



BUDGET ESTIMATES
FOR
THE FINANCIAL YEAR 1973
AND
INFORMATION ANNEXES

Volume I

GENERAL ASSEMBLY

OFFICIAL RECORDS: TWENTY-SEVENTH SESSION

SUPPLEMENT No. 6 (A/8706)

UNITED NATIONS

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UNITED NATIONS

New York, 1972

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 budget estimates for 1973 appear in three volumes: the present volume includes parts I-IV; volume II includes parts V-XI; and volume III contains the information annexes.

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ABBREVIATIONS

ACC	Administrative Committee on Co-ordination
CPC	Committee for Programme and 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
ICITO	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	Organization for Economic Co-operation and Development
UNCITRAL	United Nations Commission on International Trade Law
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
UNESOB	United Nations Economic and Social Office at Beirut
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

ABBREVIATIONS (continued)

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

1. I have the honour to submit my initial estimates of expenditure and income under the regular budget of the United Nations for the financial year 1973.

2. As matters stand at this time, the expenditure estimates for the forthcoming year represent an increase of only 5.17 per cent above those approved for 1972. This reflects the continuation for the time being of the policy of financial restraint which I adopted upon taking office. Before providing a more detailed analysis of the estimates, I wish to present the general considerations by which I have been guided in this respect.

3. The problems with which I was faced from the start had beset the Organization for a considerable time. None of them lend themselves to a quick and easy solution. In view, however, of their increasingly adverse effect on the good standing of the Organization and the continued fulfilment of its vital responsibilities, it was evident to me that no effort should be spared in seeking an early improvement of the situation.

4. Foremost and most pressing among these issues was the financial situation of the Organization. It had arisen because of the divergence of views in respect of certain of the activities of the Organization, including not only past peace-keeping operations, which were financed under special accounts, but also a number of special undertakings which are currently provided for under the regular budget. A steadily accumulating deficit has arisen in respect of the regular budget as a result of the withholding by certain Member States, for reasons of principle, of a proportion of their assessed annual contributions. In earlier years, this deficit was of manageable proportions. More recently this has no longer been the case. Thus the estimated cash position during 1972 has indicated that it would continue to be necessary, on a number of occasions, to borrow from special accounts in the custody of the Secretary-General in order to meet current obligations pending the receipt of assessed contributions.

5. It has been encouraging in this regard to note a growing awareness among the Member States of the need for an early solution of this problem. The initiatives taken during 1971, both in public and in private, by the President of the twenty-fifth session of the General Assembly, as well as the various statements on the subject made by the Secretary-General and his representatives in the Fifth Committee in the course of the twenty-sixth session, did much to heighten this sense of urgency. Although no actual measures were taken to alleviate the situation, on the basis of the various possible courses of action to this effect which had been suggested, it was ultimately agreed that a special committee, composed of representatives of 15 Member States, should actively pursue the matter in the course of the current year. At the time of the preparation of this foreword, the deliberations of the Special Committee on the Financial Situation of the United Nations have not yet been concluded, but there is reason to believe that it would be in a position to submit a number of concrete measures for consideration by the General Assembly at its twenty-seventh session.

Foreword by the Secretary-General

6. One of the natural results of the deteriorating financial position of the Organization was that the question was repeatedly raised in the course of the debate on the budget estimates for 1972 as to whether, and to what extent, there was any relationship between the growing deficit and the level of the appropriations to be approved. My predecessor had indicated to the Committee that, in constructing his estimates for that year, he had proceeded on the assumption that it was generally agreed that a necessary minimum of resources should be made available for the sound and orderly fulfilment of the Organization's continuing responsibilities. To achieve this objective, he felt strongly that the various recommendations that had been or would be made to the General Assembly in this context should be considered strictly on their individual merits. At the same time, in view of the continuing financial difficulties of the United Nations, he was convinced that some measure of budgetary restraint was unavoidable. Therefore his main endeavour had been to maintain as stable a rate of increase as possible over the level of requirements for the previous year, preferably of the order of no more than 10 per cent. On the other hand, he drew attention to the vital distinction between his authority to spend, in terms of the appropriations as approved, and his ability to spend, in terms of cash resources at his disposal in the form of contributions actually received. Unless and until the liquidity situation improved substantially, he considered that the only responsible course would henceforth be to keep expenses within the limits of anticipated receipts. By these means, any further increase in the existing deficit under the regular budget would be avoided.

7. The General Assembly ultimately approved gross appropriations for 1972 in the amount of \$213 124 410 which, compared with the revised amount of \$194 627 800 made available for 1971, represented an increase of 9.5 per cent. Considering that of this increase some 1.5 per cent was attributable to the variations in rates of exchange which had occurred prior to 10 December 1971, the final outcome could be said to have been a reasonable one in a time of financial crisis.

8. The fact remained that, in the voting on these appropriations, nine Member States, including one major contributor, were opposed and seven, including three major contributors, abstained. In total, these 16 countries will be required to pay approximately 65 per cent of the total amount to be assessed in 1972 and 1973. One of the main reasons given for the inability to support the budget proposed for the current year was that, in determining its level, the existing deficit situation had not been taken sufficiently into account.

9. After careful consideration of the implications of this sequence of events as well as the financial prospects for the current year, I found myself in complete agreement with the approach taken by my predecessor in his various recent submissions to the Fifth Committee on this subject. I concluded that, as a Secretariat, it should be our prime objective to maintain and foster in 1972 the responsible fiscal attitude for which the groundwork had already been laid in the course of the last Assembly.

10. In deciding on a strategy for the administration of the appropriations during the current year, I took into account the concern expressed by an important group of Member States at the prospect of restrictive measures which might have adverse effects on those activities of the United Nations to which they attached particular value. I was convinced, nevertheless, that a certain minimum containment

of expenditures, if applied evenly and fairly, was not only entirely feasible without serious detriment to any individual operation, but would improve the prospects of a favourable response by the membership as a whole to the various proposals which have been made for the restoration of the solvency of the Organization.

11. To be specific, I issued instructions that the appropriations for 1972 should be administered in such a manner as to achieve an unexpended balance in the amount of at least \$4 million. This was the approximate equivalent of the anticipated short-fall in the payment of assessed contributions, either to be withheld entirely, as in the case of the amortization of the bond issue and certain special political missions, or, as far as technical assistance programmes under Part V of the budget are concerned, to be offered in currencies which it has not been possible to use except to a limited extent.

12. In order to achieve this objective, it was necessary, in addition to leaving unspent the amount of \$4 million referred to above, to establish an initial reserve of at least \$2 million more to cover certain anticipated requirements for which no provision could be made in the appropriations, including those resulting from the realignment of currencies subsequent to 10 December 1971. It has since been necessary to diminish this reserve to some extent to meet a number of unforeseen requirements. The expenditure trend is being kept under close observation and, barring further unanticipated demands of any unusual magnitude on our resources, it is my continued hope that the desired result will be achieved.

13. This prospect has been enhanced by certain internal measures which I have taken to maintain stricter control over such matters as the filling of vacancies and official travel of staff. In both cases the necessary procedures have been instituted to ensure that each case is considered on its merits and that essential activities are not impeded. Thus, in imposing a temporary suspension until the end of September on appointments to vacant posts in the Professional category and above, I took care to allow for exceptions to this rule if it were evident that the proper functioning of the Secretariat would be adversely affected.

14. Should I succeed in my objective to leave unspent at the year-end at least the equivalent of the anticipated short-fall in the payment of assessed contributions in respect of the net appropriations for 1972, it would obviously seriously impair our prospective cash position in 1973 if I were required to surrender this amount in accordance with the provisions of Financial Regulation 4.3 as would normally be the case. I intend, therefore, to propose to the General Assembly at its twenty-seventh session the temporary suspension of this obligation until such time as solvency is restored since, for the moment, this unspent balance will represent a surplus on paper only.

15. In considering the level of the initial estimates to be submitted for the forthcoming year, I concluded after careful deliberation that, despite my earnest hopes for an early solution to the deficit situation, it would have been premature to assume that circumstances in 1973 would necessarily permit any substantial relaxation of the policy of maximum restraint and fiscal care which appeared imperative in 1972. Accordingly, every effort has been made to keep estimated requirements for 1973 as close as possible to those approved for the current year, especially in the case of all categories of expenditure which lend themselves

more readily to control such as the level of staff resources and all related costs. In deciding to apply this policy of temporary containment and even retrenchment in certain instances, I did not intend to bar new programmes or activities if Member States attached particular importance to them. My aim was rather that such new responsibilities should be accommodated by recourse to staff capacity which would have become available as the result of the completion of prior tasks or the assignment of a lower order of priority to certain continuing activities.

16. In this regard I have also been mindful of the growing insistence by Member States in the course of debate in the Fifth Committee in recent years on the better deployment and utilization of existing personnel. This sentiment led the General Assembly in 1968 to request a systematic survey of the staffing situation throughout the Secretariat, a task which was subsequently entrusted to the Administrative Management Service under the direction of the Under-Secretary-General for Administration and Management. The initial round of such surveys of all the offices and departments of the Secretariat will be completed in the course of the current year or early 1973. Thereafter it is my intention that the question of the most economical and effective staffing of the Secretariat should continue to receive close and continuing scrutiny. The proposals I have submitted to the General Assembly on the important subject of programme budgeting, if accepted, would also be of considerable assistance in arriving at a more rational determination of the support required for each of the Organization's activities. In the meantime, I am convinced that the most effective evidence the Secretariat could give of moderation and good husbandry would be to refrain for the time being from seeking additions to present staff resources. Such a policy is called for, not only in view of the financial situation, but also because we are hoping to adopt improved methods for the determination of the optimum use of resources and the establishment of priorities.

17. In addition to enlisting the co-operation of all offices and departments of the Secretariat in this general policy of moderation and containment, I have taken it upon myself to seek similar support from the Member States. Thus I have arranged for my objectives for 1972 and 1973 to be communicated to the participants in meetings of the main organs and subsidiary organs in the course of the present year. I have also addressed a formal communication to Governments providing them with an outline of my initial budget estimates for 1973 and inviting them, in taking further decisions in the course of the current year, to assist me in keeping final requirements for next year within manageable limits. I am very conscious of the fact that the extent to which Member States would wish to associate themselves with my preoccupations is a matter which must be left to them alone. I count, nevertheless, on the widest possible understanding and willingness to assist me in the achievement of my aims for the immediate future which, I am convinced, are in the best interests of the Organization in present circumstances.

18. In a related context, I appeal to Member States to give their most serious consideration to the proposals I have submitted in regard to the introduction of new procedures for the development of a more integrated system of programme and budget determination (A/C.5/1429 and Corr.1 and 2). This concept, which has been explored in progressively greater detail in recent years, has in my view now reached a stage of development which justifies specific action by the General Assembly at its twenty-seventh session with a view to the earliest possible introduction of the proposed new system.

19. My proposals involve, in the first instance, a restructuring of the budget in order to present requirements essentially by programme or activity. Stated in simplest terms, the principal objective would be to facilitate an easy correlation among the main components of the programmes and activities of the Organization and the appropriations required for their implementation, taking into account such extra-budgetary resources as might be available for the same purposes and which would be indicated in the budget presentation for purposes of information. It is also intended that there should be an essential change of emphasis, in as much as estimates would be related more closely to planned objectives and the measurement and evaluation of related achievements. As a result, Member States would be given the opportunity to review and determine, on the basis of clearer and more comprehensive information, the substance of programmes and activities to be undertaken, their relative priorities and the most effective and economical means of implementation.

20. A mere change in the form of the budget estimates, although essential to the success of the proposed new system, would in itself be insufficient for the achievement of the desired result. Called for at the same time would be more centralized and co-ordinated decision-taking at the intergovernmental level, particularly on matters pertaining to economic and social development, as well as improved procedures within the Secretariat for providing assistance to Member States in this context. The report I have referred to contains a number of concrete proposals in this regard.

21. In the conviction that the early implementation of the proposed new procedures will greatly improve the prospects for the more orderly and productive conduct of the activities of the United Nations in the future, I trust that the detailed information which has now been provided on all aspects of the matter will facilitate a final decision by the General Assembly at this time.

22. The ultimate success of the many and various activities in which the Organization has been engaged to date and of those upon which it will be called upon to embark in the future depends in the last analysis not only on an early and significant improvement in the Organization's financial solvency, but also on a bold new initiative towards the rationalization of its procedures in order that its objectives and achievements may emerge more clearly and their vital importance to international life be more conclusively established.

Level of initial estimates for 1973 as compared
with the appropriations for 1972

23. By its resolution 2899 A (XXVI) of 22 December 1971, the General Assembly appropriated a total amount of \$213 124 410 to cover anticipated expenditures in 1972; by resolution 2899 B (XXVI), it approved estimates of income in a total amount of \$35 921 650. Accordingly, the net requirements on which the assessment of Member States for the current year were based were in the amount of \$177 202 760.

24. The gross requirements for 1973 are initially estimated at \$224 150 100, representing an increase of \$11 025 690 or 5.17 per cent compared with the total

appropriations for 1972. Anticipated income from all sources in 1973 is in the amount of \$35 682 300.

25. Net requirements for the forthcoming year are therefore estimated at this stage at \$188 467 800 or 6.35 per cent above the corresponding level for the current year.

26. A detailed breakdown, by budget section, of the present estimates of expenditure and income for 1973, in comparison with the corresponding provisions for 1972 and the actual outcome in 1971, is given in the first table following this foreword. The second table provides an analysis of the increases or decreases under each section as compared with 1972.

27. As indicated in the latter table, the net increase of \$11 025 690 under the expenditure estimates is arrived at by deducting non-recurrent items totalling \$6 197 130 from the sum of additional requirements in an amount of \$17 222 820.

28. Of the non-recurrent items for which provision was made in 1972 but do not arise in 1973, the most significant, as described in greater detail in paragraphs 3.10 to 3.14 under section 3, relates to the removal from the budget, as a matter of administrative procedure as from 1 January 1973, of costs directly related to the implementation of projects assigned by the United Nations Development Programme to the United Nations for execution. In the past, the United Nations has credited the overhead reimbursement received in respect of the Technical Assistance component to miscellaneous income under Income Section 2. The reimbursement received in respect of Special Fund projects, however, was credited to a separate trust fund account. Staff and other expenditures incurred in connexion with the implementation of projects funded under the UNDP Technical Assistance component were included as an integral part of the regular budget as authorized by the General Assembly. On the other hand, staff and expenditures relating to the implementation of Special Fund projects were a charge against the separate trust fund established for this purpose. Following the merger by UNDP in 1972 of the former Technical Assistance and Special Fund components, such differential arrangements are no longer feasible. Accordingly, all reimbursements received from UNDP will henceforth be credited to a special extra-budgetary account and expenses incurred by the United Nations in the execution of the projects charged directly to it. As a result, a total amount of \$2 228 700 has been removed from the expenditure sections and an equivalent amount from the related income sections.

29. Other non-recurring items amount to \$3 968 430, including \$1 116 000 relating to the provision made for the third session of the United Nations Trade and Development Conference in 1972, and \$1 745 500 for other special conferences in that year.

30. Of the gross additional requirements of \$17 222 820, a total of \$16 494 310 relates to factors over which I have little or no control. This includes, in the first instance, a total of \$9 254 010 to cover the additional cost of maintaining in 1973 the same level of staff resources as approved for 1972, taking into account such factors as automatic increments in accordance with the approved salary scales, the upward revision of classes of post adjustments for Professional staff and increases in General Service salaries in accordance with the procedures authorized for this purpose, and the need to provide in full for new staff recruited in the course of 1972. The balance of the unavoidable increase, totalling \$7 240 300, include the effects of the further realignment of

Foreword by the Secretary-General

currencies since December 1971, the higher cost of contractual services resulting from the upward revision of outside wages and rates, and additional requirements in a total amount of \$5 475 000 towards the cost of current construction at the United Nations Office at Geneva and the headquarters of the regional economic commissions in Bangkok and Addis Ababa in accordance with the schedule of successive budget instalments approved by the General Assembly in each case.

31. Other additional requirements, other than those indicated above, total no more than \$728 510 under a number of headings including the cost of a total proposed increase in the establishment of no more than four Professional and 10 General Service staff.

32. On the subject of the maintenance of the total staff resources at approximately their current level, I have explained above (paragraph 15) how any possible detrimental effects on the ability of the Organization to fulfil its essential responsibilities in the immediate future can be avoided. The proposed minimum increase of four Professional and 10 General Service Staff includes three Professional and eight General Service staff for the newly-created Office of the Under-Secretary-General for Political and General Assembly Affairs, the Office of the Under-Secretary-General for Special Political Affairs and my own Executive Office. These proposals are based on a careful assessment of the level and deployment of the staff resources I require for the proper exercise of my responsibilities as Secretary-General.

33. The proportional distribution of the initial estimates of expenditure by main field of activity, as analysed in detail in information annex I, is as follows:

	<u>US dollars</u>	<u>Per cent</u>
I. The General Assembly and its subsidiary organs	15 004 000	6.70
II. Executive direction	3 329 000	1.48
III. Political and Security Council activities	15 066 000	6.72
IV. Activities related to trusteeship and the status of Non-Self-Governing Territories	2 923 000	1.30
V. Economic, social and human rights activities	107 052 000	47.76
VI. Legal activities, including those of the International Court of Justice	6 401 000	2.85
VII. Public information activities	11 630 000	5.19
VIII. Administrative, financial and common services (Headquarters and Geneva)	44 583 000	19.90
IX. Other budgetary provisions	18 162 000	8.10
	<u>224 150 000</u>	<u>100.00</u>

Foreword by the Secretary-General

34. Resources to be made available to the United Nations for operational activities in 1973 are estimated at \$74.9 million from UNDP and \$29.2 million from special-purpose trust funds. Contributions from these sources towards the costs to be incurred by the Organization in connexion with the support and direction of these operations are expected to be in the amount of \$15.4 million. These matters are dealt with in detail in annex II to the budget estimates.

Potential revised estimates

35. The estimates for a number of offices and departments may be affected to some extent by the outcome of the systematic manpower utilization survey of the Secretariat, which has been undertaken by the Administrative Management Service in recent years and which is now nearing completion. The organizational units in respect of which I expect to be in a position to submit a final report to the General Assembly at its twenty-seventh session are the Department of Political and Security Council Affairs, the Division of Human Rights, the Office of the Controller, the Office of Personnel, the Office of General Services and the Office of the Under-Secretary-General for Special Political Affairs. It is possible that in certain instances a legitimate case might be made for the strengthening of staff resources above the level approved for 1972. However, in accordance with the policy I have adopted in respect of the budget for 1973, I do not intend, except in exceptional circumstances, to seek the necessary provisions for such purposes while the present financial difficulties persist.

36. It will also be necessary to determine in due course the additional resources which would be required to give effect to decisions taken by the Economic and Social Council at its fifty-second and fifty-third sessions. On the basis of the information available at the time of the preparation of this foreword, it was anticipated that the related requirements, to the extent they would have to be provided for under the regular budget, would be of the order of no more than \$30 000.

37. Depending upon the action to be taken by the General Assembly at its twenty-seventh session in respect of the recommendations contained in the reports on the third session of the United Nations Conference on Trade and Development and the United Nations Conference on the Human Environment, it will probably be necessary to seek additional credits in rather more substantial amounts.

38. The potential financial implications of decisions taken by the United Nations Conference on Trade and Development, as made known to the participating Member States at the time, were in a total amount of some \$400 000, subject to a possible reduction to \$350 000 if the calendar of meetings in 1973 could be so arranged as to minimize the need for the engagement of temporary conference servicing staff. This estimate excludes for the moment the cost of a proposed conference of plenipotentiaries to consider the draft code of conduct for liner conferences, which cannot be calculated with any precision at this time.

39. Also still to be considered in detail are the additional resources which would be required to implement the proposals made by the United Nations Conference on

the Human Environment. To be provided for under the regular budget would be the costs of a Governing Council, composed of 54 members, and a small secretariat. Since such matters as the proposed size of the secretariat and its location remain to be determined, it is difficult at this time to give any reliable estimate of the total additional resources which would be required for these purposes in 1973. On a purely tentative basis, an amount of up to \$1.5 million may, however, be envisaged.

40. By resolution 2897 (XXVI), the General Assembly decided to consider further at its twenty-seventh session the balance of the programme of acquisition and replacement of equipment for the Office of Public Information submitted in my report on the review and reappraisal of United Nations information policies and activities (A/C.5/1320/Rev.1 and Add.1). The amount initially proposed in the latter submission for replacement and acquisition of equipment in 1973 was \$329 500.

41. A final item which may be mentioned in the context of this general projection of possible further requirements is the question of the establishment of a United Nations staff college, the costs of which would be shared by the various international organizations which decide to benefit from this facility. This matter received preliminary consideration by the General Assembly last year, but was deferred for final decision to the twenty-seventh session. As will be indicated in a further report, the total cost in 1973 is estimated at some \$500 000, of which it is proposed that the United Nations should contribute \$150 000.

42. After making a further allowance for the financial implications of decisions which may be taken by the General Assembly in the course of its twenty-seventh session on issues which can be foreseen at this time, it is conceivable that the total potential addition to the initial estimates might be in an amount of some \$2.8 million.

Work programmes

43. In the preceding paragraphs, I have outlined the main factors which have governed the preparation of the budget estimates for the forthcoming year and analysed the element of increase which I have found necessary to propose in spite of current financial difficulties. In doing so, it may perhaps be considered that I have concentrated unduly on the more negative aspects of our present situation. This may give rise to apprehensions that the policy of moderation which circumstances have induced me to adopt will of necessity be detrimental to the essential activities of the Organization in the coming year. I suggest, on the contrary, that a period of restraint may well have a number of beneficial results. Among the healthy disciplines to be imposed will be the need to subject the present staffing of the Organization to a critical review, to re-examine present administrative machinery and procedures and, in general, to search for alternative and more economical methods for achieving the objectives of the United Nations. Far from impeding the activities of the Organization, these measures should result in renewed vitality and an increased ability to deal with the various problems which call for urgent international action in the years ahead.

44. Thus a redeployment of resources has already been affected in certain parts of the economic and social area to ensure that, within the proposed limitations, current activities could be effectively pursued and new tasks accommodated.

45. Among the additional responsibilities to be assumed in this sector will be those related to the Second United Nations Development Decade, which will require that more resources be devoted to this endeavour than in previous years, specifically to those activities related to the review and appraisal of the International Development Strategy. In particular, this new work will include the development of suitable analytical tools for effectively conducting the appraisal exercise which the United Nations is expected to carry out. In addition, the necessary statistical data must be prepared and the appraisals monitored at various levels for the purpose of preparing the report to be submitted to the General Assembly on this subject. Sufficient resources would also have to be available to provide Governments, at their request, with assistance in development planning and plan implementation, as well as in the setting up of their own suitable evaluation machinery and in carrying out their regular appraisals.


46. Another area to which the United Nations will have to devote increased attention is that of population. The responsibilities entrusted to the Secretary-General in respect of the World Population Conference, 1974, will involve considerable activity in connexion with the preparation of the necessary technical and other documents, including revised demographic projections, basic studies on population prospects and policies, as well as a study on the global population strategy. Simultaneously, the United Nations will undertake special activities in implementation of the programme and aims of the World Population Year, 1974, including the preparation and organization of three international symposia, on population and human rights, population and the environment, and population and development. The other operational and non-operational activities in the wide variety of fields for which the United Nations is responsible will have to continue to receive the maximum support possible.

47. As a result of the deliberations of the third session of the United Nations Conference on Trade and Development and of the Industrial Development Board at its sixth session, new emphasis will be given to programmes in trade and industry for the benefit of developing countries, especially to those programmes to assist the least developed among the developing countries.

48. New and enlarged activities are also expected in the field of the human environment. In a conscious attempt to avoid overlapping and duplication within the United Nations system, the United Nations Conference on the Human Environment, held in Stockholm, has proposed the setting up of an intergovernmental body under the General Assembly as a focal-point for environmental issues and the establishment of a small secretariat unit to service the intergovernmental body and to perform a central co-ordinating function in the environmental field. The secretariat unit would not exercise operational functions. In the light of these developments, it is expected that activities in the field of the human environment will increase significantly beginning in 1973. Extra-budgetary resources are expected to be made available to fund certain of these undertakings.

49. Certainly to be pursued with undiminished energy will be the work of the Organization in respect of all its other vital responsibilities, including international co-operation towards the peaceful uses of outer space and of the sea-bed and the ocean floor: respect for human rights and fundamental freedoms, observance of the right of peoples to self-determination, disarmament and all required measures for the maintenance of peace and security.

50. In conclusion, I wish to assure the Member States that my administrative and budgetary policies for 1972 and 1973 have been based on my confident expectation that, with the goodwill and co-operation of all concerned, both at the intergovernmental level and within the Secretariat, the challenge presented by the temporary obstacles in our path can be successfully met and the unimpeded progress of the Organization towards the realization of its high ideals ensured.



Kurt WALDHEIM
Secretary-General

June 1972

SUMMARY OF EXPENDITURE ESTIMATES FOR 1973, APPROPRIATIONS FOR 1972 AND ACTUAL EXPENSES IN 1971

(In US dollars)

Section	1971 expenses \$	1972 appropriations \$	1973 estimates \$	Increase or (decrease) 1973/1972 \$
1. Travel and other expenses of representatives, members of commissions, committees and other subsidiary bodies	1 333 230	1 449 900	1 507 700	57 800
2. Special meetings and conferences	3 278 292	2 846 600	1 252 100	(1 594 500)
3. Salaries and wages	86 364 581	95 676 160	99 951 000	4 274 840
4. Common staff costs	19 730 769	21 857 100	23 185 200	1 328 100
5. Travel of staff	2 672 610	2 656 100	2 889 500	233 400
6. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations; hospitality	139 928	159 000	159 000	-
7. Construction, alteration, improvement and major maintenance of premises	8 972 325	9 614 000	14 875 400	5 261 400
8. Permanent equipment	905 191	1 413 300	998 200	(415 100)
9. Maintenance, operation and rental of premises	6 676 401	6 897 900	7 452 500	554 600
10. General expenses	6 375 536	6 037 000	6 297 200	260 200
11. Printing	3 132 773	3 039 700	3 232 500	192 800
12. Regional and subregional advisory services .	-	1 825 000	1 825 000	-
13. Economic development, social development and public administration; human rights advisory services; narcotic drugs control	5 407 417	5 408 000	5 408 000	-
14. Industrial development	1 498 597	1 500 000	1 500 000	-
15. United Nations Conference on Trade and Development	10 322 755	12 362 900	12 500 200	137 300
16. United Nations Industrial Development Organization	12 310 620	14 332 100	14 574 600	242 500
17. Special missions	8 143 134	8 370 700	8 454 200	83 500
18. Office of the United Nations High Commissioner for Refugees	4 779 615	5 398 500	5 855 500	457 000
19. International Court of Justice	1 495 998	1 706 150	1 716 900	10 750
20. Special expenses	10 584 751	10 574 300	10 515 400	(58 900)
Gross expenditures	194 124 523	213 124 410	224 150 100	11 025 690 5.17%
Less: Estimated income				
Income section				
1. Income from staff assessment	22 814 264	25 313 650	26 970 000	1 656 350
2. Funds provided from extrabudgetary accounts	2 514 446	2 499 400	747 000	(1 752 400)
3. General income	4 584 909	4 910 000	4 964 000	54 000
4. Revenue-producing activities	2 412 360	3 198 600	3 001 300	(197 300)
Total income	32 325 979	35 921 650	35 682 300	(239 350)
Net expenditures	161 798 544	177 202 760	188 467 800	11 265 040 6.35%

Summary of expenditure estimates for 1973, appropriations for 1972 and actual expenses in 1971

Analysis of increases (decreases)
1973 - 1972

Section	Item	Additional cost of maintenance in 1973 of 1972 establishment	Other unavoidable increases	Other increases (decreases)	1972 requirements not recurring in 1973	Net increases (decreases)
		\$	\$	\$	\$	\$
1.	(i) Increases in air fares and subsistence rates	-	25 000	-	-	
	(ii) Increases in number and/or volume of meetings	-	-	32 800	-	57 800
2.	(i) Increases in salary rates of short-term conference servicing staff	-	25 600	-	-	
	(ii) Decrease in respect of 1972 conferences and meetings not recurring in 1973	-	-	-	(1 745 500)	
	(iii) Net increase in respect of other conferences and meetings activity	-	-	125 400	-	(1 594 500)
3.	(i) Higher cost of maintaining the approved 1972 establishment in 1973	4 302 510	-	-	-	
	(ii) Increases in respect of the proposed reclassification of existing posts	-	-	35 700	-	
	(iii) Increases in respect of proposed new established posts	-	-	176 560	-	
	(iv) Decreases in respect of staff costs incurred in connexion with the implementation of UNDP projects assigned to the United Nations for execution which as from 1 January 1973 will be charged directly to a special overhead account funded by UNDP ..	-	-	-	(1 330 900)	
	(v) Transfer of costs for part-time cleaners at the Geneva Office to section 9 and for two General Service posts at Headquarters to income section 4	-	-	-	(169 630)	
	(vi) Increases in salary rates of short-term conference servicing staff	-	156 300	-	-	
	(vii) Additional costs for temporary conference servicing staff as a result of an increase in the meetings programme	-	-	203 200	-	
	(viii) Provision on a full rather than on a partial-year basis of certain long-term temporary assistance requirements	414 100	-	-	-	
	(ix) Increases in salary rates of short-term temporary assistance staff	-	140 000	-	-	
	(x) Other increases in temporary assistance	-	-	14 300	-	
	(xi) Reduction in requirements for consultants and ad hoc expert groups	-	-	(63 900)	-	
	(xii) Higher overtime rates	189 700	-	-	-	
	(xiii) Higher cost of maintaining in 1973 provisional posts approved for 1972	206 900	-	-	-	4 274 840

Analysis of increases (decreases) (continued)

1973 - 1972

Section	Item	Additional cost of maintenance in 1973 of 1972 establishment	Other unavoidable increases	Other increases (decreases)	1972 requirements not recurring in 1973	Net increases (decreases)
		\$	\$	\$	\$	\$
4.	(i) Higher cost of maintaining in 1973 established and provisional posts approved for 1972	1 609 600	-	-	-	
	(ii) Decrease in respect of staff costs involved in implementation of UNDP projects which will be charged directly to a special overhead account financed by UNDP as from 1 January 1973	-	-	-	(292 000)	
	(iii) Decrease resulting from transfer of costs for part-time cleaners in the Geneva Office and for two General Service posts at Headquarters to section 9 and income section 4	-	-	-	(29 500)	
	(iv) Additional cost in respect of the proposed new established posts ...	-	-	40 000	-	1 328 100
5.	(i) Increase in air fares and subsistence rates	-	208 300	-	-	
	(ii) Increase in meetings programme ...	-	-	66 000	-	
	(iii) Decrease in volume of home leave travel requirements in respect of staff charged directly to a special overhead account funded by UNDP as from 1 January 1973	-	-	-	(32 000)	
	(iv) Decrease in travel on other official business	-	-	(20 000)	-	
	(v) Increase in Chinese language staff to service Advisory Committee on Administrative and Budgetary Questions and Economic and Social Council meetings	-	-	10 500	-	233 400
6.	1972 level of appropriation maintained	-	-	-	-	-
7.	(i) Increase in the annual instalment towards the financing of the extension of the Palais des Nations as well as the amortization of the Swiss loan ...	-	4 405 000	-	-	
	(ii) Additional cost resulting from revised schedules for financing the construction projects at Bangkok and Addis Ababa approved by General Assembly resolution 2894 (XXVI) of 22 December 1971 ..	-	1 070 000	-	-	
	(iii) Net decrease in requirements for the alteration, improvement and major maintenance programme at Headquarters, New York	-	-	-	(293 600)	
	(iv) Increase in annual instalment towards the financing of the programme for maintenance and improvement of the Palais des Nations as well as the amortization of the Swiss loan, due to revision in exchange rate between Swiss franc and US dollar	-	35 000	-	-	
	(v) New improvement and major maintenance projects at Addis Ababa	-	-	45 000	-	5 261 400

Analysis of increases (decreases) (continued)

1973 - 1972

Section	Item	Additional cost of maintenance in 1973 of 1972 establishment	Other unavoidable increases	Other increases (decreases)	1972 requirements not recurring in 1973	Net increases (decreases)
		\$	\$	\$	\$	\$
8.	Net decrease in requirements for the acquisition and replacement of permanent equipment, a major portion of which relates to the Office of Public Information	-	-	-	(415 100)	(415 100)
9.	(i) Higher cost of certain contractual services due to increases in rates and wages	-	335 600	-	-	
	(ii) Transfer of costs for part-time cleaners at Geneva Office from section 3 and 4	-	-	-	175 000	
	(iii) Net additional requirements principally due to the servicing of the new extension of the Palais des Nations at Geneva	-	-	44 000	-	554 600
10.	(i) Higher cost of certain contractual services due to increases in rates and wages and variations in the rates of exchange	-	163 200	-	-	
	(ii) Net additional requirements in the three specific areas mentioned in paragraph 10.2 including the expenses related to the new extension of the Palais des Nations	-	-	97 000	-	260 200
11.	(i) Higher cost of contractual printing programme due to increase in rates and wages	-	308 400	-	-	
	(ii) Decreased printing programme due to cut-backs and increased volume of internal reproduction	-	-	(115 600)	-	192 800
12. - 14.	1972 level of appropriation maintained	-	-	-	-	
15.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	1 134 700	-	-	-	
	(ii) Higher cost of certain contractual services due to increase in rates and wages	-	47 600	-	-	
	(iii) Net increased requirements due to additional meeting and other programmes	-	-	116 900	-	
	(iv) Increased requirements due to additional activities of the International Trade Centre	-	-	54 900	-	
	(v) Decreases in respect of staff costs incurred in connexion with the implementation of UNDP projects assigned to the United Nations for execution which as from 1 January 1973 will be charged directly to a special account funded by UNDP	-	-	-	(100 800)	
	(vi) Decreases relates to 1972 UNCTAD III costs not recurring in 1973 ..	-	-	-	(1 116 000)	137 300
16.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	633 500	-	-	-	
	(ii) Higher cost of certain contractual services due to increases in rates and wages		196 500	-	-	

Analysis of increases (decreases) (continued)

1973 - 1972

Section	Item	Additional cost of maintenance in 1973 of 1972 establishment	Other unavoidable increases	Other increases (decreases)	1972 requirements not recurring in 1973	Net increases (decreases)
		\$	\$	\$	\$	\$
	(iii) Decrease in respect of staff costs incurred in connexion with the implementation of UNDP projects assigned to the United Nations for execution which as from 1 January 1973 will be charged directly to a special overhead account funded by UNDP	-	-	-	(473 000)	
	(iv) Net decreases in respect of various requirements			(114 500)		242 500
17.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	242 600				
	(ii) Decreases in respect of 1972 special missions not recurring in 1973				(159 100)	83 500
18.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	426 100	-	-	-	
	(ii) Higher cost of certain contractual services due to increase in rates and wages ...	-	34 900	-	-	
	(iii) Net decrease in respect of various requirements	-	-	(4 000)		457 000
19.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	41 400	-	-	-	
	(ii) Higher cost of certain contractual services due to increases in rates and wages ..	-	9 400	-	-	
	(iii) Net decreases in respect of various requirements	-	-	(40 050)	-	10 750
20.	(i) Higher cost of maintaining in 1973 established posts approved for 1972	52 900	-	-	-	
	(ii) Higher cost of certain contractual services due to increases in rates and wages ..		79 500	-	-	
	(iii) Net increase in various activities	-	-	23 700	-	
	(iv) Decrease in respect of 1972 items not recurring in 1973 ...	-	-	-	(215 000)	58 900
	TOTAL INCREASE (gross)	9 254 010	7 240 300	728 510	(6 197 130)	11 025 690
	Percentage increase	4.34%	3.39%	0.34%	(2.90%)	5.17%
	Add: Decrease in income					239 350
	TOTAL INCREASE (net)					11 265 040
	Percentage increase					6.35%

DRAFT RESOLUTIONS RELATING TO THE BUDGET ESTIMATES

Draft resolution I

Budget for the financial year 1973

A

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1973

The General Assembly

Resolves that for the financial year 1973:

1. Appropriations totalling \$US 224 150 100 are hereby voted for the following purposes:

<u>Section</u>	<u>US dollars</u>
<u>Part I. Sessions of the General Assembly, the councils, commissions and committees: special meetings and conferences</u>	
1. Travel and other expenses of representatives and members of commissions, committees and other subsidiary bodies	1 507 700
2. Special meetings and conferences	1 252 100
TOTAL, part I	2 759 800
<u>Part II. Staff costs and related expenses</u>	
3. Salaries and wages	99 951 000
4. Common staff costs	23 185 200
5. Travel of staff	2 889 500
6. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations; hospitality	159 000
TOTAL, part II	126 184 700
<u>Part III. Construction, alteration, improvement and major maintenance of premises</u>	
7. Construction, alteration, improvement and major maintenance of premises	14 875 400
TOTAL, part III	14 875 400

Draft budget resolutions for the financial year 1973

Part IV. Equipment, supplies and services

8. Permanent equipment	998 200
9. Maintenance, operation and rental of premises	7 452 500
10. General expenses	6 297 200
11. Printing	3 232 500
TOTAL, part IV	17 980 400

Part V. Technical programmes

12. Regional and subregional advisory services	1 825 000
13. Economic development, social development, public administration, human rights advisory services and narcotic drugs control	5 408 000
14. Industrial development	1 500 000
TOTAL, part V	8 733 000

Part VI. United Nations Conference on Trade and Development

15. United Nations Conference on Trade and Development	12 500 200
TOTAL, part VI	12 500 200

Part VII. United Nations Industrial Development Organization

16. United Nations Industrial Development Organization	14 574 600
TOTAL, part VII	14 574 600

Part VIII. Special missions

17. Special missions	8 454 200
TOTAL, part VIII	8 454 200

Part IX. Office of the United Nations High Commissioner
for Refugees

18. Office of the United Nations High Commissioner for Refugees	5 855 500
TOTAL, part IX	5 855 500

Part X. International Court of Justice

19. International Court of Justice	1 716 900
TOTAL, part X	1 716 900

Draft budget resolutions for the financial year 1973

Part XI. Special expenses

20. Special expenses	10 515 400
	<u>10 515 400</u>
TOTAL, part XI	10 515 400
	<u>10 515 400</u>
GRAND TOTAL	224 150 100

2. The Secretary-General shall be authorized to transfer credits between sections of the budget with the 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 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 in the current financial year for fellowships shall remain valid until liquidated, provided that the fellow has been nominated by the requesting Government and 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, unless they are cancelled;

4. The provisions under sections 1, 3, 5 and 11, in a total amount of \$438 300 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 1973

The General Assembly

Resolves that for the financial year 1973:

1. Estimates of income other than assessments on Member States totalling \$US 35 682 300 are approved as follows:

Draft budget resolutions for the financial year 1973

<u>Income section</u>	<u>US dollars</u>
<u>Part I. Income from staff assessment</u>	
1. Income from staff assessment	26 970 000
TOTAL, part I	26 970 000
<u>Part II. Other income</u>	
2. Funds provided from extra-budgetary accounts	747 000
3. General income	4 964 000
4. Revenue-producing activities	3 001 300
TOTAL, part II	8 712 300
GRAND TOTAL	35 682 300

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 1973

The General Assembly

Resolves that for the financial year 1973:

1. Budget appropriations totalling \$US _____ 1/ shall be financed in accordance with regulations 5.1 and 5.2 of the Financial Regulations of the United Nations as follows:

(a) As to \$_____, 1/ by income other than staff assessment for 1973 approved under resolution B above;

1/ To be determined by the General Assembly at its twenty-seventh session.

Draft budget resolutions for the financial year 1973

(b) As to \$_____, 1/ by the amount available in surplus account for the financial year 1971;

(c) As to \$_____, 1/ by assessment on Member States in accordance with General Assembly resolutions 2654 (XXV) of 4 December 1970 and 2762 (XXVI) of 8 November 1971 on the scale of assessments for the financial year 1973;

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 \$_____, 1/ comprising:

(a) \$_____, 1/ being the estimated staff assessment income for 1973;

(b) \$514 264, being the excess of actual income from staff assessment over the approved estimate for 1971.

Draft resolution II

Unforeseen and extraordinary expenses for the financial year 1973

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 1973, 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 \$40 000;
- (ii) The appointment of assessors (Statute, Article 30), or the calling of witnesses and the appointment of experts (Statute, Article 50), not exceeding a total of \$25 000;
- (iii) The maintenance in office of judges who have not been re-elected (Statute, Article 13, paragraph 3) not exceeding a total of \$50 000;
- (iv) The holding of sessions of the Court away from The Hague (Statute, Article 22), not exceeding a total of \$75 000;

1/ Ibid.

Draft budget resolutions for the financial year 1973

- (v) The payment of pensions and travel and removal expenses of retiring judges, and travel and removal expenses of new Members of the Court, not exceeding a total of \$90 000;
- (vi) The cost of temporary assistance, if during 1973 a case is before the Court, not exceeding a total of \$55 000;
- (vii) The cost of printing a judgement or advisory opinion if necessary in 1973, not exceeding a total of \$15 000;

(c) Such commitments made in accordance with paragraph 10 of General Assembly resolution 2816 (XXVI) of 14 December 1971, not exceeding a total of \$200 000, as the Secretary-General certifies relate to emergency aid in connexion with natural disasters, with a normal ceiling of \$20 000 per country in the case of any one disaster.

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-eighth 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-eighth 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 1973

The General Assembly

Resolves that:

1. The Working Capital Fund shall be established for the year ending 31 December 1973 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 1973;

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

(a) Credits to Member States 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 Member States to the Working Capital Fund for the financial year 1972 under General Assembly resolution 2901 (XXVI) of 22 December 1971;

Draft budget resolutions for the financial year 1973

4. Should the credits and advances paid by any Member State to the Working Capital Fund for 1972 exceed the amount of that Member State's advance under the provisions of paragraph 2 above, the excess shall be set off against the amount of the contribution payable by the Member State in respect of the financial year 1973;

5. 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 _____ (XXVII) of ____ December 1972 relating to unforeseen and extraordinary expenses; the Secretary-General shall make provision in the budget estimates for reimbursing the Working Capital Fund;

(c) Such sums as, together with net sums outstanding for the same purpose, do not exceed \$500 000, to continue the revolving fund to finance miscellaneous self-liquidating purchases and activities; advances in excess of the total of \$500 000 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;

6. 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 1973, 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

The draft resolutions are in the same format and contain the same provisions and substance as those for 1972, with the exceptions specifically noted below.

Draft resolution I, Budget for the financial year 1973

The draft resolution on the budget for 1973 is presented in the same form as General Assembly resolution 2899 (XXVI) of 22 December 1971 relating to the budget for the financial year 1972.

Draft budget resolutions for the financial year 1973

Draft resolution II, unforeseen and extraordinary expenses

With the exception of paragraph 1 (b) concerning the International Court of Justice, the draft resolution is the same as General Assembly resolution 2900 (XXVI) relating to unforeseen and extraordinary expenses for the financial year 1972. In addition to an increase of \$2 500 in paragraph 1 (b) (i), paragraph 1 (b) has been expanded to cover in 1973 the expenses relating to the Court which are outlined in subparagraphs (iii), (v), (vi) and (viii).

Draft resolution III, Working Capital Fund for the financial year 1973

Draft resolution III is presented in the same form as General Assembly resolution 2901 (XXVI) of 22 December 1971 relating to the Working Capital Fund for 1972, with the exception of paragraph 5 (c). In addition to the amount of \$150 000 which, in accordance with this resolution, the Secretary-General has annually been authorized to advance to the revolving fund for the financing of miscellaneous self-liquidating purchases and activities, the Advisory Committee on Administrative and Budgetary Questions in the course of time had given its prior concurrence to two other kinds of advances:

- (a) \$150 000 to finance bulk purchases of paper stock requirements;
- (b) \$200 000 to furnish operating capital for the Gift Centre and the catering and Souvenir Shop operation.

As it is clear from past experience that these advances will be required on a continuing basis, the Secretary-General is requesting that the statutory limit of \$150 000 in paragraph 5 (c) of the resolution be raised to \$500 000, it being understood that the paper stock and the operating capital advances are to be included within that limit.

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

\$1 507 700 (1972: \$1 449 900 1971: \$1 333 230)

Table 1-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. <u>The General Assembly, commissions and committees</u>			
(i) Travel of representatives to the General Assembly	540 000	540 000	520 000
(ii) Travel and other expenses of members of commissions, committees and other subsidiary bodies:			
Board of Auditors	263 600	263 600	263 600
Advisory Committee on Administrative and Budgetary Questions	110 000	94 000	71 021
Committee on Contributions	19 300	13 700	14 795
United Nations Administrative Tribunal	30 000	29 000	25 962
United Nations Scientific Committee on the Effects of Atomic Radiation	18 400	24 500	21 043
United Nations Scientific Advisory Committee	7 000	6 000	6 220
International Law Commission ...	105 000	100 000	91 932
United Nations Commission on International Trade Law	8 000	7 000	6 463
United Nations Joint Staff Pension Board	8 000	3 100	5 115
Working Groups on the Financing of UNRWA	-	-	6 498
Total, chapter I	1 109 300	1 080 900	1 032 649

Table 1-1 (continued)

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
II. <u>The Security Council, commissions and committees</u>	-	-	-
III. <u>The Economic and Social Council, commissions and committees</u>			
Commission on Human Rights	26 000	26 000	22 773
Commission for Social Development ..	18 000	-	12 162
Population Commission	16 000	-	11 333
Sub-Commission on Prevention of Discrimination and Protection of Minorities	62 200	45 000	48 774
Commission on the Status of Women ..	-	24 000	-
Statistical Commission	-	14 000	-
Committee for Development Planning .	60 500	60 700	17 469
Advisory Committee on the Application of Science and Technology to Development	82 000	82 000	65 777
Committee on Crime Prevention and Control	20 500	19 500	13 890
Commission on Narcotic Drugs	14 000	-	11 867
International Narcotics Control Board	66 800	65 400	51 607
Travel to the Economic and Social Council by the Chairman of the Executive Committee of ECA	1 400	1 400	-
Total, chapter III	367 400	338 000	255 652
IV. <u>The Trusteeship Council, commissions and committees</u>			
Visiting mission	31 000	31 000	44 929
Total, chapter IV	31 000	31 000	44 929
Total, section 1	1 507 700	1 449 900	1 333 230

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 approved by the General Assembly in its resolution 1798 (XVII) of 11 December 1962. Travel accommodation standards are governed by the provisions of General Assembly resolution 2245 (XXI) of 20 December 1966 and subsistence rates by those of General Assembly resolution 2491 (XXIII) of 21 December 1968.

1.2 In exceptional cases, the basic rules concerning the payment to such members of honoraria in addition to subsistence payments are reflected in certain recommendations 1/ made by the Fifth Committee during its sixteenth session as 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 in certain respects 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 requirements under this section vary from year to year depending on the number, duration and location of meetings scheduled, as well as on the actual composition of the membership of the various bodies and subsidiary bodies involved. Except in the case of travel of representatives to the General Assembly, where a reduction is applied for non-exercise of entitlements based on past experience, the estimates assume full attendance by all members. Moreover, the estimates for 1973 take into account an increase in air fares of approximately 7 per cent (due to the devaluation of the United States dollar) with effect from 1 April 1972. The above increases were recommended by the International Air Transport Association (IATA) and have been ratified by the Governments concerned.

CHAPTER I

<u>The General Assembly, commissions and committees</u>	\$1 109 300
	1972: 1 080 900
	1971: 1 032 649
(i) <u>Travel of representatives to the General Assembly</u>	540 000
	1972: 540 000
	1971: 520 000

1.5 Pursuant to subparagraph 3 (a) (i) of General Assembly resolution 1798 (XVII) of 11 December 1962, the Organization is liable for the payments 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/ Official Records of the General Assembly, Sixteenth Session, Annexes, agenda item 54, document A/5005, para. 10.

Travel of representatives and members of commissions
and committees

Section 1

Section 1

1.6 Total requirements for the twenty-eighth regular session, based on the present membership of 132 Member States (660 representatives), would amount to \$728 300 based on one first class and four economy class air fares, costed at an average of \$1 300 per round trip via first class and \$1 050 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 1973 would be available to meet claims relating to the twenty-seventh or the twenty-eighth sessions 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 \$569 300

1972: 540 900
1971: 512 649

1.7 Pursuant to subparagraph 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	263 600
Advisory Committee on Administrative and Budgetary Questions	13	(Geneva (New York	3) 24)	110 000
Committee on Contributions	12	New York	4	19 300
United Nations Administrative Tribunal ...	7	(Geneva (New York	3) 3)	30 000
United Nations Scientific Advisory Committee	7	New York	1	7 000
United Nations Scientific Committee on the Effects of Atomic Radiation	15	Geneva	1	18 400
International Law Commission	25	Geneva	10	105 000

Table 1-2 (continued)

	Number of members	Location of meetings	Duration (weeks)	Estimated costs
				\$
United Nations Joint Staff Pension Board	6	(Europe (New York	2) 1)	8 000
United Nations Commission on International Trade Law	-	-	-	8 000
			Total	569 300

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 in 1972. As in past years, the estimate is subject to revision, in the light of the establishment by the Board, at its summer session, of its precise requirements for 1973. Subject, however, to adjustments for such unknowns as salary increases, subsistence increases and a possible exchange of audit assignments among the members of the Board of Auditors, it is expected that the revised estimates for 1973 will be within the limits established for the 1972 budget. 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 \$500 for the external audit of the accounts of the International Court of Justice is included under section 19 of these budget estimates.

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 estimate for the Advisory Committee includes provision for the travel and subsistence of its members during a three-week session in Geneva in the spring or early autumn of 1973 and two sessions in New York, one of nine weeks duration in

the late spring or early summer, and one of 15 weeks during the twenty-eighth regular session of the General Assembly. In Geneva the Advisory Committee will meet with representatives of the specialized agencies and of the European-based offices and departments of the United Nations.

Committee on Contributions

1.12 The estimate for the Committee on Contributions provides for the travel and subsistence of all its members to attend the meeting shown in table 1-2 above and for the travel and subsistence of the Chairman to present the report of the Committee to the Fifth Committee and to the General Assembly at its twenty-eighth session.

United Nations Administrative Tribunal

1.13 The estimate for the Administrative Tribunal provides for the travel and subsistence of all its members to attend the two meetings scheduled for 1973.

United Nations Scientific Advisory Committee

1.14 The estimate provides for the travel and subsistence of all members of the Committee to attend a one-week session in New York.

United Nations Scientific Committee on the Effects
of Atomic Radiation

1.15 The estimate provides for the travel and subsistence of all members of the Committee to attend a one-week session in Geneva.

International Law Commission

1.16 The estimate for the International Law Commission provides for the travel, subsistence and honoraria of all its members to attend the meeting shown in table 1-2 above. The estimate also includes, in terms of subparagraph 3 (b) (i) of resolution 1798 (XVII), an amount of \$2 500 to enable the Chairman to attend the twenty-eighth session of the General Assembly, to present the report of the Commission to the Sixth Committee. In addition, the estimate includes a provision of \$4 500 to enable the Commission to be represented by an observer at meetings of the Asian-African Legal Consultative Committee, the European Committee on Legal Co-operation and the Inter-American Council of Jurists.

United Nations Joint Staff Pension Board

1.17 The estimate provides for the travel and subsistence of all six members to a Board meeting in Europe as shown in table 1-2 above. In addition the estimate provides for two Standing Committee meetings and two Staff Pension Committee meetings to be held in New York.

United Nations Commission on International Trade Law

1.18 The estimate provides, in terms of subparagraph 3 (b) (i) of resolution 1798 (XVII), an amount of \$3 000 to enable the Chairman to attend the twenty-eighth session of the General Assembly in order to present the report of the Commission to the Sixth Committee. A provision of \$2 500 is also included to enable the Chairman of the Working Group on International Legislation on Shipping to attend the meeting of the UNCTAD Working Group on International Shipping Legislation for three weeks in Geneva. Finally, the estimate includes provision for the travel and subsistence expenses of one representative to attend two meetings of the International Chamber of Commerce in Paris and Geneva for a period of one week.

Honoraria

1.19 The estimates for the International Law Commission and the United Nations Administrative Tribunal include \$32 500 and \$8 500, respectively, to cover payments of honoraria approved by the General Assembly, at its 729th meeting on 13 December 1957 ^{2/} in the case of the former, and by its resolution 2490 (XXIII) of 21 December 1968, in the case of the latter.

1.20 The estimate for the Advisory Committee on Administrative and Budgetary Questions includes an amount of \$25 000 for the payment of an honorarium to the Chairman of the Advisory Committee, as established in General Assembly resolution 2889 (XXVI) of 22 December 1971.

CHAPTER II

<u>The Security Council, commissions and committees</u>	\$	-
	1972:	-
	1971:	-

1.21 Pursuant to subparagraph 2 (b) of General Assembly resolution 1798 (XVII), neither travel nor subsistence costs are payable in respect of members of the Security Council. In the case of members of subsidiary organs of the Security Council who might be entitled under that resolution to travel and subsistence payments, the necessary provision would be made under section 17, Special missions.

CHAPTER III

<u>The Economic and Social Council, commissions and committees</u>	\$367 400
	1972: 338 000
	1971: 255 652

1.22 Pursuant to subparagraph 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

^{2/} Ibid., Twelfth Session, Annexes, agenda item 41, document A/3766.

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
				\$
<u>Functional commissions and sub-commissions of the Economic and Social Council</u>				
Commission on Human Rights	32	Geneva	5	26 000
Commission for Social Development	32	Geneva	3	18 000
Population Commission	27	Geneva	2	16 000
Sub-Commission on Prevention of Discrimination and Protection of Minorities	26	New York	3	62 200
Committee for Development Planning Working Groups	24	(New York	2)	60 500
	5	(New York	1)	
	5	(New York	1)	
	5	(Geneva	1)	
<u>Other organs</u>				
Advisory Committee on the Application of Science and Technology to Development	24	New York	2	82 000
		Geneva	2	
(i) Intersessional meetings of <u>ad hoc</u> Working Groups	6	New York	1	
		Geneva	3 days	
		Geneva	3 days	
(ii) Regional Groups	4	Addis Ababa	3 days	
	4	Bangkok	3 days	
	9	Geneva	3 days	
	5	Santiago	3 days	
(iii) Attendance at other scientific meetings				
(iv) Travel of the Chairman to meetings of the Economic and Social Council and to Headquarters for consultation				

Travel of representatives and members of commissions

Section 1

and committees

Section 1

Table 1-3 (continued)

	Number of members	Location of meetings	Duration (weeks)	Estimated costs
				\$
Committee on Crime Prevention and Control	15	New York	1	20 500
Commission on Narcotic Drugs	24	Geneva	3	14 000
International Narcotics Control Board ...	11	Geneva	1	66 800
			2	
			3	
			(3 sessions)	
Travel to the Economic and Social Council by the Chairman of the Executive Committee of ECA				1 400
			Total	367 400

1.23 Pursuant to subparagraphs 3 (b) (ii) and (iii) of General Assembly resolution 1798 (XVII) the estimate provides for travel via economy class air, but not for subsistence costs, from capital city to the place of meeting, or from duty station if that is the lesser amount, in respect of one representative of each Member State participating in the Commission on Human Rights, the Commission for Social Development, the Population Commission and the Commission on Narcotic Drugs.

