hydrocarbons are being finalized and will be submitted for publication during 1969: (i) a study on petroleum refining in developing countries; (ii) a review of the world's offshore oil and gas industries; and (iii) a study on natural gas transport techniques. During 1969 and 1970, studies will also be prepared on (i) the development of natural gas resources; (ii) cost accounting and rate fixing in electricity enterprises; (iii) the legal framework of electricity enterprises in developing countries; and (iv) economic means of meeting electricity peak loads in developing countries. Pursuant to General Assembly resolution 2456 (XXIII), a group of experts will be convened during 1969 to prepare a comprehensive report to the General Assembly at its twenty-fourth session on all possible contributions of nuclear technology to the economic and scientific advancement of the developing countries. For 1970, an interregional symposium on geothermal energy, a training course on the management of small electricity enterprises, and an interregional seminar on the development of natural gas resources are planned.

Geology, hydrogeology and mining

163. A study on small-scale mining, postponed from 1968, is expected to be completed in 1970. Studies, postponed from 1969, on type schemes for groundwater

development and on the relative position of certain minerals as foreign exchange earners, and the second phase of the study on groundwater storage, are now also scheduled for 1970. An *ad hoc* group of experts on artificial recharge of groundwater reservoirs is scheduled for September 1969, and an *ad hoc* group of experts on United Nations criteria for mineral exploration is planned for 1970. Two seminars are also planned for 1970; the first seminar will be on mineral economics, while the second will deal with the role of Governments in the development of mineral resources.

Transport and tourism

164. A series of studies on the development of transport in developing countries will continue during the period under review. These include, for 1969, a review of major transport problems in developing countries and a study on methods for optimum allocation of scarce resources and, for 1970, a study on ways and means for improving existing physical facilities for transport. A study on inland transport connected with transit trade of land-locked countries will be prepared for a United Nations Conference on Trade and Development (UNCTAD) group of experts. Similarly, in the field of tourism, a series of studies is planned to cover such problems as the development of infrastructure for tourism and the operation of tourist facilities. An *ad hoc* panel of experts on major transport problems in developing countries is to be convened in 1969, and in 1970, an *ad hoc* group of experts in transport development programming is planned. In September 1969, an interregional seminar on coastal shipping and feeder services will be held and, for 1970, interregional seminars on non-conventional transport for developing countries and on economic and institutional aspects of transport development are proposed.

Water resources

165. A number of studies dealing with institutional, economic and technical aspects of water development and with desalination are planned for 1969-1970, with some of the studies extending into 1971. These will deal with (i) the legal and institutional problems of national and international water resources development; (ii) the economic aspects of water development resources and uses, including criteria for investment in water resources projects and the economics of specific non-conventional water supply resources such as desalination, the use of contaminated water and long-distance conveyance of water; (iii) a review and assessment of technical developments in water use, particularly in water use efficiency; and (iv) specific studies on the application and management aspects of water desalination and on the experience of desalination plants in operation. In 1969, an interregional seminar on flood damage prevention management is to be convened, as well as the second session of the *ad hoc* group of experts on legal and institutional implications of international water resources development. In 1970, it is planned to organize an interregional seminar on water resources planning and administration and to convene an *ad hoc* group of experts on criteria and methods for the economic evaluation of water resources projects.

Interdisciplinary projects

166. One of the characteristics of the operational projects undertaken by the Division is their interdisciplinary

nary nature. Many of the projects combine various aspects of resource development. For example, a number of mineral surveys have included groundwater elements, while general projects combine mineral exploration with the exploration for energy resources, thus permitting an intersectoral transfer of techniques. For example, techniques of finding oil have been found useful for geothermal exploration. Furthermore, there have been a number of projects promoting an integrated concept of area development. For example, in water resources development, efforts have been made to promote integrated river basin development by including such related fields as hydropower, flood control, river navigation, hydrology, minerals and groundwater development. Such projects which require a multisectoral approach have become increasingly important in the activities of the Division.

167. Pursuant to Economic and Social Council resolution 1287 (XLIII) of 18 December 1967, preparatory work on the survey programme for the development of natural resources was initiated at the beginning of 1968 with the recruitment of three co-ordinators for the mineral, water and energy components of the programme respectively. The co-ordinators, in conjunction with the regular staff of the Division, prepared a detailed general methodology and definition of the scope of the survey programme, as well as comprehensive questionnaires dealing with the points to be covered in each of the countries to be included in the programme. During 1968 and early 1969, the co-ordinators visited various countries in Latin America, Africa and Asia, in order to consult with the Governments of those countries on the possibility of carrying out the survey, and on the specific modalities for co-operation in the compilation of the information. Additionally, the co-ordinators visited the Central American Integration Bank, the Inter-American Development Bank and the African Development Bank, in order to examine the possibility of obtaining their financial participation in the execution of the programme. It is anticipated that the survey programme will be initiated in selected countries in Africa, Asia and Latin America late in 1969. A full report of the activities of the Division concerning this programme will be presented to the *Ad hoc* Committee on the Survey Programme for the Development of Natural Resources towards the end of 1969.

168. In response to Economic and Social Council resolution 1380 (XLV), the report on Resources of the sea beyond the continental shelf (E/4449/Add.1) will be revised and updated for presentation to the forty-sixth session of the Economic and Social Council. New developments in the field of marine mineral resources development will be followed closely, and when appropriate, a report to the Economic and Social Council will be prepared.

169. At its forty-fifth session, the Economic and Social Council considered the Secretary-General's report on Marine science and technology: survey and proposals (E/4487). Subsequently, the General Assembly, in resolution 2414 (XXIII), requested the Secretary-General to report to it at its twenty-fifth session on the various activities undertaken in this field by all the organizations and agencies concerned.

170. At its twenty-third session, the General Assembly, by resolution 2467 (XXIII), part A, established a Committee on the Peaceful Uses of the Sea-Bed and Ocean Floor Beyond the Limits of National Jurisdic-

tion, which is to prepare recommendations in the fields relating to this subject. In part B of the resolution, the General Assembly requested the Secretary-General to prepare a study on pollution, to be presented to the Committee and to a later session of the General Assembly. In part C of the same resolution, the General Assembly requested the Secretary-General to prepare a study on the possible establishment, in due course, of international machinery for the exploration and exploitation of resources of the sea-bed and of the ocean floor. This study is to be presented to the Committee during 1969 and to the General Assembly at its twenty-fourth session. In part D, the Secretary-General was requested to report on an expanded programme of international oceanographic research. The Department of Economic and Social Affairs is responsible for the economic and technical aspects of these resolutions, the implementation of which calls for the co-operation of all specialized agencies and organizations concerned.

171. Over the years, substantial technical and operational data on resources and transport development projects have accumulated in the Division. Reports by technical assistance experts, pre-investment surveys and feasibility studies and seminars have yielded a vast body of practical knowledge regarding problems and processes in the development of minerals, water and energy resources and transport matters. It may be noted in this connexion that the survey programme for the development of natural resources will itself result in the accumulation of a considerable amount of new data relating to specific countries and regions. It is believed that the establishment of a system of project and programme-oriented information storage and retrieval with use of computers is likely to contribute to the effective execution of future projects in various fields. Accordingly, attention will be devoted during 1969 and 1970 to exploring the feasibility of the creation of such a data bank.

172. In addition to the need for the systematic processing, storage and retrieval of operationally-oriented data, there is a similar need for the analysis and speedy dissemination of information on the techniques for the practical development of transport systems and of non-agricultural resources. In this connexion, careful attention will be given to the question of starting a periodical publication through which information could be speedily transmitted on field applications of new technologies (as contained in the reports by experts) and on the recommendations of study groups, seminars and workshops.

Support to technical co-operation and other operational activities

173. 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 evaluation and 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 and FUNDWI Overhead, as well as by a desalination expert 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.

COST ESTIMATES: 1970

(\$1 203 400)

Chapter I. Established posts (\$1 037 100)

TABLE 3-A-24

	<i>C a t e g o r y a n d l e v e l</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	—	1	5	7	11	11	9	44	3	23	26
1969.....	—	—	1	5	7	11	11	9	44	3	23	26

174. No changes are proposed in the staffing requirements for 1970.

Chapter III. Other temporary assistance (\$166 300)

(ii) *Individual experts and consultants* ... (\$120 400)

(iii) *Ad hoc expert groups* (\$ 45 900)

(a) *Ad Hoc Expert Group on Hydrographic Surveying and Bathymetric Charting*: six members to meet at Headquarters for 10 days;

(b) *Ad Hoc Expert Group on United Nations Criteria for Mineral Exploration*: twelve members to meet at Headquarters for 10 days;

(c) *Ad Hoc Expert Group on Criteria and Methods for the Economic Evaluation of Water Resources Projects*: five members to meet at Headquarters for one week;

(d) *Ad Hoc Expert Group on Transport Development Programming*: six members to meet at Headquarters for two weeks.

Division of Public Finance and Financial Institutions

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-25

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Government budgeting and accounting	12	2	—				18	5	—			
Taxation	31	10	—				26	8	—			
Export credits and financial institutions	24	—	—				33	7	—			
Foreign investment and transfer of technology at the enterprise level ^a	18	6	—				24	10	—			
Support of technical co-operation programme	24	—	18				16	—	18			
Programme formulation and management	18	—	—				12	—	—			
Participation in and servicing of meetings	5	—	—				3	—	—			
TOTALS	132	18	18	96 ^b	—	—	132	30	18	96 ^b	—	—

^a In 1969 12 additional man-months of professional time are expected to be used from general vacancies and 50 additional man-months of consultants services will be available on the basis of the 1969 revised estimates for the purpose of implementing UNCTAD resolution 33(II) and Economic and Social Council resolution 1311 (XLIV).

^b Includes 12 man-months of secretarial assistance to interregional advisers.

WORK PROGRAMME

175. The programme in fiscal and financial questions, for which the Division of Public Finance and Financial Institutions has substantive responsibility, is divided into three broad sub-programmes: (a) public finance, including (i) government budgeting and accounting, and (ii) taxation; (b) export credits and financial institutions; and (c) foreign investment and transfer of technology at the enterprise level. The major objective of the Division is to promote and strengthen fiscal and financial measures and institutions in developing countries. To this end, the Division concentrates on providing assistance to Governments, at their request, through field missions, regional and interregional workshops, training programmes and other operational activities, and through studies, reports and manuals required for the substantive support of these activities.

Government budgeting and accounting

176. Through direct technical assistance and through the medium of regional and interregional workshops, the Division assists Governments of Member States in the modernization of their budgetary and accounting systems.

177. The Division has prepared substantive documentation on major issues of interest to developing countries, such as budget classification, programme and performance budgeting, government budgeting and economic planning, government accounting and efficiency in public expenditures. The various documents have been discussed at nine regional budget workshops organized jointly with the secretariats of regional economic commissions and at two interregional workshops. The documents serve in providing effective support to technical assistance activities. Currently, the Division is engaged in the revision of the *Manual for Government Accounting*, which is expected to be ready in 1969. This *Manual*, together with other studies on the mechanization of government accounting and on the financial management practices of public enterprises,

will be submitted to an interregional seminar on government accounting and financial management proposed to be held in 1969. Other subjects to be examined in 1969 and 1970 include problems of multi-year budgeting and further methodological and empirical work on efficiency in public expenditures.

Taxation

178. In the field of taxation, the principal emphasis is placed on tax reform for economic development, tax harmonization within the framework of economic integration, and tax treatment of international trade and investment.

179. Tax reform planning in developing countries implies the institutionalization of tax planning, determining over-all targets and examining their feasibility, tax structure development, establishing bases for tax potential and developing techniques of revenue forecasting. Eight case studies will be undertaken during 1968-1969 and will be followed by an expert group meeting in 1970. The objective is to provide guidelines for tax reform planning and its institutionalization in developing countries. This work is undertaken in consultation with the International Monetary Fund (IMF) and with the assistance of the regional economic commissions and the United Nations Economic and Social Office in Beirut (UNESOB).

180. In the field of tax administration, the Division prepares manuals dealing with the substantive, organizational and administrative aspects of the administration of specific major taxes in developing countries. The Division has already prepared manuals on the administration of income tax and land tax and has now initiated work on the administration of turnover and value-added taxes. These manuals are intended for use at the national level by both Governments and technical assistance experts in the reorganization of specific tax services and in the training of tax personnel. They are also used as working papers at regional workshops for senior tax officials.

181. Tax harmonization constitutes one of the essential steps towards economic integration. The Division undertakes policy-oriented research work and assists countries either directly or through the technical co-operation programme. The Division expects to provide substantive support in this field to the countries of the Caribbean and other areas during 1969 and 1970.

182. Among the continuing tasks of the Division in the field of tax treatment of international trade and investment is the preparation and publication of the series of international tax agreements. An *ad hoc* working group of experts on tax treaties, authorized by Economic and Social Council resolution 1273 (XLIII), was convened in December 1968. It examined possible guidelines for the negotiation of mutually advantageous tax treaties between developed and developing countries. The Division also expects to undertake further work relating to tax treatment of international trade of developing countries.

Export credits and financial institutions

183. The Division issues comprehensive reports on export credits and development financing which provide information on the institutions which finance and re-finance medium-term and long-term export credits, both suppliers' and buyers' credits, and set out the application procedure and the terms and conditions on which these credits are financed and refinanced.

184. The Division also undertakes studies on export credits as a means of promoting exports from developing countries. It has carried out a survey of national export credit insurance and export credit financing schemes in those developing countries which operate such schemes, and a limited inquiry in the other developing countries into conditions related to the possible establishment of national, sub-regional or regional export credit insurance and export credit schemes. In pursuance of Economic and Social Council resolution 1358 (XLV), the Secretary-General convened in March 1969 a round table of international and national agencies and institutions at which the experience of existing export credit insurance and export credit financing schemes was reviewed and assessed, the results of an international inquiry evaluated and proposals for appropriate future action formulated. Resolution 1358 (XLV) also invited the Secretary-General to organize seminars on export credit for the purpose of assisting the competent authorities of the developing countries to review the problems and techniques of export credit as a means of promoting exports. An interregional seminar in this field is proposed to be held in 1970.

185. The Division assists Governments in the establishment and operation of national, sub-regional and

regional development banks and other financial institutions concerned with the mobilization of domestic and foreign savings. It is the substantive executing agency for the African Development Bank's Pre-Investment Unit and also provides support for other technical assistance projects in credit, commercial banking and, in co-operation with IMF, central banking management.

186. The Division keeps under constant review the role of national and international financial institutions in the mobilization of domestic and foreign savings for investment in developing countries. It is currently engaged in a survey of the types of financing provided by these institutions and of the conditions and terms on which such financing is provided. The Division will provide substantive support to a regional meeting of national development banks to be organized in 1969 by the Asian Development Bank.

Foreign investment and transfer of technology at the enterprise level

187. Subsequent to the publication of a comprehensive report on *Foreign Investment in Developing Countries* in 1968, consultations were held with Governments and international agencies regarding the possible implementation of the specific recommendations for action at the national and international levels formulated in the report, with a view to assisting interested Governments in the application of measures to increase the flow of productive foreign investment. The results of these consultations were presented to a Panel on Foreign Investment, convened in February 1969, which examined major issues in this field with a view to establish bases of reconciliation so as to accelerate the flow of private investment to developing countries.

188. A systematic field examination in selected industries and countries has been initiated to ascertain the nature and performance of arrangements between enterprises of developed and developing countries under which operative technology is transferred from the former to the latter. This will be followed by an expert group meeting in 1970. This exercise is designed to yield practical guidelines for Governments and enterprises in the formulation of effective policies and institutional arrangements which would enhance the contribution of foreign technology to developing countries. Closely related is an inquiry on measures to reduce the cost of foreign technology to developing countries. In addition, the Division assists interested Governments and groups of Governments, as well as specialized intergovernmental organizations, in the improvement of patent and related legislation and administration and the creation and strengthening of multinational institutions in this field.

COST ESTIMATES: 1970

(\$345 100)

Chapter I. Established posts (\$263 000)

TABLE 3-A-26

	<i>Category and level</i>										
	<i>I. Professional and above</i>									<i>II. General service</i>	
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels II</i>
1970.....	—	—	1	—	2	3	4	1	11	1	6
1969.....	—	—	1	—	1	4	4	1	11	—	7

189. The following adjustment is requested in the staffing provisions for 1970:

Reclassification of existing post

1 P-4 to P-5

To provide a second P-5 post in the Division in order that the heads of the Division's two major sections—the Public Finance Section and the Financial Policy and Institutions Section—may have the rank which corresponds to their duties and level of responsibility.

Chapter III. Other temporary assistance (\$82 100)

(ii) *Individual experts and consultants* . . . (\$36 100)

(iii) *Ad hoc expert groups* (\$46 000)

(a) Expert Group on Tax Reform Planning: twelve experts to meet at Headquarters for one week;

(b) Expert Group on Transfer of Technology: sixteen experts to meet at Headquarters for two weeks.

Commissioner for Social Development, Population and Housing

Office of the Commissioner

COST ESTIMATES: 1970

(\$74 400)

Chapter I. Established posts (\$74 400)

TABLE 3-A-27

	<i>C a t e g o r y a n d l e v e l</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	1	—	—	—	1	—	—	2	1	1	2
1969.....	—	1	—	—	—	1	—	—	2	1	1	2

Social Development Division

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-28

<i>Programme components</i>	<i>1969 Man-months assigned</i>						<i>1970 Man-months required</i>					
	<i>Regular Budget</i>				<i>XB^c</i>		<i>Regular Budget</i>				<i>XB^c</i>	
	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>
Social policy, planning and administration ..	221 ^a	53	—	—	64	—	228 ^a	59	—	—	60	—
Social reforms and institutional change	16	4	—	—	—	—	28	6	—	—	—	—
Human resources and popular participation in development	70	18	—	—	—	—	53	—	—	—	—	—
Support to technical co-operation and other operational activities	181	—	36	—	—	—	188	—	36	—	—	—
Programme formulation and management, including co-ordination with other agencies	112	—	—	—	—	—	115	—	—	—	—	—
TOTALS	600 ^a	75	36	348 ^b	64	74	604	65	36	360 ^b	60	72

^a Includes 24 man-months financed under the section 2 provision for the Fortification of Nations' progress on the Prevention of Crime and the Treatment of Offenders.

^b Includes 12 man-months financed under section 2, as in footnote a, and 12 man-months of secretarial assistance to interregional advisers.

^c Financed by a contribution from the Swedish Government under funds-in-use arrangements.

WORK PROGRAMME

190. The activities of the Social Development Division have been gradually adjusted in accordance with the objectives of concerted international action in the social field as contained in resolution 1139 (XLI) adopted by the Economic and Social Council on 29 July 1966. The first stage of this reorientation was reflected in the 1969 budget presentation. The proposals for 1970 are

part of a new long-range work programme for the period 1970-1973 approved by the Secretary-General pursuant to Council resolution 204 (XLI) concerning the implementation of the recommendations of the *Ad Hoc* Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies. The new long-range work programme was subsequently endorsed by the Social Commission at its twentieth session in March 1969. Under this programme, the

activities of the Division are closely geared to the requirements of the Second United Nations Development Decade. Consequently, in 1970 particular attention will be given to work on the social aspects of overall development and, as recommended by the Committee for Programme and Co-ordination in its report on its second session (E/4493/Rev.1), to general development problems in the social field, including particularly human resources. At the same time, the Division's activities in the more specialized sectors, such as social welfare and the prevention and control of crime and delinquency, are being increasingly related to overall development objectives and priorities of developing countries. As a direct consequence of this integration of the activities of the Social Development Division, the man-month requirements are grouped into four main categories of work instead of the seven categories listed in the 1968 and 1969 budget estimates.

Social policy, planning and administration

191. One of the main tasks of the Division is to provide the policy-making organs of the United Nations system with the required data on world-wide, regional and sectoral trends in the social field. *The 1970 Report on the World Social Situation* will be completed in 1970 and work on the *1973 Report* will begin in late 1970. The 1970 issue of the *International Social Development Review*, an annual publication intended for the use of policy makers and planners at the national level, will be devoted to selected major development problems of particular relevance to the beginning of the Second United Nations Development Decade.

192. The Division's activities in social planning in developing countries are aimed at systematically assisting governments to advance an integrated socio-economic approach to national planning. In 1970, work will be undertaken on the further development of the methodology and techniques of cross-sectoral social planning and of performance reporting and evaluation. A major effort will be directed towards the training of social planners needed for the Second United Nations Development Decade. A series of practical training courses in this field, financed by funds-in-trust donated by Sweden, will be started in 1969 and continue in 1970 and 1971. Training materials will be developed for this purpose. Work on income distribution will be expanded mainly through the availability of funds-in-trust.

193. The work programme on the social aspects of industrialization, drawn up in consultation with the United Nations Industrial Development Organization (UNIDO), is aimed at applying social planning and policy considerations to industrialization programmes. Studies and advisory services will be provided in 1970 on the social preconditions and consequences of industrialization, and a report on industrial social welfare will be completed that year. More attention is to be given to problems of urbanization. The first stage in 1970 will include comparative studies of policies and measures to facilitate social transition to changing urban conditions in developing countries, including the use of urban community development.

194. In rural development, high priority is given to practical assistance to Governments for comprehensive inter-disciplinary projects, with particular attention to the human and the institutional aspects. A study will be completed in 1970 to provide Governments of

developing countries with operational guidelines for such projects. These activities are designed to enable the Social Development Division to do its share in effective inter-agency action to assist Governments to raise productivity levels and living standards in rural areas. The main feature of the Division's activities in regional planning and development is the establishment of a number of UNDP-financed research and training centres to serve the needs of developing countries. In 1969 a preliminary report on institutional aspects of regional development will be completed, and a second meeting of the Advisory Committee of Experts in this field will be convened in 1970.

195. In the field of social welfare, the Division will concentrate, during the immediate years ahead, on the implementation of the recommendations of the Conference of Ministers Responsible for Social Welfare, held in 1968. This will include operational activities and studies on social welfare planning, administration and training as well as the organization of regional meetings of experts to formulate regional social welfare standards. In 1970, an interregional seminar on access to education by physically and mentally handicapped children will be organized in co-operation with UNESCO and financed from special contributions made to the UNDP by Denmark. In 1969, a training course for instructors in the field of prosthetics will also be organized and financed from special contributions made to the UNDP by Denmark. This will be followed in 1970 and 1971 by training courses for other types of rehabilitation personnel and trainers from developing countries.

196. With respect to the prevention and control of crime and delinquency (social defence), the work of the Division concentrates on policies and methods to assist Governments in relating social defence programmes to over-all development objectives and priorities in developing countries. In 1969, there will be a meeting of experts to advise on methodology of social defence planning. In 1969 and 1970, country case studies will be undertaken on this subject, and work on cost-benefit analysis for planning purposes will be initiated. The Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders will be held in August 1970 in Japan. Preparatory work in 1969 includes the organization of three regional meetings and the finalization of the Congress documentation. A meeting of the standing Advisory Committee in this field is also scheduled for 1970 to assist in the preparatory work. As a continuing activity, the *International Review of Criminal Policy* is published annually, with the 1970 issue being related to the Congress.

Social reform and institutional change

197. A major part of the Division's work in this area is devoted to social aspects of land reform. The *Fifth Report on Progress in Land Reform*, prepared in co-operation with the specialized agencies, will be published in 1969. The preparation of the *Sixth Report*, scheduled for publication early in 1973, will begin in 1970. At the same time, work will also be initiated to assess the results of land reform programmes in terms of their social objectives. For this purpose, studies will be undertaken in 1970 on the effects of land reform on redistribution of income and wealth, and on social services in support of land reform. Work will begin in 1970 on the role of peasant organizations in land reform and on the community development aspects of the training of personnel for land reform programmes.

198. Apart from land reform, studies will be undertaken, in co-operation with the Public Administration Division, on the contribution of community development to civic and administrative reforms. The work of the Division in relation to family planning, carried out in co-operation with the Population Division, includes a study of the social aspects of family planning policies, to be completed in 1970, and assistance in the training of social welfare personnel needed in this field. The training of social welfare personnel will be financed from extra-budgetary resources.

Human resources and popular participation in development

199. The Economic and Social Council has emphasized the importance to the Second United Nations Development Decade of the full mobilization and use of human resources and of the widest possible popular participation in the development efforts. The Division's activities are focused on providing leadership for concerted international action in this field. This will include inter-sectoral pilot projects as part of zonal development in rural areas, and studies on cross-sectoral human resources planning. Activities related to youth are aimed at assisting Governments in the development of effective policies and programmes for meeting the needs of youth and ensure their participation in economic and social development. A report on this subject was submitted to the Commission for Social Development in 1969. In 1970, an interregional meeting on participation of youth in the Second United Nations Development Decade and in 1969, an interregional seminar on training of professional and voluntary youth leaders will be organized in co-operation with the specialized agencies. Preparatory work will also begin in 1970 for an interregional expert meeting on the role of women in economic and social development, to be held in 1971. A study on the participation of the public

in programmes for the prevention of crime and delinquency will be undertaken in 1970.

Support to technical co-operation and other operational activities

200. The Division's work programme places heavy reliance on operational activities as the principal means of providing practical assistance to Governments in social development. This is reflected in efforts to relate studies and reports as closely as possible to finding concrete solutions to development problems at the country level and in the inclusion of an increasing number of operational projects in each of the main fields of activity. A major part of the Division's work involves substantive support for experts, seminars and training courses, as well as participation by the staff of the Division in technical co-operation planning and programming missions. The latter activities are expected to increase in 1970 and the following years in the light of the trend towards larger multi-disciplinary missions and the need to include experienced social development personnel in the planning and evaluation of economic and technological projects. This places additional responsibilities on the professional staff of the Division and will take up a substantial part of available man-months each year. Additionally, under Economic and Social Council resolution 731 II (XXVII), the Social Development Division is responsible for providing, on a non-reimbursable basis, substantive support and technical evaluation of projects in family, youth and child welfare for which Governments request UNICEF material aid. The Division also collaborates with the World Food Programme on the evaluation and preparation of projects in the social field receiving food aid. In 1969 the food aid value of these projects in the social field amounted to roughly \$60 million, and this figure is expected to increase considerably in 1970.

COST ESTIMATES: 1970

(\$1 234 100)

Chapter I. Established posts (\$1 110 900)

TABLE 3-A-29

	<i>Category and level</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970	—	—	1	2	8	19	12	7	49	1	27	28
1969	—	—	1	2	8	18	12	7	48	1	26	27

201. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$112 200)

(ii) *Individual experts and consultants* (\$78 200)

(iii) *Ad hoc expert groups* (\$34 000)

(a) *Advisory Committee of Experts in Regional*

Development: ten participants to meet at Headquarters for two weeks;

(b) *Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders*: ten participants to meet at Headquarters for two weeks.

Chapter V. Provisional staffing requirements (\$11 000)

1 P-4, 1 GS

To strengthen the Division for its work in the field of social policy and planning.

Population Division

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-30

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				NB		Regular Budget				NB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Fertility and family planning	26	4	—	—	—	—	40	14	—	—	—	—
Mortality and morbidity	12	—	—	—	—	—	30	—	—	—	—	—
Internal migration and urbanization	26	4	—	—	—	—	23	—	—	—	—	—
Demographic aspects of economic and social development	26	22	—	—	—	—	17	16	—	—	—	—
Estimates and projections	57	2	—	—	—	—	52	—	—	—	—	—
Support of technical co-operation programmes	54	—	6	—	162	—	53	—	12	—	174	—
Programme formulation and management	55	—	6	—	6	—	76	—	—	—	6	—
Participation in and servicing of meetings	56	8	—	—	—	—	33	3	—	—	—	—
TOTALS	312	40	12	216	168 ^a	36 ^b	324	33	12	240	180 ^a	36 ^b

^a Includes field complement of ten Population Programme Officers, twelve months each; balance of man-months represents officers at Headquarters, financed from the United Nations Fund for Population Activities.

^b Financed from the United Nations Fund for Population Activities.

WORK PROGRAMME

202. The work programme of the Population Division for 1969 and 1970, described below, is derived from the two-year and five-year programmes of work approved by the Population Commission at its fourteenth session in October-November 1967, re-grouped by main activity areas, with estimated manpower requirements. Expanded operational activities in the field of population to be undertaken by the United Nations family of organizations with the financial support of the United Nations Fund for Population Activities are reflected in the work programme of the Division to the extent that such activities are to be carried out by the Headquarters establishment and the network of population programme officers (see para. 209 below).

Fertility and family planning

203. 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. In 1970, work will continue on a study of differential fertility in developed and developing countries and a study will be started dealing with the impact of family planning programmes on fertility change; a study is also planned on the relationship of infant mortality to fertility levels. Preparation of non-technical digests of studies on (i) levels, trends and variations in fertility and factors influencing them, and (ii) measures, policies and programmes affecting fertility are being postponed from 1969 to 1970. Substantive support will be required in 1970 for an interregional seminar on population action programmes and a technical meeting on methods of analysing fertility survey data for developing countries.

Mortality and morbidity

204. Work in this field will be strengthened in 1969 and 1970 along the lines recommended by the United Nations/WHO Meeting on Programmes of Analysis of Mortality Trends and Levels, which was held in October 1968. In 1970, the survey of levels and trends

of infant and childhood mortality, to be initiated in 1969, will be completed, and work on a world survey of mortality levels and trends will be begun.

Internal migration and urbanization

205. Work in the field of urbanization, which has been intense over the last few years, will begin to taper off in 1969 and 1970. The study on sex, age and marital status characteristics of urban and rural population will continue. In 1970, work will continue on the manual on methods of projecting urban and rural population.

Demographic aspects of economic and social development

206. In April 1969, an *Ad Hoc* Committee of Experts on Demographic Aspects of Social Development was convened, and in 1970 a study of demographic aspects of social development will be undertaken in the light of the recommendations of the *Ad Hoc* Committee. In 1970, an *Ad Hoc* Committee of Experts on Demographic Aspects of Economic Development will be convened, as well as a technical working group on demographic aspects of manpower, postponed from 1969.

Estimates and projections

207. This area forms a major part of the work of the Division and covers estimates and projections required not only by the Population Division, but also by other United Nations units and specialized agencies, particularly in connexion with the Development Decade and the increased emphasis on the development of human resources. Projects continuing during 1969-1970 will include the evaluation and preparation of estimates of data on age and sex structure of population, and on fertility, mortality and international migration; work on projections of the total number of households for the world and the regions will be completed in 1970. Also in 1970, a report will be prepared on revised projections to the year 1985 by single years of age and sex for the world and for those regions and countries which lack such projections. In 1970 a re-assessment will begin of the methodology of demographic projections.

Support of technical co-operation programmes

208. The separation of these activities of the Division which lead to the preparation of various studies from those activities which constitute support to technical co-operation programmes is somewhat arbitrary. However, a considerable portion of the substantive work in the study areas described above relates to the support of technical co-operation and other operational activities in the sense that these studies provide the framework within which many technical activities in the field of population are conceived. Moreover, many studies that are undertaken comprise the documentation for technical committees, *ad hoc* groups and seminars convened under United Nations auspices.

209. As part of its support of technical co-operation, the Population Division undertakes programming and

co-ordinating functions for regional and country projects in the field of population and for population 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. This co-ordinating function is expected to expand as activities financed under the United Nations Fund for Population Activities expand. This expansion in activities will be made with the help of a network of population programme officers stationed in various parts of the world. These officers, financed under the Population Fund, will be responsible for aiding Governments to identify problem areas which technical co-operation assistance on the national level might alleviate, and the population programme officers will assist Governments to formulate project requests for submission to the United Nations and the United Nations Development Programme.

COST ESTIMATES: 1970

(\$702 900)

Chapter I. Established posts (\$627 900)

TABLE 3-A-31

	<i>C a t e g o r y a n d l e v e l</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	—	1	1	5	8	8	4	27	2	18	20
1969.....	—	—	1	1	5	7	8	4	26	2	16	18

210. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$60 200)

- (ii) *Individual experts and consultants* .. (\$39 700)
 (iii) *Ad hoc expert groups* (\$20 500)

Ad Hoc Committee of Experts on Programmes in Demographic Aspects of Social Development: seventeen members to meet in Geneva for eight days.

Chapter V. Provisional staffing requirements (\$14 800)

1 P-4, 2 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 (Economic and Social Council resolution 1084 (XXXIX)). The additional resources would bring the substantive staffing of the Division up to the level recommended in 1965 and supply the necessary secretarial and clerical support to the professional staff of the Division.

Centre for Housing, Building and Planning

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-32

<i>Programme components</i>	<i>1969 Man-months assigned</i>						<i>1970 Man-months required</i>					
	<i>Regular Budget</i>				<i>XB</i>		<i>Regular Budget</i>				<i>XB</i>	
	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>	<i>P</i>	<i>C</i>	<i>IRA</i>	<i>GS</i>	<i>P</i>	<i>GS</i>
Housing and community facilities.....	55	18	—	—	—	—	81	36	—	—	—	—
Building materials and technology.....	24	6	—	—	—	—	36	6	—	—	—	—
Urban and regional planning.....	34	8	—	—	—	—	32	8	—	—	—	—
Documentation and information.....	33	4	—	—	—	—	27	4	—	—	—	—
Special projects	50	19	—	—	—	—	56	6	—	—	—	—
Support to technical co-operation and other operational activities.....	86	—	42	—	36	—	86	—	42	—	36	—
Programme formulation and management	30	—	—	—	—	—	30	—	—	—	—	—
TOTALS	312	55	42	228 ^a	36 ^b	24 ^c	348	60	42	228 ^d	36 ^b	24 ^c

^a Includes 12 man-months of secretarial assistance to interregional advisers and 24 man-months financed against general vacancies.

^b Special technical advisers financed from Special Fund Overhead.

^c Financed from Special Fund Overhead.

^d Includes 12 man-months of secretarial assistance to interregional advisers.

WORK PROGRAMME

211. The goal of the Centre for Housing, Building and Planning is the improvement of man's physical environment in pursuit of the social and cultural goals of society. The Centre emphasizes the development and expansion of organizations, capital and skilled personnel underlying programmes in housing, building and planning within each country; the development of ideas, programmes and methods; the collection, organization and dissemination of information; the formulation of local, regional, national and international strategies of physical development; and the formulation of guiding principles for urban and regional development.

212. The means used to achieve these objectives include technical co-operation and pilot projects; research documentation; the publication of studies and other information; international meetings, study tours and training programmes; the promotion of world co-operation and the mobilization of resources; the development of effective policies and strategies for housing and urban and regional development; and the co-ordination of world-wide activities in the field of housing, building and planning.

213. The work programme of the Centre for Housing, Building and Planning for the period 1967-1970 was established by the Committee on Housing, Building and Planning at its fifth session, held in 1967. The programme was divided into Category I (projects of the highest priority), Category II (projects to be undertaken as resources for the Centre become available) and seminars, study tours, etc. The following three projects were placed in Category II: (i) social aspects of housing and urban development; (ii) design of low-cost housing and community facilities; and (iii) industrialization of building. The Economic and Social Council, at its forty-fourth session, up-graded these projects to Category I, requiring adjustments to be made in the manpower allocated to other parts of the work programme.

214. The work programme described below is divided into the main fields of activity in which the Centre is engaged. It should be noted that a large part of the manpower available is being devoted to action-oriented projects providing technical assistance and advice to developing countries, in the sense that the Centre's activities which involve research and exchange of information, preparation of studies and convening of seminars are designed to assist Governments in finding practical ways of solving actual problems, rather than to discuss theoretical questions.

215. During 1969 and 1970, the Centre will devote attention to (i) preparations for the Second United Nations Development Decade; (ii) the World Plan of Action for the application of science and technology to development so far as housing, building and planning is concerned, including the preparation of studies on topics such as the industrialization of building, local building materials, tropical roofing and urban development; and (iii) the Conference on Human Environment, with respect to its regional planning and urbanization aspects.

Housing and community facilities

216. 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.

217. Work will continue during 1969 and 1970, in collaboration with the regional economic commissions, on regional studies on current policies and regulations, programming methods and institutional requirements in housing, building and planning. These studies should lead, in 1970 and 1971, to a series of regional meetings in order to assist governments in formulating housing, building and planning policies and programmes and in taking measures to implement them. A publication is being prepared dealing with the fundamentals of housing management, which aims to help Governments in the upkeep and maintenance of housing projects and in tenant and owner education in housing for low-income families.

218. In the field of housing and urban development finance, a joint UN/UNDP Task Force has been established and is currently considering proposals developed under Economic and Social Council resolution 1170 (XLI). The third in a series of advisory groups on housing finance, postponed from 1968, was convened in early 1969. This group reviewed the housing finance situation in Eastern European countries to determine what contribution they might make in international assistance to developing countries. In addition, there will be an expert group meeting later in 1969 to evaluate the recommendations of the Task Force and the three advisory groups. On the basis of these meetings and other consultations, a comprehensive report on housing finance will be completed during 1969, which will include specific proposals for a United Nations programme to assist developing countries to mobilize capital for investment in housing and urban development. A separate seminar is being organized for 1970, in collaboration with the Government of Denmark and the regional economic commissions, on the economic and financial criteria for establishing policy and setting priorities for investments in housing and urban development. This has been one of the major bottlenecks encountered by developing countries confronted with rapid urbanization.

219. Due attention is also given to problems such as the proliferation of shanty-towns, squatter settlements and rural housing. Concerning the latter, a report is being completed on prevailing rural housing conditions in various regions of the world, which is the first study of its kind of this subject. This report is a direct follow-up of the recommendations of the interregional seminar on rural housing which took place in 1967 in Venezuela, also the first international meeting on this subject. In relation to shanty-towns and squatter settlements, projects are underway in several countries in collaboration with the World Food Programme to improve existing conditions in urban and rural areas. At the same time, techniques for improving marginal areas will be studied at a meeting planned for 1970 in Latin America; the host country will demonstrate the practical means and methods employed for the improvement of squatter settlements. In the field of low-cost house design, a study on the relation of climate to design, completed in 1968, will be published in 1969. Furthermore, the International Union of Architects has agreed to conduct in 1969 and 1970 a survey of most useful ideas in low-cost house design. These two under-

takings were part of an earlier programme in this field, i.e., before the new priorities were established in 1967 by the Committee on Housing, Building and Planning.

Architectural design, building materials and technology

220. The Centre's work focuses on collecting and disseminating information relating to construction and design; carrying out research on architectural design, building material and technology; promoting the improvement of building methods and materials, and undertaking research on regional problems of construction in relation to natural disasters. In 1969, studies will be completed on the use of bamboo and reeds in house building, the use of precast concrete elements in masonry construction, and the organization of building operations in Asia and the Far East. A seminar on building operations in low-cost housing construction is proposed for 1970.

221. In conformity with the up-grading of the project "industrialization of building" by the Economic and Social Council at its forty-fourth session, studies will commence in 1969 on prefabrication of wooden doors and windows. A study on practical uses of building tools in increasing productivity in construction will also be undertaken during this year. In 1970, the following studies will be started: (i) comparative study of roof design; (ii) construction techniques for seismic and hurricane areas; and (iii) present status and trends of building in Africa, Asia and the Middle East.

Urban and regional planning

222. The programme of the Centre seeks to assist Governments of the developing countries in the improvement of national, regional and local institutions and in the development of methods for dealing with the locational aspects of economic and social development in general, and with the physical planning aspect of urban and regional development in particular. In order to meet the problems of accelerated expansion of urban areas, the environmental aspects of urbanization will receive particular attention during 1969 and 1970. Other areas of emphasis concern the legal framework required to undertake physical planning, the formulation of training programmes and promotion of research in physical planning. In this context, an interregional seminar on physical planning for national, regional and urban development will be held in Romania in 1969, and a programme of regional seminars on urban and metropolitan planning, with special reference to the establishment of the necessary statistical basis, is being proposed jointly with the Statistical Office and the regional economic commissions.

223. The study of urban land policies and land control measures, to which the regional economic commissions contribute, will continue during this period. Based on detailed surveys of a selected number of countries in each region, the study will culminate in a comprehensive report of worldwide interest. A study on the Latin American region was completed in 1968 and a similar one for African countries will soon be completed. During 1969-1970 attention will also be directed to the studies on Asia, Europe and the Middle East in collaboration with the respective economic commissions and the United Nations Economic and Social Office in Beirut. Furthermore, jointly with the Resources and Transport Division, a study on urban transport will be undertaken within the context of total urban environmental development in developing countries.

Reports, documentation and information

224. The Centre's activities in this area involve the systematic collection, evaluation, classification and dissemination of data and background material. In addition, documentation pertaining to questions on training and information is provided to the Committee on Housing, Building and Planning, such *ad hoc* groups as may be formed and 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 housing, building and planning.

225. The study on training of skilled manpower in housing, building and planning, with special reference to needs and methodology, is being undertaken by the International Labour Organisation in collaboration with the Centre, and will be completed in 1969.

226. A report on international co-operation in housing, building and planning, showing a comprehensive and systematic account of existing programmes and indicating the assistance of agencies which expend funds in this field and the amount of their expenditures, will be completed during 1969 and submitted to the sixth session of the Committee on Housing, Building and Planning. This report, included in the Centre's work programme among projects of the highest priority and requiring continuing attention, will be prepared every two years to assist the Committee in its bi-annual review of policies and practices in international assistance in this field.

227. Co-operation with the International Labour Organisation, to ensure that its proposed housing survey — which is to be issued in 1970 — will be of benefit to all parties, will continue during 1969 and 1970.

228. Work will also commence during 1969 on the collection and evaluation of data for the *World Housing Survey*, to be published in 1973 as the first of a series of quinquennial housing surveys of an analytical and comparative character, in response to Economic and Social Council resolution 1299 (XLIV).

Special projects

229. The Economic and Social Council, by resolution 1300 (XLIV), requested the Secretary-General to ascertain the views of Member States on, and their willingness to initiate practical programmes in support of a possible campaign to focus world attention on housing. The campaign could include, according to the resolution, programmes of public information, regional conferences, preferably at the ministerial level, and perhaps the designation of an international year for housing, urban and rural development within the Second United Nations Development Decade. In 1969, a report was prepared for the Administrative Committee on Co-ordination (ACC) Working Group on Housing and Urbanization, since resolution 1300 (XLIV) called for ACC advice. Subsequently in 1969, a report will be made to the Committee on Housing, Building and Planning on the response of Member States to these proposals, together with the findings of the Secretary-General, spelling out the type of programmes that could be suitable for the campaign. Should the responses be favourable, considerable attention would have to be devoted to this project in 1970 and subsequent years.

230. By resolution 1301 (XLIV), the Economic and Social Council requested the Secretary-General to take certain steps in connexion with the implementation of its earlier decision to establish a United Nations International Institute for Documentation on Housing, Building and Planning in New Delhi. The new resolution envisages a chain of national and regional centres connected with the proposed International Institute. The Institute is to be financed by voluntary contributions from Member States and others. When adequate funds are available, an Advisory Board and a Working Party composed of documentation experts will be appointed to proceed with arrangements for the Institute. The Centre will continue to provide substantive guidance and assistance in the development of the Institute and related network of centres.

231. As a result of Economic and Social Council resolution 1224 (XLII), an important feature of the work of the Centre is the new emphasis being placed on pilot programmes geared to the improvement of conditions in slum and squatter settlements in rapidly urbanizing areas. The formulation of objectives and the identification of subjects and places suitable for such pilot programme operations are well under way and will continue. During 1969 and 1970 emphasis will be placed on the preparation of plans and execution of programmes in those countries wishing to obtain assistance under this resolution and on mobilizing and co-ordinating external contributions that might be required. At the same time, this programme will provide the focus for co-ordinating and disseminating research in this field.

Support to technical co-operation and other operational activities

232. The major part of the Centre's activities consists

of support to technical co-operation activities. This support takes the form of substantive back-stopping 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 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.

233. At the present time, the Centre's programme accommodates approximately 150 experts and associate experts in the field. In addition to a large number of technical co-operation projects, there are seventeen Special Fund projects, and the preparation of draft requests for approximately ten other Special Fund projects is in progress. There are a number of projects under the World Food Programme with housing components requiring the Centre's attention. It is expected that the number and size of World Food Programme projects will increase during 1969 and 1970. Furthermore, the Centre is engaged in pilot demonstration programmes in low-income settlements, as discussed above. Rural development (sometimes referred to as zonal development) projects are also being supported by the Centre.

COST ESTIMATES: 1970

(\$747 000)

Chapter I. Established posts (\$628 500)

TABLE 3-A-33

	<i>C a t e g o r y a n d l e v e l</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	—	1	2	6	7	8	5	29	3	15	18
1969.....	—	—	1	2	5	7	7	4	26	3	13	16

234. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$91 200)

(ii) *Individual experts and consultants* ... (\$72 200)

(iii) *Ad hoc expert groups* ... (\$19 000)

(a) Expert Group on the Social Aspects of Housing and Urban Development: six participants to meet at Headquarters for ten days;

(b) Expert Group on Design of Low-cost Housing and Community Facilities: six participants to meet at Headquarters for ten days.

Chapter V. Provisional staffing requirements (\$27 300)

1 P-5, 1 P-3, 1 P-2, 2 GS

To provide adequate substantive and supporting staff to the Centre so that it can undertake the work arising from the projects upgraded to Category I by the Economic and Social Council at its forty-fourth session, as explained in paragraph 213 above.

Statistical Office (excluding the International Computing Centre)

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-34

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
International trade statistics.....	145 ^a	—	—	—	—	—	152 ^g	3	—	—	—	—
Demographic and social statistics.....	113	9	—	—	—	—	99	—	—	—	—	—
Industrial statistics	97 ^b	6	—	—	—	—	94 ^b	9	—	—	—	—
General economic statistics.....	125	—	—	—	—	—	125	—	—	—	—	—
National accounts, finance and prices, including special projects.....	120	18	—	—	36 ^d	36 ^d	130	22	—	—	36 ^d	36 ^d
Cost-of-living studies	24	6 ^c	—	—	12 ^c	—	24	6 ^c	—	—	12 ^c	—
Support to technical co-operation acti- vities	60	—	12	—	—	—	60	—	12	—	—	—
Servicing of the Statistical Commission	12	—	—	—	—	—	24	—	—	—	—	—
Programme formulation and manage- ment, including co-ordination of inter- national statistical programmes.....	24	—	—	—	—	—	24	—	—	—	—	—
TOTALS	720 ^{a, b}	39 ^c	12	840 ^{f, h}	48 ^{d, e}	36 ^d	732 ^{b, g}	40 ^c	12	804 ^f	48 ^{d, e}	36 ^d

^a Includes 12 man-months financed from UNCTAD overhead and 12 man-months made available against general vacancies for statistical evaluation of the economic sanctions against Southern Rhodesia.

^b Includes 12 man-months financed from the appropriation for UNIDO.

^c Includes 6 man-months financed jointly by the United Nations and the specialized agencies.

^d Financed from the United Nations Trust Fund for Development Planning and Projections.

^e Financed from the UNDP subvention to the United Nations for central services.

^f Includes 84 man-months financed from UNCTAD overhead.

^g Includes 12 man-months financed from UNCTAD overhead and 12 man-months expected to be made available either against general vacancies or temporary assistance for statistical evaluation of economic sanctions against Southern Rhodesia.

^h Includes 48 man-months made available against general vacancies.

WORK PROGRAMME

235. 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.

236. 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 by 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

237. 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. Following the Statistical Commission's recommendation at its fifteenth session (1968), the SITC is being revised to reflect the changing

pattern of world trade which has resulted from developments over the past decade. Work will be undertaken in 1970 and consultations will take place with the many agencies involved, with the aim of completing this major revision by the seventeenth session of the Statistical Commission in 1972. Major recurrent publications in international trade statistics are the *Yearbook of International Trade Statistics*, *Commodity Trade Statistics*, *World Trade Annual and Supplement*, *Commodity Imports* and *World Energy Supplies*. A special project which will continue during 1969 and 1970 is the statistical evaluation of the effectiveness of the economic sanctions against Southern Rhodesia.

Demographic and social statistics

238. In the field of demographic statistics, the Statistical Office collects, annotates and disseminates basic data on the area of each country in the world; the size, characteristics and growth rates of the population in each; as well as components of population change, namely, statistics of fertility, mortality, nuptiality, divorce and international migration, notably for the use of the Population Division in demographic studies, but also for the specialized agencies as the demographic component of health statistics, education statistics, labour and related statistics. In the field of social statistics, the Statistical Office provides statistics on housing stock and conditions, principally for use by the Centre for Housing, Building and Planning. Major current publications for demographic statistics are the *Demographic Yearbook* and the quarterly *Population and Vital Statistics Report*. Housing statistics are published in the *Statistical Yearbook* and both demographic and housing statistics are published in the *Compendium of Social Statistics*. New publications planned include an *International Compendium of 1960 Population Census Results* and a *Yearbook of Housing Statistics*. During 1970, work in both fields will be concentrated on activities planned to promote the improvement of statistics under the United Nations 1970 World Population and Housing Census Programme and the World Programme for the Improvement of Vital Statistics. It will include, *inter alia*, computerization of demographic and housing statistics and experimentation with revised collection procedures; completion of the revised *Recommendations for the Improvement and Standardization of Vital Statistics*; development of international standards for demographic sample surveys; revision of the *Handbook of Vital Statistics Methods*; and study of housing sample survey methods. Considerable effort will be devoted to back-stopping technical assistance activities, including a heavy programme of seminars, workshops and training courses scheduled for 1970.

Industrial statistics

239. Work in this field focuses on the compilation of basic information on industrial activity and industrial structure in all countries, including the compilation of data on the growth of output, employment and productivity in all branches of mining and manufacturing. Among the primary users of these data is UNIDO, whose growing requirements make it necessary for substantial manpower to be devoted to this field. The major publications are the two annual volumes in *The Growth of World Industry* series. During 1970 developmental work will be undertaken on recommendations for the 1973 World Programme of Industrial Statistics

and will include the preparation of detailed standards for commodity reporting in these inquiries. A computer-based programme for the collection and compilation of world and regional indices for industrial production and employment will be introduced.

General economic statistics

240. Responsibilities in this area include the general collection and compilation of data covering a number of economic and social fields in which the interrelations of the data are important, as well as data in the field of distribution (international 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 the *Supplement to the Statistical Yearbook* and the *Monthly Bulletin of Statistics*.

National accounts, finance and prices, including special projects

241. 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*. At its fifteenth session in 1968, the Statistical Commission decided that (a) a number of technical manuals should be prepared to assist developing countries in the use of the new SNA which the Commission adopted; (b) international guidelines should be formulated in respect of balance-sheet, income-distribution, and price and quantity statistics within the frameworks of the new SNA and MPS; and (c) work should start on developing a correlated coherent system of demographic, manpower and other social statistics. Work will also continue on the linking of the SNA to the MPS. Accordingly, increased manpower will be devoted to this area in 1970. Among the continuing special projects carried out in this area of the Statistical Office are the preparation of data and documents for the Committee on Contributions, as well as studies on the methodology of sampling. *Ad hoc* requests for data, including administrative statistics of various kinds, are also met.

Cost-of-living studies

242. 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. These studies cover all duty stations of interest to the United Nations family of organizations, 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.

Support of technical co-operation activities

243. The Statistical Office devotes considerable manpower to the support of technical co-operation activities. Many of the studies and reports prepared in the substantive fields described above 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 framework within which many technical co-operation activities are conceived.

Moreover, many studies that are undertaken comprise the documentation for technical committees, *ad hoc* groups and seminars convened under United Nations auspices. The Statistical Office also provides substantive backstopping of statistical advisers in the field and of statistical training centres. The Statistical Office undertakes technical reviews 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: 1970

(\$1 540 200)

Chapter I. Established posts (\$1 446 300)

TABLE 3-A-35

	<i>Category and level</i>											
	<i>I. Professional and above</i>									<i>II. General service</i>		
	<i>USG</i>	<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total I</i>	<i>G-5</i>	<i>Other levels</i>	<i>Total II</i>
1970.....	—	—	1	2	7	11	12	25	58	6	54	60
1969.....	—	—	1	2	6	11	12	25	57	6	53	59

244. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$80 500)(ii) *Individual experts and consultants* ... (\$48 200)(iii) *Ad hoc expert groups* (\$32 300)

(a) Expert Group on the Revision of the Standard International Trade Classification: five to seven participants to meet at Headquarters for ten days;

(b) Expert Group on an Integrated System of Social and Demographic Statistics co-ordinated with the new System of National Accounts: ten participants to meet at Headquarters for two weeks;

(c) Expert Group on a Complementary System of Statistics of the Distribution of Income and Wealth: eight participants to meet at Geneva for one week.

Chapter V. Provisional staffing requirements (\$13 400)

1 P-5, 1 GS

To strengthen the Statistical Office for work on industrial statistics and national accounts statistics.

International Computing Centre

WORK PROGRAMME

245. 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 of the Centre is reviewed by an internal board consisting of the Director of the Statistical Office, the Director of the Accounts Division and the Director of the Budget Division.

246. While every effort is made to centralize computer services within the Organization in the International Computing Centre at Headquarters, certain operations utilizing computer facilities are carried out by the regional economic commissions, UNCTAD and UNIDO using electronic data processing equipment available locally. Details on local arrangements and their related budgetary provisions are included under section 10, chapter II for Headquarters, Geneva, the Economic Commission for Asia and the Far East and the Economic Commission for Africa; under section 20, chapter VIII for UNCTAD; and under section 21, chapter IX for UNIDO.

247. The computer applications currently undertaken by the Centre fall into two broad categories: the first is the processing and analysis of economic and social statistical data, and the second category is the processing, analysis and listing of accounting and financial data (payrolls, expenditures, staff lists etc.). In both of these categories, the requests for services from the International Computing Centre have been growing and the pressures for expansion of computer services are expected to increase.

248. In the economic and social field, the application of computer methods has made possible types of analysis and research which were previously not feasible, and accordingly, in many divisions and departments, a reorientation of research and analytical activities is underway. In the accounting and financial field, use of computer services has enabled the production of more comprehensive and timely reports, as well as increased efficiency in certain operations, such as payroll and record-keeping.

249. Records are maintained that allow the accumulation of computer time used by certain major categories. In 1968, statistical services to Governments accounted for 5.0 per cent of total computer time used and UNICEF, UNDP, Pension Fund and other

United Nations users accounted for 13.5 per cent. Both of the above categories represented data processing services for which the Organization was reimbursed. The special statistical work of UNCTAD required 2.5 per cent of the total computer time used, while special applications for UNIDO required 1.3 per cent and the Centre for Development Planning and Projections required 9.5 per cent. The accounting and financial uses of computer time required 23.2 per cent and other statistical work of the organization required 45.0 per cent.

250. In examining the estimated manpower needs of the Centre, it is important to bear in mind that the total staff requirements 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, related in an indirect way to the amount of actual machine time required for the subsequent processing of such applications.

251. The Secretary-General recognizes that modern management techniques effectively utilize electronic data processing equipment, *inter alia*, in management information systems and in planning, programming and budgeting systems to achieve the optimum benefit from available or limited resources. The Secretary-General has under consideration several new uses and applications of electronic data processing equipment in the Organization. Presently, the United Nations Board of Auditors is studying the Organization's electronic data processing facilities and the utilization thereof, and the Secretary-General is awaiting the issuance of the Board's reports evaluating the Organization's current computer usage. After due consideration of the Board's report, and taking into account any observations thereon by the Advisory Committee on Administrative and Budgetary Questions, the Secretary-General may find it necessary to issue a further report to the General Assembly at its twenty-fourth session, on the subject of computer requirements and utilization.

COST ESTIMATES: 1970

(\$592 100)

Chapter I. Established posts (\$592 100)

TABLE 3-A-36

	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
1970.....	—	—	—	1	—	7	5	10	23	5	24	29
1969.....	—	—	—	1	—	7	5	10	23	5	24	29

252. No increase or other adjustment is proposed in the staffing provisions for 1970.

253. For information purposes only, the following is a summary of direct estimated costs related to the operation of the International Computing Centre and of estimated offsetting revenue for 1970:

	\$
Section 3:	
Chapter I. Established posts	592 100
Chapter III. (i) Temporary assistance	75 000
Chapter IV. Overtime and night differential....	3 500
Section 8:	
Chapter VI. Acquisition of permanent equipment	4 000

Section 10:		\$
Chapter II. Rental of data processing equipment	735 600	
Chapter V. Data processing forms and supplies.	95 000	
TOTAL, estimated costs	1 505 200	
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, UNDP and to other external organizations	260 000	
TOTAL, revenue	280 000	

Public Administration Division

WORK PROGRAMME

254. The Division continues to concentrate on its major task of promoting sound public administration through assistance towards the development of technical co-operation projects, through substantive support of these projects and through action-oriented research and information activities. The programme content reflects the emergence of new requests and require-

ments of developing nations. The Division will emphasize in 1970 the development of senior administrators and personnel management skills; the role and development of scientific and technical personnel in public service; the organization and administration of management improvement services; the administrative aspects of planning and plan implementation; the use of modern management techniques in public administration; the administrative aspects of urbanization; the

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-37

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C ^a	IRA	GS	P	GS	P	C	IRA	GS	P	GS
General public administration.....	12	2	—	—	—	—	11	15	—	—	—	—
Personnel administration	23	—	—	—	—	—	21	6	—	—	—	—
Organization and methods.....	22	12	—	—	—	—	22	6	—	—	—	—
Development administration	21	13	—	—	—	—	21	12	—	—	—	—
Local government administration.....	21	9	—	—	—	—	22	6	—	—	—	—
Support of technical co-operation programmes	60	12	48	—	24	—	62	12	48	—	24	—
Programme formulation and management	21	—	—	—	—	—	21	—	—	—	—	—
TOTALS	180	48	48	204 ^e	24 ^b	12 ^c	180	57 ^d	48	204 ^e	24 ^b	12 ^c

^a Consultancy expenses are borne by funds provided under part V, section 13.

^b Special technical advisers financed from Special Fund Overhead.

^c Financed from Special Fund Overhead.

^d Includes 9 man-months to be financed under section 3 in 1970, with the remaining 48 man-months to be financed under part V, section 13.

^e Includes 36 man-months of secretarial assistance to inter-regional advisers and consultants.

appraisal of administrative capability in development planning; and the performance of public enterprises. In addition, the Division will continue its activities related to in-service training in the general field of public administration, civil service reform, local government operations, organization and methods, and public enterprise structure and management. In all these areas the interdisciplinary character of public administration will be stressed. The Division will work closely with the regional economic commissions and the UNESOB, particularly in extending them substantive support for their specialized activities for short periods of time.

General public administration

255. The Division's activities in this area include the preparation and publication of handbooks, guides and monographs based on comparative studies of techniques and systems of administration in various regions of the world. In 1970 work will be started on a comprehensive handbook summarizing new trends in public administration for development.

256. The Division collaborates with substantive offices at Headquarters and with specialized agencies on projects to improve the administration of major development functions. In 1970 work will be started on comparative studies of governmental organization and the administration of activities like population, resources and transport, in collaboration with the offices concerned. Study plans are being prepared on (i) the common elements in the content and methodology involved in comparative studies of the administration of major development functions, to be undertaken in collaboration with such substantive office as the Population Division, and with such specialized agencies as the ILO, FAO, UNESCO and WHO; (ii) adminis-

tration for change; and (iii) administrative aspects of human environment. The Division will continue to engage in the collection, analysis and exchange of technical information, including assistance to the *International Review of Administrative Sciences*. It will continue its 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

257. Work in this field includes assistance in adapting national civil service systems to meet the requirements of national development and assistance in improving personnel administration, including the adjustment of personnel organizational structure and functions to changing socio-economic conditions to development needs. The work entails comparative studies of structure, legislation, recruitment, conditions of service, position classification, pay policies and employee relations within the public service of developing countries. It also includes the identification and analysis of environmental factors which influence personnel policies and further personnel practices and techniques which have proved to be effective in developing countries. With the aid of consultants it is proposed in 1970 to commence study on (i) position classification and (ii) improving human behaviour in administration.

258. As a result of the interregional seminar on the development of senior administrators in the public service of developing countries, held at Geneva in August 1968, follow-up action on the recommendations will continue in 1970 through country and regional projects. The work will include distribution of information and holding of regional and national workshops in co-operation with such specialized agencies as the ILO,

FAO, UNESCO and WHO and with various national institutions.

259. An interregional seminar on employment, training and utilization of scientists and technical personnel in the public service of developing countries is scheduled to be held in the Union of Soviet Socialist Republics during the latter part of 1969. Based on the recommendations of this seminar, follow-up activities will be undertaken in 1970.

260. Assistance will be provided to developing countries in the organization and substantive support of central personnel agencies, institutes of public administration, civil service staff colleges and other training activities, including the distribution and exchange of documentation, curricula and other relevant information among public service training institutions and the promotion of co-operative and exchange arrangements among interested agencies and institutions. Research will be carried out on selected projects in personnel administration training and career development, especially in the methods and content of supervisory and administrative training, including a pilot project for regional training of instructors in national training centres and institutes of public administration.

Organization and methods

261. Assistance will be given to Governments, at their request, in the improvement of administrative machinery and in its adaptation to the requirements of national development. Such assistance includes the development of organizational patterns most suitable for specific governmental departments in accordance with the nature and scope of their functions. It also includes work on interdepartmental co-ordination, operational and advisory agencies (such as organization and methods units), administrative analysis and internal control, organizational manuals and operational procedures. The work is carried out in co-operation with specialized agencies and other substantive offices. A seminar will be held on Administration of Central Advisory Services for Administrative Improvement.

262. Work will be undertaken on 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 will be used in providing the basic documentation for a small seminar to be held in 1971, or earlier if financially feasible, for senior officers responsible for governmental records programmes.

263. Several 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. A study is also planned on the application of modern management techniques to the public administration of developing countries, in preparation for an interregional seminar to be held in 1970.

Development administration

264. Administrative aspects of development planning and plan implementation will continue to receive major attention in 1970. A comparative study on this subject, initiated in 1968, will be completed and issued in 1970. The findings will be used at a meeting of experts on

the subject expected to be held in 1970, depending on the availability of funds for this project.

265. Information on appraising and improving administrative capability required for national development will be disseminated through substantive support to national and regional seminars and conferences on the subject.

266. Public enterprises, which are economic enterprises fully owned and controlled by Governments and special bodies for development and regulation of private enterprise, occupy a major place in public administration and will be given increased attention, particularly with reference to their performance and improvement through use of modern management techniques. Subject to the availability of resources, a comparative study will be carried out on regulatory administration, especially as it affects economic and social development.

267. Preliminary work will also be started on the structure of planning machinery and its relationship with legislative and administrative processes, and on citizen participation in the administration relating to economic and social development planning.

Local government administration

268. In 1970, a comparative study of local government structure under different circumstances will be undertaken, based in part on materials used in a 1969 ECA seminar on this subject. The study will consider alternative approaches to the organization of local government units for the purpose of involving them more fully in national programmes of social and economic development. The study is expected to include such matters as the relationships between different types of local authorities, the composition of councils, relationships between local government finance and structure, and internal organization of local government.

269. A report on the comparative study of the organization, functions and methods of financing of specialized credit institutions for local authorities will be completed and published. It is planned to follow up this study in 1971 by rendering assistance to countries and possibly by arranging regional meetings for the purpose of establishing and strengthening credit agencies for local authorities.

270. In collaboration with the Division of Public Finance and Financial Institutions, it is proposed to design a study dealing with a major problem in financial administration of local authorities, provided that a general review of needs in this field is completed in 1969.

271. Work will commence in 1969 on a study of administrative aspects of comprehensive urban planning. Practical guides are expected as end products for use by key government officials engaged in local planning and experts advising governments in this field.

272. Studies will continue on the administrative aspects of regional (sub-national) development and, in collaboration with FAO, on the local government and administrative aspects of land reform programmes. Work on a comparative study of the organization and management of municipal enterprises will be initiated in 1969 and continue in 1970.

COST ESTIMATES: 1970

(\$452 300)

Chapter I. Established posts (\$441 500)

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
1970	—	—	1	1	5	5	3	—	15	3	11	14
1969	—	—	1	1	5	5	3	—	15	3	11	14

273. No increase or other adjustment is proposed in the staffing provisions for 1970.

Chapter III. Other temporary assistance (\$10 800)

(ii) Individual experts and consultants .. (\$10 800)

Office for Science and Technology

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-39

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				NB		Regular Budget				NB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Programme formulation and management	12	—	—	—	—	—	12	—	—	—	—	—
Co-ordination and information	12	—	—	—	—	—	18	—	—	—	—	—
Projects arising from the work of the Advisory Committee on the Application of Science and Technology to Development	20	20	—	—	—	—	38	20	—	—	—	—
Projects arising from resolutions of the General Assembly and the Economic and Social Council	40	48	—	—	—	—	64	30	—	—	—	—
TOTALS	84	68	—	72	—	—	132	50	—	108	—	—

WORK PROGRAMME

274. The Office for Science and Technology has two principal functions: (i) to provide secretariat services for the Advisory Committee on the Application of Science and Technology to Development, the Scientific Advisory Committee, and the Administrative Committee on Co-ordination (ACC) Sub-Committee on Science and Technology; and (ii) to provide a co-ordinating point, within the Department of Economic and Social Affairs, for activities relating to science and technology which arise from resolutions of the General Assembly and the Economic and Social Council.

275. In its capacity as the secretariat for the Advisory Committee, the Office (i) services meetings of the Committee, its regional and functional subsidiary bodies and its seminars; (ii) prepares, in collaboration with the specialized agencies and scientific bodies, studies and reports required by the Committee; and (iii) undertakes action to ensure and stimulate the

follow-up of the Committee's recommendations. The Office does not engage in operational activities, as such activities are the responsibility of the substantive divisions of the Department of Economic and Social Affairs, UNIDO and the specialized agencies. Rather, the efforts of the Office are concentrated upon co-ordination and dissemination of information.

276. The work involved in providing secretariat services for the three committees has increased since the Office for Science and Technology was established in 1964. The number of meetings of working groups and regional groups has also increased. The activity of the Scientific Advisory Committee has increased, particularly the activity related to the Fourth International Conference on the Peaceful Uses of Atomic Energy, scheduled to be held in 1971. The work of the Office arising from resolutions of the General Assembly and the Economic and Social Council has increased and indications are that the work assigned to the Office for Science and Technology will continue to increase

in the 1970s. The staff resources of the Office are being strengthened to allow for this expanded work programme.

Co-ordination and information

277. The activities of the Office in this respect consist of:

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

(b) Provision of information to all interested parties concerning United Nations in the field of science and technology; and

(c) Representation at international scientific and technological conferences of interest to the United Nations.

Projects arising from the work of the Advisory Committee on the Application of Science and Technology to Development

278. The Economic and Social Council, in resolution 980 A (XXXVI), requested the Advisory Committee "to study and to advise the Council as to the need for making changes of organization or other arrangements which would advance the application of science and technology for the benefit of developing countries". At its eleventh session in April 1969, the Advisory Committee considered a report, prepared by the Office for Science and Technology in close collaboration with the ACC Sub-Committee and the specialized agencies, on machinery available in the United Nations system for dealing with science and technology. The Committee will undertake the preparation of its own recommendations on this subject.

279. Recognizing the importance of the need to establish a sounder scientific basis for the study of the population problem and population policies, the Advisory Committee, at its tenth session, decided to address itself to two pressing questions: (i) the fields in which a greater scientific effort is most urgently required at the present time; and (ii) the possible need within the United Nations family for machinery to obtain an overall view of the problem and policies. Although the basic data and observations will be supplied by the substantive divisions within the United Nations and the specialized agencies, the Office for Science and Technology will be called upon to prepare a report in 1970 on behalf of the Advisory Committee. The report will be considered by the Economic and Social Council and the General Assembly.

280. At its tenth session, the Advisory Committee also examined the activities of the United Nations Industrial Development Organization (UNIDO) and decided to include on the agenda of its eleventh session an item dealing with science and technology in relation to industrial development. It is expected that the Committee will select one or more specific problems in this area for more intensive consideration during 1970 in co-operation with UNIDO.

281. In September 1969, the Office will participate in a working party, organized jointly by the Advisory Committee and UNESCO, to prepare a report on science education with particular reference to devel-

oping countries. The Advisory Committee, which has already issued a preliminary report on this subject, will use the report of the working party as the basis for a further report to the Economic and Social Council.

282. Other activities involving the Office for Science and Technology on behalf of the Advisory Committee include projects in the following fields: cost benefit analysis; the measurement of expenditures on science and technology; the transfer of scientific information; and natural resources.

Projects arising from resolutions of the General Assembly and the Economic and Social Council

283. The Economic and Social Council, in resolution 1155 (XII), requested the Advisory Committee on the Application of Science and Technology to Development to examine the detailed statements submitted by the United Nations and the specialized agencies on their current and future contributions to the achievement of the objectives of the World Plan of Action for the Application of Science and Technology to Development. This work has been completed. The General Assembly, which in resolution 2318 (XXII) endorsed the Economic and Social Council resolution, further requested the Advisory Committee, in continuing its work in establishing the plan: (i) to consider carefully the regional aspects of such a plan; (ii) to ensure close relationship between its work and the plans for the next Development Decade; (iii) to review periodically the list of urgent problems for the solution of which the Advisory Committee has recommended the launching of a concerted offensive; and (iv) to report to the General Assembly, through the Economic and Social Council, on progress achieved in this field. As the World Plan of Action is so comprehensive, it imposes a heavy workload on the Office for Science and Technology, including liaison with the specialized agencies, the engagement of consultants and the preparation of separate reports on the several priority areas specified by the Advisory Committee. The first progress report will be submitted to the General Assembly at its twenty-fourth session. The work of developing the World Plan of Action, which is expected to be completed in 1971, is being closely co-ordinated with the Second United Nations Development Decade.

284. A major activity of the Office for Science and Technology in 1970 and for the next several years will be the co-ordination of efforts relating to problems of the human environment. In resolution 2398 (XXIII), the General Assembly decided to convene in 1972 a United Nations Conference on the Human Environment and requested the Secretary-General, with appropriate bodies of the United Nations system and other inter-governmental and non-governmental organizations, to submit to it at its twenty-fourth session a comprehensive report concerning substantive and administrative matters relating to the proposed conference. It is expected that, following consideration of this report by the General Assembly, more intensive preparations for the conference will be required in subsequent years.

285. The General Assembly, in resolution 2458 (XXIII), requested the Secretary-General to prepare, for presentation to the Assembly at its twenty-fifth session, a report on the use of computers and computation techniques for development. This report will be a major undertaking for the Office for Science and Technology, involving the engagement of consultants,

meetings of a working party of the Advisory Committee, consultations with interested organizations of the United Nations family of organizations and other professional and regional organizations and the convening of an expert group.

286. While the International Atomic Energy Agency will undertake substantive responsibility for the tech-

nical aspects of the Fourth International Conference on the Peaceful Uses of Atomic Energy, the Office for Science and Technology will be involved during 1970 in the preparations on behalf of the United Nations for the Conference and in the work arising for the Scientific Advisory Committee in connexion with the Conference.

COST ESTIMATES: 1970

(\$332 600)

Chapter I. Established posts (\$202 300)

TABLE 3-A-40

	C a t e g o r y a n d l e v e l											
	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
1970.....	—	—	1	1	3	2	2	2	11	1	8	9
1969.....	—	—	1	1	1	2	2	—	7	1	5	6

287. The additional staff resources shown for 1970 are provided for on a provisional basis under chapter V.

Chapter III. Other temporary assistance (\$91 200)

(ii) *Individual experts and consultants* ... (\$60 200)

(iii) *Ad hoc expert groups* ... (\$31 000)

(a) Drafting groups for the final preparation of the World Plan of Action: ten members to meet at Headquarters for four days;

(b) *Ad hoc* Expert Group on International Co-operation in the Use of Computers: twelve members to meet at Headquarters for one week.

Chapter V. Provisional staffing requirements (\$39 100)

2 P-5

Two senior scientific officers with high level research capability to take charge of major projects such as the work resulting from General Assembly resolutions on the human environment, the use of computers in development and the transfer of technology.

2 P-2

Two junior-level scientific officers with technical competence to assist with new major research projects and to assist with the support work required for meetings.

3 GS

To provide secretarial assistance for the additional professional staff and to assist in servicing meetings of the Advisory Committee and its subsidiary bodies.

Economic and Social Council Secretariat, Regional Economic Commissions Section and Special Projects Section

288. The Deputy to the Under-Secretary-General for Economic and Social Affairs assists the Under-Secretary-General in dealing with matters affecting the Department as a whole and not coming within the exclusive scope of any of the divisions. He maintains close relations with the Assistant Secretary-General for Inter-Agency Affairs and the Under-Secretary-General for General Assembly Affairs and participates in the Preparatory Committee of ACC. He also supervises the Economic and Social Council Secretariat, the Regional Commissions Section and the Special Projects Section.

289. The Secretary of the Economic and Social Council is responsible for the work of the Council Secretariat.

In this capacity he co-ordinates the schedule of work of the Council and its sessional committees and the Second Committee of the General Assembly; maintains liaison with the President of the Council and the Chairman of the Second Committee, with delegations to the Council and the General Assembly, and between the Council and other organs of the United Nations; co-ordinates the activities of the Department of Economic and Social Affairs in matters concerning the Council, the Second Committee and, as appropriate, the Third Committee of the General Assembly; serves as Secretary of the ACC; and directs the work of the Council Affairs Section, the Editorial Section and the Non-

Governmental Organizations (NGO) Section, the functions of which are as follows:

(a) The Council Affairs Section provides the basic secretariat and arranges for other secretariat services for the Council and its committees (except the Council NGO Committee), for the UNDP, UNCDF and UNIDO pledging conferences, for the Second Committee and, together with the Human Rights Division, for the Third Committee of the General Assembly; maintains liaison with delegations and other parts of the Secretariat as requested; draws up and circulates the basic annual programme and the provisional agenda of the Council; plans the schedule of the Council's work and co-ordinates the submission of documentation for its sessions; reviews material prepared for the report of the Council to the General Assembly; handles matters connected with membership of subsidiary bodies of the Council; prepares the Council's calendar of conferences, in co-operation with the Office of Conference Services; and carries out *ad hoc* assignments arising out of decisions of the Council;

(b) The Editorial Section is responsible for the editorial control and editing of all documentation emanating from the Department, including all documents required for the Council, its functional committees and commissions and other related bodies; the editorial control and editing of all departmental publications; the editorial control, and to a limited extent the editing, of papers for conferences; the evaluation of the editorial requirements of reports of technical assistance missions and seminars and of proceedings of certain conferences and, when required, the engaging and briefing of freelance editors for the editing of the reports and proceedings; the editing of reports on Special Fund projects; and the planning of the documentation of the Department of Economic and Social Affairs;

(c) The Non-Governmental Organizations Section assists non-governmental organizations in consultative status with the Council on matters relating to their representation; services the Council's Committee on

Non-Governmental Organizations and the chief of the section acts as its secretary; and maintains liaison with non-governmental organizations in consultative status, both at United Nations Headquarters and, where possible, at the headquarters of the NGOs, with a view to facilitating their work and to enlisting the support of the broad constituencies represented by the NGOs in furthering United Nations efforts in economic and social development.

290. The Regional Commissions Section maintains liaison with the secretariats of the regional economic commissions and UNESOB and co-ordinates their work with that of the Secretariat at Headquarters; prepares for and services the meetings of the Executive Secretaries of the regional economic commissions and the Director of UNESOB; follows up the decisions of those meetings, particularly the United Nations export promotion programme; serves as a clearing-house for information on the activities of the regional economic commissions and UNESOB; maintains a documentation centre for all substantive documents issued by the regional economic commissions and UNESOB; and, when requested, represents the regional economic commissions and UNESOB at substantive meetings held at Headquarters.

291. The Special Projects Section organizes the work and prepares reports relating to projects which do not fall within the functional jurisdiction of any one unit of the Department; prepares special studies requested by the Under-Secretary-General and the Assistant Secretary-General for Inter-Agency Affairs; and undertakes a variety of *ad hoc* assignments. In 1969 its tasks include further work on the "clear and comprehensive picture" of the operational and research activities of the United Nations and the specialized agencies, called for in General Assembly resolution 2188 (XXI); and the preparation of the report on the identification of divergent decisions of intergovernmental organizations, requested in Economic and Social Council resolution 1369 (XLV), which is to be submitted to the Council at its forty-seventh session.

COST ESTIMATES: 1970

(\$511 100)

Chapter I. Established posts (\$511 100)

TABLE 3-A-41

	C a t e g o r y a n d l e v e l											
	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
1970.....	—	—	2	1	4	5	5	3	20	2	13	15
1969.....	—	—	1	1	5	5	5	3	20	2	13	15

292. The following adjustments are proposed in the staffing provisions for 1970:

Reclassifications of existing posts

1 D-1 to D-2

In recognition of the increased responsibilities and func-

tions involved, the reclassification of the post of Secretary of the Economic and Social Council is requested.

1 P-5 to D-1

In recognition of the increased responsibilities of the Chief of the Regional Commission's Section, the reclassification of the post is requested.

Economic Commission for Europe

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-42

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	GS	P	GS	P	C	RA	GS	P	GS
Executive direction and management	96	—	—	132	—	—	96	—	—	132	—	—
Technical co-operation programme co-ordination	36	—	—	156	—	12 ^a	36	—	—	156	—	12 ^a
<i>Economic development and research</i>	217	2	—	148	14 ^b	18 ^b	222	13	—	168	12 ^b	—
<i>Economic Survey of Europe</i> ; methodological studies on projections and programming; special studies; <i>Economic Bulletin for Europe</i> ; servicing of meetings of Senior Economic Advisors including preparatory groups and <i>ad hoc</i> groups on special topics; application of mathematical methods to economic research and clearing-house activities; in-service training programme.												
<i>Natural resources and energy</i>	156	7	—	144	—	—	156	6	—	144	—	—
Analysis of the situation and prospects of the coal industry in Europe; harmonization of work in the energy field, studies of trade problems, mining problems, the utilization of solid fuels and statistical problems; consideration of factors affecting the gas industry including uses of gas productivity, international gas transport and storage, projections of demand and availability of reserves; studies of energy problems in Europe, development of transfers of electric power across frontiers, hydro-electric resources, rural electrification, thermal power stations, the economic influence of integration of units of large capacity; technical co-operation activities.												
<i>Water resources</i>	36	—	—	21	—	—	36	—	—	21	—	—
Review of trends and future prospects; survey of water resource utilization; water pollution control; water management and planning.												
<i>Transport and communications</i>	120	16	—	132	—	—	120	7	—	132	—	—
Facilitation in respect of customs; carriage of dangerous goods; transport of perishable foodstuffs; transport statistics; combined transport; inland water transport; railway transport; road traffic and road transport; tourism; miscellaneous questions.												
<i>Agricultural development</i>	24	—	—	60	—	—	24	—	—	60	—	—
Review of present situation of agriculture and outlook for production, consumption and trade; studies and measures to facilitate import and export, exchange of technical information.												
<i>Timber and forestry</i>	24	18	—	60	—	—	24	2	—	72	—	—
Review of forest products markets and related problems; increased efficiency in forest operations; forest and forest products statistics; studies on productivity problems in the wood-processing industries; surveys of												

TABLE 3-A-42 (continued)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	GS	P	GS	P	C	RA	GS	P	GS
economic aspects of fibreboard and particle board industries; technical co-operation activities.												
<i>International trade</i>	143	—	—	86	19 ^b	6 ^b	118	12	—	68	24 ^b	12 ^b
Review of current developments; European projections, special studies; servicing meetings of Committee on Development of Trade and special groups on standardization of external trade documents and of conditions of sale for selected documents.												
<i>Industrial development</i>	144	18	—	102	—	—	162	7	—	118	—	—
<i>Steel Market Review</i> ; technical co-operation; conferences and symposia; statistics; new uses of steel; problems of scrap; air and water pollution in the steel industry; distribution of steel products; productivity and automation; market trends and prospects of chemical products; minimum and optimum capacity of units of production for certain principal chemical products; patterns of use of various plastic materials; production and trade in engineering products; industrial accounts for engineering industries; bulletin of statistics of exports of engineering goods; economic aspects of automation; impact of automation on structure and growth of industry; computers as an aid to management; study on range and forms of industrial co-operation and methods used by national institutions for promotion of industrial co-operation.												
<i>Housing, building and planning</i>	72	17	—	39	—	—	84	7	—	51	—	—
Survey of trends; statistics; socio-economic aspects of housing; development of the building materials and construction industries; urban development and physical planning; co-operation with other bodies and assistance to technical co-operation programmes; meeting of experts on environment policies; air pollution problems.												
<i>Statistics</i>	144	4	—	216	12 ^b	24 ^b	144	4	—	216	—	—
Collection and dissemination of statistics; improvement and standardization of national statistics and promotion of international statistical co-ordination; support for technical assistance activities and co-operation with other divisions of ECE.												
<i>Science and technology</i>	24	8	—	12	—	—	62	6	—	30	—	—
Research and preparation for meetings to be held pursuant to commission resolution 4 (XXIII).												
TOTALS	1 236	90	—	1 308	45	60	1 284	64	—	1 368	36	24

^a Provided from Special Fund Overhead.^b Provided from United Nations Trust Fund for Development Planning and Projections.