1.24 Pursuant to subparagraph 2 (a) of General Assembly resolution 1798 (XVII), both travel and subsistence costs are payable in respect of members of the Sub-Commission on Prevention of Discrimination and Protection of Minorities as shown in table 1-3; the Committee for Development Planning and its working groups, the Advisory Committee on the Application of Science and Technology to Development, its ad hoc working and regional groups, the Committee on Crime Prevention and Control, and the International Narcotics Control Board.

Commission on Human Rights

1.25 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 on 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). Provision is also made in an amount of \$4 400 for the travel and subsistence costs of three special rapporteurs to attend the meetings of the Commission on Human Rights should the Commission discuss their respective reports at its twenty-ninth session.

Sub-Commission on Prevention of Discrimination and
Protection of Minorities

1.26 The estimate for the Sub-Commission includes provision 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 subparagraph 3 (b) (ii) of General Assembly resolution 1798 (XVII) and Economic and Social Council resolution 48 (IV); also included is an amount of \$5 900 for the travel and subsistence expenses of three special rapporteurs of the Sub-Commission. In addition, an amount of \$2 100 is included to provide for subsistence costs for the working group on communications, in accordance with resolution 1503 (XLVIII) of the Economic and Social Council, which is scheduled to meet for 10 days prior to the regular session of the Sub-Commission.

International Narcotics Control Board

1.27 The estimate for the Board includes:

(a) Travel of 11 members to Geneva by first-class air travel for three sessions of the Board, lasting seven, 14 and 21 days respectively (\$28 300);

(b) Subsistence allowance payable to members of the 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 (\$15 600);

(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 (\$4 400);

(e) Travel and subsistence for "local inquiries" as may be decided by the Board (\$5 000).

Advisory Committee on the Application of Science and
Technology to Development

1.28 Under the terms of paragraph 4 of part B of resolution 1621 (LI), adopted by the Economic and Social Council on 30 July 1971, the Council decided inter alia to maintain the Advisory Committee on the Application of Science and Technology to Development for a further three years, with a membership of 24, in order to furnish expertise to the Standing Committee, in addition to its functions as set forth in Council resolution 980 A (XXXVI) of 1 August 1963. The estimate for 1973 is based on the schedule of meetings and other activities as currently planned by the Committee.

CHAPTER IV

<u>The Trusteeship Council, commissions and committees.....</u>	\$31 000
	1972: 31 000
	1971: 44 929

1.29 In accordance with paragraph 2 (b) of General Assembly resolution 1790 (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 1973. This estimate is subject to revision in the light of decisions to be taken by the Council at its thirty-ninth session to be held 23 May-16 June 1972.

Section 2. Special meetings and conferences

\$1 252 100 (1972: \$2 846 600^{1/} 1971: \$3 278 292)

Table 2-1

Chapter	Title	1973 estimates \$	1972 appropri- ations \$	1971 expenses \$
I.	Conference of the Committee on Disarmament	656 000	561 000	750 227
II.	Third World Population Conference	161 000	52 000	-
III.	Twenty-ninth session of the Economic Commission for Asia and the Far East ..	83 000	33 200 ^{a/}	31 473 ^{b/}
IV.	United Nations/IMCO Conference on International Container Traffic	12 000	244 200	64 489
V.	Seventh United Nations Regional Cartographic Conference for Asia and the Far East	30 000	11 900 ^{c/}	16 877 ^{c/}
VI.	Fifth United Nations Congress on the Prevention of Crime and the Treatment of Offenders	104 000	-	8 606 ^{d/}
VII.	Eleventh session of the Economic Commission for Africa	141 100	28 800 ^{e/}	95 865 ^{f/}
VIII.	Fifteenth session of the Economic Commission for Latin America	65 000	-	66 899 ^{g/}
-	United Nations Conference on the Human Environment	-	1 007 200	1 121 108
-	Second Asian Population Conference ...	-	80 800	-
-	Second United Nations Conference on Standardization of Geographical Names	-	70 500	-
-	Fourth International Conference on the Peaceful Uses of Atomic Energy	-	111 000 ^{h/}	375 456
-	Special Committee for the Review of the United Nations Salary System	-	267 200	150 181
-	Special Committee on the Question of Defining Aggression	-	19 100	-

^{1/} Reflects a reduction of \$57 000 in the appropriation initially recommended by the Fifth Committee under this section for 1972, representing an appropriate share of the global reduction of \$1 250 000 subsequently applied, in terms of General Assembly resolution 2836 (XXVI) of 17 December 1971, to the total provisions made under all relevant sections of the budget for the production of United Nations documentation.

Table 2-1 (continued)

Chapter	Title	1973 estimates \$	1972 appropri- ations \$	1971 expenses \$
-	Conference of Plenipotentiaries to Amend the Single Convention on Narcotic Drugs	-	62 900	-
-	Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor Beyond the Limits of National Jurisdiction ..	-	203 400	313 362
-	Meetings of the Sub-Committees of the Committee on the Peaceful Uses of Outer Space	-	93 400	92 843
-	Second Asian Conference on Industrialization	-	-	3 030 ^{h/}
-	Meeting of the Committee on Natural Resources	-	-	11 000
-	Conference on the Participation of Youth in the Second United Nations Development Decade	-	-	22 537
-	Conference of Plenipotentiaries for the Adoption of the Protocol on Psychotropic Substances	-	-	154 339
Total, section 2		1 252 100	2 846 600	3 278 292

a/ Appropriation for the twenty-eighth session of ECAFE, held in Bangkok.

b/ Actual costs of the twenty-seventh session of ECAFE, held in Manila.

c/ Sixth United Nations Regional Cartographic Conference for Asia and the Far East - processing of the report only.

d/ Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders - processing of the report only.

e/ Appropriation for the meetings of the Executive Committee and Technical Experts Committee.

f/ Actual costs of the tenth session of the Economic Commission for Africa held in Tunis.

g/ Actual costs of the fourteenth session of the Economic Commission for Latin America, held in Santiago.

h/ Cover costs of processing of reports only.

CHAPTER I

<u>Conference of the Committee on Disarmament</u>	\$656 000
1972:	561 000
1971:	750 227

2.1 By its resolution 2602 (XXIV) of 16 December 1969, the General Assembly declared, inter alia, the decade of the 1970s a Disarmament Decade and assigned to the Conference of the Committee on Disarmament a wide range of special tasks related to this issue.

2.2 On the assumption that the General Assembly will decide that the Conference should continue its activities in 1975, the related costs are estimated at \$656 000, covering the following items of expenditure:

	\$
(a) Temporary assistance	624 000
(b) Travel and subsistence of substantive staff from Headquarters	20 000
(c) General expenses	12 000
	<u>656 000</u>

2.3 Up to 1971 the Committee on Disarmament had traditionally been provided with verbatim records. However, in compliance with the spirit of the various resolutions of the General Assembly on the control and limitation of documentation, and following a recommendation 2/ by the Advisory Committee on Administrative and Budgetary Questions, subsequently endorsed by the Fifth Committee at its 1458th meeting, the estimate under this heading provides for verbatim records prepared from the speaker's original text.

2.4 The estimate is based on a total meeting period of six months in Geneva, with interpretation and translation services in four languages. Provision is made on a minimum basis for anticipated increases in salary rates for short-term professional and general service staff.

2.5 The estimates for temporary assistance provide for the following temporary staff to service the Conference: 8 interpreters, 20 translators/precis writers, 10 revisers, 20 steno/typists, 2 secretaries for substantive staff and 11 General Services staff comprising 3 technicians for the operation of sound recording and simultaneous interpretation equipment, 1 conference room clerk, 7 documents reproduction and distribution staff. In addition the estimate provides for temporary assistance for security and cleaning services.

2.6 The estimate for travel and subsistence includes provision for five substantive staff members to be detailed from Headquarters.

2/ Official Records of the General Assembly, Twenty-sixth session, Supplement No. 8, (A/8408, and Corr.1 and 2), paras. 84-86.

2.7 The estimate for general expenses covers the cost of services and supplies, including mimeograph paper on the basis of \$2 000 per month.

2.8 Income derived from the application of staff assessment to the salaries of temporary staff, estimated at \$102 300, has been included under income section 1.

CHAPTER II

<u>Third World Population Conference</u>	\$161 000
1972:	52 000
1971:	-

2.9 The Economic and Social Council, by its resolution 1487 (XLVIII) of 3 April 1970, approved the proposal that a World Population Conference be convened in 1974 under the auspices of the United Nations. The requirements in 1973 in respect of preparations for the Conference are estimated at \$161 000, comprising the following elements of expenditure:

	\$
(i) Temporary assistance for the Conference secretariat (1 P-5, 1 P-4, 1 P-3 and 2 G-2/4) ...	92 000
(ii) Travel and subsistence of staff	6 000
(iii) Consultants (20 man-months)	40 000
(iv) Editing, translations and reproduction in English, French, Russian and Spanish of 100 pages on special topics, 100 pages of summaries of papers submitted by Governments and 10 pages for a bulletin	23 000
	<u>161 000</u>

CHAPTER III

<u>Twenty-ninth session of the Economic Commission for Asia and the Far East</u>	\$83,000
1972:	33 200 <u>3/</u>
1971:	31 473 <u>4/</u>

2.10 At its twenty-eight session, the Economic Commission for Asia and the Far East decided to accept the invitation of the Government of Japan to hold its twenty-ninth session in Tokyo in 1973.

- 3/ Appropriation for the twenty-eighth session of ECAFE, held in Bangkok.
- 4/ Actual costs of the twenty-seventh session of ECAFE, held in Manila.

2.11 After taking into account the facilities and services which it is anticipated that the Government of Japan will make available in accordance with the agreement to be concluded with the United Nations, the costs of the session are estimated at \$77 000, comprising the following elements of expenditure:

	\$	\$
(i) Travel and subsistence of staff (65 substantive and servicing staff to be detailed to the session from the ECAFE establishment)		
Travel	35 500	
Subsistence allowances	37 500	73 000
(ii) General expenses (cables, postage, freight, temporary assistance, overtime, etc.)		4 000
		<u>77 000</u>

2.12 The estimate under this chapter also includes \$6 000 to cover miscellaneous expenses to be incurred by the Commission in respect of the seventh session of the Council of Ministers for Asian Economic Co-operation.

CHAPTER IV

<u>United Nations/IMCO Conference on International Container Traffic</u>	\$12 000
1972:	244 200
1971:	64 489

2.13 A total provision of \$12 000 is required in 1973 in respect of the preparation and issuance of the final report of the United Nations/IMCO Conference on International Container Traffic to be convened in November 1972:

- (a) Temporary assistance for three months to cover the salary and other costs of the co-ordinator who is responsible for finalizing the report (\$6 500); and
- (b) Editing, translation, reproduction and distribution of a report of 150 pages in English, French, Russian and Spanish (\$5 500).

CHAPTER V

<u>Seventh United Nations Cartographic Conference for Asia and the Far East</u>	\$30 000
1972:	11 900 5/
1971:	16 877 5/

5/ Sixth United Nations Regional Cartographic Conference for Asia and the Far East - processing of the report only.

2.14 The Seventh United Nations Cartographic Conference for Asia and the Far East is scheduled to be held in October/November of 1973. The estimates submitted at this time are based on the statement of financial implications (E/4943/Add.1) as submitted to the Economic and Social Council at its fiftieth session.

2.15 The anticipated requirements are based on the following assumptions:

(a) That the cost of travel of representatives to the Conference will be borne by participating Governments;

(b) That there will be no more than two meetings a day and that they will not take place simultaneously;

(c) That, in accordance with past practice, interpretation and the final report will be provided in English and French;

(d) That minutes of the meetings will be kept, but that summary records will not be provided or issued; and

(e) That sound records of the proceeding will be required.

2.16 On this basis, the estimated needs would be as follows:

\$

Pre-conference costs

(i) Contractual translation and typing of approximately 800 pages of technical papers submitted by governments and agencies	14 000
(ii) Reproduction costs	14 000

Conference servicing costs

(i) Travel and subsistence allowances for three substantive staff members (one from Bangkok, two from New York)	2 000
	<hr/>
	30 000
	<hr/>

2.17 The above estimates are based on the assumption that the Conference would be held in New York in 1973 for a period of two weeks. The Government of Japan has agreed to host the Conference in its country and would, in accordance with normal practices, reimburse the United Nations for any extra expenditure in accordance with General Assembly resolution 2609 (XXIV) resulting from the change in venue.

2.18 The cost of editing, translation and reproduction of the final report and the technical papers, estimated at \$51 300, will be reflected in the budget estimates for 1974.

CHAPTER VI

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

\$104 000

1972:

-

1971:

8 606 6/

2.19 The General Assembly, by 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 Fourth United Nations Congress on the Prevention of Crime and the Treatment of Offenders was held in Kyoto in August 1970 and plans are now being drawn up for the convening of the Fifth Congress in Toronto, Canada from 1 to 15 September 1975.

2.20 In order to assist the regular substantive staff in the preparation for the Fifth Congress, it is proposed that a small secretariat, comprising two temporary Professional (P-4) posts and one temporary General Service (G-3/4) post, should be constituted in January 1973. The estimates submitted under this chapter cover the requirements related to the proposed secretariat, as well as the costs of travel of staff and consultants in connexion with a series of regional meetings to be held in preparation for the quinquennial meeting. Similar meetings were held in preparation of the Fourth Congress.

2.21 The estimates comprise the following items of expenditure:

\$

(i) Temporary assistance

Salaries and wages of two Professionals (P-4) and one administrative assistant (G-3/4), who will form the special secretariat for the Congress

66 000

(ii) Consultants

Costs of preparation of studies and background papers related to the items on the agenda of the Congress

5 000

(iii) Regional meetings

It is anticipated that two regional meetings will be held in 1973 in preparation for the Congress. The provision covers the costs of travel and subsistence of staff members who are to attend the meetings and of related consultants services

30 000

(iv) Travel of staff

Costs of visits by substantive staff to participating Governments, institutions and specialized agencies in preparation for the Congress

3 000

104 000

6/ Costs of printing of the report of the Fourth Congress.

CHAPTER VII

Eleventh session of the Economic Commission for Africa \$141 100

1972: 28 800 7/
1971: 95 865 8/

2.22 At its tenth session, the Commission, which meets biennially decided to accept an invitation from the Government of Ghana to hold its eleventh session in Accra in 1973.

2.23 After taking into account the staff, facilities, goods and services which it is anticipated the host Government will make available in accordance with an agreement to be concluded with the United Nations, the costs of the session are estimated at \$105 400 as follows:

	\$	\$
(i) <u>Salaries and wages of temporary staff</u>		
8 interpreters and 13 translators, revisers and precis-writers recruited in Geneva to supplement regular languages staff from ECA	9 400	
Bilingual secretaries to be recruited in Europe	800	
Local clerical, secretarial, documents reproduction and messenger staff to be made available by the Government	4 000	14 200
(ii) <u>Travel and subsistence</u>		
<u>Regular staff</u>		
Travel of 80 staff members from ECA headquarters, Addis Ababa, by chartered aircraft	28 700	
Subsistence	21 600	
<u>Temporary conference servicing staff</u>		
Travel	17 300	
Subsistence	6 100	73 700
(iii) <u>Overtime and night differential</u>		
Costs of overtime to be worked by regular staff in preparing documentation for the session		2 000

7/ Appropriation for the meetings of the Executive Committee and Technical Experts Committee.

8/ Actual costs of the tenth session, held in Tunis.

	\$	\$
(iv) <u>General expenses</u>		
Stationery and reproduction supplies	5 000	
Cables, postage, pouch, freight	7 000	
Other expenses including hospitality	<u>3 500</u>	<u>15 500</u>
		<u>105 400</u>

2.24 The estimates under this chapter also include \$35 700 to cover one meeting of the Technical Experts Committee and two meetings of the Executive Committee, being the institutional machinery endorsed by the Economic and Social Council in its resolution 1440 (XLVIII). The related requirements for each of these new committees are submitted below:

		\$
A. <u>Technical Experts Committee (also called Committee of the Whole)</u>		
(i) <u>Salaries and wages of temporary staff</u>		
One team of 4 interpreters to service the meeting, 2 translators, 2 bilingual secretaries, local staff (reproduction and messengers)		2 500
(ii) <u>Travel and subsistence of temporary staff</u>		
Travel and subsistence of 4 interpreters and 2 translators to be recruited in Europe		7 400
(iii) <u>Overtime payments to regular staff</u>		
Cost of overtime worked by the regular staff in the preparation of documentation for the Committee		1 000
(iv) <u>General expenses</u>		
Stationery and reproduction supplies, cables, postage and pouches		<u>1 000</u>
		<u>11 900</u>
B. <u>Executive Committee</u>		\$23 800

The Executive Committee would meet at least twice in 1973 at Addis Ababa and the requirements for each meeting would be the same as for the Committee of the Whole, i.e. \$11 900.

CHAPTER VIII

<u>Fifteenth session of the Economic Commission for Latin America</u>	\$65 000
1972:	-
1971:	66 899 <u>9/</u>

2.25 At the time of the preparation of these estimates, the venue of, and arrangement for, this meeting had not yet been worked out in detail. Pending the submission of detailed cost estimates to the General Assembly at its twenty-seventh session, a provisional estimate of \$65 000 has been included based on the actual costs of the session held in Santiago in 1970.

9/ Actual costs of the fourteenth session, Santiago.

PART II

STAFF COSTS AND RELATED EXPENSES

Section 3. Salaries and wages

\$99 951 000 (1972: \$95 676 160^{1/} 1971: \$86 364 581)

Table 3-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. Established posts	90 031 700	87 017 460	77 693 889
II. Temporary assistance for meetings	2 234 500	1 875 000	2 164 278
III. Other temporary assistance	4 357 000	3 852 500	3 909 560
IV. Overtime and night differential	1 636 000	1 446 300	1 501 827
V. Provisional staffing requirements	1 691 800	1 484 900	1 095 027
Total, section 3	99 951 000	95 676 160	86 364 581

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

CHAPTER I

<u>Established posts</u>	\$90 031 700
	1972: 87 017 460
	1971: 77 693 889

^{1/} Reflects a reduction of \$513 000 in the appropriation initially recommended by the Fifth Committee under this section for 1972, representing an appropriate share of the global reduction of \$1 250 000 subsequently applied, in terms of General Assembly resolution 2836 (XXVI) of 17 December 1971, to the total provisions made under all relevant sections of the budget for the production of United Nations documentation.

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

- (a) United Nations Memorial Cemetery (section 20, chapter I);
- (b) The United Nations Conference on Trade and Development (section 15);
- (c) The United Nations Industrial Development Organization (section 16);
- (d) Special missions (section 17.);
- (e) The Office of the United Nations High Commissioner for Refugees (section 18);
- (f) The International Court of Justice (section 19); and
- (g) Revenue-producing activities (income section 4).

Analysis of cost estimates

3.3 Table 3-2 provides a comparison between the appropriation for established posts for 1972, and the cost of continuing this establishment in 1973. Adjustments in the 1972 establishment proposed for 1973 (as explained in paragraphs 3.10 to 3.16 below) and additional requirements in that year are shown separately.

Table 3-2

Established posts				Gross salaries				
1972	1973			1975				
Approved	Proposed adjustments	New requirements	Total	Category and post level	1972 Appropriations	To maintain the 1972 establishment	Proposed adjustments	New requirements Total
					\$	\$	\$	\$
1			1	Secretary-General				
				Salary		62,500		62 500
				Allowance		22 500		22 500
11			11	Under-Secretary-General		481 250		481 250
11		1	12	Assistant Secretary-General		430 650		469 800
56		1	57	Director		1 842 080 ^{a/}		1 842 080 ^{a/}
149		3	152	Principal Officer		4 363 760		4 474 480
				<u>Professional</u>				
345	(3)	3	345	Senior Officer		8 809 620	(77 040)	8 798 990
653	(6)	(2)	645	First Officer		13 594 850	(125 880)	13 421 790
830	(18)	5	817	Second Officer		13 775 850	(297 900)	13 553 500
452	(16)	(6)	430	Associate and Assistant Officers		5 769 210	(209 920)	5 478 230
<u>2 508</u>	<u>(43)</u>	<u>5</u>	<u>2 470</u>		48 856 980	49 152 270	(710 740)	48 605 120
				<u>Add: post adjustment</u>	<u>8 839 230</u>	<u>10 064 830</u>	<u>(187 110)</u>	<u>36 880</u>
					<u>57 696 210</u>	<u>59 217 100</u>	<u>(897 850)</u>	<u>200 470</u>
				<u>General Service</u>				
				<u>Headquarters and Geneva</u>				
350	(2)	9	357	Principal level		5 071 360	(28 860)	5 144 920
2 296	(50)	-	2 246	Other levels		22 343 890	(481 220)	21 847 490
<u>2 646</u>	<u>(52)</u>	<u>9</u>	<u>2 603</u>		<u>25 403 390</u>	<u>27 415 250</u>	<u>(510 080)</u>	<u>87 240</u>
					83 099 600	86 632 350	(1 407 930)	287 710
				Provision for local level staff at information centres, ECAFE, ECLA, ECA and the United Nations Economic and Social Office at Beirut	4 826 000	4 853 540	-	4 853 540
				Provision for artisans, technicians and manual workers	2 945 890	3 222 500	(137 490)	-
					90 871 490	94 708 390	(1 545 420)	287 710
					<u>(3 854 030)</u>	<u>(3 388 420)</u>	<u>44 890</u>	<u>(75 450)</u>
				<u>Deduct: adjustment for turnover</u>	<u>87 017 460</u>	<u>91 319 970</u>	<u>(1 500 530)</u>	<u>212 260</u>
								90 031 700

a/ Includes provision for special duties allowance.

3.4 As in past years, the cost of continuing the 1972 establishment has been calculated on the basis of average salaries and at exchange rates prevailing at the time of the preparation of these estimates, as adjusted for projected changes in post classifications, in respect of staff in the Professional category and above, and for increases in salary rates in the case of staff in other categories.

3.5 In order to allow for savings arising from turnover of staff, a deduction of 5 per cent has been applied to the cost of all existing posts at the Professional levels and above. In accordance with paragraph 13 of General Assembly resolution 2836 (XXVI) of 17 December 1971, which requested the Secretary-General to reflect in his budget estimates for 1973 and subsequent years the progressive savings which can be expected to flow from the implementation of recommendations relating to the control and limitation of documentation, a further 2 per cent deduction has been applied to those existing posts in the Professional and General Service categories which relate to documentation. This latter action is believed to be the only feasible method of reflecting savings to be achieved pending more experience of the precise effect of the decision to limit documentation on staff requirements.

3.6 With regard to new requirements for 1973, a delayed recruitment deduction of 40 per cent has been applied to costs in the Professional category and above and 20 per cent to costs in other categories.

3.7 The estimate of \$90 031 700 for established posts for 1973 represents an increase of some \$3 014 240 as compared with the appropriation for 1972. This increase consists of the estimated cost of:

	\$
(a) Maintaining the establishment approved for 1972	4 302 510
(b) Adjustments in the approved 1972 establishment proposed for 1973	(1 500 530)
(c) New requirements for 1973	212 260
	<hr/> 3 014 240 <hr/>

Additional cost of maintaining the 1972 establishment

3.8 As indicated in the estimates for past years, a major element in the determination of costs under this chapter is the extent to which upward revisions in salaries and post classification rates have taken place or are projected. A further factor affecting the estimates for 1973 is the realignment of the currencies of certain countries during the latter part of 1971 and early in 1972, changes which were only partially reflected in the appropriations for 1972. The following statement provides an indication of the net effect, at current exchange rates, of increases which have taken place since the 1972 appropriations were voted and those which are foreseeable on the basis of statistical and other indices.

	<u>Increases in effect</u> \$	<u>Projected increases</u> \$
<u>Post classifications</u>		
New York: the additional cost of class 9 for 10 months and class 10 for 2 months in 1973 as compared with classes 8 and 9 included in the appropriation for the first and second halves of 1972		584 800
Geneva: the additional cost of class 6 for 1973 as compared with class 4 for 1972	220 150	220 150
Other established offices including information centres		171 200
<u>General Service salary rates</u>		
New York: the additional cost in 1973 of increases in 1972 and by mid-1973		1 302 500
Geneva: the cumulative effect of increases in 1972 and in June 1973	165 000	360 000
Other established offices, including information centres	(594 300)	645 500
<u>Manual Worker wage rates</u>		
New York: the additional cost in 1973 of increases to be implemented on 1 June 1972 and 1973		212 500
Geneva: increases identical to those indicated for General Service staff at Geneva	18 000	39 000
	(191 150)	3 535 650
Total	\$3 344 500	

3.9 Further costs attributable to the continuation of the 1972 establishment include: \$266 400 for the estimated cumulative effect in 1973 of the implementation of paragraph 1 (b) (ii) of General Assembly resolution 2480 B (XXIII) of 21 December 1968, under the terms of which staff with adequate and confirmed knowledge of a second official language who are subject to geographical distribution would be granted, with effect from 1 January 1972, more rapid passage within each grade from P-1 to D-2; and some \$226 000 for variations in averages resulting from such factors as increments and changes in the proportion of staff receiving the dependency or single rate of post adjustment. The remaining increase in the cost of continuing the 1972 establishment (\$465 600) arises as a result of a decrease in the delayed recruitment (turnover) deduction applied to the 1973 cost of new posts approved for 1972.

Adjustments in the 1972 establishment proposed for 1973

3.10 With the merger by the United Nations Development Programme on 1 January 1972 of its Technical Assistance and Special Fund components into a combined UNDP programme consisting of a single "Indicative Planning Figure" for each country which receives assistance from UNDP, it has become necessary for the United Nations to alter its procedures for handling the credits made available to it by UNDP in respect of administrative and operational services costs of projects assigned to it for execution.

3.11 In the past, the United Nations has credited the overhead reimbursement received in respect of the Technical Assistance component to miscellaneous income under Income Section 2. The reimbursement received in respect of Special Fund projects, however, was credited to a separate trust fund account. Staff and other expenditures incurred in connexion with the implementation of projects funded under the UNDP Technical Assistance component were included as an integral part of the regular budget as authorized by the General Assembly. On the other hand, staff and expenditures relating to the implementation of Special Fund projects were a charge against the separate trust fund established for this purpose.

3.12 As a consequence of the merger referred to in the preceding paragraph, the Secretary-General proposes, as from 1 January 1973, to alter the present United Nations procedure by which UNDP overhead reimbursements are treated differently for each component. All UNDP overhead reimbursements allocated to the United Nations would be credited to a separate account established for this purpose. Staff and other expenditures which are clearly identifiable as relating to the implementation of UNDP projects will be charged to this account. All commitments and expenditures made from the overhead trust fund will conform to relevant United Nations Financial Regulations and Rules.

3.13 In anticipation of the approval of the proposed new procedure, the establishment funded under the regular budget has been decreased in these estimates by 60 Professional and 63 General Service posts, comprising 43 Professional and 49 General Service posts under section 3, 2 Professional and 3 General Service posts under section 15, and 15 Professional and 11 General Service posts under section 16. After taking into account related reductions under a number of other headings, the decrease for 1973, distributed by expenditure section of the budget in a total amount of \$2 228 700 is as follows:

<u>Section</u>	<u>\$</u>
3. Salaries and wages	1 330 900
4. Common staff costs	292 000
5. Travel of staff	32 000
15. UNCTAD	100 800
16. UNIDO	473 000
	<hr/>
	2 228 700
	<hr/>

3.14 By the same token, the estimate of income from staff assessment, as provided for under Income Section 1, has been reduced by \$354 300 and the anticipated contribution from UNDP, in an amount of \$1 874 400, deleted from income section 3. For purposes of information, details concerning the number of staff charged to the new overhead account have been provided in annex II to the budget estimates.

3.15 Further adjustments proposed for 1973 include: the transfer from the establishment of the Office of General Services under this section to income section 4, as a charge against revenue derived from garage operations, of two General Service (security) posts presently assigned to the United Nations garage; and the transfer to the Executive Office of the Secretary-General and conversion to the Manual Worker category of a further such post in order to provide the Secretary-General with a chauffeur. Finally, and as explained in more detail under section 9, credits provided for in prior years under this section for part-time cleaners at Geneva, have been suppressed for 1973 since substitute arrangements, entailing contractual cleaning services, are being proposed for that year.

3.16 The changes described in the preceding paragraph will further reduce costs under this section by \$169 600, for a total decrease of \$1 500 500 in terms of adjustments proposed for 1973.

Additional requirements in 1973

3.17 Table 3-3 which follows provides a summary, by department and office, of the establishment approved for 1972, adjustments in this establishment proposed for 1973, additional requirements, including the reclassification of a number of existing posts, and the estimated cost of these additional requirements.

Table 3-3

ALLOCATION OF ESTABLISHED POSTS BY DEPARTMENT AND OFFICE

	Professional category and above				General Service				Estimated cost of additional requirements for 1973
	1972 Approved	Proposed adjustments in 1973	Additional requirements for 1973	Total	1972 Approved	Proposed adjustments in 1973	Additional requirements for 1973	Total	
Executive Office of the Secretary-General ...	27 ^{a/}	(6)	1	22	26	(1)	4	29	65 200
Office of the Under-Secretary-General for Political and General Assembly Affairs	-	7	1	8	-	2	4	6	53 600
Office of the Under-Secretary-General for Special Political Affairs	12	(1)	1	12	12	-	-	12	48 200
Office of the Assistant Secretary-General for Inter-Agency Affairs	10	-	-	10	7	-	-	7	-
Office of Legal Affairs	49	-	-	49	37	-	-	37	-
Office of the Under-Secretary-General for Administration and Management	12	-	-	12	8	-	-	8	-
Electronic Data Processing and Information Systems Office	9	-	-	9	21	-	-	21	-
Office of the Controller	59	(3)	-	56	83	(5)	-	78	-
Internal Audit Service	21	-	-	21	6	-	-	6	-
Office of Personnel	63	(6)	-	57	91	(3)	-	88	-
Medical Service	3	-	-	3	12	-	-	12	-
Division of Human Rights	44	-	-	44	28	-	-	28	-
Department of Political and Security Council Affairs	65	-	-	65	33	-	-	33	-
Department of Political Affairs, Trusteeship and Decolonization	34	-	-	34	21	-	-	21	-
Department of Economic and Social Affairs ...	367	(33)	-	334	335	(26)	-	309	-
Economic Commission for Europe	112	-	-	112	118	-	-	118	9 000
Economic Commission for Asia and the Far East	161	-	-	161	- ^{b/}	-	-	-	2 900
Economic Commission for Latin America	152	-	-	152	- ^{b/}	-	-	-	-
Economic Commission for Africa	160	-	-	160	- ^{b/}	-	-	-	-
United Nations Economic and Social Office at Beirut	18	-	-	18	- ^{b/}	-	-	-	-
Office of Public Information	126	-	-	126	109	-	-	109	4 800
Information centres	48	-	-	48	- ^{b/}	-	-	-	-
Office of Conference Services	553	-	-	553	617	-	-	617	-
Library	61	-	-	61	66	-	-	66	-
Office of General Services	64	(1)	-	63	479	(19)	-	460	-
United Nations Office at Geneva (excluding ECE)									
Office of the Director-General	10	-	-	10	14	-	-	14	-
Office of the United Nations Disaster Relief Co-ordinator	3	-	-	3	3	-	-	3	-
Library	17	-	-	17	23	-	-	23	800
Conference Services	146	-	1	147	256	-	(1)	255	3 100
General Services	17	-	-	17	132	-	-	132	400
Administrative and Financial Services	33	-	-	33	62	-	-	62	-
Internal Audit Services	6	-	-	6	5	-	-	5	-
Information Service	12	-	-	12	14	-	-	14	-
Division of Social Affairs	7	-	-	7	6	-	-	6	-
Division of Narcotic Drugs	17	-	-	17	14	-	-	14	-
International Narcotics Control Board	10	-	1	11	8	-	2	10	24 300
TOTAL	2 508	(43)	5 ^{a/}	2 470	2 646	(52)	9 ^{a/}	2 603	212 300

^{a/} Includes the post of Secretary-General.

^{b/} For number of local level posts, see table 3-4 below.

^{c/} Represents the net additional requirement after providing for 4 new posts in the Professional category and above, 10 new posts in the General Service category and one reclassification from the General Service to the Professional category.

3.18 As may be seen from this table, provision is made for four new posts at the Professional and higher levels (\$98 300) and 10 new posts in the General Service category (\$78 300). With the exception of one Professional and two General Service posts which relate to the International Narcotics Control Board (the budget estimates for which are subject to the special arrangements outlined in paragraphs 182 and 183 of the consolidated statement at the end of this section), the new posts requested for 1973 relate to offices which have not as yet been subject to a staff utilization and deployment survey by the Administrative Management Service. Present plans in this latter respect call for revised estimates, based on recommendations by the Service, to be submitted to the General Assembly, at its twenty-seventh session, for the Division of Human Rights and the Departments of Political and Security Council Affairs and Economic and Social Affairs. While the surveys of five other offices (Offices of the Under-Secretary-General for Special Political Affairs, the Under-Secretary-General for Administration and Management, the Controller, Personnel and General Services) are to be completed during 1972, it is as yet uncertain whether the Secretary-General will be in a position to reflect the results of these surveys in revised estimates to be submitted to the twenty-seventh session of the General Assembly, or whether they will need to be deferred until the twenty-eighth session, as will be the case for the Library, the Executive Office of the Secretary-General, and the new Office of the Under-Secretary-General for Political and General Assembly Affairs. Thus, a further Professional and four General Service posts are being requested for each of the latter two Offices and one post, at the Assistant Secretary-General level, for the Office of the Under-Secretary-General for Special Political Affairs.

3.19 The remaining cost of new requirements proposed for 1973 includes \$35 700 for the reclassification of a number of posts within the Professional category, one post from the General Service to the Professional category and several posts within the General Service category. These reclassifications have been requested for the Executive Office of the Secretary-General, the Office of the Under-Secretary-General for Political and General Assembly Affairs, the Office of Public Information, the Economic Commission for Europe and the United Nations Office at Geneva.

Table 3-4

SUMMARY OF ESTABLISHED POSTS FOR 1972 AND 1973 BY OFFICE LOCATION

		Category and level													
		I. Professional and above									II. General Service			III. Local level	IV. Manual Workers
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II		
Headquarters	1973	9	8	45	94	197	391	531	263	1,538	307	1,640	1,947	-	205
	1972	9	7	44	92	198	397	551	280	1,578	303	1,688	1,991	-	204
United Nations Office at Geneva (excluding ECE)	1973	2	-	6	12	38	74	97	51	280	40	498	538	-	85 ^{a/}
	1972	2	-	6	11	39	74	95	51	278	37	500	537	-	85 ^{a/}
Economic Commission for Europe	1973	-	1	1	11	21	26	33	19	112	10	108	118	-	-
	1972	-	1	1	11	19	28	30	22	112	10	108	118	-	-
Economic Commission for Asia and the Far East	1973	-	1	2	10	24	49	45	30	161	-	-	-	293	-
	1972	-	1	2	10	24	49	43	32	161	-	-	-	293	-
Economic Commission for Latin America	1973	-	1	1	11	28	42	39	30	152	-	-	-	332	-
	1972	-	1	1	11	28	42	39	30	152	-	-	-	332	-
Economic Commission for Africa	1973	-	1	1	10	23	36	58	31	160	-	-	-	259	-
	1972	-	1	1	10	23	36	58	31	160	-	-	-	259	-
United Nations Economic and Social Office at Beirut	1973	-	-	1	1	2	6	5	3	18	-	-	-	29	-
	1972	-	-	1	1	2	6	5	3	18	-	-	-	29	-
Information centres	1973	-	-	-	3	12	21	9	3	48	-	-	-	240	-
	1972	-	-	-	3	12	21	9	3	48	-	-	-	240	-
TOTALS	1973	11	12	57	152	345	645	817	430	2 469	357	2 246	2 603	1 153	290
	1972	11	11	56	149	345	653	830	452	2 507	350	2 296	2 646	1 153	289

^{a/} Provides additionally for credits of \$137 000 in 1972 for part-time cleaners.

CHAPTER II

<u>Temporary assistance for meetings</u>	\$2 234 500
1972:	1 875 000
1971:	2 164 278

(i) <u>The General Assembly</u>	\$1 595 000
1972:	1 497 700
1971:	1 621 961

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

3.21 Credits requested for the twenty-eighth session of the General Assembly to be held in 1973, provide for the net effect of increases in short-term salary and subsistence rates anticipated for 1972 and 1973, and an offsetting decrease of some \$155 000 in requirements for language and supporting staff in the Office of Conference Services to meet the recommendations of the General Assembly for the control and limitation of documentation. This reduction, which may result in some delay in services normally provided by the Office, is expected to be achieved by deferring recruitment, by holding recruitment to a minimum and by the earlier release of temporary staff.

(ii) <u>Geneva (including the Economic Commission for Europe)</u>	\$639 500
1972:	377 300
1971:	502 317

3.22 The estimate for 1973 provides for the following meetings at Geneva:

	\$
Commission on Narcotic Drugs (three weeks)	20 300
Commission on Human Rights (five weeks)	104 500
Committee for Programme and Co-ordination	7 300
International Law Commission (ten weeks)	71 600
Governing Council of the United Nations Development Programme (three weeks)	83 700
Economic and Social Council (four weeks)	116 600
Committee on Review and Appraisal (three weeks)	35 800
Advisory Committee on the Application of Science and Technology to Development (two weeks)	3 800
Population Commission (two weeks)	4 400
Committee on Housing, Building and Planning (two weeks)	3 400

	\$
United Nations Commission on International Trade Law (four weeks)	93 100
UNCITRAL Working Groups on:	50 000
Time-Limits and Limitations (Prescriptions) in the Field of International Sale of Goods (two weeks)	
Negotiable Instruments (two weeks)	
International Commercial Arbitration (two weeks)	
International Legislation on Shipping (two weeks)	
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, GATT, the Intergovernmental Committee for European Migration and and the Meeting of the European National Recruitment Services)	45 000
	<u>639 500</u>

3.23 Credits requested for 1973 include \$59 000 in higher costs resulting from the combined effect of an adjustment in the rate of exchange and changes in short-term salary rates.

(iii) <u>Other meetings</u>	\$ -
	1972: -
	1971: 40 000

3.24 Expenses shown for 1971 represent servicing costs for the twelfth session of the Governing Council of the United Nations Development Programme, held in Santiago, Chile, in that year.

CHAPTER III

<u>Other temporary assistance</u>	\$4 357 000
	1972: 3 852 500
	1971: 3 909 560

3.25 The estimates under this chapter provide for:

(i) <u>General temporary assistance</u>	\$2 871 000
	1972: 2 302 600
	1971: 2 356 215

3.26 Credits under this heading normally provide for temporary assistance during peak workload periods, during the absence of regular staff on maternity and prolonged sick leave and for other periodic short-term needs, including services

rendered on a contractual basis, such as medical assistance for the Medical Service and contractual translation and editing. As in 1972, however, it has been found necessary, in the case of those offices whose manpower utilization and deployment surveys have not as yet been reflected in these estimates, to provide for credits to finance a number of continuing needs in both the Professional and General Service categories. This is particularly true in the case of the Office of General Services (as a result of the dispersion of Headquarters premises), the Administrative Management Service (whose establishment is in large measure financed under this heading) and the Offices of Personnel and the Controller.

3.27 In addition, certain special requirements, for which credits had only been provided for on a partial-year basis in 1972, are now being requested in full. These include an increase from \$196 200 to \$425 000 in the lump sum provision for the maintenance and operation of the new extension to the Palais des Nations in Geneva; an increase from \$103 000 to \$228 300 in credits to finance the 10 programmers and systems analysts which the Administrative Management Service had recommended be established for the Electronic Data Processing and Information Systems Office in the Office of the Under-Secretary-General for Administration and Management; and an increase from \$40 000 to \$100 000 in the provision for five similar posts which the Administrative Management Service had at the same time recommended for the Accounts Division of the Office of the Controller. These increases, in terms of full-year compared with partial-year costs, total \$414 100.

3.28 Other requirements, for which no provision was made in the appropriations for 1972, include: a contribution of \$50 000 by the United Nations toward the cost of some strengthening of the staff of the newly-established Office of the United Nations Disaster Relief Co-ordinator in Geneva; \$46 000 for the implementation, on a partial-year basis, of a recommendation by the Administrative Management Service for the establishment of a small Electronic Data Processing and Information Systems Unit (comprising two Professional and one General Service post) in Geneva; and \$79 000 for the continuation by the Economic Commission for Latin America of two Professional and seven local posts for the Latin American Documentation Centre, the cost of which Centre was financed by the Netherlands Government for the first two years of its existence. These new requirements total \$175 000.

3.29 Thus the estimate for 1973 includes a total of \$589 100 to meet both new requirements and those which have only been partially provided for in 1972. Since the increase in the level of the estimate for 1973 as compared with the appropriation for 1972 amounts to \$568 400, including higher salary costs of the order of \$140 000, it will be seen that credits requested for 1973 in effect reflect a reduction of some \$160 000 in temporary assistance costs.

3.30 Details in support of the estimates under this heading are shown in the statement of requirements by department and office which follow at the end of this section.

(ii) <u>Individual experts and consultants</u>	\$1 216 000
	1972: 1 255 900
	1971: 1 205 279

3.31 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 are generally of a short-term nature.

3.32 As may be seen, the estimate for 1973 represents a decrease of \$60 100 as compared with the appropriation for 1972, reflecting lower consultancy requirements on the part of the Division of Human Rights and the Department of Political and Security Council Affairs. The reduction also stems from a credit of \$25 000 included for 1972, at the recommendation of the Joint Inspection Unit, but not required for 1973, for expert assistance to the Office of Personnel in evolving a global programme of competitive examinations by region or country.

3.33 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.

(iii) <u>Ad hoc expert groups</u>	\$270 000
	1972: 294 000
	1971: 348 066

3.34 This estimate provides for the travel, subsistence and fees, where applicable, of members of ad hoc expert groups. The estimate covers the following departments and offices:

Department of Economic and Social Affairs	\$169 000
Economic Commission for Asia and the Far East	33 000
Economic Commission for Latin America	29 000
Economic Commission for Africa	19 000
Office of Public Information	20 000
	<u>\$270 000</u>

3.35 The decrease in credits requested for 1973 is principally attributable to a reduction from \$38 000 in 1972 for two editors' roundtable meetings to \$20 000 for one such meeting which the Office of Public Information expects to hold in 1973.

3.36 Details in support of the estimates under this heading are given in the statement of requirements which follows at the end of this section.

CHAPTER IV

<u>Overtime and night differential</u>	\$1 636 000
	1972: 1 446 300
	1971: 1 501 827

3.37 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 of servicing week-end and night meetings and special events by the Offices of Conference and General Services. The credits also provide for minimum needs during peak periods of work.

3.38 The effect of salary increases, only partially reflected in 1971 expenses, and of further increases anticipated in 1972 and in 1973, may be estimated to total some \$180 000. It will be seen, therefore, that credits requested for 1973, in terms of actual expenses incurred in 1971, represent a decrease of some \$46 000, a reduction which it is hoped may be achieved through the control and limitation of documentation.

CHAPTER V

<u>Provisional staffing requirements</u>	\$1 691 800
	1972: 1 484 900
	1971: 1 095 027

3.39 As may be seen from table 3-5 which follows, the 29 Professional, 86 General Service and 8 Manual Worker posts approved for 1972, have been maintained in 1973 pending the submission of revised proposals based on the recommendations of the Administrative Management Service in respect of the staff utilization and deployment survey of the departments and offices concerned.

3.40 Thus, the estimate of \$1 691 800 for 1973, represents the cost of maintaining these posts after taking into account the salary and post adjustment changes cited under chapter I of this section and the lower delayed recruitment (turnover) deduction applied to those new posts which were approved for the Offices of Personnel and General Services in 1972.

Table 3-5

SUMMARY OF PROVISIONAL STAFFING REQUIREMENTS FOR 1972 AND 1973
BY CATEGORY AND LEVEL AND OFFICE LOCATION

	Category and level									
	I. Professional and above						II. General Service			III.
	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	Manual Workers
Office of Personnel Medical Service	-	-	1	-	-	1	-	1	1	-
Division of Human Rights	-	2	-	1	1	4	-	3	3	-
Department of Political and Security Council Affairs	1	1	2	-	1	5	-	5	5	-
Department of Economic and Social Affairs ...	-	6	2	2	5	15	-	12	12	-
Office of General Services	-	-	1	1	2	4	6	59	65	8
TOTAL	1	9	6	4	9	29	6	80	86	8

Table 3-6

DISTRIBUTION OF 1973 ESTIMATES BY OFFICE LOCATION

Chapter	Headquarters	Geneva (excluding ECE)	ECE	ECAFE	ECLA	ECA	Economic and Social Office at Beirut	Information centres	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
I. Established posts	59 128 900	11 728 800	3 806 800	4 019 200	4 513 600	4 279 700	467 700	2 087 000	90 031 700
II. Temporary assistance for meetings	1 595 000	639 500	-	-	-	-	-	-	2 234 500
III. Other temporary assistance									
(i) General temporary assistance	1 789 000	788 000	16 000	22 000	101 000	126 000	9 000	20 000	2 871 000
(ii) Individual experts and consultants	863 600	45 400	65 000	80 000	65 000	85 000	12 000	-	1 216 000
(iii) <u>Ad hoc</u> expert groups	189 000	-	-	33 000	29 000	19 000	-	-	270 000
Total, chapter III ...	2 841 600	833 400	81 000	135 000	195 000	230 000	21 000	20 000	4 357 000
IV. Overtime and night differential ...	1 445 000	125 000	5 000	26 000	18 000	4 000	1 000	12 000	1 636 000
V. Provisional staffing requirements..	1 691 800	-	-	-	-	-	-	-	1 691 800
Total, section 3	66 702 300	13 326 700	3 892 800	4 180 200	4 726 600	4 513 700	489 700	2 119 000	99 951 000

-04-

Section 3

Salaries and wages

Section 3

DISTRIBUTION, BY MAIN OFFICE AND DEPARTMENT, OF THE COSTS OF ESTABLISHED POSTS AND OTHER CREDITS PROPOSED FOR 1973 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 1973 including:

(a) Where appropriate, a statement of functions and work programmes;

(b) A tabular comparison of the number of established posts approved by each grade level for 1972 with the number required in 1973, 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.

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

2. The staff resources of the Executive Office of the Secretary-General were formerly presented under the following two headings: Office of the Chef de Cabinet, including the Protocol and Liaison Section, and the Office of General Assembly Affairs. In accordance with a reorganization effected by the Secretary-General in the course of the current year, a separate unit has been established, entitled the Office of the Under-Secretary-General for Political and General Assembly Affairs, to which have been transferred the six Professional staff members and two General Service staff members formerly engaged in these matters within the context of the Executive Office. The latter Office currently consists of the Chef de Cabinet and staff, the secretariat of the Secretary-General, the Military Adviser to the Secretary-General and an assistant, and the Protocol and Liaison Section.

3. The staff resources proposed for the Protocol and Liaison Section represent decisions by the Secretary-General taking into account the outcome of a manpower utilization survey undertaken by the Administrative Management Service earlier this year.

4. The organizational structure and staff strength proposed for the balance of the Executive Office of the Secretary-General and the Office of the Under-Secretary-General for Political and General Assembly Affairs, although involving a certain increase in the number and level of posts approved for this area of activity for 1972, are based on a careful assessment by the Secretary-General of the nature and level of resources he requires in the exercise of his related responsibilities. Since it is felt that the most practical course of action would be for the Secretary-General to keep these units under his personal scrutiny for the time being, the survey by the Administrative Management Service will be taken up sometime in 1973.

COST ESTIMATES: 1973

(\$1 023 500)

Chapter I. Established posts (\$981 500)

Table 3-A-1

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
Executive Office of												
the Secretary-General.. 1973												
	1	-	4	4	3	3	3	3	21	7	22	29 ^{a/}
1972	1	-	3	3	3	6	5	5	26	4	22	26

a/ In addition, the estimates include provision for one General Service post transferred from the Office of General Services and converted to the manual worker category to accommodate the Secretary-General's chauffeur.

Transfer of posts

Six Professional posts (one D-1, two P-4, two P-3, one P-2/1 and two General Service posts) have been transferred from the former General Assembly Affairs Office within the Executive Office of the Secretary-General to the new Office of the Under-Secretary-General for Political and General Assembly Affairs which has been established as an independent unit. Furthermore, following a recommendation by the Administrative Management Service as a result of its survey of the Protocol and Liaison Office, one G-4 post has been transferred to the Executive Office of the Secretary-General from the Office of General Services. The functions of the incumbent, who has heretofore been outposted from the latter Office, include the issuance of passes to members of delegations and the performance of related responsibilities.

New Posts

1 D-1

One new post at the D-1 level is requested to accommodate a senior official assisting the Secretary-General with various political matters.

1 G-5

A new post at the G-5 level is required to accommodate the Secretary-General's personal secretary. The P-2 post hitherto utilized for this purpose now accommodates an assistant to the Head of the secretariat of the Secretary-General.

3 G-3/4

One of these posts is required to provide secretarial service to the new official at the D-1 level referred to above and the balance to meet generally increased needs in the Executive Office as a whole.

Reclassification of existing posts

1 P-5 to D-1

To accommodate at the appropriate level the Head of the secretariat of the Secretary-General.

1 P-5 to D-1

In recognition of the special responsibilities entrusted to the Military Liaison Officer.

1 P-4 to P-5

To provide at the appropriate level for the staff member who undertakes research and analyses on political questions, drafts reports on substantive matters and performs a variety of duties at the Senior Officer level, maintains liaison with delegations and shares responsibility in connexion with the speakers list at plenary meetings of the General Assembly.

1 D-1 to D-2; 1 P-4 to P-5

In view of the manifold responsibilities of the Protocol and Liaison Section and the fact that the Chief of Protocol, in addition to his normal duties, frequently acts as representative of the United Nations and the Secretary-General in matters involving the public, the Secretary-General believes that the post of Chief of Protocol would be more appropriately graded at the Director (D-2) level. In addition, it is proposed that the post of Deputy Chief of Protocol be reclassified to the P-5 level.

1 P-3 to P-4

To take into account the special responsibilities of the Personal Administrative Assistant to the Secretary-General.

1 P-2 to P-3

To provide at a more appropriate level for the staff member who serves as an assistant to the Head of the secretariat of the Secretary-General, the related responsibilities including the drafting of correspondence and official memoranda for the signature of the Secretary-General.

1 G-4 to G-5

To accommodate an assistant to the Military Liaison Officer. The functions of this post include the air clearance for supplies and troops sent by contributing countries to mission areas.

1 G-4 to G-5

To provide at a more appropriate level for the staff member transferred from the Office of General Services to the Protocol and Liaison Section. As a result of its survey, the Administrative Management Service recommended that this post be reclassified to the G-5 level to take account of the level of the responsibilities attached thereto.

Chapter III. Other temporary assistance (\$27 000)

(i) General temporary assistance (\$7 000)

5. Owing to the nature of the work of the Executive Office of the Secretary-General, it is not possible to foresee the special requirements for temporary assistance and replacement posts which may arise during 1973. However, it is considered prudent to request credits for such needs as replacement of staff on extended sick leave and for the employment of clerical or secretarial staff during peak workload periods.

(ii) Individual experts and consultants (\$20 000)

6. Although it is not possible to specify in advance projects for which consultant funds may be required, it is considered necessary to seek a nominal provision for such purposes.

Chapter IV. Overtime and night differential (\$15 000)

7. The Executive Office of the Secretary-General has made an effort to reduce overtime work. This estimate, which is based on past experience, takes into account the necessity for overtime work by the General Service staff of the Executive Office well beyond the normal working hours.

OFFICE OF THE UNDER-SECRETARY-GENERAL FOR POLITICAL
AND GENERAL ASSEMBLY AFFAIRS

8. The newly-created Office of the Under-Secretary-General for Political and General Assembly Affairs is responsible for planning the work of the General Assembly and for servicing plenary meetings and meetings of the General Committee. It is also responsible for editing and, in close co-ordination with the various departments concerned, for clearance, prior to reproduction, of all General Assembly documents. In addition to these functions, which were formerly carried out by the Executive Office of the Secretary-General, the Office also undertakes such assignments of a political nature as may be entrusted to it by the Secretary-General.

COST ESTIMATES: 1973

(\$283 100)

Chapter I. Established posts (\$265 100)

Table 3-A-2

		Category and level										II. General Service		
		I. Professional and above												
		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 for Political and General Assembly Affairs	1973	1	-	-	1	1	3	1	1	8	2	4	6	
	1972	-	-	-	-	-	-	-	-	-	-	-	-	

Transfer of posts

Of the eight Professional posts proposed for this Office, the following seven represent transfers of existing posts from other units: one post of Under-Secretary-General from the former Offices of the Under-Secretaries-General for Special Political Affairs and one D-1, two P-4, two P-3 and one P-2/1 and two General Service posts from the former Office of General Assembly Affairs in the Executive Office of the Secretary-General.

New posts

1 P-5

To provide an assistant to the Under-Secretary-General.

2 G-5

To provide secretarial assistance to the Under-Secretary-General.

2 G-3

To provide additional general secretarial assistance to the Office as a whole.

Reclassification of existing posts

1 P-3 to P-4

To provide at a more appropriate level for an editor encumbering one of the two P-3 posts transferred to this Office from the Executive Office of the Secretary-General.

Chapter III. Other temporary assistance (\$3 000)

9. It is not possible to foresee, with any degree of accuracy, the special requirements for temporary assistance and replacement posts. It is, however, considered prudent to request credits for such needs as replacement of staff on extended sick leave and for the employment of clerical or secretarial staff during peak workload periods.

Chapter IV. Overtime and night differential (\$15 000)

10. The credits requested are for overtime work performed by the General Service staff immediately before, during and after the close of the General Assembly.

OFFICE OF THE UNDER-SECRETARY-GENERAL FOR SPECIAL POLITICAL AFFAIRS

11. The Office of the Under-Secretary-General for Special Political Affairs undertakes special assignments in the political, economic and social fields, including, under the direction of the Secretary-General, the supervision of peace-keeping operations. It also directs the activities of the secretariat of the United Nations Scientific Committee on the Effects of Atomic Radiation and the work programmes undertaken by the Division of Human Rights.

COST ESTIMATES: 1973

(\$606 900)

Chapter I. Established posts (\$536 300)

Table 3-A-3

		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...	1973	1	1	1	2	2	-	-	2	9	3	6	9	
	1972	2	-	1	2	2	-	-	2	9	3	6	9	
Secretariat of the United Nations Scientific Committee on the Effects of Atomic Radiation....														
	1973	-	-	-	1	2	-	-	-	3	1	2	3	
	1972	-	-	-	1	2	-	-	-	3	1	2	3	
<hr/>														
Total	1973	1	1	1	3	4	-	-	2	12	4	8	12	
	1972	2	-	1	3	4	-	-	2	12	4	8	12	

12. Pending the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the manpower utilization survey of these units by the Administrative Management Service, the manning table proposals for this Office are maintained at the level approved for 1972, subject to the adjustments dealt with below.

Transfer of post

One Under-Secretary-General post transferred from the former Offices of the Under-Secretaries-General for Special Political Affairs to the newly-created Office of the Under-Secretary-General for Political and General Assembly Affairs.

New post

A new post at the Assistant Secretary-General level is requested to accommodate a top-level official to share the responsibilities devolving upon the Under-Secretary-General.

Chapter III. Other temporary assistance (\$65 700)

(i) General temporary assistance (\$3 500)

13. This estimate makes provision for the employment on a temporary assistance basis of a secretary to provide additional assistance in the preparation of working papers for the meetings of the United Nations Scientific Committee on the Effects of Atomic Radiation.