WORK PROGRAMME

293. The basic aim of the Economic Commission for Europe (ECE), as reflected in its terms of reference, is to facilitate concerted action among the governments participating in its work with a view to raising the level of economic activity in the region and to maintaining and strengthening the economic relations of the European countries, both among themselves and with other countries of the world. During the past twenty-two years, the Commission and the subsidiary organs have been dealing with economic and technological problems which, in the opinion of Member Governments, could most usefully be considered in the framework of ECE. The Commission's basic task is to serve, in its own region, as a centre for intergovernmental action and for a continuous exchange of experience on economic problems of concern to its thirty-one Member Governments regardless of the differences in their economic and social systems.

294. The relative priority of projects included in the Commission's programme of work for 1970-74 was considered at the twenty-fourth session of the Commission held in April 1969, pursuant to its resolution 3 (XXIII) on the long-term programme of work and methods of work of the Commission, and on the basis of the Executive Secretary's report E/ECE/717. In operative paragraph 3 of its resolution 5 (XXIV) the Commission decided "to pay special attention to questions that are most conducive to improving and expanding co-operation within the framework of the ECE, such as the promotion of trade, particularly East-West trade, scientific and technological co-operation, long-term economic projections and planning as well as the problems of environment". In operative paragraph 5 of its resolution 5 (XXIV) the Commission requested its principal subsidiary bodies to review their long-term programmes of work with a view to achieving the priority aims of the Commission, as set forth in its 1967 Declaration (E/4329, paragraph 260) and in its relevant resolutions and decisions. The programme of work and priorities of the Commission for 1969/1970 (part V of E/4641) were approved pursuant to operative paragraph 3 of Commission resolution 8 (XXIV). The programmes of work include the priority rankings for each project pursuant to the provisions of operative paragraph 8 of Council resolution 1367 (XLV).

295. The rate of growth of the Commission's activities has in the past been considerably higher than the actual increase in the budget resources which the General Assembly has allocated to the Commission. This is mainly due to the readiness of ECE participating governments, interested in certain projects, to do themselves, through a variety of means including the use of rapporteurs appointed by Governments, a major part of the work which otherwise would have been done by the Secretariat. It is expected that this practice will also be applied through 1970 and 1971. Furthermore, mindful of the need to avoid any unnecessary duplication of effort, the ECE Secretariat also expects to continue to benefit in the years to come from effective co-operation with and the substantial contributions made to its work by specialized agencies — in particular FAO, the ILO and WHO, by the gradually growing co-operation with the secretariats of the subregional intergovernmental organizations in Europe, such as the Council for Mutual Economic Assistance and the Organisation for Economic Co-operation and Development, and by the inten-

sive participation at the expert level of a number of non-governmental organizations active in the areas covered by the Commission.

296. As of 1 October 1968 the organization of the ECE secretariat was modified by the Executive Secretary so as to enable the secretariat to handle the new and growing tasks called for by the Commission, particularly in the Commission's 1967 Declaration and the relevant resolutions and decisions adopted by the Commission at its twenty-third session. The modifications in the internal organizational structure introduced by the Executive Secretary are designed to achieve a greater mobility and flexibility in the use of the ECE staff resources and thus to increase the secretariat's overall efficiency. The present organizational structure of the secretariat is shown in the chart below.

Technical co-operation

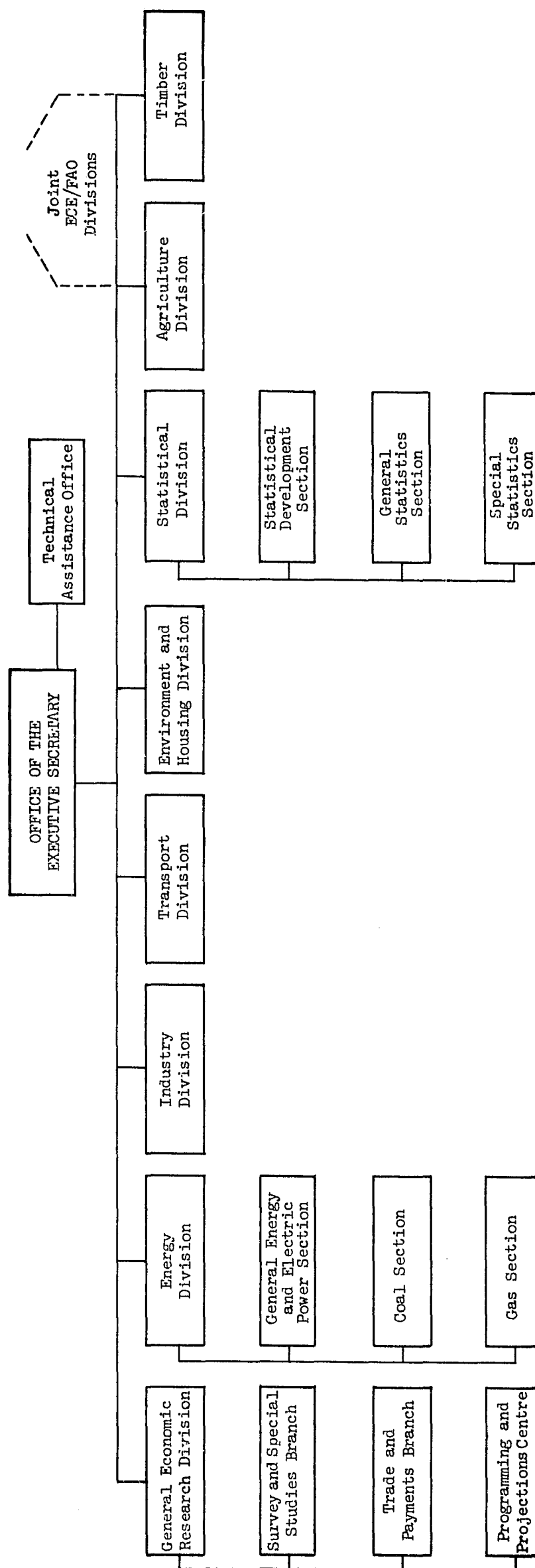
297. The Technical Assistance Office works in close collaboration with the Office of Technical Co-operation at Headquarters and, at the latter's request, assists in the execution of technical assistance activities in Europe, particularly in utilizing, as appropriate, training and related facilities made available by ECE member countries. In 1970, over 1 500 programmes of study in European host countries will be arranged for United Nations fellows. A revised edition of the annual brochure describing training courses in Europe for participants from developing countries will be produced. The Office will also organize seminars, group training courses and study tours in which experts from developing countries in other regions will participate. Assistance will be provided to the Technical Assistance Recruitment Services in locating qualified candidates for expert posts and briefing and debriefing experts.

Economic development and research

298. In 1970, research activities in this field will include (i) the preparation of the *Economic Survey of Europe* and the second annual issue of the *Economic Bulletin for Europe*; (ii) methodological studies on projections and programming, including the elaboration of formalised general macro-economic models for individual countries; a study on current and projected changes in demand in European countries; work on comparable input/output tables for individual countries and the application of those tables for economic analysis; the development of a capacity to use modern tools for economic analysis based on the use of mathematical methods and electronic computers; and preparatory work for the Second United Nations Development Decade; and (iii) special studies, including work on long-term economic trends in the ECE region and region-wide co-operation problems. The programme of training for junior economists from countries of the region will continue in 1970.

Natural resources and energy

299. Activities in this field include the examination of the economic, statistical and technical aspects of the production, processing, transport, storage and utilization of electricity, gas, coal and energy in general. The Secretariat services meetings of committees dealing with these areas, organizes symposia, carries out studies of a technical or economic nature and prepares annual and special studies, surveys and statistical bulletins.



Water resources

300. The Secretariat will organize a seminar on river basin management and multipurpose use for optimum utilization of water in 1970. Studies on conservation of water, economies in its use, and reduction of pollution will be begun. Studies of selected problems of governmental policy related to the formulation and administration of water management plans will be carried out in connexion with the servicing of the body on water resources and water pollution control.

Transport and communications

301. The Transport Division services the sessions of the Inland Transport Committee, its three sub-committees, several working parties, groups of rapporteurs and groups of experts. This work includes the production of pre-session documents and reports, the preparation of draft agreements and of various studies of a technical or economic nature. Major projects include: work on the unification of rules and regulations concerning international transport; new types of transport equipment and new techniques; the link-up of important navigable waterways; methodology of projections to forecast future transport trends; the transport of perishable foodstuffs and of dangerous goods; the development, improvement and unification of transport and road traffic accident statistics; and the standardization of transport documents.

Agricultural development

302. The Agriculture Division, in co-operation with FAO, will work on a review of the present situation of agriculture and the outlook for production, consumption and trade; studies and measures to facilitate the import and export of agricultural commodities; and the exchange of technical information and experience in order to improve programming and practice of agriculture and to facilitate structural changes.

Timber and forestry

303. The Timber Division, in co-operation with FAO, will produce quarterly and annual reviews of the European market for forest products, and quarterly statistics in the *Timber Bulletin for Europe*. It will carry out the periodic compilation and publication of market reports on specific countries or groups of countries and studies on specific market sectors and commodities. The Division will prepare and service the annual sessions of the ECE Timber Committee and meetings of its permanent and *ad hoc* subsidiary bodies, including symposia on economic aspects of, and productivity in, forest work and in the wood-processing industries. It will continue to collect and distribute economic, technical and scientific information relating to forest working techniques and training of forest workers and to the production, marketing and utilization of forest products. In the field of forest work, the Timber Division will continue to act as Secretariat to the Joint FAO/ECE/ILO Committee on Forest Working Techniques and Training of Forest Workers, which seeks to increase efficiency through improvement of forest machinery and equipment, the promotion of vocational training, the prevention of accidents and the compilation of a glossary of forest work terminology. In the field of statistics, the Division, in addition to its work of collating and publishing statistics, will continue to serve as secretariat to the Joint FAO/ECE Working Party on Forest

and Forest Product Statistics, which is concerned with statistical methodology, conversion factors, economic indicators in the forest economy and other matters concerning the comparability and accuracy of forest and forest products statistics and their collection and publication.

International trade

304. Activities in this field include the preparation for and servicing of the meetings of the Committee on the Development of Trade and its subsidiary organs and the preparation of analyses of policies, problems and developments in European trade and payments, including annual reviews of intra-European trade with emphasis on East-West trade, economic integration on a sub-regional basis in Europe, and trade between Europe and the rest of the world. In 1970, it is intended to complete the study on European projections and to begin studies on the trade problems of less-developed countries within the ECE region. Further studies are envisaged on long-term export and import forecasts for certain categories of goods, measures to facilitate the development of contracts between businessmen and the operation of multi-national firms with particular reference to international trade and transfer of technology. As in the past, studies of international trade will be prepared in conjunction with general studies (supported by methodological work and increasing reliance on computer techniques) of actual and projected changes in European economies and the implications of such changes for the rest of the world. Particular attention in this work will be given to the implications of the developing countries and to the objectives of the Second United Nations Development Decade.

Industrial development

305. In 1970 it is expected that case-studies on East-West industrial co-operation will be completed and a final report issued. It will then be possible to initiate further studies of specific problems of East-West industrial co-operation and North-South industrial co-operation. A report on industrial co-operation agreements will be submitted to the twenty-fifth session of the Commission. Publications on economic, technical and statistical aspects of the steel, engineering and chemical industries will be issued. Further studies on the problems of automation and industrial development in general will be undertaken.

Housing, building and planning

306. In 1970 the Environment and Housing Division will service the annual plenary session of the Housing, Building and Planning Committee and its subsidiary groups of experts. The Division will prepare surveys of trends and assist the Committee in its examination of concepts, definitions, classifications and methods of compiling statistics. Study tours and symposia will be organized and studies will be carried out on concepts, standards and lay-outs of modern housing; long-term housing policies; problems of urban transportation; the methodology of forecasting housing needs; and the technology of maintenance of housing. Documentation will be prepared on town, rural and regional planning; institutional arrangements regarding environmental responsibility at different levels of Governments; and tools for implementing comprehensive environmental policies in preparation for a meeting of governmental experts in 1971.

Statistical services

307. The Statistical Division will be engaged in the work of collection, assessment and dissemination of economic, demographic and social statistics needed for the regular and *ad hoc* studies and bulletins prepared by the ECE secretariat. In connexion with its responsibility for servicing the meetings of the Conference of European Statisticians and its subsidiary bodies, the Division will continue work on improving national statistics and promoting international statistical co-oper-

ation. The Division will also continue to carry out technical assistance activities.

Science and technology

308. Activities in this field include dissemination of scientific and technological information, studies on the transfer of technology, the organization of international co-operation in research and studies on technological forecasting.

COST ESTIMATES: 1970

(\$2 686 100)

Chapter I. Established posts (\$2 538 700)

TABLE 3-A-43

		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 Executive Secretary....	1970	1	1	2	—	2	1	1	8	1	10	11
	1969	1	1	1	1	2	1	1	8	1	10	11
Technical Assistance Office.....	1970	—	—	—	1	1	1	—	3	—	13	13
	1969	—	—	—	1	1	1	—	3	—	13	13
General Economic Division.....	1970	—	1	2	9	9	10	4	35	—	23	23
	1969	—	1	2	7	7	10	6	33	—	21	21
Energy Division	1970	—	—	1	3	2	6	1	13	1	11	12
	1969	—	—	1	3	2	6	1	13	1	11	12
Transport Division	1970	—	—	1	2	3	2	2	10	1	10	11
	1969	—	—	1	2	3	2	2	10	—	11	11
Agriculture Division	1970	—	—	—	—	—	—	2	2	—	5	5
	1969	—	—	—	—	—	—	2	2	—	5	5
Timber Division	1970	—	—	—	—	—	—	2	2	—	6	6
	1969	—	—	—	—	—	—	2	2	—	5	5
Industry Division	1970	—	—	1	1	2	5	3	12	—	9	9
	1969	—	—	1	1	2	2	5	11	—	8	8
Environment and Housing ..	1970	—	—	—	1	5	2	2	10	—	6	6
	1969	—	—	—	1	3	3	2	9	—	5	5
Statistical Division	1970	—	—	1	1	3	3	4	12	4	14	18
	1969	—	—	1	1	3	3	4	12	4	14	18
TOTALS	1970	1	2	8	18	27	30	21	107	7	107	114
	1969	1	2	7	17	23	28	25	103	6	103	109

309. No new established posts are required. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassifications of posts are requested:

Reclassification of existing posts

1 P-5 to D-1

As of October 1968, following the reorganization of the secretariat, additional and higher responsibilities in respect of the planning of the work programme and the shaping of new policies for intergovernmental co-operation were assigned to the Secretary of the Commission, who also acts as Special Assistant to the Executive Secretary. Accordingly, reclassification of the post of Secretary of the Commission from P-5 to D-1 is requested.

1 P-4 to P-5

This reclassification is requested to provide for the increased responsibilities attached to the post of senior economist responsible for organizing and supervising the work of the Market Economies Section of the Survey and Special Studies Branch in the General Economic Research Division.

3 P-3 to P-4

The reclassification of two posts in the General Economic Research Division from the P-3 to the P-4 level is requested in order to improve the balance of grading in the Trade and Payments Branch. The Branch is currently allocated eight professional posts, of which two are graded at the P-5 level, one is graded at the P-4 level and the balance are graded at the P-3 level or below. In the Environment and Housing Division, the reclassification to the P-4 level of a P-3 in the Housing Section is requested because of increased responsi-

bilities in connexion with physical planning in the field of housing.

4 P-2 to P-3

In the General Economic Research Division, one reclassification is requested for the post of Chief of the Editorial Unit in order that this post may be graded at a level comparable to similar editor posts in other sectors of the secretariat. In the same Division, one reclassification is requested of the post of assistant to the head of the Projections and Programming Centre in view of the significant increase expected in the operational activities of the Centre. In the Industry Division, one reclassification is requested to meet the increasing responsibilities in connexion with the technological aspects of the steel industry and automation in the iron and steel industry. A second reclassification is requested to recognize the added level of responsibilities of the Division in respect of its work in the chemical industry.

Chapter III. Other temporary assistance (\$78 000)

(i) *General temporary assistance* (\$13 000)

310. 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* . . (\$65 000)

311. Services of short-term consultants or specialized experts will be required during the year as shown in table 3-A-43.

Chapter IV. Overtime and night differential (\$3 000)

312. This estimate is increased from the 1969 estimate of \$2 500 to take into account increases in the number of general service staff and increases in the general service salary scale.

Chapter V. Provisional staffing requirements (\$66 400)

General Economic Research Division

1 P-5, 1 P-4, 2 GS

To provide for a senior economist (P-5) who would be responsible for major research projects on the economic aspects of ECE work in the field of science and technology. The incumbent would be assigned to the Trade and Payments Branch as a member of the team assigned to the work programme in science and technology.

To provide for an economist (P-4) skilled in dealing with the methods and problems of technological forecasting. The incumbent would also be a member of the team assigned to the work programme in science and technology.

The general service posts would provide additional secretarial assistance in the Division.

Industry Division

1 P-3, 1 GS

The Commission, under the terms of its resolution 5 (XXIII), established a working group on the chemical industry. This working group has adopted an extensive work programme. A P-3 post is required to cope with the additional workload. The general service post would provide secretarial assistance.

Environment and Housing Division

1 P-4, 1 GS

A section, which is directly responsible for work on the problems of environment, has been established within the Environment and Housing Division to carry out work requested by the Commission in its resolution 3 (XXIII). A P-4 post is required to strengthen the section to enable it to carry out the additional work. The general service post would provide secretarial assistance.

ECE/FAO Timber Division

1 GS

To provide additional statistical service to Governments in the preparation of data on trade and utilization of forest products.

Economic Commission for Asia and the Far East

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-44

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
<i>Executive direction and management</i> . . (including Commission secretariat and information services)	108	4	24	84	—	—	108	4	24	84	—	—
<i>Technical co-operation programme co- ordination</i>	24	—	—	24	—	—	24	—	—	24	—	—
<i>Economic development and research</i> . .	132	2	—	84	—	—	132	2	—	84	—	—
Current economic trends and develop- ments; analysis of aspects of eco- nomic problems of major policy importance.												

[Table 3-A-44 continues]

TABLE 3-A-44 (continued)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
<i>Economic projections and planning</i>	108	4	24	48	—	—	108	4	24	60	—	—
Projections and programming; strategy and targets for the Second Development Decade; regional harmonization of development plans; financing of economic development.												
<i>Natural resources and energy</i>	96	—	—	48	—	—	96	6	—	48	—	—
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.												
<i>Water resources</i>	108	2.5	12	72	—	—	120	2.5	12	72	—	—
Planning and development and water resources; development of international rivers; flood control; hydrologic and hydraulic studies.												
<i>Office of the Mekong Agent</i>	48	—	—	84	—	—	48	—	—	84	—	—
<i>Transport and communications</i>	120	6	12	144	—	—	132	6	12	156	—	—
Co-ordination of transport; economic planning of transport and communications development; promotion of tourism and international travel; traffic surveys; urban traffic problems; design and operation of boats; studies of traffic construction and maintenance; telecommunications 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.												
<i>Agricultural development</i>	24	3	—	36	24 ^c	—	24	2.5	—	36	24 ^c	—
Agricultural planning and development; finance and credit; prices and policies.												
<i>International trade</i>	108	3	36	48	—	—	108	3	36	48	—	—
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.												

TABLE 3-A-44 (continued)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
Industrial development	240	16	72	168	168 ^a	—	252	10	72	168	—	—
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.												
Social development	72	2.5	12	36	—	—	72	3	12	36	—	—
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	48	2.5	24	36	96 ^b	84 ^b	72	4	24	48	84 ^b	72 ^b
Population policies and programmes; population aspects of economic and social development.												
Housing, building and planning	36	—	—	12	—	—	36	—	—	12	—	—
Housing and related community facilities; regional, urban and rural development; town planning; regional housing centres; buildings and building materials.												
Statistics	132	2.5	48	240 ^e	—	24 ^d	132	3	48	264 ^e	—	24 ^d
Census and sample surveys; electronic data processing; statistics development; methods and standards; training in statistics; statistical compilation and analysis.												
Public administration	12	2	—	12	—	—	12	6	—	12	—	—
General public administration studies and servicing of seminars and meetings.												
Editorial and language services	192	—	—	72	—	—	204	—	—	84	—	—
Administration	168	—	—	1 992	—	12 ^f	180	—	—	2 052	—	12 ^f
TOTALS	1 776	50	264	3 240 ^e	288	120	1 860	56	264	3 372 ^e	108	108

^a Man-months for perspective studies on industrialization.^b Financed from the United Nations Fund for Population Activities and by the United States Agency for International Development.^c Provided by FAO.^d Includes 12 man-months financed by UNICEF, 12 man-months financed by Laos.^e Includes 12 man-months financed by UNCTAD.^f Financed by Mekong Project.

WORK PROGRAMME

313. The programme of work and priorities of the Economic Commission for Asia and the Far East (ECAFE) for 1969-1970 was presented to the Commission at its twenty-fifth session, held in the Republic of Singapore from 15 to 28 April 1969. Regional co-operation in the fields of economic planning and harmonization, industrial development, trade expansion, the Asian population programme and public administration has developed to such an extent as to warrant greater and more closely consolidated efforts for its intensification. The need for some strengthening of the secretariat's staff resources continues to prevail in several areas of activity, despite the redeployment of some staff to priority activities and the creation of task forces to deal with specific situations.

314. The Third Ministerial Conference on Asian Economic Co-operation was convened at Bangkok from 11 to 13 December 1968, in pursuance of resolution 87 (XXIII) on a ministerial conference of countries of the ECAFE region, adopted at the twenty-third session of the Economic Commission for Asia and the Far East, held at Tokyo in April 1967. The objectives of the Conference were (i) to review progress in the implementation of the recommendations of the First and Second Ministerial Conferences and to consider programmes for further co-operation in selected fields; (ii) to recommend other action programmes for regional economic co-operation; and (iii) to consider and formulate an appropriate strategy for the integrated development of regional co-operation in Asia and the Far East. The Conference was attended by representatives of Afghanistan, Australia, Cambodia, Ceylon, China, India, Indonesia, Iran, Japan, Laos, the Republic of Korea, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, the Philippines, Singapore, Thailand, the Republic of Viet-Nam and two associate members, Fiji and Hong Kong. The Ministerial Conference on Asian Economic Co-operation has now become the main executing arm in respect of all regional co-operation activities. It provides policy decisions at the highest level and authority and directives to the Executive Secretary to pursue regional co-operation activities of various types. It has now come to be held at regular intervals and the Fourth Ministerial Conference is part of this series. It will meet again in 1971, when considerable headway is expected to have been made in regional co-operation in the widest sense.

315. The programme related to the Asian Industrial Development Council is developing, and the activities of the Commission in support of operational projects in this field are increasing. The Asian Conference on Industrialization will review the problems and progress of industrialization in the region.

316. 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.

Economic development and research, projections and planning

317. In the field of regional harmonization of development plans, preparations are under way for the Inter-Governmental Consultations on Plan Harmonization in Rice and the concluding stage has been reached in the establishment of the Asian Coconut Community; work on projections and programming for economic development has been concentrated on trade gap projections and is now turning to sectoral and manpower projections, and to commodity market and general trade, as well as to intra-regional trade projections.

Natural resources and energy

318. The work on joint prospecting for mineral resources in Asian offshore areas will be further intensified. The establishment of a technical secretariat, as recommended by the Committee for Co-ordination, is being closely studied in order to promote and assist prospecting for minerals on the marine shelves of the region and to assist countries of the region, at their request, in formulating offshore geophysical and other survey projects in marine shelf areas. In 1970, the work connected with the accelerated development of rural electrification will also continue to be intensified.

Water resources

319. In the field of water resources development, emphasis is placed on regional co-operation. The Typhoon Centre, under the programme of the Typhoon Committee, is expected to be established by 1971 to give advisory services to countries on the installation, operation and maintenance of all audio-visual flash-flood warning devices. Co-operation with the United Nations specialized agencies, such as WMO, UNESCO, FAO, etc., is being sought in the carrying out of the current work programme. The Centre is also expected to explore the development of other international river basins.

Transport and communications

320. In the field of railway communications, specific proposals for regional or sub-regional action for implementation of the Trans-Asian regional railway network are being formulated; and in the field of tourism, the possibility of setting up a regional hotel training centre, financed from extra-budgetary sources, is being studied. Projects due to be developed in the coming years would deal with facilitating international traffic; establishing regional or sub-regional pools for dredging and salvage operations; establishing regional or sub-regional hydraulic laboratories; improving ports and port operations; promoting tourism and international travel; and creating a regional telecommunication network.

Agricultural development

321. In 1970, ECAFE's work includes studies of the requirements of agricultural inputs in Asia and the Far East and harmonization of national development plans in the context of promoting regional economic co-operation. Stress is placed on helping member countries improve programming for agricultural development, as well as on improving institutional arrangements for agricultural financing and credit. This work is carried out jointly with the Food and Agricultural Organization.

International trade

322. Activities in this field continue to be focused on regional co-operation in the formulation of international trade policies, trade liberalization and the rationalization of shipping and ocean freight rates. Also, the ECAFE Centre for Trade Promotion is now taking its full part in assisting member countries to develop their trade promotion machinery and techniques. The primary aim of the ECAFE Centre is to function as a servicing institution catering to the needs of the member countries relating to trade promotion matters. It will act as the co-ordinator of trade promotion activities in the region and serve as a clearing house for regional trade promotion. Its activities will be closely co-ordinated with the activities of the United Nations Conference on Trade and Development to avoid duplication.

Industrial development

323. The activities connected with the programmes of the Asian Industrial Development Council will continue to be intensified and directed towards joint industrial development and economic co-operation. Long-term perspective studies for a group of countries will be undertaken, as far as possible, with parallel integration studies that may be developed with the assistance of the Research and Planning Division. The second session of the Asian Conference on Industrialization, a permanent organ of the Commission established under ECAFE resolution 68 (XXII), is to be convened in 1970 to review the problems and progress of industrialization in the region. The Industrial Development Division has also started preparatory work on the establishment of a chemical industries section, within the Division, to promote the development of chemical industries in the countries of the region. The chemical industries section will be co-ordinated with the activities of the United Nations Industrial Development Organization.

Social development

324. In the field of regional and community development, the promotion of national development with the assistance of improved community development techniques is being intensified. A study tour and training course on the role of community development in national development, with particular reference to land reform and land settlement, will be held in 1970 to provide national planners with a knowledge of the emergent trends and changes in community development. A seminar on the role of youth in national development and a regional conference for social welfare administrators, to be financed from extra-budgetary sources, are being planned with the assistance of the Office of Technical Co-operation.

Population

325. The work related to the Asian Population Programme will be intensified in 1969 and 1970. A new Population Division was set up in December 1968 and began operations in early 1969. A seminar on the application of communication techniques in family planning programmes and perhaps an expert working group on sensitive indices of fertility change are now planned for 1970. Planning is in process for the Asian Population Conference, expected to be held in 1971.

Housing, building and planning

326. This section provides assistance to member governments in solving housing, building and physical planning problems and also assists member governments to organize or strengthen central or national institutional agencies that are necessary in formulating policies and programmes in this field and in effectively implementing the policies and programmes. In 1970, a study tour on planning and constructing new towns and on financing of housing and urban developments will be held. An *ad hoc* meeting of experts to exchange ideas and views on vital aspects of housing, building and planning is expected to be held in 1970 and a regional meeting of the directors of building materials and development research institutions is under consideration. An intensive survey on the species of available bamboo and a seminar on bamboo as a building material is planned for 1970. In addition, a study will be made on the construction norms for building materials used in various types of construction.

Statistics

327. Recommendations for the 1970 Censuses of Population and Housing have been prepared to assist countries in the region to conduct their censuses during 1970 or as near to 1970 as possible. Efforts are being intensified to promote the establishment and maintenance of adequate national systems of civil registration and vital statistics. Also, the establishment of a regional computing centre, financed from technical assistance funds, is being closely studied.

Public administration

328. In the field of public administration, current work includes necessary preparations for conducting a seminar on providing technical assistance where it would be effective in the implementation of administrative reforms and a seminar on the development and training of seminar administrators and executives in new techniques of administration and management that might be used in the implementation of administrative reform measures. (See table 3-A-45, page 83.)

329. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under Chapter V. However, the following adjustments of the grading of posts are requested.

Reclassification of existing posts

2 P-3 to P-4

The reclassification of two posts in the Language Services from P-3 to P-4 is requested. The workload and responsibilities of these two posts have increased in conjunction with the continuing growth in the activities of ECAFE.

1 local level to P-1

The increase in ECAFE's responsibilities, resulting in part from the establishment of the Asian Institute, the Mekong Project Committee and the Asian Highway Transport Technical Bureau, has made it necessary to provide an Assistant Personnel Officer to share the increased workload of the Chief of the Personnel Section. It is also considered desirable to have one female Assistant Personnel Officer in order to counsel and discuss personal matters with the large number of female staff members employed in the secretariat and on other United Nations projects for which ECAFE is responsible. For the above reasons, the reclassification of the post of Assistant Personnel Officer from the local level to the P-1 level is requested.

COST ESTIMATES: 1970
(\$3 339 800)
Chapter I. Established posts (\$3 165 600)

TABLE 3-A-45

		<i>Category and level</i>								
		<i>I. Professional and above</i>							<i>II.</i>	
		<i>ASG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total</i>	<i>Local level</i>
Office of the Executive Secretary	1970	1	—	1	1	1	1	2	7	4
	1969	1	—	1	1	1	1	2	7	4
Editorial and Language Services	1970	—	—	—	1	5	7	4	17	7
	1969	—	—	—	1	2	9	4	16	6
Information Services	1970	—	—	—	1	—	—	1	2	3
	1969	—	—	—	1	—	—	1	2	3
Technical Co-operation and Co-ordination	1970	—	—	—	—	1	1	—	2	2
	1969	—	—	—	—	1	1	—	2	2
Public Administration Unit	1970	—	—	—	1	—	—	—	1	1
	1969	—	—	—	1	—	—	—	1	1
Research and Planning Division	1970	—	—	1	4	4	6	5	20	12
	1969	—	—	1	4	4	6	5	20	11
International Trade Division	1970	—	—	—	1	2	4	2	9	4
	1969	—	—	—	1	2	4	2	9	4
Industry and Natural Resources Division	1970	—	1	1	8	6	12	4	32	19
	1969	—	1	1	8	5	12	4	31	19
Water Resources Division	1970	—	—	1	4	4	—	1	10	6
	1969	—	—	1	3	4	—	1	9	6
Office of the Executive Agent of the Mekong Committee	1970	—	1	—	—	1	1	1	4	7
	1969	—	1	—	—	1	1	1	4	7
Transport and Communications Division	1970	—	—	1	1	6	2	1	11	13
	1969	—	—	1	1	6	1	1	10	12
ECAFE/FAO Agriculture Division	1970	—	—	—	1	—	1	—	2	3
	1969	—	—	—	1	—	1	—	2	3
Social Development Division	1970	—	—	1	1	1	3	—	6	3
	1969	—	—	1	1	1	3	—	6	3
Population Division	1970	—	—	1	—	2	1	2	6	4
	1969	—	—	—	—	1	1	2	4	3
Statistical Division	1970	—	—	—	1	2	3	5	11	21
	1969	—	—	—	1	2	3	5	11	19
Administrative Services:										
Office of the Chief	1970	—	—	1	1	—	1	—	3	1
	1969	—	—	1	1	—	1	—	3	1
Finance Section	1970	—	—	—	—	1	1	1	3	10
	1969	—	—	—	—	1	1	1	3	10
Personnel Section	1970	—	—	—	1	—	1	1	3	10
	1969	—	—	—	1	—	1	—	2	10
Library	1970	—	—	—	—	—	1	1	2	6
	1969	—	—	—	—	—	1	1	2	6
Buildings Management and Internal Services	1970	—	—	—	—	1	1	—	2	116
	1969	—	—	—	—	1	1	—	2	111
Conference and External Services	1970	—	—	—	—	1	—	1	2	28
	1969	—	—	—	—	1	—	1	2	28
TOTALS	1970	1	2	8	27	38	47	32	155	280
	1969	1	2	7	26	33	48	31	148	269

*Chapter III. Other temporary assistance (\$120 000)**(i) General temporary assistance* (\$20 000)

330. 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 .. (\$70 000)

331. 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 1969 and 1970 (see table 3-A-45). The estimate covers fifty-six man-months of such services.

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

332. The following *ad hoc* expert groups are expected to be convened in 1970:

(a) An expert group of six economists of international standing and regional experience to advise on methods for the economic integration of the countries in the Association of South-East Asian Nations (\$8 000);

(b) A group of five economists to consider, and report on, the relation of short-term economic policy in selected Asian countries with their long-term development objectives (\$6 000);

(c) A meeting of experts on contributions of co-operative techniques to economic and social development as called for in Commission resolution 47 (XIX). The meeting will be attended by eight experts serving in their individual capacity (\$8 000);

(d) An expert working group on sensitive indices of fertility changes will be convened in May 1970 (\$8 000).

Chapter IV. Overtime and night differential (\$26 000)

333. This estimate covers overtime payments to local staff, most in the conference and general services areas.

Chapter V. Provisional staffing requirements (\$28 200)

Office of the Executive Secretary

Editorial and Language Services

1 P-4, 1 local level

Although the ratio of translators to revisers was slightly improved in 1969, there is still an imbalance that should be corrected in 1970. Presently the chief of the unit devotes most of his time to revision work at the expense of other administrative, supervisory and general work. The addition of a reviser at the P-4 level would strengthen the unit and provide for more effective revision of translated documents. The local level post would be used for an additional reference and terminology clerk to assist the present Language Assistant in dealing with an increasing volume of work.

Research and Planning Division

1 local level

To strengthen the supporting local level staff in view of increases in the Division's workload, particularly its work on sectoral economic projections.

Industry and Natural Resources Division

1 P-4

To assist with the increased workload arising from the establishment of the Committee for Co-ordination of Joint Prospecting for Mineral Resources in Asian Offshore Areas

and the work related to the activities of the Asian Industrial Development Council.

Water Resources Division

1 P-5

To provide an engineering economist to assist countries in the region in developing acceptable procedures and methods for economic evaluation and collection of basic economic data. The engineering economist would also assist in the training of technical personnel required in this field.

Transport and Communications Division

1 P-3, 1 local level

To strengthen the Highway Transport Section in the Division by providing a post for a traffic engineer. The rapid expansion of road transport in the region has given rise to many complex problems and the situation is being aggravated by the growing size and dynamic nature of regional urban development. In the region, rapid developments in road transport, traffic engineering and highway safety problems have been assuming more importance. Countries in the region are finding it difficult to develop solutions to these problems. ECAFE hopes to provide some assistance in dealing with these problems if the post for a traffic engineer is provided. The local level post would strengthen the supporting secretarial staff in the Division.

Population Division

1 D-1, 1 P-4, 1 local level

To strengthen the Population Division as a result of the expanded programme of action, as explained in the 1969 budget estimates. In 1970 the Population Division would consist of six professional and four local level posts funded from the regular budget and it is expected that seven professional and six local level posts would be funded from extra-budgetary sources. The Division would then have a total of thirteen professional and ten local level posts in 1970 to carry out the Asian Population Programme.

Statistics Division

2 local level

To increase the punching, coding, checking and operating support required for the expanding workload in the Statistics Division. One post would be used for a coding and checking monitor and the other post for a key punch operator and coder.

Division of Administration

Personnel Section

1 local level

To meet the increased workload arising from the growth of staff in the past several years and new responsibilities assumed by the Personnel Section.

Building Management and Internal Services Section

5 local level

To accommodate the transfer of staff members carried on temporary assistance but required in the operation of the ECAFE printing facility. Two of the posts would be used for mimeograph operators and three posts would be used for collators.

Economic Commission for Latin America

WORK PROGRAMME

334. The work programme for 1969-1971 was approved by the Economic Commission for Latin America (ECLA) in April 1969, in the course of its thirteenth session. The work programme was prepared by the secretariat and, although most projects continue to be mainly associated with individual divisions or units, an increasing number of projects are in fact inter-disciplinary and thus implemented simultaneously by several divisions.

335. Urgent attention will continue to be given to major activities devoted towards Latin American integration and the related problems of trade, with particular emphasis on the export of manufactured goods. This will call for the creation of a regional trade centre along the pattern of the International Trade Centre in Geneva. The regional trade centre will be closely co-ordinated with the Geneva Centre but will concentrate on specific regional problems. Work on the financing of industrial development is also expected to play an increasingly important role in the economic development

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-46

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				NB		Regular Budget				NB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
<i>Executive direction and management</i> .. (including information services)	108	—	—	96	—	—	108	—	—	96	—	—
<i>Technical co-operation programme co-ordination</i>	24	—	—	24	—	12 ^j	24	—	—	24	—	12 ^j
<i>Economic development and research</i> .. Studies and research on economic development, policies, human resources; <i>Economic Survey of Latin America</i> ; <i>Economic Bulletin for Latin America</i> ; intra-regional integration and development.	156	6	12	84	—	—	156	10	12	84	—	—
<i>Washington Office</i>	36	—	—	24	—	—	36	—	—	24	—	—
Collecting and analysing data.												
<i>Rio de Janeiro Office</i>	24	—	—	36 ^h	—	—	24	—	—	36 ^h	—	—
Current economic survey; development policy and planning in Latin America.												
<i>Office for the Caribbean</i>	48	—	24	—	—	60 ⁱ	72	6	24	12	—	60 ⁱ
Current economic survey; rural and community development; trade policy; trade and integration and studies on the economic development of the Caribbean.												
<i>Economic projections and planning</i> 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	3	—	12	12 ^a	—	72	—	—	24	—	—
<i>Natural resources and energy</i>	48	6	36	72	24 ^d	—	48	6	36	72	24 ^d	—
Energy; water resources; other natural resources.												
<i>Transport and communications</i>	48	12	12	36	24 ^e	—	48	9	—	36	—	—
Transport policy and co-ordination; transport and regional integration; maritime, roads and motor, railway, river and air transport and tourism.												
<i>Agricultural development</i>	48	—	—	12	36 ^f	—	48	—	—	12	36 ^f	—
Agricultural development and planning; live-stock products in Latin America; land reform; integrated agricultural development of Latin America.												
<i>International trade</i>	120	9	36	72	—	—	132	9	36	72	—	—
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.												

TABLE 3-A-46 (continued)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
Montevideo Office	24	—	—	12	—	—	24	—	—	12	—	—
Studies and advisory services relating to Latin American Free Trade Association activities.												
Bogota Office	12	—	—	—	12 ^m	24 ⁿ	12	—	—	—	12 ^m	24 ⁿ
Intra-regional trade and integration.												
Industrial development	132	—	48 ^c	156	36 ^b	12 ^b	132	6	48 ^c	156	36 ^b	12 ^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.												
Social development	96	6	36	48	—	—	96	6	24	60	—	—
Social aspects of development; social policy and planning; population policy; regional and local development; social aspects of employment policy.												
Statistics	96	—	24	180	—	—	108	2	24	192	—	—
Statistical bulletins; regional meetings and seminars; basic statistical programme and services to substantive divisions and Headquarters; studies on specific questions.												
Public administration	12	—	24	12	10 ^k	—	12	6	24	12	—	—
General public administration studies and servicing of seminars and meetings.												
Editorial, language and documents reproduction and distribution	108	—	—	300	12 ⁱ	144 ⁱ	120	—	—	300	12 ⁱ	144 ⁱ
Administration	132	—	—	1 788	—	84 ^{ij}	144	—	—	1 800	12 ⁱ	84 ^{ij}
Mexico Office	312	6	36	720	60 ^g	—	312	6	36	756	60 ^g	—
Economic development and planning; trade; industrial development; agricultural development; economic infrastructure, statistics and social aspects of development, all related to Central America.												
TOTALS	1 644	48	288	3 684 ^o	226	336	1 728	66	264	3 780 ^o	192	336

^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 (OAS).

^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.

ⁱ Provided by the Latin American Institute for Economic and Social Planning.

^j Provided by the Latin American Demographic Centre.

^k Associate expert.

^l One secretary, three clerks and one driver financed by Trinidad and Tobago.

^m Provided by Venezuela.

ⁿ Provided by Colombia.

^o Includes 36 man-months financed from temporary assistance.

of Latin America. Intensive research will continue on problems of infrastructure, with special attention placed on natural resources, transport and public administration. The Office of the Caribbean will be strengthened to assist in the work necessary for the development and integration of this area.

336. In addition to the resources provided from the regular budget of the United Nations, the Commission receives assistance from 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

337. Activities in this field, which are carried out mainly by the Economic Development and Research Division, are concentrated first on the analysis of current economic trends in Latin America and secondly, on long-term analyses of Latin American development, the problems obstructing it, and the policies which have been suggested, or which would be advisable, to overcome these problems. A major portion of the work in this Division is related to the preparation of the annual *Economic Survey of Latin America*, to which various other offices and divisions contribute material, and to work on the longer-term analysis of Latin American development, comprising studies on specific topics or countries. Projects underway include studies on income distribution, the evaluation of development policy in Latin America, the mobilization of resources and capital formation, regional development and planning in Latin American countries and human resources. The economically relatively less developed countries are provided expert advice on questions connected with their participation in the regional integration systems. The Washington Office, the Rio de Janeiro Office, the Office for the Caribbean and the Mexico Office also participate in this programme.

Office for the Caribbean

338. The Office for the Caribbean has the general responsibility for promoting development in the area. The Office places particular emphasis on giving attention to requests received from governments for advice and technical assistance and on ways to achieve the best utilization of human resources. The main function of the Office is to assist governments in tackling the economic and social aspects of working towards an economic integration of the Caribbean countries. In addition, the Office collects and analyses data on the countries of the Caribbean in support of the main projects in the work programme of ECLA's substantive divisions. Work will be extended to include the preparation of in-depth studies in particular sectors. Considerable emphasis will be placed on consultations and advisory services to governments in different fields, particularly in support of the integration process.

339. Current and future activities of the Office include advisory assistance to governments in economic planning, fiscal reform, rural and social development and in a wide range of matters relating to trade agreements. The Caribbean countries have recently indicated a willingness to accelerate economic co-operation and, in this regard, have agreed in principle to adopt a uniform tariff classification and to consider establishing a system of common external tariffs, which also involves a consideration of the greater harmonization of

commercial policies. Priorities have to be identified on measures for implementing the provisions of trade agreement within the broader framework of over-all development. Work will continue, in response to specific requests from governments in the area, on feasibility studies on the location of industries in the less developed territories, the establishment of integration industries, and on the harmonization of fiscal and other incentives to industry.

Economic projections and planning

340. This programme, carried out by the Economic Projections Centre, aims at evaluating the prospects for the growth rate of the Latin American countries during the 1970s. An effort is made to indicate the implications and to analyse the alternative projections contingent upon specific assumptions. These projections have to be based on the value of given coefficients or parameters and on trends in the variables regarded as exogenous or pre-determined. The projections to be worked out for the Latin American countries are classified under the following headings: direct or simple projections, target projections, and feasible projections.

341. Current activities include the preparation of global and sectoral models, checking the consistency not only of the assumptions, but also of the projections obtained, and implications of important aspects which may not appear explicitly in the main tables of numerical results. Work will continue on the analysis of the economic relationships and structural values, with special attention to the problems of capital accumulation, external financing and international trade and to the labour supply and demand, and to an examination of methods and techniques of projections and of analytical and decision models adaptable to Latin American economics. ECLA's work on economic projections is co-ordinated with the Centre for Development Planning and Projections at Headquarters.

342. The main objective of the programme is the preparation of projections for the macroeconomic variables of the countries in the region, analysing the perspectives and their implications, based on alternative assumptions, and the relations with planning and decision models. Up to now, the Division has focused attention on long and medium-range projections, but attention will be given to short-term projections as soon as possible. There will also be an extension of the work on projections to include the Caribbean countries which were not included in the first collection of projections, to be issued by the end of 1969.

Natural resources and energy

343. This programme aims at evaluating renewable and non-renewable natural resources in the region, together with studies to facilitate their economic development and conservation. The work programme includes a survey, in co-operation with WMO and since 1965 with the Pan American Health Organization, of regional water resources and their uses, present and future. The programme also includes a study of methods of production and utilization of energy from all sources, and its programming in relation to the economic and social development of Latin American countries, including the evaluation of hydroelectric and other energy resources and nuclear energy. Studies of mineral resources are also contemplated, especially from the standpoint of assisting governments to im-

prove the efficiency of small and medium-size enterprises. In the main, resources in 1969 and 1970 will be devoted to a new phase of work on the water resources in Central America, specific preliminary projects on the River Plate Basin, a study of the economy of energy consumption, and the five-year programme for the development of natural resources.

Transport and communications

344. This programme is concerned with all economic aspects of transport as a whole and of its various sectors in the region, as well as with technical and operational problems closely related to such aspects. Its objectives are in the main the study of problems concerning the development, improvement and modernization of transport, as required for the acceleration of national and regional economic development and integration.

345. The bulk of the resources assigned to this programme in 1970 will be devoted to studies on maritime, railway and road transport. In this connection, the transport programme is closely co-ordinated with other divisions or programmes of ECLA, with regard to transport problems related to trade, industry or agriculture, development of natural resources, etc. It should also be added that the transport programme has been assisted by two consultants financed by the Organization of American States.

346. Future transport activities will be increasingly geared toward work contributing to regional economic integration in Latin America.

Agriculture

347. ECLA's programme in agriculture, which has been developed jointly with FAO, requires equal endorsement from both organizations. Its aim is to understand and solve economic problems of agriculture in Latin America, with special emphasis on income and land distribution patterns, modernization of agricultural production through the introduction of new techniques; harmonization of national production policies; and expansion of intra-regional trade in agricultural products. On a more general level, attention is given to the elaboration of an appropriate agricultural development strategy. This programme is staffed in almost equal proportions by United Nations and FAO personnel.

International trade

348. The basic aim of the programme is to promote the expansion of Latin America's trade with other parts of the world and within the region. It is expected that in the next six or seven years stress will be laid on work connected with the promotion of exports of manufactures, payments problems, and activities in support of the regional and sub-regional integration movements. This programme also contemplates giving advice on request to the countries of the region, individually or collectively, on given aspects of their trade policy, particularly with the aim of harmonizing their national policies in the context of their development strategy.

349. The current projects of the Trade Policy Division include a trade and development study of the part played by the Latin American countries in the United Nations Conference on Trade and Development (UNCTAD) and the General Agreement on Tariffs and Trade (GATT) and Latin American co-operation in organizations such as UNCTAD and GATT. The

work on trade policy is co-ordinated with the UNCTAD secretariat and programme data is freely exchanged with UNCTAD. Besides the Trade Policy Division, which carries out the bulk of the programme, the Offices at Montevideo, Bogota and for the Caribbean are actively engaged in the integration aspects of this programme at the regional and sub-regional level.

Industrial development

350. The Programme for the Integration of Industrial Development is a joint Economic Commission for Latin America (ECLA)/Latin American Institute for Economic and Social Planning (ILPES)/Inter-American Development Bank (IDB) programme, which includes the ECLA Industrial Development Division. The joint programme provides for the collection of material and the preparation of analyses and other criteria needed for the active promotion of Latin American industrial integration. This work facilitates the formulation of national development plans in the light of the prospects and limitations associated with the integration of national markets. Present trends show that, broadly speaking, the joint programme's activities may be expected to follow four lines of action, i.e., industrial development policy, exports of manufactures, the transfer of technology and regional integration. Projects underway include studies on industrial economics centred mainly on industrial development policy; sectoral studies on the development of the steel industry in the relatively less developed countries and the prospects for the development of chemical, metal-transforming, forestry and food industries in the Latin American region. Technological research and studies on the transfer of technology are being carried out, in close touch with the Regional Group of the Advisory Committee on the Application of Science and Technology to Development and in co-operation with other regional organizations and countries. Export promotion studies will continue, mainly the follow-up on studies previously undertaken with particular attention given to the preparation of a technical co-operation programme, jointly with UNCTAD and UNIDO, dealing with the promotion of the exports of manufactures for one country in the region. Special studies are in process on questions related to technology, such as the measurement of technological progress and changes and problems in productivity from the technological standpoint.

Social development

351. The work in this area has a continuing double objective: to obtain and disseminate a better understanding of the more significant process of social change in Latin America; and, in the light of this understanding, to analyse the whole range of social policies and programmes, seeking principles and techniques that will enable countries of Latin America to contribute more effectively to social and economic development. These objectives are pursued in four interrelated areas, namely, social aspects of development; social policy and planning at the internal, regional and local levels; population policy; and social aspects of employment policy.

352. In 1969 and 1970, the Social Affairs Division will concentrate its work on social development policy and the process of social and political change, social planning at the internal regional and local levels, the social aspects of employment policy and population policy.

Statistics

353. The Statistical Division and the corresponding section in Mexico are engaged in the collection, analysis and presentation of statistics, for use by the ECLA secretariat and for general information purposes, in the economic and social fields. In the context of the global programme of the United Nations Statistical Office, ECLA promotes the development of national statistics and the improvement of international comparability, and participates in the regional technical assistance programme. Close contact is maintained with the Statistical Office at Headquarters and with regional activities of the specialized agencies and with the Inter-American Statistical Institute.

354. ECLA's permanent statistical series are published in the *Statistical Bulletin for Latin America*. Current activities of the Statistical Division include work on national accounts, external trade, industrial, commercial, agricultural, demographic and social statistics. Future work of the Division will be enlarged to include transport, labour, monetary and financial statistics, including data on the balance of payments in Latin America.

Public administration

355. The main objectives of this programme are to further the modernization of public administration in Latin America and the Caribbean, 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.

356. Advisory services are rendered in response to country request and seminars are conducted that direct-

ly benefit Latin American countries. Current activities include assistance on major administrative reforms, the administrative aspects of economic integration, municipal finance administration and the administration of state petroleum enterprises and government property. Future activities will be geared to the requirements of the Second United Nations Development Decade and closely related to the efforts shared between the Public Administration Division at Headquarters and ECLA.

Mexico Office

357. The area served by the ECLA Office in Mexico comprises the northern countries of Latin America. It is estimated that 60 per cent of the Office's resources will be used for the Central American Economic Integration Programme, and the remaining 40 per cent for the projects that make up the Economic Development Programme for Mexico and the Caribbean area.

358. The work programme of the Mexico Office covers two main lines of activity. One line of activity, of a continuing nature, covers the work related to the annual *Economic Survey of Latin America*, the preparation of statistical series for the annual *Survey*, the *Statistical Bulletin* and other specialized research. The other line of activity covers specific studies on the economic problems of industry and agriculture in Mexico and the Caribbean area. Similar agricultural studies have been made for other countries in Latin America by the secretariat at Santiago. In 1970, studies will be prepared on industrial policy and surveys will be made, of a more specific nature, on problems of the motor-vehicle industry, and the trends of agriculture in general, and animal husbandry in particular. A report on the progress of land reform in Latin America will also be completed for inclusion in the *Annual Economic Survey of Latin America*.

COST ESTIMATES: 1970

(\$3 624 700)

Chapter I. Established posts (\$3 455 100)

TABLE 3-A-47

		C a t e g o r y a n d l e v e l								
		I. P r o f e s s i o n a l a n d a b o v e								II. L o c a l l e v e l
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Office of the Executive Secretary	1970	1	1	1	1	2	—	2	8	6
	1969	1	1	1	1	1	1	2	8	6
Technical Assistance Co-ordinating Unit	1970	—	—	—	1	—	1	—	2	2
	1969	—	—	—	1	—	1	—	2	2
Public Administration Unit	1970	—	—	—	1	—	—	—	1	1
	1969	—	—	—	1	—	—	—	1	1
Editorial and Language Services	1970	—	—	—	1	1	7	—	9	11
	1969	—	—	—	1	1	6	—	8	11
Documents Reproduction and Distribution Section ..	1970	—	—	—	—	—	—	1	1	14
	1969	—	—	—	—	—	—	1	1	14
Information Services	1970	—	—	—	—	1	—	—	1	2
	1969	—	—	—	—	1	—	—	1	2
Economic Development and Research Division	1970	—	—	1	1	3	4	4	13	7
	1969	—	—	1	1	3	4	4	13	7

[Table 3-A-47 continues]

TABLE 3-A-47 (continued)

		C a t e g o r y a n d l e v e l									
		I. Professional and above									
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	II. Local level	
Washington Office	1970	—	—	—	1	—	1	1	3	2	
	1969	—	—	—	1	—	1	1	3	2	
Rio de Janeiro Office	1970	—	—	—	1	—	1	—	2	—	
	1969	—	—	—	1	—	1	—	2	—	
Office for the Caribbean	1970	—	—	—	1	—	5	—	6	1	
	1969	—	—	—	2	—	2	—	4	—	
Economic Projection Centre	1970	—	—	—	1	2	1	2	6	2	
	1969	—	—	—	1	1	1	2	5	1	
Trade Policy Division	1970	—	—	1	—	4	4	2	11	6	
	1969	—	—	1	—	3	4	2	10	6	
Montevideo Office	1970	—	—	—	1	—	—	1	2	1	
	1969	—	—	—	1	—	—	1	2	1	
Bogota Office	1970	—	—	—	1	—	—	—	1	—	
	1969	—	—	—	1	—	—	—	1	—	
Industrial Development Division	1970	—	—	—	3	2	5	1	11	13	
	1969	—	—	—	3	2	5	1	11	13	
Natural Resources and Energy Programme	1970	—	—	1	—	2	1	—	4	6	
	1969	—	—	1	—	2	1	—	4	6	
Transport Programme	1970	—	—	1	—	1	1	1	4	3	
	1969	—	—	1	—	1	1	1	4	3	
Joint ECLA/FAO Agriculture Division	1970	—	—	—	1	2	1	—	4	1	
	1969	—	—	—	1	2	1	—	4	1	
Social Affairs Division	1970	—	—	—	1	4	1	1	8	5	
	1969	—	—	—	1	4	1	1	8	4	
Statistical Division	1970	—	—	—	1	3	2	3	9	16	
	1969	—	—	—	1	2	2	3	8	15	
Division of Administration:											
Office of the Chief	1970	—	—	1	1	—	1	—	3	25	
	1969	—	—	1	1	—	1	—	3	25	
Finance	1970	—	—	—	—	1	1	1	3	8	
	1969	—	—	—	—	1	1	1	3	8	
Personnel	1970	—	—	—	1	—	1	—	2	3	
	1969	—	—	—	—	1	1	—	2	3	
Library	1970	—	—	—	—	—	1	—	1	6	
	1969	—	—	—	—	—	1	—	1	6	
Buildings Management and General Services	1970	—	—	—	—	—	1	2	3	108	
	1969	—	—	—	—	—	—	2	2	107	
Mexico Office	1970	—	—	1	3	6	6	10	26	63	
	1969	—	—	1	3	6	6	10	26	60	
TOTALS		1970	1	1	8	22	34	46	32	144	312
		1969	1	1	8	22	31	42	32	137	304

359. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassifications of posts are requested:

Reclassifications of existing posts

1 P-2 to P-3

The reclassification of the post of Chief of General Services is requested. The increased responsibilities arising from servicing the Latin American Institute and the expanding workload in the general services at ECLA fully justify the proposed adjustment.

1 local level to P-1

The reclassification of the post of officer in charge of maintenance and custodial services is requested. The incumbent of this post is responsible for the supervision of about fifty people involved in the provision of day-to-day maintenance and custodial services.

Chapter III. Other temporary assistance (\$130 000)

(i) *General temporary assistance* (\$25 000)

360. 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 on extended sick leave or maternity leave, and to meet other *ad hoc* requirements (\$15 000).

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

361. 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-46. The estimate covers the costs of the sixty-six man-months shown in that table.

(iii) *Ad hoc expert groups* (\$25 000)

362. The estimate provides for the following:

(a) *Ad hoc* Expert Group on Purchasing and Supply Procedures: ten participants for two weeks in Santiago (\$5 000);

(b) *Ad hoc* Expert Group on Transport Policy in the Caribbean: twelve participants for two weeks in Port-of-Spain (\$8 000);

(c) *Ad hoc* Expert Group on Trade Policy: twelve participants for two weeks in Santiago (\$7 000);

(d) *Ad hoc* Expert Group on Social Development Policy: ten participants for two weeks in Santiago (\$5 000).

Chapter IV. Overtime and night differential (\$15 000)

363. Of the requirements under this heading, \$13 500 relates to Santiago and \$1 500 to the Mexico Office.

Chapter V. Provisional staffing requirements (\$24 600)

*Office of the Executive Secretary
Editorial and Language Services*

1 P-3

An additional English translator is required to handle the growing workload of translation into English resulting in part from the needs of the newly-independent member countries in the Caribbean area. Since 1965 the translation work from Spanish into English has almost doubled. Local conditions do not allow for the use of freelance translators. As a result, at the present time, ECLA is unable to provide documents simultaneously in the two working languages of the Commission.

Economic Projections Centre

1 P-4, 1 local level

The professional staff member would work on short-term projections and study the general usefulness of different procedures and methods of making forecasts up to one year and the application of such forecasts to Latin American economies. The local level post would provide additional clerical supporting assistance.

Trade Policy Division

1 P-4

The resources available for work on Latin American integration in the Latin American Free Trade Association (LAFTA) countries and the Andean Group require strengthening by the addition of an economist familiar with Latin American trade policy.

Office for the Caribbean

2 P-3, 1 local-level

In order that the newly-established Office for the Caribbean might fulfil its role as envisaged by the Governments in the

area, it is imperative that its research facilities be strengthened. Moreover, in order to assist Governments in the formulation of new policies and in the organization of training programmes, adequate staff must be assigned to that Office. One of the additional posts required would be filled by an industrial economist and the other post would be used for a social affairs officer. The local level post would be used to provide additional secretarial services.

Social Affairs Division

1 local level

To provide for a junior research assistant to relieve professionals of routine tasks, thereby increasing the over-all efficiency of the Division.

Statistical Division

1 P-4, 1 local level

An additional professional staff member is needed to handle new activities in the Division such as transport, labour and balance of payments statistics. The local level post would be used to provide additional clerical assistance.

Division of Administration

Buildings Management and General Services

2 local level

The present security force requires strengthening by the addition of one security guard. The present force is inadequate for proper security protection on all shifts, as no provision has previously been made for the replacement of guards who are on annual or sick leave. In addition, the installation of another boiler and the air-conditioning of the ECLA building has made it necessary to provide for a heating specialist assistant.

Mexico Office

3 local level

The Administrative Services in the Mexico Office requires strengthening by the addition of a finance clerk, a telephone operator and a library assistant. These three posts are being charged to temporary assistance in 1969. A corresponding reduction has been made in the 1970 temporary assistance requirements for the Mexico Office.

WORK PROGRAMME

364. The programme of work and priorities of the Economic Commission for Africa for 1969-71 was presented to the ninth session of the Commission, held in Addis Ababa in February 1969. This session, coinciding as it did with the tenth anniversary of the establishment of the Commission, provided an opportunity for a review of the work undertaken since the inception of the Commission.

365. The work programme for 1969-1971, in conformity with the wishes expressed by Member Governments, places emphasis on industrialization side-by-side with the modernization of agriculture; the improvement of planning machinery at all levels as a means towards enhancing the prospects for practical implementation of development plans; the promotion of economic co-operation at the multinational, subregional and regional levels; and investigations on the possibilities of developing and expanding intra-African trade, resulting from opportunities created by developments in agriculture and industry and the closer links fostered through economic co-operation. Work will continue in the transport and communications sector, closely related to agricultural and industrial prospects and requirements, as well as the needs of increased intra-African trade and multinational co-operation, and side-by-side, the traditional activities of research, surveys and training. The Sixth Conference of African Statisticians

Economic Commission for Africa

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-48

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
<i>Executive direction and management</i> (includes the Office of the Secretary of the Commission and the Information Service)	120 ^a	—	—	96	—	—	120	—	—	96	—	—
<i>Technical co-operation programme co-ordination</i>	24	—	—	12	—	—	24	—	—	12	—	—
<i>Economic research, planning and projections</i> Current economic trends; <i>Annual Economic Survey of Africa</i> ; <i>African Economic Bulletin</i> ; preparations for and servicing of Third Conference of African Planners; concepts and methodology of projections; analysis of development plans and plan implementation; approaches to regional integration and harmonization; financing of development; manual on planning.	108 ^b	—	36	60	24 ^c	—	108 ^b	—	36	60	24 ^c	—
<i>Economic co-operation</i> Preparations for and servicing of sub-regional meetings on economic co-operation; study of pre-requisites for multinational economic co-operation and of possible sources of external assistance to multinational groupings; preparation of a manual of criteria for appraisal of gains or losses resulting from multinational economic co-operation.	48	—	24	12	—	—	48	—	24	12	—	—
<i>Natural resources and energy</i> Preparations for and servicing of sub-regional meetings on mineral resources, water resources, energy resources and cartography; establishment of regional and subregional training institutes in these fields; surveys of manpower available and required for development of these resources; long-distance transport of energy; small-scale power generators for rural electrification; study of agreements for exploration and exploitation of petroleum and natural gas deposits; topical mapping; establishment of training institutes in geographical surveys, aerial surveys, photogrammetry; mining legislation and administration; integrated development of international river basins.	72	3	60	84	36 ^d	—	84	12	60	96	36 ^d	—
<i>Transport and communications</i> Preparations for and servicing of sub-regional meetings on transport and on tourism; surveys of tourism possibilities in Central and West Africa; assistance in the establish-	84	3	36	60	36 ^e	—	108	6	36	72	36 ^e	—

TABLE 3-A-48 (continued)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
ment of African Civil Aviation Commission; advisory services to Chad Basin Commission and Niger River Basin Commission; assistance to Governments in "pooling" of national air transport systems; creation of African Transport Institute; study of freight rates and marine insurance; survey of telecommunications traffic and potential and work towards implementation of links recommended in the Addis Ababa Plan.												
<i>Public finance and financial institutions..</i>	48	—	12	24	—	—	48	—	12	24	—	—
Selected country studies of patterns of public sector investment, of land-tax systems, of fiscal policies and of economic incentives, of payments and clearing-house arrangements needed for trade liberalization, of techniques of revenue forecasting, of standardization of budget layouts and of use of the budget as a tool in plan-implementation and plan-harmonization; seminars and training courses on budgetary techniques and in foreign trade.												
<i>Agriculture</i>	120	12	12	96	96 ^f	—	120	24	12	120	96 ^f	—
Field investigations of patterns of current practice, developmental possibilities and allocation of resources for development; storage and marketing of agricultural products; possibilities for agro-allied and forestry-based industries; price stabilization and commercialization of grain; fisheries and related industries; provision of advisory services on specialization in agriculture; contribution to <i>Annual Surveys, Agricultural Economics Bulletin</i> .												
<i>International trade</i>	108	3	24		—	—	132	6	24	72	—	—
Studies by subregion of existing trade régimes, identification of products which could be considered for trade concession, and of trade expansion; linking of trade liberalization to investment commitments within a multinational grouping; identification of manufactured and semi-manufactured goods for export; general system of preferences; special measures for least developed among developing countries; servicing of working party on Intra-African Trade and of training courses; trade promotion and expansion.												
<i>Industrial development</i>	132	3	60	60	—	—	144	6	60	60	—	—
Preparations for and servicing of sub-regional meetings on industrial harmonization; survey of investor-related legislation and practices, and of government institutions; machinery												

TABLE 3-A-48 (*continued*)

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
for industrial promotion and investment; model schemes for small-scale manufacture; small industries bulletin; training courses on industrial management and on project analysis and implementation; study on industrial research and standardization.												
<i>Social development</i>	72	3	36	60	18	—	72	3	36	60	—	—
Preparations for and servicing of seminars on rural life and institutions; studies on policies and measures for securing popular participation in development; social aspects of urbanization and industrialization; youth policies and involvement of youth in development.												
<i>Manpower and training</i>	60	3	12	36	20	—	60	6	12	36	18	—
Preparations for and servicing of working party on manpower and training; organization of seminars and training courses for manpower planners; survey of university enrolment and manpower output; advisory services to Governments.												
<i>Population</i>	56	4	—	24	—	—	56	6	—	24	132 ^h	48 ^h
Population projections; studies on fertility and mortality, economic and social impacts of urbanization levels and trends; reconciliation of census and post enumeration check data; inter-relationships between population growth, migration and labour force; studies of demographic changes and trends; preparations for and servicing of seminars on application of demographic data and analyses in planning; preparatory work for the African Population Conference (1971); support to training centres and advisory services to Governments.												
<i>Housing, building and planning</i>	36	3	36	24	20	—	36	3	36	24	48	—
Organizing and servicing seminars and training courses for building contractors, in housing finance, in aided self-help and low-cost housing and in rural housing; advisory services on developing building-material industries, and on comprehensive housing policies integrated into developmental plans; collection and dissemination of information.												
<i>Statistics</i>	160	—	48	348	48	—	160	—	48	372	36	—
Collection, analysis and compilation of statistical data, advisory services to Governments on improvement of statistical services and establishment of statistical series needed for development planning; standardization of national accounts; organization and servicing of seminars and training courses.												

TABLE 3-A-48 (continued)

Programmes	1969 Man-months assigned						1970 Man months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
Public administration	24	3	48	36	12 ⁱ	—	24	—	48	36	12 ⁱ	—
Manuals on organization and methods and on government purchasing and supply; advisory services to Governments on personnel administration, administrative reform and local government; organization and servicing of seminars and training courses; survey of postal facilities.												
Science and technology	36	3	—	24	—	—	36	6	—	24	—	—
Advice to Governments on machinery for planning and administration of science and technology; organization of training courses for science administration; work on creation of centres of excellence and on improvement of curricula for teaching of science and technology; African contribution to the World Plan of Action.												
Language services	144	—	—	72	—	—	144	—	—	72	—	—
(including editorial services)												
Administration	168	—	—	1 536	—	—	168	—	—	1 560	—	—
(including Personnel, Finance, Documents, General Services and Library).												
Subregional offices	96	—	—	216	—	—	96	—	—	216	—	—
TOTALS	1 716 ^g	43	444	2 928	310	—	1 788	78	444	3 048	438	48

^a Excludes a junior professional for the Information Service provided by OPI.

^b Excludes professional trainee post provided by Headquarters.

^c Financed from the United Nations Trust Fund for Development Planning and Projections.

^d Expert assistance from bilateral sources.

^e Technical advisers provided by ITU.

^f Provided by FAO to the Joint Agricultural Division.

^g Included 12 man-months outposted from UNCTAD.

^h Assistance expected from the United Nations Fund for Population Activities.

ⁱ Technical adviser provided by UPU.

is planned for the last months of 1969 and the Third Conference of African Planners for mid-1970 (ECA resolution 105 (VI)). Work will be commenced in 1969 with a view to convening an African Population Conference in 1971.

Economic development planning, projections and policies

366. Work on the analysis of national plans, progress in implementation and identification of common characteristics and of obstacles to progress will be continued. A manual of planning, containing guidelines on establishment of plan targets and priorities, and on plan harmonization, will be prepared for publication during 1971. Contributions to the work of the Committee on Development Planning and the Preparatory Committee for the Second United Nations Development Decade will be prepared. In co-operation with

CDPPP, technical groups will be convened on planning and projections and on standardization of the use of basic concepts and methodology for preparing projections. Studies will be made on the integration of national plans with sectoral and regional development plans and a training seminar will be organized.

367. The *Annual Economic Survey* and the *Economic Bulletin for Africa* (two issues a year) will be prepared. A *Planners Newsletter*, containing material on experience of individual African countries in the field of planning and statistical development, is proposed for issue beginning in 1969.

368. During 1968, the Planning Advisory Service, established from within the resources of the secretariat following recommendations of the Second Conference of African Planners, provided 14 man-months of assistance to member governments. It is expected that requests for its services will increase in 1969-1971.

Economic co-operation

369. Progress in the establishment of intergovernmental machinery to further economic co-operation is slow but steady. In East Africa, the secretariat provided assistance (in the form of studies and recommendations) to further applications from five countries of the subregion to become full members of the three-member (Kenya, Tanzania, Uganda) Economic Community. The secretariat further provided documentation for a meeting of fourteen Heads of State of East and Central African Governments.

370. In North Africa, a system of intergovernmental institutions is evolving for the Maghreb subregion and the possibilities for increased economic co-operation and harmonization of development programmes is becoming clearer.

371. In West Africa, the Heads of State of the majority of countries of the subregion have entered into a commitment to establish a subregional group.

372. Pursuant to the recommendation of the Commission's ninth session, a study is to be made of the present subregional groupings, towards formulating recommendations for more stable groupings which could provide equitable opportunities and advantages to each member of the group from closer economic association. The work programme for 1969-1971 covers preparatory work for and the convening of technical meetings by subregion on pre-requisites for multinational economic co-operation, the forms of institutional machinery, and criteria for appraising gains and/or losses in multinational groupings. The related studies would cover not only measures for intra-African trade liberalization, but also possibilities for specialization in agriculture, industry and infrastructure.

Natural resources and energy

373. The work programme for 1969-1971 places emphasis on the building of African capability not only in exploration and exploitation of natural resources for domestic use and for export, but also in policy-making and planning. Having regard to the over-all shortage of skilled manpower, the work programme provides for the organization of seminars and technical working groups for the exchange of information and for learning about recent scientific techniques for the exploration and exploitation of mineral and other natural resources; it also covers work towards the establishment of training institutions (regional and subregional institutes). Advisory services will be provided to Governments, on request, on natural resources inventory, planning and management. In co-operation with UNESCO and other agencies concerned, work will be undertaken towards the establishment within the next five years, of a regional institute financed by the UNDP, for providing post-graduate work training in natural resources inventory planning and management and of subregional training centres in surveying and mapping, airborne geophysical surveys, photogrammetry and photo-interpretation. Seminars will be organized on modern methods of prospecting with special reference to petroleum and natural gas deposits, and on the role of surveying and mapping in development planning.

374. In the field of energy, field surveys of the situation by country and by subregion have been undertaken for East, Central and West Africa. The next stage is the consideration of this material by Govern-

ments, at subregional meetings, in order to agree on programmes for action. The emphasis in these negotiations will be on exploitation of hydro-electric and other primary resources of energy on a multinational basis. Work will simultaneously be undertaken on the financial aspects of the establishment of multinational energy-networks, to serve the needs of industrialization, agriculture and domestic consumption, and on the long-distance transport of energy and high-voltage integration of grids. Advisory services will be provided on new technologies for small-scale generation of power as applicable to the needs of rural development.

375. In the field of water resources, field missions will be organized to assist countries in identifying problems encountered in planning hydrological networks and hydrological services. Seminars and study tours will be organized on the utilization of water resources and on the development of international river basin systems.

376. As a follow-up of studies made during 1967-1968 on manpower available and required for development of water resources, negotiations with Governments will be undertaken during 1969-1971, in co-operation with UNESCO, FAO and other interested specialized agencies, with a view to the establishment by ECA of Water Resources Development Institutes on a subregional basis. The sources of financing the Institutes remain to be determined.

377. A seminar on water resources planning will be organized for 1970; and preparatory work is being done for a conference on African Hydrology and Hydrometeorology, expected to be held in 1971. In co-operation with the Resources and Transport Division at Headquarters, surveys will be undertaken during 1969-1971 in five selected countries of available water resources and water needs for potentially water-short areas.

Transport and communications

378. In line with the agreement reached with UNDP, the African Development Bank and the International Bank for Reconstruction and Development, a Special Fund project was set up in the latter half of 1968 to review the series of studies on the African transport situation undertaken by the ECA (with bilateral assistance) in the period 1965-1968. This "Study of Studies" is expected to identify areas where feasibility studies can be mounted and other areas where further surveys are needed for pre-investment action. The work programme for 1969-1971 envisages the convening of intergovernmental working groups on a subregional basis to consider this "Study of Studies" and to prepare programmes of action for establishing intra-African and international transport links and for mobilizing investment capital.

379. ECA will provide assistance to the Chad Basin Commission in planning the major international and national road links covering the four countries (Chad, Niger, Cameroon and Nigeria) and in carrying out a study of the navigability of Lake Chad.

380. A comprehensive study of the transport requirements in East Africa which would be related to the study, currently underway, of industrial harmonization possibilities in the subregion, will be undertaken during 1970-1971.

381. Following the joint ECA/OAU/ICAO Conference held in January 1969, a decision has been taken on the creation of an African Civil Aviation Commission (AFCAC) which would provide the framework within which African Governments could discuss measures for co-ordination of their civil aviation activities and plan the orderly development of an African air transport system. The ECA, in co-operation with the OAU and the ICAO, would assist in the establishment of AFCAC by preparing studies and implementing programmes of co-operation between and integration of sub-regional airlines, providing experts and consultants, etc. Advisory services will continue to be provided on the "pooling" of existing national air transport systems, and on the establishment of an Association of African Airlines.

382. In the telecommunications field, the joint ECA/ITU Unit is carrying out preliminary studies for the Pan African Telecommunications Network recommended at the Addis Ababa Conference of 1966. These studies will form a basis for pre-investment action in 1970-1971.

383. Studies on the possibilities of developing tourism in the North and East African subregions were undertaken during 1967-1968. A study related to the Central African subregion is to be completed in 1969 and one for West Africa commenced. Meetings of governmental experts will be organized on a subregional basis during 1970-1971 to formulate action programmes.

Public finance and financial institutions

384. During 1969-1971 emphasis will be on techniques for improvement of budgetary systems in African countries in order to achieve closer links between the fiscal budgets and developmental plans; assistance to Governments in the establishment of financial institutions for mobilizing capital, domestic or foreign, for investment; studies on the use of fiscal and taxation policies as tools for promoting development; and assistance to member Governments in the strengthening of central banking functions.

385. The problem of international liquidity as it affects African countries, particularly their receipts from foreign trade, will be a subject of continuing study. Finally, work will continue on the possibilities of evolving a viable system of payments, on African Payments and Clearing Union arrangements in the interests of expanding intra-African trade, and on furthering multinational economic co-operation.

Agriculture

386. In line with the understanding reached between ECA and FAO that there should be one agriculture programme for Africa, the work programme for 1969-1971 is basically that adopted at the FAO Regional Conference of Ministers of Agriculture held in Kampala in November 1968. It envisages a three-phase approach, the first phase comprising economic studies of the domestic and external demand for selected commodities, individual country and subregional production, consumption and trade patterns. These studies are to be completed by the end of 1969. The second phase, to commence in the latter part of 1969, will entail extensive field investigations to ascertain the compatibility of the outcome of the first phase with national plans for development, with the aim of formulating recommendations for plan improvement, and identifying

specific projects for implementation. The third phase will be related to the formulation of policies and of action-programmes to improve agricultural productivity as well as of specific projects designed to enable production to keep pace with demand both for staple food commodities and for industrial raw material.

387. Side by side, the joint ECA/FAO Agriculture Division will promote the training of manpower needed for agricultural development and organize the provision of advisory services to governments (i) in the use of agricultural inputs and improved strains; (ii) in the fuller exploitation of fish and forestry resources; (iii) in organizing agricultural credit, storage and marketing institutions; and (iv) in the adoption of land reform policies.

International trade

388. The work programme is closely related to that in the area of economic co-operation in order that advantage be taken of the opportunities arising from diversification and specialization. Emphasis will be on the promotion of intra-African trade, and to this end studies will be made by subregion of: (i) the existing trade systems; (ii) the identification of products which might be considered for trade concessions; and (iii) the possibilities of trade expansion. More general studies will also be made of the possibilities of adopting the experience of Africa and other regions to the specific needs of trade liberalization and investment commitments. As a contribution to the work of UNCTAD, studies will be undertaken on (i) trade in commodities or groups of commodities of interest to African countries, (ii) identification of manufactured and semi-manufactured goods which could be exported by African countries; (iii) assessment of proposals for a general system of preferences; (iv) special measures for the least-developed amongst developing countries; and (v) improvement of trade with countries of Eastern Europe.

389. In co-operation with GATT and UNCTAD, trade promotion exhibitions will be organized, and training courses on foreign trade and commercial policy will be continued.

Industrial development

390. The major studies on industrial harmonization by subregion under way since 1968 will be completed by the end of 1969 or 1970. These will form the basis of action-programmes for industrial promotion and investment, to be agreed by Governments at subregional meetings to be convened during 1970-1971.

391. At the same time, work will be undertaken on the possibilities of establishing multinational industrial development corporations and/or consortia, and on the identification of:

Industries which are viable on a small scale and could logically be contemplated in most countries; a pilot project, in one selected country is also contemplated; Industries where multinational co-operation is essential because of minimum scale of output and of markets; Intermediate class of industries which, in principle, are feasible in any of the countries but where there is substantial advantage in inter-country specialization within individual subregions; and Industries, export-oriented, either to other subregions or to overseas markets outside Africa.

In co-operation with UNIDO, ILO and other interested agencies, training courses in industrial management skills, on project analysis and implementation, will be organized.

Social development

392. The work programme for 1969-1970 focuses on: problems of social change; social aspects of urbanization; human and institutional factors which affect the process of industrialization; rural development and modernization of agriculture; and social service programmes needed to raise the levels of living of rural and urban populations. As in previous years, seminars on the development of rural life and institutions, and training courses on rural extension and community development will be organized by subregion.

393. A series of country studies will also be undertaken on the policies and measures adopted by governments for securing popular participation in national development programmes. These country studies will provide the basis for the preparation of a monograph on the subject, for publication towards the end of 1971 after review at a regional meeting of African governments.

Manpower and training

394. The work programme aims at providing advice to member Governments in organizing the training of their nationals and in planning the mobilization of manpower for the implementation of development plans. As in prior years, with UNDP financing, training courses and seminars in manpower planning and administration of national training programmes will be organized, in co-operation with UNESCO, ILO, the United Nations Institute for Training and Research and the African Institute for Economic Development and Planning. Special attention will be given to the establishment of an African Scholarship and Fellowship Fund and to the establishment of specialized African institutions for training and research. In co-operation with UNESCO and ILO recommendations will be prepared on measures which could be adopted by governments to eliminate wastage in the school system, and on the problem of "brain drain".

Population

395. Following up on the 1968 demographic mission organized in co-operation with the Population Division, the programme of demographic research and population projections will be continued and expanded, looking towards the convening of an African Population Conference in 1971. Special attention will be given to providing assistance to member governments in establishing quality control measures in population and housing censuses. The programme of seminars and training courses in the application of demographic data and analysis in development planning, on statistics and migration, and on evaluation of basic demographic data will be continued. Studies will be carried out on economic and social impacts of urbanization levels and trends, economic and social consequences of migration of labour, age patterns of fertility and mortality, and of the causes of fertility differentials.

Housing, building and planning

396. The work programme plans emphasis on assistance to member governments in developing a compre-

hensive housing policy as part of economic development planning, on the formulation of programmes for low-cost housing, on the development of locally manufactured building materials, the encouragement of co-operatives and added self-help, and on the establishment of financing institutions to provide credit facilities. Studies will be undertaken on the urban land use and measures for land control and planning in relation to the urbanization process.

397. Training courses and seminars will be organized on physical planning, on housing administration, housing finance, and house-building costs. A guide for the building industry and a survey of overcrowded housing settlements will be prepared for publication in 1970-1971.

Statistics

398. Apart from the collection, analysis and compilation of statistical data required for the work of the secretariat, the programme for the improvement of statistical services of African countries and for the training of African statisticians in methodology and standardized concepts will be continued. The Sixth Conference of African Statisticians will take place towards the end of 1969 and the Seventh Conference in 1971.

Public administration

399. Among the major factors inhibiting planning and plan implementation are: the lack of trained administrators; the paucity of managerial skills, particularly for public enterprises; over-centralization of administration and weak systems of local government administration. The work programme continues to emphasize training courses, seminars and workshops relating to: administrative framework for development; administrative training for career civil servants; role of public enterprises in planning and plan implementation; personnel administration, structure of local administration, etc.

400. Manuals on organization and methods and on government purchasing and supply are scheduled for completion in 1970. In co-operation with UPU, a study of African postal facilities is well advanced. Efforts will also be directed towards the establishment of regional and subregional institutions for providing training and assisting member governments to improve and modernize administrative machinery.

Science and technology

401. Apart from preparing ECA's contribution to the World Plan of Action, work will be undertaken in collaboration with UNESCO, FAO and other interested specialized agencies on planning for expansion in science education, the establishment of centres of excellence in engineering synthesis and design, and the improvement of school curricula to ensure that scientific and technical education is related to plan needs.

402. During 1970-1971 it is intended to carry out surveys by subregion, of government machinery for planning and administration in science and technology. Seminars on education and training of design engineers and on the application of new teaching techniques in the expansion of science teaching will be organized in collaboration with UNESCO.

COST ESTIMATES: 1970

(\$3 611 800)

Chapter I. Established posts (\$3 362 000)

TABLE 3-A-49

		Category and level								II. Local level
		I. Professional and above							Total I	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Office of Executive Secretary.....	1970	1	1	1	—	—	1	—	4	3
	1969	1	1	1	—	—	1	—	4	3
Programme Co-ordination	1970	—	—	1	—	—	—	1	2	2
	1969	—	—	1	—	—	—	1	2	2
Technical Assistance Co-ordination.....	1970	—	—	—	—	1	—	1	2	1
	1969	—	—	—	—	1	—	1	2	1
Secretary of the Commission.....	1970	—	—	—	1	—	1	1	3	1
	1969	—	—	—	1	—	1	1	3	1
Information	1970	—	—	—	—	1	—	—	1	2
	1969	—	—	—	—	1	—	—	1	2
Research and Statistics.....	1970	—	—	1	2	7	10	7	27	38
	1969	—	—	1	2	7	10	7	27	36
Human Resources Development.....	1970	—	—	1	3	4	2	3	13	11
	1969	—	—	—	4	4	2	3	13	11
Trade and Economic Co-operation....	1970	—	—	1	3	3	6	6	19	9
	1969	—	—	1	2	2	6	5	16	7
Industry and Housing.....	1970	—	—	1	4	4	5	1	15	7
	1969	—	—	1	3	4	5	1	14	7
Natural Resources and Transport.....	1970	—	—	1	4	6	7	1	19	16
	1969	—	—	1	3	6	5	1	16	14
ECA/FAO Agriculture	1970	—	—	—	2	1	6	1	10	10
	1969	—	—	—	—	3	6	1	10	8
Division of Administration:										
Office of the Head.....	1970	—	—	1	1	—	—	—	2	3
	1969	—	—	1	1	—	—	—	2	3
Personnel	1970	—	—	—	—	1	—	2	3	12
	1969	—	—	—	—	1	—	2	3	12
Finance	1970	—	—	—	—	1	—	2	3	12
	1969	—	—	—	—	1	—	2	3	12
Language Services	1970	—	—	—	—	1	8	3	12	6
	1969	—	—	—	—	1	8	3	12	6
Documents	1970	—	—	—	—	—	1	—	1	43
	1969	—	—	—	—	—	1	—	1	41
General Services	1970	—	—	—	—	—	1	1	2	43
	1969	—	—	—	—	—	1	1	2	43
Library	1970	—	—	—	—	—	1	2	3	17
	1969	—	—	—	—	—	1	2	3	17
Sub-Regional Offices:										
Kinshasa	1970	—	—	1	—	—	—	1	2	4
	1969	—	—	1	—	—	—	1	2	4
Lusaka	1970	—	—	—	1	—	—	1	2	4
	1969	—	—	—	1	—	—	1	2	4
Niamey	1970	—	—	—	1	—	1	—	2	5
	1969	—	—	—	1	—	1	—	2	5
Tangiers	1970	—	—	1	—	—	1	—	2	5
	1969	—	—	1	—	—	1	—	2	5
TOTALS	1970	1	1	10	22	30	51	34	149	254
	1969	1	1	9	18	31	49	33	142	244

403. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassifications of posts are requested:

Reclassifications of existing posts

1 P-5 to D-1

In view of the level of responsibilities involved, the reclassification of the post of Chief of the Human Resources Development Division is requested.

2 P-4 to P-5

The reorganization of the ECA/FAO Agricultural Division now under study will provide for an Agricultural Economic Planning Section and Agricultural Development Section. To lead these two units, the reclassification of two P-4 posts to the P-5 level is requested.

Chapter III. Other temporary assistance (\$215 000)

(i) *General temporary assistance* (\$110 000)

404. The estimate includes \$55 000 for the employment of temporary language staff and other conference staff to service meetings of the Commission's working parties, the meetings of *ad hoc* expert groups and the meetings of the intergovernmental machinery for sub-regional economic co-operation where interpretation services have to be provided. It has been assumed that the regional programme of technical assistance will cover the costs of interpretation and conference services needed for seminars, workshops and training courses organized under that programme.

405. The estimate also includes \$55 000 which is primarily meant to cover replacements on maternity leave, sick leave and temporary clerical assistance during peak-load periods. It also includes the provision for cleaning and custodial staff at Addis Ababa (35 cleaners, 4 supervisors and 7 guards) and in four sub-regional offices (one cleaner and one watchman each).

(ii) *Individual experts and consultants* . . . (\$90 000)

406. In order to carry out the heavy work programme detailed in table 3-A-49 the Commission will have to rely more extensively on the services of persons qualified in specialized fields. The estimate provides for the costs of seventy-eight man-months of consultants. Services of short-term consultants or experts will be required in such areas of activity as trade and economic co-operation, transport, including studies on maritime shipping, road and rail transport co-ordination and linkage, air transport co-ordination and development; sectoral studies in economic and social development; science and technology; development of natural resources; studies on intra-regional co-operatives and trade in the field of agriculture; policy framing and programming for housing; building and physical planning; manpower planning and study programmes and related studies on education and training facilities; and public administration.

(iii) *Ad hoc expert groups* (\$15 000)

407. Fifteen working, technical and expert groups for which no financial assistance will be requested from other sources are scheduled to meet in 1970. As in previous years, ECA will seek financial aid for travel

and subsistence costs from Member Governments for experts-representatives on these groups, particularly those concerned with the problems of sub-regional economic co-operation, intra-African trade and co-ordination of international transport systems. The provisions for 1970 would allow for the meeting of two working groups composed of seven or eight experts each serving in his individual capacity to advise on specific aspects of the work programme.

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

408. With the increased activities of the Commission and the continuous holding of meetings and seminars, a substantial number of overtime hours will have to be worked, particularly by staff in the Conference and General Services area. It is very difficult to allow staff members to take compensatory time off for hours worked overtime because of the absence of any reserve staff in ECA. Therefore, a modest provision is proposed for 1970.

Chapter V. Provisional staffing requirements (\$30 800)

Research and Statistics Division

2 local level

To provide an additional local level clerk in the Demography and Social Statistics Unit and one additional statistical clerk in Economic and General Statistics.

Trade and Economic Co-operation Division

1 P-5, 1 P-4, 1 P-2, 2 local level

The staffing situation of the Economic Co-operation Section has remained constantly below the level required by the workload involved. In view of the urgency of the work to be carried out in the field of sub-regional economic co-operation, it is intended to strengthen this Section in 1969 by transferring to it a P-3 and a P-2 post from the Trade Section. In 1970, it is considered necessary to provide a P-5 post to accommodate the Chief of the Section. One research and clerical local post is also required to help meet the increased workload. The work programme in respect of intra-African trade is closely connected with the progress made in economic co-operation among African countries. In order to permit the Section to carry out its work in the development and expansion of intra-African trade, trade expansion in the sub-regions and other regions, export and trade promotion, the Trade Section requires strengthening in 1970 by the addition of one P-4, one P-2 and one clerical/secretarial post.

Industry and Housing Division

1 P-5

The Industry Section requires the addition of a staff member at the P-5 level who would assist in harmonizing industrial development programmes, examining investment climate factors, promoting investment, creating national and multinational industrial promotion centres and identifying, developing and implementing selected multinational industrial projects in African countries. The projects are very demanding and require staff at the highest level.

Natural Resources and Transport Division

1 P-5, 2 P-3, 2 local level

The Minerals and Energy Units of the Natural Resources Section are staffed at present by three regional advisers and a mineral economist at the P-4 level. It is felt that these Units are under-staffed in relation to the numerous problems they are to deal with in the whole African continent. In order to strengthen the Section, it is proposed to provide for the engagement of a mining engineer at the P-5 level.

To provide additional resources for the Transport Section's continuing tasks in the Transport Co-ordination Meetings in East and Central African subregions, two area transport specialists at the P-3 level are required in 1970.

ECA/FAO Agriculture Division

2 local level

To provide for additional clerical and secretarial assistance.

Division of Administration

2 local level

The new internal reproduction equipment provides the Commission with the facilities with which it can reproduce internally publications hitherto printed by external printers. One offset platemaker and one offset pressman are required to assist in this expanded operation.

United Nations Economic and Social Office in Beirut

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-50

Programmes	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	RA	LL	P	LL	P	C	RA	LL	P	LL
Programme formulation and management	24	—	—	12	—	—	24	—	—	12	—	—
Economic development planning and projections	78	12	—	48	11 ^e	—	80	12	—	48	—	—
International trade	15 ^a	6	—	24 ^b	—	—	14 ^a	6	—	24 ^b	—	—
Industrial development	24 ^c	12	—	24 ^c	—	—	25 ^c	6	—	24 ^c	—	—
Social development	41	6	—	35	—	4	40	3	—	35	—	—
Population	6	—	—	7	—	5	8	—	—	13	—	—
Statistics	—	—	—	24	—	—	—	—	—	24	—	—
Public administration	4	—	—	6	—	—	13	3	—	12	—	—
Support to technical co-operation programmes (including advisory services to Governments)	12	—	96	—	—	—	12	—	96	—	—	—
Administration	12	—	—	108 ^d	—	—	12	—	—	132	—	—
TOTALS	216 ^{a, c}	36	96	288 ^{b, c, d}	11	9	228 ^{b, c}	30	96	324 ^{b, c, d}	—	—

^a Includes 12 man-months provided by UNCTAD.

^b Consists of 24 man-months provided by UNCTAD.

^c Consists of 24 man-months provided by UNIDO.

^d Includes 36 man-months provided for temporary assistance.

^e Consists of 11 man-months provided by the United Nations Trust Fund for Development Planning.

WORK PROGRAMME

409. During the first half of the United Nations Development Decade, United Nations activities in the economic and social fields were decentralized and the secretariats of the regional economic commissions were strengthened accordingly. In the Middle East, where no regional commission exists, a small regional social affairs office, which had been functioning in Beirut for several years, was transformed into a special outpost of the Department of Economic and Social Affairs in 1963. During the first years of its existence, this outpost, named the United Nations Economic and Social Office in Beirut (UNESOB), concentrated on gathering and analysing basic data on economic and social development in the Middle East. Following recommendations made in 1964 by a United Nations reconnaissance mission concerned with development planning in the Middle East, regional advisers were attached to UNESOB with a view to providing advisory services supplementing those available under country programmes of technical co-operation. During this early period, the professional establishment of UNESOB grew from six posts in 1963 to twelve posts in 1966. The professional staff in 1969 consists of fifteen posts plus one post seconded from UNCTAD and two posts

seconded from UNIDO. The professional establishment of UNESOB did not increase in the period 1966-1968. In 1966, however, UNESOB responsibilities began to increase significantly as a result of its being called upon, both by the United Nations and by Governments in the region, to engage in more activities of its own. More generally, UNESOB has been asked to provide or backstop the provision of a growing volume of advisory and training services, and to contribute to the documentation not only of the Economic and Social Council and its subsidiary bodies but also of UNCTAD, the Trade and Development Board, the Industrial Development Board and a variety of international meetings of more limited scope.

410. UNESOB has further increased its activities in terms of advisory services rendered and seminars held, as well as in terms of studies issued for backstopping operational work and more generally for elucidating development issues in the Middle East. The Secretary-General's budget for 1969 provided three additional professional posts to strengthen the UNESOB establishment and plans have been made to enhance the effectiveness of UNESOB activities by increasing their interrelation in conjunction with the requirements of development planning within the framework of the

preparations made for the Second United Nations Development Decade.

411. The basic aims and objectives of UNESOB activities are those of the resolutions of the main United Nations organs which govern the work of the major secretariat units of which it is an outpost in the Middle East. As such, the role of UNESOB is to assist in the implementation of the United Nations resolutions aimed at fostering economic growth and social change in developing countries, with particular reference to the countries which call upon its services. The work programme of UNESOB is drawn up in the light of the resolutions in question and of the needs and requests of the countries concerned. In order to avoid a wasteful dispersion of resources over too wide a field of activities, the work programme has been drawn up along the following main lines of endeavour: economic development planning and projections, international trade, industrial development, social development, population, statistics and public administration.

Economic development, planning and projections

412. In support of the projection work, UNESOB intends to analyse inter-sectoral relationships. This study will involve the construction of detailed input-output tables for several countries and the refining of already existing tables for other countries so as to obtain useful tools for the preparation of future development plans. UNESOB will analyse the industrial sector (country by country) by disaggregating its activities into major groups and examining its past development, future prospects and possibilities for the development of import substitution and export oriented industries. Emphasis will be placed on analysing the demand and supply functions and on the construction of commodity balances.

413. Past experience with the implementation of planned targets in agriculture and other sectors has been disappointing in most countries. Recent progress achieved in the implementation of development plans will be reviewed and problems and bottlenecks that have adversely affected the implementation of development projects will be analysed country by country.

414. In 1970, emphasis will be placed on certain major issues and problems of growth during the decade 1960-1970, and achievements and failures within the perspective of the objectives of the Second Development Decade will be assessed. The study, which will proceed country by country, will isolate and analyse areas that are strategic for growth, such as domestic and external financing, manpower availabilities, as well as the development of import substitution and export-oriented industries and their impact on the balance of payments problems.

415. UNESOB's aim is to achieve a better understanding of the growth process and its requirements in the region. Using a multinational model, an analysis is being undertaken of (i) the future demand for labour in the light of projected labour availabilities, (ii) capital requirements for the absorption of the expected increase in the labour force and (iii) domestic capital formation available for development. UNESOB also intends to analyse country by country the relationship between planning and budgeting and the impact of fiscal policies on the mobilization of financial resources and fiscal and budget management in relation to development planning. Work on the promotion of tourism will involve an

examination of the possibilities of common exploitation of existing historical and touristic sites and is conceived as an enquiry into the economics of developing a sound multinational scheme for the encouragement of tourism and the better mobilization of existing national resources.

International trade

416. An analysis has been undertaken of the possibilities of trade expansion between Lebanon and the Arab Common Market countries, and more particularly, the implications of a liberalization of trade among those countries for Lebanese exports to, and imports from, the Arab Common Market. The lack of an effective multilateral payments arrangement has been identified as one of the obstacles to the expansion of trade among countries in the Middle East. The technical aspects of alternative solutions of the problem are being explored in order to elucidate the problems involved in devising suitable multilateral payments schemes that might fit the needs of countries facing widely different balance of payments situations.

417. The Council for Arab Economic Unity decided in 1964 that liberalization of trade among the Arab Common Market countries would proceed simultaneously along two lines: gradual reduction of customs duties and gradual removal of quantitative and other restrictions. Experience gained during the 1964-1968 period seems to indicate that the process of removing tariff obstacles to trade expansion proceeded faster than the process of removing non-tariff restrictions; the latter still appears to remain one of the main obstacles to the expansion of trade among countries in the Middle East. In May 1968, however, the Council of Arab Economic Unity decided that the process of trade liberalization should be completed by 1971 instead of 1974. It is, therefore, of urgent importance to examine the existing non-tariff obstacles to trade development and determine the reasons for the lag in their removal with a view to clarifying the issues involved in the pursuit of active trade liberalization among the countries concerned.

418. Country studies have been undertaken with a view to analyzing the existing export potentials, discussing short and medium-term prospects for exports of manufactures and semi-manufactures and identifying the issues involved in the expansion of the exports of such goods. The acceleration of trade expansion and co-operation aimed at by the Arab Common Market countries, makes it necessary to look beyond the free trade area concept implied in a programme of trade liberalization and to envisage the establishment of a common external tariff on imports from third countries. As a first step towards analyzing the implications of a common external tariff for the countries concerned, the differences existing among Arab Common Market countries with respect to the customs duties on their imports from third countries will be examined, and the economic justifications behind these differences will be explored. An evaluation will be made of the impact on trade expansion of the bilateral agreements involving countries in the Middle East that have agreements among themselves, with a view to determining how the impact of such agreements on the trade and co-operation among the countries concerned could be increased. The past development of trade and economic co-operation among selected countries in the Middle East will be reviewed in an attempt to evaluate the

progress made towards the objectives of the Arab Common Market and to elucidate the issues involved in the active pursuit of this co-operation in the light of past experience.

Industrial development

419. Most countries in the Middle East still depend heavily on imports for engineering products. As the engineering industry, which covers the production of metals, metal products, machinery and transport equipment, forms the backbone of the capital goods industry, an investigation is being undertaken of determinants of the expansion of the former. While several countries in the Middle East suffer from the narrowness of their cultivated area, agriculture remains a major activity in the region and the processing of agricultural products presents a problem of immediate importance. An analysis of the problems and prospects of the food industry is being undertaken in the perspective of the close interdependence of agricultural development and industrialization. Given the importance of the contribution of the building materials industry to fixed capital formation, a survey initiated in 1968 will be continued in 1970 with a view not only to determining the profile of this industry but also to exploring how its rationalization and development on a multinational basis might affect or benefit the countries concerned.

420. Increasing emphasis is placed everywhere on the need to accelerate the rate of industrial growth, but such problems as the scarcity of technical resources and the narrowness of domestic markets limit considerably the prospects of industrial development in a purely national perspective. Industrialization in the Middle East will require international co-operation and co-ordination, and an examination will be made of the problems involved in the production of specific industrial commodities on a regional basis.

421. UNESOB will undertake a study on industrial costs and productivity that aims at throwing light on the cost structure and productivity in industries that may constitute a basis for an integrated industrial structure in the context of multinational economic co-operation. The objective is to help in the determination of a pattern of industrial activity which might enhance the competitiveness of production facilities in the Middle East. Inadequate repair and maintenance of machinery and equipment not only retards the process of growth but also brings about the wasteful dissipation of foreign exchange and other scarce resources. The adequacy of the facilities available for the repair and maintenance of capital equipment will be examined for selected countries and specific problems analyzed. One of the major obstacles to the promotion of export-oriented industries has been the absence of uniform standards of quality and quality control. Prevailing standards of quality and methods of quality control will be examined on a regional basis so as to prepare the ground for the impact of improvements in this respect on the levels of exports.

Social development

422. To serve the needs of comprehensive development planning, such sectors as health, education, housing and social welfare are being reviewed country by country, not only at the level of the choice of objectives but also from the point of view of actual planning procedures and techniques within the framework of the national development strategy. Actual experience and prospects

for planning development at the subnational level is being analyzed for selected countries with reference to specific projects to determine how further progress can benefit from the lessons of past experience. In planning for development, account must be taken of the needs and potential role of the younger generation and of the corresponding requirements and possibilities. A sample survey of a specific segment of the youth population will be undertaken, using questionnaires and interviews, to inquire into the attitudes, values and motivations of youth in relation to development issues.

423. Development planning being predicated upon various assumptions concerning consumer behaviour, demand for products, etc., family budget inquiries of the sample survey type are of great importance for obtaining the socio-economic data which are necessary for the formulation of realistic development plans. While such inquiries can only be carried out by Governments, research and analysis are being undertaken with a view to help organize them and utilize their results. Research and analysis will be undertaken, using the case study approach, of the relation of local conditions and planning to central planning, the effects of central development planning at the village level, the relation of rural to urban development, basic socio-economic conditions in villages, and village concerns, values and ways of life.

424. In the Middle East substantial nomadism still exists and several Governments have expressed determination to settle the nomadic tribes. A few settlement and resettlement schemes have been tried, but the attempts at permanent settlement have necessarily encountered resistance since it has meant an almost complete abandonment of age-old patterns of life and subsistence which have held people together in tightly knit social units. Research and analysis will be undertaken, taking into account experience from other regions, on the various aspects of the subject of nomadism so as to clarify for the Governments concerned the issues involved in the formulation of permanent settlement policies or programmes.

Population

425. An empirical investigation of rapidly urbanizing districts will be undertaken, using the case study approach, for providing insight into the phenomenon of rural-to-urban migration and the process of urbanization, and for throwing light on their determinants and consequences. Knowing about the "commitment", efficacy and adaptability of labour in industry in terms of the worker's origins, social characteristics, traditions, training, skills and socio-economic background is very important for the formulation of general labour policies, and more particularly, training policies and programmes in relation to industrial development. An empirical case study will be undertaken with special reference to action taken by the workers and their unions, by government and by the management to improve the efficiency and the welfare of the workers.

426. Several countries in the region have already taken population censuses, but the results of these censuses have not been adequately analyzed and a new round of population censuses is expected to be undertaken around 1970. Because of the importance of data on the demographic situation and prospects in development planning, the systematic analysis of census data could become a major responsibility of the population programme. An investigation is being undertaken of urban growth, urban and metropolitan planning within

the framework of regional (area) planning, the extension of low-cost housing to growing urban populations and the relationship of national planning to urban growth.

Statistics

427. In 1969, a Statistical Unit was established and attached to the Office of the Director for gathering, compiling and processing, in a systematic and effective manner, the data needed by the Economic and Social Sections and the regional advisers for carrying out quantitative analysis.

Public administration and training

428. The Public Administration Unit will start work on the following questions which are emerging as subjects of preoccupation for Governments in the Middle East: (i) the structure and functioning of central planning agencies and their relationship to planning activities undertaken by different ministries in various sectors—special attention will have to be paid to the authority of such agencies, their advisory functions, their executive powers, if any, their relationship to the ministry of finance or budget departments, and to sectoral ministries, their staffing, etc.; and (ii) development planning activities undertaken at the sectoral level including, especially, the participation of sectoral departments in the planning process, the establishment of inter-departmental and inter-ministerial planning committees, the establishment and functioning of planning units within individual ministries, the personnel needs for development activities and planning, etc.

429. The Public Administration Unit will also start work on the following questions which are subjects of increasing concern for Governments in the Middle East: (i) the establishment or co-ordination at the local level of technical services in such fields as health, education, agricultural extension and social welfare in the context of community development or other integrative programmes; (ii) the ability of local government institutions to carry out their own development programmes or their share of the national development plans or programmes; (iii) the scope for action by authorities intermediary between the national and local ones, to give greater effectiveness, coherence and penetration to the national development effort, with special reference

to the Mohefazat (district) administration; and (iv) the availability of administrative leadership at the local and district levels, particularly to ensure popular interest and participation in the formulation and execution of development plans.

430. The Public Administration Unit should also concern itself with the increasingly acute problem of training civil servants so as to orient them towards development issues and enable administrators to operate as managers of development projects.

Support of technical co-operation programmes

431. Short-term advisory services are provided through regional advisers, who assist country experts and, in general, help in the formulation and evaluation of projects. In some instances, the posting of regional advisers to UNESOB has led to the establishment of a corresponding post in several country programmes; in other instances, the work done by the regional adviser has made it possible to dispense with several country experts. UNESOB staff takes part in operational activities, and the substantive backstopping ability of UNESOB has been strengthened, not only with respect to technical assistance operations but also with respect to the execution of Special Fund projects.

432. Efforts will be made to integrate or interrelate the advisory services which can be provided by UNESOB, in conjunction with those supplied by United Nations country experts, and by country experts and regional advisers from specialized agencies such as FAO and ILO, so as to tackle efficiently and in an interdisciplinary and sustained fashion, government requests for assistance in the preparation of comprehensive development plans. UNESOB is an outpost in the Middle East not only of the Department of Economic and Social Affairs at United Nations Headquarters but also of the UNCTAD and UNIDO secretariats. It has close working relations with the regional offices of the ILO and UNICEF, both based in Beirut, and with the UNESCO Regional Centre for Educational Planning and Administration in Arab States, also located in Beirut. It also maintains relations with the regional offices of FAO in Cairo and WHO in Alexandria. It is intended to develop co-operative activities with FAO and ILO, with an interdisciplinary approach, to meet government requests for assistance in the preparation of comprehensive development plans.

COST ESTIMATES: 1970 (\$331 200)

Chapter I. Established posts (\$300 400)

TABLE 3-A-51

	C a t e g o r y a n d l e v e l									II. Local level
	I. Professional and above									
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1970.....	—	—	—	1	2	6	5	2	16	23
1969.....	—	—	—	1	2	4	6	2	15	17

433. No new established posts are requested. The additional staff resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassification is requested.

(a) *Reclassification of an existing post*

1 P-3 to P-4

The reclassification of a post in the Economic Section is requested in order to attract and retain scarce but qualified talent which will be required if the Section is to maintain its ability to cope with tasks of increased sophistication. In the case of a small economic unit like the one maintained at UNESOB, it is especially important to have staff members who are able to carry out research projects with a minimum of supervision.

Chapter III. Other temporary assistance (\$22 000)

(i) *General temporary assistance* (\$9 000)

434. 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 translation requirements, English into Arabic and Arabic or French into English, when work is of such urgency or nature that it cannot be undertaken at Headquarters (\$6 000).

(ii) *Individual experts and consultants* . . . (\$13 000)

435. This estimate covers the costs involved in

30 man-months of consultant services as shown in the table of man-months requirements (table 3-A-50) (\$13 000).

Chapter IV. Overtime and night differential (\$800)

436. An increase is requested to cope with peak period coverage, especially just prior to meetings or deadlines for submission of manuscripts or documents, and for chauffeur overtime in connexion with pouch deliveries and pickups, and airport reception outside normal working hours.

Chapter V. Provisional staffing requirements (\$8 000)

1 P-4, 1 local level

To create a Public Administration Unit in the Beirut Office. The expert in public administration would function in co-operation with the task forces in development planning for the coverage of public administration aspects with the assistance of the Public Administration Division at Headquarters, which in 1969 has begun providing assistance to the Beirut Office.

5 local level

To strengthen the Administration and General Services section in the Beirut Office by providing one additional typist to help cope with the increasing workload; to regularize the posts of switchboard operator, building custodian, watchman and driver provided in 1969 by the use of temporary assistance credits.

Office of Public Information

(including the information centres)

437. In accordance with the intention expressed under this heading in the budget estimates for 1969,¹⁸ the Secretary-General submitted to the Advisory Committee on Administrative and Budgetary Questions at its summer session a report on the results of a comprehensive review of United Nations policies and programmes in the field of public information which had been undertaken in the course of the last three years by the Assistant-Secretary-General in charge of the Office of Public Information and his senior staff.

438. Pending consideration by the Assembly of any recommendations the Advisory Committee may make in respect of the proposals contained in the above-

¹⁸ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205).*

mentioned report, the initial estimates for the Office of Public Information for 1970 have been prepared essentially on the same basis as those for 1969. These requirements are dealt with in detail in annex IV which is contained in volume II of the current budget submission.

439. The proposed manning table for 1970, as compared with that approved for 1969, reflects the transfer of twelve professional posts from the information centres to meet pressing requirements at Headquarters resulting from the continually increasing workload of the Press and Publications Division, the Radio and Visual Services Division, the External Relations Division and the new Centre for Economic and Social Information.

COST ESTIMATES: 1970

(\$4 758 400)

Chapter I. Established posts (\$4 631 400)

TABLE 3-A-52

Office of Public Information		Category and level											
		I. Professional and above								II. General service			Total II
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	
Office of the Assistant Secretary-General	1970	—	1	—	1	—	—	2	—	4	5	4	9
	1969	—	1	—	—	1	—	2	—	4	3	6	9
Press and Publications Division . .	1970	—	—	1	2	5	15	6	4	33	5	25	30
	1969	—	—	1	2	5	15	6	4	33 ^a	4	26	30 ^a

[Table 3-A-52 continues]

TABLE 3-A-52 (continued)

Office of Public Information		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
Radio and Visual Services Division	1970	—	—	1	2	4	19	14	18	58	7	42	49
	1969	—	—	1	2	4	19	14	18	58	5	44	49
External Relations Division.....	1970	—	—	1	2	3	4	3	1	14	2	9	11
	1969	—	—	1	2	3	4	3	1	14	2	9	11
Centre for Economic and Social Information	1970	—	—	1	—	1	2	2	1	7	—	4	4
	1969	—	—	1	—	1	2	2	1	7	—	4	4
SUB-TOTALS	1970	—	1	4	7	13	40	27	24	116	19	84	103
	1969	—	1	4	6	14	40	27	24	116	14	89	103
Information Centres	1970	—	—	—	3	17	10	14	4	48	—	—	b
	1969	—	—	—	3	17	10	14	4	48	—	—	b
TOTALS	1970	—	1	4	10	30	50	41	28	164	19	84	103
	1969	—	1	4	9	31	50	41	28	164	14	89	103

^a Includes one P-5 and two General Service posts approved for 1969 as a charge against income section 4, Sale of publications, but shown in 1970 as a charge against expenditure section 3 (see paragraph 4.16 of income section 4).

^b Credits requested for 240 local level posts.

440. No new posts are proposed for 1970. However, the following reclassification of an existing post is requested.

Reclassification of an existing post

1 P-5 to D-1

To provide for the post of Executive Officer at a level comparable to similar posts in the Offices of Conference and General Services and the Department of Economic and Social Affairs.

Chapter III. Other temporary assistance (\$84 000)

(i) *General temporary assistance* (\$46 500)

441. Credits sought under this heading provide for the preparation on a contractual basis of the French and Spanish editions of the *United Nations Monthly Chronicle* (\$23 500). The estimate also covers 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 (\$8 000), and for temporary assistance at information centres (\$15 000).

(iii) *Ad hoc expert groups* (\$37 500)

442. Under resolution E/1297 (XLIV) of the Economic and Social Council, the Secretary-General was requested to hold the next regional conference of non-governmental organizations in Africa. At the time of the preparation of these estimates it would appear that the most suitable time for holding the conference would be late February or early March 1970. Consequently,

preparations are now in progress to convene the conference at that time in Addis Ababa.

443. At the same time, the Office of Public Information, in completing the cycle of regional editors' roundtables begun in 1962, had intended to hold the concluding meeting in Addis Ababa in September of 1969. It is believed, however, that the postponement of the editors' roundtable by a few months so as to allow for the synchronization of this meeting with the proposed regional conference of non-governmental organizations would have significant advantages. The theme of the Second United Nations Development Decade, common to both meetings, would gain added impetus by permitting joint discussion of the problems involved by editors on the one hand and representatives of non-governmental organizations on the other during a two to three-day overlap between the two meetings. It is proposed, therefore, that the credit of \$18 500 approved by the General Assembly for the 1969 meeting of the editors' roundtable be surrendered and reappropriated for 1970.

444. The estimate under this heading also provides for the holding of an editors' roundtable in New York during the latter part of 1970 in conjunction with the 25th anniversary celebration of the United Nations.

Chapter IV. Overtime and night differential (\$43 000)

445. The estimate provides for overtime costs to be incurred by the Office of Public Information in connexion with its coverage of United Nations activities (\$33 000) and for similar expenses at information centres (\$10 000).

Office of Conference Services

446. 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 at locations other than established offices of the

United Nations and thus require the assignment of staff away from their normal base;

(c) 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.

447. The volume and trend of the workload of the Office is indicated by the following statistics:

	1963	1968
Number of meetings held at Headquarters.....	2 100	2 580
Number of interpreter assignments.....	13 400	17 210
Number of meetings provided with:		
(a) Verbatim records	400	473
(b) Summary records	989	1 174
Number of pages of translation (all languages).....	153 000	209 150
Number of pages of typing (all languages).....	371 750	408 820
Number of pages edited for inclusion in official records.....	84 500	92 000
Number of page-units reproduced internally.....	346 000 000	525 823 000

448. The increasing difficulties being experienced in meeting the total demand are illustrated by the following data on the backlog of translation:

	<i>Number of pages of material in hand for translation into</i>				
	<i>Chinese</i>	<i>English</i>	<i>French</i>	<i>Russian</i>	<i>Spanish</i>
At end of:					
1963.....	28 700	^a	2 200	22 500	10 100
1968.....	48 158	3 026	6 680	9 735	13 333

^a No backlog.

449. In his initial budget estimates for 1969¹⁹ the Secretary-General stated that a minimum of 23 new professional posts and 61 new general service posts would be required to enable the Office of Conference Services to meet effectively its commitments as foreseen at that time. This assessment was later increased to 37 professional and 79 general service posts on the assumption that the General Assembly would approve the recommendation of the Fifth Committee that Russian should be included as one of the working languages of the Assembly and that it would be desirable to include it as a working language of the Security Council as well. These actions were subsequently taken by the Assembly in its resolution 2479 (XXIII) of 21 December 1968. In the same resolution the Assembly stated that it was considered desirable that Spanish, as well as Russian, be included as a working language of the Security Council. In due course the Security Council, on 24 January 1969 at its 1463rd meeting, decided to amend its Rules of Procedure to include Russian and Spanish as working languages of the Council. During the relevant discussions in the Fifth Committee, the Secretary-General had indicated that a further eight professional and nine general service posts would be required in order to implement a decision to the last-mentioned effect. However, as the Assembly had acted on this matter insofar as Spanish was concerned only during the final hours of its session, it did not prove possible to include in the budget the necessary resources for this latter purpose. Nevertheless, total actual requirements in terms of additional posts for 1969 to meet all the commitments referred to above amounted to 45 professional and 88 general service posts.

¹⁹ *Ibid.*, para. 386.

450. Accordingly, while the 29 professional and 62 general service posts actually approved by the General Assembly at its twenty-third session for 1969 have permitted the Office of Conference Services some measure of relief in coping with the growing volume of services which it has been required to render, additional resources to the extent of 16 professional and 27 general service posts will be required in 1970 not only to meet the increased volume of work originally foreseen, but also to comply with the decision to include Spanish as a working language of the Security Council.

451. No new posts are requested. The additional resources shown for 1970 have been provided for on a provisional basis under chapter V. However, the following reclassifications of posts are requested. (See table 3-A-53, page 108.)

Reclassifications of existing posts

1 P-4 to P-5

It is proposed to raise to the P-5 level the post of the Chief of the Terminology Section, Translation Service, in recognition of the greater responsibilities attached to the function as a result of recent decisions relating to the simultaneous distribution of documentation in all languages, the inclusion of Russian as a working language of the General Assembly and of the Security Council and the greater number of documents now being translated into Chinese.

4 P-3 to P-4

There are 29 professional posts in the Verbatim Reporting Section of the Interpretation and Meetings Service, of which 24 are at the P-3 level. Accordingly, there is virtually no prospect for advancement for the majority of the staff, many of whom have served the Organization from the earliest days. It is proposed, therefore, to reclassify four P-3 posts to the P-4 level to provide some minimum possibilities of career service.

8 P-2 to P-3

To provide the required level for the automatic promotion of interpreter-trainees after their initial period of probation to the normal journeyman level.

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 documentation has increased in volume and in the complexity of subject matter. 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.

COST ESTIMATES: 1970
(\$14 189 300)
Chapter I. Established posts (\$13 464 300)

TABLE 3-A-53

Office of Conference Services		C a t e g o r y a n d l e v e l											
		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	1970	1	—	—	—	—	1	1	—	3	1	1	2
	1969	1	—	—	—	—	1	1	—	3	1	1	2
Executive Office	1970	—	—	—	1	1	—	—	2	4	2	7	9
	1969	—	—	—	1	1	—	—	2	4	2	7	9
Translation Service:													
Office of the Director.....	1970	—	—	1	—	—	—	1	—	2	—	1	1
	1969	—	—	1	—	—	—	1	—	2	—	1	1
Translation Sections	1970	—	—	—	5	12	80	170	31	298	4	50	54
	1969	—	—	—	5	12	80	170	31	298	4	50	54
Terminology Section	1970	—	—	—	—	1	1	3	—	5	—	1	1
	1969	—	—	—	—	—	2	3	—	5	—	1	1
Reference Section	1970	—	—	—	—	—	—	1	—	1	6	15	21
	1969	—	—	—	—	—	—	1	—	1	5	16	21
Interpretation and Meetings Service:													
Office of the Director.....	1970	—	—	—	1	—	—	—	—	1	—	1	1
	1969	—	—	—	1	—	—	—	—	1	—	1	1
Planning and Projection Section..	1970	—	—	—	—	—	1	—	1	2	—	2	2
	1969	—	—	—	—	—	1	—	1	2	—	2	2
Interpretation Section	1970	—	—	—	1	3	31	41	—	76	—	2	2
	1969	—	—	—	1	3	31	26	8	69	—	2	2
Verbatim Reporting Section.....	1970	—	—	—	—	1	8	28	—	37	—	1	1
	1969	—	—	—	—	1	4	24	—	29	—	1	1
Meetings Servicing Section (in- cluding <i>Journal</i>)	1970	—	—	—	—	—	—	1	1	2	2	7	9
	1969	—	—	—	—	—	—	1	1	2	2	7	9
Editorial and Official Records Services:													
Office of the Chief Editor and Director	1970	—	—	1	—	—	—	—	—	1	—	1	1
	1969	—	—	1	—	—	—	—	—	1	—	1	1
Editorial Control	1970	—	—	—	1	1	5	3	—	10	—	2	2
	1969	—	—	—	1	1	5	3	—	10	—	2	2
Documents Control	1970	—	—	—	1	—	1	1	1	4	4	14	18
	1969	—	—	—	1	—	1	1	—	3	5	14	19
Official Records Editing Section....	1970	—	—	—	—	1	3	13	8	25	9	4	13
	1969	—	—	—	—	1	—	15	8	24	9	4	13
Stenographic Service	1970	—	—	—	—	—	1	—	1	2	12	229	241
	1969	—	—	—	—	—	1	—	1	2	12	216	228
Publishing Service:													
Office of the Chief	1970	—	—	1	—	—	1	—	1	3	—	10	10
	1969	—	—	1	—	—	1	—	1	3	—	10	10
Printing Section	1970	—	—	—	—	1	3	22	14	40	1	15	16
	1969	—	—	—	—	1	3	22	14	40	1	15	16
Reproduction Section	1970	—	—	—	—	—	1	2	2	5	39	81	120
	1969	—	—	—	—	—	1	2	2	5	36	74	110
Distribution Section	1970	—	—	—	—	—	1	2	—	3	8	69	77
	1969	—	—	—	—	—	1	1	1	3	8	65	73
TOTALS	1970	1	—	3	10	21	138	289	62	524	88	513	601 a
	1969	1	—	3	10	20	132	271	70	507	85	490	575 a

^a Provision is also made for credits for 19 manual workers.

1 GS to P-2

It is proposed to reclassify the post of Chief of the Statistical Unit of Documents Control. The function is a supervisory one and carries the added responsibility of assisting the Planning Officer in the Section in workload projections, both intermediate and long-term. The incumbent of this post is also responsible for the computerization of statistics and related planning operations recently initiated in this area.

1 P-2 to P-3

It is proposed that a second supervisory post at the P-3 level be provided in the Distribution Section having regard to the greater responsibilities that supervisory personnel have assumed with the expansion in United Nations activities over the past several years.

*Chapter III (i). General temporary assistance
(\$150 000)*

452. The estimates under this heading provide for:

(a) Short-term requirements during peakload periods in the Publishing Service and for the replacement of staff on maternity and extended sick leave (\$40 000);

(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);²⁰

(c) Other contractual translation and typing requirements having regard to the heavy meetings programme and the increasingly technical nature of material to be translated (\$50 000).

Chapter IV. Overtime and night differential (\$380 000)

453. 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.

*Chapter V. Provisional staffing requirements
(\$195 000)*

454. The credits under this chapter provide for the following staffing requirements:

Interpretation and Meetings Service

7 P-3

To increase the number of English, French and Spanish

²⁰ It is estimated that an additional 3 000 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.

interpreters from a total of 14 to 15 for each language and Russian and Chinese interpreters from 13 to 15 each. Experience has shown that excluding the 10-week period of the General Assembly, an average of 50 meetings per week have been held during the remaining 40 weeks of the year. After taking into account leave periods and assignments away from Headquarters, the provision of 15 interpreters in each language unit would represent a minimum requirement for the servicing of seven meetings at any one time.

8 P-3

To provide for Spanish verbatim reporters required as a result of the decision of the Security Council at its 1463rd meeting on 24 January 1969 to include Spanish as one of its working languages.

Editorial and Official Records Services

1 P-3

To provide additional resources in the French Unit of the Official Records Editing Section so as to equate the strength of this Unit with other language units.

13 GS

The inclusion of Spanish among the working languages of the Security Council requires the addition on a provisional basis of nine posts in the Spanish Typing Unit of the Stenographic Service. The remaining four posts provide for essential strengthening of the Spanish Typing Unit to meet the increase in other work which has arisen and to ensure the simultaneous issuance of documentation in Spanish with that in other languages.

Publishing Service

10 GS

These new posts are required to strengthen the Reproduction Section. As can be seen from the workload table which appears in paragraph 447 above, the number of page units of documentation reproduced internally has increased from 346 million in 1963 to some 526 million in 1968. In order to meet the expanded workload, and in order to be in a position to reproduce internally the majority of the supplements to the official records of the United Nations as reflected under section 11, Contractual printing, six new posts will be needed. These new posts will provide for the operation of a new heavy offset press which is to be installed early in 1970, on a three shift basis throughout that year. The remaining four posts are required to cope with the expanded workload which will be carried by the Mimeograph Finishing Unit as a result of the increased press capacity. The addition of these new posts in conjunction with the increased output should contribute to a reduction in the overtime and temporary assistance requirements of the General Assembly, and to the achievement of economies in contractual printing expenditures under section 11.

4 GS

These posts are required for the strengthening of ancillary services in the Distribution Section in order to keep abreast with the increased output of the Reproduction Section.

Library

455. The significant increase in the volume of documentation produced by the Organization over the past several years has presented the Library with a serious problem of bibliographic control and indexing. As a consequence, steps were taken to convert the indexing operations of the Library from conventional to computer-assisted methods. In a detailed report to the Advisory Committee on Administrative and Budgetary Questions, at its summer session in 1968, it was explained that while additional staff resources would be

required in 1969 to enable the Library to accomplish the first phase of the conversion, these would need to be supplemented in 1970 for the completion of the second phase. Accordingly, the estimates provide for the addition of six professional and two general service posts for this urgent and essential work and for two professional and one general service post for other indexing activities requiring specialized qualities and skills.

COST ESTIMATES: 1970

(\$1 493 400)

Chapter I. Established posts (\$1 490 200)

TABLE 3-A-54

	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
1970.....	—	1	1	3	6	29	21	61	7	59	66 ^a
1969.....	—	1	1	3	6	21	21	53	7	56	63 ^a

^a Credits are also provided in 1969 for nine manual workers; the estimate for 1970 makes provision for ten manual workers.

New posts

6 P-3, 2 GS

These posts are required to continue the work of converting the present indexing system to a computerized operation. Specifically, two professional posts are needed to further the preparation and up-dating of the indexing vocabulary in English, French, Russian and Spanish. Four professionals are required to provide senior analysts for the indexing of documentation for input to the computer. The two general service posts are for clerical and keypunching functions pertinent to the computer indexing programme.

1 P-3, 1 GS

These posts represent a resubmission of the request made in the budget estimates for 1969 for a legal indexer and a supporting general service post for indexing in English and French.

1 P-3

This post represents a resubmission of the request made in the budget estimates for 1969 for an editor to compile the inter-agency index of major documents requested by ECO-SOC.

1 manual worker

This additional post is required for reproduction and maintenance functions related to the increase in demand for photographic duplication of material by official users of the Library.

Chapter III (i). General temporary assistance (\$1 800)

456. 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 (\$1 400)

Office of General Services

457. It is anticipated that the demands made upon this Office will continue to increase during the coming years. This assumption is based upon a generally higher level of activity on the part of the Organization as a whole, including offices away from Headquarters, as well as upon the estimated effects of additions to the space to be occupied at New York City, Geneva and Santiago, and possible expansion at other locations. Furthermore, it is expected that operations related to the United Nations programmes of technical co-operation will be required to maintain the high degree of activity reached in recent years, especially those services for which the Purchase and Transportation Service is responsible. The workload of the Office in support of the field missions has also increased, particularly in the Middle Eastern region. Finally, the administrative services rendered on behalf of the information centres will continue to impose a constant workload.

458. Provision is included under chapter III of this section for the costs of the additional services on a temporary assistance basis which will be required as a result of the rental of outside office space at Headquarters as authorized by the General Assembly at its twenty-third session following consideration of the related reports on this subject by the Secretary-General (A/C.5/1182) and of the Advisory Committee on Administrative and Budgetary Questions (A/7341).

459. No new established posts are requested. The additional resources shown for 1970 have been provided

for on a provisional basis under chapter V. However, the following reclassification of an existing post is requested. (See table 3-A-55, page 111.)

Reclassification of an existing post

1 P-4 to P-5

The incumbent of the post of Senior Telecommunications Engineer is responsible for all technical television services provided by the United Nations. He supervises and directs the work of a staff of up to 25 television technicians, contractually employed. In recent years, the complexity of the operation has increased with the conversion of much of the equipment in use from black and white to colour. The incumbent of this post was responsible for the selection of equipment and for engineering designs and plans for its installation. He has also been concerned with the technical problems involved in the transmission of United Nations broadcasts by satellite. He is deputy for the Chief of the Telecommunications Section and acts when required. The technical qualifications and supervisory responsibilities demanded of the incumbent of this post merit its reclassification to the higher level proposed.

Chapter I. General temporary assistance (\$190 000)

(i) General temporary assistance (\$180 000)

460. This estimate covers the following requirements:

(a) Three temporary guards to provide for security coverage in connexion with the opening of the gardens to the public from 1 April to the end of the General Assembly session (\$16 000);

COST ESTIMATES: 1970

(\$7 330 400)

Chapter I. Established posts (\$6 592 400)

TABLE 3-A-55

Office of General Services		C a t e g o r y a n d l e v e l											
		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	1970	—	1	2	—	—	—	—	—	3	1	2	3
	1969	—	1	2	—	—	—	—	—	3	1	1	2
Executive Office	1970	—	—	—	1	1	—	—	2	4	1	4	5
	1969	—	—	—	1	1	—	—	2	4	—	5	5
Special Assignments Service.....	1970	—	—	—	1	1	1	—	—	3	1	4	5
	1969	—	—	—	1	1	1	—	—	3	1	4	5
Communications, Archives and Records Service	1970	—	—	—	1	3	4	5	5	18	14	176	190
	1969	—	—	—	1	2	5	5	5	18	13	176	189
Purchase and Transportation Service	1970	—	—	—	1	2	5	2	3	13	13	41	54
	1969	—	—	—	1	2	5	2	3	13	11	42	53
Buildings Management Service.....	1970	—	—	—	1	1	4	—	6	12	14	179	193
	1969	—	—	—	1	1	4	—	6	12	12	179	191
Field Operations Service.....	1970	—	—	—	1	2	1	3	3	10	3	32	35
	1969	—	—	—	1	2	1	3	3	10	3	32	35
TOTALS	1970	—	1	2	6	10	15	10	19	63	47	438	485 a
	1969	—	1	2	6	9	16	10	19	63	41	439	480 a

^a Provision is also made for credits for 175 manual workers.

(b) Six temporary manual worker posts for gardeners, from 1 April to the end of the General Assembly session (\$21 000);

(c) Temporary replacement of staff on maternity leave and extended sick leave (\$30 000);

(d) Temporary assistance for the provision of the necessary services to United Nations activities housed in premises outside of Headquarters (\$113 000).

461. The estimates under (d) above are tentative in nature and will be subject to review and refinement as experience is gained. They cover the salary and wage costs of seven security officers, one Registry, Supply and Messenger Service supervisor, one draftsman, two registry clerks, two telephone operators, three messengers and one driver.

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

462. 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 (\$520 000)

463. The estimate provides for the costs of overtime and/or night differential payments to staff required to maintain certain essential services beyond normal working hours. These services include security and safety coverage, emergency repairs and space arrangements, and extended coverage in such areas as tele-

phone, teletype, messenger and code operations, as required in special circumstances.

Chapter V. Provisional staffing requirements (\$28 000)

1 GS

Among the new posts authorized for the Office of General Services in 1969 was one at the Director (D-2) level in the Office of the Assistant-Secretary-General. A general service post which was requested at the same time to provide secretarial service for that official could not be made available within the reduced level of general service posts approved for the Department. Accordingly, provision is made for this requirement within credits requested under chapter V.

1 GS

To provide for the strengthening of the Processing Unit, where, despite recourse to overtime work, a backlog still persists in respect of such activities as the preparation of purchase orders and the maintenance of procurement and contract files.

1 GS

As a result of reductions approved by the General Assembly in the Secretary-General's 1969 staffing proposals for the Office of General Services, one of the posts requested for additional telephone operator could not be made available. It is proposed to meet this need in 1970 under chapter V.

1 GS

Increasing demands on the Architectural and Engineering Section of the Buildings Management Service by overseas offices as well as at Headquarters, requires the provision of the services of a clerk-stenographer to assist with the correspondence of this unit. This work has heretofore been

handled by the secretaries of the Chief and Deputy Chief of Building Management Service, but the volume involved has increased to the point where this is no longer practicable.

1 GS

This post was among those requested for 1969 to

strengthen the staff available in the Safety and Security Section to service meetings and conferences. As a result of the reductions which were applied to the Secretary-General's request, the post could not be made available. Since the original justification for this post still exists it is proposed to meet this need in 1970 under chapter V.

United Nations Office at Geneva (excluding the Economic Commission for Europe)

464. 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.

465. 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.

466. 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.

467. As reported by the Secretary-General in his budget estimates for 1969, the Office has relied to an increasing extent in recent years on the employment of temporary freelance personnel to supplement the permanent establishment of translators, précis-writers, interpreters, stenographers and documents reproduction and distribution staff in order to provide the necessary services to the expanding annual conference programme. However, in 1968 the position was reached where the ratio between permanent staff and temporary staff had become seriously unbalanced. Accordingly, the Secretary-General proposed that the permanent establishment of the Languages Division be strengthened in 1969 by twenty-three professional and twenty related general service staff as a first step in restoring the ratio between permanent and temporary staff to one of 60 to 40 per cent respectively. Of these new requirements, only seventeen professional posts and eight general service posts were in fact approved by the General Assembly for 1969. Since the reasons which motivated the Secretary-General's initial request are still valid, the

balance, consisting of six professional and twelve general service posts is re-requested for 1970. In line with the Secretary-General's undertaking to the General Assembly at its twenty-third session to keep the number of new posts for 1970 to the absolute minimum, no other new posts are requested for the United Nations Office at Geneva. However, a number of essential reclassifications of posts in the professional category are proposed. The necessary justifications follow.

468. The following increases and adjustments are proposed in the staffing provisions of the Office for 1970. (See table 3-A-56, page 113.)

LIBRARY

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

2 P-2 to P-3

One of the posts proposed for reclassification is that of the Chief of the Acquisitions Unit who is responsible for bibliographical research in connexion with the preparation of the main public catalogue and book-sellers catalogues, for overall supervision of all financial transactions relating to the purchase of books and periodicals, and for the arrangements covering the exchange of material between the United Nations and national and international bodies. The second post is that of Reference Librarian, the incumbent of which is responsible, *inter alia*, for the control of the Central Loan and Reference desks, reference works of a general nature, and the provision of bibliographical research and assistance to readers. The upward reclassification of these two posts to the P-3 level would make the grading comparable to that which exists in respect of similar responsibilities at Headquarters.

CONFERENCE AND GENERAL SERVICES

(a) *New posts*

3 P-4, 3 P-3, 12 GS

As explained in paragraph 466 above, these posts represent the balance of the posts requested by the Secretary-General in 1969 which was not approved by the General Assembly but which the Secretary-General considers to be indispensable in restoring a more workable ratio between permanent and temporary conference servicing staff employed at Geneva. These new posts would provide three additional interpreters at the P-3 level to complete a full team of eight as initially proposed for 1969 and three translators at the P-4 level. The twelve general service posts would provide seven additional typists for the Stenographic Pool, two additional clerks for the Editing Section, two for the Terminology and Technical Documentation Unit, and one additional clerk for the Reference Unit.

(b) *Reclassifications of existing posts*

4 P-4 to P-5

It is proposed to reclassify four posts of senior translator/reviser from the P-4 to the P-5 level in order to strengthen

COST ESTIMATES: 1970

(\$8 401 200)

Chapter I. Established posts (\$8 161 700)

TABLE 3-A-56

United Nations Office at Geneva		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	1970	1	—	1	1	4	—	—	1	8	3	9	12
	1969	1	—	1	1	4	—	—	1	8	3	9	12
Co-ordination Unit	1970	—	—	1	—	1	—	1	—	3	—	2	2
	1969	—	—	1	—	1	—	1	—	3	—	2	2
Library	1970	—	—	—	1	1	2	4	7	15	—	20	20
	1969	—	—	—	1	1	2	2	9	15	—	20	20
Conference and General Services:													
Office of the Director	1970	—	—	1	—	—	1	—	—	2	—	2	2
	1969	—	—	1	—	—	1	—	—	2	—	2	2
Conference Division	1970	—	—	—	1	—	—	3	2	6	1	10	11
	1969	—	—	—	1	—	—	2	2	6	1	10	11
Language Division	1970	—	—	—	1	11	39	66	3	120	4	136	140
	1969	—	—	—	1	7	40	63	3	114	4	124	128
Documents Division	1970	—	—	—	—	1	2	5	12	20	2	97	99
	1969	—	—	—	—	1	2	2	14	19	3	97	100
Division of General Services	1970	—	—	—	1	3	2	1	6	13	9	114	123
	1969	—	—	—	1	1	4	1	5	12	8	116	124
		—	—	—	—	—	—	—	—	—	—	—	—
SUB-TOTALS	1970	—	—	1	3	15	44	75	23	161	16	359	375
	1969	—	—	1	3	9	47	69	24	153	16	349	365
Administrative and Financial Services:													
Office of the Director	1970	—	—	1	—	2	1	—	—	4	—	3	3
	1969	—	—	1	—	2	1	—	—	4	—	3	3
Budget Division	1970	—	—	—	1	—	2	—	1	4	—	2	2
	1969	—	—	—	1	—	2	—	1	4	—	2	2
Finance Division	1970	—	—	—	—	1	1	2	2	6	3	20	23
	1969	—	—	—	—	1	—	3	2	6	3	20	23
Personnel Services	1970	—	—	—	1	1	4	1	5	12	1	22	23
	1969	—	—	—	1	1	3	2	5	12	1	22	23
Technical Assistance Recruitment Service	1970	—	—	—	—	2	3	—	—	5	—	6	6
	1969	—	—	—	—	2	3	—	—	5	—	6	6
		—	—	—	—	—	—	—	—	—	—	—	—
SUB-TOTALS	1970	—	—	1	2	6	11	3	8	31	4	53	57
	1969	—	—	1	2	6	9	5	8	31	4	53	57
Internal Audit Service	1970	—	—	—	—	1	1	1	3	6	—	5	5
	1969	—	—	—	—	1	1	1	3	6	—	5	5
Information Service	1970	—	—	—	1	3	7	—	—	11	3	11	14
	1969	—	—	—	1	2	7	1	—	11	1	13	14
Division of Social Affairs	1970	—	—	—	—	2	4	—	1	7	1	5	6
	1969	—	—	—	—	2	4	—	1	7	1	5	6
Division of Narcotic Drugs	1970	—	—	1	—	3	5	3	5	17	—	14	14
	1969	—	—	1	—	3	5	3	5	17	—	14	14
International Narcotics Control Board ...	1970	—	—	—	1	—	2	2	4	9	1	5	6
	1969	—	—	—	1	—	2	2	4	9	1	5	6
		—	—	—	—	—	—	—	—	—	—	—	—
TOTALS	1970	1	—	5	9	36	76	89	52	268	28	483	511 a
	1969	1	—	5	9	29	77	84	55	260	26	475	501 a

^a Credits are also provided in 1969 and 1970 for eighty-two manual workers and for part-time cleaners.

by one senior post each of the four language sections, English, French, Russian and Spanish. This measure would ensure that adequate supervision could be provided in the servicing of large conferences held both at Geneva and outside of Geneva. The occasions on which the staff of the Geneva Office are called upon to service such meetings are becoming more and more frequent and the programme, as it is beginning to emerge for the next two or three years, would seem to substantiate this trend. Furthermore, this would provide a pattern of grading in Geneva more similar to that which prevails in New York, although not quite on such an elaborate scale.

DOCUMENTS DIVISION

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

3 P-2 to P-3

It is proposed to reclassify the post of supervisor of the new Electronic Composition Unit from P-2 to P-3. This operation, which incorporates complex technical operations, will comprise some eight staff members and will allow for a gradual increase in the volume of internal composition and offset reproduction in lieu of contractual printing, with consequential savings to the Organization. It is also proposed to reclassify the senior posts (copy preparer/proof-reader) in the English and French Units of the Printing Section from P-2 to P-3. The work undertaken by these Units has become increasingly demanding with the result that the staff members serve in effect as technical editors requiring a high degree of professional skill and linguistic ability. Similar posts at Headquarters are already graded at the P-3 level.

1 GS to P-2

It is proposed to reclassify the post of Chief of the Distribution Unit from the General Service category to P-2. In the first instance, the functions of the post have changed and the incumbent will, in fact, become deputy to the Chief of the Distribution and Sales Section. At the present time, there is no other professional post in this section, which comprises thirty established posts and a temporary assistance complement of twelve to thirty-five persons throughout the year. The duties attaching to the post include, *inter alia*, the establishment of the required number of copies of documents and publications based on usage and needs, consultations with Permanent Missions and the secretariat on all matters regarding the distribution of documents, co-ordination and control functions in conjunction with the considerable number of meetings serviced by the Office at Geneva, including those held outside of Geneva, and supervision of the staffing and work of a large segment of the Section. The incumbent will also serve as deputy in the absence of the Chief.

DIVISION OF GENERAL SERVICES

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

2 P-4 to P-5

The Division of General Services incorporates two main Services, the Purchase, Transportation and Internal Services, and the Buildings and Engineering Service. Each of these is responsible for a wide area of work. The extension of the Palais, which is currently under construction, involves additional planning and operational activities which will be

incorporated within the framework of each Service as the building project is completed and becomes operational. The first of these Services, which now includes the former Administrative and Internal Services Section and the Purchase and Transportation Section, performs the related functions for the whole Geneva complex including the United Nations Office at Geneva, the Economic Commission for Europe (ECE), the Office of the United Nations High Commissioner for Refugees (UNHCR) and the United Nations Conference on Trade and Development and is comprised of a total of 218 staff members, i.e. 5, 131 and 82 in the professional, general service and manual workers categories respectively. The post of Chief of the second Service, Buildings and Engineering, requires a highly qualified person who is responsible for the maintenance and operation of the United Nations buildings in Geneva, and all technical installations. The incumbent is required to make independent decisions in regard to all problems which arise in respect of these activities and to advise the Chief of the Division on matters of a technical nature. The two major programmes, i.e. the major maintenance and improvements programme and the extension of the conference facilities, also fall generally under his supervision. The two posts proposed for reclassification are those of Chiefs of the two Services described.

1 GS to P-2

A reclassification of the post of Chief of the Security Unit is proposed. This officer is responsible for fire prevention and for the security of persons and property within the buildings and grounds of the Palais. In addition he carries out numerous other security functions related to staff and delegates to meetings and conferences. It is considered that the duties of the post warrant reclassification to the P-2 level, particularly when compared to the responsibilities attaching to similar posts at Headquarters.

ADMINISTRATIVE AND FINANCIAL SERVICES

(a) *New posts*

None requested.

(b) *Reclassifications of existing posts*

1 P-3 to P-4

The post of Chief of the Administrative Section of Personnel Services is proposed for reclassification to the P-4 level. This Section is responsible for the general administrative operation pertaining to the staff of the secretariat in Geneva, including the administration and interpretation of the staff regulations and rules, the determination of entitlements to allowances and leave, the preparation of data for staff promotion purposes, and the maintenance of personnel files and statistics. The operation consists of five professional and fourteen general service staff members.

1 P-3 to P-4

The incumbent of this post serves as Liaison Officer with the United Nations Joint Staff Pension Fund in New York, and manager of the staff and delegations co-operative and purchase service (SAFI). The former function entails duties approximately equivalent to those of a secretary of a specialized agency pension committee, i.e. liaison with the Secretary of the Joint Staff Pension Board and the provision of counsel and guidance to some 1 500 participants on pension fund matters. As manager of SAFI, the responsibilities involve a very considerable purchase and sales operation (\$1 800 000 in 1968), administrative and financial controls, and the recruitment and supervision of a total of 26 staff members. Out of the salary of this officer, an amount of Swiss francs 24 000 or \$5 555 is reimbursed by SAFI and is credited to miscellaneous income.

INFORMATION SERVICE

(a) *New posts*

None requested

(b) *Reclassifications of existing posts*

1 P-4 to P-5

It is proposed to reclassify the post of Chief, Audio-Visual Information Section, which combines the former Radio Section and Visual Information Section. The duties involved comprise the coverage of United Nations events and meetings at Geneva and at other conferences and meetings sites, the production, promotion and distribution of audio-visual material (television, radio, films, photographs and exhibits) in the regions for which the Geneva Information Service has

responsibilities, and the encouragement of similar forms of publicity for United Nations activities at the national levels. These duties call for extensive contacts and expertise and would appear to well warrant classification at the P-5 level.

1 P-3 to P-4

Reclassification of one post of Information Officer for press and publications from the P-3 to the P-4 level is also requested. The duties involved consist of attendance at meetings of United Nations bodies and preparation of press releases, feature articles and background material; writing assignments, including research, as required, covering any of the fields of United Nations activities; and the editing of booklets, pamphlets, leaflets and other publications regarding the United Nations and its agencies, more particularly in the Russian language.

DIVISION OF SOCIAL AFFAIRS

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-57

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Liaison and co-operation with United Nations organs, specialized agencies and other organizations in Europe on programmes of concerted action, projects involving co-ordination and joint studies	8	—	—	—	—	—	8	—	—	—	—	—
Work related to the activities of the Commission for Social Development	20	—	—	—	—	—	26	—	—	—	—	—
<i>Report on the World Social Situation (1970)</i> , concerted action for development and utilization of human resources; concerted international action in the field of youth; research on regional development; social aspects of family planning.												
Work related to the activities of the Economic Commission for Europe	—	—	—	—	—	—	6	2	—	—	—	—
Demographic activities	14	—	—	—	—	—	14	—	—	—	—	—
Planning and implementation of the European Social Development Programme	38	—	—	—	—	—	26	—	—	—	—	—
Advisory functions	4	—	—	—	—	—	4	—	—	—	—	—
TOTALS	84	—	—	72	—	—	84	2	—	72	—	—

WORK PROGRAMME

469. The major responsibilities of the Division of Social Affairs of the United Nations Office at Geneva are:

(a) To ensure regular liaison between Headquarters and the substantive units of the specialized agencies in the social field, in particular the ILO, FAO, UNESCO and WHO. This includes servicing meetings held in Geneva in the field of social development and population, and consulting the specialized agencies on the preparation or implementation of international programmes of concerted action in specific sectors of the field of social development and population;

(b) To ensure liaison and co-operation with United Nations organs and secretariat units located in Geneva, particularly the Economic Commission for Europe and

other international organizations located elsewhere in Europe; and to participate, on behalf of the United Nations, in various meetings convened in Europe relating to social and demographic questions;

(c) To implement the European Social Development Programme. This programme concentrates on meetings intended primarily to provide an exchange of ideas and experience among the European countries in various sectors of the social development field, and on the dissemination of the results of recent studies of specific topics within these areas;

(d) To prepare, in whole or in part, certain studies entrusted to the Secretariat by the General Assembly, the Economic and Social Council, the Commission for Social Development and the Population Commission.

470. No changes are proposed in the staffing requirements for 1970.

DIVISION OF NARCOTIC DRUGS

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-58

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Programme formulation and management	18	—	—	—	—	—	18	—	—	—	—	—
Includes servicing Commission on Narcotic Drugs and producing Information Letters												
Technical co-operation in narcotics control	15	—	—	—	—	—	15	—	—	—	—	—
Scientific research on cannabis, opium and other sub- stances which engender dependence	48	2	—	—	—	—	48	5	—	—	—	—
Work related to illicit traffic in drugs	12	—	—	—	—	—	12	—	—	—	—	—
Work related to drug addiction	12	—	—	—	—	—	12	—	—	—	—	—
Studies on psychotropic substances not under inter- national control	14	—	—	—	—	—	14	—	—	—	—	—
Work related to annual reports by Governments ..	12	—	—	—	—	—	12	—	—	—	—	—
Work related to national laws and regulations	12	—	—	—	—	—	12	—	—	—	—	—
Studies and other work related to substances under international control, including advice on treaty matters and changes in the scope of control action to secure universal participation	12	—	—	—	—	—	12	—	—	—	—	—
Studies on coca leaf and synthetic narcotics	16	—	—	—	—	—	16	—	—	—	—	—
Information activities including preparation of the <i>United Nations Bulletin on Narcotics</i>	9	—	—	—	—	—	9	—	—	—	—	—
Liaison with other international bodies	12	—	—	—	—	—	12	—	—	—	—	—
Outposting	12	—	—	—	—	—	12	—	—	—	—	—
TOTALS	204	2	—	168	—	—	204	5	—	168	—	—

WORK PROGRAMME

471. The major substantive responsibilities of the Division of Narcotic Drugs are:

(a) Operation of the international narcotics control system devolving upon the Secretary-General under the international narcotic treaties. This involves work in connexion with annual reports, laws and regulations, illicit traffic, changes in scope of control and advice to governments on aspects of implementation that may be raised by them or the Commission on Narcotic Drugs;

(b) Carrying out studies on different aspects of narcotics control, such as narcotic drug abuse, the problem of psychotropic substances and the relation between natural and synthetic narcotic substances with respect to their licit and illicit use. The Division carries out the above activities under the supervision of the Commission on Narcotic Drugs, to which it reports its activities and the results of its research;

(c) Servicing of Commission on Narcotic Drugs and preparing the substantive documentation for the Commission, the Economic and Social Council and the General Assembly, when required, on matters related to narcotics control;

(d) Substantive planning and programming of technical assistance, in particular, the activities required by General Assembly resolution 1395 (XIV);

(e) Conducting, as requested by the Commission on Narcotic Drugs and the Economic and Social Council, scientific research on narcotic drugs and substances which engender dependence;

(f) Producing, between sessions of the Commission, Information Letters designed to keep Commission members and observers informed of the latest developments in the field of narcotics, including indications of points which would require discussion and action.

472. The Division also maintains close liaison with other international bodies, including non-governmental organizations, which have responsibilities or interest in the international control of narcotic drugs (WHO, INCB, FAO, UNESCO, ILO, UNIDO, ICPO/INTERPOL, etc.). The Division publishes the quarterly *Bulletin on Narcotics*, providing information to interested bodies, the press and to the general public on matters concerned with narcotics.

473. No changes are proposed in the staffing provision for 1970.

INTERNATIONAL NARCOTICS CONTROL BOARD

MAN-MONTH REQUIREMENTS: 1969 AND 1970

TABLE 3-A-59

Programme components	1969 Man-months assigned						1970 Man-months required					
	Regular Budget				XB		Regular Budget				XB	
	P	C	IRA	GS	P	GS	P	C	IRA	GS	P	GS
Secretariat services and documentation; annual report; annual comparison of advance estimates and <i>post factum</i> statistics; annual statement of estimated world requirements of narcotic drugs, and estimate of opium production; session documents and documents for vote by mail	42	—	—	—	—	—	42	—	—	—	—	—
Correspondence with, and technical advice to Governments	28	—	—	—	—	—	28	—	—	—	—	—
Other activities	38	—	—	—	—	—	38	—	—	—	—	—
Watching over the international trade in narcotic drugs; investigation of matters brought to light by Governments relating to narcotic drugs; requesting explanations of breaches of the narcotics treaties; proposing remedial measures to be taken by Governments; work related to embargoes; local inquiries; and the establishment of maximum quantities of opium which countries or territories may keep in stock.												
TOTALS	108	—	—	72	—	—	108	—	—	72	—	—

WORK PROGRAMME

474. The secretariat of the International Narcotics Control Board services the Board in the performance of its functions under the narcotics treaties. These functions consist principally of ensuring, by the supervision of the execution of treaty provisions, that the aims of the narcotics treaties are not endangered by the failure of any country or territory to carry out its treaty obligations. In the event of serious breaches of the treaties, the Board is empowered to recommend the imposition of sanctions.

475. The major substantive responsibilities of the secretariat are to provide secretariat and documentation services and to prepare, for the Board, a draft annual report, which is submitted to the Economic and Social Council and communicated to the contracting parties of the treaties. The draft annual report for the Board contains three major addenda, as follows:

Addendum I—An annual statement of the estimated world requirements of narcotic drugs and estimates of world production of opium (and also four quarterly supplements to this statement);

Addendum II—An analytic commentary upon, and synoptic statistical tables of, the production, manufacture, consumption, world trade and seizures of narcotic drugs;

Addendum III—An annual comparative statement of advance estimates of narcotic drug requirements and actual requirements as reflected by *post factum* statistics.

476. The secretariat is also responsible for preparing session documents and documents for vote by mail on urgent matters arising between sessions; corresponding with governments on matters arising from their fulfilment of treaty obligations; performing tasks related to the fulfilment of other treaty functions by the Board;

commenting on particular narcotics control problems when so requested by the United Nations organs; undertaking studies at the request of United Nations organs; and participating in technical assistance missions organized at the request of Governments.

477. An increasing number of requests are being received from Governments for technical advice and assistance in the organization of their administrative control machinery, in particular, the interpretation of treaty provisions, the clarification of obligations and the improvement of the reports and statistical returns which they are obliged to furnish to the Board under the treaties. The efficacy of international control depends to a large extent on national efficiency in this particular sector, and the assistance and advice given in these matters by the Board is of vital importance.

478. No changes are proposed in the staffing provision for 1970.

Chapter III. Other temporary assistance (\$182 500)

(i) General temporary assistance (\$147 000)

479. Requirements under this heading are allocated as follows:

	\$
Office of the Director-General	3 500
Library	5 000
Conference and General Services	75 000
Contractual Translation	25 000
Administrative and Financial Services.....	26 500
Information Service	1 000
Division of Social Affairs	2 000
Division of Narcotic Drugs	6 000
International Narcotics Control Board	3 000
	<u>147 000</u>

480. The estimate provides for general short-term requirements during peak load 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 leave 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 (\$8 000); for temporary secretarial services required by the officers of the Division of Narcotic Drugs outposted to the Far East and Latin America (\$3 500) and for typing assistance in the Division (\$2 500); for the preparation for and servicing of the meetings of the International Narcotics Control Board (\$3 000); and for contractual translation needs (\$25 000). This latter credit is requested to allow for a flexibility in meeting close deadlines and takes into account increased translation work for the Economic Commission for Europe. For the latter, notwithstanding a translation/revision workload of 21 550 standard mimeograph pages and the disposition of 3 700 pages by contractual translation in 1968, there was a further backlog accrual of some 2 000 pages to a total of 6 000 at 31 December 1968.

(ii) *Individual experts and consultants* \$35 500

481. This estimate provides for fees payable to the Registrar for the Declaration of Death of Missing Persons (\$5 000); for 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); for the engagement of consultants for administrative management studies (\$5 000); for the services on a partial year 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); for the services of a consultant in the Division of Social Affairs in regard to studies to be carried out for ECE (\$3 000); and for consultancy services for the Division of Narcotic Drugs (\$7 000).

Chapter IV. Overtime and night differential (\$57 000)

482. The estimate provides principally for overtime, including weekend coverage, by staff of the Buildings Management and Engineering Service, and for expenses incurred in Administrative and Financial Services, particularly in the Finance Division for the preparation of month-end and year-end statements. Other costs are incurred in the Language and Documents Divisions, and to a smaller extent in other units.

483. For information regarding the staffing requirements for the Division of Social Affairs, the Division of Narcotic Drugs and the International Narcotics Control Board, see separate fascicules prepared for submission to the Committee for Programme and Co-ordination.

Section 4. Common staff costs

\$17 351 000 (1969: \$16 363 000 ²¹ 1968: \$14 002 025 ²²)

TABLE 4-1

Chapter	1970 estimate	1969 appropriation	1968 expenses
	\$	\$	\$
I. Staff allowances	3 511 000	3 317 000	2 978 296
II. Social security payments	9 560 000	8 895 000	7 688 984
III. Travel on appointment, transfer and separation	1 225 000	1 290 000	969 826
IV. Removal expenses on appointment, transfer and separation	780 000	809 100	618 430
V. Separation payments	1 517 000	1 398 300	1 272 693
VI. Staff training programmes	758 000	652 600	473 796
	<u>17 351 000</u>	<u>16 362 000</u>	<u>14 002 025</u>

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;

(d) The Economic Commission for Asia and the Far East;

²¹ Includes \$61 100 in respect of the secretariat of the United Nations Joint Staff Pension Board and United Nations Pension Committee, provided for in 1970 under section 12, chapter IX; excludes \$7 500 in respect of three posts transferred in 1970 from income section 4, chapter II, Sale of publications.

²² Includes \$51 850 in respect of the secretariat of the United Nations Joint Staff Pension Board and United Nations Pension Committee, provided for in 1970 under section 12, chapter IX; includes \$15 576 in respect of the Commissioner for Namibia, shown in 1969 and 1970 under section 17, chapter V; excludes \$6 550 in respect of three posts transferred in 1970 from income section 4, chapter II, Sale of publications.

- (e) The Economic Commission for Latin America;
- (f) The Economic Commission for Africa;
- (g) The United Nations Economic and Social Office in 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 1970 have been based on prevailing unit dollar costs or percentages of salary costs as determined by statistical analyses of 1968 and early 1969 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 staff costs under section 3. For 1970, the estimate under this section of \$17 351 000 represents 25.22 per cent of the estimate of \$68 805 000 for chapters I and V of section 3, as compared with 25.61 per cent for 1969 and 25.04 for 1968. The estimate for 1970, therefore, bears a close relationship to 1968 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.

4.5 The estimate for 1970 shows an increase of \$989 000 when compared with the appropriation for 1969. Of this amount, \$322 200 represents the estimate of costs attributable to new posts, to provisional staffing requirements and to additional arrangements for staff training and \$666 800 to higher costs of maintaining the 1969 establishment in 1970.

CHAPTER I

Staff allowances.....	\$3 511 000
1969:	3 317 000
1968:	2 978 296
(i) Dependency allowances	\$2 483 000
1969:	2 387 000
1968:	2 250 240

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 dependent (provided an allowance is not paid in respect of a dependent spouse)	200

4.7 The rates for staff in the general service, manual workers, 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 dependent (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 1969, approximately 3 663 staff members were receiving dependency allowances in respect of 9 059 dependants: 2 385 spouses, 6 142 children and 532 secondary dependants. Based on current averages, adjusted for prospective increases on allowances payable to general service staff at Geneva and to local staff at ECLA, costs for dependency allowances in 1969 are estimated at \$2 483 000.

(ii) Education grants and related travel	\$1 028 000
1969:	930 000
1968:	728 056

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, 2121 (XX) of 21 December 1965 and 2481 A (XXIII) of 21 December 1968, 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 \$1 000 a year;
- (ii) Where the institution does not provide board, \$500 plus 75 per cent of the cost of attendance up to a maximum of \$1 000 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 \$1 000 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 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 1968, education grants were paid in respect of 1 283 children at a cost of \$617 437. Related travel costs in that year for 252 children amounted to \$108 299. Further expenses of \$2 320 were incurred for tuition in the mother tongue. The estimate for 1970 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

<i>Social security payments</i>	\$9 560 000
1969:	8 895 000
1968:	7 688 984

(i) <i>Contributions to the United Nations Joint Staff Pension Fund and other social security plans</i>	\$8 579 000
1969:	8 022 000
1968:	7 030 320

4.13 An analysis of the January 1969 payroll showed that 5 492 staff members covered by this section were full participants and 149 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 new resources requested for 1970 have been based on full participation in the Fund. These costs are estimated at \$120 700. The remaining \$8 458 300 includes \$117 400 for the added cost of a progressively lower number of associate participants, \$214 000 for higher costs resulting from increases in the salary scales of general service, manual worker and local level staff, 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 12.47 per cent of the cost of established posts and provisional staffing requirements under section 3, as compared with 12.55 for 1969 and 12.57 in terms of actual expenses incurred in 1968.

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.

(ii) <i>Annual retirement allowance for former Secretaries-General</i>	\$ —
1969:	10 000
1968:	10 000

4.18 The appropriation for 1969 and expenses in 1968 related to the retirement allowance paid to the first

Secretary-General, pursuant to paragraph 32 of General Assembly resolution 13 (i) of 13 February 1946.

(iii) <i>Contributions to medical insurance and other medical care</i>	\$855 000
1969:	738 000
1968:	564 270

4.19 By resolution 1095 (XI) of 27 February 1957, the General Assembly decided that the United Nations would contribute 50 per cent of the costs of a broadened hospital and medical care plan, including major medical coverage for staff members. At its twelfth session, the General Assembly approved the introduction 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 1964²³ 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.

4.20 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,²⁴ 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.

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

4.22 As of January 1969, approximately 2 998 staff members covered by this section participated in the Headquarters medical insurance plans and 1 694 in the Headquarters dental insurance plans. Some 1 386 staff members participated in plans at other offices. A further 318 retired staff participated in medical insurance plans at Headquarters and Geneva.

4.23 The estimate for 1970 makes provision for new resources requested under section 3 (\$7 400), for an increase from \$33 000 to \$43 000 in the provision for retired staff including staff otherwise eligible who are receiving an immediate life annuity under the Joint Staff Pension Fund, and for the rising cost of medical insurance, particularly at Headquarters. In the case of Headquarters, medical insurance plans are experience rated, depending on payments of benefits in relation to total premiums collected. With the exception of HIP, insurance carriers retain a fixed percentage of premiums to defray operating expenses. Any excess of benefits over premiums collected must be paid to the carrier. Similarly, any surplus resulting from favourable experience is refunded to the Organization. With the steep rise in medical and dental costs in the New York area there has been a growing tendency for benefits to exceed premiums leading to deficits and to consequential increases in premium rates. For 1970, there-

²³ *Official Records of the General Assembly, Eighteenth Session, Supplement No. 5 (A/5505).*

²⁴ *Ibid.*, *Twenty-first Session, Annexes*, agenda item 81, document A/6605.

fore, a provision of \$80 000 is made to cover rising costs. As in past years the estimate also includes the cost of pre-placement and periodic medical examinations at the regional commissions (\$21 500).

(iv) <i>Compensatory payments</i>	\$100 000
1969:	100 000
1968:	63 694

4.24 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.

4.25 The estimate includes \$55 000 for the payment of annuities, \$20 000 for medical, hospital and related expenses and \$25 000 for lump-sum benefits for permanent disability.

(v) <i>Staff welfare</i>	\$26 000
1969:	25 000
1968:	20 700

4.26 The estimate under this heading provides for staff welfare at Headquarters, Geneva and the regional economic commissions. It is proposed for 1970 to increase the provision for Geneva and for ECLA by \$500 each.

CHAPTER III

<i>Travel on appointment, transfer and separation</i>	\$1 225 000
1969:	1 290 000
1968:	969 826

4.27 Provision is made under this chapter for costs relating to the travel of staff members and dependants on appointment, transfer and separation and for installation allowances of staff members and dependants on appointment and transfer.

(i) <i>Travel expenses</i>	\$725 000
1969:	776 000
1968:	601 500

4.28 In 1968 expenses were incurred for 252 cases of travel on appointment, 64 cases of travel on transfer and 114 cases of travel on separation for staff in the professional category and above, at a cost of \$531 795. In addition there were 126 cases of travel of general service staff engaged on an international or non-local basis, 78 on appointment, nine on transfer and 39 on separation, at a total cost of \$48 068. Further expenses of \$21 637 were incurred for travel on interview.

4.29 The actual cost of travel will vary considerably, depending on the geographical area of recruitment, transfer or separation and the number of dependants travelling. Consequently, the estimate for this item is based on average costs derived from 1968 experience, at the rate of approximately \$1 250 for each staff member in the professional category and above, including

dependants. For 1970 provision is made for the travel of 290 professional staff on appointment, 80 on transfer and 130 on separation at a cost of \$625 000. The estimate also includes \$75 000 for travel of general service staff and \$25 000 for travel on interview.

(ii) <i>Installation allowance</i>	\$500 000
1969:	514 000
1968:	368 326

4.30 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 July 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.

4.31 Having regard to 1968 experience, as adjusted for revisions in subsistence rates, the average allowance for professional staff and dependants is computed at \$1 150. On this basis, a provision of \$425 500 is made for the appointment and transfer of staff at the professional levels and above and \$74 500 for staff in the general service category. The estimate takes into account the fact that while travel costs may be incurred in respect of 370 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

<i>Removal expenses on appointment, transfer and separation</i>	\$780 000
1969:	809 100
1968:	618 430

4.32 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) <i>Removal expenses</i>	\$486 000
1969:	526 200
1968:	384 473

4.33 In 1968 expenses under this heading totalled \$363 218 for 177 cases of removal of effects for staff at the professional levels and above and \$21 255 for

29 cases of staff in the general service category. For 1970 provision is made for some 205 cases of removal for professional staff at an estimated cost of \$451 000. A further \$35 000 is provided for removal costs of staff in the general service category.

(ii) <i>Assignment allowance</i>	\$294 000
1969:	282 900
1968:	233 957

4.34 In January 1969 an assignment allowance was paid to 188 staff members. For 1970 some 244 cases are anticipated at an average cost of \$1 200.

CHAPTER V

<i>Separation payments</i>	\$1 517 000
1969:	1 393 300
1968:	1 272 693

4.35 The estimate under this chapter provides for the payment to separated staff members of (i) indemnities, including commutation of annual leave, and (ii) repatriation grants.

4.36 An analysis of 1968 expenses indicates that commutation of annual leave and indemnities were paid to 623 staff members in an amount of \$642 868 and the repatriation grant and service benefit (payable on a transitional basis, under the terms of General Assembly resolution 1929 (XVIII) of 11 December 1963, to expatriate and non-expatriate fixed term appointees) in an amount of \$629 825. Requirements for 1970 under these two headings are as follows:

	\$
Commutation of annual leave and other indemnities	768 000
Repatriation grants	749 000
	<u>1 517 000</u>

4.37 The estimate includes some \$22 000 for upward revisions in salaries and wage rates to which reference is made under section 3.