(ii) Individual experts and consultants (\$62 200)

14. This estimate is maintained at the 1972 level, including travel, for purposes connected with the work of the United Nations Scientific Committee on the Effects of Atomic Radiation.

Chapter IV. Overtime and night differential (\$4 900)

15. The credits requested represent the minimum that might be required for coverage by the General Service staff of the Office of the Under-Secretary-General for essential purposes beyond normal working hours.

OFFICE FOR INTER-AGENCY AFFAIRS

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

17. The main objectives of the Office for Inter-Agency Affairs are to stimulate and promote co-ordination in the planning of the activities of the various organizations of the United Nations system at the technical level and to further the development of co-operation and the solution of such problems as may arise between and among them in the implementation of these activities.

COST ESTIMATES: 1973

(\$384 000)

Chapter I. Established posts (\$366 300)

Table 3-A-4

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	
1972 and 1973	-	1	1	1	2	2	2	1	10	2	5	7

18. No change is proposed in the number and level of established posts as approved for 1972.

Chapter III. Other temporary assistance (\$14 700)

(i) General temporary assistance (\$4 700)

19. This estimate provides for seven months of secretarial assistance as authorized for 1972.

(ii) Individual experts and consultants (\$10 000)

20. The credits requested would be used for special studies in specific areas which may be required by the Economic and Social Council or the Administrative Committee on Co-ordination (ACC).

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

21. The credits requested represent the minimum that might be required for coverage by the General Service staff of this Office for essential purposes beyond normal working hours.

OFFICE OF LEGAL AFFAIRS

22. 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

23. The Legal Counsel furnishes legal opinions requested by the Secretary-General, the Secretariat or other United Nations organs. He acts as representative of the Secretary-General in the Sixth Committee of the General Assembly as well as in other committees, commissions and conferences of a legal nature convened by the United Nations organs. He is directly responsible for the supervision, planning, administration and co-ordination of the work of the Office of Legal Affairs, and for the co-ordination of matters of an interdepartmental character, for example, the legal aspects of outer space, the sea-bed and the environment. The Legal Counsel also retains direct supervision of the implementation and co-ordination of the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law.

Treaty Section

24. The two main tasks of the Treaty Section are: (a) the registration and publication of treaties in accordance with the provision of Article 102 of the Charter and (b) the discharge of the Secretary-General's responsibilities as the depositary of multilateral treaties. It also deals with questions relating to the credentials of permanent representatives to the United Nations and of representatives to the General Assembly and provides the secretariat for the Credentials Committee. The publications prepared for issuance by the United Nations are: Treaty Series (estimated 50 volumes a year), Multilateral Treaties in respect of which the Secretary-General Performs Depositary Functions - List of Signatures Ratifications, Accessions, etc., issued annually, and Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat, issued monthly.

Secretariat of the Administrative Tribunal

25. The Administrative Tribunal, elected by the General Assembly, hears and passes judgement on 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. The competence of the Tribunal has been extended to several specialized agencies under special agreements concluded with those agencies by the Secretary-General of the United Nations.

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

General Legal Division (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, the principal and subsidiary organs of the United Nations and all departments of the Secretariat. Its functions, which are set out in document ST/SGB/131- "Organization of the Secretariat", fall under two general headings: continuing functions and special projects. Only important changes or additions to these functions are described under the appropriate subheadings of the two general headings which follow:

(a) Continuing functions:

In carrying out these functions, the Division is concerned with:

- Rules of procedure and related problems. Work is continuing on a repertory of past practices of the General Assembly in procedural matters.
- Practice under United Nations Charter. The third supplement consists of four volumes, three of which have been completed and submitted for printing in 1971. The fourth volume will be completed early in 1972. The fourth supplement covering the period from 1 September 1966 to 31 December 1969 is in preparation. Subsequent supplements, pursuant to a request in General Assembly resolution 2285 (XXII), are to be prepared on a continuing basis (for the fourth supplement, see subsection (b) (vi) below).
- Privileges and immunities. This work will continue to increase commensurably with expanded membership and activities of the Organization and with the consideration of the work of the International Law Commission on the subject of "Relations between States and intergovernmental organizations" by an international conference or the Sixth Committee of the General Assembly.

The Division services the Committee on Relations with the Host Country newly established under General Assembly resolution 2819 (XXVI) to deal with the question of the security of missions and the safety of their personnel. This Committee also deals with matters previously handled by the Informal Joint Committee on Host Country Relations such as the systematic consideration of the implementation of the Convention on Privileges and Immunities and the Host Country Agreement regarding the Headquarters of the United Nations, as well as the conditions of life and the obligations of members of the Permanent Missions of Member States to the United Nations. The work of this new Committee requires the allocation of more resources of the Division than was necessary for the servicing of its predecessor.

- General Assembly resolution 92 (I) Official Seal and Emblem of the United Nations

The Division advises the Secretary-General on all requests relating to the use of the emblem, the official seal and the name of the United Nations, and in consultation with the Secretary-General's office takes appropriate actions to restrain unauthorized use. This function was previously performed by OPI with the advice of the Division, but now responsibility has been transferred to the Legal Counsel, and the additional work requires approximately one third of the time of a Professional officer and some of the time of the Deputy and the Director of the Division.

- Drafting and interpretation of international agreements and conventions

- Interpretation of resolutions and terms of reference of United Nations organs

- Agreements and contracts entered into by the Organization

This work of drafting, reviewing and interpreting is an increasing commitment and absorbs the attention of several officers in the Division. The Division is also responsible for representation of the Legal Office on the Contracts Committee (the Deputy Director is Chairman of the Committee), the Property Survey Board and the Claims Board.

- Claims against and on behalf of the Organization

- Staff Regulations, Pension Fund Regulations, Financial Regulations, etc.

- International Court of Justice

- Administrative Tribunal cases

- Substantive advice with regard to technical assistance of a legal character

- Subsidiary organs of the General Assembly

- Providing the secretariat for various committees dealing with legal questions

- International Trade Law

(b) Special Projects

The following are currently assigned to the Division:

- Legal aspects of the peaceful uses of outer space

General Assembly resolutions 2776 (XXVI) and 2779 (XXVI) referred additional legal problems to the Legal Sub-Committee serviced by the Division.

- United Nations Conference on the Human Environment

The Division was responsible during 1971 and 1972 for legal advice to the secretariat of the Conference and was also closely involved in much of the preparatory work. For example, the Division serviced the Working Group responsible for drafting the Declaration on the Human Environment, and also provided legal advice to other Working Groups. It is expected that the Division's work in this new field will continue and expand consequent on recommendations of the Stockholm Conference.

- International commercial arbitration

- Legal work for the Mekong Development Committee

- ECAP special projects

- Repertory of Practice of United Nations Organs

Work on the third supplement continued through 1971 and, as indicated in paragraph 2 (a) (ii) above, will be completed early 1972. Work on the fourth supplement, covering a period from 1 September 1966 and ending 31 December 1969, began in 1971 and is to be completed during 1973.

- Repertory of Practice on the Rules of Procedure of the General Assembly

The work covering the period from 1946 to 1948 continued in 1970, and, subject to availability of staff, is expected to be completed in 1972. Work on supplementary material covering 1969 onwards is also being prepared on a continuing basis.

- Preparing a "Manual on Procedure" (pursuant to General Assembly resolution 2837 (XXVI))

- Legal aspects of the peaceful uses of the sea-bed and ocean floor.

International Trade Law Branch

28. The Division is responsible for providing substantive and secretariat support to the United Nations Commission on International Trade Law (UNCITRAL), established by General Assembly resolution 2205 (XXI) for the purpose of promoting the progressive harmonization and unification of international trade law. The Division discharges this responsibility through its International Trade Law Branch.

29. The Division, through the Branch, prepares basic research studies and working papers on topics selected by UNCITRAL and its subsidiary bodies, and analyses of comments from Governments and international organizations; participates in the drafting of uniform laws, conventions and other legal instruments for the harmonization and unification of the law of international trade; maintains working relationships with UNCTAD concerned with the field of activity; prepares for

publication the Register of Texts and the Yearbook of the United Nations Commission on International Trade Law; gives advice to United Nations organs and departments of the Secretariat on matters relating to the law of international trade.

30. The supervisory function of the Legal Counsel over the activities of the Joint Shipping Unit, established within the framework of UNCTAD under an agreement between the Secretary-General of UNCTAD and the Legal Counsel, is exercised by the General Legal Division through the Branch. The Joint Unit is staffed jointly by UNCTAD and the Office of Legal Affairs.

Working Groups

31. UNCITRAL has established three Working Groups that meet separately from the annual session of the Commission and have been engaged in drafting uniform laws and conventions in the following fields: (a) The International Sale of Goods; (b) Prescription (Limitation) in the field of international sale of goods; and (c) International Shipping Legislation. It is expected that additional working groups will be set up by UNCITRAL at its fifth and sixth sessions, on such matters as negotiable instruments ^{2/} and international arbitration.

Functions

32. The functions of the International Trade Law Branch are the following:

(a) Preparation of the fourth volume of the Yearbook of the United Nations Commission on International Trade Law;

(b) Preparation of and organization for adoption of the final draft Convention on Prescription (Limitation) in the field of international sale of goods and preparation of analysis of comments by Governments on the Convention and other related studies;

(c) Preparation of a set of general conditions applicable to a broad range of commodities;

(d) Preparation of studies and legislative proposals for the revision of rules governing the responsibility of ocean carriers for cargo;

(e) Servicing a working group in finalizing a draft of a uniform law prepared by the Branch, on bills of exchange used in international payments;

(f) Preparation of studies and proposed drafts for a revised uniform law governing the international sale of goods;

(g) The continuation of a comparative study of national laws and practice on security interests in goods related to international trade;

(h) Participation in the work of the International Chamber of Commerce (ICC) in bank guarantees;

^{2/} See report of the United Nations Commission on International Trade Law on the work of its fourth session (Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 17 (A/8417)), para. 35 (4).

(i) The preparation of other studies, reports, draft conventions and other instruments requested by UNCITRAL at its fifth and sixth sessions.

CODIFICATION DIVISION

33. The work of this 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 the Question of Defining Aggression and the Legal Sub-Committee of the Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the Limits of National Jurisdiction, as well as to codification conferences convened by the General Assembly.

34. In the exercise of its responsibilities, the Division engages in substantive work in the form of research studies, analytical compilations of background materials such as treaty provisions, national legislation, international and national judicial decisions, arbitral awards and diplomatic correspondence; and analytical compilations of comments and observations from Governments and international organizations. The Division assists rapporteurs of the Sixth Committee and of subsidiary organs in the preparation of their reports. The Division also advises codifying bodies; drafts conventions and other legal instruments; carries out special projects; and prepares various publications.

35. In this latter regard, in 1973 the Division will be 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 and Scholars in International Law, prepared pursuant to General Assembly resolution 2099 (XX).

36. The Division will also prepare several sections of the Yearbook of the United Nations. In addition, in 1972, the Division will be responsible for servicing the Sixth Committee of the General Assembly, the International Law Commission, the Special Committee on the Question of Defining Aggression if it is reconvened by the General Assembly in 1973, as well as any other ad hoc body which may be established by the General Assembly for the codification and progressive development of a particular subject of international law, and the codification conference which may be convened by the General Assembly to consider the draft articles on representation of States in their relations with international organizations adopted in 1971 by the International Law Commission. The Director of the Division will serve as Secretary of the above-mentioned bodies.

37. The Division will also assist in servicing the Legal Sub-Committee of the Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the Limits of National Jurisdiction, and the Conference on the Law of the Sea which may be convened in 1973 in pursuance of General Assembly resolution 2750 C (XXV). The Division will also provide the staff which, under the direct supervision of the Legal Counsel, will be responsible for assisting in 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 on the Programme.

38. In relation to the International Law Commission, the Division is expected to engage in the following activities in 1973:

(a) Preparation and publication of studies as part of the Research Projects on Succession of States to Multilateral and to Bilateral Treaties;

(b) 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 the question of treaties concluded by international organizations;

(c) Preparation and publication of materials regarding succession in respect of matters other than treaties;

(d) Preparation and publication of legal texts and basic documents on state responsibility and the most-favoured-nation clause;

(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 established by the Commission with the other legal bodies;

(g) At the request of the Commission, preparation for the 1973 session of a digest of the decisions of national courts relating to the most-favoured-nation clause;

(h) At the request of the General Assembly (resolution 2669 (XXV)) and of the Commission, the preparation of a supplementary report on the legal problems;

(i) Judging from the experience of the 1971 session, the Division may be called upon to prepare during the 1973 session extensive written commentaries on the draft articles which will be adopted by the Commission, a job which had been done previously by the Commission's Special Rapporteurs;

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

COST ESTIMATES: 1973

(\$1 770 600)

Chapter I. Established posts (\$1 685 400)

Table 3-A-5

Established posts: 1972 and 1973

	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 Legal Counsel	1	-	-	1	2	2	1	-	7	2	3	5
Treaty Section	-	-	-	-	1	-	1	2	4	-	8	8
Secretariat of the Administrative Tribunal	-	-	-	-	1	-	-	-	1	1	-	1
General Legal Division	-	-	1	2	5	4	3	2	17	1	10	11
International Trade Law Branch	-	-	-	1	2	4	3	-	10	-	5	5
Codification Division	-	-	1	1	1	5	1	1	10	1	6	7
Total	1	-	2	5	12	15	9	5	49	5	32	37

39. No new established posts or reclassifications of existing posts are requested for 1973.

Chapter III. Other temporary assistance (\$82 900)

(i) General temporary assistance (\$33 100)

40. Provision is made under this heading for:

(a) Two General Service posts to the Treaty Section to enable it to cope with the increased volume of treaties and international agreements received for registration and publication in the Treaty Series. This is in continuation of the arrangement which was initiated in 1972 pending consideration by the General Assembly of the subject of the publication of treaties and the carrying out of a feasibility study on the mechanization of the registration procedures (\$20 000);

(b) 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 the Rules of Procedure

of the General Assembly, and of another individual, for a two-month period, for preparation of the publication of UNCITRAL's Yearbook (\$11 000);

(c) The temporary replacement of staff on maternity and extended sick leave (\$2 100).

(ii) Individual experts and consultants (\$49 800)

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

(a) Consultants to prepare studies and other documents on specific aspects of items on the agenda of UNCITRAL (\$32 000);

(b) Expert assistance in research and studies for the International Law Commission, for ad hoc studies on behalf of subsidiary organs, and in cases of litigation involving the United Nations before national courts (\$17 800).

Chapter IV. Overtime and night differential (\$2 300)

OFFICE OF THE UNDER-SECRETARY-GENERAL FOR ADMINISTRATION AND MANAGEMENT

Office of the Under-Secretary-General

42. The Under-Secretary-General has over-all responsibility for the work of the Offices of the Controller and of Personnel. In addition, the Administrative Management Service operates under his direct supervision. Moreover since 1971 the Under-Secretary-General has assumed direct responsibility for Electronic Data-Processing and Information Systems Development in the United Nations and, accordingly, a new Unit has been established in the Office of the Under-Secretary-General entitled Electronic Data-Processing and Information Systems Office, which will provide the managerial function over this activity and will include also the New York Computing Centre. In the performance of these tasks, the Under-Secretary-General is assisted by a personal staff, consisting of a Professional officer, who also serves as the Secretary of the Fifth (Administrative and Budgetary) Committee of the General Assembly, and by three General Service staff members.

Electronic Data-Processing and Information Systems Office

43. This Office, which operates under the direct supervision of the Under-Secretary-General for Administration and Management, was established effective 1 January 1972 as a result of the approval by the General Assembly at the twenty-sixth session of proposals submitted by the Secretary-General in his report (A/C.5/1378 and Corr.1) on electronic data-processing in the United Nations family of organizations. The Office of the Director provides the managerial function over the whole range of

activities in electronic data-processing and information systems in the United Nations throughout the world. It also exercises direct supervision over the New York Computing Centre, which forms part of the newly-established office.

Administrative Management Service

44. This Service, which was established in its present form in July 1969, reports directly to the Under-Secretary-General for Administration and Management. It has so far had as its primary task the carrying out of surveys of utilization and deployment of manpower resources in the departments, offices and other organizational units of the Secretariat, as recommended by the Fifth Committee and endorsed by the General Assembly at its twenty-third session. 3/

45. By mid-1972, it is expected that all of the major units of the Secretariat will have been surveyed. The total staff as authorized for 1972, supplemented by consulting assistance as proposed, will enable AMS in 1973 and future years to carry out the activities enumerated below effectively and at a reasonable pace.

46. During the latter part of 1972 and in 1973, AMS will become increasingly involved in functional and Secretariat-wide management improvement activities. In addition, a greater emphasis will be placed on the monitoring of and assisting in the implementation of recommendations made during the manpower utilization surveys as requested by the Advisory Committee on Administrative and Budgetary Questions and by the Fifth Committee. 4/

47. The AMS work programme for 1973 will thus involve the following activities:

- (i) Follow-up and assistance in implementing decisions stemming from the manpower surveys.
- (ii) Development and initiation of a Secretariat-wide programme of management improvement including functional studies which will encompass activities such as work measurement and productivity, management reporting, programme evaluation techniques, preparation of manuals, electronic data processing, communications, record keeping and disposal schedules, and a special review in the area of conferences and documentation.
- (iii) Advice to the Secretary-General and the Under-Secretary-General for Administration and Management on questions relating to the management and organization of the Secretariat.
- (iv) Advice and assistance to department and office heads.
- (v) Continuing maintenance and control of issuances, administrative manuals and forms.
- (vi) Manpower studies of selected areas where significant changes may have occurred since the last survey.
- (vii) Assistance and advice on request, to the Budget Division in the evaluation of requests for posts and other resources from major units in connexion with annual budget review or on a day-to-day basis.

3/ General Assembly resolution 2482 (XXIII) of 21 December 1968.

4/ Official Records of the General Assembly, Twenty-fifth Session, Supplement No. 8A (A/8008/Add.1-15), document A/8008/Add.9, para. 14.

48. The functions described above are indicative of the wide range of management related activities which AMS is to perform during the next several years. During 1973 and 1974, increasing emphasis will be given to quantitative studies of staff productivity and effectiveness and economics of operation. Allied to these studies are a large number of organization and methods studies and the continuing need to monitor the Secretariat's organization structure in relation to the work programmes. Priorities will therefore need to be established on the basis of the urgency of the task and the availability of the Service's manpower resources.

49. For 1973, it is intended, initially, to follow the same pattern of providing the manpower resources required by AMS as obtained in 1972, i.e. partly by means of established posts and partly out of temporary assistance funds. However, the Service itself will undergo a manpower utilization survey, and should this review, together with a related assessment of the needs of the work programme envisaged for 1973 and 1974 demonstrate the necessity to alter this method of providing the manpower requirements of the Service, appropriate proposals may be submitted subsequently.

COST ESTIMATES: 1973

(\$1 525 900)

Chapter I. Established posts (\$889.600)

Table 3-A-6

Established posts: 1972 and 1973

	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	1	-	-	-	1	-	-	-	2	1	2	3
Electronic Data-Processing and Information Systems Office	-	-	1	1	1	4	1	3	11	3	20	23
Administrative Management Service	-	-	1	1	2	3	-	1	8	1	2	3
Total	1	-	2	2	4	7	1	4	21	5	24	29

50. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of manpower utilization surveys undertaken in the course of the current year, the establishment proposed for these offices in 1973 has been maintained in the term approved for 1972.

Chapter III. Other temporary assistance (\$613 300)

(i) General temporary assistance (\$558 300)

Electronic Data-Processing and Information Systems Office (\$268 300)

51. Provision is made for the continuation in 1973 of the financing under this heading of some of the Professional posts in the New York Computing Centre, as recommended by the Advisory Committee on Administrative and Budgetary Questions in its report to the General Assembly at the twenty-sixth session. 5/ Accordingly, an amount of \$228 300 is requested, to cover the salary costs of 10 Professional posts (one P-5, four P-4, two P-3 and three P-2/1). An additional provision of \$40 000 is required for general temporary assistance for the Computing Centre during periods when the demands made upon it exceed the capacities of its established staff.

Administrative Management Service (\$290 000)

52. Pending the outcome of a manpower utilization survey of the Service and its work programme in future years, this estimate provides for the continued financing in 1973, on a temporary assistance basis, of seven Professional posts (two D-1, two P-5, two P-4 and one P-3) and eight General Service posts (of which one is at the G-5 level), the same number and level as approved for 1972.

(ii) Individual experts and consultants (\$55 000)

53. This provision is requested in order to supplement the resources available to the Administrative Management Service and to assist it in carrying out its programme of work encompassing such matters as telecommunications, work measurement and standards setting, inventory control and replacement programmes, documentation and use of data-text, management improvement, training programmes and systems development. A total of 2 to 2.5 man years of consultancy is proposed.

Chapter IV. Overtime and night differential (\$23 000)

54. This estimate covers the requirements of the Office of the Under-Secretary-General (\$500), the Electronic Data-Processing and Information Systems Office (\$20 000) and the Administrative Management Service (\$2 500).

5/ Ibid., Twenty-sixth Session, Supplement No. 8A (A/8408/Add.1-30), document A/8408/Add.16.

OFFICE OF THE CONTROLLER

COST ESTIMATES: 1973

(\$3 088 300)

Chapter I. Established posts (\$2 875 800)

Table 3-A-7

		Category and level											
		I. Professional and above								II. General Service			
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Assistant Secretary-General ...	1973	-	1	2	1	-	1	1	-	6	3	5	8
	1972	-	1	2	1	-	1	1	-	6	3	5	8
Secretariat of the Advisory Committee on Administrative and Budgetary Questions	1973	-	-	-	1	1	-	1	-	3	1	2	3
	1972	-	-	-	1	1	-	1	-	3	1	2	3
Budget Division (excluding Salaries and Allowances Unit and Insurance Unit)	1973	-	-	1	1	3	3	4	3	15	1	7	8
	1972	-	-	1	1	3	3	4	3	15	1	7	8
Salaries and Allowances Unit	1973	-	-	-	1	1	2	-	-	4	1	2	3
	1972	-	-	-	1	1	2	-	-	4	1	2	3
Health Insurance Unit .	1973	-	-	-	-	-	-	1	-	1	-	4	4
	1972	-	-	-	-	-	-	1	-	1	-	4	4
Accounts Division	1973	-	-	1	1	3	5	7	3	20	12	29	41
	1972	-	-	1	1	3	5	8	5	23	13	33	46
Treasury	1973	-	-	-	1	2	1	-	1	5	1	7	8
	1972	-	-	-	1	2	1	-	1	5	1	7	8
Secretariat of the Board of Auditors ...	1973	-	-	-	-	1	-	1	-	2	-	3	3
	1972	-	-	-	-	1	-	1	-	2	-	3	3
Internal Audit Service	1973	-	-	1	-	2	6	5	7	21	3	3	6
	1972	-	-	1	-	2	6	5	7	21	3	3	6
Total	1973	-	1	5	6	13	18	20	14	77	22	62	84
	1972	-	1	5	6	13	18	21	16	80	23	66	89

55. For the reasons stated in paragraphs 3.10 to 3.14 above, three Professional (one P-3 and two P-2) and five General Service (one G-5 and four other levels) posts which will in the future be charged directly to the United Nations Development Programme overhead account, have been deleted from the manning table as provided for under this budget section. For the rest, subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey by the Administrative Management Service in the course of the current year, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

Chapter III. Other temporary assistance (\$192 000)

(i) General temporary assistance (\$183 500)

56. Pending the completion of the manpower utilization survey, this estimate provides for the continuation of a temporary Professional post at the P-4 level to assist the Salaries and Allowances Unit in the study of common grading standards and of a number of General Service posts which are currently assigned to the Insurance Unit, the Treasury and the secretariat of the Board of Auditors. Provision is also made under this heading for Professional posts of programmers (one P-4, two P-3 and two P-2) for the Accounts Division, as recommended by the Advisory Committee on Administrative and Budgetary Questions in its report to the General Assembly at its twenty-sixth session. 6/ The continuation of these posts on a full-year basis in 1973 is estimated at \$100 000.

(ii) Individual experts and consultants (\$8 500)

57. This estimate provides for outside consultant services in connexion with special studies undertaken by the Salaries and Allowances Unit.

Chapter IV. Overtime and night differential (\$20 500)

OFFICE OF PERSONNEL

(including Medical Service)

58. For the reasons stated in paragraphs 3.10 to 3.14 above, six Professional (two P-4, three P-3, one P-2) and three General Service posts, which will in the future be charged directly to the UNDP Overhead Account, have been deleted from the manning table as provided for under this budget section. For the rest, subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey by the Administrative Management Service in the course of the current year, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

6/ Ibid.

COST ESTIMATES: 1973

(\$2 892 300)

Chapter I. Established posts (\$2 621 000)

Table 3-A-8

		Category and level												
		I. Professional and above									II. General Service			
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
Office of the Assistant Secretary-General ...		1973	-	1	-	1	1	1	2	-	6	2	6	8
		1972	-	1	-	1	1	1	2	-	6	2	6	8
Office for Policy Co-ordination		1973	-	-	1	-	-	1	-	1	3	3	5	8
		1972	-	-	1	-	-	1	-	1	3	3	5	8
Division of Recruitment:														
Office of the Director		1973	-	-	1	-	-	-	-	-	1	-	-	-
		1972	-	-	1	-	-	-	-	-	1	-	-	-
Secretariat Recruitment Service		1973	-	-	-	1	1	4	1	2	9	1	16	17
		1972	-	-	-	1	1	4	1	2	9	1	16	17
Technical Assistance Recruitment Service		1973	-	-	-	1	2	4	-	-	7	5	13	18
		1972	-	-	-	1	2	6	3	1	13	5	16	21
Division of Personnel Administration:														
Office of the Director		1973	-	-	1	-	-	-	-	-	1	-	-	-
		1972	-	-	1	-	-	-	-	-	1	-	-	-
Staff Services		1973	-	-	-	1	3	6	4	1	15	5	19	24
		1972	-	-	-	1	3	6	4	1	15	5	19	24
Training Service		1973	-	-	-	1	1	1	3	6	12	3	7	10
		1972	-	-	-	1	1	1	3	6	12	3	7	10
Rules and Procedures Section		1973	-	-	-	-	1	2	-	-	3	1	2	3
		1972	-	-	-	-	1	2	-	-	3	1	2	3
Medical Service		1973	-	-	-	1	1	-	1	-	3	1	11	12
		1972	-	-	-	1	1	-	1	-	3	1	11	12
Total		1973	-	1	3	6	10	19	11	10	60	21	79	100
		1972	-	1	3	6	10	21	14	11	66	21	82	103

Chapter III. Other temporary assistance (\$213 600)(i) General temporary assistance (\$213 600)

59. This estimate includes provision for the continued engagement, on a temporary assistance basis, of two Professional (one P-3 and one P-2) and one General Service personnel to assist in the establishment of a comprehensive computer-based personnel information system, including the establishment of a roster of candidates for both regular and technical assistance posts. In addition, provision is made for an officer at the P-3 level to assist with the general revision of staff regulations and rules and for another at the P-2 level to strengthen the Staff Activities and Housing Section (\$74 600). Provision is also made for some strengthening of the General Service staffing of a number of units where special workload problems have occurred (\$110 300), for the replacement of essential staff on annual, maternity or extended sick leave (\$16 400), and for medical consultants for the Medical Service (\$12 300).

Chapter IV. Overtime and night differential (\$21 500)Chapter V. Provisional posts (\$36 200)

Table 3-A-9

Provisional posts: 1972 and 1973

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	
Medical Service	-	-	-	-	1	-	-	1	-	1	1	

DIVISION OF HUMAN RIGHTS

60. The Division of Human Rights is concerned with all United Nations activities relating to the international protection of human rights. The Division assists the Third Committee of the General Assembly, the Economic and Social Council, the Commission on Human Rights, the Commission on the Status of Women, the Sub-Commission on Prevention of Discrimination and Protection of Minorities, the Committee on the Elimination of Racial Discrimination and other subsidiary bodies. The Division also prepares publications on the subject of human rights and administers the programme of advisory services in the field of human rights.

COST ESTIMATES: 1973

(\$1 473 900)

Chapter I. Established posts (\$1 305 900)

Table 3-A-10

Category and level										
I. Professional and above							II. General Service			
D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
1972 and 1973	1	3	6	11	12	11	44	2	26	28

61. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey by the Administrative Management Service, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

Chapter III. Other temporary assistance (\$37 000)

(i) General temporary assistance (\$7 000)

62. This estimate includes a provision of \$4 000 for the employment of temporary assistance staff during peak-load periods and \$3 000 for the continuation of one Professional post for the first two months of 1973 to assist in the study relating to human rights problems arising from developments in science and technology.

(ii) Individual experts and consultants (\$30 000)

63. This estimate covers the cost of 24 man-months of consultant services to assist the Division in the preparation of studies relating to: (a) human rights problems arising from developments in science and technology; (b) humanitarian international conventions and rules in all armed conflicts, including the protection of journalists; (c) the status of women in private law; and (d) policies and practices of discrimination on the basis of colour faced by people of African origin in all countries, and the measures being taken and to be taken to combat such policies and practices.

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

64. The amount requested is intended to cover the need for overtime resulting from the number of seminars and meetings serviced by the Division.

Chapter V. Provisional staffing requirements (\$126 000)

65. As indicated above, the number of provisional posts have been maintained at the level approved for 1972.

Table 3-A-11

	Category and level							
	I. Professional and above					II. General Service		
	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
1972 and 1973	2	-	1	1	4	-	3	3

DEPARTMENT OF POLITICAL AND SECURITY COUNCIL AFFAIRS

66. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey by the Administrative Management Service, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

COST ESTIMATES: 1973

(\$2 284 500)

Chapter I. Established posts (\$2 036 600)

Table 3-A-12

Established posts: 1972 and 1973

	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	1	-	1	-	1	1	1	1	6	1	4	5
Section for African questions .	-	-	-	1	-	3	1	2	7	-	4	4
Section for Sea-Bed and Ocean Floor Affairs	-	-	-	-	1	-	1	-	2	-	-	-
Disarmament Affairs Division ..	-	-	1	1	2	3	2	-	9	1	4	5
Outer Space Affairs Division ..	-	-	-	1	3	-	1	2	7	1	2	3
Political Affairs Division	-	-	-	4	3	8	3	2	20	-	9	9
Security Council and Political Committees Division	-	-	-	2	2	4	5	1	14	1	6	7
Total	1	-	2	9	12	19	14	8	65	4	29	33

Chapter III. Other temporary assistance (\$61 500)(i) General temporary assistance (\$8 900)

67. Provision is made under this heading for:

(a) The services of an indexer for the English version of Supplement No. 6, and for the French, Russian and Spanish versions of Supplement No. 5, of the Repertoire of the Practice of the Security Council (\$5 000).

(b) The replacement of staff on maternity and extended sick leave and for other temporary workload requirements (\$3 900).

(ii) Individual experts and consultants (\$52 600)Disarmament Affairs Division (\$8 100)

68. It is anticipated that this Division will require consultants to assist in the preparation of reports and studies in such matters as the peaceful uses of nuclear

energy, including the application of nuclear explosions and the question of safeguards in this connexion; the problems connected with chemical and bacteriological (biological) weapons; the question of the military uses of the sea-bed and ocean floor; the military uses of lasers and the question of uranium enrichment using centrifuges; and problems connected with the implementation of the Treaty on the Non-Proliferation of Nuclear Weapons.

Outer Space Affairs Division (\$16 200)

69. The Division will need expert consultants to assist in the preparation of reports and studies in such areas of practical application as earth resources surveying by remote sensing, in the use of satellites in promoting education and public health and in improving communications and their infrastructure, particularly in terms of cost factors and benefits. The demand for such reports and studies is expected to increase considerably as interest, particularly among developing countries, tends to focus on new areas of space application.

Section for African Questions (\$12 100)

70. This Section is responsible for the preparation for publication of a number of studies and papers on the various aspects of apartheid, including a bulletin entitled Notes and Documents. The services of consultants will be required for the preparation of these publications and for other special studies stemming from decisions of the Special Committee on Apartheid.

Section for Sea-Bed and Ocean Floor Affairs (\$8 100)

71. It is anticipated that the Committee on the Peaceful Uses of the Sea-Bed and the 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.

Security Council and Political Committees Division (\$8 100)

72. It is anticipated that the services of consultants will be required for the preparation of special studies in connexion with the work of the Committee, established in pursuance of Security Council resolution 253 (1968) on the subject of Southern Rhodesia, the Committee established in pursuance of Security Council resolution 276 (1970) on the subject of Namibia and the Committee of Experts established by the Security Council at its 1506th meeting to deal with the question of micro-States.

Chapter IV. Overtime and night differential (\$5 800)

Chapter V. Provisional staffing requirements (\$180 600)

Table 3-A-13

Provisional posts: 1972 and 1973

	Category and level									II. General Service		
	I. Professional and above									G-5	Other levels	Total II
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I			
Office of the Under-Secretary-General	-	-	-	-	-	-	-	-	-	-	1	1
Section for Sea-Bed and Ocean Floor Affairs	-	-	-	-	1	1	-	-	2	-	1	1
Disarmament Affairs Division ...	-	-	-	-	-	-	-	1	1	-	-	-
Outer Space Affairs Division ...	-	-	-	1	-	-	-	-	1	-	2	2
Security Council and Political Committees Division	-	-	-	-	-	1	-	-	1	-	1	1
Total	-	-	-	1	1	2	-	1	5	-	5	5

DEPARTMENT OF POLITICAL AFFAIRS, TRUSTEESHIP
AND DECOLONIZATION

73. The Department of Political Affairs, Trusteeship and Decolonization, formerly the Department of Trusteeship and Non-Self-Governing Territories, is comprised of four organizational units: the Office of the Under-Secretary-General, which includes the Support Services and Co-ordination Section, the Secretariats Service, the Africa Division, and the Caribbean, Asia and Pacific Division.

Office of the Under-Secretary-General

74. In addition to the Under-Secretary-General, this Office is staffed by the Deputy to the Under-Secretary-General, the Special Assistant to the Under-Secretary-General and their secretariats. In addition, it includes the Support Services and Co-ordination Section which has responsibility for technical and administrative support functions.

Secretariats Service

75. The Secretariats Service provides all substantive secretariat services for the governing bodies serviced by the Office, as well as for their respective committees and sub-committees, i.e., the Trusteeship Council, the Fourth Committee of the

General Assembly, 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 the Council for Namibia.

Africa Division

76. This Division is responsible for carrying out special studies and research and for producing the various substantive papers and reports in respect of each of the Non-Self-Governing Territories located in Africa, including Namibia, for submission to the governing bodies concerned.

Caribbean, Asia and Pacific Division

77. The responsibilities of this Division are identical to those of the Africa Division, in respect of each of the Non-Self-Governing Territories and Trust Territories located in its areas of competence.

COST ESTIMATES: 1973

(\$1 168 700)

Chapter I. Established posts (\$1 131 900)

Table 3-A-14

Established posts: 1972 and 1973

	<i>Category and level</i>									<i>II. General Service</i>		
	<i>I. Professional and above</i>									<i>G-5</i>	<i>Other levels</i>	<i>Total II</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>			
Office of the Under-Secretary-General, including Support Services and Co-ordination Section	1	-	1	-	1	2	1	-	6	3	5	8
Secretariats Service	-	-	-	1	4	-	2	1	8	2	4	6
Africa Division	-	-	-	1	2	3	3	3	12	-	3	3
Caribbean, Asia and Pacific Division	-	-	-	1	3	1	2	1	8	-	4	4
Total	1	-	1	3	10	6	8	5	34	5	16	21

78. No new established posts or reclassifications of existing posts are proposed for 1973.

Chapter III (i). General temporary assistance (\$28 800)

79. Provision is made under this heading for:

(a) The continuation in 1973 of one P-4 post provided to the Office on a temporary assistance basis (\$26 500);

(b) The temporary replacement of staff on maternity or extended sick leave (\$2 300).

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

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

80. The Department of Economic and Social Affairs provides, inter alia, substantive services, secretariats and documentation for the Economic and Social Council and its subsidiary organs, the Second and Third Committees of the General Assembly and other bodies. The staff of the Department prepares publications on economic and social subjects and maintains a central statistical office for the United Nations to compile for publication statistics of international interest and to advise Governments on statistical matters. The staff of the Department also assists Governments, through programmes of technical co-operation, in economic and social development. The Department is charged with implementing those purposes and principles of the United Nations Charter which call for the promotion of higher standards of living and for the economic and social advancement of all peoples.

Table 3-A-15

ESTIMATES OF EXPENDITURE UNDER SECTION 3 OF THE DEPARTMENT AS A WHOLE

Chapter	1973 estimates
	\$
I. Established posts	11 449 100
III. Other temporary assistance	
(i) General temporary assistance	84 000
(ii) Individual experts and consultants	575 000
(iii) <u>Ad hoc</u> expert groups	<u>169 000</u>
Subtotal	828 000
IV. Overtime and night differential	53 000
V. Provisional staffing requirements	468 400
Total	<u><u>12 798 500</u></u>

81. Table 3-A-15 above presents a summary of the estimates under each chapter of section 3 for the Department of Economic and Social Affairs as a whole.

82. At the time of the preparation of these estimates, the reorganization of this Department, as proposed by the Administrative Management Service, was still under consideration. Revised proposals, reflecting in detail the reconstitution of the various organizational units involved as well as the consequential redeployment of the staff, will be submitted to the General Assembly at its twenty-seventh session.

OFFICE OF THE UNDER-SECRETARY-GENERAL

83. In addition to the Office of the Under-Secretary-General itself, the Office includes the Office for Departmental Finance and Administration and that of the Special Adviser for Departmental Programme Planning.

84. The Office for Departmental Finance and Administration performs the administrative, budgetary and personnel operations for the Department, and provides central assistance in these matters, as required, to the secretariats of the regional economic commissions, the United Nations Economic and Social Office at Beirut and the Division of Narcotic Drugs. It compiles and presents the annual publications programme, assists in its implementation and represents the Department and the regional commission secretariats at meetings of the Publications Board.

85. The Special Adviser for Departmental Programme Planning assists the Under-Secretary-General for Economic and Social Affairs in planning and reviewing the various programmes entrusted to the Department and in establishing procedures to carry out this responsibility.

COMMISSIONER FOR TECHNICAL CO-OPERATION

86. The Office of Technical Co-operation (OTC) provides the services necessary for the programming, implementation and periodic evaluation of all operational activities undertaken by the United Nations, excluding those undertaken by the United Nations Industrial Development Organization (UNIDO) under the regular budget, United Nations Development Programme (UNDP), and other programmes financed from extra-budgetary resources. The Office also carries out United Nations responsibilities with respect to the World Food Programme and the implementation of General Assembly resolution 2816 (XXVI) relating to assistance in cases of natural disaster. In addition, it arranges and implements programming and evaluation missions, prepares handbooks for uniform operational procedures and provides information concerning United Nations technical co-operation activities for inclusion in various United Nations reports.

(b) Assist developing countries in strengthening their infrastructure for services dealing with natural resources and promote the training of their personnel in these fields;

(c) Assist the developing countries in modernizing and strengthening their services for the collection, storage and retrieval of data on natural resources;

(d) Provide periodic and special reports on selected subjects in the fields of its competence to the Economic and Social Council, the Advisory Committee on Natural Resources and other United Nations organs, as required, and provide substantive servicing to the Committee on Natural Resources; and

(e) Keep abreast of new technological developments with a view to their applicability to natural resources development.

94. The total programme in the field of non-agricultural natural resources is undertaken, as appropriate, in co-operation with the secretariats of regional economic commissions and other concerned organizations of the United Nations system.

95. The Division also performs work in the area of ocean economics and technology. This work is aimed at promoting rational management of ocean space in view of the intensification of its multiple and sometimes conflicting uses, as well as of the widespread pollution of the marine environment. During the last two decades, there has been a considerable growth in the uses of the sea and ocean space (shipping, fisheries, exploitation of marine resources, construction of marine pipelines, recreational facilities, waste disposal, etc.). Technological developments, moreover, indicate that new uses (such as offshore super-tanker terminals, storage facilities for oil and gas, power plants, airports, etc.) are already becoming a reality. Interaction of various uses of the sea has been a neglected area so far and an integrated, interdisciplinary approach to the management of the marine environment has become imperative. The Economic and Social Council and the General Assembly have repeatedly stressed the need for such a comprehensive approach in relation to the seas and the oceans. Since vast areas of the ocean lie beyond the limits of national jurisdiction, the United Nations has a special responsibility in this respect.

96. The concept of rational management of ocean space is intended to overcome the sectoral fragmentation of marine affairs which has prevailed in the past since the specialized agencies or other United Nations organizations have dealt in an exclusive manner with problems falling within their respective terms of reference (such as fisheries - FAO; basic science - UNESCO and its Intergovernmental Oceanographic Commission; safety of navigation - IMCO), and to enable the United Nations to provide over-all guidance to its United Nations system of organizations. With regard to ocean economics and technology, the Resources and Transport Division is called upon to implement General Assembly and Economic and Social Council resolutions regarding ocean resources and other marine matters. It is presently participating in the preparatory work for the forthcoming Conference on the Law of the Sea, in particular in regard to the economic and technical functions of the international régime and machinery to be established for the exploitation of the sea-bed resources beyond the area of national jurisdiction. Moreover, it has been entrusted with the marine pollution component of the United Nations Conference on the Human Environment.

97. In discharging the above tasks, substantive co-ordination is ensured among the various United Nations agencies and organizations dealing with marine affairs through such bodies as the ACC Sub-Committee on Marine Science and its Applications, the Intersecretariat Committee on Scientific Programmes relating to Oceanography (ICSPRO) and the Joint Group of Experts on the Scientific Aspects of Marine Pollution (GESAMP).

98. Within the framework of the Second Development Decade, work in the area of ocean economics and technology is intended to increase the capacity of the developing countries in the rational development of their marine areas, including the preservation of the marine environment. It will also assist them in safeguarding their special interests in relation to the future exploitation of the sea-bed beyond the limits of national jurisdiction encompassing such questions as participation in operational activities, possible impact of sea-bed production on world markets, sharing of benefits, etc.

99. A further major area of work performed by the Resources and Transport Division is in the area of transport and tourism. This work promotes international transport and tourism, develops domestic transport and tourism systems and services in developing countries and provides advisory and technical services for implementation of the technical co-operation programmes in the facets of transport and tourism for which the United Nations is responsible. These facets include the planning and co-ordination of the over-all transport and tourism systems and the development of individual inland transport and tourism facilities in their technological, economic, institutional and operational aspects. The need for extension of international transport and tourism facilities and for developing the domestic transport and tourism systems and establishments in developing countries requires constant review of the situation in the world at large and in the developing countries in particular in the light of changing conditions and technology. The search for solutions of identified problems in these areas calls for applied research and adequate flow of technical information. The work programme is designed to meet the described requirements within the guidance of the various Economic and Social Council and General Assembly resolutions either directly on transport and tourism problems or indirectly on matters that involve transport or tourism as important elements of economic and social development.

DIVISION OF PUBLIC FINANCE AND FINANCIAL INSTITUTIONS

100. The Division of Public Finance and Financial Institutions assists Governments in increasing the volume of internal and external financial resources for development available to developing countries in order to ensure the most effective use of those resources.

101. The programme in public finance and financial institutions has been worked out within the context of the International Development Strategy for the Second United Nations Development Decade which recommends that developing countries should pursue sound fiscal and monetary policies, streamline and strengthen their tax administration systems, improve the efficiency of public enterprises, improve their institutional framework for the mobilization of private savings and adopt appropriate measures for inviting, stimulating and making effective use of private foreign investment.

102. Specifically, the programme in public finance and financial institutions aims to:

- (a) Develop budgetary techniques and methods for use as instruments in economic and social planning;
- (b) Develop government accounting and auditing as tools of financial management in the public sector;
- (c) Develop guidelines for international tax treaties, tax policy and administration and tax reform planning;
- (d) Promote the mobilization of private savings in developing countries by devising appropriate methods and techniques and the exchange of views and experience among officials concerned;
- (e) Promote exports from developing countries through the working out of methods and techniques for the use of export-credit insurance and export-credit financing;
- (f) Promote private foreign investment in developing countries by seeking a consensus among foreign investors and Governments of host countries on conditions and terms of such investments;
- (g) Promote transfer of technology to developing countries on optimum conditions and terms; and
- (h) Provide substantive support for technical co-operation projects.

SOCIAL DEVELOPMENT DIVISION

103. The Social Development Division:

- (a) Collects and analyses data on social conditions in order to provide, on a continuing basis, information that will enable the Economic and Social Council and the General Assembly periodically to review global trends and recommend appropriate policies and measures for national and international action;
- (b) Assists Governments in the formulation and implementation of comprehensive social policies needed to integrate programmes across individual sectors and to support unified planning for development at the country level; and
- (c) Assists Governments in the development of practical programmes aimed at raising levels of living and improving the well-being of the individual.

104. The work of the Social Development Division is essentially aimed at the implementation of the Declaration on Social Progress and Development - the fulfilment of the social goals and objectives of the Second Development Decade. This is a basic task deriving from the ultimate social purpose of all development, as emphasized in the International Development Strategy and the Declaration. This

- (g) Assisting in the establishment and provision of continuing support for the regional centres for demographic training and research;
- (h) Assisting in the development and implementation of long-range programmes and priorities established by the Economic and Social Council;
- (i) Organizing the World Population Conference; and
- (j) Developing and co-ordinating the programme of activities for the World Population Year, 1974.

107. The population programme is undertaken in co-operation with the other population programmes of the United Nations, including those of the regional economic commissions, the United Nations Fund for Population Activities and UNICEF, and in co-ordination with the population programmes carried out by the specialized agencies, in particular WHO, UNESCO, the ILO, FAO and IBRD.

CENTRE FOR HOUSING, BUILDING AND PLANNING

108. The work of the Centre covers critical aspects of planning, programming, constructing and financing relating to the physical environment of both new and existing settlements in developing countries in the light of the decisions taken by the General Assembly, the Economic and Social Council and the Committee on Housing, Building and Planning. More specifically, the work programme involves: (a) comprehensive planning and development of human settlements; (b) development of housing; (c) development of building methods and materials to meet construction demands for human settlements; (d) mobilization and efficient use of financial, physical and human resources; (e) research training, and collection and dissemination of information for the attainment of these objectives; and (f) substantive support to technical co-operation projects as well as direct advice and assistance to requesting Governments in this field.

109. In the last third of this century and on into the next, the developing regions of the world will continue to urbanize at a rate unprecedented in history. Between 1960 and 2000 the world population will double from 3,000 million to about 6,000 million. Urban areas will grow at much higher rates. About 340 million additional people were crowded into the cities of the world during the 1960s. During the 1970s, an estimated 450 million more people will need urban space, jobs and recreation. The effects of population growth and redistribution indicate that by the end of the century the majority of mankind will live in an urban environment. This massive trend will require greatly increased effort and expenditures in planning, building and financing human settlements. When the unavoidable costs of environmental controls are added, total allocations will rise to levels equal to or greater than those in most primary sectors.

110. In formulating and carrying out these tasks, stress is laid on the utilization of proven ideas and technologies adaptable to conditions in developing countries, as well as on the development of new approaches. Furthermore, efforts are made to relate these activities to the broader national and international objectives, as defined in country development plans and in the strategy for the

Second United Nations Development Decade. In housing and building activities, a balance is sought between efficiency criteria and creation of employment opportunities.

STATISTICAL OFFICE

111. The work of the Statistical Office is to promote the development of national statistics, the international comparability of the data and the building of a co-ordinated system of international statistical programmes and activities. These functions are 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; (d) training statisticians, especially in the statistically less developed countries of the world, where there is a great shortage of trained statisticians; and (e) consulting and joint-planning statistical programmes and activities with the regional economic commissions, specialized agencies and other international bodies. Another basic aim of the Statistical Division 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 electronic computer tape, 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 in order to enable each country to see its place in the world setting and to be kept 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.

112. The monitoring of the implementation of the targets set by International Development Strategy places heavy responsibility on the Statistics Division to provide the data essential for monitoring, appraising and diagnosing economic and social progress during the Second Development Decade.

113. Another basic function of the Division is 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. Also provided is substantive backstopping of statistical advisers in the field and of statistical training centres as well as technical reviews of projects in respect of statistics to be financed from the United Nations regular programme of technical assistance and the United Nations Development Programme.

PUBLIC ADMINISTRATION DIVISION

114. The International Development Strategy for the Second United Nations Development Decade calls on the developing countries to pay special attention to the orientation and organization of their public administration at all levels for the effective formulation and implementation of their development plans and to seek where necessary international assistance in carrying out their planning tasks. The work of the Public Administration Division in respect of the Second United Nations Development Decade, therefore, will be to assist Governments at their request in increasing their administrative capability to achieve their development goals, through, inter alia: (a) the establishment and strengthening of key agencies and institutions for the improvement of national, regional and local administration; (b) basic administrative reforms, the fostering of administrative rationalization and innovation, and increasing administrative capabilities according to the requirements of sound development planning; (c) the improvement of personnel administration and management, and the expansion of opportunities for training to develop the requisite administrative and managerial skills in the public services and motivation to achieve development goals; (d) the strengthening of the management component, in collaboration with other offices and specialized agencies, in order to increase the effectiveness of the administration and management of major development functions, projects and programmes; and (e) the promotion of research, exchange of information and other activities necessary to accelerate improvements in administration for development.

115. The execution of activities under the public administration programme requires co-ordination with some of the other programmes in the economic and social field carried out by the United Nations, including related work carried out by the secretariats of the regional economic commissions. They also require co-operation and co-ordination with activities of a number of specialized agencies, particularly FAO, the ILO, UNESCO and WHO, and with international non-governmental organizations. The most important collaborative activity in 1973 will be the preparation of guidelines on organization and administration of family planning programmes.

OFFICE FOR SCIENCE AND TECHNOLOGY

116. The work programme in the area of science and technology is concerned with the consideration of issues and the development of policies in which science and technology are central elements and which are of international concern and of importance to development. The objective is to ensure that the benefits of science and technology are fully understood, especially in relation to the Second Development Decade, and that there is wide recognition of the consequences of their utilization. Thus the programme is intended to facilitate review of those issues in which science and technology are of importance to the international community, to stimulate common and concerted action on them and to encourage the participation of Governments, the scientific and technical community and others concerned in endeavours to advance progress by such means.

117. The details of the programme arise primarily from the recommendations of the Advisory Committee on the Application of Science and Technology to Development and, commencing in 1972, from the Committee for Science and Technology, as well as from General Assembly and Economic and Social Council resolutions. The work of the Scientific Advisory Committee and the ACC Sub-Committee on Science and Technology are also involved. More specifically, the work of the science and technology programme involves:

- (a) Providing the substantive servicing for the Advisory Committee on the Application of Science and Technology, the Committee for Science and Technology, the Scientific Advisory Committee, and the ACC Sub-Committee on Science and Technology;
- (b) Carrying on activities in the field of liaison, co-ordination and information in science and technology within the United Nations family and with intergovernmental and non-governmental organizations, as well as promoting co-operation and collaboration between the scientific communities of advanced and developing countries;
- (c) Implementing and promoting the World and Regional Plans of Action in the context of the Second Development Decade and evaluating their progress;
- (d) Carrying out studies, analyses and evaluations in areas of science and technology arising from the recommendations of the Advisory Committee on the Application of Science and Technology to Development or from resolutions of the Economic and Social Council and the General Assembly; and
- (e) Implementing the work programme to be established by the Standing Committee for Science and Technology.

ECONOMIC AND SOCIAL COUNCIL SECRETARIAT, REGIONAL ECONOMIC
COMMISSIONS SECTION AND SPECIAL PROJECTS UNIT

118. The Economic and Social Council secretariat, Regional Economic Commissions Section and Special Projects Unit are under the supervision of the Deputy to the Under-Secretary-General for Economic and Social Affairs, who maintains close relations with the Assistant Secretary-General for Inter-Agency Affairs and the Under-Secretary-General for Political and General Assembly Affairs.

119. The Secretary of the Economic and Social Council is responsible for the work of the Council secretariat and directs the Council Affairs Section, the Editorial Section and the Non-Governmental Organizations (NGO) Section. The Council Affairs Section provides the basic secretariat and arranges for other secretariat services for the Council and its committees, for the UNDP, UNICEF and UNIDO pledging conferences, for the Committee for Programme and Co-ordination, for the Second Committee of the General Assembly and, with the Human Rights Division, for the Third Committee of the General Assembly. 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 NGO Section assists non-governmental organizations in consultative status with the Council on matters relating to their representation.

120. The Regional Economic Commissions Section maintains liaison with the secretariats of the regional economic commissions and the United Nations Economic and Social Office at Beirut and co-ordinates their work with that of the Secretariat at Headquarters.

121. 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, and undertakes a variety of ad hoc assignments for the Under-Secretary-General for Economic and Social Affairs.

122. The Economic and Social Council secretariat maintains close relations with the Assistant Secretary-General for Inter-Agency Affairs and the Under-Secretary-General for Political and General Assembly Affairs.

SUMMARY OF THE DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

COST ESTIMATES: 1973

(\$12 798 500)

Chapter I. Established posts (\$11 449 100)

Table 3-A-16

		Category and level												
		I. Professional and above									II. General Service			
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
Office of the Under-Secretary-General ...		1973	1	-	-	3	3	7	4	-	18	11	17	28
		1972	1	-	-	2	2	4	2	-	11	9	13	22
Commissioner for Technical Co-operation		1973	-	1	1	2	7	9	6	9	35	7	46	53
		1972	-	1	1	3	8	11	14	15	53	9	72	81
Centre for Development Planning, Projections and Policies		1973	-	-	2	5	7	21	12	2	49	6	31	37
		1972	-	-	2	5	7	18	13	2	47	6	32	38
Resources and Transport Division		1973	-	-	1	4	6	11	9	5	36	3	22	25
		1972	-	-	1	5	7	11	11	9	44	3	23	26
Division of Public Finance and Financial Institutions		1973	-	-	1	-	2	1	4	1	9	-	7	7
		1972	-	-	1	-	2	3	4	1	11	1	6	7
Office of the Commissioner for Social Development, Population and Housing		1973	-	1	-	-	-	1	-	-	2	1	1	2
		1972	-	1	-	-	-	1	-	-	2	1	1	2
Social Development Division		1973	-	-	1	3	8	14	9	7	42	2	24	26
		1972	-	-	1	2	8	18	12	7	48	2	25	27
Population Division ...		1973	-	-	1	1	5	7	7	3	24	2	14	16
		1972	-	-	1	1	5	7	8	4	26	2	16	18
Centre for Housing, Building and Planning		1973	-	-	1	2	3	7	6	4	23	3	13	16
		1972	-	-	1	2	5	7	7	4	26	3	13	16

Table 3-A-16 (continued)

		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
Statistical Office	1973	-	-	1	2	6	11	12	22	54	7	56	63
	1972	-	-	1	2	6	11	12	25	57	7	56	63
Public Administration													
Division	1973	-	-	1	1	5	5	3	-	15	3	12	15
	1972	-	-	1	1	5	5	3	-	15	3	11	14
Office for Science and													
Technology	1973	-	-	1	1	1	2	2	-	7	1	4	5
	1972	-	-	1	1	1	2	2	-	7	1	5	6
Economic and Social Council													
Secretariat, Regional													
Commissions Section and													
Special Projects Unit	1973	-	-	2	1	4	4	5	4	20	2	14	16
	1972	-	-	2	1	4	5	5	3	20	2	13	15
Total	1973	1	2	13	25	57	100	79	57	334 ^{a/}	48	261	309 ^{a/}
	1972	1	2	13	25	60	103	93	70	367	49	286	335

a/ For the reasons stated in paragraphs 3.10 to 3.14 above, 33 Professional (three P-5's, three P-4's, 14 P-3's and 13 P-2/1's) and 26 General Service (one G-5 and 25 other levels) posts which will in the future be charged directly to the UNDP overhead account, have been removed from the manning table for the Department of Economic and Social Affairs as provided for under this budget section. For the remaining posts, subject to the possible submission of revised proposals to the General Assembly, at its twenty-seventh session, which would be based on the outcome of the Administrative Management Service manpower utilization survey, the staff resources for 1973 have been maintained at the levels approved for 1972.

123. The 1973 manning table of the Department of Economic and Social Affairs reflects certain proposals for redeployment of existing posts in order to obtain increased effectiveness from the utilization of the present departmental staffing levels. The changes proposed, including posts removed from the Department's manning table and charged directly to the UNDP overhead account, are as follows:

Office of the Under-Secretary-General

In order to strengthen the programme planning activity and to integrate the financial administration functions in the Department, the Office of the Under-Secretary-General would be strengthened by the transfer of: one D-1, one P-5, two P-4, one P-3, one G-5 and four G-4/1 posts from the Office of the Commissioner for Technical Co-operation; two P-4 and one P-3 posts from

the Social Development Division and one G-5 post from the Division of Public Finance and Financial Institutions. In 1973, it is proposed that one P-4 post previously financed under the regular budget be charged to the UNDP overhead account.

Commissioner for Technical Co-operation

As explained above, the staff resources of this Office would be reduced by five Professional and five General Service posts which would be transferred to the Office of the Under-Secretary-General. In 1973, it is proposed to fund seven P-3, six P-2/1, one G-5 and 22 G-4/1 posts previously financed under the regular budget from the UNDP overhead account.

Centre for Development Planning, Projections and Policies

The Centre would be strengthened to enhance its capability for coping with additional tasks related to the Second Development Decade by transferring one P-4 from the Division of Public Finance and Financial Institutions and two P-4 posts from the Social Development Division. In 1973, it is proposed that one P-3 and one G-4/1 posts previously financed under the regular budget be charged to the UNDP overhead account.

Resources and Transport Division

It is proposed to exchange one P-2 post in this Division for one P-4 post in the Economic and Social Council secretariat and to transfer one General Service post from the Social Development Division. This increase in staff resources would be offset, however, by a decrease of one D-1 post to be transferred to the Social Development Division and one P-2/1 post to be transferred to the Statistical Office. In 1973, it is proposed that one P-5, one P-4, two P-3, two P-2/1 and two G-4/1 posts previously financed under the regular budget be funded from the UNDP overhead account. The net effect of these changes, when considered in conjunction with resources available from extra-budgetary sources, will result in a more viable organizational arrangement to cope with the expanding workload of the Division.

Division of Public Finance and Financial Institutions

As explained above, the establishment of this Division would be decreased by one P-4 post to be transferred to the Centre for Development Planning, Projections and Policies. Also, one G-5 post would be reassigned to the Office of the Under-Secretary-General and one G-4/1 post transferred from the Office for Science and Technology. In 1973, it is proposed that one P-4 post, previously financed under the regular budget, be charged to the UNDP overhead account.

Social Development Division

The staff of this Division would be increased by a D-1 post to be transferred from the Resources and Transport Division to strengthen the

activities dealing with the prevention of crime and the treatment of offenders. As explained above, this increase would be offset by the transfer of four P-4, one P-3 and one G-4/1 posts to the Office of the Under-Secretary-General, the Centre for Development Planning, Projections and Policies, and the Resources and Transport Division. The staff redeployed from the Social Development Division would be in the area of social policy and planning, where extra-budgetary resources are available for this work, and also in the area of social reform and institutional change. In 1973, it is proposed that two P-3 posts in this Division previously financed under the regular budget be charged to the UNDP overhead account.

Population Division

Two G-4/1 posts in the Population Division are to be transferred to the Public Administration Division and the secretariat of the Economic and Social Council respectively, since it is felt that the greatest need for secretarial assistance exists in those offices. In 1973, it is proposed that one P-3 and one P-2 post previously financed under the regular budget be charged to the UNDP overhead account.

Centre for Housing, Building and Planning

In 1973, it is proposed that two P-5 and one P-3 posts previously financed under the regular budget be charged to the UNDP overhead account.

Statistical Office

The staff of this Office is to be strengthened by one P-2/1 post transferred from the Resources and Transport Division to provide for an expected increase in statistical work that could be carried out by a staff member at a junior level. In 1973, it is proposed that four P-2 posts in this Office previously financed under the regular budget be charged to the UNDP overhead account.

Public Administration Division

The Public Administration activities would be strengthened by the addition of one General Service post at the G-4/1 level which would be redeployed from the Population Division.

Office for Science and Technology

As explained above, one G-4/1 post would be transferred from this Office to the Division of Public Finance and Financial Institutions.

Economic and Social Council Secretariat

An existing P-4 post would be exchanged with the Resources and Transport Division for a P-2 and one G-4/1 post would be added to this unit from the Population Division in order to provide additional secretarial services for the secretariat of the Economic and Social Council.

Chapter III. Other temporary assistance (\$828 000)

(i) General temporary assistance (\$84 000)

124. The requirements for general temporary assistance have been calculated on the basis of the past requirements of the Department as a whole and are provided for on a global basis only.

(ii) Individual experts and consultants (\$575 000)

Table 3-A-17

Division	Man-months required	1973 estimates
		\$
Office of the Under-Secretary-General	21	38 000
Centre for Development Planning, Projections and Policies ..	12	21 000
Resources and Transport Division	68	122 700
Division of Public Finance and Financial Institutions	22	39 000
Social Development Division	50	90 500
Population Division	28	50 000
Centre for Housing, Building and Planning	48	86 000
Statistical Office	24	42 500
Public Administration Division	28	50 300
Office for Science and Technology	19	35 000
		<u>575 000</u>

125. The estimate for individual experts and consultants is based on a forecast of the requirements of each Division for expert services needed to supplement existing staff resources.

(iii) Ad hoc expert groups (\$169 000)

126. The cost of the ad hoc expert groups included in the 1973 work programme of the Department is estimated at \$169 000 and the full credit is requested.

Table 3-A-18

Division - subject of meeting	Estimates	\$
<u>Resources and Transport Division</u>		
(a) Reuse of used waters: 6 participants for 1 week at Headquarters	8 000	
(b) Geothermal catalogue: 6 participants for 1 week at Headquarters	8 000	
(c) Projections of natural resources: 10 participants for 1 week at Headquarters	13 000	29 000
<u>Division of Public Finance and Financial Institutions</u>		
(a) Tax treaties: 19 participants for 18 days at Geneva	24 000	
(b) Tax reform planning: 10 participants for 1 week at Headquarters	13 000	37 000
<u>Social Development Division</u>		
(a) Social surveys and methods for the collection and use of data: 6 participants for 1 week at Headquarters	8 000	
(b) Social aspects of industrialization planning: 6 participants for 10 days at Headquarters	9 000	
(c) Advisory Committee on Youth: 8 participants for 10 days at Headquarters	12 000	
(d) Social welfare policies and planning: 6 participants for 1 week at Headquarters	8 000	37 000
<u>Population Division</u>		
(a) Advisory committee on global population strategy: 12 participants for 1 week at Headquarters	16 000	
(b) Demographic, economic and social interrelationships: 8 participants for 10 days at Headquarters	12 000	28 000
<u>Centre for Housing, Building and Planning</u>		
(a) Economic framework for investment policies in housing and urban development: 8 participants for 1 week at Headquarters	11 000	
(b) Improve and develop building technologies based on locally-available materials to rationalize low- income housing construction: 6 participants for 1 week in the Middle East	5 000	16 000

Table 3-A-18 (continued)

Division - subject of meeting	Estimates	
<u>Statistical Office</u>	\$	
(a) Integrated system of social and demographic statistics co-ordinated with the new SNA: 8 participants for 1 week at Geneva	7 000	
(b) Concepts, definitions, classifications and tabulations of national and sectoral balance-sheets and related accounts of the revised SNA: 8 participants for 1 week at Geneva	7 000	14 000
<u>Office for Science and Technology</u>		
(a) Report of the Secretary-General on the role of modern science and technology in the development of nations: 6 participants for 1 week at Headquarters	8 000	8 000
Total		169 000

Chapter IV. Overtime and night differential (\$53 000)

127. The requirements for overtime and night differential have been calculated on the basis of the past requirements of the Department as a whole and are provided for on a global basis only.

Chapter V. Provisional staffing requirements (\$468 400)

128. For the reasons indicated in paragraph 82 above, the provision included under this chapter relates to the continuation in 1973 of the provisional posts approved for 1972.

Table 3-A-19

Provisional posts: 1972 and 1973

	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	-	-	-	-	-	-	-	1	1	-	-	-	
Centre for Development Planning, Projections and Policies	-	-	-	-	1	-	-	1	2	-	1	1	
Social Development Division	-	-	-	-	-	1	-	-	1	-	1	1	
Population Division	-	-	-	-	-	1	-	-	1	-	2	2	
Centre for Housing, Building and Planning ..	-	-	-	-	1	-	1	1	3	-	2	2	
Statistical Office	-	-	-	-	1	-	-	-	1	-	1	1	
Office for Science and Technology	-	-	-	-	2	-	-	2	4	-	3	3	
Economic and Social Council secretariat, Regional Economic Commissions Section and Special Projects Unit	-	-	-	-	1	-	1	-	2	-	2	2	
Total	-	-	-	-	6	2	2	5	15	-	12	12	

ECONOMIC COMMISSION FOR EUROPE

129. The Economic Commission for Europe (ECE), acting within the framework of the policies of the United Nations and subject to the general supervision of the Economic and Social Council, initiates, and participates in, measures for raising the level of European economic activity, and for maintaining and strengthening the economic relations of the European countries both among themselves and with other countries of the world. The Commission undertakes or sponsors investigations and studies of economic and technological problems of, and of developments within, Member States of the Commission and within Europe generally; it also undertakes or sponsors the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate.

COST ESTIMATES: 1973

(\$3 892 800)

Chapter I. Established posts (\$3 806 800)

Table 3-A-20

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	1973	1	1	2	2	1	3	3	13	1	13	14
	1972	1	1	2	2	1	2	4	13	1	13	14
Administrative Office												
	1973	-	-	-	-	-	-	1	1	-	9	9
	1972	-	-	-	-	-	-	1	1	-	9	9
Technical Assistance Office												
	1973	-	-	-	1	-	1	-	2	2	12	14
	1972	-	-	-	1	-	1	-	2	2	12	14
General Economic												
Analysis Division	1973	-	-	1	6	4	7	1	19	1	8	9
	1972	-	-	1	6	3	8	1	19	1	8	9
Projections and												
Programming Division	1973	-	-	2	1	1	2	1	7	-	5	5
	1972	-	-	2	1	1	1	2	7	-	5	5
Trade and Technology												
Division	1973	-	-	1	3	3	4	1	12	-	5	5
	1972	-	-	1	3	4	3	1	12	-	5	5
Energy Division												
	1973	-	-	1	1	4	3	1	10	-	8	8
	1972	-	-	1	1	4	3	1	10	-	8	8
Industry Division												
	1973	-	-	1	2	2	3	2	10	-	9	9
	1972	-	-	1	2	2	2	3	10	-	9	9
Transport Division												
	1973	-	-	1	2	3	2	-	8	2	7	9
	1972	-	-	1	1	4	2	-	8	2	7	9

Table 3-A-20 (continued)

			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
Environment and													
Housing Division.....	1973		-	-	1	2	4	5	1	13	-	8	8
	1972		-	-	1	1	5	5	1	13	-	8	8
Statistical Division ..	1973		-	-	1	1	4	2	5	13	4	13	17
	1972		-	-	1	1	4	3	4	13	4	13	17
ECE/FAO Agriculture													
Division	1973		-	-	-	-	-	1	1	2	-	5	5
	1972		-	-	-	-	-	-	2	2	-	5	5
ECE/FAO Timber Division	1973		-	-	-	-	-	-	2	2	-	6	6
	1972		-	-	-	-	-	-	2	2	-	6	6
Total	1973		1	1	11	21	26	33	19	112	10	108	118
	1972		1	1	11	19	28	30	22	112	10	108	118

Transfer of posts

130. In order to ensure maximum utilization of the staff resources available to the Commission and to provide stronger support in respect of certain aspects of the work programme, the following transfers of staff among divisions are envisaged:

General Economic Analysis Division

It is proposed that a P-3 post in this Division be exchanged for a P-4 post in the Trade and Technology Division.

Industry Division

It is proposed that a P-2 post in this Division be exchanged for a P-3 post in the Statistical Division.

Reclassification of existing posts

131. The following reclassifications of existing posts are proposed for 1973:

Office of the Executive Secretary

1 P-2 to P-3

The programme analyst in the ECE Data System Unit is responsible for systems development, for the training of other programmers attached to ECE user divisions, and for the review and revision of programmes written by other

programmers. In recognition of the higher level of responsibility required for this function it is proposed that this P-2 post be reclassified to the P-3 level.

Projections and Programming

1 P-2 to P-3

It is proposed that the post of junior econometrician be reclassified from the P-2 to the P-3 level in recognition of the high level of highly technical and varied responsibilities involved. These include (a) the selection and evaluation of basic data, (b) assistance in the design of mathematical models and (c) the economic interpretation of the results of various analyses.

Transport Division

1 P-4 to P-5

It is proposed that the P-4 post occupied by the head of the team responsible for providing secretariat services to the Group of Experts on the Construction of Motor Vehicles and its subsidiary bodies be reclassified to the P-5 level. The Group meets more than once a month to consider the introduction of special features in the construction of motor vehicles, taking into account safety and environmental factors. Governments are attaching increasing importance to these aspects of the work programme of the Transport Division and its related responsibilities are expected to increase.

Environment and Housing

1 P-4 to P-5

It is proposed that the P-4 post accommodating the economist who assists in the implementation of the work programme of the Senior Advisors to ECE Governments on Environmental Problems be reclassified to the P-5 level. This work programme involves continuing surveys and assessments of the state of the human environment in ECE countries and the preparation of studies of international environmental policies, institutions and legislation. The incumbent of the post is also responsible for the organization and servicing of the Panel of Senior Governmental Economists whose task is the assessment of the alternative fiscal and economic incentives for encouraging environmental quality and the study of the impact of national environmental measures on foreign trade.

ECE/FAO Agriculture Division

1 P-2 to P-3

It is proposed that one P-2 post be reclassified to the P-3 level in order to enable ECE to recruit a more experienced agricultural economist in the ECE/FAO Agriculture Division.

Chapter III. Other temporary assistance (\$81 000)

(i) General temporary assistance (\$16 000)

132. The estimate covers the following requirements:

(a) Replacement of General Service staff on extended sick leave or maternity leave (\$5 000);

(b) Temporary staff required during peak workload periods and to provide services to rapporteurs and consultants (\$11 000).

(ii) Individual experts and consultants (\$65 000)

133. This estimate provides for approximately 60 man-months of consultant services or specialized experts required during the year to assist with the work programme of ECE.

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

134. This estimate would provide for overtime services and the payment of night differential to General Service staff.

ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST

135. Within the framework of policies of the United Nations and subject to the general supervision of the Economic and Social Council, the Economic Commission for Asia and the Far East (ECAFE) initiates and participates in measures for concerted action to foster economic reconstruction and development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of the economic and social factors. The Commission undertakes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

COST ESTIMATES: 1973

(\$4 180 200)

Chapter I. Established posts (\$4 019 200)

Table 3-A-21

		Category and level									
		I. Professional and above								II.	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level	
Office of the Executive Secretary	1973	1	1	1	1	2	-	1	7	6	
	1972	1	1	1	1	2	-	1	7	6	
Editorial and Language Services	1973	-	-	-	1	4	9	2	16	6	
	1972	-	-	-	1	4	7	4	16	6	
Information Services	1973	-	-	-	1	-	-	1	2	4	
	1972	-	-	-	1	-	-	1	2	4	
Technical Co-operation and Co-ordination Unit	1973	-	-	-	-	1	1	-	2	2	
	1972	-	-	-	-	1	1	-	2	2	
Public Administration Unit ...	1973	-	-	-	1	-	-	-	1	1	
	1972	-	-	-	1	-	-	-	1	1	
Research and Planning Division	1973	-	-	1	4	4	6	5	20	12	
	1972	-	-	1	4	4	6	5	20	12	
International Trade Division .	1973	-	-	1	2	4	4	3	14	9	
	1972	-	-	1	2	4	4	3	14	9	
Industry and Housing Division.	1973	-	-	1	3	6	8	2	20	15	
	1972	-	-	1	3	6	8	2	20	15	
Natural Resources Division (including Water Resources).	1973	-	-	1	5	10	2	2	20	11	
	1972	-	-	1	5	10	2	2	20	11	
Office of the Executive Agent of the Mekong Commission ...	1973	-	1	-	-	1	-	-	2	-	
	1972	-	1	-	-	1	-	-	2	-	
Transport and Communications Division	1973	-	-	1	1	6	2	1	11	10	
	1972	-	-	1	1	6	2	1	11	10	
ECAFE/FAO Agriculture Division	1973	-	-	-	1	-	1	-	2	3	
	1972	-	-	-	1	-	1	-	2	3	
Social Development Division ..	1973	-	-	1	1	3	3	-	8	5	
	1972	-	-	1	1	3	3	-	8	5	

Table 3-A-21 (continued)

		Category and level							II.	
		I. Professional and above							Total	Local level
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Population Division	1973	-	-	1	-	2	1	2	6	5
	1972	-	-	1	-	2	1	2	6	5
Statistical Division	1973	-	-	1	1	2	4	5	13	25
	1972	-	-	1	1	2	4	5	13	25
Science and Technology Unit.	1973	-	-	-	-	1	-	-	1	1
	1972	-	-	-	-	1	-	-	1	1
Administrative Services	1973	-	-	1	2	3	4	6	16	178 ^{a/}
	1972	-	-	1	2	3	4	6	16	178 ^{a/}
Total										
	1973	1	2	10	24	49	45	30	161	293
	1972	1	2	10	24	49	43	32	161	293

^{a/} Includes 3 Field Service Officers administered by Field Operations Service.

Reclassification of existing posts

136. The following reclassifications of existing posts are proposed for 1973:

Editorial and Language Services

2 P-2 to P-3

It is proposed that two posts be reclassified from the P-2 to the P-3 level, the recognized journeyman level for translators, to accommodate the promotion of two translator-trainees who will have satisfactorily completed their period of training for the post of translator.

Chapter III. Other temporary assistance (\$135 000)

(i) General temporary assistance (\$22 000)

137. The present estimate covers requirements for temporary assistance during peak-load work periods and replacement of staff on maternity and extended sick leave.

(ii) Individual experts and consultants (\$80 000)

138. This estimate covers the requirements for expertise on a short-term basis not available within the secretariat; it provides for the cost of 61 man-months of consultant and expert services.

(iii) Ad hoc expert groups (\$33 000)

139. This estimate provides for the following:

(a) Ad Hoc expert group on current economic problems and short-term policies; 30 participants for three days in Bangkok (\$12 000);

(b) Ad Hoc expert group on programming techniques; 15 participants for 21 days in Bangkok (\$8 000);

(c) Ad Hoc expert group on fuller utilization of industrial capacity through multinational co-operation; five participants for five days (\$5 000);

(d) Ad Hoc expert group to consider a draft convention for the establishment of a multinational export credit insurance scheme; seven participants for eight days (\$8 000).

Chapter IV. Overtime and night differential (\$26 000)

140. This estimate would provide for overtime services and the payment of night differential to ECAFE local level staff.

ECONOMIC COMMISSION FOR LATIN AMERICA

141. Within the framework of United Nations policies and subject to the general supervision of the Economic and Social Council, the Economic Commission for Latin America (ECLA) initiates and participates in measures for concerted action to foster the economic reconstruction and development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of economic and social factors. The Commission undertakes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region, both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

COST ESTIMATES: 1973

(\$4 726 600)

Chapter I. Established posts (\$4 513 600)1972 Established posts

Table 3-A-22

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
<u>Office of the Executive Secretary</u>									
Central Echelon	1	1	-	2	-	-	1	5	5
Information Services	-	-	-	1	-	-	-	1	3
Programme Office	-	-	1	-	1	1	-	3	2
<u>Research Bureau</u>									
Economic Development and Projections Division	-	-	1	3	6	5	4	19	9
Trade and Industry Division	-	-	1	4	6	5	4	20	20
Natural Resources, Environment and Transportation Division	-	-	1	2	5	1	1	10	10
Joint ECLA/FAO Division	-	-	-	1	-	2	-	3	2
Social Development Division	-	-	1	2	2	3	1	9	6
Statistical Division	-	-	-	1	3	2	2	8	17
<u>Field Offices Bureau</u>									
Central Office in Santiago	-	-	1	-	-	-	-	1	1
Washington, D.C.	-	-	-	1	1	1	1	4	3
Río de Janeiro	-	-	-	-	-	1	-	1	3
Port of Spain	-	-	1	1	1	2	1	6	6
Montevideo	-	-	-	1	1	-	-	2	2
Bogotá	-	-	-	-	1	-	-	1	1
Mexico City	-	-	1	5	8	6	9	29	63
Documents and Conference Division ...	-	-	1	1	1	6	2	11	43
Operations Bureau	-	-	1	2	3	1	-	7	3
<u>Division of Administration</u>									
Office of the Chief	-	-	1	1	-	-	1	3	6
Finance	-	-	-	-	1	2	1	4	9

Table 3-A-22 (continued)

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Personnel	-	-	-	-	1	1	-	2	3
Library	-	-	-	-	-	-	1	1	6
Buildings Management and General Services	-	-	-	-	1	-	1	2	109
Total	1	1	11	28	42	39	30	152	332

1973 - Established Posts

Table 3-A-23

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
<u>Office of the Executive Secretary</u>									
Central Echelon	1	1	1	1	-	-	1	5	5
Information Services	-	-	-	1	-	-	-	1	3
Programming Office	-	-	1	-	1	1	-	3	2
<u>Research Bureau</u>									
Economic Development Division	-	-	1	3	4	3	2	13	6
Industrial Development Division	-	-	-	2	4	2	4	12	14
Trade Policy Division	-	-	1	1	2	2	2	8	6
Natural Resources and Environment Division	-	-	-	1	3	1	1	6	6
Transport and Communications Division	-	-	1	1	2	-	1	5	4
Joint ECLA/FAO Agricultural Division .	-	-	-	1	-	2	-	3	2
Social Development Division	-	-	1	1	2	3	1	8	4
Statistics and Projections Division ..	-	-	-	2	5	5	1	13	20
<u>Field Offices Bureau</u>									
Central Office in Santiago	-	-	-	-	-	-	-	-	-
Washington D.C.	-	-	-	1	1	1	1	4	3

Table 3-A-23 (continued)

	Category and level							Total I	II. Local level
	1. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Río de Janeiro	-	-	-	1	-	1	-	2	3
Port of Spain	-	-	1	1	1	2	1	6	6
Montevideo	-	-	-	1	1	-	-	2	2
Bogotá	-	-	-	-	1	-	-	1	1
Mexico City	-	-	1	5	8	6	9	29	63
Documents and Conference Services	-	-	1	1	1	6	1	10	43
Library	-	-	-	-	-	-	1	1	6
Operations Bureau	-	-	1	3	3	1	-	8	5
<u>Division of Administration</u>									
Office of the Chief	-	-	1	1	-	-	1	3	6
Finance	-	-	-	-	1	1	1	3	8
Personnel	-	-	-	-	1	1	-	2	3
Electronic Data Processing Unit	-	-	-	-	-	1	1	2	2
Building and Management and General Services	-	-	-	-	1	-	1	2	109
Total	1	1	11	28	42	39	30	152	332

142. The distribution of posts in table 3-A-23 above reflects the reorganization of the Commission's activities in 1972, as proposed by the Executive Secretary and accepted by the Administrative Management Service. This reorganization is entirely of a structural character and does not involve any change in the total number and level of existing established posts.

143. Detailed explanations are given below in respect of such units as have been affected by the reorganization.

OFFICE OF THE EXECUTIVE SECRETARY

Central Echelon

Table 3-A-24

		Category and level								
		I. Professional and above							II.	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972		1	1	-	2	-	-	1	5	5
1973		1	1	1	1	-	-	1	5	5
Change		-	-	1	(1)	-	-	-	-	-

Transfers of posts: 1 D-1, 1 P-5

In order to meet both administrative and substantive needs, the D-1 post provided for the Chief of the Field Offices Bureau has been transferred to the Executive Secretary's Office, within the Central Echelon, and its title changed to Assistant Executive Secretary and Chief, Field Offices Bureau. In addition to enhancing the authority of the incumbent, whose functions include the supervision of other D-1 officers, this transfer ensures closer contact with the Deputy Executive Secretary who is in charge of the Research Bureau and facilitates the co-ordination of the work of the Field Offices with that of the substantive divisions.

The P-5 post provided for the Assistant to the Executive Secretary has been transferred to the Rio de Janeiro Office which had previously been staffed with only one Professional post and was in urgent need of some strengthening in order to assist in the conduct of the extensive studies which have been planned in respect of Brazil.

RESEARCH BUREAU

144. The various divisions comprising the Research Bureau, while retaining their individual identity, report directly to the Deputy Executive Secretary who has full authority and responsibility for the administrative arrangements and work programmes of the Bureau as a whole. The Bureau currently consists of eight rather than the previous six divisions. The details of this reorganization and the related redeployment of posts are described below.

Economic Development Division

Table 3-A-25

	C a t e g o r y a n d l e v e l								Local level
	I. Professional and above								II
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	1	3	6	5	4	19	9
1973	-	-	1	3	4	3	2	13	6
Change	-	-	-	-	(2)	(2)	(2)	(6)	(3)

Transfers of posts: 2 P-4, 2 P-3, 2 P-2/1 and 3 General Service

Considering the multidisciplinary nature of the work programme of the Projections Centre, part of the former Economic Development and Projections Division, and the fact that it relies to a great extent on statistical information prepared by the Statistical Division, it has been incorporated in the latter Division.

Industrial Development Division and
Trade Policy Division

Table 3-A-26

	C a t e g o r y a n d l e v e l								Local level
	I. Professional and above								II
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972 Trade and Industry Division <u>a/</u>	-	-	1	4	6	5	4	20	20
1973 Industrial Development Division	-	-	-	2	4	2	4	12	14
1973 Trade Policy Division	-	-	1	1	2	2	2	8	6
Change	-	-	-	(1)	-	(1)	2	-	-

a/ Including the Science and Technology Unit (one P-5 and one local level post) established as a result of the approval of revised estimates for 1972 to give effect to decisions of the Economic and Social Council at its fiftieth and fifty-first sessions (A/C.5/1366).

Transfers of posts: 1 P-5, 1 P-3, 2 P-2/1

Following its initial survey of ECLA, the Administrative Management Service (AMS) recommended that the Industrial Development Division and the Trade Policy Division which functioned as separate entities in 1971 be combined in 1972 to form a single Trade and Industry Division. The acceptance of this recommendation was subsequently reflected in the establishment approved for 1972 where the two units were combined under the Trade and Industry Division. However, as a result of subsequent consultations and discussions on the subject, it appeared that the merging of the two units presented certain difficulties due to the special nature of the research work being carried out by each of them respectively. With the approval of AMS, the former organizational separation has been restored with the creation of an Industrial Development Division and a Trade Policy Division.

In addition, some adjustments have been made in the distribution of the staff of the Industrial Development Division in view of new work programme requirements. Thus a P-5 and a P-3 post have been transferred to the Statistics and Projections Division and two P-2/1 posts redeployed from the latter Division to the Industrial Development Division.

The Industrial Development Division thus consists of 2 P-5, 4 P-4, 2 P-3, 4 P-2/1 and 14 local level posts, of which one P-5 and one local post form a Science and Technology Unit. The Trade Policy Division consists of 1 D-1, 1 P-5, 2 P-4, 2 P-3, 2 P-2/1 and 6 local level posts.

Natural Resources and Environment Division and
Transport and Communications Division

Table 3-A-27

		C a t e g o r y a n d l e v e l								
		I. Professional and above							II	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	Natural Resources, Environment, and Transport Division	-	-	1	2	5	1	1	10	10
1973	Natural Resources and Environment Division	-	-	-	1	3	1	1	6	6
1973	Transport and Communications Division	-	-	1	1	2	-	1	5	4
Change		-	-	-	-	-	-	1	1	-

Transfer of posts: 1 P-2/1

In attempting to implement the decision to consolidate in 1972 the Natural Resources Programme and the Transport Programme in a single Natural Resources, Environment and Transport Division, certain practical difficulties were encountered. As the two separate fields of activity are very specialized and involve different types of expertise, it did not prove feasible for a single Professional to supervise both operations in an effective manner. Taking into account, moreover, the growing importance of these two activities in the regional context as well as within the ECLA work programme, the separate status of the two programmes has been re-established with the creation of a Natural Resources and Environment Division and a Transport and Communications Division. The distribution of posts between these two new Divisions reflects the recommendations of the Administrative Management Service on the staffing of the former Natural Resources and Transport sections. In view of the increasing workload to be assigned to the new Natural Resources and Environment Division, a P-2/P-1 post has been transferred to it from the Statistics and Projections Division.

Social Development Division

Table 3-A-28

	Category and level								
	I. Professional and above								II.
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	2	2	3	1	9	6
1973	-	-	1	1	2	3	1	8	4
Change	-	-	-	(1)	-	-	-	(1)	(2)

Transfers of posts: 1 P-5, 2 local level

In addition to being responsible for the organization of meetings and seminars, the Public Administration Unit, formerly a part of the Social Development Division, will be increasingly engaged in operational activities. In view of this reorientation of its work, this Unit, consisting of one P-5 and two local level posts, has been transferred to the Operations Bureau. This transfer leaves the Social Development Division with eight Professional and four local posts.

Statistics and Projections Division

Table 3-A-29

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972 Statistics Division	-	-	-	1	3	2	2	8	17
1973 Statistics and Projections Division .	-	-	-	2	5	5	1	13	20
Change	-	-	-	1	2	3	(1)	5	3

Transfers of posts: 1 P-5, 2 P-4, 3 P-3, 1 P-2/1 and 3 local level

For the reasons indicated above, under the Economic Development Division, the Projections Centre has been transferred from that Division to the new Statistics and Projections Division. This transfer also facilitates the co-ordination and improvement of sectoral projections for industry, agriculture and foreign trade as part of over-all projections. The Projections Centre continues to be composed of six Professional and three local level posts. In addition, there has been a distribution of staff among the Statistics and Projections Division, the Industrial Development Division and the Natural Resources Division for reasons related to their respective work programmes. Specifically, one P-5 and one P-3 post have been transferred from the Industrial Development Division to the Statistics and Projections Division in exchange for two P-2/1 posts, one of which accommodates an Associate Economic Officer in the ECLA/FAO/UNIDO Advisory Group on Forest Industry. Furthermore, for reasons indicated above, under the Natural Resources and Environment Division, one P-2/1 post has been transferred to that Division from the Projections Centre in the Statistics and Projections Division.

FIELD OFFICES BUREAU

Table 3-A-30

Category and level									
I. Professional and above									II.
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	-	-	-	-	1	1
1973	-	-	-	-	-	-	-	-	-
Change	-	-	(1)	-	-	-	-	(1)	(1)

Transfer of posts: 1 D-1 and 1 local level

For the reasons indicated above, under the Office of the Executive Secretary, the D-1 post provided in 1972 to accommodate the Chief of the Field Offices Bureau has been transferred to the Office of the Executive Secretary and his title changed to Assistant Executive Secretary and Chief, Field Offices Bureau. In addition, a local level post has been transferred to the Electronic Data Processing Unit in the Division of Administration.

Río de Janeiro

Table 3-A-31

		Category and level								
		I. Professional and above							II.	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972		-	-	-	-	-	1	-	1	3
1973		-	-	-	1	-	1	-	2	3
	Change	-	-	-	1	-	-	-	1	-

Transfer of post: 1 P-5

For the reasons indicated above, under the Office of the Executive Secretary, the office in Río de Janeiro has been strengthened by the redeployment of a P-5 post from the Office of the Executive Secretary.

DOCUMENTS AND CONFERENCE SERVICES

Table 3-A-32

	Category and level								
	I. Professional and above								II.
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	1	1	6	2	11	43
1973	-	-	1	1	1	6	1	10	43
Change	-	-	-	-	-	-	(1)	(1)	-

Transfer of post: 1 P-2/P-1

One P-2/1 post has been transferred from the Documents and Conference Services to the new Electronic Data Processing Unit located in the Division of Administration.

OPERATIONS BUREAU

Table 3-A-33

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	1	2	3	1	-	7	3
1973	-	-	1	3	3	1	-	8	5
Change	-	-	-	1	-	-	-	1	2

Transfers of posts: 1 P-5, 2 local level

As indicated above, under the Social Development Division, the Public Administration Unit consisting of one Professional and two local level posts has been transferred to the Operations Bureau.

DIVISION OF ADMINISTRATION

Finance Section

Table 3-A-34

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	-	-	1	2	1	4	9
1973	-	-	-	-	1	1	1	3	8
Change	-	-	-	-	-	(1)	-	(1)	(1)

Transfers of posts: 1 P-3, 1 local level

The application of systematic analysis and computer operations to various parts of ECLA's work programme has required the establishment, within the Division of Administration, of an Electronic Data Processing Unit. The P-3 post of a computer systems analyst programmer and a supporting local level post, formerly located in the Finance Section, have therefore been transferred to that new Unit.

Electronic Data Processing Unit

Table 3-A-35

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	-	-	-	-	-	-	-
1973	-	-	-	-	-	1	1	2	2
Change	-	-	-	-	-	1	1	2	2

Transfers of posts: 1 P-3, 1 P-2 and 2 local level

As indicated above, under the Finance Section, a separate Electronic Data Processing Unit has been established in 1972. In addition to the P-3 and local level post transferred from the Finance Section, one P-2/P-1 post has been redeployed to this Unit from the Documents and Conference Services and an additional local level post transferred from the Field Offices Bureau.

Chapter III. Other temporary assistance (\$195 000)

(i) General temporary assistance (\$101 000)

145. The estimate covers the following requirements:

- (a) Temporary staff required during peak workload periods, replacement of staff on extended sick or maternity leave and other ad hoc requirements (\$22 000)
- (b) Continuation of the staff required to operate the Latin American Documentation and Research Centre (\$79 000).

146. The Centre referred to under (b) above was established in 1971 by means of a grant from the Netherlands Government which covered the construction costs of a building for the Centre as well as operational expenses during the first two years of its existence in 1971 and 1972. The staffing which, it is proposed, may be provided for on a temporary assistance basis in 1973, consists of one P-4 post to accommodate the Director who assumes full responsibility for the organization and the administration of the Centre and its programme of work, one P-3 post for a Technical Assistant responsible for the technical supervision of the activities of the Centre, and seven local level posts to accommodate three documentalists, one reprographic operator to operate the microfiche-microfilm and other secondary equipment, one bilingual secretary and two typists.

(ii) Individual experts and consultants (\$65 000)

147. The estimate provides for 52 man-months of consultant services or specialized experts required during the year in order to enable the Commission to carry out its work programme.

(iii) Ad hoc expert groups (\$29 000)

148. This estimate provides for the following:

(a) Ad hoc Expert Group on Water Resources of Latin America and the Second United Nations Development Decade, involving 10 participants for 10 days in Santiago (\$9 000);

(b) Ad hoc Expert Group on Progress in the Implementation of the New System of National Accounts, involving 12 participants for 10 days in Santiago (\$11 000);

(c) Ad hoc Expert Group on Optimal Location of Industrial Production Complexes, involving 10 participants for 10 days in Santiago (\$9 000).

Chapter IV. Overtime and night differential (\$18 000)

149. This estimate covers overtime payments to local staff primarily in the Conference and General Services area.

ECONOMIC COMMISSION FOR AFRICA

150. Within the framework of United Nations policies and subject to the general supervision of the Economic and Social Council, the Economic Commission for Africa (ECA) initiates and participates in measures for concerted action to foster the economic development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of economic and social factors. The Commission makes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region, both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

151. The staff resources proposed for the Commission for 1973 are maintained at the same number and level approved for 1972.

COST ESTIMATES: 1973

(\$4 513 700)

Chapter I. Established posts (\$4 279 700)

Table 3-A-36

Established posts: 1972 and 1973

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Office of the Executive Secretary	1	1	1	-	1	-	-	4	3
Technical Assistance and Programme Co-ordination Office	-	-	-	1	1	1	2	5	4
Office of the Secretary of the Commission	-	-	-	1	-	2	-	3	1
Information Unit	-	-	-	1	1	-	-	2	3
Editorial Unit	-	-	-	-	-	2	-	2	2
Economic Research and Planning	-	-	1	1	1	5	4	12	5
Statistics	-	-	-	1	4	4	3	12	30

Table 3-A-36 (continued)

	Category and level							Total I	II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Human Resources Development (including Social Development, Manpower Training and Public Administration ...	-	-	1	3	6	3	3	16	13
Trade, Fiscal and Monetary Affairs	-	-	1	1	2	6	3	13	6
Industry and Housing	-	-	1	3	5	6	2	17	8
Natural Resources and Transport (including Science and Technology) ...	-	-	1	6	6	7	2	22	15
ECA/FAO Agriculture	-	-	-	2	3	4	1	10	9
Population Programme Centre	-	-	-	-	1	1	-	2	1
Centre for Economic Co-operation	-	-	1	-	1	2	2	6	5
Subregional Offices:									
Kinshasa	-	-	1	-	-	-	1	2	4
Lusaka	-	-	-	1	-	-	1	2	4
Niamey	-	-	-	1	-	1	-	2	5
Tangiers	-	-	1	-	-	1	-	2	5
Division of Administration, Conference and General Services									
Office of the Head	-	-	1	1	-	-	-	2	5
Personnel	-	-	-	-	1	1	1	3	10
Finance	-	-	-	-	1	1	1	3	12
Conference and General Services	-	-	-	-	-	2	1	3	45
Language Services	-	-	-	-	2	7	2	11	4
Documents	-	-	-	-	-	1	1	2	45
Library	-	-	-	-	-	1	1	2	15
Total	1	1	10	23	36	58	31	160	259

Chapter III. Other temporary assistance (\$230 000)

(i) General temporary assistance (\$126 000)

152. The estimate includes a provision of \$36 000 for the employment of temporary staff to service working parties of the Commission, ad hoc expert groups and meetings of intergovernmental bodies.

153. The estimate also includes a provision of \$90 000 for employment of temporary staff to replace staff on maternity leave and sick leave and temporary clerical assistance during peak-load periods. In addition, provision is made for cleaning, custodial and maintenance staff at Africa Hall and at the subregional offices.

(ii) Individual experts and consultants (\$85 000)

154. The estimate provides for the cost of 48 man-months of individual expert and consultant services required in the following areas of activity:

	<u>Man-months</u>
Economic planning, projections and policies	3
International trade	6
Industrial development	3
Development of natural resources	6
Transport and communications	6
Agriculture	3
Social development	3
Manpower and training	6
Public administration	3
Housing, building and planning	3
Science and technology	6
	<hr/>
Total	48
	<hr/>

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

155. The estimate provides for the travel and subsistence costs of participants in several technical and expert group meetings.

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

156. The estimate is intended to cover the need for overtime generated by the number of meetings and seminars to be held by the Commission.

UNITED NATIONS ECONOMIC AND SOCIAL OFFICE AT BEIRUT

157. The United Nations Economic and Social Office at Beirut (UNESOB) has two main responsibilities: (a) to identify and elucidate major development problems in the Middle East and assist in the search for solutions to them at the governmental and intergovernmental level, and (b) to facilitate the preparation,

execution and evaluation of specific technical co-operation or preinvestment projects in respect of which Governments in the region request United Nations assistance. For the conduct of its activities, UNESOB is organized into an Economic Section and a Social Section; in addition, it is provided with the services of a group of regional advisers financed from the appropriations for technical programmes under part V of the budget.

158. The staff resources proposed for 1973 are maintained at the levels approved for 1972.

COST ESTIMATES: 1973

(\$489 700)

Chapter I. Established posts (\$466 700)

Table 3-A-37

	C a t e g o r y a n d l e v e l							
	I. Professional and above							II
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972 and 1973	1	1	2	6	5	3	18	29

Chapter III. Other temporary assistance (\$21 000)

(i) General temporary assistance (\$9 000)

159. This estimate covers the following requirements:

(a) Normal temporary assistance during periods of peak workload, including typing, proofreading and reproduction of special documents, studies and reports, as well as the replacement of staff on extended sick or maternity leave (\$4 500);

(b) Contractual translation from English into Arabic and from Arabic or French into English, when work is of such a nature and urgency that it cannot be undertaken at Headquarters (\$4 500).

(ii) Individual experts and consultants (\$12 000)

Chapter IV. Overtime and night differential (\$1 000)

OFFICE OF PUBLIC INFORMATION
(including information centres)

COST ESTIMATES: 1973

(\$6 372 600)

Chapter I. Established posts (\$6 222 100)

Table 3-A-38

		Category and level										
		I. Professional and above								II. General Service		
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Assistant Secretary-General (including Executive Office)												
	1973	1	-	2	1	1	1	-	6	4	8	12
	1972	1	-	2	-	1	2	-	6	4	8	12
Press and Publications Division a/												
	1973	-	1	2	7	10	12	5	37	5	25	30
	1972	-	1	2	7	11	12	5	38	5	25	30
Radio and Visual Services Division												
	1973	-	1	3	5	11	22	22	64	13	33	46
	1972	-	1	3	5	11	22	22	64	13	33	46
External Relations Division a/												
	1973	-	1	2	4	2	3	3	15	3	14	17
	1972	-	1	2	4	1	3	3	14	2	15	17
Centre for Economic and Social Information .												
	1973	-	1	-	1	1	1	-	4	-	4	4
	1972	-	1	-	1	1	1	-	4	-	4	4
Subtotal Headquarters ..												
	1973	1	4	9	18	25	39	30	126	25	84	109
	1972	1	4	9	17	25	40	30	126	24	85	109
Information Centres												
	1973	-	-	3	12	21	9	3	48	-	-	- b/
	1972	-	-	3	12	21	9	3	48	-	-	- b/
Total												
	1973	1	4	12	30	46	48	33	174	25	84	109
	1972	1	4	12	29	46	49	33	174	24	85	109

a/ The establishment shown for 1973 reflects the reassignment of a P-4 post from the Press and Publications Division to the External Relations Division.

b/ In addition, credits are provided for 240 local level posts.

160. By its resolution 2897 (XXVI) of 22 December 1971, the General Assembly requested the Secretary-General "... to review the present administrative arrangements for the Centre for Economic and Social Information and to reorganize the Office of Public Information with a view to ensuring central control and direction in the implementation

of information policies and guidelines and thereby enabling the Office to carry out its mandate more effectively". On the recommendation of the Advisory Committee on Administrative and Budgetary Questions, 7/ the General Assembly also decided not to implement the proposals which had been made by the Secretary-General concerning the staffing of the various information centres in the field until the Secretary-General had reviewed the question with the help of the Consultative Panel on Public Information. Pending completion of these reviews, on the basis of which revised estimates may be submitted to the General Assembly at its twenty-seventh session, the manning table proposed for this Office for 1973 provides for the continuation of the same number of established posts as approved for 1972, subject to the reclassifications requested below.

Reclassification of existing posts

Office of the Assistant Secretary-General

1 P-4 to P-5, 1 P-3 to P-4

It is proposed that the post of Deputy Executive Officer be established at the P-5 level in order to bring it in line with comparable posts in other major departments. The Deputy, in addition to acting for the Executive Officer in the latter's absence, has primary responsibility for the administrative aspects of the operational programme of the Radio and Visual Services Division; he has also assumed responsibility for the budgetary and financial arrangements of the Centre for Economic and Social Information, since the transfer of that Unit to the Office of Public Information. Also requested is the reclassification of another post in the Executive Office, currently at the P-3 level, in recognition of the fact that the responsibilities of the incumbent, which include manning table and personnel administration for the department, correspond to those normally exercised at the P-4 level.

1 G-4 to G-5

At present there are two Information Assistant posts in the Non-Governmental Organizations (NGO) Section of the External Relations Division, both occupied by staff members whose duties complement each other and are interchangeable. It is considered that the equality of these functions be recognized by the reclassification of the second of the posts involved.

Chapter III. Other temporary assistance (\$98 500)

(i) General temporary assistance (\$78 500)

161. The credits sought under this heading cover contractual arrangements for the indexing of the three language editions of the United Nations Monthly Chronicle

7/ Ibid., document A/8408/Add.27, para. 12.

and for the translation and editing of the Spanish edition (\$11 000). The estimate also covers the cost of the indexing, by contractual means, of the Yearbook of the United Nations (\$2 500); the continuation of temporary assistance for the production of the Yearbook (\$32 000); completion of the review and cataloguing of television films (\$8 000); and temporary secretarial/clerical assistance during the absence of regular staff members on sick and maternity leave (\$5 000). Also requested is a total provision of \$20 000 for temporary assistance at the information centres.

(iii) Ad hoc expert groups (\$20 000)

162. This estimate provides for the travel and subsistence of some 20 representatives of national information media who will meet in Santiago, Chile, for a period of five days for a meeting known as the "Editors' Roundtable". The Editors' Roundtable, originally scheduled to be held in Buenos Aires in the fall of 1972, has been cancelled and the appropriation for that year will be surrendered.

Chapter IV. Overtime and night differential (\$52 000)

163. The estimate provides for overtime costs to be incurred at Headquarters (\$40 000) and at the information centres (\$12 000).

OFFICE OF CONFERENCE SERVICES

COST ESTIMATES: 1973

(\$19 115 900)

Chapter I. Established posts (\$18 340 900)

Table 3-A-39

		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	1973	1	-	-	-	-	1	1	-	3	1	1	2
	1972	1	-	-	-	-	1	1	-	3	1	1	2
Executive Office	1973	-	-	-	1	1	-	-	2	4	2	7	9
	1972	-	-	-	1	1	-	-	2	4	2	7	9
Translation Service:													
Office of the Director ..	1973	-	-	1	-	-	-	1	-	2	-	1	1
	1972	-	-	1	-	-	-	1	-	2	-	2	2

Table 3-A-39 (continued)

		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
Translation Sections	1973	-	-	-	5	17	87	184	31	324	5	66	71
	1972	-	-	-	5	17	88	184	31	325	5	66	71
Documentation and Terminology Section	1973	-	-	-	-	1	1	4	-	6	5	18	23
	1972	-	-	-	-	1	1	4	-	6	5	18	23
Interpretation and Meetings Service:													
Office of the Director	1973	-	-	1	-	-	-	1	-	2	-	3	3
	1972	-	-	1	-	-	-	-	-	1	-	1	1
Planning and Projection Section	1973	-	-	-	-	-	1	-	1	2	-	2	2
	1972	-	-	-	-	-	1	-	1	2	-	2	2
Meetings Servicing Section	1973	-	-	-	-	-	-	-	1	1	2	5	7
	1972	-	-	-	-	-	-	-	1	1	2	5	7
Interpretation Section	1973	-	-	-	1	8	29	32	8	78	-	2	2
	1972	-	-	-	1	8	29	32	8	78	-	2	2
Verbatim Reporting Section	1973	-	-	-	-	1	8	28	-	37	-	1	1
	1972	-	-	-	-	1	8	28	-	37	-	1	1
Editorial and Official Records Service:													
Office of the Director	1973	-	-	1	-	-	-	-	-	1	-	1	1
	1972	-	-	1	-	-	-	-	-	1	-	1	1
Editorial Control	1973	-	-	-	1	1	3	3	-	8	-	4	4
	1972	-	-	-	1	1	3	3	-	8	-	4	4
Documents Control	1973	-	-	-	1	-	1	1	1	4	4	14	18
	1972	-	-	-	1	-	1	1	1	4	4	14	18
Official Records Editing Section	1973	-	-	-	-	1	4	14	8	27	10	2	12
	1972	-	-	-	-	1	3	15	8	27	10	4	14
Stenographic Service	1973	-	-	-	-	-	1	-	1	2	18	223	241
	1972	-	-	-	-	-	1	-	1	2	18	223	241
Publishing Service:													
Office of the Chief	1973	-	-	-	1	-	1	-	1	3	1	10	11
	1972	-	-	-	1	-	1	-	1	3	1	9	10

Table 3-A-39 (continued)

		Category and level										II. General Service		
		I. Professional and above								Total I		G-5	Other levels	Total II
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1					
Printing Section	1973	-	-	-	-	1	4	20	16	41	1	14	15	
	1972	-	-	-	-	1	4	20	16	41	1	14	15	
Reproduction Section	1973	-	-	-	-	1	-	2	2	5	40	81	121	
	1972	-	-	-	-	1	-	2	2	5	40	81	121	
Distribution Section	1973	-	-	-	-	-	1	2	-	3	10	63	73	
	1972	-	-	-	-	-	1	2	-	3	10	63	73	
Total	1973	1	-	3	10	32	142	293	72	553	99	518	617 ^{a/}	
	1972	1	-	3	10	32	142	293	72	553	99	518	617 ^{a/}	

^{a/} In addition, credits are provided for 19 manual worker posts in 1972 and 1973.

164. In terms of total number and level, the establishment proposed for this Office for 1973 is identical to that approved for 1972. Within these limits the manning table given above indicates a minor redeployment of posts among units reflecting a redistribution of the workload.

Transfers

It is required that one senior editor in Russian (P-4) be transferred from the Translation Service to Editorial and Official Records Service to handle the increased volume of work in connexion with the Security Council and resolutions of the Economic and Social Council. One P-3 post and two General Service posts, comprising the Journal Unit, would be reassigned within the Interpretation Service from Editorial and Official Records Service. Finally, in order to provide for actual staffing requirements in respective units, one General Service post to be transferred to Publishing Service from Translation Service.

Chapter III (i). General temporary assistance (\$315 000)

165. The estimates under this heading provide for:

(a) Short-term requirements during peak workload periods and for the replacement of staff on maternity and extended sick leave (\$44 000);

(b) The continuation of the existing arrangement with a publishing house in Moscow to translate into Russian some 10 000 pages of backlog documentation at an average cost of \$18 to \$25 per 1 000 words of original text (\$60 000); ^{8/}

^{8/} It is estimated that 3 000 pages will also be translated by students during the course of their studies under the Russian language training programme provided for under chapter VI of section 4.

(c) The contractual translation of some 10 000 pages of Chinese documentation which would permit a further step to be taken towards the liquidation of a backlog of documentation in this language (\$60 000);

(d) Other contractual translation and typing requirements, having regard for the heavy meetings programme and the increasingly technical nature of material to be translated (\$85 000);

(e) Contractual assistance to the Official Records Editing Section to meet emergency situations in any one language (\$10 000); and

(f) The cost of approximately 30 man-months of temporary revisers in the different sections to cope with the increased revision work resulting from the extensive use of contractual translation (\$56 000).

Chapter IV. Overtime and night differential (\$460 000)

166. 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 takes into account the exceptionally heavy costs which arise as a consequence of services to be provided to the General Assembly during its regular session.

LIBRARY

COST ESTIMATES: 1973

(\$2 015 700)

Chapter I. Established posts (\$2 011 700)

Table 3-A-40

	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	
1972 and 1973	-	-	1	1	3	6	30	20	61	7	59	66	a/

a/ In addition, credits are provided for 10 manual worker posts.

167. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey of the Library by the Administrative Management Service in the course of the current year, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

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

168. 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 (\$2 000)

OFFICE OF GENERAL SERVICES

COST ESTIMATES: 1973

(\$10 421 900)

Chapter I. Established posts (\$8 496 700)

Table 3-A-41

		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
<hr/>													
Office of the Assistant													
Secretary-General	1973	-	1	2	-	-	-	-	-	3	1	2	3
	1972	-	1	2	-	-	-	-	-	3	1	2	3
Executive Office													
	1973	-	-	-	1	1	-	1	1	4	1	5	6
	1972	-	-	-	1	1	-	1	1	4	1	5	6
Special Assignments													
Service	1973	-	-	-	1	1	1	-	1	4	-	3	3
	1972	-	-	-	1	1	1	-	1	4	-	3	3
Communications, Archives													
and Records Service	1973	-	-	-	1	3	5	1	7	17	14	162	176
	1972	-	-	-	1	3	5	1	7	17	14	172	186
Buildings Management													
Service	1973	-	-	-	1	1	4	1	4	11	14	173	187
	1972	-	-	-	1	1	4	1	4	11	14	177	191
Field Operations Service ..													
	1973	-	-	-	1	2	2	2	2	9	6	30	36
	1972	-	-	-	1	2	2	2	2	9	6	30	36
Purchase and Transportation													
Service	1973	-	-	-	1	2	3	4	5	15	13	36	49
	1972	-	-	-	1	2	4	4	5	16	13	41	54
<hr/>													
Total	1973	-	1	2	6	10	15	9	20	63	49	411	460 ^{a/}
	1972	-	1	2	6	10	16	9	20	64	49	430	479 ^{a/}

^{a/} Credits are also provided for 175 manual worker posts in 1972 and 1973.

169. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey which has been undertaken by the Administrative Management Service in the course of the current year, the staff resources of this Office for 1973 are maintained, with the exception of the minor adjustments described in paragraphs 170 and 171 below, at the level approved for 1972.

170. In accordance with the procedure followed in respect of the other revenue-producing activities of the Organization, it is proposed that the posts of two General Service staff currently engaged on a full-time basis as security personnel for the garage administration should be transferred from section 3 as a charge against income from this activity. It is further proposed that the latter operation be included under income section 4, rather than under income section 3 as heretofore.

171. In order to provide a chauffeur for the Secretary General, a service heretofore provided by the Security Service, it is proposed to transfer a security post from the Buildings Management Service to the Executive Office of the Secretary-General for the recruitment of a chauffeur at the manual worker level. A General Service post, formerly outposted from the same Service to the Protocol and Liaison Office for the issuance of passes to diplomatic staff and for other related functions, is also considered to be more appropriately situated in the Executive Office of the Secretary-General.

172. Finally, for the reasons stated in paragraphs 3.10 to 3.14 above one Professional (P-4) and 15 General Service posts, which will in the future be charged directly to the United Nations Development Programme overhead accounts, have been deleted from the manning table of the Office of General Services as provided for under the regular budget.

Chapter III. Other temporary assistance (\$278 600)

(i) General temporary assistance \$278 100

173. The estimate under this heading provides for: the continuation of some 22 temporary staff required in connexion with the rental of outside premises (\$203 000); six temporary manual workers from 15 April to 15 October for maintenance of the gardens (\$23 600); and temporary replacements for staff on maternity and prolonged sick leave (\$51 500).

(ii) Individual experts and consultants \$500

174. This estimate provides for the services of consultants to advise on freight matters.

Chapter IV. Overtime and night differential (\$766 000)

175. Provision is sought for the cost of overtime and night differential payments to staff required to maintain essential services beyond normal working hours. Although the major share of overtime costs is attributable to the near maximum use of meeting facilities and the need for expanded security coverage after normal working hours, approximately one third of this provision is required in connexion with the continuous daily coverage of certain functions on a 24 hour basis.

Chapter V. Provisional staffing requirements (\$880 600)

176. Pending the completion of the manpower utilization and deployment survey by the Administrative Management Service, these initial estimates continue to provide for the provisional staffing requirements at the level approved for 1972.