4.38 Income from staff assessment on these payments is estimated at \$300 000 and this amount has been included under income section 1.

CHAPTER VI

<i>Staff training programmes</i>	\$758 000
1969:	652 600
1968:	473 796

(i) <i>Staff language and related training programmes, including the training of technical personnel</i>	\$305 000
1969:	229 600
1968:	117 767

4.39 The estimate under this heading provides for some expansion in the language training programme in

response to General Assembly resolution 2480 B (XXIII) of 21 December 1968, which, in preambular paragraph 1, recalled previous resolutions relating to the use of the working languages, the establishment of a language bonus and the need to ensure a better linguistic balance, and which, in operative paragraph 1, requested the Secretary-General, with a view to ensuring a linguistic balance, to take a number of specific steps to achieve this end.

4.40 At Headquarters provision is made for 72 regular classes during the spring semester and 73 regular classes during the autumn semester for three hours a week for fifteen weeks, representing a total of 145 classes (compared with 135 classes in 1969), at a total cost of \$87 500. Provision is also made for an increase in the number of conversation classes from 11 to 12 at a cost in 1970 of \$4 300, and for an increase in the number of accelerated classes from 43 to 50 at a cost in 1970 of \$67 500. It is estimated that the revenue from fees charged to staff members' spouses, members of delegations and others will total \$16 000. A further \$9 400 is included for placement tests, for the payment of deans, for language proficiency examinations and for the preparation of special teaching materials; \$8 000 for the services of a language consultant, for teaching materials, professional journals and informational publications, for the holding of two workshops and for attendance by teachers at professional meetings; and \$28 300 for the services of a consultant on in-service training, including the cost of speed-reading classes, English drafting seminars, supervisory training and other miscellaneous and related costs.

4.41 The estimate for Headquarters also provides \$2 000 for the training of technical personnel at outside institutions, \$16 000 for language training of senior staff at outside institutions and \$12 000 to initiate a programme of training to complement the qualifications of experienced interpreters who are required to interpret from Russian into other official languages. The latter amount provides for the travel and subsistence of some 10 interpreters who would attend a course in Moscow for a period of two months.

4.42 The estimate for Geneva includes \$19 900 for 43 regular language classes, \$17 000 for three accelerated language courses and \$3 600 for drafting seminars and other in-service training. An amount of \$10 000 is also provided for each of the three regional commissions which would allow for some expansion in current language training pending further experience and evaluation of requirements.

(ii) <i>Junior professional trainees</i>	\$305 000
1969:	275 000
1968:	255 689

4.43 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

TABLE 4-2

DISTRIBUTION OF THE 1970 ESTIMATES BY OFFICE LOCATION

Chapter	Head- quarters	Geneva (including ECE)	ECABE	ECLA	EC.A	Economic and Social Office, Beirut	Information Centres	Total
	\$	\$	\$	\$	\$	\$	\$	\$
I. Staff allowances								
(i) Dependency allowances	1 515 000	394 000	132 800	201 200	157 400	17 000	65 600	2 483 000
(ii) Education grant and related travel	550 000	149 000	125 000	65 000	100 000	10 000	29 000	1 028 000
	<u>2 065 000</u>	<u>543 000</u>	<u>257 800</u>	<u>266 200</u>	<u>257 400</u>	<u>27 000</u>	<u>94 600</u>	<u>3 511 000</u>
II. Social Security Payments								
(i) Contribution to the Joint Staff Pension Fund and other social security plans	5 708 000	1 387 000	388 000	455 000	384 000	43 000	214 000	8 579 000
(ii) Annual retirement allowance for former Secretary-General	—	—	—	—	—	—	—	—
(iii) Contribution to medical insurance and other medical care	635 500	116 000	15 000	45 500	20 000	3 000	20 000	855 000
(iv) Compensatory payments	100 000	—	—	—	—	—	—	100 000
(v) Staff welfare	6 000	1 500	2 000	15 500	1 000	—	—	26 000
	<u>6 449 500</u>	<u>1 504 500</u>	<u>405 000</u>	<u>516 000</u>	<u>405 000</u>	<u>46 000</u>	<u>234 000</u>	<u>9 560 000</u>
III. Travel on appointment, transfer and separation								
(i) Travel expenses	400 000	67 000	50 000	30 000	130 000	8 000	40 000	725 000
(ii) Installation allowance	304 000	60 000	35 000	26 000	43 000	7 000	25 000	500 000
	<u>704 000</u>	<u>127 000</u>	<u>85 000</u>	<u>56 000</u>	<u>173 000</u>	<u>15 000</u>	<u>65 000</u>	<u>1 225 000</u>
IV. Removal expenses on appointment, transfer and separation								
(i) Removal expenses	323 000	65 000	19 000	20 000	30 000	4 000	25 000	486 000
(ii) Assignment allowances	33 000	11 000	72 000	50 000	85 000	13 000	30 000	294 000
	<u>356 000</u>	<u>76 000</u>	<u>91 000</u>	<u>70 000</u>	<u>115 000</u>	<u>17 000</u>	<u>55 000</u>	<u>780 000</u>
V. Separation payments								
(i) Commutation of annual leave and other indemnities	490 400	142 000	35 000	33 300	31 000	1 000	35 300	768 000
(ii) Repatriation grants and service benefits	424 600	198 000	30 000	31 700	36 000	4 000	24 700	749 000
	<u>915 000</u>	<u>340 000</u>	<u>65 000</u>	<u>65 000</u>	<u>67 000</u>	<u>5 000</u>	<u>60 000</u>	<u>1 517 000</u>
VI. Staff training programmes								
(i) Staff language training	234 500	40 500	10 000	10 000	10 000	—	—	305 000
(ii) Junior professional trainees	305 000	—	—	—	—	—	—	305 000
(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
	<u>639 500</u>	<u>80 500</u>	<u>10 000</u>	<u>10 000</u>	<u>10 000</u>	<u>—</u>	<u>8 000</u>	<u>758 000</u>
	<u>11 129 000</u>	<u>2 671 000</u>	<u>913 800</u>	<u>983 200</u>	<u>1 027 400</u>	<u>110 000</u>	<u>516 800</u>	<u>17 351 000</u>

Section 5. Travel of staff

\$2 343 300 (1969: \$2 182 600 1968: \$2 119 585)

TABLE 5-1

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. <i>Travel of staff to meetings</i>	226 900	224 950	170 396
II. <i>Travel of staff on other official business</i>			
(i) Headquarters	330 400	290 650	286 177
(ii) Geneva Office	47 000	35 000	39 787
(iii) Information centres	25 000	25 000	24 334
(iv) Economic and Social Office, Beirut	8 000	8 000	7 307
(v) Economic Commission for Europe	30 000	30 000	25 351
(vi) Economic Commission for Asia and the Far East	85 000	85 000	77 494
(vii) Economic Commission for Latin America	81 000	81 000	65 880
(viii) Economic Commission for Africa	90 000	85 000	88 539
TOTAL, chapter II	696 400	639 650	614 869
III. <i>Travel of staff and dependants on home leave</i>			
(i) Headquarters	1 046 000	1 015 000	1 003 194
(ii) Geneva Office	60 000	60 000	56 164
(iii) Information centres	20 000	33 000	13 165
(iv) Economic and Social Office, Beirut	4 000	7 000	1 940
(v) Economic Commission for Europe	25 000	18 000	24 000
(vi) Economic Commission for Asia and the Far East	70 000	55 000	63 413
(vii) Economic Commission for Latin America	60 000	50 000	47 438
(viii) Economic Commission for Africa	135 000	80 000	125 006
TOTAL, chapter III	1 420 000	1 318 000	1 334 320
TOTAL, section 5	2 343 300	2 182 600	2 119 585

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, 17, 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 (UNCTAD), and the United Nations Industrial Development Organization (UNIDO), 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. The related estimates take into account an increase of five per cent in trans-atlantic air travel fares, with effect from 1 May 1969, which was recommended by the International Air Transport Association (IATA) and which has been ratified by the Governments concerned. Subsistence allowances and other related expenses are based on presently authorized staff rules and regulations.

CHAPTER I

<i>Travel of staff to meetings</i>	\$226 900
1969:	224 950
1968:	170 396

TABLE 5-2

	1970 estimates \$	1969 appropriations \$	1968 expenses \$
(i) General Assembly	36 000	36 000	38 123
(ii) Advisory Committee on Administrative and Budgetary Questions	3 500	3 000	343
(iii) Administrative Tribunal	2 200	2 200	1 535
(iv) United Nations Scientific Committee on the Effects of Atomic Radiation ..	4 700	—	—
(v) United Nations Scientific Advisory Committee	1 000	900	—
(vi) International Law Commission	19 600	9 200	9 450
(vii) Economic and Social Council	43 000	40 000	38 134
(viii) ECAFE committees and sub-committees	15 000	15 000	12 893
(ix) ECLA committees and sub-committees	10 000	10 000	7 944
(x) ECA committees, <i>ad hoc</i> groups of experts and other working groups	25 000	25 000	22 529
(xi) Sub-Commission on Prevention of Discrimination and Protection of Minorities	7 000	5 500	4 366
(xii) Committee for Development Planning	8 700	17 600	8 744
(xiii) Commission on the Status of Women	7 000	6 000	—
(xiv) Committee for Programme and Co-ordination	6 000	5 900	—
(xv) Commission for Social Development	9 200	6 000	—
(xvi) Advisory Committee on Science and Technology	9 500	12 000	5 760
(xvii) Statistical Commission	8 000	—	—
(xviii) United Nations Commission on International Trade Law	10 000	14 050	—
(xix) Investments Committee	1 500	—	—
— United Nations Joint Staff Pension Board	— ^a	1 600	6 301
— Committee on Housing, Building and Planning	—	8 000	—
— Population Commission	—	7 000	63
— <i>Ad Hoc</i> Group on Legal and Institutional Implications of International Water Resources Development	—	—	3 908
— United Nations Consultative Group on the Prevention of Crime and the Treatment of Offenders	—	—	2 200
— <i>Ad Hoc</i> Group on Tax Treaties	—	—	2 004
— Commission on Narcotic Drugs	—	—	2 599
TOTAL, chapter I	226 900	224 950	170 396

^a Under new procedures with effect from 1 January 1970, these expenses will be met directly from the administrative budget of the United Nations Joint Staff Pension Fund.

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

5.4 The estimates for 1970 under items (i) to (xix) 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-fifth regular session: travel of thirteen 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* (\$3 500)

To service a meeting of two weeks duration in Europe: travel and subsistence of the Committee's Executive Secretary, Assistant 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 Scientific Committee on the Effects of Atomic Radiation* (\$4 700)

To service a meeting of two weeks duration in Geneva: travel from New York to Geneva and return and subsistence payments for two weeks of the Secretary and four substantive staff members.

(v) *United Nations Scientific Advisory Committee* (\$1 000)

To service a meeting in Europe: travel of the Committee Secretary from New York to Europe and return and subsistence payments for one week.

(vi) *International Law Commission* (\$19 600)

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 and seven language staff from Headquarters (five Russian translators and two Russian revisers).

(vii) *Economic and Social Council* (\$43 000)

To service the forty-ninth 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, fifteen of whom would be expected to travel in conjunction with home leave.

(viii) *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.

(ix) *ECLA committees and sub-committees (\$10 000)*

To service a maximum of eight 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.

(x) *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 four staff members, as necessary.

(xi) *Sub-Commission on Prevention of Discrimination and Protection of Minorities (\$7 000)*

To service a meeting of four weeks: travel to Geneva and return and subsistence for four weeks for six substantive staff members.

(xii) *Committee for Development Planning (\$8 700)*

To service a meeting of two weeks: travel to New York and return and subsistence for two weeks of a staff member from each of the regional economic commissions and the Economic and Social Office in Beirut. Travel to Geneva and return and subsistence for one week of two staff members to service two meetings of the Working Groups of the Committee.

(xiii) *Commission on the Status of Women (\$7 000)*

To service a meeting of four weeks: travel to Geneva and return and subsistence for four weeks for six substantive staff members.

(xiv) *Committee for Programme and Co-ordination (\$6 000)*

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.

(xv) *Commission on Social Development (\$9 200)*

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, the Economic and Social Office in Beirut and the Director of the Social Development Division in Geneva.

(xvi) *Advisory Committee on Science and Technology (\$9 500)*

To attend the thirteenth session of the Committee in New York: travel and subsistence of one staff member from each of the regional economic commissions to New York and return and subsistence payments for two weeks (\$5 800);

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 substantive payments for three days (\$1 400);

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 (\$1 500);

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 (\$800).

(xvii) *Statistical Commission (\$8 000)*

To service a meeting of two weeks: travel to Geneva and return and subsistence for two weeks for six substantive staff members and one staff member from ECA and ECAFE.

(xviii) *United Nations Commission on International Trade Law (\$10 000)*

To service the first and second meetings of the Working Group on the International Sale of Goods: travel from New York to Geneva and return of two substantive staff members and subsistence for three weeks (\$4 600);

To service the second meeting of the Working Group on Time-Limits and Limitations: travel from New York to Geneva and return of two substantive staff members and subsistence for two weeks (\$2 050);

To service the second meeting of the Working Group on International Legislation on Shipping: travel from New York to Geneva and return of one substantive staff member and subsistence for two weeks (\$1 050);

To service the first meeting of the Working Group on Negotiable Instruments: travel from New York to Geneva and return of two substantive staff members and subsistence for three weeks (\$2 300).

(xix) *Investments Committee (\$1 500)*

To service a meeting of one week: travel to Europe and return and subsistence for one week for two staff members.

CHAPTER II

Travel of staff on other official business . . . \$696 400

1969:	639 650
1968:	614 869

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 below 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. Quarterly 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

<i>Department/Office</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>	<i>Purpose</i>
	\$	\$	\$	
HEADQUARTERS				
Executive Office of the Secretary-General	40 500	50 000	40 514	Secretary-General, special assistants accompanying him, and senior staff representing him on specific missions, related to his particular responsibilities; members of Executive Office in the execution of special assignments.
Office of the Under-Secretaries General for Special Political Affairs	8 700	4 500	3 193	Under-Secretaries-General, on special political assignments; scientific staff of Special Committee on Effects of Atomic Radiation.
Office of the Assistant Secretary-General for Inter-Agency Affairs ..	10 000	7 900	8 024	Assistant Secretary-General and senior staff: consultation with specialized agencies, IAEA and other inter-governmental organizations; attendance at meetings of Administrative Committee on Co-ordination (ACC) and other inter-agency bodies.
Office of Legal Affairs	14 900	8 650	3 755	Legal Counsel and senior staff: consultations with United States federal authorities on legal matters affecting the United Nations; consultations with and provision of advice to, United Nations offices and organs; consultations with, and participation in meetings of, other inter-governmental institutions, particularly in field of international trade law.
Office of the Under-Secretary-General for Administration and Management	2 500	—	—	Travel of Under-Secretary-General to Geneva to attend meetings of the Administrative Committee on Co-ordination (ACC) and the Consultative Committee on Administrative Questions (CCAQ).
Administrative Management Service ..	30 000	10 000	13 131	Director and staff: travel to the regional economic commissions and to UNIDO in Vienna to study in depth the utilization of staff resources as recommended by the Advisory Committee on Administrative and Budgetary Questions and approved by the General Assembly.
Office of the Controller	10 000	8 500	13 059	Controller and senior staff: financial and administrative management activities, inter-agency consultations and co-ordination.
Internal Audit Service	8 000	8 000	6 157	Internal Audit staff: regular and systematic inspection and audit of United Nations offices in the field.
Office of Personnel	38 000	38 000	41 309	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 (\$20 000); inter-agency consultations and co-ordination.
Health Service	—	500	728	
Division of Human Rights	4 000	4 500	8 263	Director and senior staff: participation in inter-agency consultations and co-ordination, attendance at governmental meetings and observances, and to confer with regional commissions regarding the expanded programme of work in areas including racial discrimination and advisory services.
Departement of Political and Security Council Affairs	15 000	15 100	13 040	Under-Secretary-General and senior staff: special assignments in field of political affairs; consultations with specialized agencies concerned with peaceful uses of outer space, attendance at major international conferences on problems within the purview of the Department, such as the Inter-Parliamentary Union, the Pugwash Conference, the meeting of the Administrative Committee on Co-ordination (ACC), and meetings of regional organizations.

[Table 5-3 continues]

TABLE 5-3 (continued)

Department/Office	1970 estimates	1969 appropriations	1968 expenses	Purpose
	\$	\$	\$	
HEADQUARTERS (continued)				
Department of Trusteeship and Non-Self-Governing Territories	4 000	4 000	1 722	Under-Secretary-General and senior staff: visits to non-self-governing territories.
Department of Economic and Social Affairs:				
Office of the Under-Secretary-General	9 500	8 000	13 968	Under-Secretary-General and senior staff: attendance at meetings of the regional economic commissions, the governing bodies of UNDP, UNCTAD and UNIDO, the Administrative Committee on Co-ordination (ACC), and the specialized agencies; consultations with Governments and non-governmental bodies.
Commissioner for Technical Co-operation	13 000	12 300	11 765	
Centre for Development Planning, Projections and Policies	12 000	10 500	5 538	
Resources and Transport Division..	13 000	8 800	13 154	
Division of Public Finance and Financial Institutions	7 000	17 900	9 178	
Social Development Division	14 000	10 500	15 031	
Population Division	8 000	7 900	7 709	
Centre for Housing, Building and Planning	10 000	8 800	7 201	
Statistical Office	9 000	7 900	9 081	
Public Administration Division	6 000	6 600	4 566	
Office for Science and Technology..	6 000	3 500	5 670	
Economic and Social Council (Secretariat)	3 000	2 500	3 950	Assistant-Secretary-General and senior staff: attendance at Editors' Roundtable (tentative location Bangkok), the Consultative Committee on Public Information at Geneva, the annual session of the Visual Information Board, the proposed Non-Governmental Organization Regional Conference in Asia, regional broadcasters meetings and visits to information centres.
	110 500	105 200	106 811	
Office of Public Information	20 000	15 000	17 413	
Office of Conference Services (including Library)	10 000	5 500	6 065	Senior staff: travel in connexion with examinations for the recruitment of language and stenographic staff; inter-agency consultations in matters concerning both the Department and the Library.
Office of General Services	4 000	4 000	1 597	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	— ^a	500	428	Secretary to the United Nations Board of Auditors: attendance at meetings of the Panel of External Auditors.
Board of External Auditors (Secretariat)	1 000	800	968	
TOTAL, Headquarters	330 400	290 650	286 177	
GENEVA OFFICE				
Office of the Director-General	6 500	6 000	5 941	Travel to Headquarters and within Europe for consultations and co-ordination.
Co-ordination Unit	5 000	5 000	4 034	Co-ordination with specialized agencies.

[Table 5-3 continues]

TABLE 5-3 (continued)

Department/Office	1970 estimates	1969 appropriations	1968 expenses	Purpose
	\$	\$	\$	
GENEVA OFFICE (continued)				
Administrative, financial. conference and general services	10 000	6 000	9 567	Directors or other senior officers: consultations with corresponding services at Headquarters and attendance at meetings of the Appointments and Promotions Committee; travel in conjunction with the recruitment programme, the purchase of equipment, supplies and printing.
Information Service	2 000	2 000	1 644	Senior staff: travel within Europe to maintain contacts in the nine countries served by Information Service in Geneva.
Division of Narcotic Drugs	8 000	5 000	6 098	Director and senior staff: attendance at Economic and Social Council in New York and other meetings; consultations with specialized agencies and governmental authorities on narcotics problems and more recently in regard to psychotropic substances.
Division of Social Affairs	2 000	1 500	2 177	Senior staff: consultations at Headquarters and with specialized agencies on social affairs matters; attendance at meetings and field trips in execution of the work programme.
International Narcotics Control Board	3 500	3 500	2 978	Senior staff: official consultations and co-ordination of activities.
Internal Audit Service	10 000	6 000	7 348	Audit staff: audits of United Nations Offices in Europe and Africa, including UNIDO at Vienna; and of UNHCR accounts in Latin America.
TOTAL, Geneva Office	47 000	35 000	39 787	
INFORMATION CENTRES	25 000	25 000	24 334	Essential travel within the area covered by the various information centres.
ECONOMIC AND SOCIAL OFFICE, BEIRUT..	8 000	8 000	7 307	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	30 000	25 351	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	77 494	
Economic Commission for Latin America	81 000	81 000	65 880	
Economic Commission for Africa	90 000	85 000	88 539	
TOTAL, regional economic commissions	286 000	281 000	257 264	
TOTAL, chapter II	696 400	639 650	614 869	

^a In accordance with new procedures with effect from 1 January 1970, to be provided for directly from the administrative budget of the Joint Staff Pension Fund.

CHAPTER III

Travel of staff and dependants on home leave	\$1 420 000
1969:	1 318 000
1968:	1 334 320

5.7 The estimate under this chapter which is based on current travel rates and on authorized modes and stan-

dards of accommodation, includes a 5 per cent increase for trans-atlantic fares effective 1 May 1969.

5.8 Actual entitlements for 1970, compared with 1969 and 1968, are shown in table 5-4 below. On the basis of such actual entitlements, the total requirements under this chapter would amount to approximately \$1 788 800. 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		
	1970	1969	1968	1970	1969	1968
Headquarters departments and offices.....	616	609	557	1 016	938	934
Geneva Office	155	161	182	174	211	228
Information Centres	16	17	17	41	33	31
Economic and Social Office, Beirut.....	4	6	2	12	18	7
Economic Commission for Europe.....	64	57	60	87	81	80
Economic Commission for Asia and the Far East.....	43	46	37	86	91	78
Economic Commission for Latin America.....	45	34	43	131	109	125
Economic Commission for Africa.....	82	52	83	230	135	216
TOTAL	1 025	982	981	1 777	1 616	1 699

Section 6. Payments under annex 1, paragraphs 2 and 5, of the Staff Regulations; Hospitality

\$145 000

(1969: \$140 000 1968: \$124 246)

TABLE 6-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. Payments under annex 1, paragraphs 2 and 5, of the Staff Regulations.....	90 000	90 000	78 966
II. Payments to other members of the Secretariat for official hospitality.....	35 000	30 000	28 103
III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries.....	20 000	20 000	17 177
TOTAL, section 6	145 000	140 000	124 246

CHAPTER I

*Payments under annex 1, paragraphs 2 and 5,
of the Staff Regulations* \$90 000

1969: 90 000
1968: 78 966

6.1 Under annex 1, paragraphs 2 and 5 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".

6.2 The estimate under this chapter covers the reimbursement to members of the Secretariat who do not receive payments under chapter I of necessary hospitality expenditures incurred in the interest of the Organization in the course of the performance of 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.

6.3 The appropriation under this chapter has been maintained at the level of \$30 000 since 1965. In view of the rising costs of entertainment and to make possible some increase in the minimal allotments currently available to a number of offices, additional credits in the amount of \$5 000 are requested for 1970.

CHAPTER III

*Payments to other members of the Secretariat
for official hospitality* \$35 000

1969: 30 000
1968: 28 103

*Hospitality expenditures for the General Assembly and for functions honouring Chiefs
of State and visiting dignitaries* \$20 000

1969: 20 000
1968: 17 177

(i) General Assembly functions	\$10 000	(ii) Functions honouring Chiefs of State and visiting dignitaries	\$10 000
	1969: 10 000		1969: 10 000
	1968: 9 312		1968: 7 865

6.4 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.

6.5 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

\$5 088 800 (1969: \$ 352 100 1968: \$4 810 615)

TABLE 7-1

Chapter	1970 estimates	1969 appropriations	1968 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.....	1 850 300	2 152 100	2 221 615
III. United Nations building in Santiago, Chile.....	738 500	700 000	89 000
TOTAL, section 7	5 088 800	5 352 100	4 810 615

CHAPTER I

Amortization of the Headquarters construction loan..... \$2 500 000

1969: 2 500 000
1968: 2 500 000

7.1 This estimate relates to the twentieth 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 \$22.5 million will remain to be liquidated in accordance with the following schedule:

	Annual instalments \$
1971-1975.....	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 \$1 850 300

1969: 2 152 100
1968: 2 221 615

(1) HEADQUARTERS, NEW YORK..... \$233 000

A. Alteration and improvement of premises and facilities (\$99 500)

7.3 This estimate relates to the following projects which are proposed for implementation during 1970:

- \$
- (i) Replacement of electric lighting control panels 4 100
- (ii) Installation of electronic fire detectors in the elevator and air distribution rooms of the Secretariat building 13 000
- (iii) Replacement of wiring and listening devices in the public areas of the meeting rooms.... 37 400
- (iv) Replacement of sound amplification and interpretation equipment 45 000

(i) *Replacement of electric lighting control panels (\$4 100)*

7.4 The General Assembly agreed to the replacement in 1968 of the panels in the General Assembly Hall and four main conference rooms at an estimated cost of \$8 000 and the replacement in 1969 of twelve additional panels in the council chambers, the delegates entrance, the public entrance areas of the General Assembly building, and the dining and kitchen areas in the conference building, at an estimated cost of \$12 000. 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 1970 of two of the one hundred and forty panels in the Secretariat building, the replacement of six circuit breakers and switching devices in Conference Rooms 1, 2 and 3 the replacement of two dimmer bank panels in the Plenary Hall. The estimate relates to the cost of materials only since installation will be carried out by United Nations contractual staff.

(ii) *Installation of electronic fire detectors in the elevator and air distribution rooms of the Secretariat building (\$13 000)*

(a) *Elevator machinery rooms (\$8 000)*

7.5 The automation of the elevators in the Secretariat building, which was completed in 1968, involved the installation of a large volume of electrical equipment in the machinery rooms located on the 16th, 17th, 28th, 29th, 39th, 40th, and 41st floors. In order to reduce the risk of fire, resulting in costly repair and/or replacement of equipment and disruption of services concerned, it is proposed that fire detectors should be installed in these rooms.

(b) *Air distribution fan rooms on the 39th floor (\$5 000)*

7.6 The 39th floor, which was originally designed to accommodate machinery connected with the elevator and ventilation systems, currently contains temporary class rooms for the language programmes. Since a fire in this area could create a safety hazard, it is proposed that an automatic fire detector system should be installed in the air distribution rooms.

(iii) *Replacement of wiring and listening devices in the public areas of the meeting rooms (\$37 400)*

7.7 This estimate relates to the systematic replacement since 1966 of the wiring and listening devices in the public areas of the various meeting rooms. The estimate for 1970 provides for installing in the public areas of the Security Council Chamber and Conference Room 3 the equipment acquired in 1969 (\$12 400). In addition, it is proposed to acquire the necessary equip-

ment for the Economic and Social Council Chamber (\$25 000), for installation in 1971.

(iv) *Replacement of sound amplification and interpretation equipment (\$45 000)*

7.8 This estimate provides for the replacement of the sound amplification and interpretation equipment in Conference Room 6, in continuation of the programme initiated in 1964.

B. Major maintenance (\$110 500)

7.9 Following the three-year programme of major maintenance which was completed in 1968, the Secretary-General, in his budget estimates under this section for 1969²⁵, proposed a further three-year programme of specific projects estimated to cost \$85 900 in 1969, \$74 000 in 1970 and \$20 100 in 1971, for a total of \$180 000. An amount of \$85 900 was appropriated in due course for the implementation of the projects planned for 1969; those remaining for execution in 1970 and 1971 are set forth in table 7-2 below. No change is proposed in the original estimates under items (b) to (e). However, in respect of item (a), dealing with the replacement of equipment in the air-conditioning and heating plant, certain additional technical requirements have become evident, as described under paragraph 7.10 below, resulting in a substantial increase in the initial estimates under this item. Thus the initial estimate of \$15 000 for 1970 has been increased by \$36 500 to a total of \$51 500 and the estimate of \$9 100 for 1971 by \$37 500 to a total of \$46 600. A final provision of \$37 500 will be required to complete the project in 1972.

²⁵ *Ibid.*, Twenty-third session, Supplement No. 5 (A/7205), para. 7.13.

TABLE 7-2

	1970	1971	Total
	\$	\$	\$
(a) Replacement of equipment in the air-conditioning and heating plant	51 500	46 600	98 100
(b) Replacement of asphalt tile flooring	6 000	6 000	12 000
(c) Repair and resealing of asphalt roadways and service roads	6 000	5 000	11 000
(d) Resurfacing of roof of General Assembly dome	22 000	—	22 000
(e) Resealing of second basement garage floor above the warehouse	25 000	—	25 000
TOTAL	110 500	57 600	168 100

(a) *Replacement of equipment in the air-conditioning and heating plant (\$51 500)*

7.10 In his original programme under this heading, the Secretary-General had proposed the systematic replacement of cooling coils in the air-conditioning and heating equipment at an estimated cost of \$15 000 in 1970. A recent examination of one of the four steam turbines and refrigerator condenser of the air-conditioning equipment has revealed extensive erosion of the internal parts. Therefore, it is proposed to repair or replace the worn parts over the three-year period 1970-1972. Additional requirements for 1970 are in the amount of \$36 500, comprising the repair of a

turbine (\$8 000), the replacement of valves (\$3 500) and the re-tubing of a condenser (\$25 000).

(b) *Replacement of asphalt tile flooring (\$6 000)*

7.11 The estimate covers the continuation of the systematic replacement of worn asphalt tile flooring in areas subject to heavy use.

(c) *Repair and resealing of asphalt roadways and service roads (\$6 000)*

7.12 This provision is requested to continue the programme for the regular repair and maintenance of roads and paths.

(d) *Resurfacing of roof of General Assembly dome (\$22 000)*

7.13 Since the construction of the Headquarters building only minor repairs have been made to the dome of the General Assembly building. A technical survey has indicated that the entire dome area should be resurfaced to avoid extensive leaks which would result in damage to the interior of the General Assembly Hall.

(e) *Resealing of second basement garage floor above the warehouse (\$25 000)*

7.15 During the snowfalls last winter it was found that snow melting from automobiles parked on the second floor of the garage leaked into the supply warehouse in the third basement. In order to prevent water damage to stores it will be necessary to reseal that area of the second basement garage which is above the supply warehouse.

C. Replacement of worn carpeting (\$23 000)

7.15 The estimate under this heading provides for the systematic replacement of worn carpeting in the General Assembly and conference buildings.

(2) GENEVA \$1 617 300

A. Extension of conference facilities at the Palais des Nations (\$1 000 000)

7.16 The General Assembly, by its resolution 2488 (XXIII) of 21 December 1968, authorized the Secretary-General to proceed with the execution of a revised programme for the extension of the conference facilities at the Palais des Nations, Geneva, at a construction cost not to exceed \$22 million. By the same resolution, it was decided to finance the programme in such a way that the amount to be provided for in the budget estimates for successive years over the period 1967-1982 should be as follows:

	\$
For the years 1967 to 1970.....	1 000 000
For the years 1971 to 1974.....	1 500 000
For the years 1975 to 1981.....	1 860 000
For the year 1982....	1 830 000

7.17 The estimate of \$1 000 000 for 1970 constitutes the fourth instalment to this end.

B. Programme of major maintenance and improvement of the Palais des Nations (\$612 000)

7.18 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 ²⁶, 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

²⁶ *Ibid.*, *Twentieth Session, Supplement No. 5 (A/6305)*, table 7-4.

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.

7.19 The estimate of \$612 000 submitted under this heading for 1970 constitutes the fourth annual provision for this purpose.

7.20 A report ²⁷ on the progress of the two programmes referred to under A and B above was provided to the General Assembly at its twenty-third session. A similar report covering subsequent developments will be presented to the General Assembly at its twenty-fourth session.

C. Additional major maintenance requirements (\$5 300)

Replacement of worn draperies (\$5 300)

7.21 The estimate under this heading provides for the replacement of worn draperies in the conference and delegates lounge areas.

CHAPTER III

United Nations Building in Santiago, Chile \$738 500

1969: 700 000

1968: 89 000

7.22 In his report to the General Assembly at its twenty-third session ²⁸, the Secretary-General drew attention to certain problems which had arisen since the new building was occupied in November 1966 and advanced proposals for their solution at an estimated cost of \$1 799 500.

7.23 The Secretary-General also reported that it had become evident that early steps would need to be taken for the provision of additional space, either by extension of the present building or by the rental of outside office facilities. In his opinion, the only real solution to current space problems and those expected to arise in the near future would be to supplement the present facilities by the addition of another building located on the same site. The cost of a building, providing 4 000 m² (43 100 square feet) of office space, on the basis of prevailing construction costs plus 15 per cent for contingencies, was estimated at approximately \$1.5 million. It was indicated in this connexion that a decision by the General Assembly to proceed with plans for an additional building could serve to reduce the estimate of \$1 799 500 for improvements and expansion of the existing facilities by approximately \$471 000 to \$1 328 500.

7.24 On the recommendation of the Advisory Committee on Administrative and Budgetary Questions and of the Fifth Committee, the General Assembly accepted the second alternative course of action proposed by the Secretary-General. Accordingly, it approved the reduced programme of alterations and improvements to the existing premises set forth in table 7-3 below:

²⁷ *Ibid.*, *Twenty-third Session, Annexes*, agenda item 74, document A/C.5/1189.

²⁸ *Ibid.*, document A/C.5/1186 and Add.1.

TABLE 7-3

	1969	1970	Total
<i>United States dollars</i>			
I. <i>Working floor</i>			
Ceiling, lighting, bridges, stairways.....	174 500	—	174 500
Air-conditioning	235 000	411 000	646 000
Office partitions and insulating floors.....	—	58 500	58 500
SUB-TOTAL I	409 500	469 500	879 000
II. <i>Central block</i>			
Painting of walls.....	3 000	—	3 000
III. <i>Site</i>			
All items	136 500	—	136 500
IV. <i>Construction</i>			
Completion of second conference room.....	75 000	35 000	110 000
V. <i>Architects and engineers fees</i>	35 000	35 000	70 000
VI. <i>Contingencies</i>	—	130 000	130 000
TOTAL	659 000	669 500	1 328 500

7.25 In addition, the General Assembly authorized the Secretary-General to proceed, within a maximum expenditure of \$41 000 in 1969, with the preparation of detailed plans and specifications and related costs for a satellite building in Santiago, having also in mind the needs of other organizations of the United Nations family with local offices in Santiago, and requested him to submit a report for consideration by the Assembly at its twenty-fourth session.

7.26 In accordance with this request, the Secretary-General approached those other organizations having offices in Santiago and the majority indicated their interest in sharing common premises. Consequently, the space requirements on which the initial provisional estimate was based will need to be increased, adding considerably to the anticipated cost. In view of this situation, it was decided not to proceed with the preparation of detailed plans and specifications pending the submission to the General Assembly at its twenty-fourth session of a further report on these developments. This report would also deal with progress made on the alteration and improvement projects approved for 1969 and provide more detailed information on those proposed for 1970.

7.27 In addition to the projects indicated in table 7-3

above, two further projects are proposed in paragraphs 7.28 and 7.29 below.

(a) *Installation of an electrical generator (\$37 000)*

7.28 Due to the shortage of rainfall which became critical in 1967 and 1968 and which is expected to continue for some years, the production of electricity in the central part of the country has been severely affected. The Chilean Government has been obliged to ration the supply of electricity to all consumers and has appealed to all large consumers to instal electrical generators in order to relieve the national output. Therefore, it is proposed to instal in 1970, at an estimated cost of \$37 000, an electrical stationary generator, having an output of 585 kW.

(b) *Installation of a telephone exchange (\$32 000)*

7.29 In view of the continuing trend in rate increases for telephone services, including the rental of telephone equipment, and in order to minimize the effect of these rising costs, it is proposed to acquire and instal in 1970 a telephone exchange in the United Nations building, at an estimated cost of \$32 000. This change from rental of telephone equipment to United Nations ownership should lead to a net reduction in expenditure under section 10 of some \$26 000 annually for 1971 and subsequent years.

Section 8. Permanent equipment

\$800 000

(1969: \$769 200 1968: \$779 029)

TABLE 8-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. Furniture and fixtures.....	192 500	178 200	92 231
II. Office equipment	164 300	172 100	173 427
III. Internal reproduction equipment.....	159 600	193 500	118 079
IV. Telecommunications equipment	162 200	125 600	276 020
V. Transportation equipment	51 500	37 000	23 455
VI. Other equipment	69 900	62 800	95 817
TOTAL, section 8	800 000	769 200	779 029
Income from sale of equipment.....	54 500	89 900	81 143

8.1 The estimates under this section provide 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 1970 to ensure that it will continue to reflect essential needs.

8.3 Table 8-2 gives a summary, by location, of the requirements for acquisition and replacement purposes, and indicates the increase or decrease between the

estimates proposed for 1970 and the 1969 appropriations for each office.

8.4 Table 8-3 shows that for the most part the estimates for 1970 relate to replacement rather than to acquisition of the various types of permanent equipment. The provision for replacement includes the costs related to a programme for the Geneva Office, to be initiated in 1970, under which furniture and equipment originally acquired in the early 1930s will be replaced over a period of years. A thorough survey of the furniture and equipment held on the inventory of the Geneva Office has shown that about one-third of all such material is in poor, worn and almost unserviceable condition. In view of the unavoidable increases which have become necessary under certain other sections of the budget for 1970, the Secretary-General has decided to keep to a minimum the annual programme for replacement of permanent equipment at Headquarters. It would be his intention to compensate for this temporary retrenchment in the budget estimates for future years to the extent allowed by decreased needs under other sections.

Table 8-2 follows

TABLE 8-2. PERMANENT EQUIPMENT

	1968 expenditure (1)	1969 appropriation (2)	1970 estimates (3)	Increase or (decrease) between (2) and (3)	
HEADQUARTERS	\$	\$	\$	\$	
<i>Chapter</i>					
I. Furniture and fixtures.....	43 127	114 800	119 900	5 100	Acquisition \$65 200; replacement \$54 700. Of the amount for acquisition, \$30 000 is provided for provisional additional staff included under section 3, chapter V of these estimates and for 15 professional and 10 general service staff financed out of extra-budgetary resources; \$4 500 is provided to furnish a classroom for a high school graduate training programme; \$17 600 is required for purchase of director-standard, wooden furniture to meet requirements arising in 1969 and 1970; the balance of \$13 100 covers the costs of metal transfer files, filing cabinets, shelving and other furniture requirements, including those of the Library. The provision for replacement covers the costs related to the regular programme, and includes all types of furniture and related items. It is also intended to replace ten sets of director-standard furniture, as well as furniture in the Delegates' Lounge and adjacent corridors, under the programme established for replacement of this type of furniture.
II. Office equipment	106 978	108 300	92 700	(15 600)	Acquisition \$47 900; replacement \$44 800. Of the provision under acquisition, \$13 500 relates to the additional staffing requirements mentioned above, and \$4 000 to the needs of the training programme for high school graduates. The programme of acquisition of electric typewriters will be continued, and a provision of \$15 000 is made for this purpose. Requirements for microfiche equipment in the Library amount to \$5 000. The balance of \$10 400 relates to the acquisition of other equipment for statistical, accounting services and language services. The replacement programme covers typewriters, calculating and adding machines, dictating and coding equipment, microfilm readers and a postage franking machine.
III. Internal reproduction equipment.....	60 451	120 800	117 100	(3 700)	Acquisition \$43 500; replacement \$73 600. Under acquisition the procurement of the following is planned: an automatic film processor 31" (\$23 300), a densitometer (\$900) and a Gammatrol (\$1 500) for use in the photo offset unit where a substantial increase in capacity of the camera will result from the procurement of this new equipment. Also included is a provision for the acquisition of a microfiche document retrieval system (\$10 000) for use in the reproduction section to provide a more economical method of storage of material, thus making space available for more productive use. Other acquisition covers map cabinets (\$500), a map preparation typewriter (\$900), documents shelving, card cabinets, steel tables and a tape dispenser (\$1 600) and other miscellaneous items (\$4 800). The replacement programme for 1970 includes the following: completion of the changeover from cold composition equipment to the new recorder composer system, as described in paragraph 8.4 of the budget estimates for 1969, will require the procurement of three Model II and one Model IV IBM Magnetic Tape Recorders and

one Magnetic Tape Composer Reader, at a cost of \$48 000. Other equipment in the Reproduction Section to be replaced under the regular programme for replacement of this type of equipment includes 4 electric mimeograph machines and 4 electric spirit duplicators (\$5 400), an Ozalid Printmaster purchased in 1955 and now in need of extensive repair at a cost almost equalling that of a new machine (\$3 600), line-up and lay-out tables, a wax-coating machine and electric-prestolines (\$6 000). In the Distribution Section replacement is proposed of a Graphotype machine (\$4 000), a typing machine (\$900), an electric hi-lo jack (\$4 000), and other miscellaneous equipment (\$1 700).

Acquisition \$24 900; replacement \$69 100. Conference servicing requirements (\$19 000) involve \$8 000 for acquisition and \$11 000 for replacement. Included in the acquisition programme are two tape recorders, four track-4 channels, the procurement of which will augment the present Conference recording equipment and thus allow increased coverage of temporary retention tape recordings and ensure more efficient transfer of recorded material from disc to tape. The programme for replacement covers two Ampex tape recorders, in poor condition due to age (\$6 400); interpreters' microphones (\$1 650); one 16 mm projector, purchased in 1958 and deteriorating through use and age (\$1 200); one automatic slide projector, originally acquired in 1955 and which has been heavily used (\$250); and miscellaneous equipment, such as speakers' amplifiers and test equipment (\$1 500). The requirements of the Office of Public Information are estimated at \$75 000, of which \$16 900 is for acquisition and \$58 100 for replacement. Under acquisition provision is made for the purchase of two vertical aperture connexion units, needed to improve the standard of service of the video film recording operation (\$10 000), one colour tape punch (\$3 500) and two waveform monitors (\$2 500), as part of the programme of equipping for colour television servicing, and portable tape recorders for use at selected information centres (\$900). The programme for replacement covers: photographic equipment, including a 35 mm camera and an automatic print dryer to replace a machine acquired in 1954 (\$3 000); a 16 mm motion picture camera, equipped for synchronous sound recording, to replace camera acquired in 1963 (\$8 500); three portable tape recorders for use by information centres and in the field (\$900); one editing machine (Steinbeck) to replace an older machine, as part of a standardization programme (\$4 200); a Bell and Howell colour printer, to allow the printing of colour prints on the premises, at a considerable saving over the costs of outside commercial services (\$24 000); two colour television monitors, in place of two black and white monitors (\$5 000); a television synchronizing generator to replace an old generator whose performance is below the standard required for colour television (\$6 000); colour film density and analyzing equipment (\$3 000); video distribution amplifiers (\$1 500); and miscellaneous audio, video and film editing equipment (\$2 000).

Acquisition nil; replacement \$9 000. It is proposed to replace the automobile used by the Secretary-General, which will be two years old in 1970 (\$6 500), and a carry-all vehicle acquired in 1964 which will have an anticipated mileage in excess of 90 000 miles (\$2 500).

(8 100)

94 000

102 100

256 159

IV. Telecommunications equipment

—

9 000

9 000

6 130

V. Transportation equipment

TABLE 8-2. PERMANENT EQUIPMENT (continued)

	1968 expenditure (1)	1969 appropriation (2)	1970 estimates (3)	Increase or (decrease) between (2) and (3)	
HEADQUARTERS (continued)	\$	\$	\$	\$	
Chapter					
VI. Other equipment	19 373	11 600	6 900	(4 700)	Acquisition \$2 000; replacement \$4 900. The requirement for acquisition covers the cost of an additional ice-cube making machine for use in the Conference area (\$1 400), a recording ammeter (\$250), a table saw with attachments (\$250) and various drills (\$100). The provision for replacement covers equipment now in poor condition due to age and usage, as follows: fire extinguishers (\$370); steel service carts (\$1 050); a roll laminator (\$550); a heavy-duty sewing machine (\$1 000); water coolers (\$350); wall clocks (\$960); garden equipment (\$350); heavy-duty drills (\$140); and a power-driven clean-out snake (\$130).
TOTAL, Headquarters	492 218	466 600	439 600	(27 000)	
GENEVA OFFICE					
Chapter					
I. Furniture and fixtures	22 742	18 200	36 000	17 800	Acquisition \$17 000; replacement \$19 000. The acquisition programme includes basic furniture for the new posts requested under section 18 (UNHCR) and for UNPA under income section 4, as well as for the provisional additional staff provided for under sections 3 and 20 (\$7 500). The estimate has been adjusted for the conversion of temporary staff to permanent for whom furniture will be available. Also included is provision for furniture for the conference area which is only partly equipped at the present time (\$5 500) and for the purchase of filing cabinets, lockers, cupboards and shelving (\$4 000). The credit requested for replacements will allow for the start of a more adequate and systematic retirement of old furniture, much of it dating back to the early 1930s, and a considerable percentage of which may be classed as poor to virtually unusable (\$19 000).
II. Office equipment	29 146	28 800	36 000	7 200	Acquisition \$5 800; replacement \$30 200. Provision is made for the purchase of five adding machines and five typewriters for UNPA (\$1 200), the purchase of additional typewriters and dictating equipment for provisional additional staff (\$4 000), and of electric fans for use in the language areas (\$600). An amount of \$30 200 is included for continuance and some acceleration of the replacement of old unserviceable typewriters (\$16 700), adding machines and calculators (\$7 000), dictating equipment (\$5 100), as well as for the replacement of old electric fans (\$1 400).
III. Internal reproduction equipment	55 700 a	20 000	18 000	(2 000)	Acquisition \$1 000; replacement \$17 000. The estimate provides \$800 for acquisition of a lens for the reproduction camera required by the reproduction services and one mounting unit for the IBM compositor (\$200). \$17 000 is requested for the necessary replacement of items in the reproduction and distribution area, as follows: nine

duplicating machines (\$5 000), one press block (\$300), one offset plate making mounting table (\$700), one plate stamping machine for the addressograph equipment (\$3 000), and one camera offset master plate (\$8 000).

Acquisition \$24 000; replacement \$4 800. It is proposed to continue the programme of acquisition of recording and playback equipment to service meeting rooms newly equipped for simultaneous interpretation (\$8 400); to purchase one 16 mm projector with lamp to cope with the growing number of television productions of the Information Service at Geneva (\$8 100); also to acquire a loudspeaker system for the cinema tape recording equipment for the studios in the Assembly Hall area (\$4 400), and a diversity receiving terminal for the telecommunications centre at Geneva (\$3 100). The estimate provides for the replacement of old and worn out interpretation equipment (\$4 800).

Acquisition nil; replacement \$3 500. The estimate provides for the replacement of a station wagon, purchased in 1960.

Acquisition \$12 200; replacement \$17 800. The acquisitions programme includes a pneumatic typewriter cleaning machine (\$4 100) in order to save time and labour in the day-to-day maintenance of the stock of manual and electric machines; the purchase of cleaning equipment, scaffolding, trolleys, tools, electric saws, boring apparatus and woodworking machines (\$4 100); and the purchase of a power palette truck for the rapid and efficient movement of paper stocks (\$4 000), having regard to the form in which these deliveries are made and the long distances to be covered in the Palais, and which will increase with the coming into operation of the extension. Replacements are proposed for gardening equipment (\$2 500); an electric boring machine, drills, work benches and similar items (\$5 100); security equipment (\$2 000); trolleys and trailers (\$3 400); and other miscellaneous and general purpose items (\$4 800).

Acquisition \$2 400; replacement \$1 200. 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.

Acquisition \$1 900; replacement \$2 300. The estimate covers the acquisition and replacement of franking machines and typewriters according to an established programme.

Acquisition \$2 300; replacement \$1 800. Provision is made for the acquisition of photocopying equipment and the replacement of mimeograph and addressograph machines.

Acquisition \$600; replacement \$200. The estimate provides for the acquisition of two inter-office telecommunications sets and the replacement of radio receivers.

Acquisition \$2 500; replacement \$17 600. It is proposed to acquire a vehicle for a centre which presently lacks official transportation, and to replace seven vehicles which have had over five years continuous service. It is also proposed to replace two messenger bicycles.

IV. Telecommunications equipment 16 806 17 100 28 800 11 700

V. Transportation equipment — 2 500 3 500 1 000

VI. Other equipment 20 379 30 100 30 000 (100)

TOTAL, Geneva Office 144 773 116 700 152 300 35 600

INFORMATION CENTRES

Chapter

I. Furniture and fixtures 9 769 6 800 3 600 (3 200)

II. Office equipment 8 099 3 500 4 200 700

III. Internal reproduction equipment 3 336 3 800 4 100 300

IV. Telecommunications equipment 221 800 800 —

V. Transportation equipment 18 983 17 900 20 100 2 200

TABLE 8-2. PERMANENT EQUIPMENT (continued)

		1968 expenditure (1)	1969 appropriation (2)	1970 estimates (3)	Increase or (decrease) between (2) and (3)	
		\$	\$	\$	\$	
INFORMATION CENTRES (continued)						
<i>Chapter</i>						
VI. Other equipment		2 609	5 200	5 200	—	Acquisition \$2 000; replacement \$3 200. This estimate covers the replacement of air conditioners, movie projectors and screens according to an established programme. It also covers the costs of acquisition of air conditioners for centres located in tropical climates and of microfilm reading machines.
TOTAL, information centres		43 017	38 000	38 000	—	
ECONOMIC AND SOCIAL OFFICE, BEIRUT						
<i>Chapter</i>						
I. Furniture and fixtures		3 007	3 700	2 200	(1 500)	Acquisition \$1 900; replacement \$300. Under acquisition \$800 is provided for provisional additional staff included under section 3, chapter V of these estimates and for regional advisers joining the staff of the office in 1970. The balance of \$1 100 covers the cost of three interpreters booths, additional library shelving, conference room furniture and lighting fixtures. The requirement for replacement covers the cost of replacing desks, chairs and filing cabinets now in very poor condition.
II. Office equipment		2 964	2 400	2 000	(400)	Acquisition \$800; replacement \$1 200. The amount under acquisition covers the procurement of one calculating machine and Kardex cabinets. The requirement for replacement covers the cost of replacing three manual typewriters with electric machines.
III. Internal reproduction equipment		—	600	400	(200)	Acquisition \$400; replacement nil. The provision covers the cost of a portable light table, a manual collating machine and a stencils storage cabinet.
IV. Telecommunications equipment		—	—	5 000	6 000	Acquisition \$6 000; replacement nil. Provision is made for the acquisition of a portable, partly wireless simultaneous interpretation system, comprising a public address system (20 microphones, an amplifier, loudspeakers and related wiring) and an interpretation system (3 transceivers, 50 wireless, battery-operated receivers). The number of meetings being held in the Beirut Office shows a steady increase. There are for example, seven or eight meetings scheduled to be held in 1969 at which provision of simultaneous interpretation would have contributed to the efficient conduct and results of those meetings.
VI. Other equipment		—	300	300	—	Acquisition \$300; replacement nil. The provision covers the cost of a new vacuum cleaner and four fire extinguishers.
TOTAL, Economic and Social Office, Beirut		5 971	7 000	10 900	3 900	

ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST

Chapter

I. Furniture and fixtures.....

4 464 5 200 3 000 (2 200)

Acquisition \$2 500; replacement \$500. Provision is made for provisional additional staff included under section 3, chapter V of these estimates as well as for furniture for two professional posts financed from extra-budgetary sources. The small amount requested for replacement is to allow for the replacement of old wooden furniture now in poor condition.

II. Office equipment

8 565 6 200 7 800 1 600

Acquisition \$4 600; replacement \$3 200. The acquisition programme provides for the additional staffing requirements mentioned above. Under replacement, it is proposed to replace twelve typewriters which have been in use for more than fifteen years.

III. Internal reproduction equipment.....

1 428 6 000 7 000 1 000

Acquisition \$7 000; replacement nil. It is proposed to acquire an additional offset press to cope with the expanded internal printing programme comprising work transferred from the external programme.

IV. Telecommunications equipment

— 200 18 600 18 400

Acquisition \$9 000; replacement \$9 600. A new rotatable antenna in place of static antenna in bad repair. The estimate provides for replacement of a communications receiver (\$2 000), and a transmitter (\$7 600). This equipment is installed in the United Nations Radio Unit, Bangkok, and is between ten and fifteen years old.

V. Transportation equipment

2 712 — 2 800 2 800

Acquisition nil; replacement \$2 800. The estimate provides for replacement of a station wagon (Toyota) purchased in 1963.

VI. Other equipment

3 658 3 300 3 700 400

Acquisition \$1 500; replacement \$2 200. The estimate under acquisition provides for two water coolers (\$300) and photographic equipment (\$1 200) for the United Nations Information Service, Bangkok. Provision is made for the replacement of ten air conditioner units purchased in 1956.

TOTAL, Economic Commission for Asia
and the Far East

20 827 20 900 42 900 22 000

ECONOMIC COMMISSION FOR LATIN AMERICA

Chapter

I. Furniture and fixtures.....

11 042 13 600 15 000 1 400

Acquisition \$10 000; replacement \$5 000. An amount of \$5 600 for acquisition is estimated for the procurement of new library shelving for the United Nations Library in the Mexico Office. The remaining \$4 400 is for provisional additional staff included under section 3, chapter V of these estimates. The replacement programme makes provision for the replacement of old wooden furniture and includes desks, chairs and filing cabinets.

II. Office equipment

19 371 14 700 13 000 (1 700)

Acquisition \$4 000; replacement \$9 000. The acquisition programme provides for additional staffing requirements mentioned above. Under replacement, provision is made to replace equipment with more than eleven years of continuous service including typewriters (\$2 100), calculators and adding machines (\$6 000) and a copying machine (\$900).

III. Internal reproduction equipment

— 35 500 — (35 500)

IV. Telecommunications equipment

407 — — —

TABLE 8-2. PERMANENT EQUIPMENT (continued)

	1968 expenditure (1)	1969 appropriation (2)	1970 estimates (3)	Increase or (decrease) between (2) and (3)	
	\$	\$	\$	\$	
ECONOMIC COMMISSION FOR LATIN AMERICA (continued)					
Chapter					
V. Transportation equipment	5 755	2 500	10 700	8 200	Acquisition \$3 000; replacement \$7 700. The acquisition programme provides for the needs of a vehicle for ECLA's Caribbean Office in Port of Spain. The replacement programme provides for replacement of a passenger bus for ECLA, Santiago, which will, by 1970, have recorded 150 000 km. It also provides for the replacement of a GMC carry-all expected to have recorded 100 000 km. by 1970.
VI. Other equipment	4 798	7 300	18 000	10 700	Acquisition \$17 000; replacement \$1 000. An amount of \$11 000 is proposed for the acquisition of X-ray and Laboratory equipment for the Clinic at ECLA, Santiago. As a result of this acquisition considerable savings are anticipated in staff time and actual expenditures on costs of tests. An amount of \$6 000 is requested for the acquisition of a hydraulic fork-lift truck much needed for the movement of heavy loads throughout ECLA's premises. Replacement is planned of a lawnmower (\$700) and other miscellaneous equipment.
TOTAL, Economic Commission for Latin America	41 373	73 600	56 700	(16 900)	
ECONOMIC COMMISSION FOR AFRICA					
Chapter					
I. Furniture and fixtures	7 849	15 900	12 800	(3 100)	Acquisition \$9 600; replacement \$3 200. The estimates for this Commission reflect the higher unit costs which still apply to items of furniture and equipment as a result of the continued closure of the Suez Canal. Of the amount provided for acquisition \$6 200 is for provisional additional staff included under section 3, chapter V of these estimates. The balance of the planned acquisition (\$3 400) covers library shelving, reading room furniture and other items of furniture such as typewriter stands, a drawing table, desk lamps and carpeting. The programme for replacement includes replacing furniture now more than ten years old and which is considered unserviceable.
II. Office equipment	6 400	8 200	8 600	400	Acquisition \$3 500; replacement \$5 100. The amount for acquisition includes \$1 700 for additional staffing requirements mentioned above. The balance is provided for the procurement of dictating machines for use by language service officers (\$600), photocopying machines for use in the Division of Administration and the Library (\$1 000) and electric heaters (\$200). The amount of \$5 100 for replacement covers the cost of replacing manual typewriters used in the typing pool with electrically operated models (\$2 900), two calculators now more than ten years old and unserviceable (\$1 000), two dictating machines in a similar condition (\$600), one photocopying machine and several electric heaters, bought in 1960/1961 and which are now unserviceable (\$600).

III. Internal reproduction equipment	500	6 800	13 000	6 200	Acquisition \$500; replacement \$12 500. The plans for the modernization and reorganization of the internal reproduction facilities at the Commission called for the replacement in 1969 of a light offset press. However, it was subsequently decided to defer this replacement until 1970 in favour of acquiring a Varityper instead of an IBM composing machine, thus giving the unit greater capabilities for reproducing internally some of the Commission's publications. It is now intended to proceed with the replacement of the light offset press, at a cost of \$5 500. A further \$7 000 is required for the replacement of the existing folding machine, which can be used only for parallel folding, by a machine which can perform right-angle folding operations. An amount of \$500 is required for the acquisition of a photo-waxing machine to facilitate the preparation of layouts, paste-ups and montages.
IV. Telecommunications equipment	2 648	5 400	14 000	8 600	Acquisition \$14 000; replacement nil. The major part of this amount (\$10 000) is required for the procurement of a 1 MC Transmitter and two Telrex antennae, which would provide improved transmission and reception of cable traffic through the United Nations radio network. It is proposed to purchase, over a period of four years, portable simultaneous interpretation sets for each of the Commission's sub-regional offices, for use at conferences held in the sub-region. It is expected that this facility will be of great benefit to the countries in the area, and will result in some economies to the Commission in air freight charges as have been incurred in the past when it was necessary to transport this equipment from Addis Ababa. It is planned to purchase the first set in 1970 at a cost of \$4 000.
V. Transportation equipment	8 858	5 100	5 400	300	Acquisition nil; replacement \$5 400. It is proposed to replace an Opel automobile, purchased in 1965, which will have run more than 75 000 miles by 1970, and a Taunus Microbus, purchased in 1964 with anticipated mileage of 63 000 by 1970.
VI. Other equipment	4 591	5 000	5 800	800	Acquisition \$5 800; replacement nil. Provision is made for the procurement of 200 chemical automatic fire extinguishers, primarily for use in high-risk areas, such as the storage, Library and Documents areas (\$4 000). Owing to frequent cuts in water supply, increased reliance must be placed on fire extinguishers for protection against fires. Acquisition is also planned of seven water purification/cooling machines (\$1 700), in order to make potable the water coming from the storage tanks. It is also proposed to acquire a slide projector for use at seminars and meetings (\$100). In the past this type of equipment was borrowed from other institutions in Addis Ababa.
TOTAL, Economic Commission for Africa	30 849	46 400	59 600	13 200	
GRAND TOTAL, section 8	779 029	769 200	800 000	30 800	

^a Includes \$41 735 for IBM compositor.

TABLE 8-3. PERMANENT EQUIPMENT: ACQUISITION AND REPLACEMENT ESTIMATES FOR 1970

	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	\$ 65 200	\$ 54 700	\$ 17 000	\$ 19 000	\$ 2 400	\$ 1 200	\$ 1 900	\$ 300	\$ 2 500	\$ 500	\$ 10 000	\$ 5 000	\$ 9 600	\$ 3 200	\$ 108 600	\$ 83 900	\$ 192 500
II. Office equipment ...	47 900	44 800	5 800	30 200	1 900	2 300	800	1 200	4 600	3 200	4 000	9 000	3 500	5 100	68 500	95 800	164 300
III. Internal reproduction equipment	43 500	73 600	1 000	17 000	2 300	1 800	400	—	7 000	—	—	—	500	12 500	54 700	104 900	159 600
IV. Telecommunications equipment	24 900	69 100	24 000	4 800	600	200	6 000	—	9 000	9 600	—	—	14 000	—	78 500	83 700	162 200
V. Transportation equipment	—	9 000	—	3 500	2 500	17 600	—	—	—	2 800	3 000	7 700	—	5 400	5 500	46 000	51 500
VI. Other equipment ...	2 000	4 900	12 200	17 800	2 000	3 200	—	—	1 500	2 200	17 000	1 000	5 800	—	40 800	29 100	69 900
TOTAL	183 500	256 100	60 000	92 300	11 700	26 300	—	—	24 600	18 300	34 000	22 700	33 400	26 200	356 600	443 400	800 000
Estimate for 1970	439 600		152 300		38 000		10 900		42 900		56 700		59 600		800 000		
Appropriation for 1969 ...	466 600		116 700		38 000		7 000		20 900		73 600		46 400		769 200		
Increase or (decrease): 1970 estimates compared with 1969 appropriations	(27 000)		35 600		—		3 900		22 000		(16 900)		13 200		30 800		

Section 9. Maintenance, operation and rental of premises

\$5 303 600 (1969: \$4 765 000 1968: \$4 263 179)

TABLE 9-1

Chapter	1970 estimates	1969 appropriations	1968 actual expenses
	\$	\$	\$
I. Contractual services	2 596 000	2 281 000	2 242 790
II. Utilities	1 239 500	1 199 000	1 189 811
III. Other expenses	1 468 100	1 285 000	830 578
TOTAL	5 303 600	4 765 000	4 263 179

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 1970 estimates with the expenditure level for 1968, the latter figure should be adjusted as indicated in table 9-2 below.

TABLE 9-2

Actual expenditure in 1968	\$ 4 263 179
Plus: Estimated rate and wage increases at Headquarters in 1969	267 220
Adjusted 1968 expenditure	4 530 399

9.3 In comparison with the adjusted level of expenditure in 1968, the requirements for 1970, estimated at \$5 303 600, show an increase of \$773 201. This increase, which is distributed among the different offices as shown in table 9-3 below, arises principally from the need to request in 1970 a provision of \$560 300 for the rental of outside office and storage accommodation at Headquarters, as compared with actual expenditures in the amount of \$14 695 for similar purposes in 1968. These additional requirements are described in detail in paragraphs 9.5 to 9.9 below.

9.4 There follows in paragraphs 9.5 to 9.14 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

TABLE 9-3

Office location	Increase or (decrease)
	\$
Headquarters	687 301
Geneva (including the Economic Commission for Europe)	41 557
Information centres	1 950
Economic and Social Office in Beirut	16 090
Economic Commission for Asia and the Far East	38 413
Economic Commission for Latin America	(1 820)
Economic Commission for Africa	(10 290)
	773 201

shows, by main office location, a comparison between the 1970 estimates and the adjusted level of expenditure in 1968, with explanations of the main causes of variations between those two years. Where appropriate, comments are also made on the 1969 appropriation level.

Rental of premises

9.5 In a report²⁹ to the General Assembly at its twenty-third session, the Secretary-General submitted revised estimates under this section in the amount of \$673 000 for the rental in the Headquarters area in 1969 of approximately 75 000 square feet of office space to relieve the increasingly critical accommodation situation within the Secretariat building. On the assumption that the construction of additional premises proposed by the Secretary-General would be decided upon by the General Assembly at its twenty-fourth session, it was indicated further that progressively larger provisions would become necessary for outside rentals beginning in 1969, reaching an estimated total of some \$1 092 000 under this section in 1972. This was considered to be the only practical short-term solution to a problem which was seriously impairing the efficient conduct of the work of the Secretariat.

9.6 In its fifteenth report³⁰ to the General Assembly, the Advisory Committee on Administrative and Budgetary Questions acknowledged that there was a need to lease outside premises but recommended that, in view of the conjectural nature of the figures for staff increases on which the costs of rental were primarily based, the Secretary-General should be authorized to enter into commitments for this purpose in 1969 within a reduced amount of \$456 000.

9.7 At the time of preparing these estimates negotiations were being concluded to lease 51 200 square feet (4 752 m²) of office accommodation in two locations in the midtown Manhattan area: 21 200 square feet (1 966 m²) at \$9.50 per square foot from May 1969, and 30 000 square feet (2 786 m²) at the rate of \$10.50 per square foot, from August 1969. These requirements would be additional to the continued rental of 12 000 square feet (1 114 m²) of warehouse space in Astoria, Long Island, for the storage of publications and documents for which purpose an amount of \$24 000 was appropriated for 1969.

9.8 The 1970 estimate of \$560 300 provides for the full year rental of these accommodations and takes

²⁹ *Ibid.*, document A/C.5/1182.

³⁰ *Ibid.*, document A/7341.

account of the need to acquire a further 9 200 square feet (855 m²) for publications and documents at the Astoria site at the rate of \$2.00 per square foot. This added requirement is in accordance with the schedule projected by the Office of Conference Services to the Secretariat Working Group which was formed to conduct a detailed survey of the storage space situation and to make recommendations for alleviating the problem. It is foreseen that an additional 6 500 square feet (604 m²) will be required for this purpose in 1971. There is some likelihood that a commitment may have to be made to the landlord in advance of that date so as to assure availability, although no financial provision is being made at this time.

9.9 A more detailed report on the proposed use of commercial office and storage space will be submitted to the General Assembly at its twenty-fourth session.

9.10 At the United Nations Office in Geneva a provision similar to that of 1968 has been made since the new office premises currently being constructed at that location will not be ready for occupation until 1971 or early in 1972.

9.11 At the Economic and Social Office in Beirut additional space will be required in order to accommodate new staff both from regular budgetary and extra-budgetary sources, to permit the essential expansion of the Library, and to obtain a more useful conference room suited to the needs of this office.

9.12 At the Economic Commission for Asia and the Far East, provision is made for the continued rental of space for the Secretariat of the Asian Industrial Development Council. In addition it will be necessary to locate staff from other organizational units to relieve the overcrowding of the Commission premises which has presented an increasingly serious problem during recent years in spite of measures taken to achieve maximum occupancy. These measures have included the creation of additional offices by means of temporary partitioning of corridor space, a device which has lowered acceptable standards of safety and protection against the hazard of fire. In 1970, it is expected that a total of between 40 and 50 staff will have to be accommodated in a local hotel, utilizing twenty-four rooms or 8 047 square feet (748 m²) at the rate of \$133 per month per room, including utilities, telephones, air conditioning, cleaning, security, switchboard operator and some furniture.

9.13 Table 9-4 below 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 1970		
	\$	\$	\$
Headquarters			558 800
Geneva			114 000
Economic and Social Office, Beirut			23 000
Technical Assistance Liaison Office, Washington, D.C. ..			1 500
Economic Commission for Europe			—
Economic Commission for Asia and the Far East			40 000

Office location	Estimated total rental in 1970		
	\$	\$	\$
Economic Commission for Latin America:			
Santiago	—		
Bogotá	—		
Mexico City	22 300		
Montevideo	3 400		
Port of Spain	—		
Rio de Janeiro	—		
Washington, D.C.	8 300		34 000
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	5 350		
Baghdad ^a	3 780		
Beirut ^a	3 324		
Belgrade ^a	—		
Bogotá	1 868		
Buenos Aires	3 430		
Bujumbura ^a	2 525		
Cairo	560		
Colombo ^a	—		
Copenhagen ^a	2 982		
Dakar ^a	—		
Dar es Salaam ^a	—		
Kabul ^a	—		
Karachi	3 662		
Kathmandu ^a	—		
Khartoum ^a	2 760		
Kinshasa ^a	—		
Lagos ^a	—		
La Paz ^a	—		
Lima ^a	—		
Lomé ^a	—		
London	9 200		
Manila ^a	—		
Mexico City ^a	5 910		
Monrovia ^a	—		
Moscow	5 890		
New Delhi ^a	6 797		
Paris ^a	—		
Port Moresby ^a	—		
Port of Spain ^a	1 200		
Prague	250		
Rabat ^a	1 196		
Rangoon ^a	—		
Rio de Janeiro ^a	2 763		
Rome ^a	—		
San Salvador ^a	—		
Sydney	3 350		
Tananarive ^a	—		
Teheran ^a	—		
Tokyo	8 808		
Tunis ^a	—		
Washington	6 960		
Yaoundé ^a	—	82 565	
Deduct:			
Cash contributions from host Governments, paid or pledged		36 720	45 845
			817 145

^a Free or shared premises.

Operating costs of information centres

9.14 It is the Secretary-General's policy to seek from host Governments contributions, in cash and in kind, towards local costs. Since the 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.

Table 9-5 follows

TABLE 9-5
MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE

	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4)	Main causes of variations and other observations
	\$	\$	\$	\$	\$		
HEADQUARTERS							
Chapter							
I. Contractual services							All services under this chapter are undertaken on a con- tractual 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	381 000	414 200	390 000	429 000	14 800		The 1968 adjusted expenditure includes \$33 200 to cover 1969 wage and fringe benefit increases. The 1970 estimate includes an additional \$17 500 for this purpose, and takes into account a non-recurrent expenditure in 1968 of \$2 870 for New York State disability insurance premiums.
Telecommunications operation and main- tenance for conferences.....	322 679	368 979	327 000 a	395 000	26 021		The 1968 adjusted expenditure includes \$46 300 to cover 1969 wage and fringe benefit increases. The 1970 estimate includes an additional \$15 000 for this purpose as well as \$15 000 for re-recording of the archives records. It also takes into account a non-recurrent expenditure of \$4 000 in 1968 in respect of the resumed session of the General Assembly.
Elevator operation and maintenance.....	283 279	328 279	290 000	318 000	(10 279)		The 1968 adjusted expenditure includes some \$16 000 to cover 1969 increases in wage and fringe benefits of elevator operators and \$1 200 for wage increases of supervisory staff effective 1 July 1968. It also includes \$28 000 to cover 1969 increases in maintenance rates. The decrease of some \$10 280 in the 1970 estimates is due to the reduction of elevator operators on account of automation of elevators in the Secretariat Building.
Cleaning services	1 105 801	1 211 301	1 125 000	1 275 000	63 699		The 1968 adjusted expenditure includes \$105 500 to cover 1969 wage and fringe benefit increases for custodial staff as well as, on a full time basis, increases which became effective for supervisory staff on 1 July 1968. The 1970 estimate includes a provision for further increases for these purposes in that year.
	2 092 759	2 322 759	2 132 000	2 417 000	94 241		
TOTAL, chapter I							
II. Utilities							
Electricity	573 711	573 711	550 000	580 000	6 289		The 1968 expenditure includes \$9,000 for a higher rate applied during the year, resulting from the use by the utility company of better grade fuel to reduce air pollu- tion. The estimate for 1970 allows for some increase in consumption.

Steam	362 090	362 090	360 000	362 000	(90)	The 1968 adjusted expenditure includes some \$13 120 to cover the increases in metered water rates and sewer rental which became effective 1 September 1968. The 1970 estimate takes this increase into account.
Other utilities	22 380	35 500	20 000	35 500	—	
	<u>958 181</u>	<u>971 301</u>	<u>930 000</u>	<u>977 500</u>	<u>6 199</u>	
TOTAL, chapter II						
III. <i>Other expenses</i>						
Supplies for maintenance of premises....	258 627	258 627	257 000	283 000	24 373	The estimate provides for cleaning, electrical, plumbing, air-conditioning, painting, grounds and general maintenance supplies; drapes and upholstery, uniforms, flags; security, fire and safety devices; and towels, linen and uniform services. The 1970 estimate takes into account specific requirements, i.e. an additional \$12 500 for the purchase of 175 uniform overcoats, \$3 600 for replenishment of stocks of flags. It allows for anticipated cost increases of approximately 2% for supplies.
Telecommunications and recording supplies for conferences.....	35 080	35 080	40 000	40 000	4 920	The 1970 estimate is retained at the 1969 appropriation level.
Miscellaneous maintenance services.....	74 143	74 143	73 000	80 000	5 857	The 1970 estimate provides some \$60 120 for carpet cleaning and rubbish removal. The balance of \$19 880 relates to maintenance and inspection of air-conditioning units, fire extinguishers, central sprinkler system, water treatment facility, etc.
Rental of premises.....	14 695	14 695	481 500	560 300	545 605	The 1970 estimate provides \$42 400 for the continued rental of storage space for documents and publications in Astoria, Long Island; \$516 400 for office space in midtown Manhattan; and \$1 500 for the Technical Assistance Liaison Office in Washington, D.C. For further details see text beginning with paragraph 9.5.
Minor alterations to premises.....	10 883	10 883	17 000	17 000	6 117	
Working accommodation for the Secretary-General	22 511	22 511	22 500	22 500	(11)	
	<u>415 939</u>	<u>415 939</u>	<u>891 000</u>	<u>1 002 800</u>	<u>586 861</u>	
TOTAL, chapter III	<u>3 466 879</u>	<u>3 709 999</u>	<u>3 953 000</u>	<u>4 397 300</u>	<u>687 301</u>	
TOTAL, Headquarters, section 9						
GENEVA Chapter						
I. <i>Contractual services</i>						
Buildings, parks and gardens.....	60 916	60 916	62 000	85 000	24 084	The 1970 estimate is designed to provide for an adequate programme of preventive internal and external maintenance for the Palais des Nations, including the facilities now coming into operation under the major maintenance and improvements projects. The estimate takes into account recent and projected price increases.
Cleaning services	1 558	1 558	4 000	4 000	2 442	

TABLE 9-5
MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE (continued)

GENEVA (continued) Chapter	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4) Main causes of variations and other observations	
	\$	\$	\$	\$	\$		
Equipment maintenance	29 850	29 850	30 000	35 000	5 150	Provision is made for the maintenance and replacement of worn parts in the electrical, heating, sanitary, ventilation and refrigeration systems and for servicing contracts for these purposes, including price increases.	
TOTAL, chapter I	92 324	92 324	96 000	124 000	31 676		
II. Utilities							
Electricity	68 795	86 295	88 000	88 000	1 705	The adjusted 1968 expenditure takes into account a 25% rate increase effective 1 January 1969. The 1970 estimate is affected by the bringing into operation of facilities under the major maintenance programme, such as additional areas, additional air conditioning, heavier lifts and equipment, and improved lighting. The 1970 estimate reflects an anticipated reduction of about 4% in rates consequent upon the installation of new condensor units.	
Fuel oil and coke	50 299	50 299	45 000	54 000	3 701	The increase in the estimate reflects the anticipated increase in consumption, having regard to past trends, and the expected completion and bringing into use of certain areas of the extension project.	
Other utilities	27 905	30 905	26 000	28 000	(2 905)	The 1968 adjusted expenditure includes \$3 000 representing price increases in 1969. The 1970 estimate provides for this increase but takes account of a non-recurring payment made in 1968 against a 1967 obligation.	
TOTAL, chapter II	146 999	167 499	159 000	170 000	2 501		
III. Other expenses							
Supplies for maintenance of premises	35 241	35 241	35 000	40 000	4 759	The 1970 estimate takes into account a projected price increase of 5% over 1969 costs and makes provision for minimal additional supplies required for the maintenance of premises.	
Telecommunications operation and maintenance	33 098	33 098	33 000	35 000	1 902	The 1970 estimate reflects anticipated general price increases (\$1 500), a specific increase in the costs of maintenance of the radio transmitters at Prangins, (\$2 550), offset by some lesser requirements in 1970 as compared with 1968 projects.	
Miscellaneous maintenance services	11 356	11 356	12 000	12 000	644		

Rental of premises.....	114 542	114 542	102 000	114 000	(542)	The 1970 estimate is maintained at the level of the 1968 requirement, since the new office premises will not come into use until later in 1971 or 1972.
Minor alteration to premises.....	3 383	3 383	4 000	4 000	617	The estimate covers minor improvements necessitated by the rearrangement of offices and equipment.
TOTAL, chapter III	197 620	197 620	186 000	205 000	7 380	
TOTAL, Geneva, section 9	436 943	457 443	441 000	499 000	41 557	
INFORMATION CENTRES						
Chapter						
III. Other expenses						
Miscellaneous maintenance services.....	44 504	44 504	43 000	48 000	3 496	
Rental of premises.....	47 546	47 546	47 000	46 000	(1 546)	
TOTAL, information centres, section 9	92 050	92 050	90 000	94 000	1 950	
ECONOMIC AND SOCIAL OFFICE, BEIRUT						
Chapter						
I. Contractual services						
Maintenance of premises.....	2 991	2 991	3 000	4 000	1 009	The estimates under the three chapter headings reflect anticipated costs arising from the relocation of this office during 1969 to larger accommodations.
II. Utilities						
Electricity and other utilities.....	400	400	1 000	3 000	2 600	
III. Other expenses						
Supplies for maintenance of premises....	634	634	500	1 000	366	
Miscellaneous maintenance services.....	1 326	1 326	2 000	2 500	1 174	
Rental of premises.....	13 082	13 082	17 000	23 000	9 918	The estimate takes into account the additional space required in order to accommodate new staff, both from regular budgetary and extra-budgetary sources; to permit the essential expansion of the library; and to obtain a more useful conference room suited to the needs of this office.
Minor alterations to premises.....	477	477	1 500	1 500	1 023	
TOTAL, chapter III	15 519	15 519	21 000	28 000	12 481	
TOTAL, Economic and Social Office, Beirut, section 9	18 910	18 910	25 000	35 000	16 090	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST						
Chapter						
I. Contractual services						
Maintenance of premises.....	2 386	2 386	6 000	6 500	4 114	The estimate reflects the cost of maintenance contracts for air-conditioning and elevators, as well as for exterminator service. The estimate is maintained at approximately the 1969 appropriation level which includes the first full year of such services for the Netherlands Building.

TABLE 9-5
MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE (continued)

	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4)	Main causes of variations and other observations
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (continued)							
Chapter							
II. Utilities							
Electricity	24 213	24 213	25 000	25 000	787		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. The small balance reflected is to cover additional lighting and power on special occasions.
Other utilities	969	969	1 000	1 000	31		The estimate reflects ECAFE's annual payment of the partial cost of water. The remainder of the cost is borne by the Government of Thailand.
TOTAL, chapter II	25 182	25 182	26 000	26 000	818		
III. Other expenses							
Supplies for maintenance of premises....	10 940	10 940	11 200	12 000	1 060		The estimate provides for the purchase of drinking water; lavatory, cleaning and electrical supplies for all buildings; purchase and laundering of uniforms for cleaners, messengers, drivers and tradesmen; and other miscellaneous items.
Telecommunications operation and maintenance	1 353	1 353	—	3 800	2 447		The estimate reflects operating costs of UN Radio unit, Bangkok, including erection of new towers and antennae and maintenance of simultaneous interpretation and recording equipment in the main ECAFE Conference Room. The estimates for UN Radio were previously included in the Headquarters budget, while maintenance of the interpretation system was included under section 10.
Rental of premises.....	11 085	11 085	10 800	40 000	28 915		The estimate provides for the continuation of rented space for the Asian Industrial Development Council as well as for additional space for the Population Division and the overflow of additional staff from other divisions, including consultants. Rental charges include the cost of utilities, telephones, air-conditioning, switchboard operator, cleaning, security and some furniture. For further details see paragraph 9.13 of the text.
Minor alterations to premises.....	1 441	1 441	3 000	2 500	1 059		
TOTAL, chapter III	24 819	24 819	25 000	58 300	33 481		
TOTAL, ECAFE, section 9	52 387	52 387	57 000	90 800	38 413		

ECONOMIC COMMISSION FOR LATIN AMERICA
(including offices at Bogota, Mexico City,
Montevideo, Port of Spain, Rio de Janeiro,
Washington, D.C.)

Chapter

I. Contractual services

Maintenance of premises.....

13 157

13 157

9 000

9 500

(3 657)

32% or about \$2 240 of the expense at Santiago is reimbursable by the Latin American Institute and is reflected under general income section 3, as are other amounts similarly mentioned in comments that follow.

II. Utilities

Electricity

29 028

29 028

50 000

25 000

(4 028)

The 1969 appropriation figure takes account of the 23% rate increase in 1968 in Santiago and a higher level of usage. The 1970 estimate reflects anticipated savings resulting from the acquisition of a new electric power plant in 1970 for which provision has been made in section 7 of these estimates. An amount of \$7 200 is estimated as being reimbursable by the Latin American Institute.

Other utilities

16 082

16 082

15 000

20 000

3 918

An amount of \$6 500 is estimated as being reimbursable by the Latin American Institute.

TOTAL, chapter II

45 110

45 110

65 000

45 000

(110)

III. Other expenses

Supplies for maintenance of premises....

24 897

24 897

20 000

20 000

(4 897)

An amount of \$5 900 is estimated as being reimbursable by the Latin American Institute.

Rental of premises.....

29 539

29 539

30 000

34 000

4 461

The estimate provides for rentals at Mexico City (\$22 300) where provision is made for some additional space which is expected to be required toward the end of 1969; at Washington, D.C. (\$8 300); and at Montevideo (\$3 400). The estimate is maintained at the 1969 appropriation level.

Minor alterations

2 617

2 617

5 000

5 000

2 383

TOTAL, chapter III

57 053

57 053

55 000

59 000

1 947

TOTAL, ECLA, section 9

115 320

115 320

129 000

113 500

(1 820)

ECONOMIC COMMISSION FOR AFRICA

(including sub-regional offices at Kinshasa,
Lusaka, Niamey and Tangiers)

Chapter

I. Contractual services

Maintenance of premises.....

39 173

42 773

35 000

35 000

(7 773)

The estimate is maintained at the 1969 appropriation level. The 1968 adjusted expenditure reflects an increase of \$3 600 due to higher wage and insurance costs in the maintenance contract which was renewed 1 January 1969. The 1968 expenditure also reflects certain non-recurring costs in connexion with the enclosing of the garage space at Africa Hall, waterproofing of the ceiling on the Secretariat block and the improvement of the drainage at the North Gate.

TABLE 9-5
MAINTENANCE, OPERATION AND RENTAL OF PREMISES: SUMMARY OF ESTIMATES BY OFFICE (continued)

	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4) Main causes of variations and other observations
ECONOMIC COMMISSION FOR AFRICA (continued)						
<i>Chapter</i>						
<i>II. Utilities</i>						
Electricity	6 594	6 594	9 000	9 000	2 406	
Other utilities	7 345	7 345	9 000	9 000	1 655	
TOTAL, chapter II	13 939	13 939	18 000	18 000	4 061	The estimate is maintained at the 1969 appropriation level and includes approximately \$3 500 for the sub-regional offices.
<i>III. Other expenses</i>						
Supplies for maintenance of premises....	20 362	20 362	10 000	14 000	(6 362)	The 1968 expenditure includes non-recurring supply items required for the maintenance work performed at Africa Hall and mentioned in the opening comment above.
Rental of premises.....	—	—	—	—	—	
Minor alterations	7 216	7 216	7 000	7 000	(216)	
TOTAL, chapter III	27 578	27 578	17 000	21 000	(6 578)	
TOTAL, ECA, section 9	80 690	84 290	70 000	74 000	(10 290)	
GRAND TOTAL, section 9	4 263 179	4 530 399	4 765 000	5 303 600	773 201	

^a Includes \$12 000 for the transfer of recordings of past meetings from aluminium base discs to magnetic tapes over a period of four years, beginning in 1969 (A/C.5/1187).

Section 10. General expenses

\$5 609 000 (1969: \$6 073 800³¹ 1968: \$5 854 899³²)

TABLE 10-1

Chapter	1970 estimates	1969 appropri- ations	1968 expenses
	\$	\$	\$
I. Communications	1 782 600	1 670 100	1 688 621
II. Rental and maintenance of equipment.....	1 152 200	1 042 000	985 369
III. Public information supplies and services.....	1 463 000	1 426 600	1 441 433
IV. Other supplies and services.....	301 700	322 200	274 325
V. Stationery and office supplies.....	605 500	1 348 900	1 251 152
VI. Library books, supplies and services.....	304 000	264 000	213 999
TOTAL, section 10	5 609 000	6 073 800 ^a	5 854 899 ^b

^a See foot-note 31 below.

^b See foot-note 32 below.

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 1970 estimates with the actual expenditure level for 1968, the latter figure is adjusted, as indicated in table 10-2 below, to take account of wage increases for contractual telecommunication engineers and for communications rate increases, where appropriate, and as explained in the remarks column of table 10-5.

TABLE 10-2

Actual expenditure in 1968.....	\$ 5 854 899
Plus: estimated wage and rate increases in 1969....	92 000
Adjusted 1968 total	5 946 899

10.3 The requirements for 1970, estimated at \$5 609 000, are \$337 899 below the adjusted 1968 expenditure level. In table 10-3 below, this decrease is distributed in summary form among the main office locations.

TABLE 10-3

	Increase (decrease)
	\$
Headquarters	(279 781)
Geneva Office (including the Economic Commission for Europe)	(64 202)
Information centres (excluding the information services at Geneva and at the three regional economic commissions)	4 641
Economic and Social Office, Beirut.....	3 722
Economic Commission for Asia and the Far East..	(900)
Economic Commission for Latin America.....	3 611
Economic Commission for Africa.....	(4 990)
TOTAL	(337 899)

10.4 The decrease shown for 1970 results from the fact that, in view of their direct relationship with the publications programme, the estimated requirements for internal reproduction paper and supplies in 1970 have been included under section 11, chapter VIII, rather than under section 10, chapter V, as in previous years. These requirements are estimated at \$802 000, as compared with an appropriation of \$850 000 for 1969 and actual expenses in the amount of \$811 000 in 1968. Had this item been retained under section 10 for 1970, there would have been an increase of some \$464 100 compared with the adjusted expenditure level in 1968.

10.5 In paragraphs 10.6 to 10.17 below, general information is given on certain special aspects of the estimates for 1970. The estimates as a whole are set forth in detail in table 10-5 which appears at the end of this section. The table shows, by main office location, a comparison between the 1970 estimates and the adjusted level of expenditure in 1968, with explanations of the main causes of the variations between these two years. Where appropriate, comments are also made on the level of the appropriations for 1969.

Communications

10.6 Table 10-4 below indicates the distribution, by main office location, of the total estimates under chapter I. (See table 10-4, page 158.)

Computer services

10.7 The International Computing Centre at Headquarters became operational in November 1965 and is now equipped with a 7044 and 360/30 system. It provides electronic data processing services to all units of the United Nations, and on request and against payment of costs, statistical information to specialized agencies, Governments and to private institutions.

10.8 Since the date of installation there has been a steady increase in the use of this equipment. On the basis of projected workloads, it is estimated that the Centre's maximum capacity of 400 hours usage per month will be reached by September 1970. Scheduling

³¹ Includes \$771 400 for internal reproduction paper and supplies for which, as from 1970, provision is made under section 11, chapter VIII.

³² Includes approximately \$811 000 for purpose indicated in the preceding footnote.

TABLE 10-4

Office	Cables	Telephone services	Postage	Pouch	Freight	Total
	\$	\$	\$	\$	\$	\$
Headquarters	154 000	395 000	210 000	190 000	65 000	1 014 000
Geneva Office (including Economic Commission for Europe)	41 000	65 000	109 000	24 000	42 000	281 000
Information centres	24 000	18 000	42 000	18 000	18 000	120 000
Economic and Social Office, Beirut	900	1 700	300	1 200	500	4 600
Economic Commission for Asia and the Far East ..	8 500	12 000	12 500	11 500	8 500	53 000
Economic Commission for Latin America	24 000	60 000	15 000	14 000	25 000	138 000
Economic Commission for Africa	43 000	24 000	15 000	55 000	35 000	172 000
TOTAL	295 400	575 700	403 800	313 700	194 000	1 782 600

problems, though not too serious, are currently being encountered, often delaying the work of many offices for whom computer services are being provided. Having recognized the trend in 1968, the Centre began to investigate various alternatives available to the Organization in order to provide the required services, including the library indexing project referred to in paragraph 10.17 of this text. Additional devices installed on the existing equipment during the course of 1969 will improve the capability but will not permit the Centre either to take over the library indexing project when it becomes operational, or to overcome certain of the limitations now being experienced. A more powerful computer on the other hand would (a) provide greater speed and capacity; (b) require less preparation time for each job; (c) be capable of running more than one job simultaneously; and (d) considerably facilitate the switching from one job sequence to another. The 360/65 system or its equivalent will accomplish this at a rental cost of approximately the same as that for the present combined 7044 and 360/30 systems, with additional devices.

10.9 An estimate of \$755 000 has, therefore, been included under chapter II for 1970 and is comprised of: \$368 150 for the rental of the existing system for the first half of the year; \$367 500 for the rental of a replacement system for the second half of the year; \$19 350 for the rental of peripheral equipment, such as key punches, verifiers, a collator, sorter and interpreter, and for a maintenance contract in respect of three machines owned by the Organization.

10.10 Estimated revenue to be derived from the services performed by the Centre is credited to income section 3 in the amount of \$240 000. 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 \$175 000 from other sources, including the United Nations Development Programme.

10.11 The estimate for Geneva includes \$32 000 for the continued rental of a 6400 magnetic ledger card accounting system for the Finance Division and \$14 000 for the rental of computer service for ECE which was provided for initially in the 1969 budget estimates

(A/7205, paragraph 10.10). In May 1969 a RAX terminal was installed to permit ECE remote access to the WHO computer at the rate of \$575 per month plus \$5 000 for the cost of time on the computer. It is proposed to utilize in 1970, for the same purpose but at no cost to ECE, the model 1130 computer/terminal which will be installed by UNCTAD. The existing RAX terminal will be continued on a parallel basis for approximately three months at a rental of some \$2 000. The cost of actual computer time by both the remote and the direct access method is estimated at \$10 000. A further \$2 000 is provided for miscellaneous related expenses and for the processing of data for the Joint Staff Pension Fund.

10.12 For the Economic Commission for Asia and the Far East, \$27 000 is provided for rental from the Government of Thailand of 270 hours of system 360/40 computer time for statistical and accounting data and \$11 300 for the rental of key punches, verifiers, a collator and a sorter. In 1968 applications were re-programmed from the 1401 system to the 360/40 system which became operative in early 1969. While this reduced the total number of hours required for the processing of statistical and accounting data then programmed, moderate increases in computer time have become necessary as the activities of the Commission expand. At the same time, however, the conversion of programmes to the 360/40 system will permit the Commission to utilize the facilities of the International Computer Centre for the processing of certain trade statistic applications, thus reducing the time which otherwise would have had to be rented on host Government equipment.

10.13 For the Economic Commission for Africa a provision of \$30 800 is again requested for the continued rental of the 360/30 system which was installed in April 1968, and \$5 700 for the rental of the necessary peripheral equipment. At the time of installation it was anticipated that the system would be adequate for ECA's need for two or three years. Thereafter, some modifications will be necessary to improve the capacity of the Secretariat to undertake the complex compilation and analyses which are required for economic projections and planning.

Public information supplies and services

10.14 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 IV to the expenditure estimates.

10.15 Revenue from television, radio and film services in 1970, as shown under income section 3, is estimated at \$415 000.

Library books, supplies and services

10.16 The estimated requirements of the Library at Headquarters are provided for under chapter VI in the amount of \$215 000, of which \$78 000 relates to contractual library services and the balance of \$137 000 to the purchase of books, periodicals, and supplies, as well as to the costs for the binding of United Nations documentation and the microfilming of official gazettes. Of this latter amount, \$15 500 represents an increase in requirements over the actual expenditures in 1968 and may be attributed to the continued rise in prices for library materials; to the growing needs of the Organization and delegations in terms of expanded language and subject coverage; and to the acceleration of the conversion of official gazettes to microfilm. As a result of the adoption by the General Assembly at its twenty-third session of a number of resolutions intended to improve the language competence of the staff, the Library must increase its acquisition of reference material, periodicals and translations of major works in languages other than English. During the past few years requests for specialized technical and scientific publications have also increased as a result of the

growing interest of Member States in this area and the resulting expansion of substantive units in the Secretariat. Such publications are generally more expensive than those on other subject matters. As to microfilming, the official gazettes are the core of the library's resources in the field of legislation of the Member States and are indispensable to the work of the Organization. The conversion of the collection to microfilm is deemed essential because gazettes are printed on newspaper stock of poor quality which deteriorates rapidly through use.

10.17 The estimate of \$78 000 for contractual services provides for: (a) the annual arrangement with the New York Public Library for special services rendered in connexion with the loan of books and material not contained in the collections of the United Nations Library (\$13 000); (b) the continuation of the programme commenced in 1969 of the selective microfilming of United Nations documents so as to overcome the space problem in the stack area and to allow for the reproduction of a text on demand, a facility not heretofore available (\$25 000); and (c) the second of a five-year programme to bring into full operation the computer-assisted indexing activities initially developed by the Library with the co-operation of the Institute for Computer Research in the Humanities, New York University (\$40 000). In this latter regard, the request for 1970 is in accordance with the schedule which was submitted to the Advisory Committee on Administrative and Budgetary Questions at its summer session in 1968 and should permit the storage of information relating to approximately 30 to 35 per cent of the documentation currently received and the production in 1970 of some 5 000 pages of indexes in English, French, Russian and Spanish. The estimate covers the rental of four key-punch machines, computer time, programming costs, systems analysis and supplies.

Table 10-5 follows

TABLE 10-5
SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION

		1968	1968	1969	1970	Increase	Difference between 1968 adjusted expenditure	
		expenditure	expenditure	appropri-	estimates	or	(column 2) and 1970 estimates (column 4)	Main causes of variations and other observations
		(1)	(2)	ation	(4)	(decrease)		
		\$	\$	(3)	\$	\$		
HEADQUARTERS								
Chapter								
I. Communications								
(i) Cables								
Office of Public Information.....		22 090	22 090	25 000	25 000			
Other departments and offices.....		85 395	85 395	89 000	89 000			
Rental of New York/Geneva Tele-printer circuit		35 157	35 157	40 000	40 000			
		142 642	142 642	154 000	154 000	11 358		The estimates are retained at the 1969 appropriation level.
(ii) Telephone services								
Rentals		212 135	212 135	220 000	235 000			The estimate does not take account of the proposed across-the-board rate increases being sought by the Telephone Company in 1969 but which were not yet approved by the Public Service Commission at the time these estimates were prepared. The estimate does however make some provision for higher expenses which will arise as a result of the relocation of certain units of the Secretariat to outside commercial space.
								The 1970 estimate includes the rental of an additional forty dial lines and sixty-eight stations for a full year and the rental and mileage charges for an additional forty-eight dial lines and eighty-one instruments as of the middle of the year. It also provides for the full year's rental of dial lines, stations and trunk lines installed in 1969.
Additional local messages.....		130 656	130 656	125 000	135 000			
Long distance and toll.....		16 531	16 531	17 500	17 500			
Installation and repairs.....		7 236	7 236	10 500	7 500			
		366 558	366 558	373 000 ^a	395 000	28 442		
(iii) Postage		187 193	187 193	185 000	210 000	22 807		The estimate includes some \$1 500 for fourth class parcel post rate increases which became effective 19 October 1968 and anticipates a further increase of 4.1% in the first class rate from July 1969.
(iv) Pouches								
Office of Public Information.....		111 227	111 227	102 000	107 000			
Other departments and offices.....		83 674	83 674	80 000	83 000			
		194 901	194 901	182 000	190 000	(4 901)		

(v) <i>Freight</i>									
Office of Public Information.....		6 816	5 000	5 000					
Other departments and offices.....		60 937	50 000	60 000					
		67 753	55 000	65 000				(2 753)	
TOTAL, chapter I		959 047	949 000	1 014 000				54 953	
II. <i>Rental and maintenance of equipment</i>									
Rental and maintenance of office equipment									
Maintenance of other equipment and furniture		11 985	12 000	12 000					
Rental of mechanical voting equipment..		24 463	21 000	21 000					
Maintenance of reproduction equipment..		10 000	10 000	10 000					
Maintenance of OPI cameras.....		20 130	35 000	35 000					
Rental and maintenance of data processing equipment		3 136	2 000	2 000					
Maintenance and operation of transportation equipment		629 842	690 000	755 000					
Local transportation		10 529	8 000	10 500					
		39 185	27 000	34 000					
TOTAL, chapter II		749 270	805 000	879 500				130 230	
III. <i>Public information supplies and services</i>									
(i) <i>Telecommunications supplies and services</i>									
Supplies		24 781	25 000	25 000					
<i>Engineers' services</i>									
Radio programmes		212 886	220 000	215 000					
Television programmes		357 642	417 642	435 000					
		595 309	612 000	675 000				(10 309)	
(ii) <i>Films and photographic supplies and services</i>									
Film production costs.....		65 304	60 000	59 000					
Film servicing costs.....		65 580	60 000	61 000					
Photographic supplies and services		51 214	50 000	50 000					
		182 098	170 000	170 000				(12 098)	

The estimate for the first five account headings is retained at the 1969 appropriation level.

See paragraph 10.1, page 157 of the text.

The estimate is maintained at the 1968 expenditure level which reflects the increasing cost for the maintenance and operation of this equipment, including gasoline.

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.

The 1968 expenditures include the additional non-recurrent requirements under this chapter for the resumed twenty-second session of the General Assembly which was held between 22 April and 12 June.

The 1968 expenditures included approximately \$44 500 for the resumed twenty-second session of the General Assembly. The adjusted expenditures reflect some \$90 000 in wage and fringe benefit increases which became effective 1 January 1969. The 1970 estimate reflects a further increase of \$30 000.

TABLE 10-5
SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (continued)

		1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4)	Main causes of variations and other observations
		\$	\$	\$	\$	\$		
HEADQUARTERS (continued)								
Chapter								
(iii)	Television services							
	Special service agreements.....	77 394	77 394	80 000	80 000			
	Additional supplies	168 633	168 633	140 000	140 000			
	Regional projects and special fea- tures	40 567	40 567	42 000	42 000			
		286 594	286 594	262 000	262 000	(24 594)		
(iv)	Radio services							
	Programme costs and special service agreements	145 043	145 043	143 500	143 500			
	Rental of broadcast facilities.....	40 682	40 682	41 500	41 500			
	Regional projects and special fea- tures	43 020	43 020	35 000	35 000			
		228 745	228 745	220 000	220 000	(8 745)		
(v)	Publications services							
	Booklets and leaflets.....	134 360	134 360	146 600 ^b	120 000			The 1968 expenditure includes \$12 000 relating to the publication of a summary of the report of the Special Rapporteur on <i>Apartheid</i> to the Commission on Human Rights.
	Visual aids	14 327	14 327	16 000	16 000			
		148 687	148 687	162 600	136 000	(12 687)		
	TOTAL, chapter III	1 441 433	1 531 433	1 426 600	1 463 000	(68 433)		
IV.	Other supplies and services							
	Miscellaneous supplies and services.....	20 116	20 116	58 000 ^c	36 000			The 1969 appropriation includes a sum of \$40 000 for the removal of furniture and equipment from Headquarters to the rented premises. \$15 000 is provided in 1970 for the same purpose.
	Supplies for health services.....	5 800	5 800	6 500	6 500			
	News agency services.....	5 664	5 664	6 000	6 000			
	General insurance	40 464	40 464	38 000	38 000			The estimate provides for insurance coverage in respect of fire, garage liability, public liability, boilers, air travel, physicians' professional liability and Headquarters vehicles.
	Bank charges	7 228	7 228	7 500	7 500			
	Recruitment advertising	24 470	24 470	18 500	18 500			
	Interview travel and examination costs..	2 071	2 071	2 500	2 500			
	TOTAL, chapter IV	105 813	105 813	137 000	115 000	9 187		

V. *Stationery and office supplies*

Writing paper	12 899	12 899	20 000	20 000	
Other expendable office supplies.....	131 575	131 575	130 000 ^c	134 000	
Data processing forms and supplies.....	76 785	76 785	94 000	94 000	
Photostat and microfilm supplies.....	5 411	5 411	6 000	6 000	
Stencils and duplicator masters.....	22 594	22 594	20 000	25 000	
Photocopy paper and supplies.....	99 877	99 877	95 000	100 000	
Paper for internal reproduction.....	402 989 ^d	402 989 ^d	417 400 ^e	— ^f	
Miscellaneous internal reproduction supplies	72 175	72 175	75 000	— ^f	
Printing plates and supplies.....	41 054	41 054	45 000	— ^f	
TOTAL, chapter V	865 359	865 359	902 400	379 000 ^f	(486 359)

VI. *Library books, supplies and services*

Library books purchased in the United States	16 197	16 197	13 500	16 000	
Library books purchased elsewhere.....	12 298	12 298	14 000	15 000	
Bindings	19 174	19 174	21 000	21 500	
Microfilm	2 500	2 500	3 500	6 500	
Subscriptions and standing orders in the United States	25 091	25 091	29 000	30 000	
Subscriptions and standing orders elsewhere	40 863	40 863	41 000	42 000	
Library supplies	5 381	5 381	6 000	6 000	
Contractual library services.....	12 855	12 855	58 000	78 000	
TOTAL, chapter VI	134 359	134 359	186 000 ^g	215 000	80 641
TOTAL, Headquarters	4 255 281	4 345 281	4 406 000	4 065 500	(279 781)

GENEVA
ChapterI. *Communications*

Cables	40 397	40 397	40 000	41 000	
Telephone services	61 898	63 898	61 500	65 000	
Postage	105 106	105 106	107 000	109 000	
Pouches	22 959	22 959	23 000	24 000	
Freight and marine insurance.....	37 217	37 217	40 500	42 000	
TOTAL, chapter I	267 577	269 577	272 000	281 000	11 423

The 1968 expenditure reflects a considerably lower level of expenses than in previous years due to the curtailed replenishment of stock in that year so as to meet increased expenses in other expendable office supplies.

See paragraph 10.16, page 159 of the text.

The estimate assumes a minimum increase in requirements over the 1969 appropriation level.

The estimate is based essentially on the 1968 level of services as adjusted for an anticipated increase in rates in 1969 and a further increase in these rates in 1970.

Provision is made for an anticipated 2% increase in postal rates in 1970 and for a minimum increase in requirements.

The estimate assumes a minimum increase in requirements over the 1969 appropriation level.

The estimate provides for the larger equipment purchase programme envisaged under section 8, as well as for a probable increase in rates.

TABLE 10-5
SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (continued)

GENEVA (continued) Chapter	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4) Main causes of variations and other observations	
II. Rental and maintenance of equipment							
Rental and maintenance of office equipment	41 747	41 747	49 500	55 000		The estimate includes \$3250 for the new compositor in the Documents Division, as well as \$12700 for restoration of furniture and fixtures purchased in 1937: \$5200 for the area of the Office of the Director-General and \$7500 for room VI.	
Rental of data processing equipment.....	30 345	30 345	32 000	32 000		The estimate provides for the continued rental of a 6400 magnetic ledger card accounting system for the Finance Division with costs maintained at the 1969 appropriation level.	
Rental of computer service.....	—	—	9 500	14 000		The estimate provides \$6000 for the direct access use by ECE of the WHO computer, utilizing the UNCTAD 1130 terminal at no cost; \$4000 for three months parallel use of the existing RAX terminal; \$2000 for direct outside access for larger inputs which cannot be handled through the 1130 terminal; \$1500 for miscellaneous related expenses; and \$500 for the processing of data for the Joint Staff Pension Fund.	
Maintenance and operation of transportation equipment	2 497	2 497	2 500	2 500			
Local transportation	1 270	1 270	500	2 000		The estimate includes \$1500 for the hiring of buses to transport staff from the Palais to rented premises for language courses, owing to the lack of suitable accommodation in the Palais.	
Total, chapter II	75 859	75 859	94 000	105 500	29 641		
IV. Other supplies and services							
Miscellaneous supplies and services.....	18 739	18 739	20 500	21 000		The estimate is maintained at the 1969 appropriation level taking into account the past pattern of gradual increase in unit prices.	
Interview travel and examination costs...	1 923	1 923	2 000	2 100			
Recruitment advertising	1 984	1 984	2 000	2 100			
General insurance	11 591	11 591	11 600	11 600			
Joint Medical Service.....	57 273	57 273	62 000	67 500		On the basis of projected 1970 costs of the Joint Medical Service operated by WHO (\$232700) and a United Nations share of 29%, requirements are estimated at \$67500.	
Bank charges	1 762	1 762	1 900	1 900			
Total, chapter IV	93 272	93 272	100 000	106 200	12 928		

TABLE 10-5
SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (continued)

	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4)	Main causes of variations and other observations
ECONOMIC AND SOCIAL OFFICE, BEIRUT (continued)							
V. Stationery and office supplies	3 203	3 203	4 500	4 500	1 297		
VI. Library books, supplies and services	1 851	1 851	1 000	2 000	149		
TOTAL, Economic and Social Office, Beirut	11 078	11 078	12 800	14 800	3 722		
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST ^h							
Chapter							
I. Communications							
Cables	6 311	6 311	7 000	8 500			
Telephone services	11 949	11 949	12 000	12 000			
Postage	11 259	11 259	12 500	12 500			
Pouches	10 433	10 433	11 500	11 500			
Freight and marine insurance	8 157	8 157	7 000	8 500			
TOTAL, chapter I	48 109	48 109	50 000	53 000	4 891		
II. Rental and maintenance of equipment							
Rental and maintenance of office and data processing equipment	28 773	28 773	21 500	38 300			The estimate provides for the rental of 270 hours in 1970 of system 360/40 computer time for processing statistical and accounting data at a cost of \$27 000. The balance of \$11 300 relates to the rental of key punches, verifiers, a collator and a sorter.
Rental and maintenance of other equip- ment	9 589	9 589	8 500	9 400			
TOTAL, chapter II	38 362	38 362	30 000	47 700	9 338		
IV. Other supplies and services							
Miscellaneous supplies and services	5 508	5 508	6 800	5 500			
General insurance	1 931	1 931	4 200	2 800			
TOTAL, chapter IV	7 439	7 439	11 000	8 300	861		
V. Stationery and office supplies							
Stat. and office supplies	14 116	14 116	20 000	20 000			The estimate is maintained at the 1969 appropriation level. Commencing in 1970, the estimate for paper, printing plates, chemicals and related supplies required for the internal reproduction of documentation has been provided for under section 11, chapter VIII of these estimates.
Internal communications supplies	23 874	23 874	37 000	—			
TOTAL, chapter V	37 990	37 990	57 000	20 000	(17 990)		
VI. Library books and supplies	11 000	11 000	12 000	13 000	2 000		The estimate reflects the expanding regional projects such as Population Division, Typhoon Control, and Trade Promotion.
TOTAL, Economic Commission for Asia and the Far East	142 900	142 900	160 000	142 000	(900)		

ECONOMIC COMMISSION FOR LATIN AMERICA

Chapter

I. *Communications*

Cables	22 665	22 665	23 000	24 000	Provision is made in 1970 under section 8 of these estimates for the installation in Santiago of UN-owned telephone exchange which should result in substantial savings in this account. Since the date of installation is not known at the time of preparing these estimates, the net affect on 1970 expenditures cannot be forecast. For that reason the estimate is maintained at the approximate 1968 expenditure level which is expected to be some \$16 000 less than the 1969 expenditure level. An amount of \$17 650, or 32% of the costs, is reimbursable by the Latin American Institute and is credited to general income section 3.
Telephone services	60 675	60 675	63 000	60 000	
Postage	12 003	12 003	14 000	15 000	An amount of \$2 700 is reimbursable by the Latin American Institute.
Pouches	12 386	12 386	13 000	14 000	
Freight and marine insurance.....	21 716	21 716	22 000	25 000	
TOTAL, chapter I	129 445	129 445	135 000	138 000	
				8 555	

II. *Rental and maintenance of equipment*

Rental and maintenance of office equipment	12 350	12 350 ⁱ	11 000	11 000	An amount of \$2 700 is reimbursable by the Latin American Institute.
Maintenance and operation of transportation equipment	11 587	11 587 ⁱ	11 000	11 000	
TOTAL, chapter II	23 937	23 937	22 000	22 000	
				(1 937)	

IV. *Other supplies and services*

Miscellaneous supplies and services.....	17 712	17 712	19 500	19 500	The 1968 actual expenditure was considerably lower than previous years due to the need to utilize stock on hand as an economy measure. The 1969 appropriation reflects higher costs to replenish that supply. The 1970 estimate includes some \$2 500 for ditto masters, stencils, etc., which had in previous years been a charge against internal reproduction supplies.
General insurance	15 006	15 006	14 500	12 500	
TOTAL, chapter IV	32 718	32 718	34 000	32 000	
				(718)	

V. *Stationery and office supplies*

Stationery and office supplies.....	15 007	15 007	35 000	31 000	Commencing in 1970, the estimate for paper, printing plates, chemicals and related supplies required for the internal reproduction of documentation has been provided for under section 11, chapter VIII of these estimates.
Internal reproduction supplies.....	20 205	20 205	29 000	—	
TOTAL, chapter V	35 212	35 212	64 000	31 000	(4 212)

TABLE 10-5
SUMMARY OF ESTIMATES AND EXPLANATIONS BY OFFICE LOCATION (continued)

	1968 expenditure (1)	1968 expenditure (adjusted) (2)	1969 appropri- ation (3)	1970 estimates (4)	Increase or (decrease) (5)	Difference between 1968 adjusted expenditure (column 2) and 1970 estimates (column 4) Main causes of variations and other observations
ECONOMIC COMMISSION FOR LATIN AMERICA (continued)						
<i>Chapter</i>						
VI. <i>Library books and supplies</i>	12 077	12 077	12 000	14 000	1 923	
TOTAL, Economic Commission for Latin America	233 389	233 389	267 000	237 000	3 611	
ECONOMIC COMMISSION FOR AFRICA						
<i>Chapter</i>						
I. <i>Communications</i>						
Cables	40 298	40 298	40 000	43 000		The third and final instalment of \$5 000 payable to the Imperial Board of Telecommunications for the four hundred line cross-bar telephone exchange is payable in 1969. The 1970 estimate reflects the average normal expenditure in those years allowing for an approximate ten per cent increase annually in total traffic.
Telephone services	26 708	26 708	27 000	24 000		
Postage	14 631	14 631	14 000	15 000		The estimate reflects the continued need for reliance on air rather than surface communication to ensure prompt receipt by Member Governments of important correspondence and documentation for meetings.
Pouches	45 731	45 731	55 000	55 000		
Freight and marine insurance.....	35 858	35 858	19 000	35 000		The estimate takes account of the higher ocean freight charges which arise on shipments from the United States and Europe as a result of the continued closure of the Suez Canal.
TOTAL, chapter I	163 226	163 226	155 000	172 000	8 774	
II. <i>Rental and maintenance of equipment</i>						
Rental and maintenance of office and data processing equipment	41 010	41 010	43 500	43 500		The estimate includes a provision of \$36 500 for the rental of a 360/30 computer which was installed in April 1968.
Rental and maintenance of other equip- ment	18 101	18 101	9 500	15 500		
TOTAL, chapter II	59 111	59 111	53 000	59 000	(111)	
IV. <i>Other supplies and services</i>						
Miscellaneous supplies and services.....	7 353	7 353	9 000	9 000		
General insurance	2 351	2 351	5 000	5 000		
TOTAL, chapter IV	9 704	9 704	14 000	14 000	4 296	

V. Stationery and office supplies

	9 312 ⁱ	9 312 ⁱ	15 000	23 000	The estimate reflects expenses in connexion with computer referred to above.
Data processing forms and supplies.....					
Stationery and office supplies.....	27 000 ⁱ	27 000 ⁱ	28 000	32 000	Commencing in 1970, the estimate for paper, printing plates, chemicals and related supplies required for the internal reproduction of documentation has been provided for under section 11, chapter VIII of these estimates.
Internal reproduction supplies.....	40 226 ⁱ	40 226 ⁱ	41 000	—	
TOTAL, chapter V	76 538	76 538	84 000	55 000	(21 538)
VI. Library books and supplies.....	14 411	14 411	15 000	18 000	3 589
TOTAL, Economic Commission for Africa	322 990	322 990	321 000	318 000	(4 990)
GRAND TOTAL, section 10	5 854 899	5 946 899	6 073 800	5 609 000	(337 899)

^a Includes \$6 000 for installation and additional rental costs relating to service provided to units in outside commercial space (A/7341).

^b The 1969 appropriation includes \$31 600 for publications on *Apartheid* (A/C.5/1194 — Report of the Special Committee on the Policies of *Apartheid* of the Government of the Republic of South Africa).

^c The 1969 appropriation includes a sum of \$40 000 for the removal of furniture and equipment from Headquarters to the rented premises. \$15 000 is provided in 1970 for the same purpose (A/7341).

^d Includes \$30 000 additional provision for reproducing documents for the *ad hoc* Committee to examine the question of the reservation exclusively for peaceful uses of the sea bed and the ocean floor (A/C.5/1151); and \$10 000 for documentation in respect of the decisions of the Economic and Social Council at its forty-second and forty-third sessions (A/C.5/1147).

^e Includes \$36 800 additional provision for reproducing documents in connexion with the session of the committee on the peaceful uses of the sea bed and the ocean floor (A/C.5/SR.1294); \$4 100 in connexion with the meeting of consultant experts dealing with the question of general and complete disarmament (A/C.5/1218); \$3 500 in connexion with the meeting of the group of experts dealing with the contribution of nuclear technology to the economic and social advancement of the developing countries (A/C.5/1226).

^f Internal reproduction paper and supplies are being shown for the first time under section 11, chapter VIII "Printing".

^g Includes the additional provision of \$1 000 for reference material and periodicals on the subject of *Apartheid* (A/C.5/1194).

^h Includes provision for the Mekong Office and the Asian Industrial Development Council.

ⁱ Estimated distribution.

Section 11. Printing

\$2 804 800 (1969: \$1 692 000³³ 1968: \$1 583 341³⁴)

TABLE 11-1

<i>Chapter</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
I. Official Records	1 331 340	1 147 800	1 065 914
II. Recurrent publications	783 100	740 100	660 154
III. Studies and reports	264 000	179 600	171 987
IV. Office of Public Information	110 000	113 200	126 367
V. International Narcotics Control Board	24 360	25 600	25 681
VI. Other printing	90 000	85 700	86 464
VII. Deduction for internal reproduction	(600 000)	(600 000)	(553 226)
VIII. Internal reproduction supplies	802 000	—	—
TOTAL, Section 11	2 804 800	1 692 000	1 583 341

11.1 The estimates under this section cover all contractual printing requirements except those related to the following activities which are provided for under other sections of the budget as indicated:

(a) Special meetings and conferences (section 2, \$10 800);

(b) Booklets, pamphlets, and leaflets and similar information material distributed as part of the public information programme (section 10, \$120 000);

(c) The Office of the United Nations High Commissioner for Refugees (section 18, \$14 000);

(d) The International Court of Justice (section 19, \$40 000);

(e) The United Nations Conference on Trade and Development (section 20, \$154 000);

(f) The United Nations Industrial Development Organization (section 21, \$185 000).

11.2 In addition the estimates cover the costs of internal reproduction supplies at Headquarters, Geneva and the regional economic commissions, which in previous budget submissions were included in the estimates for general office supplies under section 10, chapter V.

11.3 The cost of producing for sales purposes an additional number of copies of the publications provided for under chapters II, III and IV of this section is shown as against revenue from the sale of publications under income section 4.

11.4 The gross printing programme, as set forth in chapters I to VI below, costed on the basis of external printing prices, is estimated at \$2 602 800 compared with gross requirements in the amount of \$2 292 000 provided for under these chapters for 1969. 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 1970 is esti-

ated at \$600 000, reducing the net requirements for contractual printing under this section to \$2 002 800.

11.5 The increase of \$310 800 in the gross estimated requirements for external printing under chapters I to VI over those provided for in 1969 results, in general from the following factors:

(a) The upward trend in the costs of labour and material referred to in previous estimates has continued and has already resulted in an increase in unit costs of some 11 per cent over the 1968 level;

(b) A further expansion of the United Nations activities, particularly in the economic and social fields, continues to affect the requirements under this section. Governments are requesting an increasing number of statistical compilations in the major economic fields; statistical publications are generally becoming more voluminous and more complex and require more frequent issues, particularly in the case of statistics on international trade. Furthermore, an increasing number of studies and reports are being produced in implementation of the work programme;

(c) In recognition of the expressed desire of Member States for a better balance in the production of language versions of United Nations documentation, as evidenced by the request contained in General Assembly resolutions 2247 (XXI) of 20 December 1966 and 2292 (XXII) of 8 December 1967 that measures be taken to ensure the simultaneous submission of documentation in the prescribed working languages of the various organs and subsidiary organs of the United Nations, an increased number of language editions of publications in general has been provided for.

11.6 All publications included in these estimates have been 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 to obtain, where appropriate, a consistent application of financial regulation 13.1 in regard to decisions of legislative organs involving printing expenditures.

11.7 As in the last several years, it is expected that about 60 per cent of the total printing expenditure in 1970 will be incurred in areas outside Headquarters.

³³ Excludes \$850 000 for internal reproduction supplies, provided for in 1969 under section 10, chapter V.

³⁴ Excludes \$811 000 for internal reproduction supplies (see foot-note 33).

Efforts continue to be made to assign contractual printing on the widest possible geographic basis at the lowest competitive prices.

CHAPTER I

<i>Official Records</i>	\$1 331 340
1969:	1 147 800
1968:	1 065 914

11.8 Printing requirements under this chapter are computed on the average number and length of meetings held and the number of printed pages of the related records over the last three completed years, adjusted to eliminate any unusual factors and taking into account known requirements for 1970.

11.9 The credits requested under items (i) to (iv) in paragraph 11.13 below for the printing of the official records of the General Assembly and the three councils reflect economies to be achieved as a result of the partial implementation of certain recommendations³⁵ made by the committee of experts appointed by the Secretary-General in 1968 to consider the reorganization of the Secretariat.

11.10 These recommendations, which had as their principal objective a reduction in the volume of meetings documentation to be made available in type set form and a greater reliance, in this context, on internal reproduction facilities, affect the present arrangements for the production of (a) individual supplements, containing the principal reports of organs and subsidiary organs and the resolutions, and (b) annexes, containing either the text of, or a cross-reference to, the documentation related to individual agenda items. Specifically, the committee of experts recommended (a) that of the total number of supplements required only a few specified items be printed, the balance normally being reproduced internally from typescript and (b) that the system of consolidated printed annexes be replaced by an arrangement whereby important individual documents would be reproduced internally on durable paper and check-lists would be made available for each agenda item.

11.11 The implementation of the recommendation on supplements presented no particular problem, as it is simply an extension of action that has already been taken. Thus as far as General Assembly supplements are concerned, the present estimates provide for the printing, as a matter of course of only the annual report of the Secretary-General, the reports of the three Councils and of the International Court of Justice and the resolutions. All other Assembly supplements will be reproduced internally from typescript, except, as also recommended by the experts, when this would not be technically feasible because of the nature of a particular document or when the capacity of the internal reproduction services makes recourse to external printing necessary. Thus, provision is included for the printing of the annual budget estimates as well as for the printing of a limited number of other reports. No change is proposed at this time in the arrangements for the Security Council. The resolutions of the Economic and Social Council and of the Trusteeship Council will also continue to be made available in printed form. As for the supplements of the Economic and

³⁵ *Official Records of the General Assembly, Twenty-third Session, Annexes, agenda item 74, document A/7359, para. 144.*

Social Council the majority of these have been reproduced internally for a number of years. As a result of the above-mentioned innovations, it has been possible to reduce the estimated requirements for supplements under items (i) to (iv) for 1970 by an amount of \$130 000. The proposed elimination of the printing of the present annexes by agenda item, however, would have certain practical implications which require further study. The Secretary-General's considered views on this matter, which will take into account an experiment being conducted with the records of the Economic and Social Council, will be submitted to the General Assembly in due course.

11.12 The estimate under item (v) for the printing in 1970 of the *Official Records* backlog has been established at \$156 000. Of this amount, \$77 000 relates to the printing of the backlog of Official Records in Russian; \$56 000 relates to the printing of the Spanish backlog; and the remaining \$23 000 is intended for printing in Chinese. The estimate under item (viii) provides for the cost of printing the records of the International Law Commission in four languages instead of three in past estimates, as a consequence of the decision taken by the General Assembly at its twenty-third session to include Russian among the working languages of the General Assembly (resolution 2479 (XXIII)).

11.13 The detailed printing programme proposed for 1970 is as follows:

(i) <i>The General Assembly, commissions and committees</i>			\$816 800
			1969: 700 100
			1968: 691 460
	<i>Text pages in English</i>	<i>Estimated costs</i>	
		\$	
(a) Meeting records in five languages (600 meetings)	4 800	409 000	
(b) Annexes in five languages (90 fascicles)	1 980	239 000	
(c) Resolutions in five languages...	122	17 600	
(d) Supplements in five languages..	912	151 200	
(ii) <i>The Security Council, commissions and committees</i>			\$162 400
			1969: 128 020
			1968: 47 990
	<i>Text pages in English</i>	<i>Estimated costs</i>	
		\$	
Meeting records and supplements in five languages	1 954	162 400	
(iii) <i>The Economic and Social Council, commissions and committees</i>			\$72 800
			1969: 85 550
			1968: 145 348
	<i>Text pages in English</i>	<i>Estimated costs</i>	
		\$	
(a) Meeting records of two sessions, in three languages (68 meetings)	446	28 480	
(b) Annexes for two sessions, in three languages (62 fascicles)...	620	32 720	
(c) Resolutions in five languages...	106	11 600	

(iv) <i>The Trusteeship Council, commissions and committees</i>	\$12 100	
1969:	11 330	
1968:	7 795	
	<i>Text pages in English</i>	<i>Estimated costs \$</i>
Meeting records and annexes for one session, in two languages, and resolutions in five languages.....	278	12 100
(v) <i>Official Records, backlog</i>	\$156 000	
1969:	100 000	
1968:	139 762	
(vi) <i>Printing in Arabic of certain documents of the General Assembly and other documents</i>	\$10 000	
1969:	10 000	
1968:	9 505	
(vii) <i>Agreements and Protocols</i>	\$10 000	
1969:	10 000	
1968:	2 960	
(viii) <i>Documents of the International Law Commission, prepared in pursuance of General Assembly resolution 987 (X)</i>	\$47 100	
1969:	34 470	
1968:	19 144	
	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(a) Volume II of the records of the twenty-first session, 1969, four languages	300	21 600
(b) Volume I of the records of the twenty-second session, 1970, four languages	350	25 500
(ix) <i>Library</i>	\$10 150	
1969:	7 620	
1968:	1 950	
(x) <i>Repertory of Practice of United Nations Organs, published in pursuance of General Assembly resolutions 796 (VIII), 992 (X), 1136 (XII) and 1756 (XVII)</i>	\$33 990	
1969:	60 710	
1968:	—	
	<i>Text pages in English</i>	<i>Estimated costs \$</i>
(a) Supplement No. 3, French and Spanish	2 000	32 000
(b) Index to Volumes I to V, Spanish	350	1 990

CHAPTER II

<i>Recurrent publications</i>	\$783 100
1969:	740 100
1968:	660 154

11.14 The estimate under this chapter covers the gross printing programme requirements of all offices

and departments, as given in detail in paragraph 11.18 below. The estimate is based on the number of copies required for official purposes; in accordance with the policy described in paragraph 11.3 above, the costs of producing additional copies of 1970 publications for sales purposes are charged against the estimates of revenue under income section 4, chapter II.

11.15 Additional requirements in 1970, as compared with the appropriation for 1969, are in the amount of \$43 000. The individual increases or decreases for the various departments and offices are indicated in table 11-2 below.

TABLE 11-2

	<i>Increase (decrease)</i>
	\$
Office of Legal Affairs	2 700
Department of Political and Security Council Affairs	(3 100)
Department of Economic and Social Affairs	55 100
United Nations Office at Geneva (excluding ECE)	(3 700)
Economic Commission for Europe	(6 100)
Economic Commission for Asia and the Far East	(1 400)
Economic Commission for Latin America	(7 200)
Economic Commission for Africa	4 800
Division of Human Rights	1 900
TOTAL	43 000

11.16 The estimate takes into account the increased costs of printing referred to in paragraph 11.5 above, as well as a larger number of pages in the case of certain items, particularly the yearbooks, which include additional material from year to year. Moreover, whenever practicable, and bearing in mind the related provisions of General Assembly resolutions 2247 (XXI) and 2292 (XXII) of 20 December 1966 and 8 December 1967, respectively, the programme under this chapter achieves a better balance among the language editions of the various publications.

11.17 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.

11.18 The detailed printing programme for 1970 is as follows:

(i) <i>Office of Legal Affairs</i>	\$143 700	
	1969:	141 000
	1968:	112 109
	<i>Text pages in original language</i>	<i>Estimated costs \$</i>
(a) Treaty Series, 36 volumes, multi- lingual	15 000	111 300
(b) Cumulative Index No. 8 to the Treaty Series, volumes 551-600, chronological and alphabetical parts, French	350	5 000
(c) Status of Multilateral Conven- tions, one volume, English and French	404	13 700
(d) United Nations Juridical Year- book, 1968, French and Spanish.	352	7 700
(e) United Nations Juridical Year- book, 1969, English	352	6 000

(ii) <i>Department of Political and Security Council Affairs</i>	\$7 900
1969:	11 000
1968:	4 662

	<i>Text pages in original language</i>	<i>Estimated costs \$</i>
Supplement No. 5 to the Répertoire of the Practice of the Security Council, 1966-1968, English.....	300	7 900

(iii) <i>Department of Economic and Social Affairs</i>	\$451 700
1969:	396 600
1968:	391 706

	<i>Text pages in original language</i>	<i>Estimated costs \$</i>
(a) International Tax Agreements, Volume VIII, Supplement 4, three languages	304	27 800
(b) International Tax Agreements, Volume IX, Supplement 24, three languages	112	15 900
(c) World Economic Survey, 1969, two volumes, three languages...	224	18 700
(d) Annual Report on the International Map of the World on the Millionth Scale (IMW), 1969, bilingual	128	1 400
(e) World Cartography, Volume XI, two languages	112	4 900
(f) International Review of Criminal Policy, No. 28, three languages.	112	7 400
(g) International Social Development Review, No. 4, three languages.	112	8 000
(h) Bulletin on Narcotics, Volume XXII, four issues, two languages	208	10 000
(i) Monthly Bulletin of Statistics, Volume XXIV, bilingual.....	3 200	82 000
(j) Statistical Yearbook, 1970, bilingual	815	46 000
(k) Demographic Yearbook, 1970, bilingual	784	52 000
(l) Yearbook of International Trade Statistics, 1969, English.....	950	55 000
(m) Yearbook of National Accounts Statistics, 1969, English.....	1 100	12 600
(n) Commodity Trade Statistics, English	11 000	110 000

(iv) <i>Department of Trusteeship and Non-Self Governing Territories</i>	\$ —
1969:	—
1968:	—

(v) <i>United Nations Office at Geneva (excluding Economic Commission for Europe)</i>	\$7 000
1969:	10 700
1968:	10 500

	<i>Text pages in original language</i>	<i>Estimated costs \$</i>
Monthly list of selected articles (Library), twelve issues, bilingual....	270	7 000

(vi) <i>Economic Commission for Europe</i>	\$60 500
1969:	66 600
1968:	57 688

	<i>Estimated pages in original language</i>	<i>Estimated costs \$</i>
(a) Economic Survey of Europe, 1969, English, French and Russian... Headquarters offset edition, English	180	18 300
(b) Economic Bulletin for Europe, Volume 22, No. 1, English, French and Russian.....	80	7 700
(c) Economic Bulletin for Europe, Volume 22, No. 2, English, French and Russian.....	80	7 700
(d) Annual Bulletin of Coal Statistics, trilingual	113	2 800
(e) Annual Bulletin of Transport Statistics, trilingual	150	4 200
(f) Annual Bulletin of Housing and Building, trilingual	76	2 100
(g) Annual Bulletin of Electric Energy Statistics, trilingual.....	86	2 400
(h) Annual Bulletin of Gas Statistics, trilingual	65	1 600
(i) Quarterly Bulletin of Steel Statistics, four issues, trilingual....	144	12 200
(j) Timber Bulletin for Europe, four issues, bilingual	78	500

(vii) <i>Economic Commission for Asia and the Far East</i>	\$37 300
1969:	38 700
1968:	34 679

	<i>Text pages in original language</i>	<i>Estimated costs \$</i>
(a) Economic Survey of Asia and the Far East, 1969, Hong Kong edition, English	350	4 000
Headquarters edition	350	3 100
(b) Economic Survey of Asia and the Far East, 1968, French.....	390	5 900
(c) Economic Bulletin for Asia and the Far East, Volume XXI, three issues, English	450	4 400
(d) Design of Low-head Hydraulic Structures, Water Resources Series, No. 41, English.....	375	3 300
(e) Water Resources Development in Cambodia, Laos, Mongolia and Republic of Viet-Nam, Water Resources Series, No. 42, English	120	1 100
(f) Transport and Communications Bulletin of Asia and the Far East, two issues, English.....	200	1 000
(g) Administrative Aspects of Shipping and Ocean Freight Rates, Regional Economic Co-operation Series, No. 8, English.....	90	700
(h) Trade in Petroleum and Petroleum Products in the ECAFE Region, Regional Economic Co-operation Series, No. 9, English.	70	600
(i) Electric Power in Asia and the Far East, 1968, English.....	140	1 100

	<i>Text pages in original language</i>	<i>Estimated costs \$</i>		<i>Text pages in original language</i>	<i>Estimated costs \$</i>
(j) Mining Developments in Asia and the Far East, 1968, Mineral Resources Development Series, No. 35, English.....	125	1 100	(c) Economic Bulletin for Africa, No. Volume X, No. 2, English and French	200	7 900
(k) Case Histories of Oil and Gas Fields in Asia and the Far East, Mineral Resources Development Series, No. 37, English.....	145	1 500	(d) Social Welfare Services in Africa, No. 11, English and French.	100	3 100
(l) Stratigraphic Correlation between Sedimentary Basins of Asia and the Far East, Mineral Resources Development Series, No. 38, English	140	1 300	(e) Small Industry Bulletin of Africa, English and French.....	100	4 900
(m) Statistical Yearbook of Asia and the Far East, 1969, English....	420	3 500	(x) <i>Division of Human Rights</i>		\$14 000
(n) Regional Plan Harmonization and Economic Co-operation Series No. 3: Regional Co-operation in Asia in Rubber, English.....	100	900		1969:	12 100
(o) Sectoral and Employment Projections Development Programming Techniques, No. 8, English	300	2 000		1968:	— ³⁶
(p) Small Industry Bulletin, No. 8, English	240	1 800		<i>Text pages in original language</i>	<i>Estimated costs \$</i>
(viii) <i>Economic Commission for Latin America</i>		\$27 000	(a) Yearbook on Human Rights for 1967, French	448	7 000
	1969:	34 200	(b) Yearbook on Human Rights for 1968, English	424	7 000
	1968:	27 376			
	<i>Text pages in original language</i>	<i>Estimated costs \$</i>			
(a) Economic Bulletin for Latin America, Volume XV, two issues, English and Spanish.....	132	15 400			
(b) Economic Survey of Latin America, 1969, English and Spanish.	270	11 300			
(c) Occasional reprints of special articles, English and Spanish....	80	300			
(ix) <i>Economic Commission for Africa</i>		\$34 000			
	1969:	29 200			
	1968:	21 434			
	<i>Text pages in original language</i>	<i>Estimated costs \$</i>			
(a) Annual Economic Survey of Africa, 1969, English and French	220	10 200			
(b) Economic Bulletin for Africa, Volume X, No. 1, English and French	200	7 900			

CHAPTER III

<i>Studies and reports</i>	\$264 000
	1969: 179 600
	1968: 171 987

11.19 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. As stated in paragraph 11.3 above, the estimate excludes the costs to be incurred for the production of additional copies of publications for sales purposes, such costs being charged to the related estimates of income under income section 4. The estimate is based on a specific list of items submitted to the Publications Board. 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 Board keeps the publications programme under continuous review and decides at the appropriate time on each item actually to be printed.

11.20 The estimated gross requirements in 1970 for the various offices and departments, compared with the appropriations for 1969 and actual expenditures in 1968, are given in table 11-3 below.

³⁶ An expenditure of \$6 803 relating to publications on human rights is included under item (iii) above.

TABLE 11-3

	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Office of Legal Affairs.....	13 700	14 000	—
(ii) Department of Political and Security Council Affairs	11 900	—	832
(iii) Department of Economic and Social Affairs.....	120 000	109 500	95 711
(iv) Economic Commission for Europe.....	43 700	9 700	35 091
(v) Economic Commission for Asia and the Far East.	22 100	11 900	9 572
(vi) Economic Commission for Latin America.....	31 600	13 500	11 471
(vii) Economic Commission for Africa.....	21 000	21 000	19 310
	264 000	179 600	171 987

11.21 The higher level of requirements for a number of offices result from a general increase in printing rates, additions to the authorized work programme and the need to provide for a greater number of language versions. In the case of the Economic Commission for Europe, the substantial discrepancy between the figures for 1969 and 1970, as shown in table 11-3 above, results from the fact that the 1969 appropriation was based on the number of studies or reports for the publication of which legislative authority existed at the time of the approval of the programme by the Publications Board. However, as a result of subsequent decisions taken by subsidiary organs of the Commission, actual requirements for 1969 will be at a higher level, to be met, subject to the approval of the Publications Board, by a readjustment of printing allocations within the totality of funds available under this section. Further readjustment might also be required in regard to a backlog of language editions of ECE publications now in process of translation and for which no provision was made in the appropriations for the current year.

CHAPTER IV

<i>Office of Public Information</i>	\$110 000
1969:	113 200
1968:	126 367

11.22 As from 1970, the policy of charging the relevant income sections with all clearly identifiable expenses relating to revenue-producing activities will be extended to the sale of the publications provided for under this chapter. Accordingly, the estimate excludes the cost of producing additional copies of those publications for sales purposes.

11.23 The estimated printing requirements for the Office of Public Information are as follows:

	<i>Estimated costs</i> \$	
A. HEADQUARTERS		
<i>Periodicals</i>		
United Nations Monthly Chronicle, English, average 104 pages, 4 000 copies per issue (11 issues)	31 000	
Index to English edition	1 000	
<i>Books</i>		
Yearbook of the United Nations, English	38 500	
Everyman's United Nations, English	1 500	
		72 000
B. INFORMATION CENTRES		
<i>Periodicals</i>		
United Nations Monthly Chronicle, French, 115 pages, 2 100 copies per issue (11 issues) ..	26 000	
Index to French edition	800	
United Nations Monthly Chronicle, Spanish, 115 pages, 1 655 copies per issue (11 issues)	10 500	
Index to Spanish edition	700	
		38 000

CHAPTER V

<i>International Narcotics Control Board</i>	\$24 360
1969:	25 600
1968:	25 681

11.24 The estimated requirements under this chapter for 1970 are the following:

	<i>Text pages in original language</i>	<i>Estimated costs</i> \$
(a) Comparative statement of estimates and statistics of narcotic drugs for 1968, bilingual English/French and Spanish	41	2 500
(b) Report submitted to the Economic and Social Council and communicated to Governments, three languages	35	2 350
(c) Estimated world requirements of drugs and estimates of world production of opium in 1971, three languages	98	3 075
(d) Estimated world requirements of drugs and estimates of world production of opium in 1969, Fourth Supplement, trilingual ..	40	1 250
(e) First, Second and Third 1970 supplements to (c) above, trilingual	40	3 750
(f) Statistics on narcotic drugs and maximum levels of opium stocks, three languages	96	9 210
(g) Questionnaires requesting statistical information from Governments, three languages	34	2 225
		<u>24 360</u>

CHAPTER VI

<i>Other printing</i>	\$90 000
1969:	85 700
1968:	86 464

11.25 The estimate under this chapter covers the following requirements:

	\$
(i) <i>Executive Office of the Secretary-General</i>	
Invitation cards, etc.	7 000
(ii) <i>Office of Legal Affairs</i>	
Briefs in litigation	300
(iii) <i>Office of Conference Services</i>	
(Outside expenditure in connexion with internal reproduction of publications)	3 000
(iv) <i>Office of the Controller and of Personnel</i>	
(Forms, seals, labels, charts, letterheads, etc.) ..	32 000
(v) <i>Office of General Services</i>	
United Nations Laissez-passer	7 500
(vi) <i>United Nations Office at Geneva</i>	
(a) Brochure for Library, English and French, 2 000 copies	200
(b) Letterheads, envelopes, IBM cards, etc.	10 000
	<u>10 200</u>
(vii) <i>Reprints</i>	30 000
	<u>90 000</u>

11.26 The estimate of \$10,000 under item (vi) (b) above includes \$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.

11.27 Item (vii), Reprints, provides for the reproduction of additional copies of earlier publications which were printed externally and 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

<i>Deduction for internal reproduction</i>	(\$600 000)
1969:	(600 000)
1968:	(553 226)

11.28 Of the gross programme under chapters I to VI, it is estimated that items costing at \$470 000 can be produced by internal printing processes at Headquarters and at \$130 000 at Geneva. A deduction of \$600 000 can therefore be made from the total of the estimates submitted under these chapters.

11.29 The possibilities of using internal reproduction capacity to reduce contractual printing expenditures depend to a large extent on the amount, in terms of both volume and number of copies required, of documentation to be reproduced internally for meetings and conferences. After a progressive increase in the level of this workload over a number of years, a certain reduction was achieved in 1968 as the result of the strict implementation by the Publications Board of the provisions of General Assembly resolution 2292 (XXII) of 8 December 1967 in regard to the control and limitation of United Nations documentation. Thus the internal reproduction services at Headquarters were required to produce a total of some 526 million page units of documentation for meetings in 1968 as compared with some 595 million in 1967. As a result of the additional capacity which became available it proved possible to relieve the printing budget under this section by an amount of \$553 226 as compared with an approved estimate in the amount of \$500 000. Significant reductions could also be made by the same means to the level of printing expenditures for special meetings and conferences under section 2. On the assumption that this trend could be maintained a reduction of \$600 000 was provided for under this chapter for 1969. A similar level is proposed for 1970.

11.30 Information is given below on publications and other printing items reproduced internally in 1968 as part of the normal workload of the reproduction services and, therefore, not included in the commercial 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.

Value in terms
of external
printing costs

§

<i>Department of Economic and Social Affairs</i>	132 600
(i) <i>Economic publications</i> (\$18 250)	
Planning and Plan Implementation	
Manual of Land Tax Administration	
Utilization of Oil Shale	
(ii) <i>Social publications</i> (\$14 050)	
Organization and Administration of Social Welfare Programmes (series)	
Basic Services and Equipment for Rehabilitation Centres (series)	
Social Aspects of Housing and Urban Development	
(iii) <i>Statistical publications</i> (\$49 650)	
Foreign Trade Statistics (series)	
Population and Vital Statistics Report (series)	
Sample Surveys of Current Interest (series)	
Compendium of Social Statistics, 1967	
Bibliography of Industrial and Distributive-Trade Statistics	
World Energy Supplies	
Principles and Recommendations for the 1970 Population Census	
Principles and Recommendations for the 1970 Housing Census	
(iv) <i>Technical assistance publications</i> (\$50 650)	
Organization and Administration of Public Enterprises	
Local Government Training	
Reports of seminars, symposia and conferences (series)	
Experts reports (series)	
<i>Office of Legal Affairs</i>	4 975
Statement of Treaties and International Agreements (series)	
<i>Dag Hammarskjöld Library</i>	33 650
United Nations Documents Index (series)	
New Publications in the Dag Hammarskjöld Library (series)	
<i>Executive Office of the Secretary-General</i>	18 550
Delegations to the United Nations:	
(a) Resumed twenty-second session of the General Assembly	
(b) Twenty-third session	
<i>Office of Public Information</i>	49 440
Charter of the United Nations	
The Universal Declaration of Human Rights	
Decisions of the General Assembly (series)	
Booklets, pamphlets, leaflets and posters	
<i>United Nations Postal Administration</i>	3 625
Promotional material and order forms	
<i>Sale of publications</i>	17 035
United Nations publications, 1967	
Periodic check list (series)	
Promotional material	
<i>Visitors' Service</i>	47 000
Visitors' Guide	
	<hr/> 306 875

CHAPTER VIII

<i>Internal reproduction supplies</i>	\$802 000
1969:	37
1968:	38

11.31 In view of the direct relationship between the printing estimates and the estimates for internal reproduction supplies, the requirements of the reproduction services at Headquarters and in the offices overseas will, as from 1970, be provided for in this section. The estimates shown below cover the increases in the price of paper and the additional cost of producing a much larger volume of documents on good quality papers as a result of the decision referred to in paragraph 11.11 above concerning the method of reproduction of the Supplements to the Official Records.

37 See foot-note 33 above.
38 See foot-note 34 above.

11.32 On that basis, the amounts required for 1970 are as follows:

<i>Headquarters</i>	\$	\$
Paper	450 000	
Miscellaneous internal printing supplies	80 000	
Printing plates and supplies	50 000	580 000
United Nations Office at Geneva		118 000
Economic Commission for Asia and the Far East		37 000
Economic Commission for Latin America		17 000
Economic Commission for Africa		50 000
TOTAL		<u>802 000</u>

PART IV

SPECIAL EXPENSES

Section 12. Special expenses

\$9 287 400 (1969: \$9 215 500 1968: \$9 161 994)

TABLE 12-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. United Nations Memorial Cemetery in Korea.....	82 800	78 000	111 536
II. United Nations International School, New York.....	65 000	61 000	49 000
III. International School at Geneva.....	30 000	30 000	30 000
IV. United Nations bond issue	8 738 000	8 700 000	8 555 999
V. Triangular Fellowship Programme (Office of Public Information).....	20 000	19 500	19 153
VI. United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law.....	40 000	40 000	39 902
VII. United Nations participation in the Joint Inspection Unit.....	130 000	125 000	125 000
VIII. United Nations participation in jointly financed activities of administrative co-ordination	70 000	62 000	55 000
IX. United Nations participation in the costs of the secretariat of the United Nations Joint Staff Pension Fund.....	111 600	— ^a	— ^b
— Previous programmes not provided for in 1970.....	—	100 000 ^c	176 40 ^d
TOTAL, section 12	9 287 400	9 215 500	9 161 994

^a Related appropriations for 1969 made under sections 3, 4 and 5 of the budget for that year.

^b Related expenditures for 1968 are recorded under sections 3, 4 and 5.

^c Includes \$100 000 for the United Nations Training and Educational Programme, appropriated in 1969.

^d Includes \$100 000 for the United Nations Training and Educational Programme, \$6 916 for prizes for outstanding achievements in the field of human rights, and \$69 488 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 \$82 800

1969: 73 000

1968: 111 536

12.1 In terms of an agreement, effective 11 December 1959, concluded by the Secretary-General with the Republic of Korea in accordance with the provisions of 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 estimated requirements for the mission for 1970 compared with 1969 and 1968 are given in table 12-2 below.

TABLE 12-2

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Salaries of administrative and technical services personnel	21 500	21 300	20 478
(ii) Common staff costs of administrative and technical services personnel.....	8 500	8 500	5 327
(iii) Salaries and common staff costs of local employees other than those provided for under maintenance contract	9 400	7 000	7 044
(iv) Travel and subsistence of custodian, assistant custodian and administrative and technical services personnel	8 200	8 200	7 197
(v) Maintenance of premises.....	6 200	7 200	46 387
(vi) Contractual maintenance of cemetery.....	23 300	17 000	18 596
(vii) Transportation equipment	—	—	—
(viii) Operation and maintenance of transportation equipment	1 100	1 300	1 737
(ix) General expenses	2 600	4 500	2 649
(x) Purchase of furniture and equipment.....	2 000	3 000	2 121
TOTAL	82 800	78 000	111 536

12.6 Table 12-3 below indicates the proposed staff for the cemetery in 1970 compared with 1969.

TABLE 12-3

	1969	1970
<i>Staff detailed from the regular establishment</i>		
Administrative and technical services personnel	3	3
<i>Local staff</i>		
Interpreter/translator	1	1
Drivers	2	2
Mechanic	1	1
	<hr/> 7	<hr/> 7

(i) <i>Salaries of administrative and technical services personnel</i>	\$21 500
1969:	21 300
1968:	20 478

(ii) Common staff costs of administrative and technical services personnel	\$8 500
1969:	8 500
1968:	5 327

12.7 These estimates cover salaries and common staff costs for administrative and technical services personnel. The increase of \$200 under item (i) relates to normal within-grade increments.

(iii) <i>Salaries and common staff costs of local employees other than those provided for under maintenance contract</i>	\$9 400
1969:	7 000
1968:	7 044

12.8 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 \$2 400 is due to an increase in local wage rates effective 1 January 1969 and the application of normal increments.

(iv) <i>Travel and subsistence of custodian, assistant custodian and administrative and technical services personnel</i>	\$8 200
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1969:	8 200
1968:	7 197

12.9 This estimate includes \$300 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 (\$5 500), (b) an additional subsistence allowance payable to one staff member who will replace the present incumbent in 1970 and who will have a dependant (\$400), and (c) home leave travel (\$2 000).

(v) Maintenance of premises	\$6 200
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1969: 7 200
1968: 46 387

12.10 This estimate covers requirements for maintaining the offices, residences and other buildings, as well as the cemetery area. The amount requested includes \$2 200 for utilities, \$2 500 for maintenance of grounds and buildings and \$1 500 for the purchase of such items as tools, fertilizer, seeds, paint.

(vi) <i>Contractual maintenance of the cemetery</i>	\$23 300
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1969:	17 000
1968:	18 596

12.11 Manpower requirements for maintenance, security and custodial services are provided by a contractor who furnishes 23 local employees. The increase of \$6 300 over the 1969 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* \$ —
1969: —
1968: —

12.12 In view of the established practice of only replacing vehicles with more than four years of continuous service, no provision is required for this purpose in 1970.

(viii) *Operation and maintenance of transportation equipment* \$1 100
1969: 1 300
1968: 1 737

12.13 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* \$2 600
1969: 4 500
1968: 2 649

12.14 This estimate covers communications costs, including telephone and postal expenses (\$200); freight, cartage and express costs (\$700); miscellaneous supplies and services (\$1 500); insurance (\$100); and stationery and office supplies (\$100).

(x) *Purchase of furniture and equipment* .. \$2 000
1969: 3 000
1968: 2 121

12.15 The estimate covers the cost of replacement of mechanical equipment, two motor lawn mowers (\$800) and one tractor (\$1 200), which is no longer serviceable.

12.16 The estimated net cost of maintaining the cemetery in 1970, after taking into account estimated income as reflected in the relevant income sections, is given in table 12-4 below.

TABLE 12-4

	\$	\$
Mission requirements shown in table 12-2		82 800
(i) Income from staff assessment, as included under income section 1.	4 900	
(ii) General income, as included under income section 3.....	300	5 200
TOTAL NET COST		77 600

CHAPTER II

United Nations International School, New York \$65 000
1969: 61 000
1968: 49 000

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 2477 (XXIII) of 21 December 1968, the Assembly decided to contribute \$61 000 to cover the deficit foreseen for the school year 1968/1969. On the assumption that the General Assembly during its twenty-fourth session will decide to take similar action in respect of the school year 1969/1970, a provisional estimate has been included under this chapter in the amount of \$65 000, the operational deficit currently foreseen.

12.19 A separate report will be submitted to the Assembly at its twenty-fourth session on the actual 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 \$30 000
1969: 30 000
1968: 30 000

12.20 Since 1967 the General Assembly has approved an annual contribution of \$30 000 to the capital development fund of the International School at Geneva. On the assumption that the General Assembly will decide to make a further grant to the School in 1970, the Secretary-General has included \$30 000 for this purpose.

CHAPTER IV

United Nations bond issue \$8 738 000
1969: 8 700 000
1968: 8 555 999

12.21 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 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.

12.22 Actual payments for 1969 totalled \$8 699 103, interest amounting to \$2 748 542 and instalments on principal to \$5 950 561. It is estimated that the payment to be made for these purposes on 15 January 1970 will amount to a total of \$8 738 000, of which \$2 658 300 will relate to interest and \$6 079 700 to principal.

CHAPTER V

<i>Triangular Fellowship Programme</i>	\$20 000
1969:	19 500
1968:	19 153

12.23 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.

12.24 In 1968 and 1969 seminars for educational radio and television broadcasters from English and French-speaking countries of Africa, Asia and Latin America were held. The estimate for 1970 provides for a similar seminar to be held at Headquarters for approximately 12 to 15 participants selected from among persons engaged in educational broadcasting (including radio and television) in developing countries where Spanish is widely used. The duration of the seminar will be four weeks and will complete the present series.

CHAPTER VI

<i>United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law</i>	\$40 000
1969:	40 000
1968:	39 902

12.25 Under the terms of its resolution 2464 (XXIII) of 20 December 1968, the General Assembly (a) authorized the Secretary-General to carry out in 1969 the activities specified in his report on the implementation of the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law (A/7305), in particular the provision of fifteen fellowships at the request of Governments of developing countries, the provision, within the framework of existing technical assistance programmes or from such voluntary contributions as may be received for this purpose, of expert advisory services; and the provision to institutions in developing countries of up to fifteen sets of United Nations legal publications, as well as bringing up-to-date those sets already distributed in 1967 and 1968; (b) again requested Member States, interested bodies and individuals to make voluntary contributions towards the financing of the Programme; (c) subject to further consideration by the Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law before the twenty-fourth session of the Assembly, approved in principle the Secretary-General's recommendations regarding the execution of the Programme after 1969; and (d) requested the Secretary-General to report to the Assembly at its twenty-fourth session on the implementation of the Programme during 1969, and, following consultations with the Advisory Committee, to submit recommendations regarding the execution of the Programme in 1970.

12.26 The appropriation for 1969, in the amount of \$40 000, covers the expenses of the fellowships mentioned in the foregoing paragraph. The shipping expen-

ses relating to the provision of sets of United Nations legal publications are being met from within the appropriation under section 10 of the budget.

12.27 Pending the outcome of the Secretary-General's consultations with the Advisory Committee on the programme for 1970, which is scheduled to meet later in the year, a tentative provision has been included in the estimates for 1970 in the same amount as the appropriation for 1969.

CHAPTER VII

<i>United Nations participation in the Joint Inspection Unit</i>	\$130 000
1969:	125 000
1968:	125 000

12.28 Pursuant to a recommendation³⁹ 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.

12.29 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 (ACC) has agreed⁴⁰ 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.

12.30 The budget estimates of the Joint Inspection Unit for 1970, which have been reviewed and accepted by ACC, total \$370 000, consisting of \$293 000 for salaries and common staff costs of the Inspectors and their supporting secretariat staff, \$52 000 for official travel, and the balance of \$25 000 for translation and other general and miscellaneous expenses. The United Nations' share of these costs is estimated at \$130 000.

CHAPTER VIII

<i>United Nations participation in jointly financed activities of administrative co-ordination</i>	\$70 000
1969:	62 000
1968:	55 000

12.31 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

³⁹ Official Records of the General Assembly, Twenty-first Session, Annexes, agenda item 80, document A/6343, para. 67 B.

⁴⁰ E/4337, paras. 129 to 135.

System of Salaries, Allowances and Other Conditions of Service.⁴¹ 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.

12.32 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.

⁴¹ United Nations, ILO, FAO, UNESCO, WHO, ICAO, ITU, UPU, WMO, IMCO, IAEA, ICITO/GATT.

CHAPTER IX

United Nations participation in the costs of the Secretariat of the United Nations

Joint Staff Pension Fund \$111 600

1969: — ⁴²
1968: — ⁴³

12.33 The estimates under this chapter represent the net share of the United Nations in the expenses of the United Nations Joint Staff Pension Fund (UNJSPF) as shown in table 12-5 below.

⁴² Related appropriations for 1969 made under sections 3, 4 and 5 of the budget for that year.

⁴³ Related expenditures in 1968 recorded under sections 3, 4 and 5 of the budget for that year.

TABLE 12-5

	<i>Total estimated expenses</i>	<i>Chargeable to the United Nations</i>	<i>Chargeable to the UNJSPF</i>
	\$	\$	\$
Established posts	270 800	90 300*	180 500
Common staff costs	62 300	20 800*	41 500
Temporary assistance	75 000	—	75 000
Common staff costs	17 100	—	17 100
Overtime	8 500	—	8 500
Consultants	281 500	—	281 500
Travel of staff to meetings	1 800	—	1 800
Travel on official business	1 600	—	1 600
Travel on home leave	1 600	500*	1 100
Committee of Actuaries	2 000	—	2 000
Investments Committee	7 000	—	7 000
Costs of services of:			
(i) Board of Auditors	6 000	—	6 000
(ii) Investments Officer	15 000	—	15 000
(iii) International Computer Centre	20 000	—	20 000
(iv) Communications	4 000	—	4 000
Hospitality	900	—	900
TOTAL	775 100	116 600*	663 500
Staff assessment	(69 200)	(17 670)	(51 530)

* One third of total estimated expenses.

12.34 In prior years the total expenses of the Fund were met in the first instance by the United Nations from provisions made for these purposes under the relevant sections of the budget. These provisions were summarized in an information annex (annex VI of the 1969 budget document). At the same time, the estimated share of these expenses in respect of which the Organization is reimbursed by the Fund was included as an income item under income section 2. Thus, in accordance with an agreed formula, the Fund meets all costs except for:

- One third of the costs of established posts, including related common staff costs and home leave travel costs; and
- Any costs in excess of agreed amounts for the expenses related to the services of an Investments Officer, auditing services provided by the Board of Auditors, meetings of the Investments Committee, the provision of computer services, and communications.

12.35 The Secretary-General and the Secretary of the United Nations Joint Staff Pension Board, with the approval of the Standing Committee of the Board, have agreed that, beginning in 1970, a new procedure will come into effect whereby (a) the Board's annual report to the Assembly will indicate in detail the total estimates of expenditure of the Fund for the next financial year; (b) the Fund will meet directly the costs for which it is responsible; (c) the United Nations will provide under this chapter of the budget for its share of the costs of established posts and related common staff and home leave travel costs and under section 1 for the travel of members of the United Nations Staff Pension Committee to meetings of the Joint Staff Pension Board and its Standing Committee; and (d) the Fund's payments to the United Nations of the agreed amounts in respect of the items mentioned in item (ii) in the foregoing paragraph will be taken as income items under income section 2. For 1970 this revenue is estimated at \$52,000.

PART V

TECHNICAL PROGRAMMES

\$6 908 600 (1969: \$6 908 600 1968: \$6 388 124)

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 this heading cover that share of United Nations technical assistance activity which is financed from the regular budget of the United Nations.

Section 13. Economic development (excluding industrial development), social development and public administration \$5 113 600

1969: 5 113 600
1968: 5 111 903 ⁴⁴

V.2 This estimate provides for the cost of the following activities:

(a) Technical assistance in the field of economic development, as envisaged under the terms of General Assembly resolution 200 (III) of 4 December 1948 and 304 (IV) of 16 November 1949;

(b) Technical assistance in social development fields, as contemplated under the terms of General Assembly resolution 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 under the terms of 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 the terms of General Assembly resolution 1530 (XV) of 15 December 1960.

Section 14. Industrial development \$1 500 000

1969: 1 500 000
1968: 986 732

V.3 This estimate provides for the cost of technical assistance in industrial development, as envisaged under

⁴⁴ Includes \$2 706 945 for economic development activities, \$1 491 686 for social development activities and \$913 272 for public administration activities.

the terms of General Assembly resolution 2298 (XXII) of 12 December 1967.

Section 15. Human rights advisory services \$220 000

1969: 220 000
1968: 216 476

V.4 This estimate provides for the cost of advisory services in the field of human rights, as envisaged under the terms of General Assembly resolution 926 (X) of 14 December 1955.

Section 16. Narcotic drugs control \$75 000

1969: 75 000
1968: 73 013

V.5 This estimate provides for the cost of technical assistance in the field of narcotic drugs control, as envisaged under the terms of General Assembly resolution 1395 (XIV).

*
* *

V.6 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.7 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.8 At its second session, held in April-May 1968, the Industrial Development Board adopted resolution 11 (II) recommending the sum of \$1 500 000 for 1970 as the planning level of the regular programme of technical assistance to be provided for under section 14 of the budget estimates.

V.9 The Governing Council of the UNDP at its sixth session in June 1968 refrained from consideration of a planning level for 1970 pending receipt of the Secretary-General's comprehensive study of the regular programme of technical co-operation which was to be submitted to its seventh session in January 1969.

V.10 During the twenty-third session of the General Assembly, the Secretary-General advised the Second Committee⁴⁵ that in the light of the situation which prevailed he intended to include in his initial estimates under part V for 1970 an amount equivalent to the appropriation approved by the General Assembly for 1969.

V.11 At its seventh session, the Governing Council of UNDP considered the Secretary-General's study of the regular programme (DP/RP/6 and Add.1). In this regard, the Council recommended, *inter alia*, that:

"... the Economic and Social Council propose to the General Assembly the adoption of the following programming and budgeting procedures for Part V (Technical Programmes) of the United Nations budget:

⁴⁵ Official Records of the General Assembly, Twenty-Third Session, Annexes, agenda item 44, document A/7252/Add.1.

"(i) The Secretary-General would frame his annual budget estimates for Part V taking into account the expressed needs of the developing countries and regions together with the recommendations of the various programme-formulating bodies of the United Nations, including the Governing Council and the Industrial Development Board;

"(ii) The current system of separate section appropriations requested under Part V will be replaced by chapters reflecting targets to be applied to the major fields of activity: economic development, industrial development, social development, public administration, human rights advisory services and narcotics drugs control;

"(iii) Individual projects based on Government requests to be financed under the regular programme would be approved by the Secretary-General;

"(iv) Annual reports on the programme and projects implemented will be submitted as appropriate to the Governing Council and Industrial Development Board."

V.12 Pending consideration by the General Assembly at its twenty-fourth session of the recommendations for 1970 by the Industrial Development Board at its second session and those still to be made by the Economic and Social Council on the basis of the Governing Council's proposals for revised programming and budgeting procedures for part V (Technical Programmes), the initial estimates have been presented at the same level and according to the same distribution by section as the appropriations for 1969.

V.13 At its summer session, the Governing Council will have before it the Secretary-General's programme proposals for 1970. Taking into account the Council's recommendations, as endorsed by the Economic and Social Council, final estimates under part V will be submitted to the General Assembly at its twenty-fourth session.

PART VI

SPECIAL MISSIONS

Section 17. Special missions

\$6 918 300 (1969: \$6 786 700 1968: \$6 611 791)

TABLE 17-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. United Nations Truce Supervision Organization in Palestine (UNTSO)	4 838 800	4 676 800	4 563 535
II. United Nations Military Observer Group in India and Pakistan (UNMOGIP)	1 185 500	1 217 800	1 087 930
III. United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK)	271 600	230 600	252 344
IV. United Nations Supply Depot in Pisa	118 900	119 700	—
V. United Nations Council for Namibia and Commissioner for Namibia.	287 000	260 300	44 064 ^a
VI. Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples	200 000	200 000	116 984
VII. Special Committee on the Policies of <i>Apartheid</i> of the Government of the Republic of South Africa	16 500	16 500	—
VIII. United Nations Representative for India and Pakistan			39 769
— Previous expenses not provided for in 1970	—	65 000 ^b	507 165 ^c
TOTAL, section 17	6 918 300	6 786 700	6 611 791

^a These expenditures relate to the visit of the Council to Africa. The expenditures for the Office of the Commissioner for Namibia at Headquarters are recorded under sections 3, 4 and 5 in the amounts of \$75 890, \$15 576, and \$2 886 respectively.

^b Includes the following missions, for which provision was made in 1969, but which are either not expected to continue in 1970 or for which no basis presently exists on which to include an estimate: *Ad Hoc* Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights (\$32 000), the Representative of the Secretary-General to Nigeria on Humanitarian Activities (\$14 000), and the Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories established by General Assembly resolution 2443 (XXIII) of 19 December 1968 (\$19 000).

^c Includes the following missions not provided for in 1970 but for which expenditures were incurred in 1968: United Nations Middle East Mission (\$361 686), the *Ad Hoc* Working Group of Experts established under resolution 2 (XXIII) of the Commission on Human Rights (\$118 523), the Representative of the Secretary-General to Nigeria (\$26 694), and miscellaneous claims and adjustments for prior years (\$262).

CHAPTER I

<i>United Nations Truce Supervision Organization in Palestine</i>	\$4 838 800
1969:	4 676 800
1968:	4 563 535

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 resolution 48 of 23 April 1948 and 73 of 11 August 1949. The mandate of the mission was amplified as a result of the action taken by the Secretary-General in 1967 under the authority granted to him 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 1970, compared with 1969 and 1968, are given in table 17-2 on page 188.

17.3 The total requirements for 1970 under this chapter show an increase of \$162 000 over the appropriation for 1969. This is mainly due to a proposed increase in the number of administrative and technical services staff and locally recruited personnel, an increase in the cost of rental and maintenance of premises, increased freight costs and increases in the cost of replacement of vehicles.

TABLE 17-2

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Salaries and wages.....	1 837 300	1 758 200	1 636 488
(ii) Common staff costs.....	569 400	592 300	498 468
(iii) Travel and subsistence of staff.....	630 300	638 200	590 949
(iv) Travel and subsistence of military observers and air crew.....	962 100	974 000	1 005 104
(v) Maintenance and rental of premises and equipment.....	194 900	163 600	260 334
(vi) Operation and maintenance of vehicles.....	199 000	203 000	202 290
(vii) Communications, freight, supplies and services.....	193 900	154 900	196 193
(viii) Rental of aircraft.....	33 500	33 000	33 112
(ix) Purchase of furniture and equipment.....	54 400	33 500	50 430
(x) Purchase of vehicles.....	164 000	126 100	90 167
TOTAL	4 838 800	4 676 800	4 563 535

(i) <i>Salaries and wages</i>	\$1 837 300
1969:	1 758 200
1968:	1 636 488

17.4 The proposed establishment for 1970, as compared with 1969, appears in table 17-3 below:

TABLE 17-3

	1969	1970
I. <i>Specially recruited international staff and staff detailed from the regular establishment</i>		
<i>Professional category</i>		
Chief of Staff (A-S-G).....	1	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
Legal Officer (P-4).....	1	1
Chief Finance Officer (P-3).....	1	1
	7	7
<i>General service category</i>		
Registry Officer (G-5).....	1	1
Senior secretary (G-5).....	1	1
Bilingual secretaries (G-4).....	3	3
Secretaries (G-3).....	5	4
	10	9
<i>Administrative and technical services personnel</i>		
Administrative assistants.....	4	4
Stenographers.....	16	16
Radio operators/technicians.....	55	55
Vehicle mechanics.....	21	23
Security and general duty personnel..	89	91
	185	189
II. <i>Local staff</i>	123	133
III. <i>Military observers</i>	218	218
	543	556

17.5 In order to reduce expenditures for the repair of transportation facilities, the Secretary-General proposes the establishment of vehicle workshops in Rahba

and Ismailia and to increase the capacity of the shop at Government House. For this purpose, it will be necessary to increase the technical and administrative services staff by two mechanics, and the local staff by three mechanics and two helpers and handymen. It is proposed to increase security and general duty personnel by two which will be offset by the decrease of a general service secretary (G-3). In accordance with local labour laws, five casual labourers employed at observation posts on the Syrian/Israeli border must now be given contracts, which accounts for a part of the increase in local staff.