Provisional posts: 1972 and 1973

Table 3-A-42

	Category and level											
	I. Professional and above									II. General Service		
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Assistant Secretary-General	-	-	-	-	-	-	-	-	-	-	1	1
Communications, Archives and Records Service	-	-	-	-	-	-	1	1	2	-	4	4
Buildings Management Service ...	-	-	-	-	-	-	-	-	-	6	51	57
Field Operations Service	-	-	-	-	-	-	-	-	-	-	1	1
Purchase and Transportation Service	-	-	-	-	-	1	-	1	2	-	2	2
Total	-	-	-	-	-	1	1	2	4	6	59	65 ^{a/}

a/ Credits are also provided for eight manual worker posts in 1972 and 1973.

UNITED NATIONS OFFICE AT GENEVA

(excluding the Economic Commission for Europe)

177. Among the major responsibilities of the United Nations Office at Geneva are:

(a) The provision of administrative, financial and General Service 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 intergovernmental 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.

178. The organizational units located in the Palais des Nations include the Economic Commission for Europe, the Narcotic Drugs Division, the secretariat of the International Narcotics Control Board, headquarters of the United Nations High Commissioner for Refugees, the United Nations Conference on Trade and Development (UNCTAD), the United Nations Research Institute for Social Development, the Joint Inspection Unit and the Office of the Disaster Relief Co-ordinator.

179. Aside from special meetings and conferences, the Office services on a regular annual basis the sessions of the International Law Commission and the Commission on Narcotic Drugs and the summer session of the Economic and Social Council. Within the limits laid down in the current resolution on the pattern of conferences, 9/ up to four Headquarters-based functional commissions of the Economic and Social Council may hold sessions in Geneva, as well as the Governing Council of the United Nations Development Programme, the United Nations Scientific Committee on Effects of Atomic Radiation, the two sub-committees of the Committee on the Peaceful Uses of Outer Space and, in alternate years, the United Nations Commission on International Trade Law. In addition, the Conference of the Committee on Disarmament has for the past several years held sessions in the Palais, lasting for six months or more each year.

180. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization surveys of the Department of Economic and Social Affairs and the Office of the Controller by the Administrative Management Service in the course of the current year, the staff resources requested for the Division of Social Affairs and the Internal Audit Service at Geneva have been maintained at the levels approved for 1972.

9/ General Assembly resolution 2693 (XXV) of 11 December 1970.

COST ESTIMATES: 1973

(\$12 687 200)

Chapter I. Established posts (\$11 728 800)

Table 3-A-43

		Category and level								ii. General Service		
		I. Professional and above										
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Director-												
General including												
Co-ordination	1973	1	2	1	3	1	1	1	10	2	12	14
	1972	1	2	1	3	1	1	1	10	2	12	14
Library	1973	-	-	1	1	3	4	8	17	3	20	23
	1972	-	-	1	1	3	4	8	17	1	22	23
Conference Services:												
Office of the Director .	1973	-	1	-	-	1	-	-	2	1	1	2
	1972	-	1	-	1	1	-	-	3	1	2	3
Interpretation Service .	1973	-	-	1	3	15	14	-	33	-	1	1
	1972	-	-	-	4	15	14	-	33	-	1	1
Conference Division	1973	-	-	1	1	-	2	2	6	1	17	18
	1972	-	-	1	-	-	2	2	5	1	16	17
Language Division	1973	-	-	1	10	23	46	8	88	5	134	139
	1972	-	-	1	10	23	46	7	87	5	135	140
Documents Division	1973	-	-	-	1	3	7	7	18	3	92	95
	1972	-	-	-	1	3	6	8	18	3	92	95
Subtotals	1973	-	1	3	15	42	69	17	147	10	245	255
	1972	-	1	2	16	42	68	17	146	10	246	256
General Services												
Division	1973	-	-	1	3	2	3	8	17	13	119	132
	1972	-	-	1	3	2	3	8	17	12	120	132
Administrative and												
Financial Services:												
Office of the Director .	1973	-	1	-	2	1	-	-	4	1	1	2
	1972	-	1	-	2	1	-	-	4	1	1	2
Budget Division	1973	-	-	1	1	1	1	1	5	-	2	2
	1972	-	-	1	1	1	1	1	5	-	2	2
Finance Division	1973	-	-	1	-	1	2	2	6	3	20	23
	1972	-	-	1	-	1	2	2	6	3	20	23

Table 3-A-43 (continued)

			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
Personnel Services	1973	-	-	1	3	1	7	1	13	2	26	28	
	1972	-	-	1	3	1	7	1	13	2	26	28	
Technical Assistance													
Recruitment Service ..	1973	-	-	-	1	3	1	-	5	-	7	7	
	1972	-	-	-	1	3	1	-	5	-	7	7	
Subtotals	1973	-	1	3	7	7	11	4	33	6	56	62	
	1972	-	1	3	7	7	11	4	33	6	56	62	
Internal Audit Service ...	1973	-	-	-	1	-	2	3	6	-	5	5	
	1972	-	-	-	1	-	2	3	6	-	5	5	
Information Service	1973	-	-	1	3	6	1	1	12	3	11	14	
	1972	-	-	1	3	6	1	1	12	3	11	14	
Office of the Disaster													
Relief Co-ordinator	1973	1	1	-	-	1	-	-	3	-	3	3	
	1972	1	1	-	-	1	-	-	3	-	3	3	
Division of Social Affairs	1973	-	-	-	2	4	-	1	7	1	5	6	
	1972	-	-	-	2	4	-	1	7	1	5	6	
Division of Narcotic Drugs	1973	-	1	1	2	6	3	4	17	1	13	14	
	1972	-	1	1	2	6	3	4	17	1	13	14	
International Narcotics													
Control Board	1973	-	-	1	1	2	3	4	11	1	9	10	
	1972	-	-	1	1	2	2	4	10	1	7	8	
Total	1973	2	6	12	38	74	97	51	280	40	498	538 ^{a/}	
	1972	2	6	11	39	74	95	51	278	37	500	537 ^{a/}	

^{a/} In addition, credits are provided for 85 manual workers.

181. The following adjustments in staffing requirements are proposed:

Transfer of posts

For closer co-ordination of the editorial and documents control functions, it is proposed to transfer the P-5 post of Chief Editor and the associated General Service post from the Office of the Director, Conference Services to the Conference Division.

General Assembly, 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 the Council for Namibia.

Africa Division

76. This Division is responsible for carrying out special studies and research and for producing the various substantive papers and reports in respect of each of the Non-Self-Governing Territories located in Africa, including Namibia, for submission to the governing bodies concerned.

Caribbean, Asia and Pacific Division

77. The responsibilities of this Division are identical to those of the Africa Division, in respect of each of the Non-Self-Governing Territories and Trust Territories located in its areas of competence.

COST ESTIMATES: 1973

(\$1 168 700)

Chapter I. Established posts (\$1 131 900)

Table 3-A-14

Established posts: 1972 and 1973

	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, including Support Services and Co-ordination Section	1	-	1	-	1	2	1	-	6	3	5	8
Secretariats Service	-	-	-	1	4	-	2	1	8	2	4	6
Africa Division	-	-	-	1	2	3	3	3	12	-	3	3
Caribbean, Asia and Pacific Division	-	-	-	1	3	1	2	1	8	-	4	4
Total	1	-	1	3	10	6	8	5	34	5	16	21

Chapter III (i). General temporary assistance (\$28 800)

(b) The temporary replacement of staff on maternity or extended sick leave (\$2 300).

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

80. The Department of Economic and Social Affairs provides, inter alia, substantive services, secretariats and documentation for the Economic and Social Council and its subsidiary organs, the Second and Third Committees of the General Assembly and other bodies. The staff of the Department prepares publications on economic and social subjects and maintains a central statistical office for the United Nations to compile for publication statistics of international interest and to advise Governments on statistical matters. The staff of the Department also assists Governments, through programmes of technical co-operation, in economic and social development. The Department is charged with implementing those purposes and principles of the United Nations Charter which call for the promotion of higher standards of living and for the economic and social advancement of all peoples.

Table 3-A-15

ESTIMATES OF EXPENDITURE UNDER SECTION 3 OF THE DEPARTMENT AS A WHOLE

Chapter	1973 estimates
	\$
I. Established posts	11 449 100
III. Other temporary assistance	
(i) General temporary assistance	84 000
(ii) Individual experts and consultants	575 000
(iii) <u>Ad hoc</u> expert groups	<u>169 000</u>
	Subtotal
	828 000
IV. Overtime and night differential	53 000
V. Provisional staffing requirements	468 400
	<u>Total</u>
	12 798 500

81. Table 3-A-15 above presents a summary of the estimates under each chapter of section 3 for the Department of Economic and Social Affairs as a whole.

82. At the time of the preparation of these estimates, the reorganization of this Department, as proposed by the Administrative Management Service, was still under consideration. Revised proposals, reflecting in detail the reconstitution of the various organizational units involved as well as the consequential redeployment of the staff, will be submitted to the General Assembly at its twenty-seventh session.

OFFICE OF THE UNDER-SECRETARY-GENERAL

83. In addition to the Office of the Under-Secretary-General itself, the Office includes the Office for Departmental Finance and Administration and that of the Special Adviser for Departmental Programme Planning.

84. The Office for Departmental Finance and Administration performs the administrative, budgetary and personnel operations for the Department, and provides central assistance in these matters, as required, to the secretariats of the regional economic commissions, the United Nations Economic and Social Office at Beirut and the Division of Narcotic Drugs. It compiles and presents the annual publications programme, assists in its implementation and represents the Department and the regional commission secretariats at meetings of the Publications Board.

85. The Special Adviser for Departmental Programme Planning assists the Under-Secretary-General for Economic and Social Affairs in planning and reviewing the various programmes entrusted to the Department and in establishing procedures to carry out this responsibility.

COMMISSIONER FOR TECHNICAL CO-OPERATION

86. The Office of Technical Co-operation (OTC) provides the services necessary for the programming, implementation and periodic evaluation of all operational activities undertaken by the United Nations, excluding those undertaken by the United Nations Industrial Development Organization (UNIDO) under the regular budget, United Nations Development Programme (UNDP), and other programmes financed from extra-budgetary resources. The Office also carries out United Nations responsibilities with respect to the World Food Programme and the implementation of General Assembly resolution 2816 (XXVI) relating to assistance in cases of natural disaster. In addition, it arranges and implements programming and evaluation missions, prepares handbooks for uniform operational procedures and provides information concerning United Nations technical co-operation activities for inclusion in various United Nations reports.

(b) Assist developing countries in strengthening their infrastructure for services dealing with natural resources and promote the training of their personnel in these fields;

(c) Assist the developing countries in modernizing and strengthening their services for the collection, storage and retrieval of data on natural resources;

(d) Provide periodic and special reports on selected subjects in the fields of its competence to the Economic and Social Council, the Advisory Committee on Natural Resources and other United Nations organs, as required, and provide substantive servicing to the Committee on Natural Resources; and

(e) Keep abreast of new technological developments with a view to their applicability to natural resources development.

94. The total programme in the field of non-agricultural natural resources is undertaken, as appropriate, in co-operation with the secretariats of regional economic commissions and other concerned organizations of the United Nations system.

95. The Division also performs work in the area of ocean economics and technology. This work is aimed at promoting rational management of ocean space in view of the intensification of its multiple and sometimes conflicting uses, as well as of the widespread pollution of the marine environment. During the last two decades, there has been a considerable growth in the uses of the sea and ocean space (shipping, fisheries, exploitation of marine resources, construction of marine pipelines, recreational facilities, waste disposal, etc.). Technological developments, moreover, indicate that new uses (such as offshore super-tanker terminals, storage facilities for oil and gas, power plants, airports, etc.) are already becoming a reality. Interaction of various uses of the sea has been a neglected area so far and an integrated, interdisciplinary approach to the management of the marine environment has become imperative. The Economic and Social Council and the General Assembly have repeatedly stressed the need for such a comprehensive approach in relation to the seas and the oceans. Since vast areas of the ocean lie beyond the limits of national jurisdiction, the United Nations has a special responsibility in this respect.

96. The concept of rational management of ocean space is intended to overcome the sectoral fragmentation of marine affairs which has prevailed in the past since the specialized agencies or other United Nations organizations have dealt in an exclusive manner with problems falling within their respective terms of reference (such as fisheries - FAO; basic science - UNESCO and its Intergovernmental Oceanographic Commission; safety of navigation - IMCO), and to enable the United Nations to provide over-all guidance to its United Nations system of organizations. With regard to ocean economics and technology, the Resources and Transport Division is called upon to implement General Assembly and Economic and Social Council resolutions regarding ocean resources and other marine matters. It is presently participating in the preparatory work for the forthcoming Conference on the Law of the Sea, in particular in regard to the economic and technical functions of the international régime and machinery to be established for the exploitation of the sea-bed resources beyond the area of national jurisdiction. Moreover, it has been entrusted with the marine pollution component of the United Nations Conference on the Human Environment.

97. In discharging the above tasks, substantive co-ordination is ensured among the various United Nations agencies and organizations dealing with marine affairs through such bodies as the ACC Sub-Committee on Marine Science and its Applications, the Intersecretariat Committee on Scientific Programmes relating to Oceanography (ICSPRO) and the Joint Group of Experts on the Scientific Aspects of Marine Pollution (GESAMP).

98. Within the framework of the Second Development Decade, work in the area of ocean economics and technology is intended to increase the capacity of the developing countries in the rational development of their marine areas, including the preservation of the marine environment. It will also assist them in safeguarding their special interests in relation to the future exploitation of the sea-bed beyond the limits of national jurisdiction encompassing such questions as participation in operational activities, possible impact of sea-bed production on world markets, sharing of benefits, etc.

99. A further major area of work performed by the Resources and Transport Division is in the area of transport and tourism. This work promotes international transport and tourism, develops domestic transport and tourism systems and services in developing countries and provides advisory and technical services for implementation of the technical co-operation programmes in the facets of transport and tourism for which the United Nations is responsible. These facets include the planning and co-ordination of the over-all transport and tourism systems and the development of individual inland transport and tourism facilities in their technological, economic, institutional and operational aspects. The need for extension of international transport and tourism facilities and for developing the domestic transport and tourism systems and establishments in developing countries requires constant review of the situation in the world at large and in the developing countries in particular in the light of changing conditions and technology. The search for solutions of identified problems in these areas calls for applied research and adequate flow of technical information. The work programme is designed to meet the described requirements within the guidance of the various Economic and Social Council and General Assembly resolutions either directly on transport and tourism problems or indirectly on matters that involve transport or tourism as important elements of economic and social development.

DIVISION OF PUBLIC FINANCE AND FINANCIAL INSTITUTIONS

100. The Division of Public Finance and Financial Institutions assists Governments in increasing the volume of internal and external financial resources for development available to developing countries in order to ensure the most effective use of those resources.

101. The programme in public finance and financial institutions has been worked out within the context of the International Development Strategy for the Second United Nations Development Decade which recommends that developing countries should pursue sound fiscal and monetary policies, streamline and strengthen their tax administration systems, improve the efficiency of public enterprises, improve their institutional framework for the mobilization of private savings and adopt appropriate measures for inviting, stimulating and making effective use of private foreign investment.

102. Specifically, the programme in public finance and financial institutions aims to:

- (a) Develop budgetary techniques and methods for use as instruments in economic and social planning;
- (b) Develop government accounting and auditing as tools of financial management in the public sector;
- (c) Develop guidelines for international tax treaties, tax policy and administration and tax reform planning;
- (d) Promote the mobilization of private savings in developing countries by devising appropriate methods and techniques and the exchange of views and experience among officials concerned;
- (e) Promote exports from developing countries through the working out of methods and techniques for the use of export-credit insurance and export-credit financing;
- (f) Promote private foreign investment in developing countries by seeking a consensus among foreign investors and Governments of host countries on conditions and terms of such investments;
- (g) Promote transfer of technology to developing countries on optimum conditions and terms; and
- (h) Provide substantive support for technical co-operation projects.

SOCIAL DEVELOPMENT DIVISION

103. The Social Development Division:

- (a) Collects and analyses data on social conditions in order to provide, on a continuing basis, information that will enable the Economic and Social Council and the General Assembly periodically to review global trends and recommend appropriate policies and measures for national and international action;
- (b) Assists Governments in the formulation and implementation of comprehensive social policies needed to integrate programmes across individual sectors and to support unified planning for development at the country level; and
- (c) Assists Governments in the development of practical programmes aimed at raising levels of living and improving the well-being of the individual.

104. The work of the Social Development Division is essentially aimed at the implementation of the Declaration on Social Progress and Development - the fulfilment of the social goals and objectives of the Second Development Decade. This is a basic task deriving from the ultimate social purpose of all development, as emphasized in the International Development Strategy and the Declaration. This

- (g) Assisting in the establishment and provision of continuing support for the regional centres for demographic training and research;
- (h) Assisting in the development and implementation of long-range programmes and priorities established by the Economic and Social Council;
- (i) Organizing the World Population Conference; and
- (j) Developing and co-ordinating the programme of activities for the World Population Year, 1974.

107. The population programme is undertaken in co-operation with the other population programmes of the United Nations, including those of the regional economic commissions, the United Nations Fund for Population Activities and UNICEF, and in co-ordination with the population programmes carried out by the specialized agencies, in particular WHO, UNESCO, the ILO, FAO and IBRD.

CENTRE FOR HOUSING, BUILDING AND PLANNING

108. The work of the Centre covers critical aspects of planning, programming, constructing and financing relating to the physical environment of both new and existing settlements in developing countries in the light of the decisions taken by the General Assembly, the Economic and Social Council and the Committee on Housing, Building and Planning. More specifically, the work programme involves: (a) comprehensive planning and development of human settlements; (b) development of housing; (c) development of building methods and materials to meet construction demands for human settlements; (d) mobilization and efficient use of financial, physical and human resources; (e) research training, and collection and dissemination of information for the attainment of these objectives; and (f) substantive support to technical co-operation projects as well as direct advice and assistance to requesting Governments in this field.

109. In the last third of this century and on into the next, the developing regions of the world will continue to urbanize at a rate unprecedented in history. Between 1960 and 2000 the world population will double from 3,000 million to about 6,000 million. Urban areas will grow at much higher rates. About 340 million additional people were crowded into the cities of the world during the 1960s. During the 1970s, an estimated 450 million more people will need urban space, jobs and recreation. The effects of population growth and redistribution indicate that by the end of the century the majority of mankind will live in an urban environment. This massive trend will require greatly increased effort and expenditures in planning, building and financing human settlements. When the unavoidable costs of environmental controls are added, total allocations will rise to levels equal to or greater than those in most primary sectors.

110. In formulating and carrying out these tasks, stress is laid on the utilization of proven ideas and technologies adaptable to conditions in developing countries, as well as on the development of new approaches. Furthermore, efforts are made to relate these activities to the broader national and international objectives, as defined in country development plans and in the strategy for the

Second United Nations Development Decade. In housing and building activities, a balance is sought between efficiency criteria and creation of employment opportunities.

STATISTICAL OFFICE

111. The work of the Statistical Office is to promote the development of national statistics, the international comparability of the data and the building of a co-ordinated system of international statistical programmes and activities. These functions are 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; (d) training statisticians, especially in the statistically less developed countries of the world, where there is a great shortage of trained statisticians; and (e) consulting and joint-planning statistical programmes and activities with the regional economic commissions, specialized agencies and other international bodies. Another basic aim of the Statistical Division 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 electronic computer tape, 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 in order to enable each country to see its place in the world setting and to be kept 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.

112. The monitoring of the implementation of the targets set by International Development Strategy places heavy responsibility on the Statistics Division to provide the data essential for monitoring, appraising and diagnosing economic and social progress during the Second Development Decade.

113. Another basic function of the Division is 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. Also provided is substantive backstopping of statistical advisers in the field and of statistical training centres as well as technical reviews of projects in respect of statistics to be financed from the United Nations regular programme of technical assistance and the United Nations Development Programme.

PUBLIC ADMINISTRATION DIVISION

114. The International Development Strategy for the Second United Nations Development Decade calls on the developing countries to pay special attention to the orientation and organization of their public administration at all levels for the effective formulation and implementation of their development plans and to seek where necessary international assistance in carrying out their planning tasks. The work of the Public Administration Division in respect of the Second United Nations Development Decade, therefore, will be to assist Governments at their request in increasing their administrative capability to achieve their development goals, through, inter alia: (a) the establishment and strengthening of key agencies and institutions for the improvement of national, regional and local administration; (b) basic administrative reforms, the fostering of administrative rationalization and innovation, and increasing administrative capabilities according to the requirements of sound development planning; (c) the improvement of personnel administration and management, and the expansion of opportunities for training to develop the requisite administrative and managerial skills in the public services and motivation to achieve development goals; (d) the strengthening of the management component, in collaboration with other offices and specialized agencies, in order to increase the effectiveness of the administration and management of major development functions, projects and programmes; and (e) the promotion of research, exchange of information and other activities necessary to accelerate improvements in administration for development.

115. The execution of activities under the public administration programme requires co-ordination with some of the other programmes in the economic and social field carried out by the United Nations, including related work carried out by the secretariats of the regional economic commissions. They also require co-operation and co-ordination with activities of a number of specialized agencies, particularly FAO, the ILO, UNESCO and WHO, and with international non-governmental organizations. The most important collaborative activity in 1973 will be the preparation of guidelines on organization and administration of family planning programmes.

OFFICE FOR SCIENCE AND TECHNOLOGY

116. The work programme in the area of science and technology is concerned with the consideration of issues and the development of policies in which science and technology are central elements and which are of international concern and of importance to development. The objective is to ensure that the benefits of science and technology are fully understood, especially in relation to the Second Development Decade, and that there is wide recognition of the consequences of their utilization. Thus the programme is intended to facilitate review of those issues in which science and technology are of importance to the international community, to stimulate common and concerted action on them and to encourage the participation of Governments, the scientific and technical community and others concerned in endeavours to advance progress by such means.

117. The details of the programme arise primarily from the recommendations of the Advisory Committee on the Application of Science and Technology to Development and, commencing in 1972, from the Committee for Science and Technology, as well as from General Assembly and Economic and Social Council resolutions. The work of the Scientific Advisory Committee and the ACC Sub-Committee on Science and Technology are also involved. More specifically, the work of the science and technology programme involves:

(a) Providing the substantive servicing for the Advisory Committee on the Application of Science and Technology, the Committee for Science and Technology, the Scientific Advisory Committee, and the ACC Sub-Committee on Science and Technology;

(b) Carrying on activities in the field of liaison, co-ordination and information in science and technology within the United Nations family and with intergovernmental and non-governmental organizations, as well as promoting co-operation and collaboration between the scientific communities of advanced and developing countries;

(c) Implementing and promoting the World and Regional Plans of Action in the context of the Second Development Decade and evaluating their progress;

(d) Carrying out studies, analyses and evaluations in areas of science and technology arising from the recommendations of the Advisory Committee on the Application of Science and Technology to Development or from resolutions of the Economic and Social Council and the General Assembly; and

(e) Implementing the work programme to be established by the Standing Committee for Science and Technology.

ECONOMIC AND SOCIAL COUNCIL SECRETARIAT, REGIONAL ECONOMIC
COMMISSIONS SECTION AND SPECIAL PROJECTS UNIT

118. The Economic and Social Council secretariat, Regional Economic Commissions Section and Special Projects Unit are under the supervision of the Deputy to the Under-Secretary-General for Economic and Social Affairs, who maintains close relations with the Assistant Secretary-General for Inter-Agency Affairs and the Under-Secretary-General for Political and General Assembly Affairs.

119. The Secretary of the Economic and Social Council is responsible for the work of the Council secretariat and directs the Council Affairs Section, the Editorial Section and the Non-Governmental Organizations (NGO) Section. The Council Affairs Section provides the basic secretariat and arranges for other secretariat services for the Council and its committees, for the UNDP, UNICEF and UNIDO pledging conferences, for the Committee for Programme and Co-ordination, for the Second Committee of the General Assembly and, with the Human Rights Division, for the Third Committee of the General Assembly. 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 NGO Section assists non-governmental organizations in consultative status with the Council on matters relating to their representation.

120. The Regional Economic Commissions Section maintains liaison with the secretariats of the regional economic commissions and the United Nations Economic and Social Office at Beirut and co-ordinates their work with that of the Secretariat at Headquarters.

121. 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, and undertakes a variety of ad hoc assignments for the Under-Secretary-General for Economic and Social Affairs.

122. The Economic and Social Council secretariat maintains close relations with the Assistant Secretary-General for Inter-Agency Affairs and the Under-Secretary-General for Political and General Assembly Affairs.

SUMMARY OF THE DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

COST ESTIMATES: 1973

(\$12 798 500)

Chapter I. Established posts (\$11 449 100)

Table 3-A-16

		Category and level												
		I. Professional and above									II. General Service			
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
Office of the Under-Secretary-General ...		1973	1	-	-	3	3	7	4	-	18	11	17	28
		1972	1	-	-	2	2	4	2	-	11	9	13	22
Commissioner for Technical Co-operation		1973	-	1	1	2	7	9	6	9	35	7	46	53
		1972	-	1	1	3	8	11	14	15	53	9	72	81
Centre for Development Planning, Projections and Policies		1973	-	-	2	5	7	21	12	2	49	6	31	37
		1972	-	-	2	5	7	18	13	2	47	6	32	38
Resources and Transport Division		1973	-	-	1	4	6	11	9	5	36	3	22	25
		1972	-	-	1	5	7	11	11	9	44	3	23	26
Division of Public Finance and Financial Institutions		1973	-	-	1	-	2	1	4	1	9	-	7	7
		1972	-	-	1	-	2	3	4	1	11	1	6	7
Office of the Commissioner for Social Development, Population and Housing		1973	-	1	-	-	-	1	-	-	2	1	1	2
		1972	-	1	-	-	-	1	-	-	2	1	1	2
Social Development Division		1973	-	-	1	3	8	14	9	7	42	2	24	26
		1972	-	-	1	2	8	18	12	7	48	2	25	27
Population Division ...		1973	-	-	1	1	5	7	7	3	24	2	14	16
		1972	-	-	1	1	5	7	8	4	26	2	16	18
Centre for Housing, Building and Planning		1973	-	-	1	2	3	7	6	4	23	3	13	16
		1972	-	-	1	2	5	7	7	4	26	3	13	16

Table 3-A-16 (continued)

		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	
Statistical Office	1973	-	-	1	2	6	11	12	22	54	7	56	63	
	1972	-	-	1	2	6	11	12	25	57	7	56	63	
Public Administration														
Division	1973	-	-	1	1	5	5	3	-	15	3	12	15	
	1972	-	-	1	1	5	5	3	-	15	3	11	14	
Office for Science and														
Technology	1973	-	-	1	1	1	2	2	-	7	1	4	5	
	1972	-	-	1	1	1	2	2	-	7	1	5	6	
Economic and Social Council														
Secretariat, Regional														
Commissions Section and														
Special Projects Unit	1973	-	-	2	1	4	4	5	4	20	2	14	16	
	1972	-	-	2	1	4	5	5	3	20	2	13	15	
Total	1973	1	2	13	25	57	100	79	57	334 ^{a/}	48	261	309 ^{a/}	
	1972	1	2	13	25	60	103	93	70	367	49	286	335	

a/ For the reasons stated in paragraphs 3.10 to 3.14 above, 33 Professional (three P-5's, three P-4's, 14 P-3's and 13 P-2/1's) and 26 General Service (one G-5 and 25 other levels) posts which will in the future be charged directly to the UNDP overhead account, have been removed from the manning table for the Department of Economic and Social Affairs as provided for under this budget section. For the remaining posts, subject to the possible submission of revised proposals to the General Assembly, at its twenty-seventh session, which would be based on the outcome of the Administrative Management Service manpower utilization survey, the staff resources for 1973 have been maintained at the levels approved for 1972.

123. The 1973 manning table of the Department of Economic and Social Affairs reflects certain proposals for redeployment of existing posts in order to obtain increased effectiveness from the utilization of the present departmental staffing levels. The changes proposed, including posts removed from the Department's manning table and charged directly to the UNDP overhead account, are as follows:

Office of the Under-Secretary-General

In order to strengthen the programme planning activity and to integrate the financial administration functions in the Department, the Office of the Under-Secretary-General would be strengthened by the transfer of: one D-1, one P-5, two P-4, one P-3, one G-5 and four G-4/1 posts from the Office of the Commissioner for Technical Co-operation; two P-4 and one P-3 posts from

the Social Development Division and one G-5 post from the Division of Public Finance and Financial Institutions. In 1973, it is proposed that one P-4 post previously financed under the regular budget be charged to the UNDP overhead account.

Commissioner for Technical Co-operation

As explained above, the staff resources of this Office would be reduced by five Professional and five General Service posts which would be transferred to the Office of the Under-Secretary-General. In 1973, it is proposed to fund seven P-3, six P-2/1, one G-5 and 22 G-4/1 posts previously financed under the regular budget from the UNDP overhead account.

Centre for Development Planning, Projections and Policies

The Centre would be strengthened to enhance its capability for coping with additional tasks related to the Second Development Decade by transferring one P-4 from the Division of Public Finance and Financial Institutions and two P-4 posts from the Social Development Division. In 1973, it is proposed that one P-3 and one G-4/1 posts previously financed under the regular budget be charged to the UNDP overhead account.

Resources and Transport Division

It is proposed to exchange one P-2 post in this Division for one P-4 post in the Economic and Social Council secretariat and to transfer one General Service post from the Social Development Division. This increase in staff resources would be offset, however, by a decrease of one D-1 post to be transferred to the Social Development Division and one P-2/1 post to be transferred to the Statistical Office. In 1973, it is proposed that one P-5, one P-4, two P-3, two P-2/1 and two G-4/1 posts previously financed under the regular budget be funded from the UNDP overhead account. The net effect of these changes, when considered in conjunction with resources available from extra-budgetary sources, will result in a more viable organizational arrangement to cope with the expanding workload of the Division.

Division of Public Finance and Financial Institutions

As explained above, the establishment of this Division would be decreased by one P-4 post to be transferred to the Centre for Development Planning, Projections and Policies. Also, one G-5 post would be reassigned to the Office of the Under-Secretary-General and one G-4/1 post transferred from the Office for Science and Technology. In 1973, it is proposed that one P-4 post, previously financed under the regular budget, be charged to the UNDP overhead account.

Social Development Division

The staff of this Division would be increased by a D-1 post to be transferred from the Resources and Transport Division to strengthen the

activities dealing with the prevention of crime and the treatment of offenders. As explained above, this increase would be offset by the transfer of four P-4, one P-3 and one G-4/1 posts to the Office of the Under-Secretary-General, the Centre for Development Planning, Projections and Policies, and the Resources and Transport Division. The staff redeployed from the Social Development Division would be in the area of social policy and planning, where extra-budgetary resources are available for this work, and also in the area of social reform and institutional change. In 1973, it is proposed that two P-3 posts in this Division previously financed under the regular budget be charged to the UNDP overhead account.

Population Division

Two G-4/1 posts in the Population Division are to be transferred to the Public Administration Division and the secretariat of the Economic and Social Council respectively, since it is felt that the greatest need for secretarial assistance exists in those offices. In 1973, it is proposed that one P-3 and one P-2 post previously financed under the regular budget be charged to the UNDP overhead account.

Centre for Housing, Building and Planning

In 1973, it is proposed that two P-5 and one P-3 posts previously financed under the regular budget be charged to the UNDP overhead account.

Statistical Office

The staff of this Office is to be strengthened by one P-2/1 post transferred from the Resources and Transport Division to provide for an expected increase in statistical work that could be carried out by a staff member at a junior level. In 1973, it is proposed that four P-2 posts in this Office previously financed under the regular budget be charged to the UNDP overhead account.

Public Administration Division

The Public Administration activities would be strengthened by the addition of one General Service post at the G-4/1 level which would be redeployed from the Population Division.

Office for Science and Technology

As explained above, one G-4/1 post would be transferred from this Office to the Division of Public Finance and Financial Institutions.

Economic and Social Council Secretariat

An existing P-4 post would be exchanged with the Resources and Transport Division for a P-2 and one G-4/1 post would be added to this unit from the Population Division in order to provide additional secretarial services for the secretariat of the Economic and Social Council.

Chapter III. Other temporary assistance (\$828 000)

(i) General temporary assistance (\$84 000)

124. The requirements for general temporary assistance have been calculated on the basis of the past requirements of the Department as a whole and are provided for on a global basis only.

(ii) Individual experts and consultants (\$575 000)

Table 3-A-17

Division	Man-months required	1973 estimates
		\$
Office of the Under-Secretary-General	21	38 000
Centre for Development Planning, Projections and Policies ..	12	21 000
Resources and Transport Division	68	122 700
Division of Public Finance and Financial Institutions	22	39 000
Social Development Division	50	90 500
Population Division	28	50 000
Centre for Housing, Building and Planning	48	86 000
Statistical Office	24	42 500
Public Administration Division	28	50 300
Office for Science and Technology	19	35 000
		<u>575 000</u>

125. The estimate for individual experts and consultants is based on a forecast of the requirements of each Division for expert services needed to supplement existing staff resources.

(iii) Ad hoc expert groups (\$169 000)

126. The cost of the ad hoc expert groups included in the 1973 work programme of the Department is estimated at \$169 000 and the full credit is requested.

Table 3-A-18

Division - subject of meeting	Estimates
	\$

Resources and Transport Division

- | | | |
|---|--------|--------|
| (a) Reuse of used waters:
6 participants for 1 week at Headquarters | 8 000 | |
| (b) Geothermal catalogue:
6 participants for 1 week at Headquarters | 8 000 | |
| (c) Projections of natural resources:
10 participants for 1 week at Headquarters | 13 000 | 29 000 |

Division of Public Finance and Financial Institutions

- | | | |
|--|--------|--------|
| (a) Tax treaties:
19 participants for 18 days at Geneva | 24 000 | |
| (b) Tax reform planning:
10 participants for 1 week at Headquarters | 13 000 | 37 000 |

Social Development Division

- | | | |
|--|--------|--------|
| (a) Social surveys and methods for the collection and
use of data:
6 participants for 1 week at Headquarters | 8 000 | |
| (b) Social aspects of industrialization planning:
6 participants for 10 days at Headquarters | 9 000 | |
| (c) Advisory Committee on Youth:
8 participants for 10 days at Headquarters | 12 000 | |
| (d) Social welfare policies and planning:
6 participants for 1 week at Headquarters | 8 000 | 37 000 |

Population Division

- | | | |
|--|--------|--------|
| (a) Advisory committee on global population strategy:
12 participants for 1 week at Headquarters | 16 000 | |
| (b) Demographic, economic and social interrelationships:
8 participants for 10 days at Headquarters | 12 000 | 28 000 |

Centre for Housing, Building and Planning

- | | | |
|---|--------|--------|
| (a) Economic framework for investment policies in
housing and urban development:
8 participants for 1 week at Headquarters | 11 000 | |
| (b) Improve and develop building technologies based on
locally-available materials to rationalize low-
income housing construction:
6 participants for 1 week in the Middle East | 5 000 | 16 000 |

Table 3-A-18 (continued)

Division - subject of meeting	Estimates	
<u>Statistical Office</u>	\$	
(a) Integrated system of social and demographic statistics co-ordinated with the new SNA: 8 participants for 1 week at Geneva	7 000	
(b) Concepts, definitions, classifications and tabulations of national and sectoral balance-sheets and related accounts of the revised SNA: 8 participants for 1 week at Geneva	7 000	14 000
<u>Office for Science and Technology</u>		
(a) Report of the Secretary-General on the role of modern science and technology in the development of nations: 6 participants for 1 week at Headquarters	8 000	8 000
Total		169 000

Chapter IV. Overtime and night differential (\$53 000)

127. The requirements for overtime and night differential have been calculated on the basis of the past requirements of the Department as a whole and are provided for on a global basis only.

Chapter V. Provisional staffing requirements (\$468 400)

128. For the reasons indicated in paragraph 82 above, the provision included under this chapter relates to the continuation in 1973 of the provisional posts approved for 1972.

Table 3-A-19

Provisional posts: 1972 and 1973

	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	-	-	-	-	-	-	-	1	1	-	-	-
Centre for Development Planning, Projections and Policies	-	-	-	-	1	-	-	1	2	-	1	1
Social Development Division	-	-	-	-	-	1	-	-	1	-	1	1
Population Division	-	-	-	-	-	1	-	-	1	-	2	2
Centre for Housing, Building and Planning ..	-	-	-	-	1	-	1	1	3	-	2	2
Statistical Office	-	-	-	-	1	-	-	-	1	-	1	1
Office for Science and Technology	-	-	-	-	2	-	-	2	4	-	3	3
Economic and Social Council secretariat, Regional Economic Commissions Section and Special Projects Unit	-	-	-	-	1	-	1	-	2	-	2	2
Total	-	-	-	-	6	2	2	5	15	-	12	12

ECONOMIC COMMISSION FOR EUROPE

129. The Economic Commission for Europe (ECE), acting within the framework of the policies of the United Nations and subject to the general supervision of the Economic and Social Council, initiates, and participates in, measures for raising the level of European economic activity, and for maintaining and strengthening the economic relations of the European countries both among themselves and with other countries of the world. The Commission undertakes or sponsors investigations and studies of economic and technological problems of, and of developments within, Member States of the Commission and within Europe generally; it also undertakes or sponsors the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate.

COST ESTIMATES: 1973

(\$3 892 800)

Chapter I. Established posts (\$3 806 800)

Table 3-A-20

		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	1973	1	1	2	2	1	3	3	13	1	13	14
	1972	1	1	2	2	1	2	4	13	1	13	14
Administrative Office	1973	-	-	-	-	-	-	1	1	-	9	9
	1972	-	-	-	-	-	-	1	1	-	9	9
Technical Assistance Office	1973	-	-	-	1	-	1	-	2	2	12	14
	1972	-	-	-	1	-	1	-	2	2	12	14
General Economic												
Analysis Division	1973	-	-	1	6	4	7	1	19	1	8	9
	1972	-	-	1	6	3	8	1	19	1	8	9
Projections and												
Programming Division	1973	-	-	2	1	1	2	1	7	-	5	5
	1972	-	-	2	1	1	1	2	7	-	5	5
Trade and Technology												
Division	1973	-	-	1	3	3	4	1	12	-	5	5
	1972	-	-	1	3	4	3	1	12	-	5	5
Energy Division	1973	-	-	1	1	4	3	1	10	-	8	8
	1972	-	-	1	1	4	3	1	10	-	8	8
Industry Division	1973	-	-	1	2	2	3	2	10	-	9	9
	1972	-	-	1	2	2	2	3	10	-	9	9
Transport Division	1973	-	-	1	2	3	2	-	8	2	7	9
	1972	-	-	1	1	4	2	-	8	2	7	9

Table 3-A-20 (continued)

			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
Environment and													
Housing Division.....	1973		-	-	1	2	4	5	1	13	-	8	8
	1972		-	-	1	1	5	5	1	13	-	8	8
Statistical Division ..	1973		-	-	1	1	4	2	5	13	4	13	17
	1972		-	-	1	1	4	3	4	13	4	13	17
ECE/FAO Agriculture													
Division	1973		-	-	-	-	-	1	1	2	-	5	5
	1972		-	-	-	-	-	-	2	2	-	5	5
ECE/FAO Timber Division	1973		-	-	-	-	-	-	2	2	-	6	6
	1972		-	-	-	-	-	-	2	2	-	6	6
Total	1973		1	1	11	21	26	33	19	112	10	108	118
	1972		1	1	11	19	28	30	22	112	10	108	118

Transfer of posts

130. In order to ensure maximum utilization of the staff resources available to the Commission and to provide stronger support in respect of certain aspects of the work programme, the following transfers of staff among divisions are envisaged:

General Economic Analysis Division

It is proposed that a P-3 post in this Division be exchanged for a P-4 post in the Trade and Technology Division.

Industry Division

It is proposed that a P-2 post in this Division be exchanged for a P-3 post in the Statistical Division.

Reclassification of existing posts

131. The following reclassifications of existing posts are proposed for 1973:

Office of the Executive Secretary

1 P-2 to P-3

The programme analyst in the ECE Data System Unit is responsible for systems development, for the training of other programmers attached to ECE user divisions, and for the review and revision of programmes written by other

programmers. In recognition of the higher level of responsibility required for this function it is proposed that this P-2 post be reclassified to the P-3 level.

Projections and Programming

1 P-2 to P-3

It is proposed that the post of junior econometrician be reclassified from the P-2 to the P-3 level in recognition of the high level of highly technical and varied responsibilities involved. These include (a) the selection and evaluation of basic data, (b) assistance in the design of mathematical models and (c) the economic interpretation of the results of various analyses.

Transport Division

1 P-4 to P-5

It is proposed that the P-4 post occupied by the head of the team responsible for providing secretariat services to the Group of Experts on the Construction of Motor Vehicles and its subsidiary bodies be reclassified to the P-5 level. The Group meets more than once a month to consider the introduction of special features in the construction of motor vehicles, taking into account safety and environmental factors. Governments are attaching increasing importance to these aspects of the work programme of the Transport Division and its related responsibilities are expected to increase.

Environment and Housing

1 P-4 to P-5

It is proposed that the P-4 post accommodating the economist who assists in the implementation of the work programme of the Senior Advisors to ECE Governments on Environmental Problems be reclassified to the P-5 level. This work programme involves continuing surveys and assessments of the state of the human environment in ECE countries and the preparation of studies of international environmental policies, institutions and legislation. The incumbent of the post is also responsible for the organization and servicing of the Panel of Senior Governmental Economists whose task is the assessment of the alternative fiscal and economic incentives for encouraging environmental quality and the study of the impact of national environmental measures on foreign trade.

ECE/FAO Agriculture Division

1 P-2 to P-3

It is proposed that one P-2 post be reclassified to the P-3 level in order to enable ECE to recruit a more experienced agricultural economist in the ECE/FAO Agriculture Division.

Chapter III. Other temporary assistance (\$81 000)

(i) General temporary assistance (\$16 000)

132. The estimate covers the following requirements:

(a) Replacement of General Service staff on extended sick leave or maternity leave (\$5 000);

(b) Temporary staff required during peak workload periods and to provide services to rapporteurs and consultants (\$11 000).

(ii) Individual experts and consultants (\$65 000)

133. This estimate provides for approximately 60 man-months of consultant services or specialized experts required during the year to assist with the work programme of ECE.

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

134. This estimate would provide for overtime services and the payment of night differential to General Service staff.

ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST

135. Within the framework of policies of the United Nations and subject to the general supervision of the Economic and Social Council, the Economic Commission for Asia and the Far East (ECAFE) initiates and participates in measures for concerted action to foster economic reconstruction and development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of the economic and social factors. The Commission undertakes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

COST ESTIMATES: 1973

(\$4 180 200)

Chapter I. Established posts (\$4 019 200)

Table 3-A-21

		Category and level									
		I. Professional and above								II.	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level	
Office of the Executive											
Secretary	1973	1	1	1	1	2	-	1	7	6	
	1972	1	1	1	1	2	-	1	7	6	
Editorial and Language											
Services	1973	-	-	-	1	4	9	2	16	6	
	1972	-	-	-	1	4	7	4	16	6	
Information Services	1973	-	-	-	1	-	-	1	2	4	
	1972	-	-	-	1	-	-	1	2	4	
Technical Co-operation											
and Co-ordination Unit	1973	-	-	-	-	1	1	-	2	2	
	1972	-	-	-	-	1	1	-	2	2	
Public Administration Unit ...	1973	-	-	-	1	-	-	-	1	1	
	1972	-	-	-	1	-	-	-	1	1	
Research and Planning Division	1973	-	-	1	4	4	6	5	20	12	
	1972	-	-	1	4	4	6	5	20	12	
International Trade Division .	1973	-	-	1	2	4	4	3	14	9	
	1972	-	-	1	2	4	4	3	14	9	
Industry and Housing Division.	1973	-	-	1	3	6	8	2	20	15	
	1972	-	-	1	3	6	8	2	20	15	
Natural Resources Division											
(including Water Resources).	1973	-	-	1	5	10	2	2	20	11	
	1972	-	-	1	5	10	2	2	20	11	
Office of the Executive Agent											
of the Mekong Commission ...	1973	-	1	-	-	1	-	-	2	-	
	1972	-	1	-	-	1	-	-	2	-	
Transport and Communications											
Division	1973	-	-	1	1	6	2	1	11	10	
	1972	-	-	1	1	6	2	1	11	10	
ECAFE/FAO Agriculture Division	1973	-	-	-	1	-	1	-	2	3	
	1972	-	-	-	1	-	1	-	2	3	
Social Development Division ..	1973	-	-	1	1	3	3	-	8	5	
	1972	-	-	1	1	3	3	-	8	5	

Table 3-A-21 (continued)

		Category and level								II.
		I. Professional and above							Total I	Local level
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Population Division	1973	-	-	1	-	2	1	2	6	5
	1972	-	-	1	-	2	1	2	6	5
Statistical Division	1973	-	-	1	1	2	4	5	13	25
	1972	-	-	1	1	2	4	5	13	25
Science and Technology Unit.	1973	-	-	-	-	1	-	-	1	1
	1972	-	-	-	-	1	-	-	1	1
Administrative Services	1973	-	-	1	2	3	4	6	16	178 ^{a/}
	1972	-	-	1	2	3	4	6	16	178 ^{a/}
Total		1	2	10	24	49	45	30	161	293
		1	2	10	24	49	43	32	161	293

a/ Includes 3 Field Service Officers administered by Field Operations Service.

Reclassification of existing posts

136. The following reclassifications of existing posts are proposed for 1973:

Editorial and Language Services

2 P-2 to P-3

It is proposed that two posts be reclassified from the P-2 to the P-3 level, the recognized journeyman level for translators, to accommodate the promotion of two translator-trainees who will have satisfactorily completed their period of training for the post of translator.

Chapter III. Other temporary assistance (\$135 000)

(i) General temporary assistance (\$22 000)

137. The present estimate covers requirements for temporary assistance during peak-load work periods and replacement of staff on maternity and extended sick leave.

(ii) Individual experts and consultants (\$80 000)

138. This estimate covers the requirements for expertise on a short-term basis not available within the secretariat; it provides for the cost of 61 man-months of consultant and expert services.

(iii) Ad hoc expert groups (\$33 000)

139. This estimate provides for the following:

(a) Ad Hoc expert group on current economic problems and short-term policies; 30 participants for three days in Bangkok (\$12 000);

(b) Ad Hoc expert group on programming techniques; 15 participants for 21 days in Bangkok (\$8 000);

(c) Ad Hoc expert group on fuller utilization of industrial capacity through multinational co-operation; five participants for five days (\$5 000);

(d) Ad Hoc expert group to consider a draft convention for the establishment of a multinational export credit insurance scheme; seven participants for eight days (\$8 000).

Chapter IV. Overtime and night differential (\$26 000)

140. This estimate would provide for overtime services and the payment of night differential to ECAFE local level staff.

ECONOMIC COMMISSION FOR LATIN AMERICA

141. Within the framework of United Nations policies and subject to the general supervision of the Economic and Social Council, the Economic Commission for Latin America (ECLA) initiates and participates in measures for concerted action to foster the economic reconstruction and development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of economic and social factors. The Commission undertakes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region, both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

COST ESTIMATES: 1973

(\$4 726 600)

Chapter I. Established posts (\$4 513 600)1972 Established posts

Table 3-A-22

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
<u>Office of the Executive Secretary</u>									
Central Echelon	1	1	-	2	-	-	1	5	5
Information Services	-	-	-	1	-	-	-	1	3
Programme Office	-	-	1	-	1	1	-	3	2
<u>Research Bureau</u>									
Economic Development and Projections Division	-	-	1	3	6	5	4	19	9
Trade and Industry Division	-	-	1	4	6	5	4	20	20
Natural Resources, Environment and Transportation Division	-	-	1	2	5	1	1	10	10
Joint ECLA/FAO Division	-	-	-	1	-	2	-	3	2
Social Development Division	-	-	1	2	2	3	1	9	6
Statistical Division	-	-	-	1	3	2	2	8	17
<u>Field Offices Bureau</u>									
Central Office in Santiago	-	-	1	-	-	-	-	1	1
Washington, D.C.	-	-	-	1	1	1	1	4	3
Río de Janeiro	-	-	-	-	-	1	-	1	3
Port of Spain	-	-	1	1	1	2	1	6	6
Montevideo	-	-	-	1	1	-	-	2	2
Bogotá	-	-	-	-	1	-	-	1	1
Mexico City	-	-	1	5	8	6	9	29	63
Documents and Conference Division ...	-	-	1	1	1	6	2	11	43
Operations Bureau	-	-	1	2	3	1	-	7	3
<u>Division of Administration</u>									
Office of the Chief	-	-	1	1	-	-	1	3	6
Finance	-	-	-	-	1	2	1	4	9

Table 3-A-22 (continued)

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Personnel	-	-	-	-	1	1	-	2	3
Library	-	-	-	-	-	-	1	1	6
Buildings Management and General Services	-	-	-	-	1	-	1	2	109
Total	1	1	11	28	42	39	30	152	332

1973 - Established Posts

Table 3-A-23

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
<u>Office of the Executive Secretary</u>									
Central Echelon	1	1	1	1	-	-	1	5	5
Information Services	-	-	-	1	-	-	-	1	3
Programming Office	-	-	1	-	1	1	-	3	2
<u>Research Bureau</u>									
Economic Development Division	-	-	1	3	4	3	2	13	6
Industrial Development Division	-	-	-	2	4	2	4	12	14
Trade Policy Division	-	-	1	1	2	2	2	8	6
Natural Resources and Environment Division	-	-	-	1	3	1	1	6	6
Transport and Communications Division	-	-	1	1	2	-	1	5	4
Joint ECLA/FAO Agricultural Division .	-	-	-	1	-	2	-	3	2
Social Development Division	-	-	1	1	2	3	1	8	4
Statistics and Projections Division ..	-	-	-	2	5	5	1	13	20
<u>Field Offices Bureau</u>									
Central Office in Santiago	-	-	-	-	-	-	-	-	-
Washington D.C.	-	-	-	1	1	1	1	4	3

Table 3-A-23 (continued)

	Category and level							Total I	II. Local level
	1. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1		
Río de Janeiro	-	-	-	1	-	1	-	2	3
Port of Spain	-	-	1	1	1	2	1	6	6
Montevideo	-	-	-	1	1	-	-	2	2
Bogotá	-	-	-	-	1	-	-	1	1
Mexico City	-	-	1	5	8	6	9	29	63
Documents and Conference Services	-	-	1	1	1	6	1	10	43
Library	-	-	-	-	-	-	1	1	6
Operations Bureau	-	-	1	3	3	1	-	8	5
<u>Division of Administration</u>									
Office of the Chief	-	-	1	1	-	-	1	3	6
Finance	-	-	-	-	1	1	1	3	8
Personnel	-	-	-	-	1	1	-	2	3
Electronic Data Processing Unit	-	-	-	-	-	1	1	2	2
Building and Management and General Services	-	-	-	-	1	-	1	2	109
Total	1	1	11	28	42	39	30	152	332

142. The distribution of posts in table 3-A-23 above reflects the reorganization of the Commission's activities in 1972, as proposed by the Executive Secretary and accepted by the Administrative Management Service. This reorganization is entirely of a structural character and does not involve any change in the total number and level of existing established posts.

143. Detailed explanations are given below in respect of such units as have been affected by the reorganization.

OFFICE OF THE EXECUTIVE SECRETARY

Central Echelon

Table 3-A-24

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	1	1	-	2	-	-	1	5	5
1973	1	1	1	1	-	-	1	5	5
Change	-	-	1	(1)	-	-	-	-	-

Transfers of posts: 1 D-1, 1 P-5

In order to meet both administrative and substantive needs, the D-1 post provided for the Chief of the Field Offices Bureau has been transferred to the Executive Secretary's Office, within the Central Echelon, and its title changed to Assistant Executive Secretary and Chief, Field Offices Bureau. In addition to enhancing the authority of the incumbent, whose functions include the supervision of other D-1 officers, this transfer ensures closer contact with the Deputy Executive Secretary who is in charge of the Research Bureau and facilitates the co-ordination of the work of the Field Offices with that of the substantive divisions.

The P-5 post provided for the Assistant to the Executive Secretary has been transferred to the Rio de Janeiro Office which had previously been staffed with only one Professional post and was in urgent need of some strengthening in order to assist in the conduct of the extensive studies which have been planned in respect of Brazil.

RESEARCH BUREAU

144. The various divisions comprising the Research Bureau, while retaining their individual identity, report directly to the Deputy Executive Secretary who has full authority and responsibility for the administrative arrangements and work programmes of the Bureau as a whole. The Bureau currently consists of eight rather than the previous six divisions. The details of this reorganization and the related redeployment of posts are described below.

Economic Development Division

Table 3-A-25

		C a t e g o r y a n d l e v e l								
		I. Professional and above							II	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	3	6	5	4	19	9	
1973	-	-	1	3	4	3	2	13	6	
Change	-	-	-	-	(2)	(2)	(2)	(6)	(3)	

Transfers of posts: 2 P-4, 2 P-3, 2 P-2/1 and 3 General Service

Considering the multidisciplinary nature of the work programme of the Projections Centre, part of the former Economic Development and Projections Division, and the fact that it relies to a great extent on statistical information prepared by the Statistical Division, it has been incorporated in the latter Division.

Industrial Development Division and
Trade Policy Division

Table 3-A-26

		C a t e g o r y a n d l e v e l								
		I. Professional and above							II	
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	Trade and Industry Division <u>a/</u>	-	-	1	4	6	5	4	20	20
1973	Industrial Development Division	-	-	-	2	4	2	4	12	14
1973	Trade Policy Division	-	-	1	1	2	2	2	8	6
Change		-	-	-	(1)	-	(1)	2	-	-

a/ Including the Science and Technology Unit (one P-5 and one local level post) established as a result of the approval of revised estimates for 1972 to give effect to decisions of the Economic and Social Council at its fiftieth and fifty-first sessions (A/C.5/1366).

Transfers of posts: 1 P-5, 1 P-3, 2 P-2/1

Following its initial survey of ECLA, the Administrative Management Service (AMS) recommended that the Industrial Development Division and the Trade Policy Division which functioned as separate entities in 1971 be combined in 1972 to form a single Trade and Industry Division. The acceptance of this recommendation was subsequently reflected in the establishment approved for 1972 where the two units were combined under the Trade and Industry Division. However, as a result of subsequent consultations and discussions on the subject, it appeared that the merging of the two units presented certain difficulties due to the special nature of the research work being carried out by each of them respectively. With the approval of AMS, the former organizational separation has been restored with the creation of an Industrial Development Division and a Trade Policy Division.

In addition, some adjustments have been made in the distribution of the staff of the Industrial Development Division in view of new work programme requirements. Thus a P-5 and a P-3 post have been transferred to the Statistics and Projections Division and two P-2/1 posts redeployed from the latter Division to the Industrial Development Division.

The Industrial Development Division thus consists of 2 P-5, 4 P-4, 2 P-3, 4 P-2/1 and 14 local level posts, of which one P-5 and one local post form a Science and Technology Unit. The Trade Policy Division consists of 1 D-1, 1 P-5, 2 P-4, 2 P-3, 2 P-2/1 and 6 local level posts.

Natural Resources and Environment Division and
Transport and Communications Division

Table 3-A-27

		C a t e g o r y a n d l e v e l							
		I. Professional and above							II
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I Local level
1972	Natural Resources, Environment, and Transport Division	-	-	1	2	5	1	1	10 10
1973	Natural Resources and Environment Division	-	-	-	1	3	1	1	6 6
1973	Transport and Communications Division	-	-	1	1	2	-	1	5 4
Change		-	-	-	-	-	-	1	1 -

Transfer of posts: 1 P-2/1

In attempting to implement the decision to consolidate in 1972 the Natural Resources Programme and the Transport Programme in a single Natural Resources, Environment and Transport Division, certain practical difficulties were encountered. As the two separate fields of activity are very specialized and involve different types of expertise, it did not prove feasible for a single Professional to supervise both operations in an effective manner. Taking into account, moreover, the growing importance of these two activities in the regional context as well as within the ECLA work programme, the separate status of the two programmes has been re-established with the creation of a Natural Resources and Environment Division and a Transport and Communications Division. The distribution of posts between these two new Divisions reflects the recommendations of the Administrative Management Service on the staffing of the former Natural Resources and Transport sections. In view of the increasing workload to be assigned to the new Natural Resources and Environment Division, a P-2/P-1 post has been transferred to it from the Statistics and Projections Division.

Social Development Division

Table 3-A-28

	Category and level								
	I. Professional and above								II.
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	2	2	3	1	9	6
1973	-	-	1	1	2	3	1	8	4
Change	-	-	-	(1)	-	-	-	(1)	(2)

Transfers of posts: 1 P-5, 2 local level

In addition to being responsible for the organization of meetings and seminars, the Public Administration Unit, formerly a part of the Social Development Division, will be increasingly engaged in operational activities. In view of this reorientation of its work, this Unit, consisting of one P-5 and two local level posts, has been transferred to the Operations Bureau. This transfer leaves the Social Development Division with eight Professional and four local posts.

Statistics and Projections Division

Table 3-A-29

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972 Statistics Division	-	-	-	1	3	2	2	8	17
1973 Statistics and Projections Division .	-	-	-	2	5	5	1	13	20
Change	-	-	-	1	2	3	(1)	5	3

Transfers of posts: 1 P-5, 2 P-4, 3 P-3, 1 P-2/1 and 3 local level

For the reasons indicated above, under the Economic Development Division, the Projections Centre has been transferred from that Division to the new Statistics and Projections Division. This transfer also facilitates the co-ordination and improvement of sectoral projections for industry, agriculture and foreign trade as part of over-all projections. The Projections Centre continues to be composed of six Professional and three local level posts. In addition, there has been a distribution of staff among the Statistics and Projections Division, the Industrial Development Division and the Natural Resources Division for reasons related to their respective work programmes. Specifically, one P-5 and one P-3 post have been transferred from the Industrial Development Division to the Statistics and Projections Division in exchange for two P-2/1 posts, one of which accommodates an Associate Economic Officer in the ECLA/FAO/UNIDO Advisory Group on Forest Industry. Furthermore, for reasons indicated above, under the Natural Resources and Environment Division, one P-2/1 post has been transferred to that Division from the Projections Centre in the Statistics and Projections Division.

FIELD OFFICES BUREAU

Table 3-A-30

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	1	-	-	-	-	1	1
1973	-	-	-	-	-	-	-	-	-
Change	-	-	(1)	-	-	-	-	(1)	(1)

Transfer of posts: 1 D-1 and 1 local level

For the reasons indicated above, under the Office of the Executive Secretary, the D-1 post provided in 1972 to accommodate the Chief of the Field Offices Bureau has been transferred to the Office of the Executive Secretary and his title changed to Assistant Executive Secretary and Chief, Field Offices Bureau. In addition, a local level post has been transferred to the Electronic Data Processing Unit in the Division of Administration.

Río de Janeiro

Table 3-A-31

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	-	-	-	1	-	1	3
1973	-	-	-	1	-	1	-	2	3
Change	-	-	-	1	-	-	-	1	-

Transfer of post: 1 P-5

For the reasons indicated above, under the Office of the Executive Secretary, the office in Río de Janeiro has been strengthened by the redeployment of a P-5 post from the Office of the Executive Secretary.

DOCUMENTS AND CONFERENCE SERVICES

Table 3-A-32

	Category and level								
	I. Professional and above								II.
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972	-	-	1	1	1	6	2	11	43
1973	-	-	1	1	1	6	1	10	43
Change	-	-	-	-	-	-	(1)	(1)	-

Transfer of post: 1 P-2/P-1

One P-2/1 post has been transferred from the Documents and Conference Services to the new Electronic Data Processing Unit located in the Division of Administration.

OPERATIONS BUREAU

Table 3-A-33

	Category and level								Total I	II. Local level
	I. Professional and above									
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1			
1972	-	-	1	2	3	1	-	7	3	
1973	-	-	1	3	3	1	-	8	5	
Change	-	-	-	1	-	-	-	1	2	

Transfers of posts: 1 P-5, 2 local level

As indicated above, under the Social Development Division, the Public Administration Unit consisting of one Professional and two local level posts has been transferred to the Operations Bureau.

DIVISION OF ADMINISTRATION

Finance Section

Table 3-A-34

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	-	-	1	2	1	4	9
1973	-	-	-	-	1	1	1	3	8
Change	-	-	-	-	-	(1)	-	(1)	(1)

Transfers of posts: 1 P-3, 1 local level

The application of systematic analysis and computer operations to various parts of ECLA's work programme has required the establishment, within the Division of Administration, of an Electronic Data Processing Unit. The P-3 post of a computer systems analyst programmer and a supporting local level post, formerly located in the Finance Section, have therefore been transferred to that new Unit.

Electronic Data Processing Unit

Table 3-A-35

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
1972	-	-	-	-	-	-	-	-	-
1973	-	-	-	-	-	1	1	2	2
Change	-	-	-	-	-	1	1	2	2

Transfers of posts: 1 P-3, 1 P-2 and 2 local level

As indicated above, under the Finance Section, a separate Electronic Data Processing Unit has been established in 1972. In addition to the P-3 and local level post transferred from the Finance Section, one P-2/P-1 post has been redeployed to this Unit from the Documents and Conference Services and an additional local level post transferred from the Field Offices Bureau.

Chapter III. Other temporary assistance (\$195 000)

(i) General temporary assistance (\$101 000)

145. The estimate covers the following requirements:

- (a) Temporary staff required during peak workload periods, replacement of staff on extended sick or maternity leave and other ad hoc requirements (\$22 000)
- (b) Continuation of the staff required to operate the Latin American Documentation and Research Centre (\$79 000).

146. The Centre referred to under (b) above was established in 1971 by means of a grant from the Netherlands Government which covered the construction costs of a building for the Centre as well as operational expenses during the first two years of its existence in 1971 and 1972. The staffing which, it is proposed, may be provided for on a temporary assistance basis in 1973, consists of one P-4 post to accommodate the Director who assumes full responsibility for the organization and the administration of the Centre and its programme of work, one P-3 post for a Technical Assistant responsible for the technical supervision of the activities of the Centre, and seven local level posts to accommodate three documentalists, one reprographic operator to operate the microfiche-microfilm and other secondary equipment, one bilingual secretary and two typists.

(ii) Individual experts and consultants (\$65 000)

147. The estimate provides for 52 man-months of consultant services or specialized experts required during the year in order to enable the Commission to carry out its work programme.

(iii) Ad hoc expert groups (\$29 000)

148. This estimate provides for the following:

(a) Ad hoc Expert Group on Water Resources of Latin America and the Second United Nations Development Decade, involving 10 participants for 10 days in Santiago (\$9 000);

(b) Ad hoc Expert Group on Progress in the Implementation of the New System of National Accounts, involving 12 participants for 10 days in Santiago (\$11 000);

(c) Ad hoc Expert Group on Optimal Location of Industrial Production Complexes, involving 10 participants for 10 days in Santiago (\$9 000).

Chapter IV. Overtime and night differential (\$18 000)

149. This estimate covers overtime payments to local staff primarily in the Conference and General Services area.

ECONOMIC COMMISSION FOR AFRICA

150. Within the framework of United Nations policies and subject to the general supervision of the Economic and Social Council, the Economic Commission for Africa (ECA) initiates and participates in measures for concerted action to foster the economic development of countries in the region. In the performance of its functions, the Commission also deals with the social aspects of economic development and the interrelationship of economic and social factors. The Commission makes and sponsors investigations and studies necessary for maintaining and strengthening the economic relations of the countries in the region, both among themselves and with the other countries of the world. In addition, the Commission provides the necessary co-ordination and substantive support for programmes of technical assistance in the region. At the request of Member States, the Commission also provides advisory services.

151. The staff resources proposed for the Commission for 1973 are maintained at the same number and level approved for 1972.

COST ESTIMATES: 1973

(\$4 513 700)

Chapter I. Established posts (\$4 279 700)

Table 3-A-36

Established posts: 1972 and 1973

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Office of the Executive Secretary	1	1	1	-	1	-	-	4	3
Technical Assistance and Programme Co-ordination Office	-	-	-	1	1	1	2	5	4
Office of the Secretary of the Commission	-	-	-	1	-	2	-	3	1
Information Unit	-	-	-	1	1	-	-	2	3
Editorial Unit	-	-	-	-	-	2	-	2	2
Economic Research and Planning	-	-	1	1	1	5	4	12	5
Statistics	-	-	-	1	4	4	3	12	30

Table 3-A-36 (continued)

	Category and level								II. Local level
	I. Professional and above								
	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	
Human Resources Development (including Social Development, Manpower Training and Public Administration ...	-	-	1	3	6	3	3	16	13
Trade, Fiscal and Monetary Affairs	-	-	1	1	2	6	3	13	6
Industry and Housing	-	-	1	3	5	6	2	17	8
Natural Resources and Transport (including Science and Technology) ...	-	-	1	6	6	7	2	22	15
ECA/FAO Agriculture	-	-	-	2	3	4	1	10	9
Population Programme Centre	-	-	-	-	1	1	-	2	1
Centre for Economic Co-operation	-	-	1	-	1	2	2	6	5
Subregional Offices:									
Kinshasa	-	-	1	-	-	-	1	2	4
Lusaka	-	-	-	1	-	-	1	2	4
Niamey	-	-	-	1	-	1	-	2	5
Tangiers	-	-	1	-	-	1	-	2	5
Division of Administration, Conference and General Services									
Office of the Head	-	-	1	1	-	-	-	2	5
Personnel	-	-	-	-	1	1	1	3	10
Finance	-	-	-	-	1	1	1	3	12
Conference and General Services	-	-	-	-	-	2	1	3	45
Language Services	-	-	-	-	2	7	2	11	4
Documents	-	-	-	-	-	1	1	2	45
Library	-	-	-	-	-	1	1	2	15
Total	1	1	10	23	36	58	31	160	259

Chapter III. Other temporary assistance (\$230 000)

(i) General temporary assistance (\$126 000)

152. The estimate includes a provision of \$36 000 for the employment of temporary staff to service working parties of the Commission, ad hoc expert groups and meetings of intergovernmental bodies.

153. The estimate also includes a provision of \$90 000 for employment of temporary staff to replace staff on maternity leave and sick leave and temporary clerical assistance during peak-load periods. In addition, provision is made for cleaning, custodial and maintenance staff at Africa Hall and at the subregional offices.

(ii) Individual experts and consultants (\$85 000)

154. The estimate provides for the cost of 48 man-months of individual expert and consultant services required in the following areas of activity:

	<u>Man-months</u>
Economic planning, projections and policies	3
International trade	6
Industrial development	3
Development of natural resources	6
Transport and communications	6
Agriculture	3
Social development	3
Manpower and training	6
Public administration	3
Housing, building and planning	3
Science and technology	6
	<hr/>
Total	48
	<hr/>

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

155. The estimate provides for the travel and subsistence costs of participants in several technical and expert group meetings.

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

156. The estimate is intended to cover the need for overtime generated by the number of meetings and seminars to be held by the Commission.

UNITED NATIONS ECONOMIC AND SOCIAL OFFICE AT BEIRUT

157. The United Nations Economic and Social Office at Beirut (UNESOB) has two main responsibilities: (a) to identify and elucidate major development problems in the Middle East and assist in the search for solutions to them at the governmental and intergovernmental level, and (b) to facilitate the preparation,

execution and evaluation of specific technical co-operation or preinvestment projects in respect of which Governments in the region request United Nations assistance. For the conduct of its activities, UNESOB is organized into an Economic Section and a Social Section; in addition, it is provided with the services of a group of regional advisers financed from the appropriations for technical programmes under part V of the budget.

158. The staff resources proposed for 1973 are maintained at the levels approved for 1972.

COST ESTIMATES: 1973

(\$489 700)

Chapter I. Established posts (\$466 700)

Table 3-A-37

C a t e g o r y a n d l e v e l								
I. Professional and above							II	
	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	Local level
1972 and 1973	1	1	2	6	5	3	18	29

Chapter III. Other temporary assistance (\$21 000)

(i) General temporary assistance (\$9 000)

159. This estimate covers the following requirements:

(a) Normal temporary assistance during periods of peak workload, including typing, proofreading and reproduction of special documents, studies and reports, as well as the replacement of staff on extended sick or maternity leave (\$4 500);

(b) Contractual translation from English into Arabic and from Arabic or French into English, when work is of such a nature and urgency that it cannot be undertaken at Headquarters (\$4 500).

(ii) Individual experts and consultants (\$12 000)

Chapter IV. Overtime and night differential (\$1 000)

OFFICE OF PUBLIC INFORMATION
(including information centres)

COST ESTIMATES: 1973

(\$6 372 600)

Chapter I. Established posts (\$6 222 100)

Table 3-A-38

		Category and level										
		I. Professional and above								II. General Service		
		ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Assistant Secretary-General (including Executive Office)												
	1973	1	-	2	1	1	1	-	6	4	8	12
	1972	1	-	2	-	1	2	-	6	4	8	12
Press and Publications												
Division <u>a/</u>	1973	-	1	2	7	10	12	5	37	5	25	30
	1972	-	1	2	7	11	12	5	38	5	25	30
Radio and Visual Services												
Division	1973	-	1	3	5	11	22	22	64	13	33	46
	1972	-	1	3	5	11	22	22	64	13	33	46
External Relations												
Division <u>a/</u>	1973	-	1	2	4	2	3	3	15	3	14	17
	1972	-	1	2	4	1	3	3	14	2	15	17
Centre for Economic and Social Information .												
	1973	-	1	-	1	1	1	-	4	-	4	4
	1972	-	1	-	1	1	1	-	4	-	4	4
Subtotal Headquarters ..												
	1973	1	4	9	18	25	39	30	126	25	84	109
	1972	1	4	9	17	25	40	30	126	24	85	109
Information Centres												
	1973	-	-	3	12	21	9	3	48	-	-	- <u>b/</u>
	1972	-	-	3	12	21	9	3	48	-	-	- <u>b/</u>
Total												
	1973	1	4	12	30	46	48	33	174	25	84	109
	1972	1	4	12	29	46	49	33	174	24	85	109

a/ The establishment shown for 1973 reflects the reassignment of a P-4 post from the Press and Publications Division to the External Relations Division.

b/ In addition, credits are provided for 240 local level posts.

160. By its resolution 2897 (XXVI) of 22 December 1971, the General Assembly requested the Secretary-General "... to review the present administrative arrangements for the Centre for Economic and Social Information and to reorganize the Office of Public Information with a view to ensuring central control and direction in the implementation

of information policies and guidelines and thereby enabling the Office to carry out its mandate more effectively". On the recommendation of the Advisory Committee on Administrative and Budgetary Questions, 7/ the General Assembly also decided not to implement the proposals which had been made by the Secretary-General concerning the staffing of the various information centres in the field until the Secretary-General had reviewed the question with the help of the Consultative Panel on Public Information. Pending completion of these reviews, on the basis of which revised estimates may be submitted to the General Assembly at its twenty-seventh session, the manning table proposed for this Office for 1973 provides for the continuation of the same number of established posts as approved for 1972, subject to the reclassifications requested below.

Reclassification of existing posts

Office of the Assistant Secretary-General

1 P-4 to P-5, 1 P-3 to P-4

It is proposed that the post of Deputy Executive Officer be established at the P-5 level in order to bring it in line with comparable posts in other major departments. The Deputy, in addition to acting for the Executive Officer in the latter's absence, has primary responsibility for the administrative aspects of the operational programme of the Radio and Visual Services Division; he has also assumed responsibility for the budgetary and financial arrangements of the Centre for Economic and Social Information, since the transfer of that Unit to the Office of Public Information. Also requested is the reclassification of another post in the Executive Office, currently at the P-3 level, in recognition of the fact that the responsibilities of the incumbent, which include manning table and personnel administration for the department, correspond to those normally exercised at the P-4 level.

1 G-4 to G-5

At present there are two Information Assistant posts in the Non-Governmental Organizations (NGO) Section of the External Relations Division, both occupied by staff members whose duties complement each other and are interchangeable. It is considered that the equality of these functions be recognized by the reclassification of the second of the posts involved.

Chapter III. Other temporary assistance (\$98 500)

(i) General temporary assistance (\$78 500)

161. The credits sought under this heading cover contractual arrangements for the indexing of the three language editions of the United Nations Monthly Chronicle

7/ Ibid., document A/8408/Add.27, para. 12.

and for the translation and editing of the Spanish edition (\$11 000). The estimate also covers the cost of the indexing, by contractual means, of the Yearbook of the United Nations (\$2 500); the continuation of temporary assistance for the production of the Yearbook (\$32 000); completion of the review and cataloguing of television films (\$8 000); and temporary secretarial/clerical assistance during the absence of regular staff members on sick and maternity leave (\$5 000). Also requested is a total provision of \$20 000 for temporary assistance at the information centres.

(iii) Ad hoc expert groups (\$20 000)

162. This estimate provides for the travel and subsistence of some 20 representatives of national information media who will meet in Santiago, Chile, for a period of five days for a meeting known as the "Editors' Roundtable". The Editors' Roundtable, originally scheduled to be held in Buenos Aires in the fall of 1972, has been cancelled and the appropriation for that year will be surrendered.

Chapter IV. Overtime and night differential (\$52 000)

163. The estimate provides for overtime costs to be incurred at Headquarters (\$40 000) and at the information centres (\$12 000).

OFFICE OF CONFERENCE SERVICES

COST ESTIMATES: 1973

(\$19 115 900)

Chapter I. Established posts (\$18 340 900)

Table 3-A-39

		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	
<hr/>														
Office of the Under-Secretary-General														
	1973	1	-	-	-	-	1	1	-	3	1	1	2	
	1972	1	-	-	-	-	1	1	-	3	1	1	2	
Executive Office														
	1973	-	-	-	1	1	-	-	2	4	2	7	9	
	1972	-	-	-	1	1	-	-	2	4	2	7	9	
Translation Service:														
Office of the Director ..														
	1973	-	-	1	-	-	-	1	-	2	-	1	1	
	1972	-	-	1	-	-	-	1	-	2	-	2	2	

Table 3-A-39 (continued)

		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
Translation Sections	1973	-	-	-	5	17	87	184	31	324	5	66	71
	1972	-	-	-	5	17	88	184	31	325	5	66	71
Documentation and Terminology Section	1973	-	-	-	-	1	1	4	-	6	5	18	23
	1972	-	-	-	-	1	1	4	-	6	5	18	23
Interpretation and Meetings Service:													
Office of the Director	1973	-	-	1	-	-	-	1	-	2	-	3	3
	1972	-	-	1	-	-	-	-	-	1	-	1	1
Planning and Projection Section	1973	-	-	-	-	-	1	-	1	2	-	2	2
	1972	-	-	-	-	-	1	-	1	2	-	2	2
Meetings Servicing Section	1973	-	-	-	-	-	-	-	1	1	2	5	7
	1972	-	-	-	-	-	-	-	1	1	2	5	7
Interpretation Section	1973	-	-	-	1	8	29	32	8	78	-	2	2
	1972	-	-	-	1	8	29	32	8	78	-	2	2
Verbatim Reporting Section	1973	-	-	-	-	1	8	28	-	37	-	1	1
	1972	-	-	-	-	1	8	28	-	37	-	1	1
Editorial and Official Records Service:													
Office of the Director	1973	-	-	1	-	-	-	-	-	1	-	1	1
	1972	-	-	1	-	-	-	-	-	1	-	1	1
Editorial Control	1973	-	-	-	1	1	3	3	-	8	-	4	4
	1972	-	-	-	1	1	3	3	-	8	-	4	4
Documents Control	1973	-	-	-	1	-	1	1	1	4	4	14	18
	1972	-	-	-	1	-	1	1	1	4	4	14	18
Official Records Editing Section	1973	-	-	-	-	1	4	14	8	27	10	2	12
	1972	-	-	-	-	1	3	15	8	27	10	4	14
Stenographic Service	1973	-	-	-	-	-	1	-	1	2	18	223	241
	1972	-	-	-	-	-	1	-	1	2	18	223	241
Publishing Service:													
Office of the Chief	1973	-	-	-	1	-	1	-	1	3	1	10	11
	1972	-	-	-	1	-	1	-	1	3	1	9	10

Table 3-A-39 (continued)

		Category and level										II. General Service		
		I. Professional and above									Total I			Total II
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1			G-5	Other levels	
Printing Section	1973	-	-	-	-	1	4	20	16	41	1	14	15	
	1972	-	-	-	-	1	4	20	16	41	1	14	15	
Reproduction Section	1973	-	-	-	-	1	-	2	2	5	40	81	121	
	1972	-	-	-	-	1	-	2	2	5	40	81	121	
Distribution Section	1973	-	-	-	-	-	1	2	-	3	10	63	73	
	1972	-	-	-	-	-	1	2	-	3	10	63	73	
Total	1973	1	-	3	10	32	142	293	72	553	99	518	617 ^{a/}	
	1972	1	-	3	10	32	142	293	72	553	99	518	617 ^{a/}	

^{a/} In addition, credits are provided for 19 manual worker posts in 1972 and 1973.

164. In terms of total number and level, the establishment proposed for this Office for 1973 is identical to that approved for 1972. Within these limits the manning table given above indicates a minor redeployment of posts among units reflecting a redistribution of the workload.

Transfers

It is required that one senior editor in Russian (P-4) be transferred from the Translation Service to Editorial and Official Records Service to handle the increased volume of work in connexion with the Security Council and resolutions of the Economic and Social Council. One P-3 post and two General Service posts, comprising the Journal Unit, would be reassigned within the Interpretation Service from Editorial and Official Records Service. Finally, in order to provide for actual staffing requirements in respective units, one General Service post to be transferred to Publishing Service from Translation Service.

Chapter III (i). General temporary assistance (\$315 000)

165. The estimates under this heading provide for:

(a) Short-term requirements during peak workload periods and for the replacement of staff on maternity and extended sick leave (\$44 000);

(b) The continuation of the existing arrangement with a publishing house in Moscow to translate into Russian some 10 000 pages of backlog documentation at an average cost of \$18 to \$25 per 1 000 words of original text (\$60 000); ^{8/}

^{8/} It is estimated that 3 000 pages will also be translated by students during the course of their studies under the Russian language training programme provided for under chapter VI of section 4.

(c) The contractual translation of some 10 000 pages of Chinese documentation which would permit a further step to be taken towards the liquidation of a backlog of documentation in this language (\$60 000);

(d) Other contractual translation and typing requirements, having regard for the heavy meetings programme and the increasingly technical nature of material to be translated (\$85 000);

(e) Contractual assistance to the Official Records Editing Section to meet emergency situations in any one language (\$10 000); and

(f) The cost of approximately 30 man-months of temporary revisers in the different sections to cope with the increased revision work resulting from the extensive use of contractual translation (\$56 000).

Chapter IV. Overtime and night differential (\$460 000)

166. 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 takes into account the exceptionally heavy costs which arise as a consequence of services to be provided to the General Assembly during its regular session.

LIBRARY

COST ESTIMATES: 1973

(\$2 015 700)

Chapter I. Established posts (\$2 011 700)

Table 3-A-40

	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
1972 and 1973	-	-	1	1	3	6	30	20	61	7	59	66 <u>a/</u>

a/ In addition, credits are provided for 10 manual worker posts.

167. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey of the Library by the Administrative Management Service in the course of the current year, the staff resources requested for 1973 have been maintained at the levels approved for 1972.

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

168. 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 (\$2 000)

OFFICE OF GENERAL SERVICES

COST ESTIMATES: 1973

(\$10 421 900)

Chapter I. Established posts (\$8 496 700)

Table 3-A-41

		Category and level												
		I. Professional and above								Total I		II. General Service		
		USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1			G-5	Other levels	Total II
Office of the Assistant														
Secretary-General	1973	-	1	2	-	-	-	-	-	3		1	2	3
	1972	-	1	2	-	-	-	-	-	3		1	2	3
Executive Office														
	1973	-	-	-	1	1	-	1	1	4		1	5	6
	1972	-	-	-	1	1	-	1	1	4		1	5	6
Special Assignments														
Service	1973	-	-	-	1	1	1	-	1	4		-	3	3
	1972	-	-	-	1	1	1	-	1	4		-	3	3
Communications, Archives and Records Service														
	1973	-	-	-	1	3	5	1	7	17		14	162	176
	1972	-	-	-	1	3	5	1	7	17		14	172	186
Buildings Management														
Service	1973	-	-	-	1	1	4	1	4	11		14	173	187
	1972	-	-	-	1	1	4	1	4	11		14	177	191
Field Operations Service ..														
	1973	-	-	-	1	2	2	2	2	9		6	30	36
	1972	-	-	-	1	2	2	2	2	9		6	30	36
Purchase and Transportation														
Service	1973	-	-	-	1	2	3	4	5	15		13	36	49
	1972	-	-	-	1	2	4	4	5	16		13	41	54
Total														
	1973	-	1	2	6	10	15	9	20	63		49	411	460 ^{a/}
	1972	-	1	2	6	10	16	9	20	64		49	430	479 ^{a/}

^{a/} Credits are also provided for 175 manual worker posts in 1972 and 1973.

169. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey which has been undertaken by the Administrative Management Service in the course of the current year, the staff resources of this Office for 1973 are maintained, with the exception of the minor adjustments described in paragraphs 170 and 171 below, at the level approved for 1972.

170. In accordance with the procedure followed in respect of the other revenue-producing activities of the Organization, it is proposed that the posts of two General Service staff currently engaged on a full-time basis as security personnel for the garage administration should be transferred from section 3 as a charge against income from this activity. It is further proposed that the latter operation be included under income section 4, rather than under income section 3 as heretofore.

171. In order to provide a chauffeur for the Secretary General, a service heretofore provided by the Security Service, it is proposed to transfer a security post from the Buildings Management Service to the Executive Office of the Secretary-General for the recruitment of a chauffeur at the manual worker level. A General Service post, formerly outposted from the same Service to the Protocol and Liaison Office for the issuance of passes to diplomatic staff and for other related functions, is also considered to be more appropriately situated in the Executive Office of the Secretary-General.

172. Finally, for the reasons stated in paragraphs 3.10 to 3.14 above one Professional (P-4) and 15 General Service posts, which will in the future be charged directly to the United Nations Development Programme overhead accounts, have been deleted from the manning table of the Office of General Services as provided for under the regular budget.

Chapter III. Other temporary assistance (\$278 600)

(i) General temporary assistance \$278 100

173. The estimate under this heading provides for: the continuation of some 22 temporary staff required in connexion with the rental of outside premises (\$203 000); six temporary manual workers from 15 April to 15 October for maintenance of the gardens (\$23 600); and temporary replacements for staff on maternity and prolonged sick leave (\$51 500).

(ii) Individual experts and consultants \$500

174. This estimate provides for the services of consultants to advise on freight matters.

Chapter IV. Overtime and night differential (\$766 000)

175. Provision is sought for the cost of overtime and night differential payments to staff required to maintain essential services beyond normal working hours. Although the major share of overtime costs is attributable to the near maximum use of meeting facilities and the need for expanded security coverage after normal working hours, approximately one third of this provision is required in connexion with the continuous daily coverage of certain functions on a 24 hour basis.

Chapter V. Provisional staffing requirements (\$880 600)

176. Pending the completion of the manpower utilization and deployment survey by the Administrative Management Service, these initial estimates continue to provide for the provisional staffing requirements at the level approved for 1972.

Provisional posts: 1972 and 1973

Table 3-A-42

	Category and level											
	I. Professional and above									II. General Service		
	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II
Office of the Assistant Secretary-General	-	-	-	-	-	-	-	-	-	-	1	1
Communications, Archives and Records Service	-	-	-	-	-	-	1	1	2	-	4	4
Buildings Management Service ...	-	-	-	-	-	-	-	-	-	6	51	57
Field Operations Service	-	-	-	-	-	-	-	-	-	-	1	1
Purchase and Transportation Service	-	-	-	-	-	1	-	1	2	-	2	2
Total	-	-	-	-	-	1	1	2	4	6	59	65 ^{a/}

a/ Credits are also provided for eight manual worker posts in 1972 and 1973.

UNITED NATIONS OFFICE AT GENEVA

(excluding the Economic Commission for Europe)

177. Among the major responsibilities of the United Nations Office at Geneva are:

(a) The provision of administrative, financial and General Service 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 intergovernmental 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.

178. The organizational units located in the Palais des Nations include the Economic Commission for Europe, the Narcotic Drugs Division, the secretariat of the International Narcotics Control Board, headquarters of the United Nations High Commissioner for Refugees, the United Nations Conference on Trade and Development (UNCTAD), the United Nations Research Institute for Social Development, the Joint Inspection Unit and the Office of the Disaster Relief Co-ordinator.

179. Aside from special meetings and conferences, the Office services on a regular annual basis the sessions of the International Law Commission and the Commission on Narcotic Drugs and the summer session of the Economic and Social Council. Within the limits laid down in the current resolution on the pattern of conferences, 9/ up to four Headquarters-based functional commissions of the Economic and Social Council may hold sessions in Geneva, as well as the Governing Council of the United Nations Development Programme, the United Nations Scientific Committee on Effects of Atomic Radiation, the two sub-committees of the Committee on the Peaceful Uses of Outer Space and, in alternate years, the United Nations Commission on International Trade Law. In addition, the Conference of the Committee on Disarmament has for the past several years held sessions in the Palais, lasting for six months or more each year.

180. Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization surveys of the Department of Economic and Social Affairs and the Office of the Controller by the Administrative Management Service in the course of the current year, the staff resources requested for the Division of Social Affairs and the Internal Audit Service at Geneva have been maintained at the levels approved for 1972.

9/ General Assembly resolution 2693 (XXV) of 11 December 1970.

COST ESTIMATES: 1973

(\$12 687 200)

Chapter I. Established posts (\$11 728 800)

Table 3-A-43

		Category and level											
		I. Professional and above								II. General Service			
		USG	D-2	D-1	P-5	P-4	P-3	P-2/1	Total I	G-5	Other levels	Total II	
Office of the Director- General including Co-ordination		1973	1	2	1	3	1	1	1	10	2	12	14
		1972	1	2	1	3	1	1	1	10	2	12	14
Library		1973	-	-	1	1	3	4	8	17	3	20	23
		1972	-	-	1	1	3	4	8	17	1	22	23
Conference Services:													
Office of the Director .		1973	-	1	-	-	1	-	-	2	1	1	2
		1972	-	1	-	1	1	-	-	3	1	2	3
Interpretation Service .		1973	-	-	1	3	15	14	-	33	-	1	1
		1972	-	-	-	4	15	14	-	33	-	1	1
Conference Division		1973	-	-	1	1	-	2	2	6	1	17	18
		1972	-	-	1	-	-	2	2	5	1	16	17
Language Division		1973	-	-	1	10	23	46	8	88	5	134	139
		1972	-	-	1	10	23	46	7	87	5	135	140
Documents Division		1973	-	-	-	1	3	7	7	18	3	92	95
		1972	-	-	-	1	3	6	8	18	3	92	95
Subtotals		1973	-	1	3	15	42	69	17	147	10	245	255
		1972	-	1	2	16	42	68	17	146	10	246	256
General Services													
Division		1973	-	-	1	3	2	3	8	17	13	119	132
		1972	-	-	1	3	2	3	8	17	12	120	132
Administrative and Financial Services:													
Office of the Director .		1973	-	1	-	2	1	-	-	4	1	1	2
		1972	-	1	-	2	1	-	-	4	1	1	2
Budget Division		1973	-	-	1	1	1	1	1	5	-	2	2
		1972	-	-	1	1	1	1	1	5	-	2	2
Finance Division		1973	-	-	1	-	1	2	2	6	3	20	23
		1972	-	-	1	-	1	2	2	6	3	20	23

Table 3-A-43 (continued)

			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
Personnel Services	1973	-	-	1	3	1	7	1	13	2	26	28
	1972	-	-	1	3	1	7	1	13	2	26	28
Technical Assistance												
Recruitment Service ..	1973	-	-	-	1	3	1	-	5	-	7	7
	1972	-	-	-	1	3	1	-	5	-	7	7
Subtotals	1973	-	1	3	7	7	11	4	33	6	56	62
	1972	-	1	3	7	7	11	4	33	6	56	62
Internal Audit Service ...	1973	-	-	-	1	-	2	3	6	-	5	5
	1972	-	-	-	1	-	2	3	6	-	5	5
Information Service	1973	-	-	1	3	6	1	1	12	3	11	14
	1972	-	-	1	3	6	1	1	12	3	11	14
Office of the Disaster												
Relief Co-ordinator	1973	1	1	-	-	1	-	-	3	-	3	3
	1972	1	1	-	-	1	-	-	3	-	3	3
Division of Social Affairs	1973	-	-	-	2	4	-	1	7	1	5	6
	1972	-	-	-	2	4	-	1	7	1	5	6
Division of Narcotic Drugs	1973	-	1	1	2	6	3	4	17	1	13	14
	1972	-	1	1	2	6	3	4	17	1	13	14
International Narcotics												
Control Board	1973	-	-	1	1	2	3	4	11	1	9	10
	1972	-	-	1	1	2	2	4	10	1	7	8
Total	1973	2	6	12	38	74	97	51	280	40	498	538 ^{a/}
	1972	2	6	11	39	74	95	51	278	37	500	537 ^{a/}

^{a/} In addition, credits are provided for 85 manual workers.

181. The following adjustments in staffing requirements are proposed:

Transfer of posts

For closer co-ordination of the editorial and documents control functions, it is proposed to transfer the P-5 post of Chief Editor and the associated General Service post from the Office of the Director, Conference Services to the Conference Division.

Reclassification of existing postsLibrary

2 G-4 to G-5

To provide posts consistent with the levels of their responsibility for a cataloguer and a library assistant. The cataloguer is responsible for the descriptive and subject cataloguing and classification of all documents of the United Nations and specialized agencies in accordance with the Universal Decimal Classification System. The library assistant is responsible for the servicing of the United Nations Documents Collection, for the United Nations and specialized agencies reading rooms and for the provision of a reference service in both United Nations and specialized agencies documents.

Interpretation Service

1 P-5 to D-1

It is proposed to reclassify the post of Chief, Interpretation Service to the D-1 level. Although the established manning table for the Interpretation Service in Geneva is smaller than that at Headquarters, the servicing of the Geneva conference programme requires the continuous addition of temporary staff which in fact brings the strength of the Service to a level comparable with that of the Interpretation Section at Headquarters. The efficient administration of the permanent and freelance staff requires a degree of managerial skill which fully warrants a post classification at the D-1 level.

Languages Division

1 G-5 to P-2, 1 G-4 to G-5

The incumbent of the former post located in the Office of the Chief, Languages Division has the responsibility for the administrative work of the Division, which consists of more than 300 permanent staff members and, for the larger part of the year, of an equal number of temporary staff. Since the Division has neither a Deputy Chief nor an Executive Officer, it is felt that the level of responsibility of the post warrants reclassification to the Professional level. To provide a post at the G-5 level for a trilingual editorial assistant in the Official Records Editing Section who has qualified in the competitive examination prescribed.

Documents Division

1 P-2 to P-3

To provide for the reclassification to P-3 of one French copy-preparer/proofreader post. Provision has been made in the 1972 manning tables for the upgrading of one English and one Spanish copy-preparer/proofreader post, and a similar provision is requested for the upgrading of one French copy-preparer/proofreader in order to re-establish similar grading structures in the three languages.

General Services Division

1 G-4 to G-5

To provide a post for the senior radio technician at a level consistent with the duties, which include full responsibility for the technical conditions and operations in the radio studios at the Palais des Nations.

New postsSecretariat of the International Narcotics Control Board

1 P-3, 2 GS

These posts are required in order to enable the INCB secretariat to assume the additional workload and the expanded responsibilities involved in the implementation of the 1971 Convention on Psychotropic Substances.

182. The administrative arrangements governing the preparation and submission of the budget estimates of the INCB and its secretariat, as approved by the Economic and Social Council in its resolution 1196 (XLII) of 16 May 1967, are as follows:

"The budget estimates of the Board shall be prepared by the head of the Board's secretariat, in consultation with the competent unit of the United Nations Secretariat. The estimates shall be approved by the Board or by a committee of the members of the Board set up for this purpose before they are transmitted to the Secretary-General for submission to the Advisory Committee on Administrative and Budgetary Questions and the General Assembly, with such comments as he may deem appropriate."

183. At the time the present estimates were received by the Secretary-General for inclusion in his initial estimates for 1973, they had been approved by the Budget Committee of the Board, but formal approval by the Board itself, at a meeting scheduled to commence on 22 May, was still awaited. The Secretary-General's policy governing the budget estimates of the United Nations for 1973 was brought to the attention of the INCB secretariat prior to the preparation of its estimates and it was proposed to take similar action when the Board convened.

Chapter III. Other temporary assistance (\$833 400)

(i) General temporary assistance (\$788 000)

184. The initial estimates for temporary assistance, other than for the new purposes dealt with in paragraphs 185 and 186 below, have been maintained at the level approved for 1972, adjusted to reflect subsequent variations in the rate of exchange and projected increases in staff costs. Within the total requested, the

amounts to be allocated to the various units have been varied in order to provide for priority projects. These general requirements are as follows:

	\$
Office of the Director-General	4 500
Library	2 700
Conference and General Services	135 800
Contractual translation	69 000
Administrative and Financial Services	40 000
Information Service	3 000
Division of Social Affairs	1 000
Division of Narcotic Drugs	4 500
International Narcotics Control Board	6 500
	<hr/>
	267 000
	<hr/>

185. In addition, an amount of \$46 000 is requested for the organization of electronic data processing and information systems for the Geneva Office. The Administrative Management Service recommended the establishment in 1972 of an EDP and Information Systems Unit composed initially of one P-5, one P-3 and one General Service staff member (A/C.5/1406); the Advisory Committee on Administrative and Budgetary Questions recommended 10/ that these staffing requirements be met for the time being from within the temporary assistance funds available to the Geneva office.

186. At its twenty-sixth session, the General Assembly, on the recommendation of the Fifth Committee, 11/ decided to establish a permanent office in Geneva as the focal point for disaster relief matters. It was proposed by the Secretary-General at the time that the new Office of the Disaster Relief Co-ordinator (comprising one Under-Secretary-General, one D-2, one P-4 and three General Service established posts) be increased in 1973 by one P-5 and one General Service post. It has been found, however, on the basis of a more recent assessment of requirements, that it will be necessary to supplement the staff resources of the Disaster Relief Co-ordinator by three additional Professional posts and two General Service posts. The possibility is being explored at the present time of a contribution from other sources towards these additional staff requirements. Pending a more precise determination of the extent of this contribution, provision is being made under this heading for a credit of \$50 000 to finance approximately one half of the cost of the additional posts enumerated above.

187. Finally, the estimate includes a lump-sum provision of \$425 000 to cover the costs of staff for the operation and maintenance of the new extension to the

10/ Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 8A (A/8408/Add.1-30), document A/8408/Add.27.

11/ Ibid., Annexes, agenda item 76, document A/8499.

Palais des Nations. As the projected requirements for such personnel as operators for the security and control centre, guards, messengers, mechanics, technicians and manual workers will be subject to review on the basis of actual experience, provision is requested in the form of temporary assistance, rather than established posts.

(ii) Individual experts and consultants (\$45 400)

188. The estimate has been maintained at the level of the 1972 appropriations, with no adjustment for subsequent variations in the rate of exchange or for potential salary increases. The estimate provides for fees payable to the Registrar for the Declaration of Death of Missing Persons (\$6 200) and for the engagement of consultants for assistance to the Administrative and Financial Services in the preparation of administrative management studies, including computer applications, and for in-service training (\$16 700); to the Division of Social Affairs, for work related to social planning and the integration of economic and social policy (\$4 500); to the Division of Narcotic Drugs (\$5 000); to the International Narcotics Control Board, for the progressive implementation of the 1971 Convention on Psychotropic Substances (\$5 000); and to the new Office of the Disaster Relief Co-ordinator (\$8 000).

Chapter IV. Overtime and night differential (\$125 000)

189. More than half of the total costs under this chapter accrue in the General Services Division in order to provide for necessary minimum night and week-end coverage on a shift basis, as an alternative to the need for additional posts. Further requirements arise in the Languages Division, Documents Division, and Administrative and Financial Services in order to meet night differential and peak load requirements. An amount of \$10 000 is included in the estimate to provide, on a minimum basis, for additional overtime and shift work in conjunction with the opening and use of the new extension. The remainder corresponds to the 1972 appropriation level, adjusted for a further variation in the rate of exchange and projected increases in General Service salary levels.

Section 4. Common staff costs

\$23 185 200 (1972: \$21 857 100^{12/} 1971: \$19 730 769)

Table 4-1

Chapter	1973	1972	1971
	estimates	appropriations	expenses
	\$	\$	\$
I. Staff allowances	4 231 000	4 029 900	3 799 239
II. Social security payments	13 375 050	12 410 950	11 434 737
III. Travel on appointment, transfer and separation	1 285 000	1 421 000	1 085 225
IV. Removal expenses on appointment, transfer and separation	1 047 000	912 900	843 131
V. Separation payments	2 169 000	2 004 200	1 868 301
VI. Staff training programmes	1 078 150	1 078 150	700 136
Total, section 4	23 185 200	21 857 100	19 730 769

4.1 The estimates under this section provide for those units of the Secretariat covered by section 3, namely:

(a) Headquarters departments and offices;

(b) The United Nations Office at Geneva, excluding the Office of the United Nations High Commissioner for Refugees and the United Nations Conference on Trade and Development;

(c) Information centres;

(d) The Economic Commissions for Asia and the Far East, Latin America and Africa;

(e) The United Nations Economic and Social Office at Beirut.

^{12/} Reflects a reduction of \$94 000 in the appropriation initially recommended by the Fifth Committee under this section for 1972, representing an appropriate share of the global reduction of \$1 250 000 subsequently applied, in terms of General Assembly resolution 2836 (XXVI) of 17 December 1971, to the total provisions made under all relevant sections of the budget for the production of United Nations documentation.

4.2 Common staff costs for the United Nations Conference on Trade and Development are provided for under section 15. Similarly, costs for staff of the United Nations Industrial Development Organization are shown under section 16, for staff attached to missions under section 17, for the Office of the United Nations High Commissioner for Refugees under section 18, for the International Court of Justice under section 19 and for revenue-producing activities under income section 4.

4.3 To the extent possible the estimates for 1973 have been based on prevailing unit dollar costs or percentages of salary costs as determined by statistical analyses of 1971 or early 1972 experience. The estimates take into account the turnover deduction factors cited under section 3.

4.4 Common staff costs provided for under this section bear a direct relationship to staff costs under section 3. Thus for 1973 the estimate of \$23 185 200 represents 25.28 per cent of total credits of \$91 723 500 requested under chapters I and V of section 3, as compared with 25.04 per cent for 1971 and 24.70 per cent for 1972.

4.5 As indicated in paragraphs 3.10 to 3.16 of section 3, it is proposed that a number of posts and related credits be deleted from that section in 1973. The estimates under this section have been adjusted accordingly by the exclusion of \$321 500. Of the remaining increase of \$1 328 100 in the estimate for 1973, as compared with the appropriation for 1972, some \$40 000 is attributable to new requirements and \$1 288 100 to the higher cost of maintaining the 1972 establishment in 1973.

CHAPTER I

<u>Staff allowances</u>	\$4 231 000
	1972: 4 029 900
	1971: 3 799 239
 (i) <u>Dependency allowances</u>	 \$2 842 000
	1972: 2 781 100
	1971: 2 643 071

4.6 General Assembly resolutions 1095 (XI) of 27 February 1957 and 1658 (XVI) of 28 November 1961 established dependency allowances in respect of staff in the Professional and higher categories. As is provided in staff regulation 3.4 (d), allowances for other categories of staff are determined by the Secretary-General.

4.7 In January 1972, approximately 4 100 staff members were receiving dependency allowances in respect of 9 880 dependants: 2 551 spouses, 6 704 children and 625 secondary dependants. Based on current averages, costs for dependency allowances in 1973 are estimated at \$2 842 000, including some \$42 000 for a higher increase in the spouse allowance of General Service and Manual Worker staff at Headquarters than had been anticipated for 1972.

(ii) <u>Education grants and related travel</u>	\$1 389 000
	1972: 1 248 800
	1971: 1 156 168

4.8 Under specific conditions laid down by the General Assembly, the education grant is payable to internationally recruited staff whose duty station is outside the home country. The related travel comprises one round trip each scholastic year between the duty station and the educational institution outside the area of the duty station.

4.9 In 1971, education grants were paid in respect of 1 569 children at a cost of \$1 007 360. Related travel in that year for 325 children amounted to \$148 808. The estimate for 1973 takes into account higher prevailing average costs and provides for a progressive annual increase in the number of children eligible for the grant.

CHAPTER II

<u>Social security payments</u>	\$13 375 050
	1972: 12 410 950
	1971: 11 434 737

(i) <u>Contributions to the United Nations</u>	
<u>Joint Staff Pension Fund</u>	\$11 701 000
	1972: 10 929 900
	1971: 9 960 026

4.10 An analysis of the January 1972 payroll showed that 6 162 staff members covered by this section, including 2 197 in the Professional and higher categories, were full participants in the Pension Fund at that time.

4.11 In accordance with staff rule 103.16, the pensionable remuneration of staff in the Professional and higher categories will be increased by 5 per cent as of 1 July or 1 January whenever the movement of the weighted average of the post adjustments of the Headquarters and regional offices of the member organizations of the United Nations Joint Staff Pension Fund varies by 5 per cent from the weighted average calculated as of March and September respectively. Compared with the weighted average on 1 July 1971, taken as 100, this requirement was met in March 1972. Accordingly, a 5 per cent increase in the pensionable remuneration of staff in the Professional category and above will be applied with effect from 1 July 1972. The cost of this increase in 1973 is estimated at \$323 000.

4.12 The estimate for 1973 represents 12.76 per cent of the cost of established posts and of provisional staffing requirements requested under section 3, as compared with 12.35 per cent for 1972 and 12.64 per cent in terms of actual expenses incurred in 1971.

(ii) <u>Contributions to medical insurance and other medical care</u>	\$1 491 000
1972:	1 298 000
1971:	1 261 895

4.13 An analysis of the payroll early in 1972 showed that approximately 3 699 staff members (including retired staff) covered by this section participated in the Headquarters medical insurance plans and 2 385 in the Headquarters dental plan. A further 1 769 staff members (including retired staff) participated in plans at other offices.

4.14 The estimate for 1973 makes provision for increased participation in the various plans by existing and retired staff and for the rising cost of medical insurance, particularly in the Headquarters area.

(iii) <u>Retirement allowance for former Secretaries-General</u>	\$31 250
1972:	31 250
1971:	-

4.15 In accordance with General Assembly resolution 2772 (XXVI) of 29 November 1971, provision is made for the retirement allowance of the former Secretary-General.

(iv) <u>Compensatory payments</u>	\$137 000
1972:	137 000
1971:	199 647

4.16 This estimate provides for compensation in respect of death, injury or illness of staff members, members of commissions and military observers 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. Provision is also made under this heading for losses or damage to personal effects directly attributable to the performance of official duties.

(v) <u>Staff welfare</u>	\$14 800
1972:	14 800
1971:	13 169

4.17 The estimate makes provision for staff welfare at Headquarters, Geneva, the regional economic commissions and the United Nations Economic and Social Office at Beirut.

CHAPTER III

<u>Travel on appointment, transfer and separation</u>	\$1 285 000
1972:	1 421 000
1971:	1 085 225

4.18 Provision is made under this heading for the travel of staff members and their dependants on appointment, transfer and separation and for installation allowances of staff members and dependants on appointment and transfer.

(i) <u>Travel expenses</u>	\$755 000
	1972: 845 400
	1971: 653 391

4.19 During 1971, expenses were incurred for 238 cases of travel on appointment, 69 cases of travel and transfer and 163 cases of travel on separation for staff in the Professional category and above. In addition there were 124 cases of travel of General Service staff engaged on an international or non-local basis, 74 on appointment, 9 on transfer and 41 on separation. Expenses totalling \$36 873 were incurred for travel on interview. For 1973, provision is made for the travel of some 500 staff in the Professional category and above and some 140 in the General Service category. The estimate also includes \$45 000 for travel on interview.

(ii) <u>Installation allowance</u>	\$530 000
	1972: 575 600
	1971: 431 834

4.20 On the basis of 1971 experience, as adjusted for increases in subsistence rates, and on the assumption that some appointments to existing vacancies may not occur until 1973, provision of \$420 000 is made for installation allowances payable on appointment or transfer to staff in the Professional and higher categories, and their dependants, and \$110 000 to staff in the General Service category.

CHAPTER IV

<u>Removal expenses on appointment, transfer and separation</u>	\$1 047 000
	1972: 912 900
	1971: 843 131

4.21 The estimates under this chapter provide for the removal of household effects on appointment, transfer and separation or for the payment of an assignment allowance.

(i) <u>Removal expenses</u>	\$819 000
	1972: 626 900
	1971: 633 508

4.22 In 1971, expenses under this heading amounted to \$615 840 for 246 cases of removal of household effects for staff at the Professional and higher levels and \$17 668 for 31 cases of staff in the General Service category. Having regard to the growing number of cases of removal of household effects, and to substantial increases in ocean freight and packing charges in the Headquarters area during the latter part of 1971 and in early 1972, provision is made for some 280 cases of removal for Professional staff and for an amount of \$21 000 for General Service staff.

(ii) <u>Assignment allowance</u>	\$228 000
1972:	286 000
1971:	209 623

4.23 In January 1972 an assignment allowance was paid to 156 staff members. A small increase is proposed for 1973.

CHAPTER V

<u>Separation payments</u>	\$2 169 000
1972:	2 004 200
1971:	1 868 301

4.24 The estimate under this chapter provides for the payment to separated staff of (i) indemnities, including commutation of annual leave, and (ii) repatriation grants.

4.25 In 1971, expenses relating to commutation of annual leave and other indemnities, totalling \$929 229, were paid in 739 cases. Expenses in an amount of \$939 072 were also incurred for payments of a repatriation grant to 217 staff members. In the light of the salary increases described under section 3 and the growing number of entitlements to repatriation grant, provision is made for a somewhat higher cost in 1973.

CHAPTER VI

4.26 Subject to the possible submission of revised proposals to the General Assembly at its twenty-seventh session, based on the outcome of the manpower utilization survey of the Office of Personnel by the Administrative Management Service in the course of the current year, together with the Secretary-General's substantive comments on the report of the Joint Inspection Unit on personnel problems (A/8454, Parts I and II) and any suggestions that the Special Committee for the Review of the United Nations Salary System might make on staff training, the resources requested under this chapter for 1973 have been maintained at the level approved for 1972.

<u>Staff training programmes</u>	\$1 078 150
1972:	1 078 150
1971:	700 136
(i) <u>Staff language training</u>	\$388 150
1972:	388 150
1971:	291 792

4.27 The estimate under this heading relates to the staff language training programmes conducted by the Training Service of the Office of Personnel at Headquarters and similar activities undertaken at the United Nations Office in

Geneva, ECAFE, ECLA, ECA and the United Nations Economic and Social Office at Beirut. The staff training activities undertaken by UNIDO are provided for under section 16, chapter IV, in an amount of \$26 000. As indicated under income section 3, it is estimated that the revenue from fees charged to staff members' spouses, members of delegations and others attending language classes will total some \$8 000 in 1973.

(ii) <u>Career development training</u>	\$90 000
	1972: 90 000
	1971: 40 336

4.28 The estimates under this heading provide for career development training conducted by the Training Service of the Office of Personnel at Headquarters and similar activities undertaken at the United Nations Office at Geneva, ECAFE, ECLA, ECA and the United Nations Economic and Social Office at Beirut. The career development activities undertaken by UNIDO are provided for under section 16, chapter IV, in an amount of \$10 000. These activities include management training, drafting seminars, training in certain specialized subjects, secretarial training for General Service staff and orientation courses for new staff.

(iii) <u>Study leave</u>	\$75 000
	1972: 75 000
	1971: 5 000

4.29 The estimates under this heading relate to the payment of subsidies to staff on special leave, with full or partial pay, or without pay, pursuing advanced study or research in the interest of the United Nations, taking into account the costs incurred by them in respect of travel and subsistence, tuition and registration fees, and study materials.

(iv) <u>Junior professional trainees</u>	\$395 000
	1972: 395 000
	1971: 250 009

4.30 The estimates under this heading relate to the recruitment of professional trainees from Member States which are substantially under-represented in the Secretariat. The programme is geared towards the improvement of the geographical balance of the staff and, especially, the representation of Member States which are unable to release experienced personnel. The basic criterion for the selection of a trainee is his ability to benefit from the training received, with a view towards either his appointment to a vacant post within the Secretariat or his return to his national service.

4.31 While the programme continues to be centred mainly at Headquarters, trainees are also assigned to the United Nations Office at Geneva, the regional commissions, the United Nations Conference on Trade and Development and the United Nations Industrial Development Organization.

(v) <u>Russian language training</u>	\$107 000
	1972: 107 000
	1971: 94 163

4.32 The estimates relate to the training of translators and interpreters by qualified teaching and administrative staff of the Moscow Pedagogical Institute for Foreign Languages.

4.33 The Institute provides the premises and equipment and the United Nations the cost of teaching and administrative staff, stipends for students during the course and for a short period thereafter pending appointment to the United Nations, as well as certain items of equipment for the students. On this basis, the Organization bears approximately one half of the total cost, or \$107 000.

4.34 The estimate for 1973 provides for the training of some 20 translators, interpreters and editors.

(vi) <u>Information assistants training programme</u>	\$8 000
	1972: 8 000
	1971: 8 731

4.35 This estimate covers the travel and subsistence expenses of newly-recruited information assistants at various information centres who will receive up to one month of briefing at Headquarters or in the field. The information assistants are selected from among qualified candidates working in the information media or engaged in some other related pursuit.

(vii) <u>Interagency interpreter training programme</u>	\$15 000
	1972: 15 000
	1971: 10 105

4.36 The estimate relates to the interpreter training programme conducted at Geneva for the purpose of training promising candidates for future permanent service as interpreters with the various organizations within the United Nations family of organizations. By these means it has also been possible to meet in a more positive way the requirements of the various organizations for temporary staff during peak conference periods.

4.37 The selection of trainees is made by agreement amongst the organizations concerned and candidates are given a special type of contract which, while primarily subject to United Nations Staff Regulations and Rules, also requires them to work in any of the Geneva organizations. The contract stipulates further that they must follow a course of training, take an initial examination after six months and a second examination after twelve months. If they fail either examination their employment may be terminated. Should they pass both examinations they are assured of a second year's employment. Each organization undertakes to use the trainees, after a short initial period of training, for a specified minimum number of days for the servicing of their various meetings. Furthermore, each organization undertakes to pay a fixed daily charge for all trainees so employed.