(ii) <i>Common staff costs</i>	\$569 400
1969:	592 300
1968:	498 468

17.6 The estimate under common staff costs covers the payment of dependency allowances (\$179 800), education grants and related travel (\$83 400), contributions to the United Nations Joint Staff Pension Fund (\$211 900), medical and dental insurance subsidies (\$38 000), installation grants (\$2 500), travel on initial recruitment and transfer (\$15 300), assignment allowances (\$8 600), separation payments (\$22 300), and travel on separation (\$7 600). The anticipated reduced expenditures for 1970 result mainly from expected lower costs under separation payments.

(iii) <i>Travel and subsistence of staff</i>	\$630 300
1969:	638 200
1968:	590 949

17.7 The estimate under this heading covers travel and subsistence requirements for all staff and dependents. Of the total amount requested, \$397 900 relates to monthly subsistence payments based on the revised system approved on 1 July 1967 in conjunction with the salary increases for the administrative and technical services staff, which 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 \$232 400, comprising \$188 200 for travel and shipment of per-

sonal effects on home leave not in conjunction with reassignments, \$41 900 for the travel and shipment of personal effects on replacement and repatriation of staff and \$2 200 for insurance on air and sea shipments of personal effects. The staff replacement programme is based on a mission assignment of two years or longer. However, when the assignment is extended beyond two years, provision is made for home leave travel, as appropriate.

(iv) <i>Travel and subsistence of military observers</i>	\$962 100
1969:	974 000
1968:	1 005 104

17.9 This estimate includes \$177 500 for travel costs in connexion with the replacement of 135 military observers. Military observers are normally assigned to the mission for a period of one year except in the Suez Canal area where the duration of assignments is frequently for a lesser period.

17.10 The balance of the estimate consists of \$784 600 for the daily subsistence allowance of \$10 payable to each observer while serving with the mission.

(v) <i>Maintenance and rental of premises and equipment</i>	\$194 900
1969:	163 600
1968:	260 334

17.11 This estimate provides \$34 000 for the rental and maintenance of premises and equipment; \$27 800 for utilities, including electricity, water and heating; \$20 000 for labour paid by the day; \$81 100 for miscellaneous supplies and services, maintenance and repairs; and \$32 000 for spare parts for radio equipment. The increase of \$31 300 as compared to 1969 is due to the need to resurface roads and parking areas at Government House and the increased cost of repair and maintenance of Government House, the control centres and the observation posts.

(vi) <i>Operation and maintenance of vehicles</i>	\$199 000
1969:	203 000
1968:	202 290

17.12 This estimate includes \$95 000 for petroleum and lubricants, and \$104 000 for the purchase of spare parts and repairs to vehicles made at UNTSO headquarters and in areas where there are no facilities for garage work.

(vii) <i>Communications, freight, supplies and services</i>	\$193 900
1969:	154 900
1968:	196 193

17.13 Of the total estimate under this heading, \$9 700 relates to communications services; \$83 300 to freight, cartage and express, including the mailing of diplomatic pouches and transportation of vehicles; \$76 000 to miscellaneous supplies and services; \$13 500 to stationery and office supplies; and \$11 400 to insurance. The increase under this heading relates primarily to the freight costs, including an increase in war risk insurance rates, for the sixty replacement vehicles (\$16 900), increased air freight costs for pouches (\$3 500), and the increased costs of wooden packing cases, steel banding and sea freight for military observers' baggage (\$18 600).

(viii) <i>Rental of aircraft</i>	\$33 500
1969:	33 000
1968:	33 112

17.14 This estimate is based on the assumption that the 1968 arrangement, whereby the Government of Switzerland provides 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 \$33 500.

(ix) <i>Purchase of furniture and equipment</i>	\$54 400
1969:	33 500
1968:	50 430

17.15 The estimate under this heading includes \$32 500 for the normal replacement of furniture, office, workshop, communications and other equipment which have become obsolete and/or worn beyond economical repair. The balance of the estimate (\$21 900) relates to the acquisition of the following items: six kardex cabinets (\$1 000); office equipment (\$1 200), comprising typewriters and copying machines; communications equipment (\$13 200), which includes two antenna tuners (\$1 600), a faraday cage (\$5 000), a power generator (\$5 000) and miscellaneous items (\$1 600); and other equipment (\$6 500).

(x) <i>Purchase of vehicles</i>	\$164 000
1969:	126 100
1968:	90 167

17.16 The acquisition policy provides for the replacement of vehicles after four years of use. In line with this policy it is proposed for 1970 to replace fifty-eight vehicles which have reached the point of obsolescence as compared with fifty-nine in 1969. Additionally, it is proposed to acquire, at an estimated cost of \$8 500, a fork lift and low load trailer.

17.17 The total net estimated cost of the mission in 1970, after taking into account certain estimated revenue as reflected in the relevant income sections, is given in table 17-4 below.

TABLE 17-4

	\$	\$
Estimated mission requirements as shown in table 17-2 above		4 838 800
Less estimated revenue:		
(a) Staff assessment included under income section 1	354 000	
(b) Sale of vehicles and obsolete equipment included under income section 3	28 100	
(c) Reimbursement of services of two radio operators provided to the United Nations Relief and Works Agency (UNRWA) included under income section 3	14 000	396 100
TOTAL NET COST		4 442 700

CHAPTER II

*United Nations Military Observer Group**in India and Pakistan*..... \$1 185 500

1969: 1 217 800

1968: 1 087 930

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 20 July 1948 (S/1100, Annex 25) of the United Nations Commission for India and Pakistan, which had originated under the terms of Security Council resolutions 39 of 20 Jan-

uary 1948 (S/654) and 47 of 21 April 1948. 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 1970, as compared with 1969 appropriations and 1968 expenditures, are listed in table 17-5 below. The estimate for 1970 represents a decrease of \$32 300 below the level of the 1969 appropriation principally as a result of a reduction in the number of personnel required to service the international radio station following its relocation in 1969 from Karachi to the headquarters of the mission in Rawalpindi and its amalgamation with the mission's own radio facilities.

TABLE 17-5

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Salaries and wages.....	352 600	375 000	330 724
(ii) Common staff costs.....	106 000	120 100	102 487
(iii) Travel and subsistence of staff.....	161 000	157 000	143 320
(iv) Travel and subsistence of military observers and air crew.....	318 300	318 300	315 547
(v) Maintenance and rental of premises and equipment	52 100	60 600	42 665
(vi) Operation and maintenance of vehicles.....	21 700	22 000	24 544
(vii) Communications, freight, supplies and services	61 300	52 100	64 097
(viii) Rental of aircraft	81 700	81 700	58 000
(ix) Purchase of furniture and equipment.....	7 900	10 800	6 546
(x) Purchase of vehicles.....	22 900	20 200	—
TOTAL	1 185 500	1 217 800	1 087 930

(i) *Salaries and wages*..... \$352 600

1969: 375 000

1968: 330 724

17.20 The manning table proposed for 1970, compared with 1969, is shown in table 17-6 below.

TABLE 17-6

	<i>1969</i>	<i>1970</i>
I. <i>Specially recruited international staff and staff detailed from the regular establishment</i>		
<i>Professional category</i>		
Chief Military Observer (A-S-G)...	1	1
Chief Administrative Officer (A-5)...	1	1
Special Assistant to the Chief Military Observer (P-5).....	1	1
	<u>3</u>	<u>3</u>
<i>Administrative and technical services personnel</i>		
Administrative assistants	2	2
Radio operators/technicians	18	16
Vehicle mechanics	2	2
Secretaries	5	5
Security and general duty personnel.	9	9
	<u>36</u>	<u>34</u>

	<i>1969</i>	<i>1970</i>
II. <i>Local staff</i>	37	31
III. <i>Military observers</i>	45	45
IV. <i>Air crew</i>	8	8
	<u>129</u>	<u>121</u>

17.21 For the reasons stated in paragraph 17.19 above, it will be possible in 1970 to operate and maintain the radio facilities in the area with a servicing establishment reduced by two communications personnel and six local staff.

(ii) *Common staff costs*..... \$106 000

1969: 120 100

1968: 102 487

17.22 This estimate covers the payment of dependency allowances (\$32 400), education grants and related travel (\$17 100), United Nations contributions to the Joint Staff Pension Fund (\$41 600), medical and dental insurance subsidies (\$6 800), travel on initial recruitment and transfer (\$4 100) and separation payments for professional and administrative and technical services personnel (\$4 000). The decrease under this heading is associated with the reduction of staff explained above.

(iii) <i>Travel and subsistence of staff</i>	\$161 000
1969:	157 000
1968:	143 320

17.23 This estimate covers travel and subsistence allowances for the Chief Military Observer and all the other non-local staff. The estimate comprises \$43 900 for travel on replacement, official business and home leave, \$107 400 for mission assignment allowances at rates established for the area, and \$9 700 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 \$4 000 over the level of the 1969 appropriations relates to the increase in post classification from class II to class VI effective 1 July 1968 and to rental increases in the area.

(iv) <i>Travel and subsistence of military observers and air crew</i>	\$318 300
1969:	318 300
1968:	315 547

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 some of these observers will extend their tour of duty for a further year.

(v) <i>Maintenance and rental of premises and equipment</i>	\$52 100
1969:	60 600
1968:	42 665

17.25 The estimate under this heading provides for the rental (\$9 900) and maintenance (\$9 600) of premises in Rawalpindi, Srinagar, New Delhi and field stations; for utilities (\$9 100); and for the operation and maintenance of the mission's radio network, including the international radio station (\$23 500). The 1969 appropriation included an amount of \$12 000 for the construction of a new radio and transportation workshop and storage warehouse at UNMOGIP Headquarters in Rawalpindi. This decrease is offset to a certain extent by increased requirements in respect of the operation and maintenance of the radio network as well as higher rentals for premises.

(vi) <i>Operation and maintenance of vehicles</i>	\$21 700
1969:	22 000
1968:	24 544

17.26 This estimate provides for the maintenance and operation of a fleet of twenty-five vehicles, comprising petroleum and lubricants (\$12 600), and repairs and spare parts (\$9 100).

(vii) <i>Communications, freight, supplies and services</i>	\$61 300
1969:	52 100
1968:	64 097

17.27 This estimate comprises \$3 800 for communications, \$19 900 for air and sea baggage freight, including diplomatic pouches, \$26 900 for miscellaneous supplies and services, \$6 200 for insurance and \$4 500 for stationery and other office supplies. General price increases have resulted in the increase of \$9 200 under this heading for 1970.

(viii) <i>Rental of aircraft</i>	\$81 700
1969:	81 700
1968:	58 000

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.

(ix) <i>Purchase of furniture and equipment</i> ...	\$7 900
1969:	10 800
1968:	6 546

17.29 This estimate includes \$1 900 for the acquisition of communications equipment, \$3 000 for the replacement of communications equipment and \$3 000 for the replacement of air conditioners, typewriters and refrigerators.

(x) <i>Purchase of vehicles</i>	\$22 900
1969:	20 200
1968:	—

17.30 This estimate provides for the replacement of seven vehicles, originally purchased in 1964 and 1965.

17.31 The total net estimated cost of the mission in 1970, after taking into account certain estimated revenue as reflected in the relevant income sections, is given in table 17-7 below.

TABLE 17-7

	\$	\$
Estimated mission requirements as shown in table 17-5 above.....		1 185 500
Less estimated revenue:		
(a) Staff assessment included under income section 1.....	75 500	
(b) Sale of vehicles and obsolete equipment included under income section 3.....	10 100	85 600
TOTAL NET COST		1 099 900

CHAPTER II

United Nations Commission for the Unification and Rehabilitation of Korea \$271 600

1969: 230 600

1968: 252 344

17.32 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.

17.33 Estimated gross requirements for the mission under the present sections, compared with 1969 and 1968, are given in table 17-8 below.

TABLE 17-8

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Salaries and wages	137 000	125 300	127 315
(ii) Common staff costs	39 100	37 300	44 164
(iii) Travel and subsistence of staff	35 400	28 000	33 737
(iv) Travel and subsistence of members of the Commission	18 900	11 200	5 631
(v) Maintenance and rental of premises and equipment	8 500	8 500	9 159
(vi) Operation and maintenance of vehicles	4 200	4 400	6 445
(vii) Communications, freight, supplies and services	16 900	13 500	15 915
(viii) Purchase of furniture and equipment	3 400	2 400	2 645
(ix) Purchase of vehicles	8 200	—	7 333
TOTAL	271 600	230 600	252 344

(i) *Salaries and wages* \$137 000
1969: 125 300
1968: 127 315

(ii) *Common staff costs* \$39 100
1969: 37 300
1968: 44 164

17.34 Table 17-9 below shows the proposed manning table of the mission in 1970, compared with 1969.

TABLE 17-9

	1969	1970
I. <i>Specially recruited international staff and staff detailed from the regular establishment</i>		
<i>Professional category</i>		
Principal secretary (P-5)	1	1
Political Affairs Officer (P-4)	1	1
Economic Affairs Officer (P-3)	1	1
	<u>3</u>	<u>3</u>
II. <i>Administrative and technical services personnel</i>		
Administrative assistant	1	1
Radio operator/technician	1	1
Secretaries	3	3
	<u>5</u>	<u>5</u>
III. <i>Local staff</i>	<u>29</u>	<u>29</u>
	<u>37</u>	<u>37</u>

17.35 No changes are proposed in the number of posts for this mission in 1970.

17.36 The increase of \$11 700 in the requirements for 1970 as compared with 1969 relates to a salary increase approved for local staff with effect from 1969 and to normal within-grade increments.

17.37 This estimate provides for the cost of dependency allowances (\$7 300), education grants and related travel (\$6 500), the United Nations contributions to the Joint Staff Pension Fund (\$13 300), group medical and dental insurance (\$1 500), assignment allowances (\$4 500) and installation allowances (\$6 000).

(iii) *Travel and subsistence of staff* \$35 400
1969: 28 000
1968: 33 737

17.38 This estimate provides for the travel (\$19 600) and subsistence (\$15 800) requirements for all mission staff and dependents, based on the anticipated programme of travel on replacement, home leave and official business. The increase of \$7 400 for 1970 as compared with the 1969 appropriation is due to the increase in the number of meetings of the Commission as indicated in paragraph 17.40 below.

17.39 No provision is made at this stage for observing local elections in 1970. Supplementary funds may be sought for this purpose in due course.

(iv) *Travel and subsistence of members of the Commission* \$18 900
1969: 11 200
1968: 5 631

17.40 By operative paragraph 5 of General Assembly resolution 2466 (XXIII) of 20 December 1968, the Commission was requested to pursue its efforts to achieve the objectives of the United Nations in Korea

and to keep the members of the General Assembly informed on the situation in the area and on the results of these efforts through regular reports to the Secretary-General and to the Assembly, as appropriate, the first report to be submitted to the Secretary-General no later than four months after the adoption of the resolution. In the implementation of this resolution the Commission proposes to increase the number of its meetings from four to eight, five of which will take place in Seoul and three in Tokyo. In previous years three meetings were held in Seoul and one in Tokyo.

17.41 On this basis the estimate provides for the following:

(a) Subsistence, while attending meetings of the Commission and the Committee, for nine members (two each from Australia, Philippines, Thailand, Turkey and one representing the Netherlands who are assigned to the embassies of these Governments in Seoul) (\$4 600);

(b) Travel and subsistence, while attending five Commission meetings in Seoul and subsistence while attending three meetings in Japan, for three members (one each from Chile, Netherlands and Pakistan serving in their embassies in Japan) (\$6 500);

(c) Travel and subsistence of nine members serving in Seoul to attend three meetings of the Commission in Japan (\$6 200);

(d) Travel and subsistence of one representative of the Commission to attend the twenty-fifth session of the General Assembly (\$1 600).

(v) *Maintenance and rental of premises and equipment* \$8 500
1969: 8 500
1968: 9 159

17.42 Since the Commission expected to move in 1969 into a new headquarters building provided to the United Nations by the Government of the Republic of Korea on a rent-free basis, this estimate is confined, as was the case for the current year, to the cost of utilities (\$4 500), the maintenance of the new building (\$3 000), and the maintenance of the Commission's radio station and its equipment (\$1 000).

(vi) *Operation and maintenance of vehicles* \$4 200
1969: 4 400
1968: 6 445

17.43 This estimate provides for the upkeep and operation of a fleet of eight vehicles (\$3 200); the rental of vehicles for members from Tokyo during Commission sessions in Seoul (\$200); uniforms for drivers and mechanics (\$500); and safedriving bonuses (\$300).

(vii) *Communications, freight, supplies and services* \$16 900
1969: 13 500
1968: 15 915

17.44 The estimate comprises \$1 200 for communications, telephone services and mission cables from Seoul to Japan via commercial channels; \$8 300 for sea and air freight, including vehicles, supplies and diplomatic pouches; \$200 for insurance; \$5 700 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 \$1 500 for stationery and office supplies.

(viii) *Purchase of furniture and equipment* \$3 400
1969: 2 400
1968: 2 645

17.45 This estimate covers the replacement cost of old and unserviceable items of furniture, office and radio equipment.

(ix) *Purchase of vehicles* \$8 200
1969: —
1968: 7 333

17.46 This estimate covers the replacement of three vehicles in accordance with the policy which provides for the replacement of vehicles every four years.

17.47 The estimated net cost of the mission in 1970, after taking into account estimated income as reflected in the relevant income sections is given in table 17-10 below.

TABLE 17-10

	\$	\$
Mission requirements under section 17 shown in table 17-8 on page 192		271 600
Less estimated revenue:		
(a) Income from staff assessment, as included under income section 1 ..	24 100	
(b) Sale of vehicles, included under income section 3	2 000	26 100
TOTAL NET COST		245 500

CHAPTER IV

United Nations Supply Depot in Pisa.... \$118 900
1969: 119 700
1968: —

17.48 The estimates under this chapter provide for the continuation of the United Nations Supply Depot in Pisa, Italy.

17.49 The primary function of this mission is to provide a central supply depot for all field missions, covering such items as radio equipment and spare parts, uniforms, United Nations insignia and flags, vehicle and spare parts, generators, office equipment and miscellaneous stores. Additionally, a workshop is maintained at the depot for the repair of radio and electrical equipment.

17.50 The estimated gross requirements for the mission in 1970, as compared with the 1969 appropriations, are listed in table 17-11 below.

TABLE 17-11

Items of expenditure	1970 estimates	1969 appropriations
	\$	\$
(i) Salaries and wages	76 300	73 500
(ii) Common staff costs	13 000	19 000
(iii) Travel and subsistence of staff	13 000	12 200
(iv) Maintenance and rental of premises and equipment	1 700	1 400
(v) Operation and maintenance of vehicles	3 000	3 000
(vi) Communications, freight, supplies and services	11 900	10 600
TOTAL	118 900	119 700

(i) *Salaries and wages*..... \$76 300
1969: 73 500
1968: —

17.51 The manning table proposed for 1970, compared with 1969, is shown in table 17-12 below.

TABLE 17-12

	1969	1970
I. <i>Specially recruited international staff and staff detailed from the regular establishment</i>		
Professional category		
Administrative Officer (P-5)	1	1
II. <i>Administrative and technical services personnel</i>		
Radio operators technicians.....	3	3
III. <i>Local staff</i>	7	8
	11	12

17.52 The requested increase in local staff relates to the proposed establishment of a post provided for on a temporary assistance basis since 1967. The balance of the additional requirements under this heading represents normal within-grade increases.

(ii) *Common staff costs*..... \$13 000
1969: 19 000
1968: —

17.53 This estimate covers the payment of dependency allowances (\$3 600); education grants and related travel (\$2 600); United Nations contributions to the Joint Staff Pension Fund (\$6 000); and medical and dental insurance (\$800).

(iii) *Travel and subsistence of staff*..... \$13 000
1969: 12 200
1968: —

17.54 The estimate under this heading provides for travel (\$5 000) and monthly subsistence allowances at rates established for the area (\$8 000).

(iv) *Maintenance and rental of premises and equipment*..... \$1 700
1969: 1 400
1968: —

17.55 The estimate covers utilities and maintenance of the office premises and facilities used at the Pisa airport which are provided free of charge by the Italian Government.

(v) *Operation and maintenance of vehicles* .. \$3 000
1969: 3 000
1968: —

17.56 This estimate covers the operation and maintenance of a fleet of eight vehicles, and comprises \$1 500 for fuel, oil and insurance, and \$1 500 for maintenance and repairs, including minor maintenance of the vehicles in storage.

(vi) *Communications, freight, supplies and services* \$11 900 || | 1969: 10 600 |
| | 1968: — |

17.57 This estimate comprises \$6 000 for communications; \$2 000 for freight; \$3 400 for miscellaneous supplies and services; and \$500 for stationery and office supplies.

17.58 The estimated net cost of the United Nations Supply Depot in Pisa in 1970 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 ..	118 900
Less estimated revenue:	
Income from staff assessment, as included under income section 1	10 700
TOTAL NET COST	108 200

CHAPTER V

United Nations Council for Namibia and, United Nations Commissioner for Namibia

	\$287 000
1969:	260 300
1968:	44 064

17.59 The United Nations Council for Namibia was established by General Assembly resolution 2248 (S-V) of 19 May 1967. 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 Namibia 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.

17.60 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 Namibia. On 16 December 1968 the General Assembly accepted the proposal of the Secretary-General that the existing arrangements, whereby the Legal Counsel of the United Nations serves as Acting United Nations Commissioner for Namibia, should be continued until the General Assembly, on the nomination of the Secretary-General, appoints a Commissioner.

17.61 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.

17.62 In operative paragraph 5 of its resolution 2403 (XXIII) of 16 December 1968 the General Assembly commended to the appropriate organs of the United Nations, acting in conformity with the relevant resolutions of the General Assembly, for their consideration, the recommendations contained in the report of the United Nations Council for Namibia. Included in the recommendations was the establishment of an office in one of the countries in East Africa for the issuance of travel documents by the Council.

17.63 The estimates under the present chapter relate to the staff assisting the Acting Commissioner for Namibia and to the continuation of the office in East Africa. The 1968 expenditures recorded under this chapter relate to the visit of the Council to Lusaka and Dar es Salaam; the expenses of the Office of the Acting Commissioner during that year were reflected under sections 3, 4 and 5.

17.64 The proposed establishment of the office of the Acting Commissioner, as compared with 1969, is shown in table 17-14 below.

TABLE 17-14

	1969	1970
I. <i>Professional category and above</i>		
Commissioner (A-S-G)	1	1
Principal Officer (D-1)	1	1
Senior Officer (P-5)	1	1
First Officer (P-4)	1	1
Associate Officer (P-2)	2	2
	<u>6</u>	<u>6</u>
II. <i>General service</i>		
Principal level (G-5)	1	1
Other levels (G-1/4)	4	4
	<u>5</u>	<u>5</u>
	<u>11</u>	<u>11</u>

17.65 No changes are proposed either in the number or the level of the posts in 1970. Provision continues

to be made for the possible recruitment either in 1969 or 1970 of the post of a Commissioner at the Assistant Secretary-General level.

17.66 The related credits required for the office of the Acting Commissioner for 1970 as compared with 1969 and 1968, are set forth in table 17-15 below.

TABLE 17-15

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
(i) Salaries and wages ..	185 000	145 400	75 890
(ii) Common staff costs ..	47 800	44 600	15 576
(iii) Travel of staff	6 900	5 300	2 886
TOTAL	<u>239 700</u>	<u>195 300</u>	<u>94 352^a</u>

^a Provided for in 1968 under sections 3, 4 and 5, respectively.

17.67 The estimate under common staff costs covers the payments of dependency allowances (\$6 600); education grants and related travel (\$800); United Nations contributions to the Joint Staff Pension Fund (\$25 300); United Nations contributions to medical and dental insurance plans (\$900); travel on appointment (\$4 500); installation allowances (\$2 800); removal expenses on appointment (\$4 500); and assignment allowances (\$2 400).

17.68 The estimate for travel of staff relates to expected expenditures for home leave travel in 1970.

17.69 The estimated requirements for continuing the Travel Documents Office in East Africa are set forth in table 17-16 below.

TABLE 17-16

<i>Items of expenditure</i>	<i>1970 estimates</i>	<i>1969 appropriations</i>
	\$	\$
(i) Salaries	32 200	14 300
(ii) Common staff costs	5 600	4 400
(iii) Travel	1 500	9 800
(iv) Rental and maintenance of premises	4 000	2 000
(v) Communications	1 800	900
(vi) Purchase of equipment	—	2 800
(vii) Purchase and maintenance of vehicles	1 500	4 000
(viii) Miscellaneous supplies and services	700	1 000
TOTAL	<u>47 300</u>	<u>39 200^a</u>

^a The appropriation shown for 1969 was based on the expectation that the office would be established towards the middle of the year.

17.70 Revenue from staff assessment, as listed under income section 1, is estimated at \$45 900.

17.71 No provision is made in these initial estimates for a possible decision of the Council to proceed to, or to send a sub-committee to, the area in 1970.

CHAPTER VI

Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples \$200 000

1969: 200 000

1968: 116 984

17.72 The Special Committee has not as yet formulated its programme for 1970. However, in order to obviate the need for a *pro memoria* submission at this time and assuming a similar level of activity as that approved for 1969, the Secretary-General has included a provisional estimate of \$200 000. Should it be necessary, this estimate will be revised when the actual programme of the Committee's activities are made known.

CHAPTER VII

Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa \$16 500

1969: 16 500

1968: —

17.73 The Special Committee has not as yet formulated its plans for 1970. On the assumption that the Committee's activities will remain at the same level as approved for 1969, a provisional estimate in the amount of \$16 500 is included for 1970.

CHAPTER VIII

United Nations Representative for India and Pakistan \$ —

1969: —

1968: 39 769

17.74 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. However, it is not anticipated that expenditures will arise under this chapter in 1970 since the appointee continues to be on leave-without-pay.

PART VII

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

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

\$4 170 100 (1969: \$3 829 200 ⁴⁶ 1968: \$3 491 225 ⁴⁷)

18.1 The estimates submitted by the High Commissioner under the present section relate to the administrative costs to be incurred for the functioning of the Office in 1970. All assistance programmes undertaken by this Office are financed from voluntary funds made available to the High Commissioner. As explained in paragraph 18.18 below, an amount of \$510 000 has been included under income section 2, representing the estimated contribution to be made to the United Nations budget from these voluntary funds in 1970 in respect of administrative expenses related to the annual assistance programme.

18.2 Further requests for UNHCR action were made during 1968 and early in 1969 in the fields of both protection of, and assistance to, refugees. These requests resulted in missions to areas in Africa and Asia which had so far not been the active concern of the High Commissioner and in increased demands on the Office's resources. In October 1968 at its nineteenth session, the Executive Committee of the High Commissioner's programme "expressed its concern at the new problems of refugees which the High Commissioner is facing and which call for increased efforts on the part of his Office." While one branch office (Algeria) ⁴⁸ and one sub-office (Capua, Italy) were closed in 1968, two new branch offices (Botswana and India) and one sub-office (Isiro, Democratic Republic of the Congo) had to be opened at the beginning of 1969, and two further sub-offices (Katanga Province, Congo and Juba, Sudan) will have to be opened in the course of the year in response to requests for assistance made by the governments concerned.

International protection of refugees

18.3 International protection is of vital importance to refugees who, by definition, do not enjoy the protection of any government. It aims at the widest adherence to the principles of asylum, the safeguarding of the fundamental human rights of refugees and the adoption of measures permitting them eventually to cease being refugees.

18.4 As explained in more detail in the High Commissioner's estimates for 1969, ⁴⁹ international protection is carried out at four levels: at the universal level, by promoting accessions to international conventions on the status of refugees; at the regional level,

through regional organizations and conventions; at the national level, by encouraging governments to adopt legislation and other measures aimed at bringing the status of refugees as close as possible to that of their nationals; and, finally, at the individual level, as a result of the High Commissioner's responsibility to supervise the implementation, *inter alia*, of the 1951 Convention and the 1967 Protocol relating to the Status of Refugees, which apply essentially to individuals.

18.5 During the twelve months ending 15 February 1969, the number of States parties to the 1951 Convention rose from 53 to 55, and the number of parties to the 1967 Protocol, from 11 to 30. Accordingly, the High Commissioner's task of supervising the application of these instruments, which are of fundamental importance to refugees, continues to increase.

18.6 At its nineteenth session, the Executive Committee of the High Commissioner's Programme reviewed the tasks of the Office in the field of protection. The Committee unanimously concluded that "there should be no break of continuity in the protection activities of UNHCR in any area or in respect of any group of refugees within the competence of UNHCR", and noted "the need for UNHCR activities in the field of protection to be intensified in areas where new problems have arisen without, however, adversely affecting protection activities in other areas". ⁵⁰ This conclusion expressed the Committee's desire to maintain, in the light of the position of refugees and their continued influx, the international protection in Europe at its present level and strength and, at the same time, focused attention on other areas and, in particular, on Africa. The Committee specifically "recognized the increasing importance which international protection was assuming in various countries in Africa where the legal infrastructure was now rapidly developing". ⁵¹

18.7 It has indeed been realized in the course of the past year that in a number of the African countries which have so generously granted asylum to refugees arriving on their territory, the legal norms have not kept abreast of the new situation created by this influx. In the initial stages no major protection problem arose, since it was generally possible to settle the newly-arrived refugees on the land and *de facto* they usually received the same treatment as the local population. However, it is now necessary to consolidate the legal status of these groups in matters such as tenure, grazing rights, education and medical assistance if the results achieved so far by the assistance given to them are not to be jeopardized. Moreover, there are now increasing numbers of refugees who have found their

⁴⁶ Excludes allocations available from voluntary funds for administrative costs related to programmes in Africa and Asia which started in 1968 (see table 18-1).

⁴⁷ Excludes expenditure from voluntary funds for the purpose described in the preceding footnote.

⁴⁸ In Algeria, UNHCR is now represented by a Correspondent.

⁴⁹ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205), para. 18.5.*

⁵⁰ *Ibid.*, Supplement No. 11 A (A/7211/Add.1), para. 62.

⁵¹ *Ibid.*, para. 60.

way into urban areas in order to take up employment. For these refugees an appropriate legal status is of even greater urgency. Thus, questions of residence, identity papers, the right to take up employment or to receive education, social security and travel documents are of paramount importance to them.

18.8 The Governments of the countries should therefore be encouraged and assisted in the creation of a legal and administrative infrastructure which would enable the refugees to enjoy these essential rights. However, since the branch offices are heavily engaged in programmes of material assistance, protection action can be effectively increased only by posting additional legal staff in Africa and by providing adequate support from Headquarters in respect of such important and high-level consultations as may be required.

Assistance programmes

18.9 The target of the Programme for 1969, adopted by the Executive Committee in October 1967, amounts to \$5 681 000, including an allocation of \$410 000 for the grant-in-aid to the United Nations budget. Again, more than one-half of the total has been allocated for projects in Africa. The number of refugees of concern to UNHCR on that continent further increased to more than 880 000 at the beginning of 1969. Of this total, more than 220 000 are being, or will have to be, assisted in the course of the year within the framework of comprehensive projects, chiefly for rural settlement. The remaining 660 000 refugees have reached at least the subsistence level and are not, or have ceased to be assisted under large-scale UNHCR projects. Some of them, however, continue to benefit in a marginal way from the assistance of the Office, e.g. from projects financed from the Refugee Education Account, while a number of settlements, having reached the subsistence level, still need to be consolidated through zonal development schemes to be implemented by other organizations in order to achieve their complete integration into the economic and social structure of the host countries.

18.10 No allocation has been made under the 1969 Programme for the refugees in *Burundi* where the UNHCR has been acting as the "implementing" agency for a preliminary United Nations Development Programme (UNDP) operation, pending the approval of a UNDP Special Fund component project for integrated rural development of the Mosso-Cankuzo region in East Burundi to be implemented by FAO. It was planned that this project should start in March 1969 and that thereafter the role of UNHCR as the implementing agency should cease. The limited numbers of new refugees in *Senegal* are being dealt with under existing arrangements, so that the allocation under the 1969 Programme for refugees in that country could be limited essentially to the improvement of education and health facilities in the refugee settlements, with a view to bringing them to the level prevailing in the other areas of Senegal. This action will have to be continued in 1970.

18.11 At the initiative of UNHCR and the Governments concerned, UNDP-assisted zonal development projects in the Central African Republic, Uganda and Tanzania, are also being elaborated or considered. In the eastern part of the *Central African Republic*, preliminary FAO operations in respect of an integrated development project for the Haut M'Bomou region are expected to start during the second half of 1969. In

Uganda, a "preparatory-assistance-to-government" mission of the UNDP took place in October/November 1968, with a view to the submission to the UNDP Governing Council in June 1969 of a long-term zonal development project for one or two areas in the north-western part of the country which contains a number of refugee settlements. It is hoped that the first phase of this project, planned for a period of two years, will start before the end of 1969. In *Tanzania*, discussions are in progress with a view to a zonal development scheme for the Mwesi Highlands where an important refugee settlement is located. In all three countries, however, considerable numbers of refugees do not live in settlements or live in settlements not covered by zonal development projects. Moreover, further refugees continue to arrive. It was necessary, therefore, to make sizeable allocations, totalling \$1 058 000, in the 1969 Programme for refugees in these countries. Allocations in nearly the same total amount are expected to be required in 1970.

18.12 In the *Democratic Republic of the Congo*, the refugees from Rwanda in the Kivu Province may be considered as settled, although their protection still requires the continuing attention of the High Commissioner. An extensive mission undertaken in 1968 by the UNHCR Representative in the Congo along the southwestern border of the country revealed that the condition of the refugees from Angola, who number some 350 000 and are spread over the whole area from Matadi to Kolwesi, is much less satisfactory than had been believed. He also discovered several smaller groups of Angolans whose existence had not been known to UNHCR until that time. Consequently, an allocation of \$275 000 had to be included in the 1969 Programme for assistance to Angolan refugees. In the northeastern part of the country, the conditions were not considered by the Government to be sufficiently stabilized to allow the opening of a UNHCR sub-office at Isiro until November 1968. The complete programme for the Sudanese refugees living in that area, whose number had increased in the meantime to some 50 000, could, therefore, only start this year. The 1969 Programme includes an allocation of \$350 000 for these refugees. Finally, a new problem arose in the course of 1968 as the result of the presence in the south of a group of refugees from Zambia, and an allocation of \$251 000 was included in the 1969 Programme for the initial phase of their settlement. It comprises an amount of \$26 000 for the administrative expenses related to this project, including the cost of establishing a sub-office in the Katanga Province headed by a Programme Officer at the P-3 level. The branch office at Kinshasa and the two sub-offices will thus be called upon in 1969 to administer a total programme amounting to \$876 000, while the requirements for 1970 are likely to be at an even higher level.

18.13 In the *Sudan*, a survey of the site proposed for the settlement of the refugees from Ethiopia led to a negative conclusion and a new site had to be found. Agreement on the new site was reached in December 1968, so that the land settlement scheme could only start in 1969. Its implementation will have to continue through 1970. In the extreme south of the country, the efforts of the Governments of the Democratic Republic of the Congo and the Sudan and of the High Commissioner to encourage and facilitate voluntary repatriation of Congolese refugees have yielded modest results. Only ten per cent of the refugees expressed a

potential interest in repatriation, and very few have actually returned to the Congo so far. The Government of the Sudan, therefore, requested the High Commissioner for assistance towards the settlement of the remaining group in the Sudan. The total 1969 allocation for refugees in the Sudan thus amounts to \$820 000, and a similar amount is likely to be required in 1970. Since no suitable operational agency is available in the country, this large programme will be implemented by the Government with the assistance of the UNHCR branch office. While it is hoped that the assistance in respect of the refugees from Ethiopia can be provided by the Khartoum office, the project for the Congolese refugees will require the establishment of a sub-office at Juba in the Equatoria Province.⁵² The protection action of the branch office in Khartoum will also have to be strengthened; the Sudan is not a party to the 1951 Convention or to the 1967 Protocol on the Status of Refugees.

18.14 In the southern part of the African continent there has been a continued influx of refugees from the neighbouring countries into *Zambia*, where the total number is now approximately 15 000, and into *Botswana*. During the latter part of 1968 the Government of Botswana requested assistance in the settlement of Angolan refugees entering Botswana and in finding permanent solutions for the other refugees living in the country. The High Commissioner responded to this request by an allocation from his Emergency Fund which covers both the cost of the assistance to be provided and the administrative expenses (\$49 000) required to open a branch office at Gaborone and to maintain it through 1969. This office is headed by a senior officer at the P-5 level who is also accredited to the Governments of Lesotho and Swaziland. Apart from his work in Botswana, he handles the intricate protection problems concerning the refugees living in these two countries and assists the Governments in finding permanent solutions for them, mainly through resettlement in co-operation with the Bureau for Placement and Education of Refugees of the Organization of African Unity (OAU) in Addis Ababa.

18.15 As mentioned in the revised estimates for 1969,⁵³ developments within Nigeria resulted during 1968 in a growing accumulation in the neighbouring countries of several thousands of refugees of concern to UNHCR who are in need of assistance and protection. At the time of the preparation of these estimates, a request by the Government of Gabon through the UNDP Resident Representative in Libreville for the assistance of UNHCR in providing shelter for refugee children was already under consideration, and it was likely that a substantial allocation for this purpose would be made from the High Commissioner's Emergency Fund. At the same time, it became clear that the international protection activities of UNHCR in the countries of *West Africa* south of the Sahara would need to be strengthened considerably if the Office were to provide adequate protection to the numerous groups of refugees living in the area, and to provide Governments with the legal advice and assistance necessary in the formulation and implementation of legislation concerning refugees. At present there is no UNHCR office between Dakar and Kinshasa and it has been

found impossible to cover the area by visits from Headquarters or from the Regional Office in Addis Ababa, such visits being costly and inadequate. The High Commissioner, therefore, considers it necessary to open an office in the area, staffed by two fairly senior officers who could handle the assistance and protection aspects of UNHCR's action in this part of Africa. A *chargé de mission* will shortly proceed to the area to provide initial assistance to the Governments concerned, to determine the best location for the office and to negotiate the necessary arrangements.

18.16 The situation of the refugees in the *Middle East* who are of concern to the High Commissioner continues to be affected by developments. These refugees, who number some 10 000, live principally in the Lebanon and the United Arab Republic, but there are also small groups in Cyprus, Iran, Jordan, the Trucial States and the Syrian Arab Republic. As the refugees belong to the poorest strata of the population, they are more affected by the changed situation than persons living at other economic levels. Increased allocations, totalling \$113 500 have therefore been included in the 1969 Programme for the Middle East and the United Arab Republic. In addition to the assistance to these refugees of longer standing, the services of the Office have been increasingly called upon in the field of international protection and facilitation of resettlement as a result of several more recent problems in the area. Following the developments in the southern part of the Arabian peninsula, small groups of new refugees have entered Lebanon and the United Arab Republic; the problems of stateless persons among the minority groups in various countries of the Middle East have become much more acute as a result of the tensions in the area; and highly intricate individual cases of refugees appear with an increasing frequency in one or the other of the thirteen countries covered by the two branch offices in the area. Some strengthening of these offices must therefore be envisaged.

18.17 In *India*, the number of Tibetan refugees is now estimated at some 55 000. The Government of India itself has spent considerable sums annually in order to assist these refugees, and has welcomed the initiative of the national committees participating in the 1966 European Refugee Campaign to reserve funds for Tibetan refugees in India. However, despite the continuous efforts made, there remain a number of outstanding needs, particularly those of old and handicapped refugees. At the request of the Indian Central Relief Committee, made to the High Commissioner in agreement with the Government, an allocation of \$300 000 for assistance to these refugees has therefore been included in the 1969 Programme. At the same time, an amount of \$40 000 has been allocated for the administrative expenses of establishing and maintaining throughout 1969 a branch office in New Delhi, to consist of a Representative at the P-5 level and three general service staff. In view of the magnitude of the outstanding needs of these refugees, allocations will be required for assistance to them in 1970 and 1971 at approximately the same level as for 1969.

18.18 In view of these continuing problems and the new situations in Africa and Asia, the High Commissioner expects that the financial target of the Programme for 1970 will be at least at the same level as the target for 1969. The 1970 target will include an

⁵² The linear distance between Khartoum and Juba is approximately 1 350 kilometres.

⁵³ *Official Records of the General Assembly, Twenty-third Session, Annexes, agenda item 74, document A/C.5/1214.*

allocation for the grant-in-aid to the United Nations budget, which is provisionally estimated at \$510 000, i.e. 10 per cent of the expected actual programme commitments in 1969, excluding the grant-in-aid for 1969 and administrative expenditure covered directly under the Programme. This provisional amount is included under income section 2.

Inter-agency co-operation

18.19 During the past twelve months there has been a considerable development of the co-operation of UNHCR with the other organizations in the United Nations system, the most striking results of which have been the integrated rural development projects referred to in paragraphs 18.10 and 18.11 above. In his initial estimates for 1969, the High Commissioner described in some detail⁵⁴ the various general aspects of inter-agency co-operation as far as UNHCR is concerned. This general co-operation involves, *inter alia*, attendance at a considerable number of meetings of the Administrative Committee on Co-ordination (ACC) and its various sub-committees.

18.20 Pursuant to a decision reached by the ACC at its 46th session, the High Commissioner called an *Ad Hoc* Inter-Agency Meeting on Assistance to Refugees with the participation of all the interested members of the United Nations system. The meeting took place in January 1969 in Geneva. It recommended, *inter alia*, that UNHCR should inform the United Nations programmes and agencies concerned of all requests for assistance received from Governments facing a new refugee situation, with a view to enabling them, wherever possible, to assist these Governments in the preparation and operation of emergency relief and land settlement projects for the new refugees. The systematic implementation of this procedure will entail a considerable amount of additional work at UNHCR Headquarters, but should result in additional resources of the various programmes and organizations being made

⁵⁴ *Ibid.*, Twenty-third Session, Supplement No. 5 (A/7205), paras. 18.21 and 18.22.

available to the Governments concerned for assistance to refugees during the first two phases of the process, i.e. the emergency phase and the land settlement phase. This procedure should also facilitate the planning and organization, upon completion of the second phase, of integrated rural development projects for the areas where the refugees are being settled.

18.21 It was also agreed at the meeting that the co-operation between agencies in respect of refugees should mean not only the participation of the other United Nations bodies in projects sponsored by UNHCR, but also the extension to refugees of projects initiated and/or implemented by the other United Nations programmes and agencies. This aspect will entail for UNHCR the continuous scrutiny of documentation produced by the other United Nations bodies, attendance at working meetings at which the projects are discussed and correspondence with all the members of the United Nations system entrusted with the execution of these projects.

18.22 The High Commissioner believes, however, that this course of action is essential if the vast and increasing needs of refugees in the developing countries, and particularly in Africa, are to be met without a major increase in the financial resources at his disposal for assistance to refugees. In full agreement with the Executive Committee of his Programme, he also believes that this is the only practical way of ensuring that refugees benefit from the various forms of assistance provided by the other members of the United Nations system towards national development plans, each organization acting within the limits of its competence. As a result, the refugees should be able to participate fully in the development of the countries where they live, without the involvement of the High Commissioner in development activities which are outside his terms of reference.

Summary of estimates

18.23 Table 18-1 below provides a summary, by chapter total, of the estimates for 1970, as compared with the appropriations for 1969 and actual expenses

TABLE 18-1

Chapter	1970 estimates	1969 appropriations	1968 expenses		
			Section 18	Voluntary funds	Total
	\$	\$	\$	\$	\$
I. Salaries and wages	2 954 000	2 720 000	2 449 294	2 539	2 451 833
II. Common staff costs	731 000	664 000	633 351	3 505	636 856
III. Travel of staff	180 000	175 000	160 558	2 231	162 789
IV. Public information activities	30 000	26 000	26 411	—	26 411
V. Hospitality	8 100	7 800	5 023	221	5 244
VI. Permanent equipment	28 000	28 000	16 851	—	16 851
VII. General expenses	225 000	199 400	193 547	3 392	196 939
VIII. Contractual printing	14 000	9 000	6 190	—	6 190
GROS TOTAL	4 170 100	3 829 200	3 491 225	11 888	3 503 113
<i>Deduct</i>					
Income from staff assessment	561 100	517 200 ^a	473 876	—	473 876
Grant-in-aid from voluntary funds	510 000	410 000 ^b	412 400	—	412 400
NET TOTAL	3 099 000	2 902 000 ^c	2 604 949	11 888	2 616 837

^a Revised estimate.

^b Actual figure: \$410 395.

^c In addition, allocations totalling \$115 000 (net) from voluntary funds are available for 1969 administrative expenses related to programmes in Africa and Asia which started in 1968.

in 1968 under this section as well as under the allocations from voluntary funds. The estimates for 1970 include provisions for salaries, common staff costs, travel, hospitality, permanent equipment and general expenses which in 1968 and 1969 were met from voluntary funds. It will be seen that the estimated net cost to the United Nations of the functioning of the

Office in 1970 exceeds the estimated net cost in 1969 by less than \$200 000. If the allocations from voluntary funds for administrative expenses in 1969 are taken into account, the net increase in fact amounts to \$82 000. 18.24 Table 18-2 below shows the distribution between Headquarters (Geneva) and the field offices of the various items of expenditure under this section.

TABLE 18-2

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
<i>Headquarters (Geneva)</i>			
I. Established posts	1 570 000	1 480 000	1 409 460
Consultants and temporary assistance	33 000	37 000	34 976
Overtime	1 000	1 500	685
II. Common staff costs ..	403 000	380 000	372 167
III. Travel of staff	97 000	95 000	87 792
IV. Public information activities	30 000	26 000	26 411
V. Hospitality	1 800	1 900	973
VI. Permanent equipment	—	—	—
VII. General expenses	30 000	26 000	23 573
VIII. Contractual printing	11 800	7 000	4 609
TOTAL, headquarters	2 177 600	2 054 400	1 960 646
<i>Field offices</i>			
I. Established posts	1 307 000	1 139 000	972 153
Correspondents, consultants and temporary assistance	41 000	60 000	31 016
Overtime	2 000	2 500	1 003
II. Common staff costs	328 000	284 000	261 185
III. Travel of staff	83 000	80 000	72 766
IV. Public information activities	—	—	—
V. Hospitality	6 300	5 900	4 050
VI. Permanent equipment	28 000	28 000	16 851
VII. General expenses	195 000	173 400	169 974
VIII. Contractual printing	2 200	2 000	1 581
TOTAL, field offices	1 992 500	1 774 800	1 530 579
GRAND TOTAL	4 170 100	3 829 200	3 491 225

CHAPTER I

Salaries and wages \$2 954 000
 1969: 2 720 000
 1968: 2 449 294

(i) *Established posts* \$2 877 000
 1969: 2 619 000
 1968: 2 381 613

*Additional requirements**Branch Offices*

18.25 In view of the volume of the assistance programme and of the requirements for the international protection of refugees in the *Democratic Republic of the Congo*, described in para. 18.12 above, the branch office will require to be manned, in Kinshasa, by a Representative at the P-5 level, a Deputy Representative/Legal Officer at the P-4 level and a junior Programme Officer to handle the programme for Angolan refugees. In addition, a Representative/Programme Officer at the P-4 level will be required to head the Isiro sub-office, and a Programme Officer at the P-3 level to head the sub-office to be established

in the Katanga Province. A minimum of ten supporting general service staff will be required: four in Kinshasa, four at Isiro (administrative assistant/radio operator, secretary, driver/messenger and watchman) and at least two in the Katanga Province. As the present establishment of the branch office consists of one P-5, one P-4, one P-1/2 and six general service posts, the additional requirements for 1970 amount to one P-4, one P-3 and four general service posts.

18.26 In the *Sudan*, in respect of which the second largest 1969 Programme allocation has been made, the establishment of a sub-office at Juba and the reinforcement of the protection action of the branch office in Khartoum⁵⁵ will require a staff consisting of a Representative (P-5), a deputy (P-4) and a Programme Officer (P-3). The Representative and his deputy will be stationed in Khartoum. In addition to handling all protection matters, they will supervise the assistance programme for refugees from Ethiopia, requiring frequent and extended travel from Khartoum to the settlement area, which is located approximately 350 kilometres south-east of the capital as the crow flies. The Programme Officer will be stationed in the sub-office at Juba. Six general service staff (four in Khartoum and two in Juba) will be needed. Since the 1969

⁵⁵ See paragraph 18.13 above.

establishment consists of one P-4, one P-3 and five general service posts, one additional P-5 and one new general service post will be required for 1970.

18.27 The request from the Government of *Botswana*, to which reference has been made in para. 18.14 above, led to the establishment of a branch office at Gaborone which now also handles refugee problems in Lesotho and Swaziland. The administrative expenses of this office, which is manned by a Representative at the P-5 level and two general service staff, are being met in 1969 from the High Commissioner's Emergency Fund. 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, these posts will have to be provided for under the regular budget estimates as from 1970.

18.28 As regards the new office in *West Africa*,⁵⁶ the High Commissioner is proceeding with his plan to send a *chargé de mission* to the area. As soon as the location of the office is agreed, he intends to appoint a Representative at the P-5 level and a Deputy at the P-4 level. The Deputy, besides replacing the Representative who will have to travel extensively through the area between Senegal and the Congo, will have particular responsibility for the international protection of refugees in the fourteen countries of the area to be covered by this office. The staff of the office will also comprise three general service posts, on the assumption that it will be located in common premises with another United Nations office with which some common services could be shared. In view of the reduction applied to the revised estimates submitted by the High Commissioner for 1969, this office cannot be established in the first half of 1969 as initially scheduled. However, the increasing numbers of refugees from Nigeria in the countries of the area make it urgent that such an office be opened as soon as possible and the High Commissioner intends to bring it into operation, fully staffed, during the second half of 1969.

18.29 The developments in the *Middle East*, referred to in para. 18.16 above, have necessitated increasingly frequent travel from Headquarters to assist the Representatives, both in the Lebanon and the United Arab Republic, during extended peak periods and during their absence on mission or on leave. The situation has now reached a point where occasional missions from Headquarters are no longer adequate to cope with the workload. The High Commissioner therefore considers it necessary to assign to the Beirut office one additional officer at the P-3 level in order to assist as required in the work of both offices. As a consequence, one additional general service post will also be required.

18.30 In *India*, a new branch office was opened in Delhi.⁵⁷ The costs of this office, which include a Representative at the P-5 level and three general service posts, are being met in 1969 by a programme allocation. However, as in the case of Botswana, these posts will have to be provided for under the regular budget as from 1970.

Headquarters

18.31 In view of the encouraging developments in the field of *inter-agency co-operation* which have been explained in paras. 18.20 to 18.22 above, the High

Commissioner considers it essential to strengthen his establishment at Headquarters by the addition of one senior officer (P-5) post and one general service post to assist him in fulfilling his vastly enlarged tasks in this field. While the general functions mentioned in para. 18.19 above will continue to be handled by the High Commissioner's Executive Office, he attaches high priority to the appointment, as soon as possible and on a full-time basis, of a senior officer who would be responsible for seeking the assistance of other agencies in support of UNHCR-sponsored projects, obtaining for refugees the benefit of other agencies, projects and promoting joint inter-agency projects for the development of settlement areas. Accordingly he intends to appoint this officer already in 1969 if, during the course of the year, his temporary assistance resources so permit. However, established posts (1 P-5 and one new general service post for secretarial assistance) will have to be provided for this continuing function as from 1970.

18.32 The increasing needs in Africa and Asia as regards both protection and material assistance, and the consequential increase in the human resources allocated by the High Commissioner to these areas, place a correspondingly heavier burden on the Headquarters services responsible for providing substantive direction and backstopping, on the one hand, and administrative support, on the other. In 1967, there were eleven branch offices in Africa and Asia; in 1970 there will be seventeen. During these three years the manning table for these offices will have increased from seventy-two to ninety-nine posts. Expenditure for programmes in these areas, which totalled \$2 974 000 in 1967, will amount to nearly \$3 800 000 in 1969. Over the same period of time, the staffing of the Africa and Asia Division at Headquarters has increased from nine to ten professional officers and from six to eight general service staff. There was no increase in the staffing of the Administration and Finance Division. As any absorptive capacity at Headquarters has long since been exhausted, the High Commissioner considers it necessary to effect some minimal strengthening of these services by adding one officer at the P-1/2 level to the Africa and Asia Division, and one officer at the P-3 level to the Administration and Finance Division to carry particular responsibility for administrative and finance matters concerning the field offices. Two additional general service posts will also be required.

18.33 The gross additional requirements for 1970 thus total eleven professional (5 P-5, 2 P-4, 3 P-3 and 1 P-1/2) and seventeen general service posts.

Reductions expected

18.34 In view of the volume and urgency of these new requirements, the High Commissioner undertook with particular care the annual scrutiny of the work and staffing of the field offices which each year precedes the preparation of the budget estimates. Although very few of the problems that are being faced by the Office in 1969 are likely to disappear by 1970, and in spite of the continuing problems in Europe described in the budget estimates for 1969⁵⁸ which were not eased by the developments in the second half of 1968, the High Commissioner believes, as a result of this scrutiny, that it may be possible to offset a part of the new requirements by reductions in other areas.

⁵⁶ See paragraph 18.15 above.

⁵⁷ See paragraph 18.17 above.

⁵⁸ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205), paras. 18.33 to 18.35.*

18.35 In particular, he hopes to achieve in the course of 1969 a reduction of one professional (P-4) and one general service post in the manning table of the branch office in Italy, due to a further streamlining⁵⁹ of the eligibility procedure which would reduce the involvement of UNHCR. He also hopes to reduce by one professional (P-2) and one general service post the manning table of the branch office in Greece, since it is now expected that, by the end of 1969 the major aid programme in that country will approach completion. Finally, he expects that the consolidation of the refugee settlements in Senegal will permit the release from the branch office at Dakar of one professional (P-3) and one general service post.

18.36 The reductions expected thus amount to three professional (P-4, P-3 and P-2) and three general service posts.

Summary

18.37 The net additional provision sought by the High Commissioner for 1970, as compared with the *initial* estimates for 1969, consequently amounts to eight professional (5 P-5, 1 P-4 and 2 P-3) and fourteen general service posts. Of this total, however, three professional (P-5, P-4 and P-3) and three general service posts are already being carried in 1969 against temporary assistance credits which the General Assembly made available as a result of the approval of revised

⁵⁹ *Ibid.*, para. 18.32 (b).

estimates for 1969 submitted by the High Commissioner.⁶⁰ Another three professional (2 P-5 and 1 P-3) and seven general service posts are being financed in 1969 from programme allocations or from the High Commissioner's Emergency Fund.⁶¹ Therefore, of the additional posts requested, only two professional (P-5) and four general service posts represent new requirements for which credits are not available to the High Commissioner in 1969.

18.38 The proposed manning table for 1970, including the additional posts requested, is set out in table 18-3 below. The estimates for post adjustment assume class 2 in Geneva throughout 1970; for all other duty stations, it has been assumed that post adjustments in effect on 1 January 1969 will remain unchanged throughout 1970. The estimates for general service posts also assume an increase in salary scales for Geneva only (six per cent gross over scales in effect on 1 January 1969). The estimates for turnover reflect the fact that, as explained in the preceding paragraphs, at least six of the eight additional professional posts and ten of the fourteen new general service posts will already be encumbered by 1 January 1970.

18.39 The geographical location of the posts is shown in table 18-4 on page 204. This table also reflects changes resulting from transfer of posts and redeployment of

⁶⁰ *Ibid.*, *Twenty-third Session, Annexes*, agenda item 74, document A/C.5/1214, paras. 18.7 and 18.9.

⁶¹ See paragraphs 18.12, 18.14 and 18.17 above.

TABLE 18-3

Number of established posts		Category and post level	To maintain 1969 establishment	To provide for new posts in 1970	Total
1969	1970				
			\$	\$	\$
1	1	High Commissioner			
		Salary	36 850	—	36 850
		Allowance	4 000	—	4 000
1	1	Deputy High Commissioner			
		Salary	28 520	—	28 520
		Allowance	1 000	—	1 000
2	2	Directors (D-2)			
		Salaries	54 930	—	54 930
		Allowances	1 200	—	1 200
5	5	Principal Officers (D-1)	122 690	—	122 690
		<i>Professional</i>			
19	24	Senior Officers (P-5)	412 950	95 600	508 550
26	27	First Officers (P-4)	467 180	15 260	482 440
24	26	Second Officers (P-3)	341 120	24 760	365 880
24	24	Associate/Assistant Officers (P-2/1)	259 040	—	259 040
102	110		1 729 480	135 620	1 865 100
		Add: Post adjustment	94 120	8 620	102 740
			1 823 600	144 240	1 967 840
		<i>General Service</i>			
7	7	Principal level	69 770	—	69 770
177	191	Other levels	874 920	38 190	913 110
184	198		944 690	38 190	982 880
		Deduct: Adjustment for turnover (3 per cent of professional staff and above on existing posts, 10 per cent of all new posts)	(55 200)	(18 520)	(73 720)
286	308	TOTAL	2 713 090	163 910	2 877 000

TABLE 18-4
ESTABLISHED POSTS, 1970: DISTRIBUTION BY CATEGORY AND LEVEL

	Headquarters	Africa — Liaison Office	Australia	Austria	Belgium	Botswana	Burundi	Canada	Central African Republic	Congo	Far East	France	Germany	Greece	India	Italy	Latin America	Middle East	Morocco	Nepal	Netherlands	Senegal	Sudan	Tanzania	Turkey	Uganda	United Arab Republic	United Kingdom	United States	West Africa	Zambia	TOTAL																															
High Commissioner	1																															1																															
Deputy High Commissioner	1																															1																															
Directors	1																										1					2																															
Principal Officers	5																															5																															
TOTAL, I																																8																													9		
Professional																																																															
Senior Officers	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	24																														
First Officers	11			1	1	2								1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	27																															
Second Officers	12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1	1	1	1	1	1	26																															
Associate/Assistant Officers	19		1						1	1													1	1	1	1	1	1	1	1	1	24																															
TOTAL, II																																49	2	-	2	2	1	1	1	2	5	1	2	3	2	1	2	2	2	-	1	1	1	3	3	1	3	1	1	2	2	2	101
General Service																																																															
Principal or highest level	6																												1				7																														
Other levels	73	4	1	7	4	2	4	1	4	10	2	5	6	6	3	6	6	4	3	2	2	3	6	6	2	5	3	2	2	3	4	191																															
TOTAL, III																																79	4	1	7	4	2	4	1	4	10	2	5	6	6	3	6	6	4	3	2	3	6	6	2	5	3	2	3	4	198		
TOTALS I, II AND III																																136	6	1	9	6	3	5	2	6	15	3	7	9	8	4	8	8	6	3	3	3	4	9	9	3	8	4	3	6	5	6	308

staff. In this connexion, the High Commissioner wishes to draw attention to the transfer of the Protection Officer for East Africa from the Regional Liaison Office at Addis Ababa to the branch office for Tanzania. Since the area to be covered by this officer comprises Kenya, Uganda, Tanzania and Zambia, his posting to Dar-es-Salaam will permit him to cover the area more effectively at a lower travel cost.

18.40 As to the distribution of staff over continents, it will be noted that a further reduction has been effected in the staff of the European branch offices to the extent of two professional and three general service posts, bringing the total down to 56 posts. However, this reduction is more than offset by an increase of seven professional and fourteen general service posts in Africa and Asia, where a total of 99 posts is to be located in 1970.

(ii) <i>Correspondents, consultants and temporary assistance</i>	\$74 000
	1969: 97 000
	1968: 65 992

18.41 The estimates under this heading cover the following requirements:

(a) Honoraria paid to correspondents representing the High Commissioner in countries where a branch office with a full Representative is not required (\$14 000);

(b) Fees of consultants on special assignments (\$24 000);

(c) 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 (\$36 000).

18.42 The estimate for consultants includes a new provision in the amount of \$1 800 for two consultants on health and welfare institutions and legislation in Brazil and Chile, the two countries in Latin America with major refugee populations. Expert advice is required to explore fully all the possibilities for assistance to refugees which seem to exist within the framework of the health and welfare legislation and institutions in these two countries. A corresponding reduction in the expenditure for correspondents will be achieved by the discontinuation of one of the existing correspondents in Latin America.

(iii) <i>Overtime</i>	\$3 000
	1969: 4 000
	1968: 1 689

CHAPTER II

<i>Common staff costs</i>	\$731 000
	1969: 664 000
	1968: 633 351

18.43 This estimate is based on experience gained in recent years. It takes into account, in particular, the fact that actual expenditure in 1968 in respect of dependency allowances, education grants and related travel, assignment allowances and separation payments considerably exceeded the original estimates. The estimate covers the following requirements:

(i) <i>Dependency allowances</i>	\$85 000
	1969: 80 000
	1968: 80 068
(ii) <i>Education grants and related travel</i>	\$30 000
	1969: 28 000
	1968: 26 635
(iii) <i>Contributions to the United Nations Joint Staff Pension Fund</i>	\$356 000
	1969: 317 000
	1968: 297 455
(iv) <i>Contributions to medical and other social insurance</i>	\$27 000
	1969: 25 000
	1968: 24 981
(v) <i>Travel and removal expenses upon appointment, transfer and separation</i>	\$56 000
	1969: 50 000
	1968: 45 440
(vi) <i>Installation expenses</i>	\$24 000
	1969: 22 000
	1968: 19 212
(vii) <i>Assignment allowances</i>	\$43 000
	1969: 39 000
	1968: 38 431
(viii) <i>Separation payments, including repatriation grants</i>	\$71 000
	1969: 65 000
	1968: 62 632

The increase in this estimate reflects a further increase in the number of retirements expected for 1970.

(ix) <i>Travel of staff and dependents on home leave</i>	\$39 000
	1969: 38 000
	1968: 38 497

A 10 per cent deduction has been applied to the estimated total cost of home leave entitlements in 1970 to allow for the loss or deferral of entitlements.

CHAPTER III

<i>Travel of staff</i>	\$180 000
	1969: 175 000
	1968: 160 558

18.44 This estimate covers travel and subsistence costs for staff members, correspondents and consultants proceeding on official business. In addition to the requirements provided for in the 1969 appropriation, it includes a provision for travel of the staff of the new branch offices in Botswana and India and the new sub-

office in the Katanga Province of the Congo to the refugee settlements in their areas, as well as the related travel to and from Headquarters. In 1969 all these additional travel expenses are being covered from the voluntary funds allocations, totalling \$115 000.⁶² A provision is also included for the sub-office at Juba (Sudan) to be opened towards the end of 1969.

CHAPTER IV

<i>Public information activities</i>	\$30 000
1969:	26 000
1968:	26 411

18.45 This estimate covers requirements in respect of the regular information programme of the Office as well as the needs arising from the twentieth anniversary of the Office which will be observed in 1971, but for which part of the material will have to be produced during 1970.

18.46 The regular programme includes the production of the publication entitled "UNHCR reports ..." in English and French, the preparation of special reports on projects carried out under the annual assistance programme or outside the programme with private support (in languages suitable for the donors), the writing, printing and distribution of pamphlets and feature articles in various languages, and the production and distribution of photographs, photo-poster sets, radio material and television featurettes. In addition, since the number of sessions of the Executive Committee has been reduced to one per year, Governments and non-governmental organizations have expressed the desire to be kept informed between sessions of developments regarding new refugee situations and assistance programmes through the periodic publication of a bulletin.

18.47 The twentieth anniversary of UNHCR will provide unusual opportunities for the provision of information, through the various media, to Governments, intergovernmental and non-governmental bodies and the public on refugee problems of concern to UNHCR, as well as on the achievements of the Office over the past twenty years. In order to take advantage of this exceptional occasion to focus attention on the needs of refugees, the High Commissioner requests a modest increase in the appropriation for public information activities as compared with the previous years.

18.48 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 of undertaking other major information projects in support of international efforts to meet refugee problems of concern to the High Commissioner. Income derived from the sale of material produced is credited to the Fund. In 1968, the balance of commitments over the income received amounted to \$21 189.

18.49 The High Commissioner, in agreement with his Executive Committee, also maintains 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 activities designed to further public awareness of the

activities of the Office and to raise voluntary funds necessary for the financing of those activities. In 1968 the preparation of a new record and musicassette scheme ("World Star Festival") was started and an amount of \$17 854 was spent from this reserve, while \$60 000 had to be set aside for guaranteeing initial production and promotion costs prefinanced by the commercial partner. At the end of 1968, the reserve was thus reduced to \$122 146. This total sum will be required to guarantee the costs of the scheme to be launched in 1969 pending income from the sales of the record and the musicassette.

CHAPTER V

<i>Hospitality</i>	\$8 100
1969:	7 800
1968:	5 023

18.50 The increased requirements under this heading relate to the official hospitality expenses of the Representatives at the three new branch offices in Botswana, India and West Africa. The total amount requested will enable the High Commissioner to maintain the allotments to the thirty Representatives at the various branch offices at the average level of \$200 *per annum* and to allot an average of \$100 per annum to the heads of the sub-offices at Isiro, in the Katanga Province, and at Juba. The amount available for reimbursement of hospitality expenses incurred by senior staff at Headquarters will thus be reduced to \$1 800.

CHAPTER VI

<i>Permanent equipment for field offices</i>	\$28 000
1969:	28 000
1968:	16 851

18.51 This estimate covers the following requirements:

(a) The replacement at the field offices of four official cars at an estimated cost of \$14 100, and of obsolete typewriters, calculating machines, photocopy machines and furniture;

(b) The purchase of two coding machines for branch offices located in cities where no such equipment is available to UNHCR, and of four air-conditioners for two offices in tropical areas.

The permanent equipment costs arising at Headquarters are included in the estimates for the United Nations Office at Geneva under section 8.

CHAPTER VII

<i>General expenses and supplies</i>	\$225 000
1969:	199 400
1968:	193 547

18.52 This estimate provides, in addition to the requirements covered in the 1969 appropriation, for the expenses related to the three new branch offices (Botswana, India, West Africa) and two sub-offices (Katanga, Juba). It comprises the following provisions:

(i) <i>Rental and maintenance of field office premises</i>	\$79 000
1969:	67 000
1968:	69 400

⁶² See paragraphs 18.12, 18.14 and 18.17 above.

Between November 1968 and February 1969, three branch offices (Tanzania, Lebanon and Zambia) which had so far been accommodated in UNDP premises had to move to new premises rented on a commercial basis at considerably increased costs because of UNDP's increased office requirements for their own staff. As a result, the actual expenditure on this item increased to \$72 034 per annum as of February 1969 (\$59 334 for rentals and \$12 700 for cleaning, maintenance and common services). As a result of the reduction of the staff of the offices in Austria and Germany, these can be transferred by 1970 to smaller premises,⁶³ reducing thereby the rental and maintenance costs by an estimated \$3 000. On the other hand, it has been necessary to include an additional provision of \$10 000 for 1970 for the five new branches and sub-offices. No provision has been included for possible increases in rental and maintenance costs of other offices.

(ii) <i>Utilities (field offices)</i>	\$7 000
	1969: 6 100
	1968: 5 936
(iii) <i>Rental and maintenance of equipment, including transportation equipment (field offices)</i>	\$29 000
	1969: 24 500
	1968: 26 533
(iv) <i>Communications, postage and freight</i> ..	\$92 000
	1969: 86 300
	1968: 75 794

Apart from the additional requirements for the new branches and sub-offices, this estimate also includes a provision for freight costs relating to the distribution

⁶³ Upon the expiration of the lease early in 1969, the premises of the branch office in Greece were reduced in anticipation of the staff reductions to take place by 1970.

of special public information material on the occasion of the twentieth anniversary of the UNHCR.

(v) <i>Stationery and office supplies</i>	\$5 000
	1969: 4 200
	1968: 3 385
(vi) <i>Other supplies and services (field offices)</i>	\$13 000
	1969: 11 300
	1968: 12 499

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

<i>Contractual printing</i>	\$14 000
	1969: 9 000
	1968: 6 190

18.53 The printing programme covered by this estimate includes provision for special issues of UNHCR publications to be produced on the occasion of the twentieth anniversary of UNHCR. It comprises the following items:

	\$
<i>Headquarters</i>	
“UNHCR reports ...” (regular and special issues)	7 000
HCR Bulletin (quarterly) ⁶⁴	4 800
<i>Branch offices</i>	
Austria: Information bulletin	450
Germany: Legal and information bulletins	1 100
Leaflets for new arrivals in four refugee languages	520
Italy: Information bulletin	130
	<u>14 000</u>

⁶⁴ See paragraph 18.46 above.

PART VIII

INTERNATIONAL COURT OF JUSTICE

Section 19. International Court of Justice

\$1 395 600 (1969: \$1 396 000 1968: \$1 391 345)

TABLE 19-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
I. Salaries and expenses of members of the Court.....	713 700	711 240	714 188
II. Salaries, wages and expenses of the Registry.....	567 100	550 160	564 754
III. Common services	102 800	102 700	103 476
IV. Permanent equipment	12 000	31 900	8 925
TOTAL, section 19	1 395 600	1 396 000	1 391 345

CHAPTER I

Salaries and expenses of members of the Court \$713 700

1969: 711 240
1968: 714 188

19.1 The estimate under this chapter is based on the following requirements:

(i) *Salaries and allowances for the President, the Vice-President and the Judges* \$461 700

1969: 461 700
1968: 457 335

This estimate is in accordance with General Assembly resolution 2366 (XXII) of 19 December 1967.

(ii) *Pensions* \$217 600

1969: 217 600
1968: 217 571

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

1969: 4 640
1968: 3 184

(iv) *Annual journeys and journeys on leave* \$27 000

1969: 26 000
1968: 21 486

This estimate covers the cost of journeys to which judges are entitled under General Assembly resolution 85 (I) of 11 December 1946.

(v) *Travel and removal expenses of members of the Court and dependants* \$1 000

1969: 1 000
1968: 2 177

(vi) *Miscellaneous supplies and services* \$400

1969: 300
1968: 419

(vii) *Judges ad hoc, assessors, witnesses and experts* —

1969: —
1968: 12 016

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 1970 to authorize the Secretary-General to enter into commitments up to \$37 500 for *ad hoc* Judges and \$25 000 for assessors, witnesses and experts.

CHAPTER II

Salaries, wages and expenses of the Registry \$567 100

1969: 550 160
1968: 564 754

19.2 The estimate under this chapter covers the following requirements:

(i) *Established posts* \$384 800

1969: 364 400
1968: 299 385

TABLE 19-2

Number of established posts 1969 1970		Category and level	Gross salaries
1	1	Registrar (A-S-G)	\$
		Salary	32 950
		Allowance	1 000
1	1	Director (D-2)	27 110
		<i>Professional</i>	
4	4	Senior Officer (P-5)	88 990
2	3	First Officer (P-4)	50 950
2	2	Second Officer (P-3)	27 560
4	4	Associate Officer (P-2)	43 500
2	1	Assistant Officer (P-1)	10 390
16	16		282 450
		Post Adjustment	8 434
			290 884
		<i>General service</i>	
16	18	(dollar equivalent of local salary scale)	93 916
32	34		384 800

19.3 The estimate under this heading represents an increase of \$20 400 over the appropriation for 1969. These additional requirements relate to: annual increments (\$7 250), an increase in the salaries of staff in the general service category (\$6 250), the proposed upgrading of three posts in the professional category (\$1 100) and the proposed establishment of two new posts in the general service category (\$5 800).

New posts

19.4 As a consequence of the growth over the years of the workload of the establishment and archives departments, it is proposed that each of these areas be strengthened in 1970 by the addition of one new general service post.

19.5 In the department of archives there has been a progressive increase in the volume of documents and correspondence to be handled, in particular as a result of the growth in the membership of the United Nations from 61 to 126 since 1950, when an initial report by a senior United Nations official had already recommended an increase in the staff of the department.

19.6 The workload in the establishment department has also increased considerably since 1947, when its staffing was first fixed at a total of three officials. This additional workload relates not only to the increased responsibilities falling on the Registry in general, but also to the greater complexity of personnel administration, involving a larger number of personnel calculation and accounting operations.

Reclassifications of existing posts

19.7 As a consequence of an on the spot review by a representative of the office of the Controller of the classification of professional posts in the Registry, the following reclassifications are proposed:

1 P-3 to P-4

In recognition of the increasing scope of the duties of the Accountant-Establishment Officer.

1 P-2 to P-3

1 P-1 to P-2

These upgradings involve, respectively, the posts of Librarian and Assistant Librarian. In addition to their normal duties, the incumbents of these two posts assist the Judges in the preparation of their opinions in respect of cases before the Court by the selection and compilation of relevant reference material. This function, which would otherwise have been entrusted to law clerks or research assistants, requires special professional attributes which justify the grading of the posts involved at a higher level.

(ii) *Temporary assistance* \$ 80 000

1969: 100 000
1968: 181 419

This estimate covers the requirements for additional interpretation, translation, typing and service staff and is somewhat less than in recent years during which it was necessary to process an unusually large volume of documentation pertaining to a particular case to be heard in 1969.

(iii) *Overtime* \$2 000

1969: 2 000
1968: 1 664

(iv) *Travel and removal of staff and dependants* \$1 000

1969: 1 000
1968: 1 618

(v) *Installation payments* \$1 000

1969: 810
1968: 4 320

(vi) *Contributions to Joint Staff Pension Fund* \$52 700

1969: 46 000
1968: 39 989

(vii) *Dependency allowances* \$14 700

1969: 13 300
1968: 11 266

(viii) *Education grants and related travel* \$7 800

1969: 5 700
1968: 3 909

(ix) *Contributions, medical and group life insurance* \$4 200

1969: 3 500
1968: 3 154

(x) *Compensatory payments* \$200

1969: 150
1968: —

(xi) *Travel on home leave* \$7 500

1969: 1 100
1968: 3 968

This estimate is based on entitlements in 1970 which will be at a higher level than in 1969.

(xii) <i>Staff welfare</i>	\$200
1969:	200
1968:	43
(xiii) <i>Travel on official business</i>	\$10 000
1969:	11 000
1968:	13 343
(xiv) <i>Separation payments</i>	\$1 000
1969:	1 000
1968:	676

CHAPTER III

<i>Common services</i>	\$102 800
1969:	102 700
1968:	103 478

(i) <i>Contribution to the Carnegie Foundation in respect of the use of the Peace Palace at The Hague</i>	\$41 700
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1969:	41 700
1968:	41 667

(ii) <i>Cost of distribution of documents</i> ..	\$2 500
1969:	2 500
1968:	1 309

(iii) <i>Telephone services</i>	\$1 500
1969:	1 200
1968:	1 136

(iv) <i>Cable, telegraph and radio communications</i>	\$1 000
1969:	1 000
1968:	604

(v) <i>Postal services</i>	\$3 000
1969:	3 500
1968:	1 936

(vi) <i>Stationery and office supplies</i>	\$10 000
1969:	10 000
1968:	9 931

(vii) <i>Maintenance of equipment</i>	\$2 000
1969:	2 000
1968:	1 774

(viii) <i>Contractual printing</i>	\$40 000
1969:	40 000
1968:	44 487

(ix) <i>External audit costs</i>	\$800
1969:	500
1968:	631

(x) <i>Miscellaneous supplies and services</i> ..	\$200
1969:	200
1968:	3

(xi) <i>Miscellaneous expenses (Nürnberg Archives)</i>	\$100
1969:	100
1968:	—

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

<i>Permanent equipment</i>	\$12 000
1969:	31 900
1968:	8 924

(i) <i>Furniture and installation of additional fittings</i>	\$ 6 000
1969:	27 500
1968:	4 651

The estimate under this heading provides for the purchase of office equipment, cupboards for the judges' chambers, four dictating machines and shelving.

(ii) <i>Library</i>	\$6 000
1969:	4 400
1968:	4 273

PART IX

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Section 20. United Nations Conference on Trade and Development

\$8 884 400 (1969: \$8 326 200 1968: \$8 808 947)

20.1 By resolution 1995 (XIX) of 30 December 1964, 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. The United Nations share of the costs for the Centre is provided for under chapter X of this section.

TABLE 20-1

Chapter	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
<i>A. Sessions of the Conference and of expert and advisory bodies</i>			
I. Sessions of the Conference.....	—	—	1 912 806
II. Sessions of expert and advisory bodies.....	60 000	75 000	—
	60 000	75 000	1 912 806
<i>B. Secretariat of UNCTAD</i>			
III. Salaries and wages.....	3 971 000	3 834 100	3 080 193
IV. Common staff costs.....	936 000	880 900	777 531
V. Travel of staff.....	200 000	200 000	156 698
VI. Hospitality	8 000	10 000	7 435
VII. Permanent equipment	18 000	16 000	17 239
VIII. General expenses	328 000	277 800	348 658
IX. Printing	154 000	131 000	114 937
	5 615 000	5 349 800	4 502 691
<i>C. International Trade Centre</i>			
X. International Trade Centre.....	557 400	299 400	90 024
	557 400	299 400	90 024
<i>D. Administrative and conference services provided by other United Nations offices</i>			
XI. Salaries and wages.....	2 217 000	2 189 600	1 982 956
XII. Common staff costs and travel on home leave.....	435 000	412 400	320 470
	2 652 000	2 602 000	2 303 426
TOTAL, section 20	8 884 400	8 326 200	8 808 947

TABLE 20-2
ANALYSIS OF THE INCREASES (DECREASES) IN THE 1970 ESTIMATES

<i>Nature of increase (decrease) in 1970 estimates (by comparison with 1969 appropriations)</i>		\$	\$
Increased cost of continuing the 1969 established posts in 1970 (see table 20-32)			
III. Salaries (UNCTAD secretariat).....		98 600	
IV. Common staff costs (UNCTAD secretariat).....		28 600	
XI. Salaries (services provided by other offices).....		51 400	
XII. Common staff costs (services provided by other offices)....		18 600	197 200
Cost of additional staffing requirements in 1970 which have been provided for on a provisional basis (see tables 20-30 and 20-31)			
III. Salaries (UNCTAD secretariat).....		91 500	
IV. Common staff costs (UNCTAD secretariat).....		26 500	118 000
Other increases (decreases)			
II. Sessions of expert and advisory bodies.....	(15 000)		
III. Consultants (UNCTAD secretariat).....	(33 200)		
III. Temporary assistance (UNCTAD secretariat).....	(20 000)		
VI. Hospitality (UNCTAD secretariat).....	(2 000)		
VII. Permanent equipment (UNCTAD secretariat).....	2 000		
VIII. General expenses (UNCTAD secretariat).....	50 200		
IX. Printing (UNCTAD secretariat).....	23 000		
XI. Salaries (services provided by other offices)....	13 500		
Temporary assistance (services provided by other offices)	(37 500)	(24 000)	
XII. Common staff costs (services provided by other offices)....	4 000		(15 000)
International Trade Centre			
X. International Trade Centre.....			258 000
TOTAL INCREASE, section 20			558 200

20.3 As indicated in summary form in table 20-2 above, the 1970 estimates for UNCTAD involve a net increase of \$558 200 as compared with the appropriation for 1969.

20.4 The principal increase, in the amount of \$258 000, relates to the International Trade Centre, as explained under chapter X.

20.5 A further increase of \$197 200 relates to the cost of continuing during the year 1970 the established posts authorized for 1969. This amount includes the increase which took place in 1969 in both the professional and general service salary scales, as well as the full-year cost of maintaining the posts involved.

20.6 An additional increase of \$135 500 relates to the

seven additional professional and five new general service staff which have been provided for on a provisional basis under chapter III, item (ii). Two of the new general service posts would be in replacement of temporary assistance currently provided for under chapter XI.

20.7 Finally, certain variations in other requirements result in a decrease of \$32 500, as explained in detail in the relevant chapters.

20.8 The estimates of income to be derived from the activities of UNCTAD in 1970, as included under the relevant income sections under part B of the budget document, are shown for information purposes in table 20-3 below.

INCOME DERIVED FROM SECTION 20

TABLE 20-3

<i>Income section</i>	<i>Title</i>	<i>1970</i>	<i>1969</i>	<i>1968</i>
		\$	\$	\$
1	Income from staff assessment.....	1 284 000	1 189 000	1 003 144
3 (ii)	Reimbursement from the International Lead and Zinc Study Group for services provided	9 000	30 000	9 263
3 (ii)	Reimbursement from the Government of India for the extra costs of holding the second session of the Conference in New Delhi	—	—	586 800
3 (vi)	Contributions from non-member States....	640 000	705 000	576 904
	TOTAL	1 933 000	1 924 000	2 176 111

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

CHAPTER I

<i>Sessions of the Conference</i>	\$ —
1969:	—
1968:	1 912 806

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, the Conference is to 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 1970.

CHAPTER II

<i>Sessions of expert and advisory bodies</i>	\$60 000
1969:	75 000
1968:	—

(i) <i>Advisory Committee to the Board and to the Committee on Commodities</i>	\$15 000
1969:	15 000
1968:	—

20.10 The estimate covers the travel and subsistence payable, in accordance with the provisions of General Assembly resolution 1798 (XVII) of 11 December 1962, to the members of the Advisory Committee to the Board and to the Committee on Commodities. The members of this Committee are appointed under the terms of Board resolution 8(I) and serve in an individual capacity rather than as representatives of Governments. Two sessions were provided for in the calendar of meetings for 1969. A similar provision was made in the tentative schedule of meetings for 1970 as approved by the Board at its eighth session in decision 54 (VIII).

(ii) <i>Ad hoc expert groups</i>	\$45 000
1969:	60 000
1968:	—

20.11 This estimate relates to *ad hoc* expert groups appointed by the Secretary-General of UNCTAD. Of the groups enumerated in table 20-4 below, all except those under item (g) have been called for by the Board or by one of its subsidiary organs, subject to subsequent review by the Board. The estimate provides for the payment of the travel and subsistence of the members of the groups and for the payment of fees, as required, to members who, during their period of service with UNCTAD, are not in receipt of a salary from a government or government institution. In each case the related financial implications have been noted by the Board ⁶⁵.

⁶⁵ TD/B/233, annex IV, for items (a), (b) and (c), and TD/B/118/REV.1, annex VI, for items (d), (e) and (f).

TABLE 20-4

Ad hoc EXPERT GROUPS

<i>Body</i>	1970	1969
	\$	\$
(a) Group of experts on rubber.....	—	5 000
(b) Group of experts on special problems involved in the promotion of trade and economic development of land-locked developing countries	15 000	10 000
(c) Group of experts on the international monetary system.....	—	10 000
(d) Group of experts on planning the development of the tourist sector	—	10 000
(e) Group of insurance supervisors and other insurance experts.....	10 000	—
(f) Group of insurance statisticians.	10 000	—
(g) Other groups of experts to be scheduled	10 000	25 000
TOTAL	45 000	60 000

B. Secretariat of UNCTAD

CHAPTER III

<i>Salaries and wages</i>	\$3 971 000
1969:	3 834 100
1968:	3 080 193

TABLE 20.5

	1970 <i>estimates</i>	1969 <i>appropriations</i>	1968 <i>expenses</i>
	\$	\$	\$
(i) Established posts.....	3 554 500	3 455 900	2 739 476
(ii) Provisional staffing requirements	91 500	—	—
(iii) Consultants	250 000	283 200	286 045
(iv) Temporary assistance.	50 000	70 000	40 599
(v) Overtime and night differential	25 000	25 000	14 073
TOTAL	3 971 000	3 834 100	3 080 193

(i) <i>Established posts</i>	\$3 554 500
1969:	3 455 900
1968:	2 739 476

20.12 The proposed provision covers salaries and wages in respect of the UNCTAD secretariat at the level authorized for 1969. The method of costing is that followed under section 3 and is explained in detail in tables 20-30 and 20-31.

20.13 The estimated increase of \$98 600 over the appropriation for 1969 represents the net additional cost of continuing in 1970 the establishment approved for 1969.

20.14 In the circumstances described in paragraph 13 of the Secretary-General's foreword to the budget estimates, no new established posts are requested for UNCTAD at this time. However, provision has been

made under item (ii) below for an appropriate credit which would make it possible to meet additional staffing requirements in 1970 on a provisional basis. Such requirements, which are described in detail under item (ii), would be met in the first instance by utilizing authorized posts which may still be vacant. Thereafter, to the maximum extent practicable, further staff

resources would be made available only after the proposed desk-by-desk survey of UNCTAD has been completed.

(ii) *Provisional staffing requirements* \$91 500
 1969: —
 1968: —

TABLE 20-6

Office or Division		Professional								General service ^a		
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secre- taries	Clerks	Total
Office of the Secretary-General.....	1970	1	—	1	1	2	2	—	7	9	—	9
	1969	1	—	1	1	2	2	—	7	9	—	9
Office of Administration.....	1970	—	—	1	1	1	2	1	6	3	8	11
	1969	—	—	1	1	1	2	1	6	3	8	11
Division for Conference Affairs and External Relations	1970	—	1	1	3	3	3	1	12	13	5	18
	1969	—	1	1	3	3	3	1	12	13	5	18
Research Division	1970	—	1	1	3	4	6	4	19	10	14	24
	1969	—	1	1	3	3	6	4	18	10	13	23
Trade Policies Division.....	1970	—	1	1	1	—	—	—	3	2	1	3
	1969	—	1	1	1	—	—	—	3	2	1	3
Special Programme on Trade Expan- sion and Economic Integration....	1970	—	—	1	1	2	1	1	6	4	—	4
	1969	—	—	1	1	2	1	1	6	4	—	4
Commodities Division	1970	—	1	2	3	10	11	—	27	15	7	22
	1969	—	1	2	3	9	11	—	26	15	7	22
Manufactures Division	1970	—	1	1	4	4	5	2	17	9	3	12
	1969	—	1	1	3	3	5	2	15	8	3	11
Division for Invisibles.....	1970	—	1	1	7	7	9	2	27	15	5	20
	1969	—	1	1	6	6	9	2	25	14	5	19
Division for Trade with Socialist Countries	1970	—	1	—	2	3	1	1	8	3	2	5
	1969	—	1	—	2	2	1	1	7	3	2	5
New York Liaison Office.....	1970	—	1	1	3	7	6	4	22	11	18	29
	1969	—	1	1	3	7	6	4	22	11	18	29
TOTALS	1970	1	8	11	29	43	46	16	154	94	63	157
	1969	1	8	11	27	38	46	16	147	92	62	154

^a Includes eleven General Service posts at the top level (G-7 Geneva, G-5 New York).

20.15 The manning table for the UNCTAD secretariat, as set out in table 20-6 above, reflects the estimated additional staff needs in 1970, to be met on a provisional basis and subject to the conditions indicated in paragraph 20.14 above. The allocation of posts to organizational units is shown in a series of subsidiary tables (tables 20-7 to 20-17 below). The latter tables are accompanied by a listing of the main projects of the substantive divisions for 1969 and 1970. Only the titles of projects are given, since a full description of each is to be found in document TD/B/207 and Corr.1 "Work programme of UNCTAD and its budgetary requirements for 1968 to 1971" which was submitted to the Board in February 1969 at its eighth session and to the Committee for Programme and Co-ordination in the spring of 1969 (E/4612/Add.1).

20.16 The Board's discussion of the UNCTAD work programme and its budgetary requirements is contained in chapter XIII of its report (TD/B/233). It was recognized that the principal task of the Board was to examine the programme with a view to determining whether the balance of activities and the priorities assigned to them were appropriate in the light of the directives and guidelines given by the various organs

of UNCTAD. The discussion provided an opportunity for Governments to exchange views with the secretariat but no formal conclusions were reached. However, in that context it was agreed that the secretariat should maintain sufficient flexibility to permit readjustment of priorities to meet the changing requirements arising from decisions of the Conference and of the Board and its committees.

20.17 The Secretary-General of UNCTAD is keenly aware of the necessity to meet new priorities and changes in emphasis from existing resources wherever feasible. In response to the concerted declaration on trade expansion, economic co-operation and regional integration among developing countries (decision 23 (II) of the second Conference, given further impetus by resolution 53 (VIII) of the eighth session of the Board, establishing institutional arrangements for this work), the Secretary-General of UNCTAD was able to create the secretariat for the Special Programme on Trade Expansion and Economic Integration among Developing Countries for existing resources, with recourse to additional assistance only in the case of interregional advisers requested from the United Nations Development Programme (UNDP). A further

example of the flexible use of existing resources in accordance with new priorities is to be found in the reassignment of nine professional staff members from the Trade Policies Division to assume additional tasks in other areas.

20.18 However, the Conference and the Board have called for work on certain new activities that do not represent an expansion of existing programmes and do not lend themselves to coverage by transfer of existing staff since they require special skills not to be found within the secretariat. Accordingly, the Secretary-General of UNCTAD considers it necessary to envisage seven additional professional posts in 1970 as follows:

- (i) One professional post (P-4) is needed to provide for an econometrician specialized in computer techniques who would work centrally in the Research Division to advise on the utilization of computer facilities in connexion with the execution of projects throughout UNCTAD that could be carried out in greater depth by means of a computer;
- (ii) One professional post (P-4) is required in the Commodities Division to deal with long-term studies on the marketing and distribution systems for a number of new primary commodities on which the secretariat was requested to commence work in accordance with resolution 16 (II) of the second Conference;
- (iii) Two professional posts (one P-5 and one P-4) are required in the Manufactures Division to assist in the determination of the nature, scope

and characteristics of restrictive business practices adopted by private enterprise of developed countries, with special reference to the effects of such practices on the export interests of developing countries, as required under Board resolution 51 (VIII);

- (iv) Two new professional posts (one P-5 and one P-4) are required in the Division for Invisibles to staff a joint International Shipping Legislation Unit which will be created in conjunction with the Office of Legal Affairs in response to Board resolution 47 (VII) and which will service the Working Group on International Shipping Legislation and the United Nations Commission on International Trade Law (UNCITRAL) in respect of the economic and commercial aspects of international shipping legislation;
- (v) One new professional post (P-4) is required in the Division for Trade with Socialist Countries to accelerate the pace of work concerning trade relations among countries having different economic and social systems, with particular attention to the trade interests of the developing countries, as called for by resolution 15 (II) of the second Conference and mentioned as an area of importance in the discussions on the work programme at the eighth session of the Board.

20.19 A more complete description of these additional posts and their functions is given below in the individual presentation of the total staffing requirements of the relevant divisions (tables 20-10, 20-13, 20-14, 20-15 and 20-16 and supporting text).

OFFICE OF THE SECRETARY-GENERAL OF THE CONFERENCE

TABLE 20-7

		Professional								General service		
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
Office of the Secretary-General.....	1970	1	-	-	1	1	2	-	5	7	-	7
	1969	1	-	-	1	1	2	-	5	7	-	7
Technical assistance co-ordination....	1970	-	-	1	-	1	-	-	2	2	-	2
	1969	-	-	1	-	1	-	-	2	2	-	2
TOTALS	1970	1	-	1	1	2	2	-	7	9	-	9
	1969	1	-	1	1	2	2	-	7	9	-	9

20.20 No changes are proposed in the staffing of the Office of the Secretary-General of the Conference.

OFFICE OF ADMINISTRATION

TABLE 20-8

	Professional							General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
1970	-	1	1	1	2	1	6	3	8	11
1969	-	1	1	1	2	1	6	3	8	11

20.21 No changes are proposed in the staffing of the Office of Administration.

DIVISION FOR CONFERENCE AFFAIRS AND EXTERNAL RELATIONS

TABLE 20-9

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secre- taries	Clerks	Total
Office of the Director.....	1970	1	1	—	—	—	—	2	2	—	2
	1969	1	1	—	—	—	—	2	2	—	2
Conference Services	1970	—	—	3	1	1	—	5	4	1	5
	1969	—	—	3	1	1	—	5	4	1	5
Conference Planning	1970	—	—	—	1	1	1	3	3	3	6
	1969	—	—	—	1	1	1	3	3	3	6
External Relations	1970	—	—	—	1	1	—	2	4	1	5
	1969	—	—	—	1	1	—	2	4	1	5
TOTALS	1970	1	1	3	3	3	1	12	13	5	18
	1969	1	1	3	3	3	1	12	13	5	18

20.22 No changes are proposed in the staffing of the Division for Conference Affairs and External Relations.

RESEARCH DIVISION

TABLE 20-10

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secre- taries	Clerks	Total
Office of the Director.....	1970	1	1	—	—	—	—	2	2	1	3
	1969	1	1	—	—	—	—	2	2	1	3
Trade Section	1970	—	—	1	2	3	—	6	2	—	2
	1969	—	—	1	2	3	—	6	2	—	2
Development Section	1970	—	—	1	1	2	2	6	3	—	3
	1969	—	—	1	1	2	2	6	3	—	3
Statistical Section	1970	—	—	1	1	1	2	5	3	13	16
	1969	—	—	1	—	1	2	4	3	12	15
TOTALS	1970	1	1	3	4	6	4	19	10	14	24
	1969	1	1	3	3	6	4	18	10	13	23

WORK PROGRAMME OF RESEARCH DIVISION

No.	Priority	Project	Authority	Professional man- months required			Estimated date of completion
				1968	1969	1970	
(1)	A	Analysis of trade flows and payments	UNCTAD I, recommendation A.VI.6; Trade and Development Board, resolution 19(II)	18	18	24	Continuing
(2)	B	Economic groupings in developed countries	UNCTAD, I, recommendation A.VI.8	6	12	12	Continuing
(3)	B	Economic groupings in developing countries	UNCTAD I, recommendation A.VI.8; UNCTAD II, decision 23(II)	24	18	18	Continuing
(4)	B	Level and structure of protection in developed countries	UNCTAD II, resolution 21(II)	12	—	12	Continuing
(5)	A	Level and structure of protection in developing countries	UNCTAD I, recommendation A.VI.6; Trade and Development Board, resolution 19(II)	48	48	48	Continuing
(6)	A	The growth-trade nexus	<i>Idem.</i>	12	18	12	Continuing
(7)	C	Studies in development planning	<i>Idem.</i>	—	—	—	—
(8)	A	Studies related to structural changes in developing and developed countries	<i>Idem.</i>	12	18	12	Continuing

WORK PROGRAMME OF RESEARCH DIVISION (*continued*)

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(9)	B	Typology of developing countries	UNCTAD II, resolution 24(II)	12	24	24	Continuing
(10)	A	Statistical studies	UNCTAD I, recommendation A.VI.6	18	18	24	Continuing
		Programme management and general administration		42	42	42	Continuing
TOTAL man-months of established posts (years)				204 (17)	216 (18)	228 (19)	
TOTAL years of general service staff				20	23	24	

20.23 For 1970 one new professional post at the P-4 level and one general service post will be required for the Statistical Section. The professional post is for an econometrician specialized in computer techniques, whose services are required to plan the quantitative analysis of certain major projects in the Division and to advise on the utilization of computer facilities in connexion with the execution of other projects throughout UNCTAD. The general service post is required for

a chartist to prepare the charts, graphs, and tables which appear in the documents and publications of UNCTAD; to devise graphic presentations to replace or supplement text and tables, thereby giving greater clarity and impact to ideas; and to reduce printing costs by preparing acetates for the language versions of graphics. The lack of adequate staff for this work has been causing delays in issuing documents.

TRADE POLICIES DIVISION

TABLE 20-11

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
Office of the Director.....	1970	1	1	-	-	-	-	2	1	1	2
	1969	1	1	-	-	-	-	2	1	1	2
Trade Policy Survey Unit.....	1970	-	-	1	-	-	-	1	1	-	1
	1969	-	-	1	-	-	-	1	1	-	1
TOTALS		1970	1	1	1	-	-	3	2	1	3
		1969	1	1	1	-	-	3	2	1	3

WORK PROGRAMME OF TRADE POLICIES DIVISION

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(1)	A	Report on implementation of Conference resolution 11(II) on special problems of the land-locked countries	UNCTAD II, resolution 11(II)	10	3	2	1970
(2)	A	Trade negotiations among developing countries on an interregional basis	UNCTAD II, resolution 23(II)	3	4	4	Continuing
(3)	A	Following trade policy activities of GATT for co-ordination purposes	Trade and Development Board, resolution 45(VII)	3	5	5	Continuing
(4)	B	Review of trade policy developments	Trade and Development Board, resolution 19(II)	15	23	23	Continuing
(5)	C	Principles governing international trade relations and policies	UNCTAD II, resolution 22(II)	3	1	2	
(6)	C	Other projects (discontinued)		98	—	—	
		Programme management and general administration		12	—	—	
TOTAL man-months of established posts (years)				144 (12)	36 (3)	36 (3)	
TOTAL years of general service staff				10	3	3	

20.24 In response to decision 45 (VII) of the Trade and Development Board on the improvement of UNCTAD machinery and methods of work, much of the work of this Division was taken over in 1968 by other divisions in accordance with their respective fields of competence. These changes were accompanied

by the reassignment of staff members in accordance with the policy pursued by the Secretary-General of UNCTAD of making flexible use of existing resources. For the current year, no changes are proposed in the number or level of posts in the Trade Policies Division.

SPECIAL PROGRAMME ON TRADE EXPANSION AND ECONOMIC INTEGRATION AMONG DEVELOPING COUNTRIES

TABLE 20-12

	Professional							General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
1970.....	—	1	1	2	1	1	6	4	—	4
1969.....	—	1	1	2	1	1	6	4	—	4

WORK PROGRAMME OF SPECIAL PROGRAMME ON TRADE EXPANSION AND ECONOMIC INTEGRATION AMONG DEVELOPING COUNTRIES

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(1)	A	Analysis of specific techniques for expanding trade among developing countries	UNCTAD II, decision 23(II); Trade and Development Board, consensus at 7th session (A/7214, Part Two, para. 60); and UNCTAD I, recommendations A.II.5, A.III.8, A.IV.10, Trade and Development Board, decision 32(IV)	4	16	16	Continuing
(2)	A	Analysis of means for sharing benefits and for acting upon investments in connexion with trade liberalization and integration commitments	<i>Idem.</i>	6	14	15	Continuing
(3)	A	Facilitating trade expansion and integration by actions regarding financing	<i>Idem.</i>	—	10	12	Continuing
(4)	B	Dissemination of research results and information	<i>Idem.</i>	1	3	9	Continuing
(5)	C	Substantive support to technical assistance activities	<i>Idem.</i>	—	1	2	Continuing
(6)	A	Preparation of meetings of UNCTAD bodies and seminars	<i>Idem.</i>	2	6	12	Continuing
(7)	A	Short-term advisory missions	<i>Idem.</i>	3	12	30	Continuing
(8)	C	Facilitating efforts of UNESOB for trade expansion serviced by the Office	<i>Idem.</i>	—	12	—	
		Programme management and general administration		2	10	12	
TOTAL man-months of established posts (years)				18	72	72	
				—	(6)	(6)	
TOTAL man-months of interregional advisers (years)				—	12	36	
				—	(1)	(3)	
TOTAL years of general service staff				—	4	4	

20.25 In staffing the Special Programme on Trade Expansion and Economic Integration among Developing Countries, which was set up in consequence of Conference decision 23 (II) and Board resolution 53 (VIII), the Secretary-General of UNCTAD has been able to meet the new tasks outlined without recourse to the establishment of additional regular posts. The

interregional advisers requested by Governments to undertake short-term missions in connexion with regional integration will be financed under the United Nations Development Programme. For the current year, no changes are proposed in the number or level of posts in the Special Programme.

COMMODITIES DIVISION

TABLE 20-13

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2 /1	Total	Secre- taries	Clerks	Total
Office of the Director	1970	1	—	—	—	—	—	1	4	1	5
	1969	1	—	—	—	—	—	1	4	1	5
Studies and Policy Branch	1970	—	1	—	—	—	—	1	1	—	1
	1969	—	1	—	—	—	—	1	1	—	1
General Studies and Analysis Section	1970	—	—	2	2	3	—	7	2	2	4
	1969	—	—	2	1	3	—	6	2	2	4
Quantitative Analysis Section	1970	—	—	—	3	—	—	3	1	2	3
	1969	—	—	—	3	—	—	3	1	2	3
Commodity Trends Section	1970	—	—	1	2	3	—	6	2	1	3
	1969	—	—	1	2	3	—	6	2	1	3
Operation Branch	1970	—	1	—	—	—	—	1	1	—	1
	1969	—	1	—	—	—	—	1	1	—	1
Trade Expansion Section	1970	—	—	—	1	3	—	4	2	1	3
	1969	—	—	—	1	3	—	4	2	1	3
Commodity Arrangements Section	1970	—	—	—	2	2	—	4	2	—	2
	1969	—	—	—	2	2	—	4	2	—	2
TOTALS	1970	1	2	3	10	11	—	27	15	7	22
	1969	1	2	3	9	11	—	26	15	7	22

WORK PROGRAMME OF COMMODITIES DIVISION

No.	Prio- rity	Project	Authority	Professional man- months required			Estimated date of completion
				1968	1969	1970	
(1)	B	Development of an international commodity policy	Trade and Development Board, resolution 7(I)	9	12	12	Continuing
(2)	A	Commodity market stabilization	Trade and Development Board, resolution 7(I) and 34(IV)	18	24	24	Continuing
(3)	A	Econometric analysis of particular commodity markets	Trade and Development Board, resolution 7(I)	25	36	36	Continuing
(4)	A	Commodity diversification	Trade and Development Board, resolution 34(IV)	9	12	20	Continuing
(5)	B	Projections for non-agricultural commodities	Committee on Commodities, work programme, item 9; Trade and Development Board, resolution 7(I)	4	15	20	Continuing
(6)	A	Commodity Survey	<i>Idem.</i>	29	30	36	Continuing
(7)	B	Current review of commodity developments and market situation	<i>Idem.</i>	—	6	6	Continuing
(8)	A	Individual commodity trends	<i>Idem.</i>	65	51	48	Continuing
(9)	A	Synthetics and substitutes	<i>Idem.</i>	15	24	15	Continuing
(10)	A	Liberalization of trade in primary commodities	Committee on Commodities, work programme, item 4	24	18	18	Continuing
(11)	A	Expansion of commodity trade between developing countries and countries with developed market and socialist economics	Committee on Commodities, work programme, item 18	14	15	15	Continuing
(12)	A	General agreement on commodity arrangements	Trade and Development Board, resolution 7(I)	5	3	3	1970 or 1971
(13)	A	Study of marketing and distribution systems concerning commodities of export interest to developing countries	UNCTAD resolution 20(11)	2	4	12	Continuing
(14)	A	Co-ordination of the work of other organizations in the commodity field	Trade and Development Board, resolution 7(I)	15	12	12	Continuing
(15)	A	Intergovernmental consultations and actions on particular commodities	<i>Idem.</i>	53	35	32	Continuing
		Programme management and general administration		13	15	15	
TOTAL man-months of established posts (years)				300 (25)	312 (26)	324 (27)	
TOTAL years of general service staff				21	22	22	

20.26 For 1970, one professional post (P-4) will be required for the General Studies and Analysis Section in connexion with preparatory work on the long-term studies on marketing and distribution systems for a number of primary commodities authorized by the Committee on Commodities at its third session in following up Conference resolution 20 (II). The secretariat proposes to undertake pilot studies on a few

of the primary commodities identified in Conference resolution 16 (II). The project is one of great complexity and requires the strengthening of the Section by an experienced officer who will be called on to outline detailed proposals for the long-term studies, the preparation of original research material and the drafting of general analyses.

MANUFACTURES DIVISION

TABLE 20-14

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2 /1	Total	Secre-taries	Clerks	Total
Office of the Director	1970	1	1	—	—	1	—	3	3	3	6
	1969	1	1	—	—	1	—	3	3	3	6
Access to Markets Section	1970	—	—	1	2	2	1	6	2	—	2
	1969	—	—	1	2	2	1	6	2	—	2
Current Trade Analysis and Supply and Demand Section	1970	—	—	1	—	1	1	3	1	—	1
	1969	—	—	1	—	1	1	3	1	—	1
Export Development, Country and Sector Studies Section	1970	—	—	1	1	1	—	3	2	—	2
	1969	—	—	1	1	1	—	3	2	—	2
Restrictive Business Practices Unit	1970	—	—	1	1	—	—	2	1	—	1
	1969	—	—	—	—	—	—	—	—	—	—
TOTALS	1970	1	1	4	4	5	2	17	9	3	12
	1969	1	1	3	3	5	2	15	8	3	11

WORK PROGRAMME OF MANUFACTURES DIVISION

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(1)	A	General system of preferences	UNCTAD II, resolution 21 (II) ; Manufactures Committee, work programme, item II (3)(i)	31½	48	48	Continuing
(2)	A	Tariff reclassification	Manufactures Committee, resolution 1 (III)	3	14	12	Continuing
(3)	A	Tariff and non-tariff barriers	Manufactures Committee, decision at third session under agenda item 5	23	29	30	Continuing
(4)	A	Restrictive business practices	UNCTAD II, resolution 25 (II)	3½	3	29	Continuing
(5)	A	Export policies	Manufactures Committee, work programme, item III	10	10	10	Continuing
(6)	B	Surveys of export potentials and prospects of developing countries	Manufactures Committee, work programme, item III	11	11	22	Continuing
(7)	B	World supply of and demand for manufactures and semi-manufactures	Manufactures Committee, work programme, item III	11	11	13	Continuing
(8)	B	Review of trends and policy developments in the trade in manufactures	Manufactures Committee, work programme, item III	11	11	24	Continuing
(9)	B	Forest and timber products	Manufactures Committee, work programme, item III	—	—	—	—
		Programme management and general administration		14	15	16	
TOTAL man-months of established posts (years)				144 (12)	180 (15)	204 (17)	
TOTAL years of general service staff				9	11	12	

20.27 For 1970, two new professional posts (at levels P-4 and P-5) and one general service post will be required to provide the necessary staff to study the questions of restrictive business practices as decided upon in Conference resolution 25 (II). The initial work on this study was subsequently determined by the Trade and Development Board in resolution 51 (VIII). The undertaking of this study requires the recruitment of a professional staff with specialized experience in the subject of restrictive business practices.

20.28 In respect of the utilization of existing professional staff resources in the Division, it should be noted

that, as a result of decisions by the second Conference and the Committee on Manufactures at its third session, there has been a major increase in the workload of the Division. In particular, the second Conference placed considerable emphasis on the implementation of a scheme of preferences. Furthermore, in terms of decision 2 (III) of the Committee on Manufactures, dealing with the liberalization of tariff and non-tariff barriers (other than in the field of preferences), an extensive programme of work was established, covering, *inter alia*, tariff reclassification, quantitative restrictions and other non-tariff barriers.

DIVISION FOR INVISIBLES

TABLE 20-15

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
Office of the Director	1970	1	—	—	1	—	1	3	3	—	3
	1969	1	—	—	1	—	1	3	3	—	3
Shipping Branch	1970	—	1	—	—	—	1	2	1	3	4
	1969	—	1	—	—	—	1	2	1	3	4
Structure of Shipping Industry Section ...	1970	—	—	1	—	2	—	3	2	—	2
	1969	—	—	1	—	2	—	3	2	—	2
Freight Rate Section	1970	—	—	1	1	2	—	4	2	1	3
	1969	—	—	1	1	2	—	4	2	1	3
Technological Development Section	1970	—	—	1	1	1	—	3	1	—	1
	1969	—	—	1	1	1	—	3	1	—	1
Ports Section	1970	—	—	1	1	1	—	3	2	—	2
	1969	—	—	1	1	1	—	3	2	—	2
Shipping Legislation Unit	1970	—	—	1	1	—	—	2	1	—	1
	1969	—	—	—	—	—	—	—	—	—	—
Insurance Branch	1970	—	—	1	1	2	—	4	2	1	3
	1969	—	—	1	1	2	—	4	2	1	3
Tourism Branch	1970	—	—	1	1	1	—	3	1	—	1
	1969	—	—	1	1	1	—	3	1	—	1
TOTALS	1970	1	1	7	7	9	2	27	15	5	20
	1969	1	1	6	6	9	2	25	14	5	19

WORK PROGRAMME OF DIVISION FOR INVISIBLES

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
SHIPPING							
(1)		Freight rate studies	Shipping Committee, work programme, item II; UNCTAD II, resolution 3 (II)				
	A	(i) Commodity studies		15	18	15	Continuing
	A	(ii) Route studies		23	21	9	Continuing
	B	(iii) Aggregative studies (including terms of shipment study)	UNCTAD II, resolution 4 (II) (Terms of shipment study)	21	9	9	Continuing (Terms of shipment study completed in 1968)
	B	(iv) Country studies		10	6	9	Continuing
(2)	A	Conference practices and adequacy of shipping services	Shipping Committee, work programme, item II; UNCTAD II, resolution 3 (II)	15	15	9	Continuing
(3)	A	Improvement of port operations and connected facilities	Shipping Committee, work programme, item III; UNCTAD II, resolution 7 (II)	39	36	36	Continuing
(4)	A	Establishment or expansion of merchant marines in developing countries	Shipping Committee, work programme, item IV; UNCTAD II, resolution 12 (II)	18	15	15	Continuing

WORK PROGRAMME OF DIVISION FOR INVISIBLES (*continued*)

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
SHIPPING (<i>continued</i>)							
(5)	B	Annual review of current and long-term aspects of maritime transport	Shipping Committee, work programme, item V; UNCTAD II, resolution 5 (II)	6	6	6	Continuing
(6)	A	Studies of technological progress in shipping, including containerization	Shipping Committee, work programme, item II (iii); UNCTAD II, resolution 7 (II)	12	15	33	Continuing
(7)	B	Seminar on shipping economics	Shipping Committee, work programme, item VI	—	—	3	Continuing
(8)	A	International shipping legislation	UNCTAD II, resolution 14 (II); Trade and Development Board resolution 46 (VII)	—	—	24	Continuing
(9)	C	Other questions (reporting, co-ordination, statistics)	Shipping Committee, work programme, item VII	5	3	3	Continuing
(10)	A	Substantive support for technical assistance, including training course on economics and management of shipping	Shipping Committee, resolution on shipping and ports activities adopted at second session (TD/B/116/Dev.1, Annex I (c)); UNCTAD II, resolution 6 (II) and 12 (II)	3	6	9	Continuing
(11)	A	Transport problems of land-locked developing countries	UNCTAD II, resolution 11 (II)	—	18	12	1970
				167	168	192	
INSURANCE							
(12)	A	Reinsurance (i) Terms and conditions of reinsurance arrangements	Invisibles Committee, work programme; resolution on invisibles adopted at second session (TD/B/118/Rev.1, Annex I)	5	10	10	Continuing
		(ii) Reinsurance institutions					
(13)	B	Investment policy of insurance and reinsurance institutions	Invisibles Committee, work programme	8	6	6	Continuing
(14)	A	Development of national insurance and reinsurance markets	Invisibles Committee, work programme	6	10	6	Continuing
(15)	A	Insurance and reinsurance legislation and supervision	Invisibles Committee, work programme; resolution on invisibles adopted at second session (TD/B/118/Rev.1, Annex I)	7	10	6	Continuing
(16)	A	Insurance statistics	<i>Idem.</i>	4	2	6	Continuing
(17)	B	Review of developments in insurance	<i>Idem.</i>	3	3	3	Continuing
(18)	A	Substantive support for technical assistance including insurance seminars	UNCTAD II, resolution 13 (II); TD/24/Add.1	3	3	5	Continuing
(19)	B	Country studies and guide to national insurance industries	Invisibles Committee, work programme	—	4	6	Continuing
				36	48	48	
TOURISM							
(20)	A	Policies for the development of tourism	Invisibles Committee, work programme; resolution on invisibles adopted at second session (TD/B/118/Rev.1, Annex I)	—	13	19	Continuing
(21)	A	The prospective growth of world travel	<i>Idem.</i>	25	6	2	1970
(22)	A	Statistics relating to tourism	<i>Idem.</i>	—	6	6	Continuing
(23)	B	Consultation, co-operation and co-ordination with other bodies including substantive support for field projects	<i>Idem.</i>	4	4	4	Continuing
(24)	B	Review of developments in tourism	Invisibles Committee, resolution on invisibles adopted at second session (TD/B/118/Rev.1, Annex I)	4	4	2	Continuing
				33	33	33	
		Programme management and general administration		28	51	51	
		TOTAL man-months of established posts (years)		264 (22)	300 (25)	324 (27)	
		TOTAL man-months of inter-regional advisers (years)		—	12 ^a (1)	24 (2)	
		TOTAL years of general service staff		18	19	20	

^a It is expected that this post will be taken over from the Resources and Transport Division of the Department of Economic and Social Affairs, in consequence of the transfer of its former responsibilities in the field of maritime transport to the UNCTAD Division for Invisibles.

20.29 For 1970, two additional professional posts (at the P-5 and P-4 levels) and one general service post will be required to staff the Joint Shipping Legislation Unit which will be created to service the Working Group on International Shipping Legislation to be set up by the Committee on Shipping under the terms of Board resolution 46 (VII). The Unit will work on the economic and commercial aspects of international shipping legislation and will be staffed jointly by the Office of Legal Affairs and UNCTAD. In this connexion, it should be noted that in addition to the requirements shown above, a P-4, a P-3 and a general service post are being requested in section 3 of the estimates on behalf of the Office of Legal Affairs, as its contribution to the Unit.

20.30 The services of the Unit will be available both to the Working Group and to the United Nations Commission on International Trade Law (UNCITRAL) in respect of those of its activities which pertain to international shipping legislation, thus avoiding duplication of work within the Secretariat in this field. The specialized knowledge required in the Unit is not available among the present staff of the Shipping Branch, which is composed mainly of economists.

20.31 The General Assembly at its twenty-third session approved revised estimates in the amount of \$35 000 to provide for the Unit to begin work during 1969.

DIVISION FOR TRADE WITH SOCIALIST COUNTRIES

TABLE 20-16

	Professional							General service		
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
1970.....	1	—	2	3	1	1	8	3	2	5
1969.....	1	—	2	2	1	1	7	3	2	5

WORK PROGRAMME OF DIVISION FOR TRADE WITH SOCIALIST COUNTRIES

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(1)	B	Directions and patterns of trade between countries having different economic and social systems (including country studies)	UNCTAD II, resolution 15 (II); Trade and Development Board, third session, "Other decisions", (f)	23	12	15	Continuing
(2)	A	Development in trade policies between the socialist countries and the rest of the world	UNCTAD I, recommendations A.VI.3, A.VI.6; UNCTAD II, resolution 15 (II); Trade and Development Board resolution 19 (II)	24	24	30	Continuing
(3)	A	Multilateral payments arrangements in trade between developing and socialist countries	UNCTAD II, resolution 15 (II)	9	22	22	Continuing
(4)	A	Trade promotion in socialist countries (including studies on selected products)	UNCTAD II, resolution 15 (II)	3	11	13	Continuing
		Programme management and general administration		13	15	16	
		TOTAL man-months of established posts (years)		72 (6)	84 (7)	96 (8)	
		TOTAL years of general service staff		5	5	5	

20.32 For 1970, an additional P-4 post will be required to strengthen the Division in connexion with its increased responsibilities arising from Conference resolution 15 (II). These responsibilities include the provision of substantive advice on technical assistance projects concerning trade promotion in socialist countries and promotion measures aimed at the expansion

of trade between socialist and developing countries, as well as the preparation for, and servicing of, the sessional committee of the Trade and Development Board to be convened periodically to consider trade relations among countries having different economic and social systems.

NEW YORK LIAISON OFFICE

TABLE 20-17

		Professional							General service		
		D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Secretaries	Clerks	Total
Office of the Director	1970	1	1	—	—	—	—	2	2	1	3
	1969	1	1	—	—	—	—	2	2	1	3
Financing Section	1970	—	—	1	3	2	1	7	3	3	6
	1969	—	—	1	3	2	1	7	3	3	6
Trade Plans Section ..	1970	—	—	1	2	2	2	7	3	8	11
	1969	—	—	1	2	2	2	7	3	8	11
Trade Projections Section	1970	—	—	1	2	2	1	6	3	6	9
	1969	—	—	1	2	2	1	6	3	6	9
TOTALS	1970	1	1	3	7	6	4	22	11	18	29
	1969	1	1	3	7	6	4	22	11	18	29

WORK PROGRAMME OF NEW YORK LIAISON OFFICE

No.	Priority	Project	Authority	Professional man-months required			Estimated date of completion
				1968	1969	1970	
(1)	A	Flow of resources to developing countries	Invisibles Committee, work programme	24	24	24	Continuing
(2)	A	Mobilization of resources by developing countries	<i>Idem.</i>	24	24	24	Continuing
(3)	A	Supplementary financial measures	<i>Idem.</i>	12	12	12	Continuing
(4)	A	International monetary issues, including compensatory financing	UNCTAD I, recommendation A. VI.19	12	12	12	Continuing
(5)	A	Relation between rates of growth and capital inflows	Invisibles Committee, work programme; UNCTAD II decision 28 (II)	24	48	48	Continuing
(6)	A	Capital requirements of developing countries	Invisibles Committee, work programme	54	24	24	Continuing
(7)	A	Terms and conditions of assistance	<i>Idem.</i>	24	24	24	Continuing
(8)	A	Problems of debt service	<i>Idem.</i>	12	12	12	Continuing
(9)	A	Economic effects of private foreign investment	UNCTAD II, resolution 33 (II)	12	12	12	Continuing
(10)	A	UNCTAD's contribution to preparations for the second United Nations Development Decade	Trade and Development Board resolution 47 (VII)	12	30	18	Continuing
(11)	A	Support for technical assistance activities in foreign trade projections	ECOSOC resolution 1148 (XLI)	12	24	36	Continuing
		Programme management and general administration		18	18	18	
TOTAL man-months of established posts (years)				240 (20)	264 (22)	264 (22)	
TOTAL years of general service staff				28	29	29	

20.33 No changes are proposed in the staffing of the New York Liaison Office.

(iii) Consultants \$250 000
1969: 283 200
1968: 286 045

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. However, it is proposed to make relatively less use of consultants in 1970 by relying to a greater degree on the increasing experience being acquired by the regular staff.

(iv) Temporary assistance \$50 000
1969: 70 000
1968: 40 599

20.35 This item provides for temporary assistance during peak periods connected with the many UNCTAD meetings and during the absence of regular staff

members on special, maternity and protracted sick leave. In 1968, expenditures were below normal during the first quarter of the year since temporary assistance was charged to chapter I (Sessions of the Conference) rather than to chapter III.

(v) <i>Overtime and night differential</i>	\$25 000
1969:	25 000
1968:	14 073

20.36 Two main factors determine the requirements under this item: the number of meetings continued beyond normal working hours or held during week-ends, and the number of special demands, 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. During the first quarter of 1968 there were no overtime expenditures as the staff attending the second Conference at New Delhi were not entitled to such payments because they were in receipt of a daily subsistence allowance.

CHAPTER IV

<i>Common staff costs</i>	\$936 000
1969:	880 900
1968:	777 531

20.37 The estimates under this chapter provide for the common staff costs in respect of the UNCTAD secretariat indicated under chapter III. Details of the estimates are shown in table 20-18 below.

TABLE 20-18

	1970 estimates	1969 appropriations	1968 expenses
(i) Dependency allowances . . .	\$133 000	\$121 000	\$106 275
(ii) Education grants and related travel	66 000	69 000	52 403
(iii) Contributions to United Nations Joint Staff Pension Fund	390 000	378 900	344 697
(iv) Contributions to medical insurance	36 000	32 000	25 697
(v) Travel on appointment, transfer and separation . . .	65 000	60 000	75 873
(vi) Installation allowances . . .	51 000	40 000	37 463
(vii) Removal expenses	65 000	60 000	48 013
(viii) Assignment allowances . . .	30 000	25 000	18 195
(ix) Separation payments	100 000	95 000	68 915
TOTAL	936 000 ^a	880 900	777 531

^a Includes an amount of \$26 500 in respect of the common staff costs related to the provisional posts provided for under chapter III (ii).

CHAPTER V

<i>Travel of staff</i>	\$200 000
1969:	200 000
1968:	156 698

20.38 The estimates under this chapter provide for travel of staff on official business and for travel of staff and dependants on home leave as shown in table 20-19 below.

TABLE 20-19

	1970 estimates	1969 appropriations	1968 expenses
(i) Travel of staff to meetings of UNCTAD bodies	\$30 000	\$30 000	\$8 770
(ii) Travel of staff to represent UNCTAD in other bodies . .	30 000	30 000	29 118
(iii) Travel of staff on all other official business	70 000	80 000	65 054
(iv) Travel of staff and dependants on home leave	70 000	60 000	53 756
TOTAL	200 000	200 000	156 698

20.39 The provision for travel of staff to meetings of UNCTAD bodies covers the requirements which arise when meetings are held in Geneva which are served by substantive staff based in New York and *vice versa*. Normally, meetings are held at the location of the office responsible for their substantive servicing but this is not always feasible. The expenses for this item were low in 1968 because the relatively light meetings programme which followed the second session of the Conference involved only one meeting to be held away from the substantive base.

20.40 The provision for travel of staff to represent UNCTAD in other bodies is a significant item in view of UNCTAD's necessary involvement in the whole range of international trade problems, including its co-ordinating functions in the case of commodity activities. These responsibilities require the regular attendance of UNCTAD staff at a large number of meetings of bodies both within and outside the United Nations family.

20.41 The provision for travel of staff on all other official business comprises all travel in connexion with execution of the projects included in the work programme determined by the Trade and Development Board. Expenditure on this item was below average in 1968 because during the first quarter of the year most of such travel was chargeable to the separate provision made under chapter I of the budget section for that year for the second Conference held at New Delhi.

CHAPTER VI

<i>Hospitality</i>	\$8 000
1969:	10 000
1968:	7 435

20.42 The estimate under this chapter provides for additional payments, under Annex I, paragraphs 2 and 3 of the Staff Regulations, to the Secretary-General of UNCTAD and to its Directors for such special costs as may be incurred in the performance of duties assigned to them. In addition, a small credit is requested for reimbursement to members of the secretariat not in receipt of a representation allowance who incur hospitality expenses in the interest of UNCTAD.

CHAPTER VII

<i>Permanent equipment</i>	\$18 000
1969:	16 000
1968:	17 239

20.43 The estimates under this chapter provide for the purchase of office equipment, mechanized filing equipment for punch-cards and registry files, duplicating machines and various items of filing and storage equipment. Mechanized filing is needed because of the steady growth of the number of files maintained in the Central Registry. Introduction of the new system will result in an essential saving of space and also of the time of the registry staff.

20.44 The details of the cost estimates follow:

	\$
Typewriters, including machines with multiple type-faces for statistical work	3 500
Calculators and adding machines	4 000
Mechanized filing equipment for punch-cards	1 500
Mechanized filing equipment for Registry ..	5 500
Miscellaneous equipment	3 500
	<u>18 000</u>

CHAPTER VIII

<i>General expenses</i>	\$328 000
1969:	277 800
1968:	348 658

20.45 The estimate under this chapter covers general expenses to be incurred by UNCTAD as shown in table 20-20.

TABLE 20-20

	1970 estimates	1969 appropri- ations	1968 expenses
	\$	\$	\$
(i) Rental and maintenance of premises			
Rental of premises	—	—	32 193
Minor alterations to premises	5 000	—	3 786
(ii) Rental and maintenance of equipment			
Maintenance of office equipment	3 000	3 000	2 688
Shared cost of WHO computer	53 000	13 000	19 758
(iii) Communications			
Cables (including United Nations network)	40 000	32 000	40 607
Telephone services			
Rentals	9 000	11 000	8 495
Local messages	6 000	6 000	4 884
Long distance calls	14 000	13 000	12 312
Installations	4 000	2 000	7 014
Postage	50 000	33 000	49 323
Diplomatic pouch	10 000	8 000	9 868
Freight and marine insurance	7 000	4 000	7 104
(iv) Supplies and services			
Stationery and office supplies	15 000	15 000	14 961
Data-processing supplies ..	2 000	—	783
Internal reproduction supplies	75 000	111 800	94 773
Photocopy paper and supplies	15 000	10 000	14 792
Miscellaneous supplies and services	7 000	4 000	7 019
(v) Library books, supplies and services			
Library books	3 000	3 000	2 479
Subscriptions	10 000	9 000	15 819
TOTAL	328 000	277 800	348 658

20.46 A number of items in the table are explained in more detail below.

(i) Rental and maintenance of premises

20.47 Outside premises had to be rented in 1967 and 1968 during periods when UNCTAD bodies meeting at Geneva could not be accommodated in the Palais des Nations. This situation is most apt to arise when a commodity conference or commodity consultations, which by their nature are not susceptible to long-term advance planning, must be held in the spring when the Palais is fully occupied, in accordance with long-standing agreements, by other international organizations. No provision is made for 1970 as the situation cannot be foreseen.

(ii) Rental and maintenance of equipment

20.48 UNCTAD will share the use of the IBM 360/40 computer at the World Health Organization (WHO) by means of a remote access terminal (model 1130) installed in the Statistical Office of UNCTAD. This terminal, to be shared with the Economic Commission for Europe, can be used at any time of the day concurrently with WHO or other international organizations sharing its computer. The terminal permits access to any information stored in the WHO computer library. Although the annual charge has not been formally established by WHO, it is estimated to be approximately one-half of the amount that organization pays each month to IBM for hire of its computer.

20.49 With the growing volume and complexity of the substantive work assigned to the UNCTAD secretariat by its governing bodies, on the one hand, and the endeavours of the Secretary-General of UNCTAD to ensure maximum efficiency within existing staff resources, on the other, recourse to the sophisticated but relatively inexpensive computer services available both in Geneva and New York is becoming increasingly necessary. There are two fields in which computer services are particularly applicable at the present stage of development of the organization: statistical support for the work programmes of the substantive divisions; and the organization, processing and storage of data relating to the administrative management and control of the organization. Much of the substantive work done by computer is in the field of econometrics where, for example, it provides programmes of multiple regressions and stepwise analysis; programmes for mathematical analysis and projections of trade matrices; the calculation of tariff sample averages and sampling errors; and programmes on factor analysis and factor scores.

(iii) Communications

20.50 The small increase for telephone services in 1970, as compared with the 1968 expenses, is in anticipation of higher rates for these services.

(iv) Supplies and services

20.51 The estimate of \$75 000 for internal reproduction supplies is based on the costs incurred by the Geneva Office for paper, stencils and ink. These costs amount to \$1 500 for each million page units produced. The composition of the 50 million page units to be reproduced in 1970 is shown in Table 20-28 below.

CHAPTER IX

Recurrent publications

Printing	\$154 000
1969:	131 000
1968:	114 937

20.52 The estimates under this chapter, which have been approved by the United Nations Publications Board, provide for contractual printing expenses as shown in table 20-21 below.

PUBLICATIONS PROGRAMME

TABLE 20-21

	Printed pages in English	1970 estimates	
			\$
(i) <i>Official records</i>			
(a) <i>Annexes</i> (selected documents)			
Regular, resumed and special sessions of the Board (three languages)	150	11 000	
(b) <i>Supplements</i>			
Reports of the five main committees of the Board (four languages)	210	16 800	
Resolutions and decisions of the Board (four languages)	20	1 850	
(c) <i>Other official records</i>			
Proceedings of commodity conferences and reports of intergovernmental groups and other subsidiary organs of the Board (four languages)	160	10 500	40 150
(ii) <i>Recurrent publications</i> (four languages)			
Commodity Survey	100	10 000	
Review of International Trade and Development	90	9 000	
Current Review of Commodity Developments and Market Situation (quarterly bulletin)	20	1 900	
Review of Long-Term Aspects of Maritime Transport	60	5 200	
Annual Survey of Manufactures and Semi-manufactures	90	9 000	
Statistical Handbook of International Trade and Development (bilingual)	140	4 750	39 850
(iii) <i>Studies and reports</i>			
Eight special studies and reports on major trade and development problems	900	74 000	74 000
TOTAL			154 000

Official records

20.53 The number of pages of these records has been estimated in accordance with the tentative schedule of meetings of UNCTAD bodies for 1970 as approved by the Board at its eighth session. Provision is also made for a report by the Special Committee on Preferences whose work is most likely to extend to 1970.

20.54 All items in this category have been requested by the Board or its subsidiary organs; their financial implications have been noted by the Board, with the exception of the proposed quarterly bulletin on recent commodity developments which will give details of the actions taken by the intergovernmental commodity councils and study groups together with a brief analysis of changes in the market situation leading to such actions. It is intended to refer the publication of this item to the fifth session of the Committee on Commodities and then to the tenth session of the Trade and Development Board.

Special studies and reports

20.55 Provision is made under this category for the printing of eight studies and reports, to be selected by the UNCTAD Publications Panel on the basis of a manuscript review of all items that might warrant publication. The printing of outstanding studies with the greatest potential public interest will be recommended by the Secretary-General of UNCTAD to the Publications Board.

C. International Trade Centre

CHAPTER X

<i>International Trade Centre (ITC)</i>	\$557 400
1969:	299 400
1968:	90 024

20.56 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 and 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 General 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. For 1969 the Assembly appropriated \$299 400 to supplement the provision of \$671 600 made in the GATT budget.

20.57 Total expenses in 1970 are estimated at \$1 237 000. After deducting miscellaneous income in an estimated amount of \$8 000, the net amount to be provided for in the budgets of GATT and the United Nations is \$1 229 000. Although it has been agreed in principle that in due course the costs of the Centre should be shared equally by the two organizations, the contribution to be made by GATT in 1970 has been maintained at the 1969 level of \$671 600, leaving an amount of \$557 400 to be met by the United Nations.

20.58 The 1970 estimates are based on the work programme as recommended by the Joint Advisory Group on the International Trade Centre which annually advises the governing bodies of UNCTAD and GATT on the activities to be undertaken by the Centre. This

programme is given in detail in document TD/B/239/Rev.1.

20.59 The related cost estimates have been set forth in detail in document ITC/AG/8. This information will also be made available in a separate report (A/C.5/1230) by the Secretary-General to the General Assembly at its twenty-fourth session. A summary of these requirements is provided in table 20-22 below.

ITC: SUMMARY OF 1970 EXPENDITURE ESTIMATES

TABLE 20-22

	1970 estimates	1969 appropriations
	\$	\$
<i>Part I: Direct operational costs of the Centre</i>		
1 Salaries and wages	560 700	411 300
2 Common staff costs	174 800	128 000
3 Travel on official business	55 000	68 800
4 Hospitality	1 000	1 000
5 Permanent equipment	12 500	10 000
6 General expenses	96 000	65 400
7 Printing	93 600	89 500
TOTAL, part I	993 600	774 000
<i>Part II: Services provided through UNCTAD and GATT secretariats</i>		
8 Salaries of staff providing services to the Centre	198 100	161 100
9 Common staff costs for posts under 8 above	45 300	35 900
TOTAL, part II	243 400	197 000
GRAND TOTAL	1 237 000	971 000

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

CHAPTER XI

Salaries and wages	\$2 217 000
1969:	2 189 600
1968:	1 982 956

TABLE 20-23

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(i) Established posts			
Geneva	1 456 000	1 412 100	1 237 707
New York	191 000	170 000	154 325
SUB-TOTAL	1 647 000	1 582 100	1 392 032
(ii) Temporary assistance	540 000	577 500	566 235
(iii) Overtime	30 000	30 000	24 689
TOTAL	2 217 000	2 189 600	1 982 956

(i) Established posts	1970: \$1 647 000
	1969: 1 582 100
	1968: 1 392 032

20.60 The estimate under chapter XI covers the salaries of the administrative and conference services staff provided to UNCTAD at Geneva and New York by other offices of the United Nations.

ADMINISTRATIVE AND CONFERENCE SERVICES AT GENEVA

TABLE 20-24

		Professional						General Service ^a		
		D-1	P-5	P-4	P-3	P-2 /1	Total	Secre- taries	Clerks	Total
<i>Administrative services</i>										
Budget	1970	—	—	—	—	1	1	—	2	2
	1969	—	—	—	—	1	1	—	2	2
Finance	1970	—	1	—	—	1	2	—	5	5
	1969	—	—	1	—	1	2	—	5	5
Personnel	1970	—	—	—	1	—	1	—	3	3
	1969	—	—	—	1	—	1	—	3	3
Internal Audit	1970	—	—	—	—	—	—	—	2	2
	1969	—	—	—	—	—	—	—	2	2
Legal	1970	—	1	—	—	—	1	1	—	1
	1969	—	1	—	—	—	1	1	—	1
		—	—	—	—	—	—	—	—	—
	SUB-TOTAL	1970	—	2	—	1	2	5	1	13
		1969	—	1	1	1	2	5	1	13
			—	—	—	—	—	—	—	—
<i>Miscellaneous services</i>										
General services	1970	—	—	—	—	—	—	—	6	6
	1969	—	—	—	—	—	—	—	6	6
UNCTAD Registry	1970	—	—	—	—	—	—	—	3	3
	1969	—	—	—	—	—	—	—	3	3

TABLE 20-24 (continued)

		Professional						General Service ^a		
		D-1	P-5	P-4	P-3	P-2/1	Total	Secre- taries	Clerks	Total
UNCTAD Reference Unit	1970	—	—	—	1	—	1	—	4	4
	1969	—	—	—	1	—	1	—	4	4
Library	1970	—	—	—	—	1	1	—	4	4
	1969	—	—	—	—	1	1	—	4	4
Information Unit	1970	1	—	1	1	—	3	—	4	4
	1969	1	—	1	1	—	3	—	4	4
SUB-TOTAL	1970	1	—	1	2	1	5	—	21	21
	1969	1	—	1	2	1	5	—	21	21
<i>Conference services</i>										
Conference Division	1970	—	—	1	1	—	2	1	4	5
	1969	—	—	1	1	—	2	1	4	5
Languages Division:										
Office of Chief, Reference Unit	1970	—	—	—	—	—	—	—	13	13
	1969	—	—	—	—	—	—	—	13	13
Interpreters	1970	—	1	4	3	—	8	—	—	—
	1969	—	1	4	3	—	8	—	—	—
Translators, revisers, editors	1970	—	1	10	21	1	33	—	31	31
	1969	—	1	10	21	1	33	—	31	31
Documents Division:										
Internal Reproduction Section	1970	—	—	—	—	—	—	—	1	14
	1969	—	—	—	—	—	—	—	12	12
Printing Section	1970	—	—	—	—	4	4	—	4	4
	1969	—	—	—	—	4	4	—	4	4
SUB-TOTAL	1970	—	2	15	25	5	47	1	66	67
	1969	—	2	15	25	5	47	1	64	65
TOTAL, Geneva	1970	1	4	16	28	8	57	2	99	101
	1969	1	3	17	28	8	57	2	97	99

^a Includes one post at the top level, G-7.

ADMINISTRATIVE AND CONFERENCE SERVICES AT NEW YORK

TABLE 20-25

		Professional						General Service ^a		
		D-1	P-5	P-4	P-3	P-2/1	Total	Secre- taries	Clerks	Total
<i>Administrative services</i>										
Budget	1970	—	—	—	—	—	—	—	1	1
	1969	—	—	—	—	—	—	—	1	1
Finance	1970	—	—	—	—	—	—	—	2	2
	1969	—	—	—	—	—	—	—	2	2
Personnel	1970	—	—	1	—	—	1	—	1	1
	1969	—	—	1	—	—	1	—	1	1
SUB-TOTAL	1970	—	—	1	—	—	1	—	4	4
	1969	—	—	1	—	—	1	—	4	4
<i>Miscellaneous services</i>										
Communications and records	1970	—	—	—	—	—	—	—	2	2
	1969	—	—	—	—	—	—	—	2	2
International Computing Centre	1970	1	—	1	—	—	2	—	7	7
	1969	1	—	1	—	—	2	—	7	7
TOTAL, New York	1970	1	—	2	—	—	3	—	13	13
	1969	1	—	2	—	—	3	—	13	13

^a Includes one post at the top level, G-5.

20.61 Two new general service posts are requested in 1970 for offset-press operators in the Internal Reproduction Section of the Geneva Office. It has not proved feasible in the present labour market to hire qualified operators on short-term contracts and the shortage of such staff has caused delays in issuing documentation. No increase in cost is involved as a corresponding decrease has been made in the 1970 estimates for temporary assistance under this chapter.

20.62 The upgrading from P-4 to P-5 of the post provided by UNCTAD in the Finance Division (Deputy Chief) is proposed in view of the greatly increased supervisory and managerial responsibilities devolving on the incumbent as a result of the growth of the UNCTAD secretariat since 1965, when the post was first established. Additional responsibilities will also derive from UNCTAD's participation in UNDP in connexion with payments to experts, holders of fellowships and temporary seminar staff.

(ii) *Temporary assistance* \$540 000

1969: 577 500

1968: 566 235

20.63 The estimates under this item cover the temporary assistance required for servicing the tentative schedule of meetings of UNCTAD bodies for 1970 as approved by decision 54 (XIII) of the Trade and Development Board on 7 February 1969.⁶⁶

20.64 The tentative meetings programme is listed in Table 20-26 which also shows the workload that the programme entails. In table 20-27 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.

⁶⁶ TD/B/233, annex I.

SESSIONS OF UNCTAD ORGANS IN 1970 AND RELATED WORKLOAD DATA

TABLE 20-26

Organ	Sessions				Workload data				
	Days per session	Meetings per day	Total meetings	Plenary meetings with summary records	Days with interpretation				Pages of pre-session and in-session documents
					First team	Second team	Third team	Fourth team	
Trade and Development Board ^a	24	4	96	30	24	24	24	18	1 200
Committee on Commodities	10	4	40	16	10	10	10	5	1 000
Committee on Manufactures	10	4	40	16	10	10	10	5	1 200
Committee on Invisibles	10	4	40	16	10	10	10	5	1 200
Committee on Shipping	10	4	40	16	10	10	10	5	1 200
Advisory Committee to the Board and to the Committee on Commodities ^b	10	2	20	—	—	—	—	—	100
Permanent Sub-Committee on Commodities	5	2	10	—	5	5	—	—	200
Permanent Sub-Committee on Synthetics and Substitutes	5	2	10	—	5	5	—	—	200
Commodity conferences	50	4	200	30	50	50	50	25	1 200
Committee on Tungsten and Working Group	10	2	20	—	10	—	—	—	200
Consultative or exploratory meetings on commodities	25	2	50	—	25	25	—	—	600
Working parties and study groups	100	2	200	—	100	—	—	—	500
Joint advisory group on ITC	4	2	8	—	4	—	—	—	100
TOTAL	273		1	124	263	149	114	63	8 900

^a Resumed 9th session (4 days), 10th session (20 days).

^b Two sessions.

TEMPORARY ASSISTANCE REQUIRED TO SERVICE THE MEETINGS SHOWN IN TABLE 20-26

TABLE 20-27

Workload from table 20-26	Pages	Man-days			Temporary assistance	
		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) 124 meetings with summary records averaging 15 pages a meeting to be translated into 2 languages	3 720					
(ii) 8 900 pages of documents translated into 3 languages	26 700					
Total pages to be translated at an average rate of 5 pages per day per translator ...	30 420	6 084	4 360	1 724	66	113 800
Revisers						
One reviser for every 3 translators and précis-writers		2 028	1 744	284	83	23 600
124 meetings with summary records, each requiring a team of 3 précis-writers		372	—	372	66	24 600
Stenographers						
1.3 stenographers for each translator and précis-writer		8 393	7 412	981	22	21 600
Interpreters						
Man-days						
263 days with the 1st team of 8 =	2 104					
149 days with the 2nd team of 8 =	1 192					
114 days with the 3rd team of 8 =	912					
63 days with the 4th team of 8 =	504	4 712	1 744	2 968	83	246 400
SUB-TOTAL		21 589	15 260	6 329		430 000
(2) Documents reproduction staff (see table 20-28)						45 000
(3) Other staff						
Messengers, sound technicians and conference room clerks	(\$30 000)					
Conference stenographers	(\$25 000)					
Proof-readers for official records ..	(\$10 000)					65 000
TOTAL OF TEMPORARY ASSISTANCE						540 000

^a Based on 218 working days per year for the established staff provided in table 20-24.

20.65 Table 20-28 below, using the workload data from tables 20-26 and 20-27, shows the calculation of the 50 million page units that will be produced for UNCTAD in 1970. The cost of this work to the Geneva Office is \$4 000 per million page units comprising (a) \$2 500 for labour provided for in chapter XI, table 20-27, item 2; (b) \$1 500 for supplies provided for in chapter VIII, table 20-20, item (iv).

TABLE 20-28

	A Number of pages to be reproduced	B Number of copies — all languages	C Number of page units (A × B = C)
1. Workload from table 20-26			
Pre-session and in-session documentation	8 900	4 500	40 050 000
Final summary records (124 meetings with summary records of 15 pages per meeting)	1 860	3 400	6 324 000

Table 20-28 (continued)

Provisional summary records			
Trade Board	450	2 500	1 125 000
All other	1 410	2 000	2 820 000
	1 860		
TOTAL PAGE UNITS			50 319 000
	\$		\$

2. Cost of reproducing 50 million page units

Labour at \$2 500 per million page units	125 000
Less established staff provided in table 20-24	(80 000)
Cost of temporary assistance to chapter XI, item (ii), (table 20-27)	45 000
Material at \$1 500 per million page units	
Cost of material to chapter VIII, item (iv) (table 20-20)	75 000

(iii) *Overtime* \$30 0001969: 30 000
1968: 24 689

20.66 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 \$435 000

1969: 412 400
1968: 320 470

20.67 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 20-29.

TABLE 20-29

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
Dependency allowances	65 000	62 000	56 706
Education grants and related travel	20 000	30 000	3 153
Contributions to United Nations Joint Staff Pension Fund.....	200 000	176 400	173 123
Contributions to medical insurance	20 000	20 000	13 824
Travel on appointment, transfer and separation	20 000	20 000	10 409
Installation allowances	15 000	20 000	510
Removal expenses	20 000	20 000	5 660
Assignment allowances	7 000	5 000	1 500
Separation payments	33 000	29 000	26 517
Travel of staff on home leave....	35 000	30 000	29 068
TOTAL	435 000	412 400	320 470

INFORMATION TABLES

20.68 The three following tables are presented in order to show the method of computing: (a) the cost of the established posts in the UNCTAD secretariat and in the administrative and conference services (tables 20-30 and 20-31); and (b) the increased cost of continuing the 1969 established posts in 1970 (table 20-32).

NUMBER AND COST OF ESTABLISHED POSTS UNDER CHAPTER III — UNCTAD SECRETARIAT

TABLE 20-30

I. Number of posts							
	Established posts		1970 Provisional posts		1970 Total posts required		Total
	Professional	General service	Professional	General service	Professional	General service	
UNCTAD — Geneva	122	119	7	3	129	122	251
UNCTAD — New York	25	35	—	—	25	35	60
UNCTAD SECRETARIAT — TOTAL CHAPTER III	147	154	7	3	154	157	311
II. Cost of posts							
	Per cent of salary	\$	\$	\$	\$	\$	\$
<i>UNCTAD — Geneva</i>							
Salary		2 218 000	763 420	130 640	10 740	2 348 640	774 160
<i>Deduct: adjustment for turnover of staff</i>							
Existing professional posts, 1969..	6	(133 080)	—	(2 380)	—	(135 460)	—
Provisional professional posts, 1970.....	50	—	—	(45 530)	—	(45 530)	—
Provisional general service posts, 1970.....	20	—	—	—	(2 150)	—	(2 150)
TOTAL		2 084 920	763 420	82 730	8 590	2 167 650	772 010
<i>UNCTAD — New York</i>							
Salary		475 110	259 480	—	—	475 110	259 480
<i>Deduct: adjustment for turnover of staff</i>							
Existing professional posts, 1969.....	6	(28 510)	—	—	—	(28 510)	—
Provisional professional posts, 1970.....	50	—	—	—	—	—	—
Provisional general service posts, 1970.....	20	—	—	—	—	—	—
TOTAL		446 600	259 480	—	—	446 600	259 480
TOTAL — UNCTAD SECRETARIAT CHAPTER III		2 531 520	1 022 900	82 730	8 590	2 614 250	1 031 490

NUMBER AND COST OF ESTABLISHED POSTS UNDER CHAPTER II

TABLE 20-31

I. Number of posts								
	Established posts		1970 Provisional posts		1970 Total posts required		Total	
	Professional	General service	Professional	General service	Professional	General service		
Administrative services — Geneva	5	13	1 (1) ^a	—	5	13	18	
New York	1	4	—	—	1	4	5	
Miscellaneous services — Geneva	5	21	—	—	5	21	26	
New York	2	9	—	—	2	9	11	
Conference services — Geneva	47	65	—	2	47	67	114	
TOTAL CHAPTER XI	60	112	—	2	60	114	174	
II. Related costs								
	Per cent of salary	\$	\$	\$	\$	\$	\$	\$
Administrative services — Geneva								
Salary		58 520	74 250	4 420	—	62 940	74 250	137 190
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(3 520)	—	(260)	—	(3 780)	—	(3 780)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	—	—	—	—
TOTAL		55 000	74 250	4 160	—	59 160	74 250	133 410
Administrative services — New York								
Salary		46 560	38 110	—	—	46 560	38 110	84 670
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(2 790)	—	—	—	(2 790)	—	(2 790)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	—	—	—	—
TOTAL		43 770	38 110	—	—	43 770	38 110	81 880
Miscellaneous services — Geneva								
Salary		92 410	131 410	—	—	92 410	131 410	223 820
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(5 540)	—	—	—	(5 540)	—	(5 540)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	—	—	—	—
TOTAL		86 870	131 410	—	—	86 870	131 410	218 280
Miscellaneous services — New York								
Salary		50 680	61 590	—	—	50 680	61 590	112 270
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(3 040)	—	—	—	(3 040)	—	(3 040)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	—	—	—	—
TOTAL		47 640	61 590	—	—	47 640	61 590	109 230
Conference services — Geneva								
Salary		780 710	360 890	—	11 780	780 710	372 670	1 153 380
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(46 840)	—	—	—	(46 840)	—	(46 840)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	(2 360)	—	(2 360)	(2 360)
TOTAL		733 870	360 890	—	9 420	733 870	370 310	1 104 180
UNCTAD — chapter XI								
Salary		1 028 880	666 250	4 420	11 780	1 033 300	678 030	1 711 330
Deduct: adjustment for turnover of staff								
Existing professional posts 1969	6	(61 730)	—	(260)	—	(61 990)	—	(61 990)
Provisional professional posts 1970	50	—	—	—	—	—	—	—
Provisional general service posts 1970	20	—	—	—	(2 360)	—	(2 360)	(2 360)
TOTAL		967 150	666 250	4 160	9 420	971 310	675 670	1 646 980

^a Reclassification 1 P-4 to P-5.

INCREASED COST IN 1970 OF MAINTAINING POSTS ESTABLISHED IN 1969

TABLE 20-32

	<i>A</i> Cost of maintaining 1969 posts in 1970	<i>B</i> 1969 appropri- ations for 1969 posts	<i>C</i> Increased cost in 1970 of maintaining 1969 posts ($A - B = C$)
	\$	\$	\$
<i>UNCTAD secretariat</i>			
Salary costs — chapter III.....	3 554 500	3 455 900	98 600
Common staff costs — chapter IV.....	909 500	880 900	28 600
	<u>4 464 000</u>	<u>4 336 800</u>	<u>127 200</u>
<i>Administrative and conference services</i>			
Salary costs — chapter XI.....	1 633 500	1 582 100	51 400
Common staff costs — chapter XII.....	431 000	412 400	18 600
	<u>2 064 500</u>	<u>1 994 500</u>	<u>70 000</u>
GRAND TOTAL	6 528 500	6 331 300	197 200

PART X

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Section 21. United Nations Industrial Development Organization

\$10 383 300 (1969: \$9 693 200 1968: \$7 790 571)

21.1 The United Nations Industrial Development Organization (UNIDO) was established by General Assembly resolution 2152 (XXI) of 17 November 1966 to promote industrial development in accordance with Article 1, paragraph 3, and Articles 55 and 56 of the Charter of the United Nations and, by encouraging the mobilization of national and international resources, to assist in, promote and accelerate the industrialization of the developing countries, with particular emphasis on the manufacturing sector.

21.2 The Industrial Development Board, established as the principal organ of UNIDO, meets annually to formulate principles and policies to achieve the purpose of the Organization and review and approve the programme of activities. The Board is assisted by the Executive Director and the secretariat of UNIDO.

21.3 The budget estimates for 1970 are based on the 1970 work programme of UNIDO (ID/B/44) which was considered by the Industrial Development Board at its third session.

TABLE 21-1

Chapter	1970 estimates	1969 appropriations ^a	1968 expenses ^b
	\$	\$	\$
I. Fourth session of the Industrial Development Board and meetings of its subsidiary organs	160 000	150 000	139 653
II. Meetings of expert and advisory bodies	122 000	96 000	69 393
III. Salaries and wages	6 848 000	6 455 000	4 926 946
IV. Common staff costs	1 642 000	1 551 700	1 296 011
V. Travel of staff	320 000	240 000	247 330
VI. Payments under annex I, paragraphs 2 and 3 of the Staff Regulations; hospitality	12 500	12 500	9 917
VII. Permanent equipment	124 800	105 000	304 370
VIII. Maintenance, operation and rental of premises	190 000	150 000	139 195
IX. General expenses	497 000	394 000	395 837
X. Publications programme and contractual reproduction services	300 000	250 000	172 036
XI. Headquarters planning and administrative management	167 000	149 000	31 225
— International Symposium on Industrial Development	—	140 000	58 658
TOTAL	10 383 300	9 693 200	7 790 571

^a An amount of \$30 000 relating to computer services has been transferred from chapter III to chapter IX to conform with the revised presentation of these requirements in 1970.

^b For purposes of comparability, an amount of \$80 512 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 and 1970.

CHAPTER I

Fourth session of the Industrial Development Board and meetings of its subsidiary organs \$160 000
1969: 150 000
1968: 139 653

21.4 The present estimates provide for the cost of additional staff required to prepare and service the

fourth session of the Industrial Development Board and the Working Group on Programme and Co-ordination which was established by the Board at its second session by resolutions 3 (II) and 12 (II). They are based on the assumption that the Board will meet in the early part of 1970 in Vienna for a period of two weeks and that the Working Group on Programme and Co-ordination will meet, also in Vienna, during the two weeks immediately preceding the session of the Board. Provision is made for the cost of salaries, travel and

subsistence payments to temporary staff to supplement the language and conference services of UNIDO and for overtime.

21.5 The details of the estimate follow:

	Industrial Development Board	Working Group on Programme and Co-ordi- nation	Total
	\$	\$	\$
(i) <i>Pre-session documentation</i>	47 000		47 000
Three revisers, eight translators and eight typists for a period of seven weeks			
(ii) <i>Meeting services</i>			
(1) <i>Interpretation</i>			
Twelve interpreters for three weeks	19 000		
Eight interpreters for two weeks		13 000	32 000
(2) <i>Summary records and in-session translation</i>			
Seven revisers, sixteen translators and eighteen typists for six weeks	50 000	14 000	64 000
(3) <i>Temporary conference staff</i>			
Ushers, documents clerks, sound engineers, etc.	6 000	3 000	9 000
(4) <i>Overtime</i>	5 000	3 000	8 000
	<u>127 000</u>	<u>33 000</u>	<u>160 000</u>

CHAPTER II

Meetings of expert and advisory bodies .. \$122 000

1969: 96 000
1968: 69 393

21.6 The estimate under this chapter provides for the cost of advisory and expert groups convened by the Executive Director of UNIDO for the examination of special technical questions. Meetings will be held in Vienna unless there are compelling reasons to meet elsewhere. Provision is made only for the cost of travel and subsistence of participants and the payment of fees, as required, to members who, during their period of service with UNIDO, will not be receiving a salary from a Government or governmental institution.

21.7 The 1970 programme of work of UNIDO (ID/B/44), includes among the proposed activities of the first priority a programme of meetings at an estimated total cost of \$1 224 000, of which it is proposed that the following fifteen meetings, estimated to cost \$122 000, should be financed from the regular budget:

INDUSTRIAL TECHNOLOGY DIVISION

Engineering industries

- | | |
|--|-------|
| (1) Panel on the construction of installations for the chemical industries | 1 200 |
| Location: Düsseldorf | |
| Duration: 2 days | |
| Participants: 20 | |

- | | |
|--|-------|
| (2) Working group on the exchange of experience on the establishment of engineering design development centres | 5 800 |
| Location: Vienna | |
| Duration: 5 days | |
| Participants: 6 | |

Metallurgical industries

- | | |
|-------------------------------------|-------|
| (3) Seminar on tin-plate production | 8 000 |
| Location: Latin America | |
| Duration: 5 days | |
| Participants: 10 | |

Construction and building materials industries

- | | |
|---|-------|
| (4) Regional seminar on prefabrication in the building industries in Africa | 9 000 |
| Location: Denmark (tentative) | |
| Duration: 10 days | |
| Participants: 20 | |

Chemicals, pharmaceuticals and other related industries

- | | |
|--|-------|
| (5) Consultative panels on industrial fermentation | 7 000 |
| Location: Vienna | |
| Duration: 1 week | |
| Participants: 6 | |

Light industries

- | | |
|---|-------|
| (6) Expert group meeting on the selection of machinery in the dyeing and finishing industry | 5 000 |
| Location: Vienna | |
| Duration: 1 week | |
| Participants: 12 | |
| (7) Working group on the production of panels from agricultural wastes | 5 000 |
| Location: Vienna | |
| Duration: 10 days | |
| Participants: 10 | |

TOTAL, Industrial Technology Division 41 000

INDUSTRIAL SERVICES AND INSTITUTIONS DIVISION

Industrial services and their administration

- | | |
|--|--------|
| (8) Workshop on the organization and administration of industrial services | 12 000 |
| Location: Santiago | |
| Duration: 2 weeks | |
| Participants: 30 | |
| (9) Meeting of the international association of industrial research institutes | 10 000 |
| Location: Vienna | |
| Duration: 1 week | |
| Participants: 60 | |

Industrial training

- | | |
|--|-------|
| (10) UNIDO/ILO meeting of experts on industrial training organizations | 6 000 |
| Location: Vienna | |
| Duration: 1 week | |
| Participants: 15 | |

Industrial management and consulting services

- | | |
|------------------------------|-------|
| (11) Management clinic panel | 8 000 |
| Location: Vienna | |
| Duration: 2 weeks | |
| Participants: 8 | |

TOTAL, Industrial Services and Institutions Division 36 000

INDUSTRIAL POLICIES AND PROGRAMMING DIVISION		\$
<i>Industrial programming and project planning</i>		
(12) International working party on industrial programming data		20 000
Location:	To be determined	
Duration:	To be determined	
Participants:	10	
<i>Industrial policies and industrial financing</i>		
(13) Advisory panel on industrial policies		3 000
Location:	Vienna	
Duration:	1 week	
Participants:	10	
(14) Advisory panel on prototype statutes for new industrial finance institutions		3 000
Location:	Vienna	
Duration:	1 week	
Participants:	8	
(15) Meetings to promote specific industrial projects		19 000
Location:	Vienna	
Duration:	1 week	
Participants:	24	
TOTAL, Industrial Policies and Programming Division		45 000
GRAND TOTAL		122 000

21.8 In addition to the above meetings, the work programme for 1970 (ID/B/44) includes a list of nine meetings of a lower priority, the implementation of which would require the provision of an additional \$88 000 under the regular budget. However, the Executive Director plans to undertake these projects only to the extent that savings would become available as a result of deferment or cancellation of meetings of the first priority. In consequence, the estimate under this chapter is limited to the amount of \$122 000.

CHAPTER III

<i>Salaries and wages</i>	\$6 960 000
1969:	6 455 000
1968:	4 926 946

TABLE 21-2

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(i) Established posts ...	6 205 000	6 090 000	4 432 597
(ii) Provisional staffing requirements	278 000	—	—
(iii) Temporary assistance	50 000	50 000	107 850
(iv) Individual experts and consultants	300 000	300 000	356 868
(v) Overtime and night differential	15 000	15 000	29 631
TOTAL	6 848 000	6 455 000	4 926 946

(i) *Established posts* \$6 205 000

1969: 6 090 000
1968: 4 432 597

21.9 The estimate under this heading covers the salaries of the secretariat of UNIDO in accordance with the establishment proposed for 1970, as indicated in table 21-3 below.

21.10 The estimated increase of \$115 000 over the appropriation for 1969 represents the net additional cost of continuing in 1970 the establishment approved for 1969.

21.11 In the circumstances described in paragraph 13 of the Secretary-General's foreword to the budget estimates, no new established posts are requested for UNIDO at this time. However, provision has been made under item (ii) below for an appropriate credit which would make it possible to meet additional staffing requirements in 1970 on a provisional basis. Such requirements, which are described in detail under item (ii), would be met in the first instance by utilizing authorized posts which may still be vacant. Thereafter, to the maximum extent practicable, further staff resources would be made available only after the proposed desk-by-desk survey of UNIDO has been completed.

(ii) *Provisional staffing requirements* \$278 000

1969: —
1968: —

21.12 Estimated additional staff needs in 1970, to be met on a provisional basis and subject to the conditions indicated in paragraph 12.11 above, comprise 27 professional and 21 general service personnel. This is the minimum requirement to carry out the programme of work of the Organization in 1970 given in detail in document ID/B/44. Staff requirements have been carefully examined in the light of the experience gained in carrying out the work programme of 1968 and the adjustments that will have to be made in the 1969 work programme, as well as the 1970 programme submitted to the Board. In assessing the total staff required for 1970, the Executive Director has taken into account that a portion of the staff which is needed for the backstopping of technical assistance activities may be provided from extra-budgetary sources through the access to overhead funds made available from the Special Fund, Special Industrial Services (SIS) and other trust funds. The Executive Director will make every effort to carry out the proposed programme of work through the most effective deployment and utilization of the staff to be made available for 1970.

21.13 The programme of work of UNIDO is composed of three sub-programmes: industrial technology, industrial services and institutions, and industrial policies and programming. These sub-programmes are further subdivided into fifteen functional groups. The organization of UNIDO's substantive establishment follows this classification so that the field of responsibility of each technical division covers the appropriate sub-programme. Sections within each division correspond generally to one of the functional groups.

TABLE 21-3

			Gross salaries 1970			
Established posts		Provisional additional requirements for 1970	Category and post level	To maintain 1969 establishment	To provide for additional requirements on a provisional basis in 1970	Total
1969	1970					
				\$	\$	\$
1	1	—	Executive Director	37 000	—	37 000
6	6	—	Director	167 000	—	167 000
14	14	1	Principal Officer	337 000	23 000	360 000
<i>Professional</i>						
47	47	8	Senior Officer	1 026 000	162 000	1 188 000
82	82	8	First Officer	1 460 000	130 000	1 590 000
84	84	5	Second Officer	1 227 000	66 000	1 293 000
36	36	5	Associate and Assistant Officer	407 000	53 000	460 000
270	270	27		4 661 000	434 000	5 095 000
<i>Add: Post adjustment</i>						
			Vienna Class 1	148 500	15 000	163 500
			New York Class 6	25 500	—	25 500
				4 835 000	449 000	5 284 000
321	321	21	<i>General Service</i>	1 485 000	97 000	1 582 000
			Provision for artisans, technicians and manual workers ^a	175 000	40 000	215 000
				6 495 000	586 000	7 081 000
<i>Deduct: Adjustment for turnover of staff</i>						
				290 000	308 000	598 000
591	591	48		6 205 000	278 000	6 483 000

^a Provision is made for eighty-six manual workers.

SUMMARY OF ESTABLISHED POSTS, 1969 AND 1970, 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	1970	1	1	3	8	3	3	1	20	25	45
	1969	1	1	3	7	2	3	1	18	22	40
Technical Co-operation Division	1970	—	1	2	7	10	9	3	32	28	60
	1969	—	1	2	6	9	9	3	30	25	55
Industrial Technology Division	1970	—	1	1	11	15	14	5	47	36	83
	1969	—	1	1	9	13	14	5	43	34	77
Industrial Services and Institutions Division ..	1970	—	1	3	8	20	8	7	47	33	80
	1969	—	1	2	6	18	8	7	42	31	73
Industrial Policies and Programming Division	1970	—	1	3	10	15	16	9	54	30	84
	1969	—	1	3	8	13	14	9	48	30	78
Secondments to other United Nations Offices .	1970	—	—	—	—	1	—	1	2	2	4
	1969	—	—	—	—	1	—	1	2	2	4
Division of Administration	1970	—	1	3	11	26	39	15	95	188	283
	1969	—	1	3	11	26	36	10	87	177	264
TOTALS	1970	1	6	15	55	90	89	41	297	342	639
	1969	1	6	14	47	82	84	36	270	321	591

OFFICE OF THE EXECUTIVE DIRECTOR

TABLE 21-5

		Category and level								
		Professional and above								General service
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Total
Office of the Executive Director	1970	1	—	—	2	—	—	—	3	2
	1969	1	—	—	2	—	—	—	3	2
Advisers to the Executive Director	1970	—	1	—	—	—	—	—	1	2
	1969	—	1	—	—	—	—	—	1	2
Co-ordination and External Relations Section	1970	—	—	1	3	1	—	—	5	6
	1969	—	—	1	2	—	—	—	3	3
Secretariat of the Industrial Development Board	1970	—	—	1	—	1	—	1	3	3
	1969	—	—	1	—	1	—	1	3	3
Information Service	1970	—	—	—	1	—	1	—	2	3
	1969	—	—	—	1	—	1	—	2	3
New York Liaison Office	1970	—	—	1	2	1	2	—	6	9
	1969	—	—	1	2	1	2	—	6	9
TOTALS	1970	1	1	3	8	3	3	1	20	25
	1969	1	1	3	7	2	3	1	18	22

Provisional additional requirements

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

The addition of these posts would enable UNIDO to meet the increasingly heavy workload resulting from its central role in the co-ordination of industrial development programmes in the United Nations system to which the General Assembly, the Economic and Social Council and the Board have attached great importance. The Office of the Executive Director needs to be adequately equipped to provide a follow-up of inter-agency activities and to co-ordinate the follow-up on agreements with the specialized agencies and the regional economic commissions, as well as with inter-governmental organizations outside the United Nations system. The workload emanating from the agreements which

UNIDO has entered into with other organs interested in and co-operating with UNIDO in the implementation of industrial development projects can no longer be handled effectively by the present staff assigned to the office of the Executive Director. With the additional staff, it will be possible to service the present arrangements and initiate greater participation in the meetings of the other bodies.