Table 4-2

DISTRIBUTION OF THE 1973 ESTIMATES BY OFFICE LOCATION

Chapter	Headquarters	Geneva (including ECE)	ECAFE	ECLA	ECA	Economic and Social Office, at Beirut	Information Centres	Total
	\$	\$	\$	\$	\$	\$	\$	\$
I. Staff allowances								
(i) Dependency allowances	1 597 000	494 000	150 000	287 000	223 000	21 000	70 000	2 842 000
(ii) Education grant and related travel	710 000	200 000	158 000	90 000	183 000	11 000	37 000	1 389 000
	<u>2 307 000</u>	<u>694 000</u>	<u>308 000</u>	<u>377 000</u>	<u>406 000</u>	<u>32 000</u>	<u>107 000</u>	<u>4 231 000</u>
II. Social security payments								
(i) Contributions to the Joint Staff Pension Fund and other social security plans ..	7 635 000	2 021 500	512 300	639 400	550 300	62 000	280 500	11 701 000
(ii) Contributions to medical insurance plans	1 123 000	205 000	22 000	60 000	40 000	10 000	31 000	1 491 000
(iii) Compensatory payments	137 000	-	-	-	-	-	-	137 000
(iv) Staff welfare	7 500	1 500	2 000	2 500	1 000	300	-	14 800
(v) Retirement allowance for former Secretary-General	31 250	-	-	-	-	-	-	31 250
	<u>8 933 750</u>	<u>2 228 000</u>	<u>536 300</u>	<u>701 900</u>	<u>591 300</u>	<u>72 300</u>	<u>311 500</u>	<u>13 375 050</u>
III. Travel on appointment, transfer and separation								
(i) Travel expenses	410 000	90 000	70 000	50 000	100 000	10 000	25 000	755 000
(ii) Installation allowances	300 000	86 000	30 000	30 000	56 000	6 000	22 000	530 000
	<u>710 000</u>	<u>176 000</u>	<u>100 000</u>	<u>80 000</u>	<u>156 000</u>	<u>16 000</u>	<u>47 000</u>	<u>1 285 000</u>
IV. Removal expenses on appointment, transfer and separation								
(i) Removal expenses	570 500	79 500	30 000	40 000	60 000	4 000	35 000	819 000
(ii) Assignment allowances	35 000	6 000	65 000	40 000	45 000	7 000	30 000	228 000
	<u>605 500</u>	<u>85 500</u>	<u>95 000</u>	<u>80 000</u>	<u>105 000</u>	<u>11 000</u>	<u>65 000</u>	<u>1 047 000</u>
V. Separation payments								
(i) Commutation of annual leave and other indemnities	715 000	150 000	72 000	61 000	51 000	5 000	41 000	1 095 000
(ii) Repatriation grants	585 000	300 000	63 000	63 000	39 000	-	24 000	1 074 000
	<u>1 300 000</u>	<u>450 000</u>	<u>135 000</u>	<u>124 000</u>	<u>90 000</u>	<u>5 000</u>	<u>65 000</u>	<u>2 169 000</u>
VI. Staff training programmes								
(i) Staff language and other in-service training	400 850	101 500	11 600	16 600	15 800	6 800	-	553 150
(ii) Junior professional trainees	395 000	-	-	-	-	-	-	395 000
(iii) Russian language training	107 000	-	-	-	-	-	-	107 000
(iv) Information assistants training programme	-	-	-	-	-	-	8 000	8 000
(v) Interpreter training programme	-	15 000	-	-	-	-	-	15 000
	<u>902 850</u>	<u>116 500</u>	<u>11 600</u>	<u>16 600</u>	<u>15 800</u>	<u>6 800</u>	<u>8 000</u>	<u>1 078 150</u>
TOTALS	14 759 100	3 750 000	1 185 900	1 379 500	1 364 100	143 100	603 500	23 185 200

Section 4

Common staff costs

Section 4

Section 5. Travel of staff

\$2 889 500 (1972: \$2 656 100 1971: \$2 672 610)

Table 5-1

	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. <u>Travel of staff to meetings</u>	326 100	243 000	221 715
II. <u>Travel of staff on other official business</u>			
(i) Headquarters	366 100	365 400	318 161
(ii) Geneva Office	69 000	62 500	53 800
(iii) Information Centres	31 500	31 500	27 655
(iv) Economic and Social Office, Beirut	10 000	9 000	8 834
(v) Economic Commission for Europe	38 800	37 000	33 431
(vi) Economic Commission for Asia and the Far East	90 000	105 000	94 136
(vii) Economic Commission for Latin America	91 000	96 000	93 255
(viii) Economic Commission for Africa	100 000	110 000	98 144
Total, chapter II	<u>796 400</u>	<u>816 400</u>	<u>727 416</u>
III. <u>Travel of staff and dependants on home leave</u>			
(i) Headquarters	1 314 000	1 175 800	1 331 760
(ii) Geneva Office	85 000	70 000	69 966
(iii) Information Centres	35 000	30 000	27 760
(iv) Economic and Social Office at Beirut	5 000	6 000	2 722
(v) Economic Commission for Europe	28 000	30 000	24 838
(vi) Economic Commission for Asia and the Far East	80 000	73 200	79 365

Table 5-1 (continued)

	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
III. <u>Travel of staff and dependants on home leave (continued)</u>			
(vii) Economic Commission for Latin America	90 000	80 300	78 305
(viii) Economic Commission for Africa	130 000	131 400	108 763
Total, chapter III	1 767 000	1 596 700	1 723 479
Total, section 5	2 889 500	2 656 100	2 672 610

5.1 The estimates under this section provide for expenditures relating to the official travel of staff members for the following purposes:

- (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, 15, 16, 17, 18 and 19 for staff travel in the case of special meetings and conferences, the United Nations Conference on Trade and Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO), special missions, the Office of the High Commissioner for Refugees and the International Court of Justice, respectively.

5.2 In accordance with the travel accommodation standards determined by the Fifth Committee by a decision taken on 16 November 1966 at its 1148th meeting and subsequently endorsed by the General Assembly, the estimates are based on economy class by air for all staff, except the Secretary-General, Under-Secretaries-General, Assistant Secretaries-General and staff at the Director (D-2) level in the case of travel to meetings and travel on other official business, and the Secretary-General, Under-Secretaries-General and Assistant Secretaries-General in the case of travel on home leave. The provisions for subsistence allowances and other related expenses are based on the staff rules and regulations currently in effect.

5.3 The projected requirements under chapters I, II and III reflect an average increased cost factor of some 5 per cent to allow for an average higher air travel rate of 7 per cent which came into effect as of 1 April 1972, as well as an average increase of 9 per cent since April 1971 in the subsistence rates payable by the Organization to the staff while in transit status in eight of the countries most extensively involved.

CHAPTER I

<u>Travel of staff to meetings</u>	\$326 100
1972:	243 000
1971:	221 715

Table 5-2

	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
(i) General Assembly (twenty-eighth session)	60 000	60 000	44 896
(ii) Advisory Committee on Administrative and Budgetary Questions	7 000	2 700	2 537
(iii) United Nations Administrative Tribunal	2 500	2 400	2 246
(iv) International Law Commission	15 500	13 500	25 262
(v) Economic and Social Council	68 300	61 000	39 080
(vi) ECAFE committees and sub-committees ..	15 000	15 000	8 062
(vii) ECLA committees and sub-committees ..	5 000	6 000	4 873
(viii) ECA committees, <u>ad hoc</u> groups of experts and other working groups ...	30 000	30 000	25 290
(ix) Committee for Development Planning ..	10 000	8 000	8 279
(x) Committee for Programme and Co-ordination	6 800	5 000	-
(xi) United Nations Commission on International Trade Law	22 000	4 200	9 388
(xii) Investments Committee	2 200	2 200	2 137
(xiii) United Nations Scientific Committee on Radiation	3 600	-	-
(xiv) Advisory Committee on the Application of Science and Technology to Development	22 700	18 000	15 319
(xv) Joint ECE/RID meetings in Berne	6 000	-	2 800
(xvi) Commission on Human Rights	10 800	-	10 145
(xvii) Commission for Social Development ..	11 000	-	6 212
(xviii) Committee for Housing, Building and Planning	9 000	-	6 397

Table 5-2 (continued)

	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
(xix) Population Commission	10 800	-	8 792
(xx) Committee on Review and Appraisal ..	2 200	-	-
(xxi) Committee on the Elimination of Racial Discrimination	5 700	-	-
(xxii) Statistical Commission	-	8 000	-
(xxiii) Commission on the Status of Women ..	-	4 000	-
(xxiv) Financing of UNRWA	-	3 000	-
Total, chapter I	326 100	243 000	221 715

5.4 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.

5.5 The estimates for 1973 under items (i) to (xxi) in table 5-2 above are based on the servicing of meetings under these headings and are based on the following requirements:

(i) General Assembly (\$60 000)

To strengthen the meetings services staff at Headquarters during the twenty-eighth regular session: travel of 19 staff members from Geneva to New York and return, and subsistence payments for 21, on the assumption that two would travel in conjunction with home leave in the United States.

(ii) Advisory Committee on Administrative and Budgetary Questions (\$7 000)

A meeting of three weeks' duration in Geneva: travel and subsistence of the Committee's Executive Secretary, Assistant Secretary, Administrative Assistant and five Chinese language staff (three interpreters, one translator, one calligrapher).

(iii) United Nations Administrative Tribunal (\$2 500)

A session of three weeks' duration 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) International Law Commission (\$15 500)

A session of ten weeks' duration: travel from New York to Geneva and return and subsistence payments for five substantive members and a secretary from Headquarters.

(v) Economic and Social Council (\$68 300)

The fifty-fifth session of the Economic and Social Council: travel from New York to Geneva and return and subsistence payments, for periods of up to six weeks for 34 substantive staff, including four from the Office of Inter-Agency Affairs and one from the Office of the Controller. It is estimated that seven of the above would travel in conjunction with home leave or other official travel. In addition, 18 Headquarters Chinese language staff will be required to service the Council.

(vi) ECAFE committees and sub-committees (\$15 000)

A maximum of eight subsidiary meetings away from Bangkok: travel and subsistence of four staff members.

(vii) ECLA committees and sub-committees (\$5 000)

A maximum of six meetings of committees and sub-committees in the Central American region: travel and subsistence for staff members of the ECLA branch office at Mexico City, as necessary.

(viii) ECA committees, ad hoc groups of experts and other working groups (\$30 000)

To provide for subsidiary bodies held away from Addis Ababa. The estimate also provides for Directors of Sub-Regional Offices to attend meetings of the Executive Committee and Committee of the Whole, as necessary.

(ix) Committee for Development Planning (\$10 000)

A meeting of two weeks' duration: travel to New York and return and subsistence 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 substantive staff members from Headquarters to service a meeting of the Working Group of the Committee.

(x) Committee for Programme and Co-ordination (\$6 800)

A meeting of one week's duration: travel to New York and return and subsistence of a staff member from each of the regional economic commissions and the Economic and Social Office in Beirut.

(xi) United Nations Commission on International Trade Law (\$22 000)

(a) The sixth session of UNCITRAL in Geneva for a period of four weeks: travel to Geneva and return of six substantive staff members and subsistence payments for four weeks (\$9 500);

(b) A meeting of the Working Group on the International Sale of Goods in Geneva for two weeks: travel to Geneva and return of three substantive staff members and subsistence payments for two weeks (\$3 000);

(c) A meeting of a drafting group or group of experts on the International Sale of Goods in Europe for three weeks: travel to Europe and return of two substantive staff members and subsistence payments for three weeks (\$2 500);

(d) A meeting of the Working Group on Negotiable Instruments in Geneva for two weeks: travel to Geneva and return of three substantive staff members and subsistence payments for two weeks (\$3 000);

(e) A meeting of the Working Group on International Commercial Arbitration in Geneva for two weeks: travel to Geneva and return of two substantive staff members and subsistence payments for two weeks (\$2 000);

(f) A meeting of the Working Group on International Legislation on Shipping in Geneva for two weeks: travel to Geneva and return of two substantive staff members and subsistence payments for two weeks (\$2 000).

(xii) Investments Committee (\$2 200)

A meeting of one week's duration: travel to Europe and return and subsistence for two staff members.

(xiii) United Nations Scientific Committee on Radiation (\$3 600)

A meeting of one week's duration: travel of five substantive staff members from New York to Geneva and return and subsistence payments for one week (\$3 600).

(xiv) Advisory Committee on the Application of Science and Technology to Development (\$22 700)

(a) The eighteenth session of the Committee in New York: travel of one staff member to New York and return from each of the regional economic commissions and the Economic and Social Office at Beirut (\$7 800);

(b) The nineteenth session of the Committee in Geneva: travel of three substantive staff members from New York and return and of one staff member from each of the regional economic commissions and the Economic and Social Office in Beirut and subsistence payments for two weeks (\$8 700);

(c) Two meetings of the inter-sessional ad hoc working groups in Geneva: travel of one substantive staff from New York and return and subsistence payments for six days (\$1 700);

(d) A meeting of the African Regional Group in Addis Ababa: travel of a substantive staff member from New York and return and subsistence payments for three days (\$1 400);

(e) A meeting of the Asian Regional Group in Bangkok: travel of a substantive staff member from New York and return and subsistence payments for three days (\$1 500);

(f) A meeting of the European Regional Group in Geneva: travel of a substantive staff member from New York and return and subsistence payments for three days (\$800); and

(g) A meeting of the Latin American Regional Group in Santiago: travel of a substantive staff member from New York and return and subsistence payments for three days (\$800).

(xv) Joint ECE/RID meetings (\$6 000)

Two meetings in Berne of ten and five days respectively: travel of six interpreters, three translators and three shorthand-typists from Geneva and return and subsistence payments for fifteen days.

(xvi) Commission on Human Rights (\$10 800)

A meeting of five weeks' duration: travel of six substantive officers to Geneva and return and subsistence payments for six weeks.

(xvii) Commission for Social Development (\$11 000)

A meeting of three weeks' duration: travel of four substantive officers to Geneva and return and subsistence payments for three weeks. In addition travel of one staff member from each of the regional economic commissions and the Economic and Social Office in Beirut and return and subsistence payments for three weeks.

(xviii) Committee for Housing, Building and Planning (\$9 000)

A meeting of two weeks' duration: travel of four substantive staff members to Geneva and return and subsistence payments for two weeks. In addition, travel of one staff member from each of the regional economic commissions and the United Nations Economic and Social Office at Beirut and return and subsistence payments for two weeks.

(xix) Population Commission (\$10 800)

A meeting of two weeks' duration: travel of five substantive staff members to Geneva and return and subsistence payments for two weeks. In addition, travel of one staff member from each of the regional economic commissions and the Economic and Social Office in Beirut and return and subsistence payments for two weeks.

(xx) Committee for Review and Appraisal (\$2 200)

A meeting of three weeks' duration: subsistence payments for four substantive staff members for three weeks. Travel costs are being borne by the travel account of the Economic and Social Council.

(xxi) Committee on the Elimination of Racial Discrimination (\$5 700)

A meeting of three weeks' duration: travel of four substantive staff members to Geneva and return and subsistence payments for three weeks.

CHAPTER II

<u>Travel of staff on other official business</u>	\$796 400
	1972: 816 400
	1971: 727 416

5.6 The estimates under this chapter cover travel costs and subsistence payments for staff proceeding on official business other than for attendance at the meetings provided for under chapter I. In calculating these requirements, it has been taken into account that, wherever feasible, such travel would be combined with home leave as provided for under chapter III.

5.7 The rate of expenditures under this chapter will be affected by the average increased cost factor of some 5 per cent as a result of the higher air travel rates and subsistence allowance rates indicated in paragraph 5.3 above. As a matter of policy, taking into account the stricter procedures instituted by the Secretary-General in 1972 for the central control of official travel of staff, the estimates for the various offices and departments for 1973 have nevertheless been maintained generally at the level of the appropriations for 1972, except for increases or decreases in certain cases for the special reasons indicated in table 5-3 below.

Table 5-3

Department/Office	1971 expenses	1972 appropri- ations	1973 estimates	Purpose
	\$	\$	\$	
HEADQUARTERS				
Secretary-General	21 751	50 000	50 000	Travel by the Secretary-General and special assistants who accompany him.
Executive Office of the Secretary-General	5 629	5 000	10 000	Travel of members of the Executive Office on special assignments.
Office of the Under-Secretary-General for Political and General Assembly Affairs	-	-	2 000	Travel of senior staff on special assignments.
Office of the Under-Secretary-General for Special Political Affairs	105	2 300	2 300	Travel of senior staff on special assignments.
Secretariat of the Scientific Committee on Radiation	3 502	4 000	4 000	Travel by scientific staff on assignments connected with the work of the Committee.
Office of the Assistant Secretary-General for Inter-Agency Affairs	13 277	12 000	12 000	Travel by Assistant Secretary-General and senior staff for purposes of consultations with the executive heads and senior officials of the specialized agencies, IAEA and other intergovernmental organizations on matters of co-ordination, as well as visits to the regions in connexion with problems of interagency co-ordination at the regional level.
Office of Legal Affairs	11 281	12 000	12 000	Travel by the Legal Counsel and senior staff for purposes of consultations with United States federal authorities on legal matters affecting the United Nations; consultations with, and provision of legal advice to, United Nations offices and organs; consultations with, and participation in meetings of, other intergovernmental institutions, particularly in the field of international trade law.

Table 5-3 (continued)

Department/Office	1971 expenses	1972 appropri- ations	1973 estimates	Purpose
	\$	\$	\$	
Office of the Under-Secretary-General for Administration and Management	5 687	5 300	5 000	Travel by the Under-Secretary-General to attend meetings of administrative and co-ordinating bodies in Europe, including the Inter-organization Board for Information Systems and Related Activities (IOB), the Management Committee of the International Computing Centre (Geneva) (ICC), the International Civil Service Advisory Board (ICSAB), the Administrative Committee on Co-ordination (ACC) and to regional economic commissions.
Electronic Data Processing and Information Systems Office	-	-	5 000	Travel by the Director to attend meetings of the IOB and ICC Management Committee in Geneva.
Administrative Management Service	10 000	20 000	20 000	Travel by staff in connexion with surveys of offices away from Headquarters and implementation of proposals resulting therefrom.
Office of the Controller	11 543	12 600	12 600	Travel by senior staff in connexion with financial and administrative management activities and interagency consultations on matters of co-ordination.
Internal Audit Service	8 106	8 400	8 400	Travel by internal audit staff for purposes of the regular and systematic inspection and audit of United Nations Offices in the field.
Secretariat, Board of Auditors	1 956	2 600	1 500	Travel of the Executive Secretary and Assistant Secretary to the United Nations Board of Auditors for preparation for and attendance at a meeting in Europe of the Panel of External Auditors.
Office of Personnel	38 819	38 000	38 000	Travel by the Director of Personnel and senior staff for the review of the staff situation at United Nations Offices abroad, for recruitment, including technical assistance recruitment by TARS both at Headquarters and Geneva, and for interagency consultations on matters of co-ordination.

Table 5-3 (continued)

Department/Office	1971 expenses \$	1972 appropri- ations \$	1973 estimates \$	Purpose
Division of Human Rights	6 640	6 800	6 800	Travel by the Director and senior staff in regard to the co-ordination of activities in the field of human rights undertaken by the United Nations, the specialized agencies, the regional economic commissions, and governmental and non-governmental organizations, as well as for attendance at governmental meetings and observances.
Department of Political and Security Council Affairs	28 063	27 500	15 800	Travel by the Under-Secretary-General and senior staff for attendance at major international conferences within purview of the department and meetings of the Administrative Committee on Co-ordination (ACC) and its Preparatory Committee; maintenance of contacts with peace research centres and institutes which are located mainly in Europe; attendance at meetings and conferences dealing with questions of disarmament; consultations and liaison with specialized agencies, the Organization of African Unity and non-governmental organizations on matters concerning Africa, including apartheid; co-ordination with specialized agencies, the IAEA and non-governmental organizations on matters concerning the sea-bed and the ocean floor; liaison with specialized agencies and other intergovernmental and non-governmental organizations on outer space matters and attendance at space-related meetings. Pending the recommendation by the Committee on the Peaceful Uses of Outer Space, based on the consideration of this matter by its Scientific and Technical Sub-Committee, of a space applications programme for 1973, the initial estimates exclude any provision for the related travel of the Expert on Space Applications.
Office of Political Affairs, Trusteeship and Decolonization	1 963	3 200	3 200	Travel by the Under-Secretary-General and senior staff for consultation and liaison with specialized agencies and the Organization of African Unity (OAU).

Table 5-3 (continued)

Department/Office	1971 expenses \$	1972 appropri- ations \$	1973 estimates \$	Purpose
Department of Economic and Social Affairs	120 508	121 000	121 000	Travel by the Under-Secretary-General and senior staff for 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.
Office of Public Information	20 567	21 000	23 000 ^{a/}	Travel of the Assistant Secretary-General and senior staff for attendance at meetings, including the Consultative Committee on Public Information, the Editors' Roundtable, Conference of Non-governmental Organizations and meetings of regional broadcasting and press organizations, and for regular and systematic visits to information centres for inspection and consultation.
Office of Conference Services	5 156	9 500	9 500	Travel of the Under-Secretary-General and senior staff for purposes related to the general responsibilities and activities of the Office.
Office of General Services	3 608	4 200	4 000	Travel by the Director and senior staff to United Nations missions, information centres, regional economic commissions, and other offices for purposes of inspection and consultation on administrative problems, including measures to ensure the application of uniform practices in the field of inventory, maintenance, procurement, common services and registry operations.
Total, Headquarters	<u>318 161</u>	<u>365 400</u>	<u>366 100</u>	

^{a/} For 1973 an amount of \$2 000 is requested for CESI official travel for which no provision was made in the 1972 budget, although a provision of \$2 000 was made in 1971 when CESI was attached to the Department of Economic and Social Affairs.

Table 5-3 (continued)

Department/Office	1971 expenses \$	1972 appropri- ations \$	1973 estimates \$	Purpose
UNITED NATIONS OFFICE AT GENEVA				
Office of the Director- General	8 346	7 400	9 500	Travel by the Director-General and senior staff to Headquarters and within Europe for purposes of consultation and co-ordination.
Unit for External Affairs and Inter-Agency Affairs	6 723	5 200	5 200	Travel by members of the Unit for purposes of co-ordination with specialized agencies and other organizations.
Administrative and Financial Services and Conference and General Services (including Secretariat recruitment and staff training services)	12 621	12 600	13 600	Travel by the Director and other senior officers for the following purposes: consultations with corresponding services at Headquarters and attendance at meetings of the Appointments and Promotions Committee; travel within Europe in connexion with the examination and recruitment on behalf of both Headquarters and the Geneva Office, of translators, stenographers and typists; the purchase of equipment and supplies; arrangements for contractual printing and translation.
Information Service	2 076	2 600	3 000	Travel of senior staff within Europe to maintain contacts in the nine countries served by the Information Service in Geneva.
Division of Narcotic Drugs	8 718	8 400	8 400	Travel of the Director and senior staff for attendance at meetings of the Economic and Social Council in New York and other meetings; consultations with specialized agencies and governmental authorities on narcotics problems, including those related to psychotropic substances.
Division of Social Affairs	2 771	2 600	3 000	Travel of senior staff for consultations with the specialized agencies regarding social affairs matters; attendance at meetings and field trips in execution of the work programme.

Table 5-3 (continued)

Department/Office	1971 expenses \$	1972 appropri- ations \$	1973 estimates \$	Purpose
Office of the Co-ordinator for Disaster Relief.....	-	9 000	10 000	Travel of the Under-Secretary-General and senior staff for co-ordination with Member Governments and international organizations to ensure prompt response in disaster situations.
International Narcotics Control Board	3 349	4 200	5 800	Travel of senior staff for official consultations and co-ordination of activities, including the new responsibilities under the 1971 Convention on Psychotropic Substances.
Internal Audit Service	9 196	10 500	10 500	Travel in connexion with the audits of United Nations offices in Europe, including UNIDO and UNHCR offices in Europe and elsewhere.
Total, Geneva	<u>53 800</u>	<u>62 500</u>	<u>69 000</u>	
Information centres	27 655	31 500	31 500	Essential travel within the area covered by the various information centres.
Economic Commission for Europe (ECE)	33 431	37 000	38 800	Travel of Executive Secretaries and senior staff within respective regions 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 commissions, consultations with Headquarters, UNCTAD, UNIDO and the specialized agencies.
Economic Commission for Asia and the Far East (ECAFE)	94 136	105 000	90 000	
Economic Commission for Latin America (ECLA)	93 255	96 000	91 000	
Economic Commission for Africa (ECA)	98 144	110 000	100 000	
United Nations Economic and Social Office at Beirut	8 834	9 000	10 000	Travel of Director and senior staff for consultations with governmental authorities in the region, the scope of this activity having been increased by the admission of four new Member States located in this area; attendance at meetings of concern to the Office and consultations with Headquarters and other United Nations offices.
Total, chapter II	<u>727 416</u>	<u>816 400</u>	<u>796 400</u>	

CHAPTER III

Travel of staff and dependants on home leave \$1 767 000

1972: 1 596 700

1971: 1 723 479

5.8 The estimate under this chapter is based on the current travel rates described in paragraphs 5.2 and 5.3 above and on authorized modes and standards of accommodation.

5.9 Actual entitlements for 1973, compared with 1972 and 1971 are shown in table 5-4 below. On the basis of such actual entitlements, the total requirements under this chapter in 1973 would amount to approximately \$2 217 100. Based on experience in recent years, a deferment factor of 20 per cent has been used for the non-exercise of entitlements and turnover of staff in all offices of the Secretariat.

Table 5-4

	Staff members			Dependants		
	1973	1972	1971	1973	1972	1971
Headquarters departments and offices	635	630	638	1 003	945	1 035
Geneva Office	207	182	187	237	191	225
Information Centres	17	17	18	26	40	23
Economic and Social Office at Beirut	4	9	3	9	22	8
Economic Commission for Europe	78	85	69	85	115	87
Economic Commission for Asia and the Far East	32	50	60	72	101	74
Economic Commission for Latin America	50	40	31	136	121	88
Economic Commission for Africa	62	92	59	200	309	159
Total	1 085	1 105	1 065	1 768	1 844	1 699

Section 6. Payments under annex I, paragraphs 2 and 5,
of the Staff Regulations: hospitality

\$159 000 (1972: \$159 000 1971: \$139 928)

Table 6-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations.....	100 000	100 000	94 254
II. Payments to other members of the Secretariat for official hospitality....	35 000	35 000	29 639
III. Hospitality expenditures for the General Assembly and for functions honouring Chiefs of State and visiting dignitaries.....	24 000	24 000	16 035
Total, section 6	159 000	159 000	139 928

CHAPTER I

<u>Payments under annex I, paragraphs 2 and 5, of the Staff Regulations</u>	\$100 000
1972:	100 000
1971:	94 254

6.1 Under annex I, 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.

CHAPTER II

<u>Payments to other members of the Secretariat for official hospitality</u>	\$35 000
1972:	35 000
1971:	29 639

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.

CHAPTER III

<u>Hospitality expenditures for the General Assembly and for</u>	
<u>functions honouring Chiefs of State and visiting dignitaries.....</u>	\$24 000
1972:	24 000
1971:	16 035
 (i) <u>General Assembly functions.....</u>	
	\$14 000
1972:	14 000
1971:	12 229

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

(ii) <u>Functions honouring Chiefs of State and</u>	
<u>visiting dignitaries.....</u>	\$10 000
1972:	10 000
1971:	3 806

6.4 In accordance with the current procedure, the Organization bears the costs of relatively large and formal functions of a strictly protocol character, typically involving receptions or dinners in honour of visiting Chiefs of State or visiting dignitaries.

PART III

CONSTRUCTION, ALTERATION, IMPROVEMENT AND MAJOR
MAINTENANCE OF PREMISESSection 7. Construction, alteration, improvement and
major maintenance of premises

\$14 875 400 (1972: \$9 614 000 1971: \$8 972 325)

Table 7-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
A. CONSTRUCTION			
I. United Nations Headquarters, New York	2 500 000	2 500 000	2 500 000
II. United Nations Office at Geneva	4 905 000	500 000 ^{a/}	1 500 000
III. Headquarters of the Economic Commission for Latin America, Santiago	500 000	500 000	-
IV. Headquarters of the Economic Commission for Asia and the Far East, Bangkok	3 000 000	2 400 000	1 100 000
V. Headquarters of the Economic Commission for Africa, Addis Ababa	2 400 000	1 930 000	900 000
- Headquarters - new construction and major alterations to existing premises	-	-	2 000 000
Total, part A	13 305 000	7 830 000	8 000 000
B. ALTERATION, IMPROVEMENT AND MAJOR MAINTENANCE			
VI. United Nations Headquarters, New York	244 400	538 000	335 374
VII. United Nations Office at Geneva	1 281 000	1 246 000	636 951
VIII. Headquarters of the Economic Commission for Africa, Addis Ababa	45 000	-	-
Total, part B	1 570 400	1 784 000	972 325
Total, section 7	14 875 400	9 614 000	8 972 325

^{a/} Actual requirements under this chapter were in the amount of \$2 500 000. The lower provision made reflects the decision by the General Assembly at its twenty-sixth session to reduce the total requirements under section 7 for 1972 by the amount of \$2 million which had been made available in 1971 towards the cost of proposed new construction at Headquarters, a project which, it had become evident, could not be started in 1972.

A. CONSTRUCTION

CHAPTER I

<u>United Nations Headquarters, New York</u>		\$2 500 000
	1972:	2 500 000
	1971:	2 500 000

Amortization of the Headquarters construction loan (\$2 500 000)

7.1 This estimate relates to the twenty-third 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 Subsequent to this payment, an amount of \$15 million will remain to be liquidated in accordance with the following schedule:

	<u>Annual instalments</u> \$	<u>Total</u> \$
1974 and 1975	2 500 000	5 000 000
1976-1981	1 500 000	9 000 000
1982	1 000 000	1 000 000
		15 000 000

CHAPTER II

<u>United Nations Office at Geneva</u>		\$4 905 000
	1972:	500 000
	1971:	1 500 000

7.3 By its resolution 2246 (XXI) of 20 December 1966, 2488 (XXIII) of 21 December 1968, 2744 (XXV) of 17 December 1970 and 2891 (XXVI) of 22 December 1971 of the General Assembly authorized the current construction programme for the extension of the Palais des Nations, scheduled for completion in the course of 1973. The provision requested will represent the seventh annual instalment to cover the total estimated cost of the project as well as the amortization, with interest, of a loan made by the Fondation des immeubles pour les organisations internationales to assist in the initial financing of the construction programme pending budgetary provision in the annual budgets of the United Nations during the period 1967 to 1984.

7.4 As indicated in the financial statement contained in table 7-2 below, an amount of \$22 502 400 would remain to be provided for during the period 1974 to 1984. Since the loan and the interest thereon is repayable in a predetermined amount of Swiss francs, the dollar equivalent which must be made available has increased as a result of the realignment of currencies which became effective in

the course of 1971. This led to revisions of the United Nations accounting rate from its previous level of 4.32 Swiss francs to the United States dollar, to 4.08 on 17 May 1971, 3.95 on 1 October 1971 and 3.84 on 1 January 1972. The estimates submitted to the General Assembly at its twenty-sixth session culminated in its resolution 2891 (XXVI) of 22 December 1971, in which the approved revised schedule of annual budget instalments were based on the rate obtaining in October 1971.

7.5 In the latter part of 1971 delays in the receipt and processing of construction costs resulted in lower expenditures recorded in that year and a reduced need to draw against the loan availability. This circumstance is reflected in table 7-2 under the respective headings. As a consequence, no additional requirements, in connexion with the 1 January 1972 adjustment in the currency exchange rate, will be requested for 1972 and the 1973 requirement will remain at the level approved by the General Assembly in its resolution 2891 (XXVI). However, it will be necessary to increase the requirements for the subsequent years 1974 through 1984 by a total amount of \$751 400 to reflect the change in the currency exchange situation.

7.6 A full report on progress made towards completion of the project and related matters will be submitted to the General Assembly at its twenty-seventh session.

Table 7-2

	Requirements for loan amortization	Requirements for interest	Requirements for construction	Gift	Loan	Net budgetary requirements
	(in US dollars)			(in US dollars)		
1967-1971	-	330 000	15 191 000	980 000	9 011 000	5 500 000
1972	-	386 000	6 840 000	-	4 726 000	2 500 000
1973	-	477 000	5 730 000	-	1 302 000	4 905 000
1974	-	477 000	3 877 000	-	-	4 354 000
1975	1 588 600	119 000	-	-	-	1 707 600
1976	1 588 600	429 000	-	-	-	2 017 600
1977	1 588 600	381 000	-	-	-	1 969 600
1978	1 588 600	333 500	-	-	-	1 922 100
1979	1 588 600	286 000	-	-	-	1 874 600
1980	1 588 600	238 000	-	-	-	1 826 600
1981	1 588 600	190 500	-	-	-	1 779 100
1982	1 588 600	143 000	-	-	-	1 731 600
1983	1 588 600	95 500	-	-	-	1 684 100
1984	1 588 000	47 500	-	-	-	1 635 500
	15 885 400	3 903 000	31 638 000	980 000	15 039 000	35 407 400

Section 7

Construction, alteration, improvement and
major maintenance of premises

Section 7

CHAPTER III

<u>Headquarters of the Economic Commission for Latin America, Santiago</u>	\$500 000
	1972: 500 000
	1971: -

7.7 In a report (A/C.5/1396) submitted to the General Assembly at its twenty-sixth session the Secretary-General, in response to a request by the General Assembly in its resolution 2746 (XXV) of 17 December 1970, presented revised plans for the proposed construction, on the ECLA Headquarters site in Santiago, of an additional office building at an estimated cost of \$2 500 000. In accordance with these plans, a simple 12-storey tower block would be constructed directly behind the existing structure in a location chosen to harmonize with the other buildings on the site and surroundings. It was also indicated that the new building, initially at least, would be used mainly to accommodate the Latin American Institute for Economic and Social Planning. The continued financing of the Institute as a Special Fund project has been approved by the United Nations Development Programme Governing Council through 30 June 1974.

7.8 In its related report, 1/ the Advisory Committee on Administrative and Budgetary Questions stated that the need for the new construction arose because the Institute currently occupies, and was likely to continue to occupy, office space in the ECLA compound. Taking account of the origin and nature of the Institute, the Committee believed that the questions of the future of the Institute and responsibility for its accommodation should be decided before a final decision could be taken to proceed with the proposed construction project. The Committee recommended, therefore, that the views of the competent organs (ECLA, the Economic and Social Council and the United Nations Development Programme) on these points should be sought. It was suggested, in this regard that the General Assembly make a provision of \$500 000 for 1972 for the preparation of working drawings and plans, solicitation and evaluation of tenders, and for the excavation, piling and foundations and that the Committee be empowered to authorize a start on the project before the twenty-seventh session of the General Assembly should it be the view of the competent organs that the Institute should be continued and the ECLA should continue to provide it with accommodation on a rent-free, cost-sharing or rental basis.

7.9 By its resolution 2893 (XXVI) of 22 December 1971, the General Assembly concurred in the recommendations of the Advisory Committee.

7.10 The Commission is already on record as being strongly in favour of the perpetuation of the Institute. Thus, in paragraph 2 of its resolution 296 (AC.62) of 6 May 1970, it urged the Secretary-General "to seek to provide to the fullest possible extent for the continuity and permanence of the Institute, ensuring that it will continue its essential activities in Latin America during the Second Development Decade", and, in paragraph 5 of the same resolution, it requested UNDP

1/ Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 8 A (A/8408/Add.1-30), document A/8408/Add.11, para. 10.

"to provide the financing required in such a way as to ensure the continued existence of the Institute as envisaged in paragraph 2". At the time of the preparation of these estimates, arrangements were under way to ascertain the most recent views on this subject on the part of the various organs involved, as well as to arrive at an agreement concerning the future responsibility for the accommodation of the Institute. The inclusion in these initial estimates for 1973 of the second instalment towards the total cost of constructing the proposed new office building, is based on the assumption that the conditions stated by the General Assembly will be met at an early date and that a start will be made with the project later in 1972. The latest projection is that, of the amount of \$500 000 appropriated for this purpose for the current year, only \$250 000 will actually be required, leaving an equal amount to be carried forward to 1973. Expenditures in that year are estimated at \$750 000. Accordingly, a provision of only \$500 000 will suffice, rather than \$1 000 000 as originally anticipated.

7.11 It is proposed that the Secretary-General be authorized to credit to the building fund any unspent balance at the end of 1973 in order that it might remain available for the completion of the project in 1974.

CHAPTER IV

Headquarters of the Economic Commission for Asia and the Far East,

<u>Bangkok</u>	\$3 000 000
1972:	2 400 000
1971:	1 100 000

7.12 By its resolution 2745 (XXV) of 17 December 1970, the General Assembly authorized the Secretary-General to proceed with the construction, on the site of the present ECAFE headquarters in Bangkok, of (a) a 14-storey building, consisting of a central service core of two wings which will house Secretariat offices; (b) a conference building in which would be located a conference room large enough to accommodate meetings of up to 40 participants seated at the tables; and (c) a seven-storey building to include, in addition to office space, a library, a machine room and data processing centre, a cafeteria, a staff recreation area and limited vehicle parking space. The total cost of the project has been estimated at \$7 600 000. The General Assembly, by its resolution 2894 (XXVI) of 22 December 1971, approved the following schedule for financing of the project, scheduled for completion by the end of 1973:

	\$
1971	1 100 000
1972	2 400 000
1973	3 600 000
1974	500 000
	<hr/>
	7 600 000

Construction, alteration, improvement and
major maintenance of premises

Section 7

Section 7

7.13 In view of an anticipated change in the incidence of the costs to be incurred in 1973 and 1974 the appropriations scheduled for those years can be more advantageously distributed as follows:

	<u>Presently approved schedule</u>	<u>Proposed revision</u>
	\$	\$
1973	3 600 000	3 000 000
1974	500 000	1 100 000

7.14 Authority is sought to credit to the building fund any unspent balance remaining at the end of 1973 in order that it might remain available for the completion of the project in 1974.

CHAPTER V

<u>Headquarters of the Economic Commission for Africa, Addis Ababa</u>	\$2 400 000
1972:	1 930 000
1971:	900 000

7.15 The General Assembly, by its resolution 2745 (XXV) of 17 December 1970 authorized the Secretary-General to proceed with the construction of a 10-storey office building directly behind the existing Africa Hall, as well as a three-storey library building and a low-level cafeteria building on the southern side of the site, at an estimated cost of \$6 200 000. The General Assembly, by its resolution 2894 (XXVI) of 22 December 1971, approved the following schedule of annual budgetary provisions for the financing of the project, scheduled for completion before the end of 1973:

	\$
1971	900 000
1972	1 930 000
1973	2 800 000
1974	570 000
	<u>6 200 000</u>

7.16 In view of an anticipated change in the incidence of the costs to be incurred in 1973 and 1974 the appropriations scheduled for those years can be more advantageously distributed as follows:

	<u>Presently approved schedule</u>	<u>Proposed revision</u>
	\$	\$
1973	2 800 000	2 400 000
1974	570 000	970 000

7.17 The Secretary-General seeks authorization to credit to the building fund any unspent balance at the end of 1973 in order that it might remain available for the completion of the project in 1974.

B. ALTERATION, IMPROVEMENT AND MAJOR MAINTENANCE

CHAPTER VI

<u>United Nations Headquarters, New York</u>		\$244 400
	1972:	538 000
	1971:	335 374

(a) Alterations and improvements (\$89 000)

7.18 This estimate relates to the following projects which are proposed for implementation during 1973:

	\$
(i) Installation of an exhaust system in the loading platform area at the third basement level	3 000
(ii) Installation of an acoustic ceiling in the cable operations room on the twentieth floor of the Secretariat building	10 000
(iii) Installation of a transparent noise barrier at the sides of the General Assembly Hall	10 000
(iv) Alterations to the Long Island City warehouse to accommodate additional shelving	9 000
(v) Modernization of radio studio facilities	45 000
(vi) Modification of conference room facilities	12 000
 (i) <u>Installation of an exhaust system in the loading platform area at the third basement level (\$3 000)</u>	

7.19 This estimate provides for the installation of an auxiliary exhaust system in the loading platform area where excessive carbon monoxide exhaust fumes emanating from garbage pickup trucks and tractors for compactor containers, as well as from other vehicles loading or unloading in the area, affect all occupants of the third basement.

(ii) Installation of an acoustic ceiling in the cable operations room on the twentieth floor of the Secretariat building (\$10 000)

7.20 Provision is requested for the installation of an acoustic ceiling and adequate lighting fixtures to provide adequate working conditions in the cable operations area. This space, originally intended as an unfinished storage area,

has been utilized as a working area due to the general lack of space at Headquarters. Such a ceiling will reduce the noise level caused by the continuous operation of the teleprinter machines.

(iii) Installation of a transparent noise barrier at the sides of the General Assembly Hall (\$10 000)

7.21 In order to eliminate noise and other distractions during meetings in the General Assembly Hall, it is proposed to provide an acoustic barrier at the sides of the Plenary Hall to separate the meetings area from the side corridors.

(iv) Alterations to Long Island City warehouse to accommodate additional shelving (\$9 000)

7.22 As in 1972, provision has been sought under chapter I, Section 8, to provide additional shelving for the Long Island City warehouse. The estimate of \$9 000 submitted under this section provides for the necessary structural alterations required for the installation of these furnishings. Following these additions the storage capacity of this warehouse will have been exploited to the full.

(v) Modernization of radio studio facilities (\$45 000)

7.23 Provision is made to continue the programme of modernization of equipment and installations in the nine radio studios which have been in continuous use for between 20 and 25 years. The programme commenced in 1972 at which time provision was made for the modernization of two studios. It is proposed to modernize a further two studios in 1973.

(vi) Modification of conference room facilities (\$12 000)

7.24 In order to permit the flexible use of interpreters it is necessary to interconnect the Chinese interpreter booths with the other language booths. It is proposed in 1973 to rewire the booths in 12 conference rooms at a cost of \$1 000 per room.

(b) Major maintenance (\$120 800)

7.25 This estimate relates to the following projects which are proposed for 1973:

\$

(i)	Replacement of equipment in the air-conditioning and heating plant	62 200
(ii)	Replacement of equipment in the air-conditioning and heating system	12 800
(iii)	Replacement of steam meter	2 800
(iv)	Replacement of electric motors	3 000
(v)	Painting of steel structure in the service driveway	15 000
(vi)	Replacement of asphalt tile flooring	6 000

\$

(vii) Replacement of sidewalks 9 000

(viii) Repair and resealing of asphalt roadways 10 000

(i) Replacement of equipment in the air-conditioning and heating plant (\$62 200)

7.26 It has been found that the four turbines operating this plant need a complete overhauling, a project which could be spread over the next two years. Accordingly provision is requested in the amount of \$62 200 to repair two of the turbines in 1973.

(ii) Replacement of equipment in the air-conditioning and heating system (\$12 800)

7.27 The valves and pumps in the air-conditioning and heating system are no longer in good working order. Because this equipment is obsolete and repair would be uneconomical, it is proposed to replace these parts in 1973 at an estimated cost of \$12 800.

(iii) Replacement of steam meter (\$2 800)

7.28 Since the steam meter currently in use is obsolete and its repair would not be economical, its replacement in 1973 is proposed.

(iv) Replacement of electric motors (\$3 000)

7.29 This estimate provides for the replacement of fractional horsepower electric motors installed in the various systems which are beyond economical repair.

(v) Painting of steel structure in the service driveway (\$15 000)

7.30 It is proposed to paint the steel structure in the service driveway, which has started to corrode, thereby preventing possible damage to the equipment.

(vi) Replacement of asphalt tile flooring (\$6 000)

7.31 This estimate covers the continuation of the systematic replacement of worn asphalt tiles in areas subject to heavy use.

(vii) Replacement of sidewalks (\$9 000)

7.32 This estimate provides for the continuation of the programme of replacement of the sidewalk areas which have deteriorated due to normal wear and tear.

(viii) Repair and resealing of asphalt roadways (\$10 000)

7.33 The estimate provides for the repair and replacement of roadway areas which have deteriorated due to normal wear and tear. Provision was made for this purpose in 1971. However, since it was not possible to commence this project in that year, the appropriation was surrendered.

(c) Replacement of worn carpeting and drapes (\$34 600)

7.34 This estimate relates to the systematic replacement of worn carpeting and drapes throughout the buildings at an estimated cost of \$34 600 in 1973.

CHAPTER VII

<u>United Nations Office at Geneva</u>	\$1 281 000
	1972: 1 246 000
	1971: 636 951

7.35 At its twentieth session, the General Assembly approved, in principle and subject to annual review, a long-term programme of maintenance and improvement of the Palais des Nations during the period 1966 to 1974, at a total estimated cost of \$4 894 200. To assist in the initial financing of the programme, the Assembly authorized the Secretary-General to accept an offer by the Swiss Federal Government of an interest-free loan of 8.5 million Swiss francs (\$1 967 000) reimbursable over the five-year period 1970-1974 and decided to provide for the financing of the programme, including repayment of the loan, by the inclusion in the budget estimates during the period 1967-1974 of equal provisions of some \$611 775 annually.

7.36 At its twenty-fifth session, the General Assembly approved a revised programme at a total estimated cost of \$6 353 847 as well as, with the agreement of the Swiss authorities, a rescheduling of the loan repayments from five equal instalments during the years 1970-1974 to four instalments of \$491 750 during the period 1971-1974. Taking into account the total amount of \$3 060 000 which had already been appropriated during the period 1967 to 1971, the revised programme left a balance of \$3 293 847 to be provided for in equal instalments of \$1 098 000 during the period 1972-1974.

7.37 By its resolution 2892 (XXVI) of 22 December 1971, the General Assembly authorized revised total expenditures for the programme in the amount of \$6 773 847 taking into account increased requirements in the amount of \$420 000 which had arisen as a result of changes in the relationship between the Swiss franc and the United States dollar during the first half of 1971. As a result it was decided also that the annual appropriations for 1972, 1973 and 1974 should be increased to \$1 238 000. Taking into account the further changes in the rates of exchange which occurred during the latter half of 1971, resulting in the establishment as of 1 January 1972 of a revised United Nations accounting rate of 3.84 Swiss francs to the dollar, a total expenditure of \$6 902 753 or an increase of \$128 906 will be involved. On this basis, the annual requirements for 1972, 1973 and 1974 will increase by \$43 000 from \$1 238 000 to \$1 281 000.

CHAPTER VIII

<u>Headquarters of the Economic Commission for Africa, Addis Ababa</u>		\$45 000
<u>(Africa Hall)</u>		
	1972:	-
	1971	-

7.38 On 26 May 1971, an agreement was signed between the Government of Ethiopia and the United Nations, whereby the title to Africa Hall and the land on which it stands were granted to the United Nations without charge, for such time as the Headquarters of the Economic Commission for Africa remains in Ethiopia.

7.39 Prior to this agreement, provision was sought from time to time only for items of minor maintenance of that part of Africa Hall utilized by the Commission. Since the Organization is now responsible for the operation of the premises as a whole, the following improvement and major maintenance projects are considered of high priority.

(i) Alteration and improvement (\$34 000)

7.40 The four main elevators at Africa Hall are push-button operated but lack a memory system, so that the first button pushed becomes the first stop of the elevator. As a consequence of this obsolete system considerable time is lost, especially during rush periods. It is proposed that these elevators be automated in 1973 at an estimated cost of \$34 000.

(ii) Major maintenance (\$11 000)

7.41 The flooring tiles in the corridors of Africa Hall are in poor condition and need urgent replacement. A three-year programme is proposed commencing in 1973 at an estimated cost of \$3 000 per annum. Moreover, the carpeting covering the lateral passages on each side of the Assembly Hall and the floor of the gallery is badly worn. It is proposed that this carpeting be replaced over a two-year period at an estimated cost of \$16 000 in 1973 and a similar amount in 1974.

PART IV

EQUIPMENT, SUPPLIES AND SERVICES

Section 8. Permanent equipment

\$998 200 (1972: \$1 413 300 1971: \$905 191)

Table 8-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. Furniture and fixtures	262 300	359 100	181 733
II. Office equipment	240 100	272 800	222 058
III. Internal reproduction equipment	135 000	124 100	206 673
IV. Telecommunications equipment	195 000	439 600	147 968
V. Transportation equipment	56 100	72 700	55 490
VI. Other equipment	109 700	145 000	91 269
Total, section 8	998 200	1 413 300	905 191
Income from sale of equipment	36 000	51 000	34 674

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 United Nations Industrial Development Organization (UNIDO), the special missions, the field offices of the United Nations High Commissioner for Refugees (UNHCR), and the International Court of Justice. The related requirements for these latter offices are included under sections 16, 17, 18 and 19, respectively. Standard furniture and fixtures requirements for the United Nations Conference on Trade and Development (UNCTAD) and UNHCR headquarters are included in the present section as part of the estimates for the United Nations Office at Geneva, only special items of equipment for UNCTAD being provided for under section 15.

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 to ensure that it will continue to reflect essential needs.

8.3 Table 8-2 gives a summary, by location, of the requirements for each office, distinguishing in each case between acquisition and replacement. Of the estimates

presented for all offices, acquisitions total \$334 400 and replacements \$663 800. Of the amount requested for acquisitions, a total of \$85 000 relates to special items of furniture and equipment for the extended premises currently under construction at the Palais des Nations in Geneva other than those more basic items which have been provided for in the main budget for the project, which is being covered by appropriations under section 7.

8.4 The appropriations for 1972 for the Office of Public Information included ~~\$3~~47 500 for the implementation of the first phase of a proposed five-year programme for the modernization and replacement of equipment and installations for radio, television, film and photographic services. Of this amount, \$55 000 was provided for under section 7 and \$292 500 under section 8. By its resolution 2897 (XXVI) of 22 December 1971, the General Assembly decided to give further consideration at its twenty-seventh session to the implementation of the balance of the programme, in an estimated amount of \$1 290 000, of which, if approved, \$329 500 1/ would be required in 1973. Pending the Assembly's decision, the initial estimates for the Office of Public Information under section 8 have been confined to normal annual requirements.

1/ Excludes \$45 000 which has been included in the estimates under section 7.

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
HEADQUARTERS	\$	\$	\$	
<u>Chapter</u>				
I. Furniture and fixtures	114 131	184 900	103 100	<p><u>Acquisition</u> \$44 400</p> <p>The estimate comprises \$16 800 for shelving to increase the storage facilities at the documents storage warehouse, \$11 800 provides for filing and special cabinets and \$15 800 for normal essential requirements, comprising bookcases, tables and library shelving.</p> <p><u>Replacement</u> \$58 700</p> <p>The replacement programme covers desks, chairs, bookcases, filing and special cabinets, tables and directors' furniture which can no longer be made serviceable.</p>
II. Office equipment	145 082	147 500	144 500	<p><u>Acquisition</u> \$39 500</p> <p>Of this estimate, \$17 700 relates to the purchase of additional dictating equipment for the languages services and \$10 000 to the acquisition of two bookkeeping machines for the Cashier's Office which will type cheques and vouchers and at the same time post the transactions to registers, thus streamlining the operation. The balance of \$11 800 covers other essential needs, including adding machines, calculators and special electric typewriters.</p> <p><u>Replacement</u> \$105 000</p> <p>In continuation of the programme initiated in 1971 to replace the obsolete and unserviceable dictating equipment in the language pools, it is proposed to replace 78 machines in the French Pool in 1973 at an estimated cost of \$28 100. In continuation of the programme to replace old manual typewriters with electric machines and to replace old electric machines no longer serviceable, it is proposed to replace 127 machines in 1973 at an estimated cost of \$56 100. It is also proposed to replace 25 calculators \$12 500, coding equipment \$7 000, adding machines \$500 and a laissez-passer cancelling machine \$800, all of which are no longer serviceable.</p>
III. Internal reproduction equipment	84 053	22 000	50 500	<p><u>Acquisition</u> \$9 500</p> <p>It is proposed to acquire a ditype photo setter at an estimated cost of \$9 500. The acquisition of this machine will reduce the annual expenditure for cold type composition by some \$15 000.</p> <p><u>Replacement</u> \$41 000</p> <p>The major item scheduled for replacement is a medium offset press, in continuous use since 1951 and no longer capable of producing quality work, at an estimated cost of \$35 000. The balance of \$6 000 relates to the replacement of unserviceable mimeograph machines (\$2 000), duplicating machines (\$1 000) and an electric lift jack (\$3 000).</p>
IV. Telecommunications equipment	92 392	383 500	90 500	<p><u>Acquisition</u> \$41 500</p> <p>This estimate covers the acquisition of frequency counter test equipment to augment the maintenance shop equipment \$2 500, of a four track tape recorder to accommodate the increased need to record official and unofficial meetings \$4 500, and \$34 500 for the regular requirements under this heading for the Office of Public Information other than those which would be included in the special modernization and replacement programme to which further consideration will be given by the General Assembly at its twenty-seventh session (see paragraph 8.4 above).</p>

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates
HEADQUARTERS (continued)	\$	\$	\$
Chapter			
V. Transportation equipment	10 438	22 500	6 200
VI. Other equipment	21 119	18 600	11 900
TOTAL, HEADQUARTERS	467 215	779 000	406 700
GENEVA OFFICE			
Chapter			
I. Furniture and fixtures ...	39 753	135 100	138 000

Replacement \$49 000

It is proposed to replace in 1973 an obsolete and unserviceable tape recorder \$6 000, interpreter microphones \$1 500 and miscellaneous speakers, amplifiers and test equipment \$1 000. The balance of \$40 500 relates to the normal requirements of the Office of Public Information, leaving out of account the proposed special programme referred to in paragraph 8-4 above.

Acquisition Nil
Replacement \$6 200

It is proposed to replace two vehicles purchased in 1967 in accordance with the regular replacement schedule.

Acquisition \$7 400

The acquisition of a portable pacemaker and defibrillator \$2 500 and various laboratory and diagnostic instruments \$1 000 is proposed for the Medical Service. The balance of \$3 900 covers such items as tools (\$700), desk lamps and fans (\$2 100), various hand trucks (\$700) and crowd control barriers (\$400).

Replacement \$4 500

The estimate covers the replacement of a 22 year old pipe threader \$1 700 and the various electric clocks in the conference areas which are beyond economical repair \$1 000. The balance of \$1 800 relates to the replacement of tools, drinking fountains and hand trucks which are no longer serviceable.

Acquisition Nil
Replacement \$98 000

The estimate includes \$50 000 for the implementation of the second part of the three year programme for the replacement of old and unserviceable furniture in the present conference area and the Delegates' Lounge. \$48 000 provides for the replacement of unserviceable desks (\$8 000), chairs (\$2 600), bookcases (\$2 400), filing and special cabinets (\$17 200), shelving (\$10 800) and tables, carpets and drapes (\$7 000).

Extension of the Palais des NationsAcquisition \$40 000

The estimate under this chapter provides for curtains for offices of directors and above \$8 000, special files for microfiche \$4 000, shelving and special files for archives and reference purposes \$15 500 and furniture for the extended cafeteria \$12 500.