Furthermore, it will be necessary to develop the activities of the office in establishing and providing for a follow-up of UNIDO's links with federations of industry, chambers of commerce, UNIDO national committees and other bodies interested in industrial development, both in the developed and developing countries. This feature occupies a prominent part in the work programme of 1970 and subsequent years.

TECHNICAL CO-OPERATION DIVISION

TABLE 21-6

		Category and level								
		Professional and above								General service
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total	Total
Office of the Director	1970	—	1	2	2	4	1	—	10	6
	1969	—	1	2	1	3	1	—	8	5
Programme Co-ordination Section	1970	—	—	—	1	—	2	1	4	3
	1969	—	—	—	1	—	2	1	4	3
Area Section (Africa, Latin America, Europe and Middle East)	1970	—	—	—	4	5	6	2	17	18
	1969	—	—	—	4	5	6	2	17	16
Interregional Projects and Fellowships Section	1970	—	—	—	—	1	—	—	1	1
	1969	—	—	—	—	1	—	—	1	1
TOTALS	1970	—	1	2	7	10	9	3	32	28
	1969	—	1	2	6	9	9	3	30	25

Description of activities

21.14 The Technical Co-operation Division is responsible for the programming and implementation of field activities and for their over-all co-ordination; it co-ordinates the activities of UNIDO as an executing and participating agency in the United Nations Development Programme and maintains relations with the offices of the resident representatives; it organizes teams of experts and staff from different branches of industry for field missions as requested by Member States; and it is responsible for reporting on operational and field activities.

21.15 At present, UNIDO is executing agency for thirty-one Special Fund projects with a total value of \$60 434 800 of which \$27 617 800 represents Governing Council earmarkings and \$32 817 000 represents government counterpart contributions. UNIDO is also participating executing agency for five projects. Accelerated expansion of activities under the Special Fund component can be expected as the extensive needs in the field of industry are formulated. Assistance under the Technical Assistance Component of UNDP is expected to amount to \$4 500 000 in 1970. In addition, the General Assembly has raised the level of appropriation for the regular programme of technical assistance to \$1 500 000, and at the 1968 UNIDO Pledging Conference, a total of \$1 600 000 was pledged as direct contributions to UNIDO. Requests for SIS projects are expected to amount to \$4 000 000 in 1970. Other direct voluntary contributions to UNIDO at present amount to \$1 100 000 and may be expected to increase as projects are developed and implemented.

Organizational changes

21.16 The following organizational changes are reflected in table 21-6 on page 241:

(a) The establishment of a separate section to take responsibility for the implementation of interregional projects and the fellowships programme;

(b) The incorporation of the Field Advisers Support Unit into the Office of the Director;

(c) The grouping, for budgetary purposes, of the four area sections to permit greater flexibility in the assignment of staff in the areas as the need arises and in response to shifting workloads.

*Additional requirements for 1970**New posts*

1 P-5

To permit the initiation of a systematic evaluation of field projects. The increasing volume of technical co-operation activities of UNIDO makes it imperative that such systematic evaluation be postponed no longer and that it be preceded by a careful study of the methodology currently being employed by other United Nations organs and national agencies for international aid. The work in this area involves field visits and continuous liaison with corresponding units in the UNDP and the specialized agencies dealing with problems of evaluation.

1 P-4, 1 GS

To strengthen the Field Advisers Support Unit which will have to provide increased substantive and operational support to the industrial field advisers, whose number is expected to increase from the present level of 10 to 20 in 1970, subject to prior consultation with the Administrator of the United Nations Development Programme and approval by the UNDP Governing Council.

2 GS

To strengthen the clerical staff in the area sections in order to permit better utilization of the time of professional staff.

INDUSTRIAL TECHNOLOGY DIVISION

WORK PROGRAMME

Man-month requirements: 1969 and 1970

TABLE 21-7

	1969 Man-months assigned			1970 Man-months required		
	P	GS	Consultants	P	GS	Consultants
Programme formulation and management.....	60	48		60	48	
<i>Engineering industries</i>						
Agricultural machinery and implements, electric and electronic, metalworking, transportation equipment and processing machinery industries; preventive maintenance and repair; development of engineering design capabilities.....	20	14	12	34	18	7
<i>Metallurgical industries</i>						
Iron and steel, light and heavy non-ferrous metals industries; foundries.....	14	16	6	16	18	6
<i>Construction and building materials industries</i>						
Plastics as building materials, pre-fabrication in the building industries; fibro-cement composites; production of cement from gypsum.....	4	3	4	6	3	7
<i>Chemicals, pharmaceuticals and other related industries</i>						
Basic chemicals, marine salt and pharmaceuticals industries; chemical products from fermentation, coal hydrogenation.....	8	6	8	11	7	8
<i>Fertilizers, pesticides and petrochemical industries</i>						
Fertilizers, pesticides and petrochemicals.....	28	25	18	29	26	10
<i>Light industries</i>						
Textiles, food processing, wood processing, leather and leather products industries.....	32	25	11	37	28	13
<i>General research projects</i>						
Industry branch reports; introduction of technologies of interest to several industrial sectors; sectoral and empirical studies for the Second Development Decade....	30	30	6	30	30	21
Backstopping of technical assistance projects.....	320	241		341	254	
TOTAL	516	408	65	564	432	72

Description of activities

21.17 The Industrial Technology Division is principally concerned with the establishment of new industries in the developing countries, as well as with problems of rationalization and extension of existing industries. Its work involves the continuing review of proved and newly developed technological processes and their economic application in specific industrial branches, and provision of support to technical assistance activities in developing countries. To this end, seminars, expert group meetings and study groups are organized to disseminate technological information on industries of particular importance to the developing countries; manuals and reports are published on industrial technology and processes and on industry branches for the use of developing countries; and publications and documentation are prepared for the Industrial Development Board and for other United Nations bodies.

21.18 In the Engineering Industries Section, two areas of work will be emphasized: design and manufacture of agricultural machinery, and repair and maintenance of industrial equipment. Following the collaboration of UNIDO with FAO, and the importance attached to agro-industries, the work of UNIDO in 1970 is expected to increase considerably in this industrial sector. Similarly, following the preparatory work in 1969 on problems of repair and maintenance, UNIDO will accelerate its work in this area. In the Metallurgical Industries Section, apart from accelerating current work in iron and steel, work on non-ferrous metals (aluminium, copper and nickel) will be initiated. Attention will be given to metalworking industries, an area in which there is considerable potential for establishing small industrial units and in which a large number of technical assistance activities is at present being undertaken. In the area of construction and building

materials industries, UNIDO, in co-operation with the United Nations Centre for Housing, Building and Planning, will initiate work in providing coverage to the manufacturing aspect of building materials industries which has not been receiving appropriate attention. As a first step, attention will be given to fibro-cement composites and to the adaptation of plastics for construction. In the field of chemicals, pharmaceuticals and other related industries, emphasis will be placed, in 1970, on pharmaceuticals; this work will be undertaken in co-operation with WHO. In the Fertilizers, Pesticides and Petrochemicals Industries Section, attention will be given to the promotion and development of the industry and, in particular, to the provision of assistance in response to a large number of requests. In the Food and Light Industries Section, work will continue on textiles where emphasis will be given to provision of direct assistance to the plants. A large number of requests have been made for UNIDO assistance in improving the efficiency and rehabilitation of textile industries in the developing countries. Attention will be given to work on the industrial aspects of protein production. In co-operation with FAO, work will be undertaken on the technology and engineering aspects of food production.

21.19 The Industrial Technology Division will also continue sectoral studies, in connexion with the Development Decade, to assess the means required to attain targets set and to forecast the impact of major technological changes and sectoral development during the Decade, as well as to indicate measures required within the industries to promote structural changes and accelerated expansion.

Provisional additional requirements

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

By its nature, the work of the Industrial Technology Division must be divided into segments of specialized tech-

TABLE 21-8

		<i>Category and level</i>									
		<i>Professional and above</i>								<i>General service</i>	<i>Total</i>
		<i>U-SG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total</i>		
Office of the Director.....	1970	—	1	1	1	—	—	2	5	4	9
	1969	—	1	1	1	—	—	2	5	4	9
Industrial Sectors Development Section	1970	—	—	—	1	1	1	1	4	4	8
	1969	—	—	—	1	1	1	1	4	4	8
Metallurgical Industries Section.	1970	—	—	—	1	1	2	1	5	3	8
	1969	—	—	—	1	1	2	1	5	3	8
Engineering Industries Section..	1970	—	—	—	2	4	3	—	9	6	15
	1969	—	—	—	1	3	3	—	7	5	12
Fertilizers, Pesticides and Petro- chemicals Industries Section..	1970	—	—	—	1	4	3	—	8	7	15
	1969	—	—	—	1	4	3	—	8	7	15
Basic Chemicals, Pharmaceuticals and Building Materials Indus- tries Section.....	1970	—	—	—	2	2	1	1	6	4	10
	1969	—	—	—	1	2	1	1	5	4	9
Food and Light Industries Sec- tion	1970	—	—	—	3	3	4	—	10	8	18
	1969	—	—	—	3	2	4	—	9	7	16
TOTALS	1970	—	1	1	11	15	14	5	47	36	83
	1969	—	1	1	9	13	14	5	43	34	77

nical knowledge. The work programme of the Division, spreading over a number of new technological fields, will require the appointment of staff with the necessary technological qualifications to provide adequate technical support to field operations, thus ensuring greater effectiveness

of the assistance to be rendered to developing countries. The need for specialized staff is particularly felt in the following technical fields; preventive maintenance and repair, transport equipment industries, food processing and building materials.

INDUSTRIAL POLICIES AND PROGRAMMING DIVISION

WORK PROGRAMME

Man-month requirements: 1969 and 1970

TABLE 21-9

	1969 Man-months assigned			1970 Man-months required		
	P	GS	Consultants	P	GS	Consultants
Programme formulation and management.....	48	36		48	36	
<i>Industrial programming and project planning</i>						
Industrial development strategies, plans and projections; industrial project preparation and implementation; interlocking activities.....	81	57	17	93	57	18
<i>Industrial policies and industrial financing</i>						
Industrial policies; industrial financing; industrial investment promotion programme	100	54	13	125	54	20
<i>Promotion of export-oriented industries</i>						
Policies for promotion of industries with export potential; techniques for increasing industrial production for exports.....	86	43	6	80	40	12
<i>Industrial reviews and surveys</i>						
Industrial development surveys; country survey missions and related training activities	120	72	16	144	72	18
Backstopping of technical assistance projects.....	141	98		158	101	
TOTAL	576	360	52	648	360	68

Description of activities

21.20 The work of the Industrial Policies and Programming Division is concerned with policy factors and programming actions affecting industrial development. This involves investigations of the structural problems related to industrial development in the context of the economy as a whole; the formulation and implementation of industrial development programmes, the determination of priorities in industrial development strategy and plan harmonization and regional co-operation; the formulation, evaluation, implementation and follow-up of industrial projects and programming data; the development of industrial financing and the promotion of industrial investment; promotion of the production of manufactures for export; technical backstopping support to direct assistance activities in the field and the organization of seminars and study groups; and preparation of the industrial development survey and documentation for the Industrial Development Board and other United Nations bodies. The work programme of the Division in 1970 will be closely interlinked with technical assistance activities.

21.21 In 1970, the work of the Division will emphasize machinery for country consultations, advisory missions and data development investigations in the field. These measures will include meetings between technical assistance experts in the different countries working on the same policies and programming problems and meetings of UNIDO and country policy-makers to examine problems at the source; advisory missions by UNIDO to the developing countries to discuss the progress being made; and meetings to assess the immediate and future programming data requirements of the developing countries. While these activities will relate in part to implementation of the Development Decade at the country level, UNIDO will also

initiate machinery to provide a follow-up for work under the Development Decade.

21.22 In promoting the financing of investment, the Division in 1970 will develop more intensively programmes to bring about better contacts between investors and local entrepreneurs in respect of specific manufacturing opportunities. It will assist in the formulation of sound industrial projects and in the building-up of local investment promotion centres. The work in export promotion will be directed, in co-operation with UNCTAD and the General Agreement on Tariffs and Trade (GATT), at the identification of export-oriented industries in the developing countries, as well as at dissemination of information techniques of export promotion.

21.23 In 1970, UNIDO will prepare a comprehensive World Industrial Survey. Moreover, it will assist the developing countries, upon request, in establishing an organizational and institutional base capable of collecting, analysing and evaluating material on industrial growth at the country level.

Provisional additional requirements

21.24 A minimum strengthening of the personnel of the Division will be needed to cope with the expanded work programme in the following areas:

Industrial planning and programming

1. To

To strengthen the work of UNIDO in implementation of industrial development programmes, a task that has a high priority. With increasing requests in this area from governments, this official would provide a follow-up to the work and also evolve a mechanism for on-the-spot country consultation.

Industrial policies, financing and promotion of investment

1 P-5, 1 P-4

A P-5 post is required to fill the gap in the Division's coverage of the work on industrial policies. The Industrial Development Board has requested UNIDO to expand its work in the formulation of appropriate policies, incentives and other measures for industrial development programmes. The other post is required to permit the acceleration of work on the financing and promotion of investment, leading to identification of bankable industrial projects and of sources of financing for investment purposes.

Promotion of export-oriented industries

1 P-3

To extend the area of work of the Division to techniques of export promotion and identification of export opportuni-

ties and, specifically, to intensify technical assistance at the project level as a contribution to the more rapid expansion of export-oriented industries in developing countries.

Industrial development surveys

1 P-4, 1 P-3

The P-4 post is required to undertake the additional activity of processing and analysing the information and statistics for the preparation of the Annual Survey of Industrial Development for the Board and for participating in the preparation of the Second World Industrial Survey, as requested by the Board. The other post is needed to increase the level of assistance rendered to developing countries in establishing and improving the national institutional base for the analysis and evaluation of statistical data relevant to the process of industrial development.

TABLE 21-10

<i>Category and level</i>											
<i>Professional and above</i>											
		<i>U-SG</i>	<i>D-2</i>	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2/1</i>	<i>Total</i>	<i>General service</i>	<i>Total</i>
Office of the Director.....	1970	—	1	1	1	—	—	1	4	3	7
	1969	—	1	1	1	—	—	1	4	3	7
Industrial Programming Section.	1970	—	—	1	2	4	3	3	13	9	22
	1969	—	—	1	1	4	3	3	12	9	21
Industrial Policies Section.....	1970	—	—	1	5	4	2	2	14	7	21
	1969	—	—	1	4	3	2	2	12	7	19
Export Industries Section.....	1970	—	—	—	1	3	5	2	11	5	16
	1969	—	—	—	1	3	4	2	10	5	15
Survey Section.....	1970	—	—	—	1	4	6	1	12	6	18
	1969	—	—	—	1	3	5	1	10	6	16
TOTALS	1970	—	1	3	10	15	16	9	54	30	84
	1969	—	1	3	8	13	14	9	48	30	78

INDUSTRIAL SERVICES AND INSTITUTIONS DIVISION

WORK PROGRAMME

Man-month requirements: 1969 and 1970

TABLE 21-11

	<i>1969 Man-months assigned</i>			<i>1970 Man-months required</i>		
	<i>P</i>	<i>GS</i>	<i>Consultants</i>	<i>P</i>	<i>GS</i>	<i>Consultants</i>
Programme formulation and management.....	48	36		48	36	
<i>Industrial legislation, patents and licensing</i>						
Industrial legislation; industrial property administrative machinery.....	18	9	9	18	9	17
<i>Industrial services and their administration</i>						
Industrial research; standardization and quality control, administrative machinery for industrial development; international transfer institutions.....	60	41	8	57	39	
<i>Industrial information and promotion</i>						
Industrial information services; industrial promotion; application of science and technology to industrial development.....	102	91	12	126	115	20
<i>Industrial training</i>						
In-plant group training; special training activities; individual fellowships programme	36	28	3	44	28	4
<i>Industrial management and consulting services</i>						
Advisory and problem-solving missions to developing countries; mobilization of expert resources	25	18	4	41	18	3
<i>Small-scale industries, including industrial estates and industrial extension services</i>						
Industrial estates; industrial extension services; financing of small-scale industries; small-scale manufacturing; sub-contracting	61	34	13	58	34	14
Backstopping of technical assistance projects.....	154	115		172	117	
TOTAL	504	372	49	564	396	58

Description of activities

21.25 The work programme of the Industrial Services and Institutions Division aims at the establishment of basic services and institutions. It includes:

(a) Assisting developing countries in the establishment and strengthening of institutions serving industry, including legislation, patent and standardization systems, relevant government departments, research institutions, industrial development centres and relevant non-governmental organizations;

(b) Providing services for industrial information and promotion;

(c) Carrying out assessments of requirements and facilities for industrial training and organizing relevant programmes;

(d) Assisting developing countries in improving industrial management skills and practices and in developing and using industrial consulting services;

(e) Assisting developing countries in establishing and improving special service organizations and programmes for small-scale industries, including industrial estates and industrial extension services;

(f) Preparing current publications and documentation for the Industrial Development Board and other United Nations bodies;

(g) Providing support to technical assistance activities in the field and organizing seminars and technical meetings.

21.26 The series of survey reports on industrial legislation in various sub-regions will be expanded to cover, as far as possible, all parts of the developing world, in accordance with the recommendations of the Industrial Development Board at its second session which gave strong support to the publication and dissemination by UNIDO of information on legislation affecting industrialization. Emphasis will also be given to the provision of assistance for improving the administrative machinery of both public and private industrial service organizations in the developing countries. Such assistance is provided through special meetings, training programmes and assessment and problem-solving missions.

21.27 It is expected that two new types of international industrial transfer institutions, developed by UNIDO, will become operational in 1970, namely, special UNIDO-sponsored industrial equity funds, and medium-industry multiple plant chains. These are aimed at increasing the flow of capital, entrepreneurship and managerial and technical know-how from the industrialized to the developing countries.

21.28 A network designed to make industrial information more readily available to meet the needs in developing countries will be operational in 1970. An important part of such an information network is the industrial equipment advisory service which has been established in response to Economic and Social Council resolution 1183 (XLI).

21.29 UNIDO plans to organize industrial promotion meetings at trade fairs and exhibits for promoting contacts between industrialists from the developed and developing countries and for fostering joint industrial ventures.

21.30 The work in training programmes for certain types and levels of industrial personnel will be accelerated. This will include expansion of a number of in-plant training programmes, the organization of special training programmes for managers of state-owned industrial enterprises and in-plant study visits in industrialized countries for engineers and executives. The programme of industrial management clinics in developing countries will be expanded to include fifteen such institutions in 1970.

21.31 Efforts to increase the availability and use of management and technical consulting services in the developing countries will be intensified. Assessment missions and training programmes will be organized for the improvement and development of local consulting resources.

21.32 A considerable expansion is expected in the number of field projects concerned with small industry development programmes and extension services.

Provisional additional requirements

21.33 The following minimum strengthening of the Division will be required to cope with the expanded work programme to which the Board has given high priority:

Industrial information and promotion

1 P-5, 1 P-4, 2 GS

To cope with the workload in connexion with the extension of the activities of UNIDO in the allied fields of industrial information and promotion. This will include the operation of the information transfer network and the communications systems to promote the flow of technical and financial resources to developing countries. Both services are to be substantially expanded in line with the expected inflow of requests for information and the emphasis given to the role of UNIDO in the promotion of joint ventures and in the transfer of capital and technology, particularly in connexion with the holding of industrial promotion meetings at selected international industrial gatherings and trade fairs. The work in this sector will involve a large amount of processing of routine material and will require the strengthening of the general service personnel by a minimum of two posts.

Industrial training

1 P-5

In order to formulate, in co-operation with the interested agencies, a long-term plan for industrial training, as requested by the Industrial Development Board, a senior officer experienced in this task is required. He will also assist the officers in the Section in the widening of the network of training facilities in developed and developing countries.

Industrial management

1 D-1, 1 P-4

Following the favourable response from the developing countries in respect of the organization of industrial management clinics, a senior and experienced officer is required to work closely with industrial managers in following up the work initiated in 1968, improving the organization of management clinics and generally providing the leadership for the expansion of this particular type of assistance. Another officer is required to expand the scope of assistance to developing countries in the improvement of industrial management techniques and, in particular, in the improvement of local consulting resources and the further development of UNIDO's consultants consortium and university co-operative programmes.

TABLE 21-12

		Category and level									
		Professional and above							Total	General service	Total
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1			
Office of the Director.....	1970	—	1	2	—	1	—	—	4	3	7
	1969	—	1	2	—	1	—	—	4	3	7
Industrial Institutions Section...	1970	—	—	—	2	4	3	3	12	8	20
	1969	—	—	—	2	4	3	3	12	8	20
Industrial Information and Promotion Section	1970	—	—	—	2	3	4	2	11	10	21
	1969	—	—	—	1	2	4	2	9	8	17
Industrial Training Section	1970	—	—	—	2	2	1	—	5	3	8
	1969	—	—	—	1	2	1	—	4	3	7
Industrial Management Section..	1970	—	—	1	1	4	—	1	7	4	11
	1969	—	—	—	1	3	—	1	5	4	9
Small-scale Industry Section....	1970	—	—	—	1	6	—	1	8	5	13
	1969	—	—	—	1	6	—	1	8	5	13
TOTALS	1970	—	1	3	8	20	8	7	47	33	80
	1969	—	1	2	6	18	8	7	42	31	73

SECONDMENTS TO OTHER UNITED NATIONS OFFICES:
INDUSTRIAL DEVELOPMENT UNIT IN BEIRUT

TABLE 21-13

		Category and level									
		Professional and above							Total	General service	Total
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1			
1970...	—	—	—	—	1	—	1	2	2	2	4
1969.....	—	—	—	—	1	—	1	2	2	2	4

Description of activities

21.34 With personnel seconded from UNIDO staff, an Industrial Development Unit has been attached to the United Nations Economic and Social Office in Beirut (UNESOB). The Unit is 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 programmes in the Middle East and in the light of the needs and requests

of the countries concerned. It operates under the supervision of the Executive Director of UNIDO, who retains ultimate control and responsibility for the Unit and its work. The Unit will continue in 1970 the research begun in 1969 on problems of co-operation in the development of specific industrial commodities and will undertake studies on industrial costs and productivity in selected industries and countries in the Middle East and other studies, as required, to backstop meetings planned to be organized by UNESOB and UNIDO's operational activities.

DIVISION OF ADMINISTRATION, CONFERENCE AND GENERAL SERVICES

TABLE 21-14

		Category and level									
		Professional and above							Total	General service	Total
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1			
Office of the Director.....	1970	—	1	1	2	2	—	1	7	11	18
	1969	—	1	1	2	2	—	—	6	11	17
Financial Services	1970	—	—	1	3	1	3	3	11	28	39
	1969	—	—	1	3	1	3	1	9	27	36
Personnel Services	1970	—	—	—	1	3	3	1	8	22	30
	1969	—	—	—	1	3	2	1	7	19	26

[Table 21-14 continues]

TABLE 21-14 (continued)

		Category and level									
		Professional and above							Total	General service	Total
		U-SG	D-2	D-1	P-5	P-4	P-3	P-2/1			
Conference Services	1970	—	—	1	4	17	30	9	61	80	141
	1969	—	—	1	4	17	28	7	57	76	133
General Services	1970	—	—	—	1	3	3	1	8	47	55
	1969	—	—	—	1	3	3	1	8	44	52
TOTALS	1970	—	1	3	11	26	39	15	95	188	283
	1969	—	1	3	11	26	36	10	87	177	264

Description of activities

21.35 The Division of Administration, Conference and General Services, acting in close co-operation with the central administrative services of the United Nations, is responsible for the personnel, budgetary and financial management of UNIDO, including its operational activities financed from voluntary contributions and other extra-budgetary sources. It is also responsible for providing conference services to the Industrial Development Board and other UNIDO meetings, for the editing, translation, reproduction and distribution of UNIDO official records, documents and publications, and for general services, including procurement and management of UNIDO buildings in Vienna. In addition, it provides supporting services to other United Nations conferences and bodies meeting in Vienna.

Organizational developments

21.36 In the course of the second half of 1968, UNIDO has taken over from the United Nations Office of General Services the responsibility for the procurement of technical equipment required for its operational activities in the field, and for the contracting for services, including technical expert services required by these activities. A new Technical Equipment Procurement and Contracting Office was set up within the Office of the Director of the Division. It is staffed, except for the chief, by personnel paid from overhead funds available from the Special Fund component of UNDP from which the main workload of the service stems. In 1969, a progressive transfer of responsibility for the recruitment of technical assistance project personnel from the Office of Personnel, New York, to a newly established Professional Recruitment and Placement Section within the Personnel Services of UNIDO is to take place and will be completed in the third quarter of the year. Additional staff requirements are met out of overhead funds, including the transfer from New York to Vienna of posts previously assigned to the Technical Assistance Recruitment Service in New York.

*Provisional additional requirements**Office of the Director*

1 P-2

To provide for a professional officer to assist the Executive Officer of the Division in coping with the rapidly increasing administrative workload of UNIDO. His functions would include assisting in the supervision of the decentralized administrative services in all the divisions of the Organization, certification of regular budget accounts as well as trust funds, general co-ordination and liaison related to the administrative aspects of the substantive programmes, the preparation of reports and schedules on administrative

matters for the Industrial Development Board and acting as alternate secretary of secretariat committees such as the Committee on Contracts and the Advisory Panel on Contracts for Services.

*Financial Services**Budget Section*

1 P-2

At present, the staff of the Budget Section includes only one professional officer. It is increasingly evident that there is an urgent need to provide the Section with an additional professional officer to deputize for the Chief of Section during his absences. The necessity for this post is further justified by the scope and volume of the work of this Section, which is expected to be substantially increased with the addition of new sources of financing and the refining of methods of budget formulation and control.

Finance Section

1 P-2, 1 GS

The expansion of the Organization, both in terms of number of staff at headquarters and in the field and of value of funds administered, has considerably increased the volume of work in the Finance Section, and the workload trend is expected to continue, particularly as a result of the volume of voluntary contributions pledged directly to UNIDO. To cope with this additional work and to permit delegation of certain responsibilities by the Chief of Section, thereby allowing him more time for dealing with the additional tasks of planning which will be required in connexion with the gradual conversion of records from manual to mechanical and electronic processing, it will be necessary to strengthen the staff of the Section by one professional post. An additional general service staff will be required to cope with the large volume of transactions recorded.

Personnel Services

1 P-3, 3 GS

One professional officer is required to head the unit responsible for the recruitment and servicing of local general service personnel and the recruitment, both locally and internationally, of professional and general service staff for short-term conference appointments. The existing volume of work in the recruitment and the staff services areas requires the strengthening of the clerical staff of Personnel Services by the addition of a minimum of three general service posts.

Conference Services

2 P-3, 2 P-2, 4 GS, 3 Manual Workers

(a) The Editorial and Documents Control Section consists in 1967 of seven professional and thirteen general service staff of which six are editors, including the Chief of Section. The establishment is far from adequate to cope with the workload arising from the work programme. This situation has contributed materially to the difficulties experienced in 1968 in the implementation of the publications programme of UNIDO resulting in a backlog of work which will continue to accumulate during 1969. To deal with the work arising from the proposed publications approved by the In-

dustrial Development Board as part of the 1969 and 1970 work programme, a minimum increase of four editor posts (2 P-3 and 2 P-2) and a general service post will be required in 1970. The proposed staffing makes no allowance for the work resulting from decisions taken by the fourth session of the Industrial Development Board or for the reduction of the existing backlog. To supplement the output of the section, it is intended to have recourse to contractual services or freelance editing, where feasible for these purposes, and to utilize the provision for contractual editing, translation and typing under Chapter X;

(b) The Official Correspondence Unit in the Language Section needs to be strengthened to meet the increasing workload. One general service post will be required for this purpose;

(c) The occupation in the course of 1969 of two new buildings and the resulting relocation of UNIDO's staff, as well as the growing workload, requires the addition of two general service posts for distribution clerks;

(d) The estimates also include an amount of \$7 500 for three manual worker posts to permit the continued operation of small copying and reproduction centres in each of the buildings housing UNIDO staff. Experience has shown that, given the cost of labour in Vienna, the attendance of photocopying machines by an operator results in considerable saving, both of material and of staff time.

General Services

3 GS, 13 Manual Workers

UNIDO is occupying two additional buildings in 1969 and has installed its main storage facilities for documents and archives in a location outside its office buildings, thus adding further to the problems caused by the dispersion of its services which now operate in five locations at some distance from each other. This entails the establishment of a branch registry for which three general service posts are required. In addition, to continue in 1970 the minimum messenger, security and transportation services needed, the estimate includes an amount of \$32 500 to allow for the employment of thirteen additional manual workers for these purposes.

(iii) <i>Temporary assistance</i>	\$50 000
	1969: 50 000
	1968: 107 850

21.37 The estimate under this heading provides for temporary assistance during peak-load periods, for the replacement of general service staff absent on maternity and extended sick leave as well as for secretarial and clerical assistance to consultants and advisers during their stay at UNIDO headquarters and in the course of their travel. In addition, provision is made for the administrative facilities and services which UNIDO furnishes to United Nations conferences and bodies meeting in Vienna, including the recruitment and payment of local and conference staff.

(iv) <i>Individual experts and consultants</i> ..	\$300 000
	1969: 300 000
	1968: 356 868

21.38 This estimate, which provides for the fees, travel and subsistence payments or other remuneration of consultants to assist UNIDO in specialized fields of activity, is maintained at the same level as the appropriation for 1969.

21.39 The distribution of the man-months of consultant time, which is shown in detail in the appropriate columns of tables 21-8, 21-10 and 21-12 above, can be summarized as follows:

	Man-months
Industrial Technology Division	72
Industrial Services and Institutions Division ..	58
Industrial Policies and Programming Division .	68
TOTAL	198

(v) <i>Overtime and night differential</i>	\$15 000
	1969: 15 000
	1968: 29 631

21.40 Provision is made for the payment of night differential and overtime during peak-work periods, in particular during the fourth session of the Industrial Development Board. The payment of overtime, which represents the major part of the estimate, is limited to staff in the general service and manual workers categories.

CHAPTER IV

<i>Common staff costs</i>	\$1 642 000
	1969: 1 551 700
	1968: 1 296 011

21.41 The provision requested under this chapter for 1970 covers the common staff costs in respect of all posts provided for under chapter III, as well as the requirements of the language training programme of UNIDO.

(i) <i>Common staff costs</i>	\$1 632 000
	1969: 1 541 700
	1968: 1 289 758

21.42 Common staff costs have been computed as a percentage (25.2 per cent) of the credits requested under chapter III, items (i) and (ii).

21.43 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) <i>Language training programme</i>	\$10 000
	1969: 10 000
	1968: 6 253

21.44 This estimate provides for the costs of language training for staff members in English, French, Russian, Spanish and German. The estimate corresponds to the appropriation for 1969.

CHAPTER V

<i>Travel of staff</i>	\$320 000
1969:	240 000
1968:	247 330
(i) <i>Travel of staff to meetings</i>	\$25 000
1969:	60 000
1968:	21 591

21.45 The estimate provides for the attendance of the Executive Director and senior officers at the twenty-fifth session of the General Assembly, sessions of the Economic and Social Council, meetings of the UNDP Governing Council, the Trade and Development Board, the regional economic commissions, the Administrative Committee on Co-ordination, the Committee for Programme and Co-ordination, the Working Group on Administrative and Financial Matters and Advisory Committee on Administrative and Budgetary Questions.

(ii) <i>Travel of staff on other official business</i>	\$100 000
1969:	60 000
1968:	119 629

21.46 The estimate under this heading is based on the actual experience of 1968 and 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.

(iii) <i>Travel of staff and dependants on home leave</i>	\$125 000
1969:	80 000
1968:	80 512

21.47 This estimate is based on the foreseeable entitlements of 110 staff members and 190 dependants, reduced by approximately 10 per cent to take into account possible deferments, turnover of staff and the combining of home leave travel with travel on official business. The increase of \$45 000 over the 1969 appropriation results from the higher number of staff entitled to home leave.

(iv) <i>Travel of industrial field advisers</i>	\$70 000
1969:	40 000
1968:	25 598

21.48 This estimate is based on the assumption that twenty industrial development field advisers will be in the field in 1970 and has been adjusted downwards to take into account the possibility of delayed recruitment of some advisers. It provides for each adviser to make three tours of the countries in his region, covering a total of four months over a period of one year.

CHAPTER VI

<i>Payments under annex I, paragraphs 2 and 5, of the Staff Regulations: Hospitality</i>	\$12 500
1969:	12 500
1968:	9 917

21.49 The estimates under this chapter provide for:

(i) The payment under annex I, paragraphs 2 and 5, of the Staff Regulations, of a representation allowance

to the Executive Director and to 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) A credit of \$4 000 to meet expenses incurred by members of the secretariat of UNIDO who are not in receipt of a representation allowance.

CHAPTER VII

<i>Permanent equipment</i>	\$124 800
1969:	105 000
1968:	304 370

TABLE 21-15

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(i) Furniture and fixtures	13 000	23 000	84 840
(ii) Office equipment	10 800	18 000	82 046
(iii) Internal reproduction equipment	21 000	52 000	44 501
(iv) Telecommunications equipment	12 000	—	11 653
(v) Transportation equipment .	2 000	—	1 770
(vi) Other equipment	66 000	12 000	79 560
TOTAL	124 800	105 000	304 370

(i) <i>Furniture and fixtures</i>	\$13 000
1969:	23 000
1968:	84 840

21.50 Provision is made for the acquisition of the following items of office furniture and fixtures required for the two additional buildings occupied in 1969:

	\$
Office furniture	3 000
Library furniture	3 500
Furniture for reception areas	2 500
Furniture for conference rooms	4 000
TOTAL	13 000

(ii) <i>Office equipment</i>	\$10 800
1969:	18 000
1968:	82 046

21.51 This estimate provides for the procurement of the following items:

	\$
Typewriters (20)	4 800
Calculating machines (5)	2 500
Adding machines (4)	500
Dictating machines (10)	2 000
Other miscellaneous equipment	1 000
TOTAL	10 800

(iii) <i>Internal reproduction equipment</i>	\$21 000
1969:	52 000
1968:	44 501

21.52 The estimates provide for the continued development of the internal reproduction capacity of the

joint UNIDO-International Atomic Energy Agency (IAEA) reproduction service. The proposed acquisition of equipment by UNIDO is intended to be matched by corresponding purchases by IAEA in proportion to the respective share in the utilization of the common services by the two organizations. The proposed equipment will be suitable for installation in the projected common plant upon the transfer of UNIDO and IAEA to their permanent headquarters site. It is proposed that in 1970 UNIDO will acquire the following items:

	\$
Paper cutting machine with pneumatic table	8 000
Duplicating machines (2)	2 400
Labelling and mailing equipment adapted for the use of computer produced addresses ..	5 000
Presentation and composition equipment ...	2 700
Miscellaneous equipment	2 900
TOTAL	21 000

(iv) *Telecommunications equipment* \$12 000

1969: —
1968: 11 653

21.53 Provision is made for the installation of one conference room for 50 to 60 persons in one of the newly added buildings, to be equipped with simultaneous interpretation equipment of a type which can later be transferred to the permanent headquarters of UNIDO.

(v) *Transportation equipment* \$2 000

1969: —
1968: 1 770

21.54 The estimate provides for the replacement of one vehicle which formed part of the transport pool transferred to UNIDO from the United Nations Emergency Force (UNEF) in second-hand condition and which by 1970 will have run over 100 000 miles.

(vi) *Other equipment* \$66 000

1969: 12 000
1968: 79 560

21.55 Provision is made for the following:

	\$
Equipment and furniture for the installation of staff cafeteria and restaurant for approximately 500 persons in one of the new buildings occupied in 1969	45 000
100 supply cabinets needed upon transfer of staff to new premises from Felderhaus which is equipped with built-in wall-storage	6 500
150 filing cabinets	7 500
200 electric fans	4 000
Photographic and sound equipment for Information Service	1 500
Audiovisual equipment for conference rooms	1 500
TOTAL	66 000

21.56 The equipment for the cafeteria and restaurant has been specified with a view to its future installation in the permanent headquarters buildings.

CHAPTER VIII

Maintenance, operation and rental of premises \$190 000

1969: 150 000
1968: 139 195

21.57 The estimate under this chapter covers the cost of the supplies and services required for the operation and maintenance of the temporary headquarters buildings comprising the Felderhaus, the Hofburg facilities, the complex of buildings constructed by the Austrian Government at Lerchenfelderstrasse, which includes three connected prefabricated buildings and one separate permanent construction, and other premises where certain reproduction facilities, document storage and archives are located.

21.58 The estimates detailed in table 21-16 below represent an increase of \$40 000 over the 1969 appropriation as a consequence of additional requirements for the new premises to be occupied during part of 1969 and an expected higher level of costs.

TABLE 21-16

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(i) <i>Contractual services</i>			
Maintenance of premises ..	13 500	5 000	60 482
Cleaning of premises, including snow removal ..	72 500	70 000	
(ii) <i>Utilities</i>			
Electricity, gas, water	75 000	50 000	49 488
(iii) <i>Other expenses</i>			
Supplies for maintenance of premises	25 000	20 000	28 250
Minor alterations to premises	4 000	5 000	975
TOTAL	190 000	150 000	139 195

CHAPTER IX

General expenses \$497 000

1969: 394 000
1968: 395 837

21.59 The estimates under this chapter and itemized in table 21-17 below provide for general services and supplies, the rental and maintenance of equipment at headquarters in Vienna and at the UNIDO Liaison Office in New York, as well as the cost of UNIDO's participation in common services with IAEA.

TABLE 21-17

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(i) <i>Communications</i>			
Cables	50 000	38 000	75 768
Telephone services	43 000	40 000	34 813
Postage	35 000	33 000	23 180
Pouch service	47 000	48 000	41 659
Freight	22 000	22 000	20 459
TOTAL	197 000	181 000	195 879

[Table 21-17 continues]

TABLE 21-17 (continued)

	1970 estimates	1969 appropriations	1968 expenses
	\$	\$	\$
(ii) <i>Rental and maintenance of equipment</i>			
Rental of equipment (other than vehicles)	35 000	38 000	41 308
Maintenance of equipment and furniture (other than vehicles)	5 000	5 000	2 023
Maintenance and operation of vehicles	8 000	8 000	6 333
TOTAL	48 000	51 000	49 664
(iii) <i>Other supplies and services</i>	40 000	47 000	44 018
(iv) <i>Office and internal reproduction supplies</i>			
Stationery and office supplies	49 000	44 000	51 448
Internal reproduction supplies	23 000	21 000	28 117
TOTAL	72 000	65 000	79 565
(v) <i>Library books, supplies and services</i>	25 000	20 000	26 711
(vi) <i>Participation of UNIDO in common services with IAEA</i>			
Medical service	35 000	—	—
Procurement services	25 000	—	—
Interpretation service	5 000	—	—
Computer services	50 000	30 000	—
TOTAL	115 000	30 000	—
GRAND TOTAL	497 000	394 000	395 837

(i) *Communications* \$197 000

1969: 181 000
1968: 195 879

21.60 The provision under this heading is based on the experience gained in 1968 during the first year of operation of UNIDO at a separate duty station, with allowance for increased usage as a result of the expansion of the staff and activities of the Organization.

(ii) *Rental and maintenance of equipment* .. \$48 000

1969: 51 000
1968: 49 664

21.61 The estimate covers the rental and maintenance of equipment including the rental and cost of supplies of nine photocopying machines to meet the requirements of the secretariat at three main locations. It also includes the rental cost of a magnetic typewriter in use by the Official Correspondence Unit.

(iii) *Other supplies and services* \$40 000

1969: 47 000
1968: 44 018

21.62 On the basis of actual expenditures incurred in 1968 it is anticipated that an appropriation of approxi-

mately \$40 000 will be required under this heading, as follows:

	\$
Miscellaneous supplies and services: Purchase and cleaning of uniforms for guards and chauffeurs; protective clothing for manual workers; stamps, signs, maps; newspaper advertisements; maintenance of furniture and office machines; expendable items, including spare parts for office equipment	30 000
General insurance: premiums for insurance of inventory, general liability and vehicles	2 500
Public information supplies and services, including photographic supplies and services and recording supplies	3 000
Miscellaneous claims and adjustments	1 000
Medical supplies	3 000
Bank charges	500
TOTAL	40 000

(iv) *Office and internal reproduction supplies* \$72 000

1969: 65 000
1968: 75 565

21.63 Provision is made for stationery and office supplies on the basis of the 1968 experience.

(v) *Library books, supplies and services* .. \$25 000

1969: 20 000
1968: 26 711

21.64 An increase of \$5 000 over the 1969 appropriation is requested to allow for the more rapid expansion of library services to cope with the growing needs of the Organization and to provide for rising prices.

(vi) *Participation of UNIDO in common services with IAEA* \$115 000

1969: 30 000
1968: —

21.65 At the time of their installation in permanent headquarters, which will be located in a United Nations Centre to be built by the Government of Austria, UNIDO and IAEA will establish a number of joint facilities and services to meet their common needs in such areas as medical services, data processing, conference and general services. Pending their move to the new headquarters location, the two organizations have concluded arrangements for the transitional period of four or five years during which the location of their present sites as well as limitations of space will not permit the establishment of the full range of common services. These transitional arrangements have been made with a view to their eventual replacement by permanent common services at the new headquarters location. Accordingly, all commitments entered into by either organization for staff, equipment and other facilities are closely co-ordinated and planned taking into account the future conversion to full common services.

21.66 UNIDO has found it generally more economical to rely during the transitional period on the existing services of IAEA whenever these could be expanded to

cover the combined workload of the two organizations, rather than to establish its own facilities. Only when considerations of distance and space made a full integration impossible at this point have separate facilities been set up to complement services available from IAEA.

21.67 Provision is made to reimburse IAEA for the services provided to UNIDO as follows:

(a) *Medical service (\$35 000)*

Arrangements envision the payment to IAEA of an amount proportional to the share of UNIDO in the workload of the joint service which provides pre-employment examinations for UNIDO staff members, technical experts and conference staff hired for United Nations conferences held in Vienna, periodical check-ups, emergency treatment, and inoculations and check-ups in connexion with mission travel. The head of the service acts as consultant on all health problems and on questions relating to the Pension Fund and the medical insurance schemes covering the staff of UNIDO.

(b) *Procurement services (\$25 000)*

UNIDO has limited its own facilities to the procurement of technical equipment and the contracting for services in respect of its operational programmes in the field. Procurement services for all headquarters and conference requirements are provided by IAEA, including the solicitation and review of bids, the placement of orders, and the receipt and inspection of goods. Apart from the savings resulting from the use of joint services, additional advantages accrue to both organizations as a consequence of the more favourable terms usually obtained for larger orders. Arrangements provide for UNIDO to reimburse IAEA for the estimated additional cost of staff time involved.

(c) *Interpretation service (\$5 000)*

Arrangements provide for the combination of the interpreters of UNIDO and IAEA into a joint service available to the conferences of both participants on the basis of the consolidated meetings schedule of the two organizations. Each of the participants continues to provide for interpreter posts in its own personnel establishment. A record is kept of the actual usage of the service by each participant and net excess usage by one organization is paid for. The present provision allows for payment to IAEA of an excess usage likely to arise as a result of the heavy 1970 meetings programme of UNIDO.

(d) *Computer services (\$50 000)*

In 1969 UNIDO started work in close co-operation with IAEA on the conversion of its personnel and accounting records to electronic data processing on IAEA's computer. Detailed arrangements which are being elaborated call for the processing by IAEA of UNIDO's work on a time-rental basis as well as for the standardization of records and processes in order to achieve a maximum of joint programming in such areas as personnel records, payrolls and reports on technical co-operation activities. The provision made herein covers both the rental of machine and operators' time and the programming services. UNIDO will rely on a strengthening of IAEA's technical staff rather than set up a separate data processing unit.

21.68 In addition to the above joint services, UNIDO utilizes IAEA facilities for the reproduction of its documentation and forms as provided for under chapter X.

CHAPTER X

Publications programme and contractual reproduction services \$300 000

1969: 250 000
1968: 172 036

(a) *Publications programme* \$225 000

1969: 200 000
1968: 108 998

(i) *Printing (\$185 000)*

21.69 The 1968 printing programme was considerably affected by the dislocations which arose in the implementation of the programme of work of UNIDO in the latter part of 1967 and the beginning of 1968, due to its transfer from New York to Vienna and to the holding of the International Symposium in Athens. The interruption in the normal work of the organization together with a continuing shortage of staff resulting from the difficulties experienced in the recruitment of specialized staff caused considerable delays in the completion of manuscripts. As a consequence, effective work on UNIDO's printing programme did not start until the second half of 1968 and the flow of manuscript material did not reach the planned level until the end of the year. The backlog accumulated in 1968 will continue to make itself felt in 1969; it is estimated that at the end of 1969 work costed at some \$40 000 to \$45 000 will need to be carried forward as a priority commitment against the 1970 printing programme. Of the publications programme for 1970 submitted to the Board, it is estimated that printing costed at approximately \$140 000 to \$145 000 will be ready for processing during 1970, which, added to the carry-over from 1969 mentioned above, accounts for the estimated total printing programme of \$185 000 as follows:

	Pages (in English)	Estimated cost \$
<i>Periodical publications</i>		
Industrial Research and Development News, 4 issues	400	10 000
UNIDO Newsletter, 12 issues ..	130	2 100
Industrialization and Productivity Bulletin, 2 issues	770	23 500
TOTAL, periodical publications		35 600
<i>Recurrent publications</i>		
Electrical engineering industries series	180	3 300
Agricultural equipment series ..	150	3 000
Fertilizer industries series	300	4 900
Petrochemical series	450	7 900
Food industry studies	50	1 000
Industrial legislative series	230	5 200
Training for industry series ...	360	7 000
Studies in small-scale industries	120	2 200
Industrialization planning and programming series	160	4 000
Project formulation and evaluation series	900	19 400
Survey of industrial development	240	5 300
TOTAL, recurrent publications		63 200

	<i>Pages (in English)</i>	<i>Estimated cost \$</i>
<i>Other publications</i>		
Proceedings of the second United Nations interregional symposium on the technological principles of the iron and steel industry in developing countries (Moscow 1968).	1 800	39 600
Studies and reports.....	—	46 600
TOTAL, other publications		86 200
TOTAL		185 000

(ii) *Contractual editing, translation and typing*
(\$40 000)

21.70 This estimate covers the costs of the editing, translation and typing of UNIDO's publication programme in excess of the capacity of its regular staff. As in previous years, this provision will be utilized in a flexible manner, including recourse to contractual arrangements with firms or individuals and short or medium-term appointments of temporary staff at UNIDO headquarters.

(b) <i>Contractual reproduction of documentation</i>	\$75 000
1969:	50 000
1968:	63 038

21.71 Provision is made for the reproduction and printing of documentation by the IAEA as part of the system of common services of UNIDO and IAEA. The joint service, to which UNIDO contributes part of the capital equipment, provides a full range of printing and reproduction services, including procurement and storage of materials. UNIDO reimburses IAEA on the basis of actual cost. A limited amount of internal reproduction work is handled by a small reproduction shop for which the cost of supplies and materials has been included under chapter IX, and the cost of labour under chapters III and IV. The need to provide on-the-spot documentation service during the meetings of the Industrial Development Board and its subsidiary organs makes this separate unit necessary.

CHAPTER XI

<i>Headquarters planning and administrative management</i>	\$167 000
1969:	149 000
1968:	31 225

TABLE 21-18

	<i>1970 estimates</i>	<i>1969 appropriations</i>	<i>1968 expenses</i>
	\$	\$	\$
Salaries and wages.....	87 000	74 000	21 303
Common staff costs.....	23 000	18 000	3 766
Individual experts and consultants (fees, subsistence and travel)...	45 000	45 000	—
Travel on official business.....	8 200	8 200	1 948
Permanent equipment, supplies and services	3 800	3 800	4 208
TOTAL	167 000	149 000	31 225

21.72 The estimate under this chapter provides for the continuation in 1970 of the Office of Headquarters Planning and Administrative Management. In his budget estimates for the financial year 1969, the Secretary-General set out the considerations which led him to group under a separate chapter the costs to be incurred in connexion with the planning of the permanent headquarters of UNIDO, and described the functions of the unit.⁶⁷ The increase of \$18 000 proposed in excess of the 1969 appropriations is a consequence of the upward revision in the salaries of professional and general service staff (\$13 000) and of common staff costs (\$5 000).

21.73 The proposed manning table of the Office of Headquarters Planning and Administrative Management, as detailed in the following table, is identical to that approved for 1969.

⁶⁷ *Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205), para. 21.67 et seq.*

TABLE 1-19

<i>Number of established posts</i>		<i>Category and post lev l</i>	<i>Gross salaries 1970</i>
<i>1969</i>	<i>1970</i>		\$
1	1	Principal Officer	24 100
		<i>Professional</i>	
2	2	First Officers	35 600
1	1	Second Officer	14 600
4	4		74 300
		Add: Post adjustment Vienna — class 1	2 400
			76 700
3	3	General service	13 900
			90 600
		Deduct: Adjustment to turnover of staff	(3 600)
7	7	TOTAL	87 000

B. ESTIMATES OF INCOME

SUMMARY OF ESTIMATES OF INCOME FOR 1970 COMPARED WITH 1969 APPROVED ESTIMATES AND 1968 ACTUAL INCOME

(In US dollars)

<i>Income section</i>	<i>Title</i>	<i>1968 actual income</i>	<i>1969 estimates</i>	<i>1970 estimates</i>	<i>Increase or (decrease) between 1970 and 1969</i>
		\$	\$	\$	\$
1.	Staff assessment	<u>15 005 443</u>	<u>17 985 000</u>	<u>19 000 000</u>	<u>1 015 000</u>
2.	Funds provided from extra-budgetary accounts	2 428 145	2 704 790	2 436 400	(268 390)
3.	General income	3 905 831	3 298 250	4 048 000	749 750
4.	Revenue-producing activities	<u>2 714 581</u>	<u>3 232 200</u>	<u>3 257 600</u>	<u>25 400</u>
	TOTAL income other than staff assessment	9 048 557	9 235 240	9 742 000	506 760

PART I

INCOME FROM STAFF ASSESSMENT

Income section 1. Income from staff assessment

\$19 000 000 (1969: \$17 985 000 1968: \$15 005 443)

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.

1.2 The estimate of income to be derived from staff assessment in 1970 has been calculated on the basis of

the average rate of assessment in 1969, applied to the estimated assessable payments in 1970 for salaries and wages, as included under the relevant sections of the budget estimates.

1.3 Of the total estimate of \$19 000 000, an amount of \$15 060 000 relates to staff provisions made under sections 2, 3, 4 and 12 and under income sections 3 and 4; of the balance of \$3 940 000, an amount of \$510 100 relates to Special Missions (section 17), \$561 100 to the Office of the United Nations High Commissioner for Refugees (section 18), \$84 800 to the International Court of Justice (section 19), \$1 284 000 to the United Nations Conference on Trade and Development (section 20) and \$1 500 000 to the United Nations Industrial Development Organization (section 21).

PART II

OTHER INCOME

Income section 2. Funds provided from extra-budgetary accounts

\$2 436 400 (1969: \$2 704 790 1968: \$2 428 145)

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 Pen-

sion 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 below, with comparative figures for 1969 and 1968:

TABLE 2-1

	1970 estimates	1969 approved estimates	1968 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	1 874 400	1 819 820	1 574 621
Voluntary funds for the programme of the High Commissioner for Refugees.....	510 000	410 000	412 400
United Nations Joint Staff Pension Fund.....	52 000	474 970	441 124
TOTAL	2 436 400	2 704 790	2 428 145

2.3 The lump sum contribution of \$1 874 400 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 1968⁶⁸ and accepted by the General Assembly, the amount of the grant-in-aid for 1970 from the voluntary funds of the United Nations High Commissioner for Refugees is provisionally estimated at \$510 000, i.e. 10 per cent of the expected actual programme commitments for 1969, excluding the grant-in-aid for 1969 and administrative expenditures covered directly under the Programme.

2.5 In prior years, the total costs of the Joint Staff Pension Fund were initially met by the United Nations

from provisions made for that purpose under the relevant sections of the regular budget. The Fund reimbursed the United Nations for its estimated share of the expenditures according to an agreed formula and included these payments in its budget estimates as income under the present section. For 1969 these provisions were summarized in information annex VI to the budget estimates for that year.⁶⁹ The Secretary-General and the Secretary of the Fund, with the approval of the Standing Committee of the Board, have now agreed that, beginning in 1970, a new procedure will be in effect whereby the Fund will meet directly its share of the costs. The United Nations will continue to provide under section 12 of its budget estimates for its share of the costs in respect of salaries of established posts, common staff costs and travel on home leave, and under section 1 for the travel of members of the Staff Pension Committee to meetings of the Staff Pension Board and its Standing Committee. However, for those expenditures in excess of the agreed share to be incurred by the United Nations in respect of the services of an Investments Officer, auditing services provided by the Board of Auditors, meetings of the Investment Committee and the provision of computer services and communications, the Fund will continue to reimburse the United Nations. For 1970, revenue from this source is estimated at \$52 000.

⁶⁸ Ibid., Twenty-second Session, Supplement No. 5 (A/6705), para. 17.14.

⁶⁹ Ibid., Twenty-third Session, Supplement No. 5 (A/7205), vol. II.

Income section 3. General income

\$4 048 000 (1969: \$3 298 250 1968: \$3 905 831)

3.1 The estimates under this section, with comparative figures for 1969 and 1968, are given below:

TABLE 3-1

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
(i) Rental income	234 000	235 000	245 662
(ii) Reimbursement for staff and services furnished to specialized agencies and others..	979 500	861 800	1 520 058
(iii) Bank interest	45 000	45 000	42 432
(iv) Sale of used equipment.....	54 500	89 900	81 143
(v) Refund of prior year's expenditures.....	125 000	112 000	224 644
(vi) Contributions from non-Member States....	1 925 000	1 167 000	1 050 841
(vii) Television and similar services.....	415 000	525 000	503 175
(viii) Reimbursement for part of the construction costs of the United Nations building in Santiago, Chile	120 000	120 000	84 615
(ix) Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals.	35 000	32 550	47 217
(x) Miscellaneous	115 000	110 000	106 044
TOTAL	4 048 000	3 298 250	3 905 831

(i) *Rental income* \$234 000

3.2 Estimated income from rental at Headquarters is in the amount of \$159 000, consisting of \$100 000 for garage parking and \$59 000 for the rental of office space by specialized agencies, staff-sponsored activities, and external organizations. The amount shown for the garage operation is a net figure, after deduction from gross income of the salaries and common staff costs of one Professional (P-3) and three General Service staff members in the Commercial Management Service of the Office of General Services, who are directly concerned with the supervision and operation of the garage. Income from rental at Geneva is estimated at \$75 000.

(ii) *Reimbursement for staff and services furnished to specialized agencies and others* \$979 500

3.3 Income from this source includes reimbursement by host Governments of additional costs incurred by the Organization in respect of conferences and other meetings convened outside Headquarters or Geneva.

3.4 The estimate at Headquarters, in a total amount of \$732 000, includes the following items: \$275 000 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); \$260 000 for services rendered by the International

Computing Centre; \$15 000 from fees charged to staff members' families, members of delegations and others for participation in language training seminars; \$95 000 as reimbursement by the Government of Japan in respect of the Fourth United Nations Congress on Prevention of Crime and the Treatment of Offenders; \$73 000 as reimbursement by the Government of Iran in respect of the Sixth Regional Cartographic Conference for Asia and the Far East.

3.5 The estimate for Geneva, in the amount of \$96 500, relates to reimbursement by specialized agencies and others for reproduction and distribution of documents and other services, and to 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.

3.6 The estimate for 1970 also includes an amount of \$151 000, 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* \$45 000
(iv) *Sale of used equipment* \$54 500

3.7 The estimate is based on the disposal of obsolete furniture and equipment proposed for replacement in 1970.

(v) *Refund of prior year's expenditures* ... \$125 000

3.8 The estimate takes into account the provisions of paragraph 3 of General Assembly resolution 2468 (XXIII) of 21 December 1968 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.

3.9 The estimate includes an amount of \$12 000 arising at the Geneva Office.

(vi) *Contributions from non-Member States* \$1 925 000

3.10 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, the United Nations Conference on Trade and Development, and the United Nations Industrial Development Organization. The non-Member States, which will be assessed on the basis of actual expenditure, will be advised in the course of 1970 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 1969 for these purposes.

(vii) *Revenue from television, radio and film services* \$415 000

3.11 For further details and explanation of the activi-

ties and programmes of the Office of Public Information, see annex IV to the expenditure estimates.

(viii) *Reimbursement for part of the construction costs of the United Nations building in Santiago, Chile* \$120 000

3.12 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 1970 would constitute the fifth instalment to be paid by the Government of Chile.

(ix) *Refund of the Organization's contribution to the United Nations Joint Staff Pension Fund in respect of participant withdrawals* \$35 000

3.13 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.

(x) *Miscellaneous income* \$115 000

3.14 The estimate includes miscellaneous income at various office locations from such sources as pension refunds under General Assembly resolution 2191 (XXI), premium rebates on various insurance policies, public contributions, the proceeds of the sale of radio tapes and dubbings, the proceeds of the sale of waste paper and scrap material.

Income section 4. Revenue-producing activities

\$3 257 600

(1969: \$3 232 200 1968: \$2 714 581)

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 relating to the sale of United Nations postage stamps; the sale of publications; services to visitors and lecture tours; and the Souvenir/Gift Shops 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 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 in respect of which, in addition to publicising 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, it has been necessary to invest in new promotional ventures part of the revenue obtained. The advantages of such measures have been demonstrated by the United Nations Postal Administration over the past several years, particularly by the agreement which was concluded with the Government of Switzerland in 1968 whereby the United Nations will begin to issue in October 1969 a number of stamps in denominations of Swiss currency together with postal stationery. Such measures tend not only to increase the general level of income for credit to Member States but allow for the

subsidizing of those activities which are not primarily designed to produce revenue.

4.3 The activities covered under this section are expected to produce a total credit to income in the amount of \$3 257 600 in 1970. 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 Table 4-14 at the end of this income section provides, on a consolidated basis, the 1970 estimates of income and expenses for the four revenue-producing activities, dealt with in detail under the four separate chapters which follow.

4.5 Table 4-1 below indicates, by chapter, the 1970 estimate of net income, as compared to the approved expenditure for 1969 and actual income in 1968.

TABLE 4-1

Chapter	1970 estimates	1969 approved estimates	1968 income
	\$	\$	\$
I. Sale of United Nations postage stamps.....	2 740 000	2 810 200	1 948 383
II. Sale of publications and the Bookshop.....	210 000	180 440	317 117
III. Services to visitors and lecture tours.....	(27 400)	(87 170)	81 270
IV. Souvenir/Gift Shops and catering services	335 000	328 730	367 811
TOTAL	3 257 600	3 232 200	2 714 581

CHAPTER I

*Sale of United Nations postage stamps
(United Nations Postal Administration)* \$2 740 000

1969: 2 810 200
1968: 1 948 383

4.6 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 established in accordance with General Assembly resolutions 454 (V) of 16 November 1950 and 657 (VII) of 6 November 1952.

4.7 Pursuant to the General Assembly resolution 232 (III) of 8 October 1948, the United Nations Postal Administration has been providing postal and philatelic services at United Nations Headquarters since 1951 under arrangements negotiated with the Government of the United States of America. A similar arrangement has now been concluded with the Government of Switzerland as a result of which the United Nations will issue in October 1969 a number of stamps in denomina-

tions of Swiss currency together with postal stationery. These stamps will be valid for mail sent from the Palais des Nations and will replace the Swiss stamps currently used by the Swiss Post Office at the Palais des Nations.

4.8 As it may be seen from table 4-2 which follows, gross sales for 1970 are estimated at \$4 750 000, of which \$3 550 000 relates to sales at Headquarters, \$950 000 to sales at Geneva and \$250 000 to distribution through other United Nations offices and philatelic agencies in Member States.

4.9 The programme at Headquarters for 1970 will consist of five commemorative issues, including the issuance of a souvenir sheet to commemorate the 25th anniversary of the United Nations. At the Geneva Office, a set of six regular stamps will be issued in accordance with the agreement reached with the Swiss Postal Authorities. 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 literature, frequent press releases, publication of articles in philatelic journals, philatelic exhibits at fairs and public events, will continue to be taken in 1970.

TABLE 4-2

SALE OF UNITED NATIONS POSTAGE STAMPS: ESTIMATED REVENUE AND EXPENSES FOR 1969, WITH COMPARATIVE FIGURES FOR 1968 AND 1969

	1970 estimates	1969 estimates	1968 actual
	\$	\$	\$
Gross sales of United Nations postage stamps....	4 750 000	4 650 000	3 359 297
<i>Less:</i>			
(i) Payments for mail carrying and cancellation charges			
United States Post Office.....	375 000	347 000	316 193
Swiss Post Office.....	120 000	70 000	—
(ii) Refunds, adjustments and commissions....	60 000	45 000	28 590
	555 000	462 000	344 783
Gross revenue	4 195 000	4 188 000	3 014 514
<i>Expenses charged against revenue</i>			
Salaries and common staff costs.....	651 000	565 000	430 481
Temporary assistance.....	367 000	380 000	292 898
Overtime	40 000	34 800	37 690
Travel on official business.....	14 000	10 000	2 205
Communications	46 000	40 000	24 510
Miscellaneous supplies and services.....	24 000	18 000	15 000
Stationery and postal supplies.....	44 000	35 000	28 669
Promotion expenses.....	100 000	85 000	77 437
Printing of stamps and postal stationery.....	149 000	195 000	146 445
Miscellaneous equipment	20 000	15 000	10 796
TOTAL, expenses charged against revenue	1 455 000	1 377 800	1 066 131
Net revenue	2 740 000	2 810 200	1 948 383

4.10 The proposed 1970 establishment of the United Nations Postal Administration at Headquarters and

Geneva as compared with 1969 is given in table 4-3 below:

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	1970	1	1	1	3	6	8	32	40
	1969	1	1	1	3	6	7	29	36
Geneva	1970	—	1	1	1	3	2	6	8
	1969	—	1	—	1	2	1	6	7

4.11 The additional requirements for 1970 as compared with 1969 are described below:

(a) *New posts**Headquarters*

4 GS

It is proposed to transfer four general service posts from temporary assistance to the established manning table in recognition of the fact that the functions are of a continuing nature due to the increasing volume of gross annual sales.

Geneva

1 P-3, 1 GS

It is proposed to transfer one professional post and one general service post from temporary assistance to the established manning table as a result of the introduction in October 1969 of the issuance of stamps and postal stationery in Swiss currency.

(b) *Reclassification of existing posts**Headquarters*

1 G-4 to G-5

It is proposed to reclassify the post of Supervisor of the Counter Sales Unit at Headquarters. The incumbent of this post is responsible for the sales to the public and for the safe custody of a stamp imprest of over \$150 000. Sales at this counter have been steadily increasing over the past few years with the average daily gross sales being over \$3 000.

CHAPTER II

<i>Sale of publications and the United Nations Bookshop</i>	\$210 000
1969:	180 440
1968:	317 117

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 information material regarding the United Nations. The Publishing Service of the Office of Conference Services is responsible for all matters of policy and direction, both at Headquarters and at Geneva. Its responsibilities also extend to the United Nations bookshops at Headquarters and in Geneva, which are operated 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 sale, throughout the world, of United Nations publications and information material, publications of the Interna-

tional 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 in the Headquarters and Geneva Bookshops.

4.14 The estimate of income for 1970 is a net figure after deduction of 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 information material, including run-on-costs of copies of publications required for sales purposes. In conformity with the policy adopted in 1968, the estimated revenue and expenses given in table 4-4 below are shown as cash sales from billings rather than gross sales receipts.

TABLE 4-4

SALE OF PUBLICATIONS AND THE UNITED NATIONS BOOKSHOP

Estimated revenue and expenses for 1970 with comparative figures for 1968 and 1969

	1970 estimates			1969 approved estimates	1968 actual
	Sales	Bookshop	Total		
	\$	\$	\$	\$	\$
<i>Gross revenue</i>					
Cash billings	920 000	—	920 000	900 000	801 370
Earned subscriptions	95 000	—	95 000	95 000	84 191
Other cash income	48 000	392 000	440 000	440 000	471 162 ^a
TOTAL, gross revenue	1 063 000	392 000	1 455 000	1 435 000	1 356 723
<i>Direct cost of goods sold</i>					
Production costs of United Nations publications (including Year-book)	165 000	75 000	240 000	250 000	165 109
Purchase of information material ..	20 000	80 000	100 000	100 000	110 921
Consignment items	50 000	80 000	130 000	150 000	84 992
TOTAL, cost of sales	235 000	235 000	470 000	500 000	361 022
TOTAL, net revenue	828 000	157 000	985 000	935 000	995 701
<i>Expenses charged against revenue</i>					
Established posts and common staff costs — Headquarters and Geneva	415 000	—	415 000	363 560 ^b	251 771
Temporary assistance	30 000	—	30 000	66 000 ^c	147 427
Overtime	5 000	—	5 000	5 000	2 675
Freight and postage	125 000	—	125 000	125 000	97 554
Promotion expenses	85 000	—	85 000	85 000	62 114
Miscellaneous supplies and services	15 000	5 000	20 000	15 000	22 174
Equipment	5 000	2 000	7 000	7 000	19 063
Salaries — Bookshop	—	85 000	85 000	85 000	72 806
Management fee	—	3 000	3 000	3 000	3 000
TOTAL, expenses	680 000	95 000	775 000	754 560	678 584
Net revenue	148 000	62 000	210 000	180 440 ^{b c}	317 117 ^a

^a Excludes \$11 316 for sale of postcards at Geneva which is reflected in the Visitors' Service at Geneva under chapter III of this section.

^b Includes \$28 000 relating to a P-5 Special Projects Officer in the Office of Public Information whose post was initially approved as a charge against this revenue activity, but which, following a recommendation of the External Auditors, will be charged as from 1969 to expenditure section 3 instead.

^c In the same circumstances as stated in the preceeding footnote, includes \$21 000 relating to two general service posts.

4.15 Table 4-5 below indicates the established manning table as approved for 1969 and proposed for 1970 for the Sales Section at Headquarters and Geneva,

including the Revenue Accounts Unit in the Office of the Controller:

TABLE 4-5

		Category and level							
		Professional					General service		
		P-5	P-4	P-3	P-2/1	Total	G-5	Other levels	Total
Sales Section Headquarters	1970	1	1	2	1	5	1	20	21
	1969	1	1	2	1	5	1	16	17
Sales Unit Geneva	1970	—	—	—	1	1	1	7	8
	1969	—	—	—	1	1	—	6	6
Revenue Accounts Unit — Headquarters	1970	—	—	—	1	1	—	5	5
	1969	—	—	—	1	1	—	4	4
Office of Public Information	1970	—	—	—	—	—	—	—	—
	1969	1	—	—	—	1	—	—	—

4.16 In accordance with a recommendation by the External Auditor the salary and common staff costs of the Special Projects Officer in the Press and Publications Division of the Office of Public Information, which in 1969 was taken as a charge against revenue under this income section, will be charged instead to expenditure sections 3 and 4, respectively, with effect from 1 January 1969.

4.17 The following manning table adjustments are proposed for 1970:

(a) *New posts*

Headquarters

4 GS

In the Sales Section it is proposed to transfer four 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. These adjustments were proposed in the estimates for 1969 but could not be effected 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 rising volume of incoming orders increases the workload in the Revenue Accounts Unit and imposes greater demands on the already burdened staff. It is proposed, therefore, to add one new general service post to relieve the situation, particularly the problem of the maintenance of proper control over customer credit.

Geneva

2 GS

The Geneva Sales Unit has taken over the responsibility for the European, Middle-Eastern and African markets and it is proposed to provide one G-5 and one other local level to handle the increased volume of sales through that office.

CHAPTER III

Services to visitors and guided lecture tours (\$27 400)

1969: (87 170)
1968: 81 270

4.18 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 (\$14 500)*

1969: (81 000)
1968: 87 662

4.19 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 responses to public inquiries, the provision of information materials on request, and the arrangement of 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.

4.20 The number of persons who visited Headquarters during the period 1966 through 1968 and the estimated attendance for 1969 and 1970 are as follows:

1966: 1 064 208
1967: 1 116 337
1968: 1 065 713
1969: 1 090 000 (estimated)
1970: 1 090 000 (estimated)

4.21 The unusually high attendance in 1967 was due largely to travellers stopping in New York and visiting Headquarters en route to Expo '67 in Montreal, Canada.

4.22 The estimated revenue and expenses of the activity in 1970, with comparative figures for 1969 and 1968, are given in table 4-6 below. As indicated in that table, the gross fees for lecture tours at Headquarters in 1970 are estimated at \$910 000 as compared to actual receipts in 1968 of \$866 634. The expenses charged against revenue are estimated at \$912 500 as compared to actual expenses of \$768 059 in 1968. Accordingly, a net operational deficit of \$14 500 is forecast for 1970, compared with an anticipated short-fall of \$81 000 in 1969.

4.23 The higher level of expense anticipated for 1970 is attributed to increased salary costs for established posts and for a monthly average of seventy-five guides and dispatchers. In respect to this latter group, the estimate includes the United Nations share of their participation in the Joint Staff Pension Fund calculated

at 14 per cent of salary. Of these contributions one-half is reimbursable to the Organization upon expiration of the fixed term contracts of this personnel, to be credited to miscellaneous income under income section 3. The 1969 approved estimate for salaries and common staff costs for the guides and dispatchers was overstated. This over-estimate was due in part to the lack of experience in respect of the budgetary effects of contributions to the Pension Fund on behalf of this category of staff who were required to become full participants in the Fund as from 1 January 1967, after receiving fixed term contracts of one year or more, and in part to the high turnover of such personnel. The 1968 actual net revenue reflects a credit to income which was considerably larger than had been foreseen.

Toward the latter part of that year there was a decline in attendance due largely to the closing of New York City schools for long periods and to the influenza epidemic. During this same period the number of guides was allowed to decline below the usual complement as contracts expired, resulting in savings in respect of salaries in the amount of some \$30 000. Delays in recruitment for vacant established posts and the deferral of some items of expenditure also contributed to the higher net revenue.

4.24 The 1969 and 1970 estimates anticipate an attendance of some 25 000 visitors over the 1968 level and salary costs are based on the full complement of staff. As may be seen in table 4-7, no increase in the establishment is proposed.

TABLE 4-6
GUIDED LECTURE TOURS AT HEADQUARTERS

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
Gross fees for guided tours	910 000	910 000	866 634
Less:			
Discounts, refunds and adjustments	12 000	12 000	10 913
Gross revenue	898 000	898 000	855 721
Expenses charged against revenue			
Established posts	290 000	281 000	219 326
Salaries of guides and dispatchers	485 000	515 000	435 679
Common staff costs and home leave travel ..	110 000	152 000	94 139
Temporary assistance	4 000	4 000	4 810
Overtime and night differential	1 000	1 000	539
Contractual printing and other promotional costs	7 500	10 000	5 678
Purchase and maintenance of uniforms	8 000	8 000	1 950
Miscellaneous supplies and services	6 000	7 000	5 514
Miscellaneous equipment	1 000	1 000	424
TOTAL EXPENSES	912 500	979 000	768 059
Net operational deficit	(14 500)	(81 000)	87 662

4.25 The establishment for Visitors' Service at Headquarters for 1970, as compared with 1969, is given in table 4-7 below:

TABLE 4-7

	Professional						General service		
	P-5	P-4	P-3	P-2	P-1	Total	G-5	Other levels	Total
1970	1	1	3	4	—	9	1	21	22
1969	1	1	3	4	—	9	1	21	22

(ii) *Visitors' Service, Geneva* (\$12 900)
1969: (6 200)
1968: (6 392)

4.26 The provision of guided tours at the Palais des Nations is a function of the Buildings Management and Engineering Division of the Geneva Office.

4.27 The gross income from fees for 1970 is estimated at \$60 000 and from the sale of postcards and

souvenirs at \$12 000 for a total of \$72 000 as compared to the actual gross receipts in 1968 of \$61 843.

4.28 The expenses charged against revenue, as indicated in table 4-8, include salaries and common staff costs in respect of established posts. These posts comprise five general service personnel and include a provision of overtime on week-ends. No change in the manning table is proposed for 1970. The estimate includes an additional provision for temporary assist-

ance of \$5 000 to allow, as an experimental measure, continuous guided tour service throughout the day during the months of July and August.

4.29 The estimated revenue and expenses of this activity in 1970 with comparative figures for 1969 and 1968 are given in table 4-8 below.

TABLE 4-8
VISITORS' SERVICE — GENEVA

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
Gross fees from guided tours	60 000	56 000	50 527
Sale of postcards and souvenirs	12 000	12 000	11 316
Gross revenue	72 000	68 000	61 843
<i>Expenses charged against revenue</i>			
Established posts and common staff costs ..	46 700	41 000	37 370
Temporary assistance	37 000	32 000	30 689
Miscellaneous supplies and equipment	1 200	1 200	175
TOTAL EXPENSES	84 900	74 200	68 235
Net operational deficit	(12 900)	(6 200)	(6 392)

CHAPTER IV

Souvenir Shop, Gift Centre and Catering Services \$335 000

1969: 328 730
1968: 367 811

4.30 The estimates under this chapter comprise income at Headquarters from the operation of the Souvenir Shop, the Gift Centre and the Catering Services.

4.31 These activities, together with the rental of space in the garage shown under income section 2, 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 United Nations Postal Administration, 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.

4.32 The consolidated estimates of revenue and expenses for the three activities for 1970, with comparative figures for 1969 and 1968 are given in the table which follows:

TABLE 4-9
CONSOLIDATED ESTIMATES OF NET REVENUE

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
<i>Gross revenue</i>			
Souvenir Shop	285 000	303 000	302 965
Gift Centre	155 000	130 000	166 109
Catering Services	—	—	(7 585)
TOTAL REVENUE	440 000	433 000	461 489
<i>Expenses charged against revenue</i>			
<i>Commercial Management Service</i>			
Established posts and common staff costs	105 000	104 270	93 678
Adjusted net revenue	335 000	328 730	367 811

4.33 As may be seen in table 4-10 below, it is proposed to reduce the number of professional posts from four to three by the elimination of a P-2 post currently

vacant. As a result of a reorganization of functions within the Commercial Management Service, one general service post at the principal level is added.

		Professional						General service		
		D-1	P-5	P-4	P-3	P-2 P-1	Total	G-5	Other levels	Total
1970	1	1	—	1	—	3	1	3	4
1969	1	1	—	1	1	4	—	3	3

4.35 The gross sales for 1970 are estimated at \$792 000, as compared with an approved estimate of \$763 000 in 1969 and actual gross sales of \$792 094 in 1968. The direct expenditure against revenue is estimated at \$147 000 in 1970, as compared with \$122 000 in 1969 and an actual cost of \$129 010 in 1968. As can be seen from table 4-11, which indicates revenue and expenses for this activity in 1970 with comparative figures for 1969 and 1968, the higher level of expenditure is due entirely to increased salary costs.

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
Gross sales	792 000	763 000	792 094
<i>Less:</i>			
Cost of goods sold	360 000	338 000	360 119
TOTAL, gross revenue	<u>432 000</u>	<u>425 000</u>	<u>431 975</u>
<i>Expenses charged against revenue</i>			
Salaries	134 000	111 000	117 060
Operating expenses	11 000	9 000	9 950
Management fee	2 000	2 000	2 000
TOTAL, expenses	<u>147 000</u>	<u>122 000</u>	<u>129 010</u>
TOTAL, net revenue	<u>285 000</u>	<u>303 000</u>	<u>302 965</u>

approved estimates of \$603 000 for 1969 and equal the actual sales of \$700 014 for 1968. Compared with actual sales of \$584 810 in 1967, it is clear that receipts in 1968 were exceptionally high. The larger volume of sales resulted in the main from better merchandising and the offering for sale of a more selective variety of gift items. The 1970 estimates are based on the expectation that the 1968 trend will be maintained. Expenditure in respect of salaries, the management fee and other operating costs is estimated at \$190 000 for 1970, as compared with an actual cost of \$180 993 in 1968, and provides for a normal upward adjustment of wage scales. Net revenue from this activity, therefore, is estimated at \$155 000 for 1970, as compared with an approved estimate of \$130 000 in 1969 and actual income of \$166 109 in 1968, which was about 39 per cent above the actual income in 1967.

TABLE 4-12
UNITED NATIONS GIFT CENTRE

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
Gross sales	700 000	603 000	700 014
<i>Less:</i>			
Cost of goods sold	340 000	285 000	337 675
Discounts and refunds	15 000	12 000	15 237
<i>Add:</i>			
Other income	—	2 000	—
TOTAL, gross revenue	345 000	308 000	347 102
<i>Expenses charged against revenue</i>			
Salaries and wages	138 000	130 000	128 212
Other operational expenses	37 000	34 000	36 819
Management fee	15 000	14 000	15 962
TOTAL, expenses	190 000	178 000	180 993
Credit to income	155 000	130 000	166 109

(iii) *Catering Services* \$ —
1969: —
1968: (7,585)

4.38 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.

4.39 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.

4.40 Details of the estimated revenue and expenses for these services in 1970, with comparative figures for 1969 and 1968, are given in table 4-13 below.

4.41 The estimates of gross sales for 1970 are approximately \$255 000 higher than the actual gross sales for

TABLE 4-13
CATERING SERVICES, HEADQUARTERS

	1970 estimates	1969 approved estimates	1968 actual
	\$	\$	\$
Gross sales	2 700 000	2 430 000	2 445 108
<i>Less:</i>			
Cost of goods sold	1 242 000	1 120 000	1 135 415
<i>Add:</i>			
Other income	70 000	74 000	66 854
Gross revenue	1 528 000	1 384 000	1 376 547
<i>Expenses charged against revenue</i>			
Salaries and wages	1 105 000	968 000	969 082
Other operating expenses	375 000	377 000	369 344
Maintenance and replacement of equipment	30 000	21 000	27 706
Management fee	18 000	18 000	18 000
TOTAL, expenses	1 528 000	1 384 000	1 384 132
Net revenue	—	—	(7 585)

1968. The increase can be attributed to an upward adjustment in the schedule of prices and a refund on excise taxes on cigarettes. The estimates assume a normal schedule of meetings.

4.42 The estimates of expenses to be charged against revenue are based on the 1968 experience and take into account the increase in union rates for salaries and wages, which went into effect on 1 February 1969. The estimate of \$30 000 for the maintenance and replacement of equipment is approximately the same as the actual expenditure of 1968. The estimates for 1970, as for 1969, show no balance, as compared with a loss of \$7 585 in 1968 due primarily to overtime expenses arising from Security Council and other special emergency meetings.

4.43 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 1969 the price structure was thoroughly reviewed, taking into account higher wage rates, higher food costs and other expenses. Minimum upward adjustments were effected as necessary in the prices of selected items in the cafeteria and dining room to ensure an overall break-even point.

4.44 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, resulting in substantial overtime expenditure. Such overtime expenses for 1970, on the basis of past experience, are estimated to vary between \$40 000 and \$45 000. In 1968 such expenses amounted to \$39 610.

TABLE 4-14
CONSOLIDATED 1970 ESTIMATE OF INCOME AND EXPENSE FOR REVENUE-PRODUCING ACTIVITIES

	Chapter I		Chapter II		Chapter III				Chapter IV			Grand Total
	UNPA	Sale of publications	Bookshop	Total	Guided Tours		Souvenir Shop	Gift Centre	Catering	Total		
					Headquarters	Geneva						
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Gross sales and fees	4 750 000	1 015 000	392 000	1 407 000	910 000	60 000	792 000	700 000	2 700 000	4 192 000	11 319 000	
Other income	—	48 000	—	48 000	—	12 000	—	—	70 000	70 000	130 000	
Less:												
Cost of goods sold	—	235 000	235 000	470 000	—	—	360 000	340 000	1 242 000	1 942 000	2 412 000	
Mail carrying charges ..	495 000	—	—	—	—	—	—	—	—	—	495 000	
Discounts and refunds ...	60 000	—	—	—	12 000	—	—	15 000	—	15 000	87 000	
Gross revenue	4 195 000	828 000	157 000	985 000	898 000	72 000	432 000	345 000	1 528 000	2 305 000	8 455 000	
Less:												
Total expenses	1 455 000	680 000	95 000	775 000	912 500	84 950	147 000	190 000	1 528 000	1 865 000	5 092 450	
Commercial Management Service	—	—	—	—	—	—	—	—	—	105 000	105 000	
Net revenue (or operational deficit)	2 740 000	148 000	62 000	210 000	(14 500)	(12 950)	285 000	155 000	—	335 000	3 257 550	

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