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
GENEVA (continued)	\$	\$	\$	
<u>Chapter</u>				
II. Office equipment	39 890	67 600	68 000	<p><u>Acquisition</u> \$9 500 The estimate covers the proposed acquisition of 22 dictating machines for language services \$8 100, weighing scales and a franking machine and erasers \$1 400.</p> <p><u>Replacement</u> \$58 500 The replacement programme comprises manual and electric typewriters \$44 000, calculators \$11 500 and an accounting machine \$3 000, which, due to age and wear, are now unserviceable.</p>
III. Internal reproduction equipment	109 211	51 700	53 000	<p><u>Acquisition</u> \$6 000 The estimate covers the acquisition of microfilm and microfiche equipment with a view to eliminating excessive stores of documentation.</p> <p><u>Replacement</u> \$44 000 The replacement programme provides for the replacement of the following equipment purchased prior to 1955 which is in poor condition: 12 duplicators \$10 000, one paper cutter \$7 000, one IBM multipoint machine \$12 000, one stapling machine \$3 000, 3 sets of gold plating characters \$1 500, 3 cylinders for offset press \$2 500, 2 binding machines \$1 200, one addressograph \$3 500, 2 mounting tables \$3 000, and miscellaneous items \$300.</p> <p><u>Extension of the Palais des Nations</u> <u>Acquisition</u> \$3 000 The estimate covers the acquisition of 10 spirit duplicators for the conference area of the new wing.</p>
IV. Telecommunications equipment	32 411	40 300	56 000	<p><u>Acquisition</u> \$19 300 The estimate relates to the purchase of one automatic error detector \$19 000 to streamline the flow of work in the Telecommunications Relay Centre and to eliminate the wastage in manpower involved in the detection of errors. Provision is also made for one diapositive slide projector for the staff orientation course \$300.</p> <p><u>Replacement</u> \$36 700 The programme provides for the replacement of one transistorized receiver \$10 400, 2 teletype machines \$11 300, 5 tape recorders \$6 100, one coding machine \$3 800, 6 recorder/reproducers \$2 400, and 300 plastic earphones \$2 700.</p>
V. Transportation equipment	4 831	12 400	7 000	<p><u>Acquisition</u> Nil <u>Replacement</u> \$7 000 The estimate covers the replacement of two vehicles in accordance with the regularly scheduled programme.</p>
VI. Other equipment	44 075	90 300	75 000	<p><u>Acquisition</u> \$9 500 The estimate relates to the purchase of tools for use on the modern equipment installed under the major maintenance programme \$4 000, a drafting table \$2 500, trailers for the transportation of documents from the unloading ramp \$1 000 and fans, lamps and miscellaneous items \$2 000.</p> <p><u>Replacement</u> \$23 500 The programme provides for the replacement of old and unserviceable equipment as follows: tools \$6 200, document trolleys \$3 400, a paper haulage tractor \$2 500, 150 table lamps and 25 heaters \$5 200, and miscellaneous items \$6 200.</p>

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
GENEVA (continued)	\$	\$	\$	
Chapter				
				<u>Extension of the Palais des Nations</u>
				<u>Acquisition</u> \$42 000
				An amount of \$18 000 relates to equipment for two of the five bars: 2 cash registers (\$7 000), 2 coffee machines (\$6 000), 2 ice cube machines (\$2 500) and 4 service trolleys (\$2 500). The balance of \$24 000 comprises tools for the maintenance of the new building (\$14 300), an automatic feeding machine for deep fat fryers in the cafeteria kitchen (\$4 000), a mechanical ramp (\$4 000) and miscellaneous items (\$1 700).
TOTAL, Geneva Office	270 171	397 400	397 000	
INFORMATION CENTRES				
Chapter				
I. Furniture and fixtures ...	8 941	6 100	6 500	<u>Acquisition</u> \$2 000 The estimate covers the requirements of fifty-two centres and provides for the acquisition of desks, chairs, tables, shelving and filing cabinets.
				<u>Replacement</u> \$4 500 The replacement of old unserviceable desks, chairs, bookcases, tables, shelving and filing cabinets is proposed.
II. Office equipment	4 155	5 900	4 600	<u>Acquisition</u> \$1 900 Provision is requested for the acquisition of 6 typewriters.
				<u>Replacement</u> \$2 700 The replacement of typewriters, a calculator and a franking machine is proposed.
III. Internal reproduction equipment	3 120	3 500	4 500	<u>Acquisition</u> \$1 200 This estimate relates to the acquisition of a mimeograph machine \$600, an addressograph machine \$300 and a photocopy machine \$300.
				<u>Replacement</u> \$3 300 Provision is requested for the replacement of 3 mimeograph machines \$1 700, 2 addressograph machines \$600 and 3 photocopy machines \$1 000.
IV. Telecommunications equipment	167	900	600	<u>Acquisition</u> Nil <u>Replacement</u> \$600 The replacement of 5 radios and 2 inter-communication systems is proposed.
V. Transportation equipment ..	20,304	17,600	17 300	<u>Acquisition</u> Nil <u>Replacement</u> \$17 300 Provision is requested for the replacement of 6 vehicles, 2 scooters and 2 bicycles in accordance with the regular four-year schedule.
VI. Other equipment	8 324	6 000	6 500	<u>Acquisition</u> \$2 100 The acquisition of air conditioners \$1,300 and movie projectors and screens \$800 is proposed for 1973.
				<u>Replacement</u> \$4 400 It is intended to replace air conditioners \$2 200, refrigerators, water coolers, fans, movie projectors and miscellaneous items \$2 200.
TOTAL, Information Centres	45 011	40 000	40 000	

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
ECONOMIC AND SOCIAL OFFICE, BEIRUT	\$	\$	\$	
<u>Chapter</u>				
I. Furniture and fixtures	2 156	4 000	2 300	<p><u>Acquisition</u> \$900 This estimate relates to the requirements for the three regional advisers which are expected to be attached to the staff in 1973.</p> <p><u>Replacement</u> \$1 400 The replacement programme comprises desks, chairs, file cabinets and draperies which through age and wear have become unserviceable.</p>
II. Office equipment	1 839	3 000	2 200	<p><u>Acquisition</u> Nil <u>Replacement</u> \$2 200 The replacement of 2 typewriters \$700, a calculator \$900 and a special accounting typewriter \$600 is proposed.</p>
III. Internal reproduction equipment	406	700	900	<p><u>Acquisition</u> \$900 Provision is requested for the acquisition of a photocopy machine.</p> <p><u>Replacement</u> Nil</p>
IV. Telecommunications equipment	1 531	1 200	800	<p><u>Acquisition</u> \$500 This estimate provides for the acquisition of spare parts for the simultaneous interpretation equipment.</p> <p><u>Replacement</u> \$300 The replacement of 5 multiline telephone instruments is proposed for 1973.</p>
V. Transportation equipment ...	2 569	5 200	2 500	<p><u>Acquisition</u> Nil <u>Replacement</u> \$2 500 Provides for the replacement of a vehicle in accordance with the five-year replacement schedule.</p>
VI. Other equipment	-	600	600	<p><u>Acquisition</u> \$200 The acquisition of a water cooler is proposed for 1973.</p> <p><u>Replacement</u> \$400 The replacement of an air conditioner \$300 and 2 fire extinguishers \$100 is proposed.</p>
TOTAL, Economic and Social Office at Beirut	8 501	14 700	9 300	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST				
<u>Chapter</u>				
I. Furniture and fixtures	3 950	3 200	4 100	<p><u>Acquisition</u> \$2 400 The estimate covers the acquisition of furniture for regional advisers which are expected to be attached to the staff in 1973 \$700. Provision is also requested for the purchase of bookcases, filing cabinets and special file cabinets \$1 700.</p> <p><u>Replacement</u> \$1 700 The replacement of desks and chairs now unserviceable is proposed.</p>
II. Office equipment	6 063	8 300	8 900	<p><u>Acquisition</u> \$5 400 The acquisition of 3 electronic calculators \$3 600, 3 dictating machines for the new Chinese language service \$1 400 and a special typewriter \$400 is proposed.</p> <p><u>Replacement</u> \$3 500 Provision is requested for the replacement of 8 unserviceable typewriters.</p>

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (continued)	\$	\$	\$	
<u>Chapter</u>				
III. Internal reproduction equipment	-	-	15 200	<u>Acquisition \$11 000</u> The estimate covers the acquisition of a juke- writer recorder and reproducer to enable ECAL to print internally documents and books hereto- fore printed externally. <u>Replacement \$4 200</u> It is intended to replace 3 mimeograph machines which through age and continued use are becoming unserviceable.
IV. Telecommunications equipment	13 072	-	32 400	<u>Acquisition Nil</u> <u>Replacement \$32 400</u> The Field Operations Service has recommended the extensive modernization of the radio station in conjunction with its relocation from the existing to the new premises currently under construction. The related requirements consist of antennas, towers, an antenna switching panel, heavy duty coaxial cable and a teletype receiving terminal at an estimated cost of \$32 400.
V. Transportation equipment ...	-	4 000	4 800	<u>Acquisition Nil</u> <u>Replacement \$4 800</u> It is proposed to replace 2 vehicles in accord- ance with the five-year replacement schedule.
VI. Other equipment	3 815	4 300	3 900	<u>Acquisition \$1,100</u> The acquisition of a water cooler, 5 clocks and library shelving is proposed. <u>Replacement \$2,800</u> The estimates relate to the replacement of ten air conditioners.
TOTAL, Economic Commission for Asia and the Far East	26 900	19 800	69 300	
ECONOMIC COMMISSION FOR LATIN AMERICA				
<u>Chapter</u>				
I. Furniture and fixtures	4,709	12,800	5 700	<u>Acquisition \$1 500</u> The estimate covers the purchase of file cabinets, library shelving, tables and bookcases. <u>Replacement \$4 200</u> The replacement programme includes desks \$1 700, chairs \$1 400, tables \$200 and file cabinets \$900.
II. Office equipment	16 850	31 900	9 200	<u>Acquisition \$3 500</u> The acquisition of adding machines \$400, dictating equipment \$1 900 and calculators \$1 200 is proposed. <u>Replacement \$5 700</u> The replacement programme of old and unserviceable equipment comprises typewriters \$3 200, dicta- ting equipment \$900 and calculators \$1 600.
III. Internal reproduction equipment	2 185	39 200	9 200	<u>Acquisition \$3 000</u> The acquisition of photographic laboratory equipment to facilitate printing work by the Reproduction Unit is proposed. <u>Replacement \$6 200</u> The replacement programme comprises mimeograph machines \$4 200 and a duplicating machine \$2 000 which are now unserviceable due to age and wear.

Table 8-2 Permanent equipment

	1971 expenditure	1972 appropriation	1973 estimates	
ECONOMIC COMMISSION FOR LATIN AMERICA (continued)	\$	\$	\$	
<u>Chapter</u>				
IV. Telecommunications equipment	-	2 000	800	<u>Acquisition</u> Nil <u>Replacement</u> \$800 It is proposed to replace an old unserviceable tape recorder.
V. Transportation equipment ...	11 379	8 200	6 000	<u>Acquisition</u> Nil <u>Replacement</u> \$6 000 The estimate relates to the replacement of two vehicles in Santiago in accordance with the regularly scheduled programme.
VI. Other equipment	9 819	19 200	9 000	<u>Acquisition</u> \$2 700 The acquisition of an air conditioner \$500, water coolers, fans and lamps \$600, miscellaneous maintenance equipment \$1 100 and miscellaneous gardening equipment \$400 is proposed. <u>Replacement</u> \$6 300 The replacement programme comprises a cash register \$1 500, water coolers \$800, air conditioners \$800, miscellaneous maintenance equipment \$2 100 and miscellaneous gardening equipment \$1 000.
TOTAL, Economic Commission for Latin America	44 942	113 300	39 900	
ECONOMIC COMMISSION FOR AFRICA				
<u>Chapter</u>				
I. Furniture and fixtures	8 093	13 000	2 600	<u>Acquisition</u> \$2 600 The estimate relates to the acquisition of chairs \$500, bookcases \$300, file cabinets \$1 000, typewriter stands \$300 and carpeting \$500. <u>Replacement</u> Nil
II. Office equipment	8 179	8 600	2 700	<u>Acquisition</u> \$2 700 The estimate covers the purchase of four typewriters \$1,700 and two photocopy machines \$1,000. <u>Replacement</u> Nil
III. Internal reproduction equipment	7 698	7,000	1 700	<u>Acquisition</u> \$1 700 The estimate relates to the acquisition of one collating machine \$1,000 and one mimeograph machine \$700. <u>Replacement</u> Nil
IV. Telecommunications equipment	8 395	11 700	13 900	<u>Acquisition</u> \$6 900 Provision is made for the acquisition of a set of simultaneous interpretation equipment for use in the sub-regional offices at an estimated cost of \$6,900. <u>Replacement</u> \$7,000 The replacement of a DC Rectifier \$400, 2 teleprinters \$5,000 and a teleprinter receiver \$1 600 is proposed.
V. Transportation equipment	5 969	2 800	12 300	<u>Acquisition</u> \$5 800 The acquisition of a mini-bus for the transportation of participants in meetings at Africa Hall is proposed. <u>Replacement</u> \$6 500 This estimate relates to the replacement of 2 vehicles in accordance with the regularly scheduled five-year programme.
VI. Other equipment	4,117	6 000	2 800	<u>Acquisition</u> \$2,800 The acquisition programme is comprised of floor cleaning equipment \$1 400, heaters \$100, fire extinguishers \$1 000 and a power lawn mower \$300. <u>Replacement</u> Nil
TOTAL, Economic Commission for Africa	42 451	49 100	36,000	
GRAND TOTAL, section 8	905 191	1 413 300	998 200	

Section 9. Maintenance, operation and rental of premises

\$7 452 500 (1972: \$6 897 900 1971: \$6 676 401)

Table 9-1

Chapter	1973 estimates	1972 appropri- ations	1971 actual expenses
	\$	\$	\$
I. Contractual services	3 136 500	2 863 600	2 845 161
II. Utilities	1 862 000	1 801 000	1 766 433
III. Other expenses	2 454 000	2 233 300	2 064 807
Total	<u>7 452 500</u>	<u>6 897 900</u>	<u>6 676 401</u>

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 United Nations Economic and Social Office at Beirut.

9.2 The increase of \$776 099 in the estimates for 1973, as compared with the actual expenditures incurred in 1971, is distributed among the different offices as shown in table 9-2 below.

Table 9-2

Office location	Increase or (decrease)
	\$
Headquarters	130 217
Geneva (including the Economic Commission for Europe)	598 005
Information centres	8 127
Economic and Social Office in Beirut	5 496
Economic Commission for Asia and the Far East	13 359
Economic Commission for Latin America	27 859
Economic Commission for Africa	(6 964)
	<u>776 099</u>

9.3 The estimates as a whole are set forth in detail in table 9-5 at the end of the section. The table shows, by main office location and budget item, the 1971 expenditures, the 1972 appropriations, and the 1973 estimates, with explanations of the main causes of variations between 1973 and 1971. Since the estimates for Headquarters have been based on a level of services somewhat below those provided for in 1971, the increased requirements in 1973 are attributable in full to the higher cost of contractual services and utilities. At Geneva, the increase relates in the first instance to a decision to have the cleaning of the Palais des Nations done under contract at an additional cost under this section in the amount of \$235 000, offset by reduced requirements in the amount of \$175 000 under sections 3 and 4 and \$8 000 under section 10. As indicated in more detail in paragraph 9.5 below, a further net increase of some \$263 100 arises in respect of the servicing of the new extension, estimated to cost some \$400 000, but offset by reduced requirements in the amount of \$136 888 in respect of rental and maintenance of outside premises which will no longer be required. The remainder of the increase arises from a higher consumption of electricity, from salary rate and price increases and from the exchange rate differential. The increase at the information centres is wholly attributable to higher rental costs (see table 9-4). Increased space requirements and the exchange rate differential account for the increase in Beirut. At ECAFE, the need to rent additional premises, pending construction of a new building, accounts for the increase, while at ECLA it is attributable to wage, price and rate increases, as well as exchange rate variations. The decrease at ECA follows the decision to undertake the maintenance and repair of Africa Hall by means of established staff rather than under contract, at a savings of \$25 500 offset by an increase of some \$10 000 in staff costs; increases in other items include \$14 000 for alterations to Africa Hall.

Operating costs of information centres

9.4 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.

Expenses related to the extension of the Palais des Nations

9.5 An estimate of \$447 000 has been included as a separate line total following chapter III in table 9-5 to cover the expenses related to the first full year of occupancy of the extension. The anticipated costs are shown in this way so as to permit a comparison of costs over a three-year period on an internally consistent basis. In the 1974 estimates these figures will be incorporated under the appropriate line and chapter heading for the United Nations Office at Geneva. Table 9-3 below gives the distribution for the years 1971, 1972 and 1973 of expenses relating only to the maintenance and operation of the extension.

Table 9-3

Chapter	1973 estimates \$	1972 appropri- ations \$	1971 expenses \$
I. <u>Contractual services</u>			
Buildings, parks and gardens	20 000	-	-
Cleaning services	150 000	101 000	-
Equipment maintenance	27 000	-	-
Total, chapter I	197 000	101 000	-
II. <u>Utilities</u>			
Electricity	117 000	40 000	20 800
Fuel oil and coke	60 000	25 000	16 471
Other utilities (water)	18 000	4 000	5 660
Total, chapter II	195 000	69 000	42 931
III. <u>Other expenses</u>			
Supplies for maintenance	15 000	15 000	-
Minor alterations	40 000 ^{a/}	43 000	-
Total, chapter III	55 000	58 000	-
GRAND TOTAL	447 000	228 000	42 931

a/ For restructuring of offices in the old and the new sections of the Palais des Nations so as to make the most efficient use of space available.

Rental of premises

9.6 Table 9-4 below shows the 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 1973 rental
	\$	\$
Headquarters		893 000
Geneva (including Economic Commission for Europe) ...		-
United Nations Economic and Social Office at Beirut .		24 000
Economic Commission for Asia and the Far East		64 000
Economic Commission for Latin America:		
Bogota	-	
Mexico City	18 500	
Montevideo	5 000	
Port of Spain	-	
Rio de Janeiro	-	
Santiago	-	
Washington, D.C.	10 000	
	Total, ECLA	33 500
Economic Commission for Africa:		
Addis Ababa	5 000	
Kinshasa	-	
Lusaka	-	
Niamey	-	
Tangiers	-	
	Total, ECA	5 000
Information centres:		
Accra	-	
Algiers	-	
Asunción	-	
Athens	5 350	
Baghdad	3 650	
Beirut	2 690	
Belgrade	-	
Bogotá	4 765	

Table 9-4 (continued)

Office location	Estimated 1973 rental	
	\$	\$
Bucharest	-	
Buenos Aires	5 400	
Bujumbura	2 525	
Cairo	560	
Colombo	-	
Copenhagen	5 076	
Dakar	-	
Dar es Salaam	-	
Islamabad	7 644	
Kabul	-	
Kathmandu	-	
Khartoum	3 446	
Kinshasa	-	
Lagos	-	
La Paz	-	
Lima	"	
Lomé	-	
London	9 780	
Manila	-	
Mexico City	5 910	
Monrovia	-	
Moscow	9 650	
New Delhi	7 200	
Paris	-	
Port Moresby	-	
Port of Spain	3 280	
Prague	270	
Rabat	-	
Rangoon	-	

Table 9-5

Maintenance, operation and rental of premises: summary of estimates by office

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
	\$	\$	\$	
HEADQUARTERS				
Chapter				
I. <u>Contractual services</u>				Services under this chapter are undertaken on a contractual basis. The wages of most contractual personnel at Headquarters are negotiated on an industry-wide basis in the New York area and are those agreed between labour and management and automatically applied to United Nations contracts.
Electrical maintenance .	476 946	475 000	480 000	At the time of the preparation of these estimates negotiations on salaries and associated benefits of contractual personnel were in progress; the previous contract expired on 31 December 1971
Telecommunications operation and maintenance for conferences ...	442 400	440 000	445 000	
Elevator operation and maintenance	352 234	368 000	374 000	The increase in the 1973 estimates over the 1971 expenditure level includes estimated increases in elevator maintenance, as a result of an automatic wage increase of \$15 000, as well as an increase of \$5 000 for contractual fees and employee benefits which came into effect in 1971. The contract between one of the contractors and the union, which also concerns the cleaning services, expired on 31 December 1971. As the terms of the new contract are under negotiation, no provision is made in the 1973 estimates for the expected increase.
Cleaning services	1 348 705	1 345 600	1 371 000	The estimate includes an increase of \$22 300 in contractual fees and employee benefits which came into effect in 1971.
Total, chapter I	2 620 285	2 628 600	2 670 000	
II. <u>Utilities</u>				
Electricity	818 722	860 000	880 000	The estimate includes an additional \$62 000 to cover the full year's increase of the higher electricity rates which went into effect on 15 June 1971.
Steam	559 287	545 000	560 000	
Other utilities	73 400	75 000	75 000	
Total, chapter II	1 451 409	1 480 000	1 515 000	
III. <u>Other expenses</u>				
Supplies for maintenance of premises	280 185	300 000	310 000	The estimate provides for cleaning, electrical, plumbing, air-conditioning, painting, ground and general maintenance supplies, drapes and upholstery, uniforms, flags, security, fire and safety devices, towels, linen and uniform services. The 1973 estimate includes a provision to replenish the stock of supply items for the maintenance of premises which will have been depleted in 1972; it makes allowance for anticipated increases in the cost of security and building maintenance supplies.
Telecommunications and recording supplies for conferences	40 333	41 000	41 000	

Table 9-5 (continued)

Maintenance, operation and rental of premises: summary of estimates by office

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
	\$	\$	\$	
ECONOMIC COMMISSION FOR AFRICA (including subregional offices at Kinshasa, Lusaka, Niamey and Tangiers)				
Chapter				
I. <u>Contractual services</u>				
Maintenance of premises	37 000	37 000	11 500	In view of the fact that the United Nations has become responsible for the maintenance and repair of the entire Africa Hall complex and that this obligation will be considerably increased after the extension to the premises has been completed in 1974, it has been decided that it would be more effective and potentially more economical to initiate a general maintenance service as part of the staff of the Commission. Accordingly, the present agreement with an outside contractor was discontinued as of 1 January 1972 and alternative arrangements made within the level of credits which had been made available for this purpose in 1972. As this change is still considered experimental, the staff required will initially be charged to temporary assistance. It is estimated that the 1973 costs will total \$33 500, redistributed in the budget as follows: \$ Section 3. Temporary assistance 10 000 Section 9, chapter I. Contractual services (installations and elevators) 11 500 Section 9, chapter III. Minor alterations 12 000 33 500
II. <u>Utilities</u>				
Electricity	8 674	9 000	9 500	
Other utilities	12 736	11 000	13 000	
Total, chapter II	21 410	20 000	22 500	
III. <u>Other expenses</u>				
Supplies for maintenance of premises	13 459	16 000	16 000	
Rental of premises	4 172	5 000	5 000	
Minor alterations	1 923	3 000	16 000	See remark under chapter I.
Total, chapter III	19 554	24 000	37 000	
Total, ECA, section 9	77 964	81 000	71 000	
Grand total, section 9	6 676 401	6 897 900	7 452 500	

Section 10. General expenses

\$6 297 200 (1972: \$6 037 000 1971: \$6 375 536)

Table 10-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. Communications	2 340 000	2 127 000	2 157 825
II. Rental and maintenance of equipment	957 000	916 000	1 048 827
III. Public information supplies and services	1 521 000	1 518 800	1 471 887
IV. Other supplies and services	512 200	464 700	705 352
V. Stationery and office supplies	646 000	663 000	663 392
VI. Library books, supplies and services	321 000	347 500	328 253
Total, section 10	<u>6 297 200</u>	<u>6 037 000</u>	<u>6 375 536</u>

10.1 Provision is made under this section for the requirements at Headquarters, Geneva, the information centres, the regional economic commissions and the United Nations Economic and Social Office at Beirut under the various categories of expense indicated in table 10-1 above.

10.2 With few exceptions, requirements for 1973 have been calculated on the assumption that the 1971 level of traffic or service would be continued, or slightly reduced, in 1973. The exceptions, which include such items as rental of a high speed teleprinter circuit to improve the efficiency of the United Nations and United Nations Development Programme cable communications, increases in certain information activities approved by the General Assembly at its twenty-sixth session in the context of the review and reappraisal of United Nations information policies and activities, and the requirements arising from occupancy of the extension to the Palais des Nations, are identified in the explanatory remarks in table 10-4 which appears at the end of this section. In table 10-2 below, the differences between the 1971 expenditure level and the 1973 estimates are shown for each of the main office locations.

Table 10-2

	Increase (decrease)
	\$
Headquarters	(290 473)
Geneva Office (including the Economic Commission for Europe)	151 238
Information centres (excluding the information services at Geneva and at the three regional economic commissions)	(362)
United Nations Economic and Social Office at Beirut	7 475
Economic Commission for Asia and the Far East	12 067
Economic Commission for Latin America	36 952
Economic Commission for Africa	4 767
Total	(78 336)

10.3 In comparing the Headquarters figures, it should be noted that the 1971 expenditure figures include \$58 261 for data processing forms, now shown in section 11, and \$289 019 for losses on exchange. This latter figure, which represents the total net loss to the Organization at all locations and in all currencies as a result of the currency exchange rate fluctuations which occurred in 1971, is recorded as a single item under chapter IV as an accounting convenience. If these two items were excluded, the expenditure for 1971 would be \$6 028 256; the net increase at Headquarters for 1973 would be \$56 807, and the increase for the section as a whole, \$268 944. Of this increase, which represents 4.5 per cent over the adjusted 1971 expenditure, the three items mentioned in paragraph 10.2 above account for \$97 000. The balance of the increase is almost entirely attributable to rate and contractual salary increases and to variations in the rates of exchange.

10.4 Table 10-3 below gives the distribution, by main office location, of the total estimates under chapter I, Communications. The estimates as a whole are set forth in detail in table 10-4.

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
HEADQUARTERS (continued)	\$	\$	\$	
Chapter				
(iv) <u>Publications services</u>				
Booklets and leaflets ..	179 153	169 000	170 000	In adopting resolution 2897 (XXVI) the General Assembly approved an increased output of information material, the production of a French edition of <u>Objective, Justice</u> and increased production in colour of visual aids. The amounts appropriated in 1972 were \$15 000, \$24 000 and \$3 500, respectively; the estimates include \$16 000, \$24 000 and \$10 000 for the same purposes.
Visual aids	18 934	23 500	30 000	
	198 087	192 500	200 000	
Total, chapter III	1 471 887	1 518 800	1 521 000	
IV. <u>Other supplies and services</u>				
Miscellaneous supplies and services	23 736	25 000	25 000	
Supplies for the Medical Service	11 076	15 000	17 500	The increase in the 1973 estimates reflects the increased emphasis on preventive medicine, as well as the increased cost of medical supplies.
News agency services	6 024	6 000	6 700	The 1973 estimate includes provision for a 15% increase effective 1 August 1971 in subscription fees to Agence France Presse, Reuters, Tass and United Press International.
General insurance	84 756	81 000	106 000	Provision is made hereunder for fire, air travel, Headquarters vehicle, general liability, garage liability and miscellaneous insurance coverage. The increase in the 1973 estimate relates to expected reassessment of the value of the Headquarters building and contents.
Insurance premiums - household and personal effects	44 849	50 000	50 000	
Bank charges	3 122	7 000	7 000	
Loss on exchange	289 019	-	-	No provision is made for any possible net loss on exchange since neither gains nor losses from the exchange of currencies can be estimated in advance. Net gains are recorded as miscellaneous income under income section 3, while net losses are recorded here under miscellaneous expenses.
Recruitment advertising	18 892	20 000	20 000	
Interview travel and examination costs	493	2 000	2 000	
Total, chapter IV	481 967	206 000	234 200	
V. <u>Stationery and office supplies</u>				
Writing paper	20 326	24 000	22 000	
Other expendable office supplies	136 621	155 000	140 000	
Data processing supplies	23 892	30 000	30 000	
Data processing forms	58 261	-	-	Transferred to section 11.

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
HEADQUARTERS (continued)	\$	\$	\$	
Chapter				
Photostat and microfilm supplies	4 196	6 000	6 000	
Stencils and duplicator masters	24 941	27 000	25 000	
Photocopy paper and supplies	150 212	153 000	150 000	
Total, chapter V	418 449	395 000	373 000	
VI. <u>Library books, supplies and services</u>				
Library books purchased in the United States	12 833	18 000	18 000	
Library books purchased elsewhere	13 877	17 000	17 000	
Bindings	19 807	18 000	14 000	
Microfilm	6 500	6 000	6 000	
Serial subscriptions from the United States	36 547	35 000	42 000	The 1971 expenditures do not reflect the increases in domestic and international postal rates which went into effect in May and July 1971, as subscriptions are usually paid at the beginning of the year and in many cases publishers absorb the increased mailing cost for the duration of the subscription. The estimates for 1973 reflect the subscription rates in effect for renewals at the beginning of 1972.
Serial subscriptions from elsewhere	53 650	47 000	55 000	
Library supplies	6 138	6 000	6 000	
Contractual library services	84 246	98 000	57 000	The estimate includes provision for the annual arrangement with the New York Public Library for special services in connexion with the loan of books and materials not contained in the Headquarters Library (\$7 000); for the continuation of the programme initiated in 1969 for the selective microfiche of UN documents (\$30 000); and for continuation of systems development for the computer-assisted indexing programme (\$20 000); the reduction in this item results from the transfer of data processing work from an outside agency to the New York Computing Centre.
Total, chapter VI	233 598	245 000	215 000	
TOTAL, HEADQUARTERS	4 575 673	4 123 800	4 285 200	
GENEVA				
Chapter				
I. <u>Communications</u>				
Cables	60 128	51 000	65 000	The 1973 estimate provides for the same level of traffic as in 1971; the increase is due to the change in exchange rates.
Telephone services:				
Rentals	27 726	35 000	35 000	
Additional local messages	31 179	27 000	27 000	
Long distance and toll ...	22 293	23 000	23 000	
Installation and repairs	7 615	11 000	11 000	
	88 813	96 000	96 000	

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
GENEVA (continued)	\$	\$	\$	
Chapter				
Postage	153 290	178 000	200 000	Aside from a small provision for the French language edition of the <u>Monthly Chronicle</u> the estimate provides for the same volume of mail as in 1971, the increase arising from changes in postal rates and regulations and currency exchange differentials.
Pouches	31 076	30 000	31 000	
Freight and marine insurance	48 195	45 000	53 000	The increase is due to rate increases and exchange rate changes.
Expenses related to the occupancy of the extension to the Palais	5 275	28 000	15 000	Provides for telephone installations.
Total, chapter I	386 777	428 000	460 000	
II. <u>Rental and maintenance of equipment</u>				
Rental and maintenance of office equipment	70 394	77 000	79 000	
Rental of data processing equipment	32 666	36 000	36 000	As staff resources in systems analysis and programming have not been available for administrative applications, it has been necessary to maintain the rental of IBM machines in the Finance Division. Even if the necessary programming staff becomes available in 1972 so that the work can be transferred to the ICC, a period of overlap and parallel operation will be required.
Rental of computer services - ECF	14 000	7 500	9 000	Provides for rental of key punch and key punch services, conversion of tapes, etc.
Maintenance and operation of transportation equipment ...	4 804	4 000	5 000	
Local transportation	6 585	6 500	3 000	
Total, chapter II	128 449	131 000	132 000	
IV. <u>Other supplies and services</u>				
Miscellaneous supplies and services	32 215	22 000	25 000	Includes provision for supply items for the Laboratory of the Division of Narcotic Drugs.
General insurance	18 544	27 000	40 000	Premiums being paid in 1972 for fire insurance (\$31 500) and third party liability policies (\$6 500) total \$38 000; a 5% increase in assessed value of property insured will result in increased premiums in 1973.
Recruitment advertising and examination costs	4 000	3 200	3 000	
Bank charges	1 015	2 000	2 000	
Joint Medical Scheme	81 470	96 000	110 000	The United Nations share of participation in the service administered by WHO.
Expenses related to the occupancy of the extension to the Palais	-	20 000	8 000	Provides for supply items for the expanded cafeteria.
Total, chapter IV	137 244	170 200	188 000	

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
GENEVA (continued)				
Chapter				
V. <u>Stationery and office supplies</u>	106 292	126 000	126 000	
VI. <u>Library books, supplies and services</u>	29 000	33 000	33 000	
TOTAL, GENEVA	787 762	888 200	939 000	
INFORMATION CENTRES				
Chapter				
I. <u>Communications</u>	138 531	137 000	145 000	
II. <u>Rental and maintenance of equipment</u>	39 840	40 000	40 000	
IV. <u>Other supplies and services</u>	35 663	28 000	28 000	
V. <u>Stationery and office supplies</u>	50 505	50 000	50 000	
VI. <u>Library books, supplies and services</u>	15 823	17 000	17 000	
TOTAL, INFORMATION CENTRES	280 362	272 000	280 000	
ECONOMIC AND SOCIAL OFFICE, BEIRUT				
Chapter				
I. <u>Communications</u>	5 265	6 000	6 000	
II. <u>Rental and maintenance of equipment</u>	3 000	7 000	7 000	Includes provision for rental of a desk-top computer and computer time.
IV. <u>Other supplies and services</u>	1 260	2 000	2 000	
V. <u>Stationery and office supplies</u>	3 000	3 000	3 000	
VI. <u>Library books, supplies and services</u>	2 000	4 000	4 000	
TOTAL, ECONOMIC AND SOCIAL OFFICE, BEIRUT	14 525	22 000	22 000	
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST				
Chapter				
I. <u>Communications</u>				
Cables	7 282	11 000	10 000	
Telephone services	11 170	12 000	12 000	
Postage	10 898	13 000	13 000	
Pouches	13 299	15 000	15 000	
Freight and marine insurance	10 816	9 000	10 000	
Total, chapter I	53 465	60 000	60 000	
II. <u>Rental and maintenance of equipment</u>				
Rental and maintenance of office equipment	4 296	3 500	4 500	
Rental of data processing equipment	41 944	51 000	43 500	
Rental and maintenance of transportation equipment ...	9 484	7 500	10 000	
Total, chapter II	55 724	62 000	58 000	

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (continued)	\$	\$	\$	
Chapter				
IV. <u>Other supplies and services</u>				
Miscellaneous supplies and services	5 618	6 500	6 500	
General insurance	2 004	2 500	2 500	
Total, chapter IV	7 622	9 000	9 000	
V. <u>Stationery and office supplies</u>	20 141	22 000	21 000	
VI. <u>Library books, supplies and services</u>	12 981	14 000	14 000	
TOTAL, ECAFE	149 933	167 000	162 000	
ECONOMIC COMMISSION FOR LATIN AMERICA				
Chapter				
I. <u>Communications</u>				
Cables	21 900	27 000	24 500	
Telephone services	64 258	53 000	60 000	While the installation in 1972 of a United Nations-owned telephone exchange will result in a lower cost, a rate increase levied on extensions requires an increase over the 1972 appropriation level.
Postage	21 517	19 000	23 000	
Pouches	16 877	16 000	19 000	
Freight and marine insurance	25 199	26 000	27 500	
Total, chapter I	149 751	141 000	154 000	
II. <u>Rental and maintenance of equipment</u>				
Rental and maintenance of office equipment	12 948	15 000	16 000	
Rental of data processing equipment	-	-	15 000	Provision for this item was included in section 3 in the 1971 budget.
Maintenance and operation of transportation equipment ...	18 395	18 000	19 000	
Total, chapter II	31 343	33 000	50 000	
IV. <u>Other supplies and services</u>				
Miscellaneous supplies and services	12 290	21 000	15 000	
General insurance	13 030	13 000	16 000	
Total, chapter IV	25 320	34 000	31 000	
V. <u>Stationery and office supplies</u>	32 840	32 000	38 000	Includes a provision of \$3 000 for data processing forms and supplies.
VI. <u>Library books, supplies and services</u>	14 794	15 000	18 000	
TOTAL, ECLA	254 048	255 000	291 000	

Table 10-4 (continued)
Summary of estimates by major location

	1971 expenditure	1972 appropriation	1973 estimates	Remarks
ECONOMIC COMMISSION FOR AFRICA	\$	\$	\$	
Chapter				
I. <u>Communications</u>				
Cables	52 947	38 000	47 000	
Telephone services	27 398	31 000	30 000	
Postage	14 243	14 000	14 000	
Pouches	63 910	60 000	60 000	
Freight and marine insurance	32 827	35 000	34 000	
Total, chapter I	191 325	178 000	185 000	
II. <u>Rental and maintenance of equipment</u>				
Rental and maintenance of office equipment	6 498	9 000	7 000	
Rental of data processing equipment	36 258	42 000	40 000	
Rental and maintenance of transportation equipment ...	10 654	10 000	11 000	
Total, chapter II	53 410	61 000	58 000	
IV. <u>Other supplies and services</u>	16 276	16 000	20 000	Includes provision for increases in insurance coverage in connexion with building construction beginning in 1973.
V. <u>Stationery and office supplies</u>	32 165	34 000	35 000	
VI. <u>Library books, supplies and services</u>	20 057	20 000	20 000	
TOTAL, ECA	313 233	309 000	318 000	
GRAND TOTAL, SECTION 10	6 375 536	6 037 000	6 297 200	

Section 11. Printing

\$3 232 500 (1972: \$3 039 700^{1/} 1971: \$3 132 773)

Table 11-1

Chapter	1973 estimates	1972 appropri- ations	1971 expenses
	\$	\$	\$
I. Official records	1 465 100	1 379 400	1 344 774
II. Recurrent publications	1 049 000	1 104 000	959 676
III. Studies and reports	215 300	325 400	267 779
IV. Office of Public Information ...	136 200	141 100	122 699
V. International Narcotics Control Board	30 700	26 000	21 688
VI. Other printing	105 000	108 300	119 175
VII. Deduction for internal reproduction	(680 000)	(650 000)	(611 421)
VIII. Internal reproduction supplies .	911 200	942 500	908 403
Subtotal	3 232 500	3 376 700	3 132 773
- Reduction applied pursuant to General Assembly resolution 2836 (XXVI)	-	(337 000)	-
Total, section 11	3 232 500	3 039 700	3 132 773

11.1 The estimates under this section cover all contractual printing requirements, as well as the costs of the paper and other supplies required for internal reproduction, except those related to the following activities which are provided for under other sections of the budget as indicated:

(a) Booklets, pamphlets and leaflets and similar information material distributed as part of the public information programme (section 10, \$170 000);

^{1/} Reflects a reduction of \$337 000 in the appropriation initially recommended by the Fifth Committee under this section for 1972, representing an appropriate share of the global reduction of \$1 250 000 subsequently applied, in terms of General Assembly resolution 2836 (XXVI) of 17 December 1971, to the total provisions made under all relevant sections of the budget for the production of United Nations documentation.

(b) The United Nations Conference on Trade and Development (section 15, \$117 000);

(c) The United Nations Industrial Development Organization (section 16, \$155 000);

(d) The Office of the United Nations High Commissioner for Refugees (section 18, \$25 000);

(e) The International Court of Justice (section 19, \$45 000).

11.2 The cost of printing 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 sales of publications under income section 4.

11.3 In determining anticipated requirements under this section for 1973 it has been necessary to take into account the action taken by the General Assembly at its twenty-sixth session in respect of the control and limitation of the publications and documentation of the United Nations.

11.4 In paragraph 2 of its resolution 2836 (XXVI), the Assembly requested the Secretary-General to reduce in 1972 the volume of documentation originating in the Secretariat, other than meetings records, by 15 per cent over-all, compared with the volume of such documentation in 1970, and to that end to take such administrative action as may be necessary, including the establishment of departmental quotas, to achieve that target. At the same time, the General Assembly, in paragraph 12 of the same resolution referred to above, decided to apply an over-all reduction of \$1.25 million in the provisions for documentation in the budget of the Organization for 1972. Towards the achievement of this reduction, the total amount allotted under section 11 for the current year was reduced by \$337 000 or 10 per cent of the amount initially appropriated.

11.5 A progress report will be submitted to the General Assembly at its twenty-seventh session on the documentation controls which have been imposed within the Secretariat and the measure of their success. At the time of the preparation of these initial estimates it was too early to prejudge the outcome and to reflect in the estimates for 1973 in any specific manner at this time, such reductions in the general volume of documentation as may hopefully be achieved by these means. For this reason, it has not been possible to distribute the above-mentioned reduction of \$337 000 by chapter for 1972 and it has therefore been indicated as a global reduction in the summary contained in table 11-1 above. By the same token, in the explanatory text which follows, all financial comparisons between 1972 and 1973 have been made on the basis of the amounts initially appropriated under section 11 rather than the reduced amounts actually allocated and which have resulted in an effective total appropriation of only \$3 039 700.

11.6 On this basis, the gross printing programme set forth in chapters I to VI below is costed on the basis of external printing prices at \$3 001 300, as compared with gross requirements in the amount of \$3 084 200 initially under those chapters for 1972. 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 budgeted work to be so reproduced in 1973 is

estimated at \$680 000. Thus the net requirements for contractual printing under this section for 1973 are estimated at \$2 321 300, compared with an initial appropriation of \$2 434 200 for 1972.

11.7 In order to maintain the contractual printing estimate for 1973 at the lowest possible level, in spite of the general increase in contractual costs, the Publications Board has reviewed the proposals submitted by the offices concerned in the light of the reduced level of credits made available for 1972 and allowed for departures from that level only where the increased costs of mandatory recurrent items could not be offset by reductions in other areas without obviously adverse consequences for substantive activities. This procedure has necessitated the transfer to internal reproduction of some work initially scheduled for external printing, as well as the deletion or deferral of certain titles for which provision was requested in the initial proposals by offices and departments.

11.8 The result as far as chapters II and III is concerned, is illustrated by table 11.2 below, which indicates that the aggregate 1973 estimate for the printing programme of the Department of Economic and Social Affairs and the regional economic commissions is some \$40 000 less than their aggregate 1972 initial appropriation and that the increased total costs of recurrent publications under chapter II is, except in the case of ECAFE, offset by curtailments in the area of studies and reports under chapter III.

Table 11-2

	1972 appropriations	1973 printing estimates
	\$	\$
<u>Chapter II</u>		
Department of Economic and Social Affairs	540 200	567 100
Economic Commission for Europe	88 500	108 100
Economic Commission for Asia and the Far East	55 400	41 200
Economic Commission for Latin America	30 400	33 500
Economic Commission for Africa	9 000	15 100
Total, chapter II	<u>723 500</u>	<u>765 000</u>

Table 11-2 (continued)

	1972 appropriations	1973 printing estimates
	\$	\$
<u>Chapter III</u>		
Department of Economic and Social Affairs	145 500	89 000
Economic Commission for Europe	66 200	39 200
Economic Commission for Asia and the Far East	16 400	23 500
Economic Commission for Latin America	14 000	12 600
Economic Commission for Africa	19 500	15 300
Total, chapter III	261 600	179 600
Grand Total	985 100	944 600

11.9 The estimates under the section as a whole, in spite of the anticipated increase of 10 per cent in printing costs, are \$144 200 below the level of the initial appropriation for 1972 and only \$192 800 above the level of the credits actually made available after applying the proportionate share of the global reduction of \$1.25 million on documentation as a whole.

11.10 As in the last several years, it is expected that about 60 per cent of the total printing expenditure in 1973 will be incurred in areas outside Headquarters. Efforts continue to be made to assign contractual printing on the widest possible geographic basis at the lowest competitive prices.

11.11 It should be pointed out, by way of a final introductory remark, that it has not been possible to anticipate such reductions as may be achieved as a result of the decisions of the various intergovernmental bodies which, by General Assembly resolution 2886 (XXVI) of 21 December 1971, were requested to consider the recommendations contained in a report (A/8362) of the Joint Inspection Unit on the programme of recurrent publications of the United Nations.

CHAPTER I

<u>Official Records</u>	\$1 465 100
	1972: 1 379 400
	1971: 1 344 774

11.12 The printing programme requirements for 1973, as set forth in paragraph 11.17 below, have been computed on the average number and length of meetings held and the number of printed pages of the related records over the last three completed years, adjusted to eliminate any unusual factors and taking into account known requirements for 1973.

11.13 The programme detailed under items (i) to (iv) below, relating to the official records of the General Assembly and the three Councils, takes into account the cost of printing meeting records, a limited number of supplements, and annexes. Costs relating to the balance of supplements, which are produced internally by photo offset, are not taken into consideration in the gross requirements for contractual printing (as explained in chapter VII below). As compared with previous years, the volume of annexes charged to contractual printing has also been substantially reduced, especially for 1973, in the case of the annexes to the official records of the General Assembly, as a result of the rigorous control exercised in the selection of documents which warrant reprinting in type set form, following, for the Assembly, practices already adopted for the Economic and Social Council and the Trusteeship Council. The present estimates for these items, \$1 101 400 show an increase of some \$50 000 over the corresponding estimates for 1972, thus indicating that about one half of the increase resulting from increased production costs has been offset by a reduction in the number of pages to be printed.

11.14 The increase of \$36 500 under item (ix) results from the inclusion, in the gross budgeted programme, of the UNDEX series produced by the Library. This index has been prepared on an experimental basis for several consecutive years, following a recommendation by the Advisory Committee on Administrative and Budgetary Questions, and reproduced internally. Now that the computer-assisted indexing programme of United Nations documents has reached full operational level, it will be possible to publish a minimum of 10 issues a year in four languages, thereby providing efficient service to the Permanent Missions, Member Governments and all users of United Nations material. The work will continue to be produced internally and the deduction for internal reproduction in chapter VII below is increased by the amount of \$36 500.

11.15 Provision is made under item (x) for the estimated cost of that part of Supplement No. 4 to the Repertory of Practice of United Nations Organs which is expected to be completed during 1973, considering that the assigning of a legal officer to this task on a permanent basis will ensure continuity of the work. On the other hand, no provision is requested at this time for printing the French and Spanish editions of Supplement No. 2, estimated at \$69 000, pending assurance that the translations can in fact be available for printing in 1973. This is a matter of concern, but since the translations required are of a nature which cannot be handled contractually, the problem is to accommodate them within the internal capacity which must be devoted in the first instance to meetings

documentation and records. Should it be found possible to produce these translations in good time for their printing in 1973, a separate submission will be made.

11.16 A provision of \$162 000 or 10 per cent less than the amount approved for 1972, is requested under item (v) in the expectation that a proportionate decrease will result from a cut in the volume of material to be submitted for printing under this heading.

11.17 Subject to the observations made in paragraphs 11.15 and 11.16 above, the following detailed printing programme is proposed for 1973:

(i)	<u>The General Assembly, commissions and committees</u>	\$798 350
	1972:	794 100
	1971:	635 541

	<u>Text pages in English</u>	<u>Estimated costs</u> \$
(a) Meeting records in five languages (600 meetings)	4 800	488 200
(b) Annexes in five languages (85 fascicles)	680	101 600
(c) Resolutions in five languages ...	142	24 200
(d) Supplements in five languages ...	1 342	184 350

(ii)	<u>The Security Council, commissions and committees</u>	\$245 500
	1972:	181 900
	1971:	217 095

	<u>Text pages in English</u>	<u>Estimated costs</u> \$
Meeting records and supplements in five languages	2 084	245 500

(iii)	<u>The Economic and Social Council, commissions and committees</u>	\$55 600
	1972:	71 500
	1971:	56 267

	<u>Text pages in English</u>	<u>Estimated costs</u> \$
(a) Meeting records of two sessions, in three languages (42 meetings)	282	20 400
(b) Annexes for two sessions in three languages (30 fascicles)	300	22 000
(c) Resolutions in five languages ...	90	13 200

(iv)	<u>The Trusteeship Council,</u> <u>commissions and committees</u>	\$1 950
		1972: 3 400
		1971: 3 365
	<u>Text pages</u> <u>in English</u>	<u>Estimated</u> <u>costs</u>
		\$
	Annexes for one session (bound volume) in two languages and resolutions in five languages	24 1 950
(v)	<u>Official Records, backlog</u>	\$162 000
		1972: 180 000
		1971: 281 271
(vi)	<u>Printing in Arabic of certain documents of the</u> <u>General Assembly and other documents in pursuance</u> <u>of General Assembly resolution 878 (IX)</u>	\$10 000
		1972: 10 000
		1971: 10 928
(vii)	<u>Agreements and Protocols</u>	\$10 000
		1972: 10 000
		1971: 10 766
(viii)	<u>Documents of the International Law Commission,</u> <u>prepared in pursuance of General Assembly resolutions</u> <u>987 (X) and 2479 (XXIII)</u>	\$74 000
		1972: 63 800
		1971: 99 051
	<u>Text pages</u> <u>in English</u>	<u>Estimated</u> <u>costs</u>
		\$
	(a) Volume II of the records of the twenty-fourth session, 1972, in four languages	350 37 000
	(b) Volume I of the records of the twenty-fifth session, 1973, in four languages	350 37 000
(ix)	<u>Library</u>	\$46 900
		1972: 10 400
		1971: 11 790

(x) <u>Repertory of Practice of United Nations</u> <u>Organs, published in pursuance of General Assembly</u> <u>resolutions 796 (VIII), 992 (X), 1136 (XII) and</u> <u>1756 (XVII)</u>					\$23 700
				1972:	20 700
				1971:	13 800
				<u>Text pages</u> <u>in English</u>	<u>Estimated</u> <u>costs</u> \$
(a) Supplement No. 4, volumes I and II, in English				1 200	20 000
(b) Index to Supplement No. 1, volumes I to III, in English				350	3 700
(xi) <u>Documents of the United Nations Commission on</u> <u>International Trade Law, published in pursuance</u> <u>of General Assembly resolution 2502 (XXIV)</u>					\$37 100
				1972:	33 600
				1971:	4 900
				<u>Text pages</u> <u>in English</u>	<u>Estimated</u> <u>costs</u> \$
(a) <u>Yearbook of the United Nations</u> <u>Commission on International</u> <u>Trade Law, volume IV, 1973,</u> <u>in four languages'</u>				350	37 100

CHAPTER II

<u>Recurrent publications</u>	\$1 049 000
	1972: 1 104 000
	1971: 959 676

11.18 This estimate covers the gross printing programme requirements of all offices and departments given in detail in paragraph 11.2⁴ below; it is confined to the number of copies required for official purposes, as mentioned in paragraph 11.2 above.

11.19 As compared with the appropriation for 1972, requirements for 1973 show a decrease of \$55 000. The individual increases or decreases under the various subheadings are indicated in table 11-3 below.

Table 11-3

	Increase (decrease)
	\$
Office of Legal Affairs	(83 700)
Department of Political and Security Council Affairs	(13 800)
Department of Economic and Social Affairs	26 900
United Nations Office at Geneva (excluding ECE)	(1 200)
Economic Commission for Europe	19 600
Economic Commission for Asia and the Far East	(14 200)
Economic Commission for Latin America	3 100
Economic Commission for Africa	6 100
Division of Human Rights	2 200
Total	(55 000)

11.20 The estimate provides for the continuation of well-established periodicals and recurrent items, taking into account rising costs of printing, adjustments for currency exchange variations up to date and the inclusion of some recurrent titles which do not appear at regular intervals and were not scheduled for 1972. It does not anticipate any changes which may eventually have a bearing on the requirements foreseen in this chapter following consideration by the General Assembly, at its twenty-seventh session, of the report which will be submitted to it in pursuance of its resolution 2886 (XXVI), requesting the intergovernmental bodies concerned to consider the specific recommendations contained in the report of the Joint Inspection Unit (A/8362) on recurrent publications of the United Nations, and the relevant observations of the Secretary-General and the Advisory Committee thereon.

11.21 In the programme of the Office of Legal Affairs, an amount of \$187 500 is requested for printing 36 volumes of the Treaty Series, compared with the amount of \$257 000 allocated in the 1972 budget for the printing of 56 volumes in accordance with the decision taken by the Fifth Committee at the twenty-sixth session of the General Assembly to provide an additional amount of \$91 000 under that item, thereby raising the level of production by 20 volumes in order to dispose of an accumulated backlog in the printing of the Series. As indicated in the budget estimates for 1972, under existing rules, the current level of registration of material scheduled for inclusion in the Treaty Series would require provision for the publication of some 50 volumes per year instead of 36. However, in view of the fact that, at the request of the General Assembly, the present arrangements for the publication of international treaties or agreements in the Treaty Series are under consideration as to possible rationalization and reduction of cost, and that a separate report on that question will be submitted to the Assembly at its twenty-seventh session, the estimate in this chapter is confined to the cost of printing at the previous level of 36 volumes.

11.22 Provision is made in the programme of the Department of Political and Security Council Affairs for the cost of printing the English edition of Supplement No. 5 to the Repertoire of the Practice of the Security Council, whereas the French, Russian and Spanish editions of Supplement No. 4 are provided for in the 1972 printing budget.

11.23 The estimates relating to the programme of the Department of Economic and Social Affairs - which has been the subject of an extensive internal review by the Department - exceeds the 1972 appropriation by \$26 900. Of this amount, \$25 000 is accounted for by the increase in the costs of printing the six statistical publications which are published annually, although an increase in the estimated number of pages is reported only in the case of Commodity Trade Statistics under item (v). Furthermore, provision had to be included in the programme to cover the cost of printing the English version of the following series which appear at irregular intervals and were not scheduled for publication since 1969: Supplement 4 to volume VIII of International Tax Agreements and the 1972 Supplement to the Statistical Yearbook and Monthly Bulletin of Statistics. In a stabilized printing budget, the recurrent publications, especially those in the statistical field, absorb a growing share of the funds available to the Department for publications, leaving a constantly dwindling amount to print the studies and reports provided for under chapter III (see para. 11.6 above).

11.24 The detailed printing programme for 1973 is as follows:

(i) <u>Office of Legal Affairs</u>		\$244 800	
		1972:	328 500
		1971:	279 292
	<u>Text pages</u> <u>in original</u> <u>language</u>	<u>Estimated</u> <u>costs</u> \$	
(a) <u>Treaty Series</u> , 36 volumes, multilingual	15 000	187 500	
(b) <u>Cumulative Index No. 10 to the</u> <u>Treaty Series</u> , volumes 651-700, chronological and alphabetical parts, in English	350	4 600	
(c) <u>Status of Multilateral Conventions</u> , two volumes, in English and French	425	20 200	
(d) <u>Reports of International Arbitral</u> <u>Awards</u> , volume XVII, bilingual	500	8 200	
(e) <u>United Nations Legislative Series</u> , volume XVI, bilingual	500	8 100	
(f) <u>United Nations Juridical Yearbook</u> , <u>1971</u> , in English, French, Russian and Spanish	260	16 200	

(ii) <u>Department of Political and Security Council Affairs</u>		\$10 600	
		1972:	24 400
		1971:	2 100
		<u>Text pages</u> <u>in original</u> <u>language</u>	<u>Estimated</u> <u>costs</u> \$
<u>Supplement No. 6 to the Repertoire of the</u> <u>Practice of the Security Council,</u> <u>1969-1971, in English</u>		350	10 600
(iii) <u>Department of Economic and Social Affairs</u>		\$567 100	
		1972:	540 200
		1971:	458 575
		<u>Text pages</u> <u>in original</u> <u>language</u>	<u>Estimated</u> <u>costs</u> \$
(a)	<u>International Tax Agreements,</u> volume VIII, Supplement No. 4, in English	400	15 000
(b)	<u>International Tax Agreements,</u> volume IX, Supplement No. 24, in two languages	130	6 600
(c)	<u>International Tax Agreements,</u> volume IX, Supplement No. 25, in two languages	130	6 600
(d)	<u>International Tax Agreements,</u> volume IX, Supplement No. 26, in two languages	130	6 600
(e)	<u>International Tax Agreements,</u> volume IX, Supplement No. 27, in English	112	3 400
(f)	<u>International Tax Agreements,</u> volume IX, Supplement No. 28, in English	112	3 400
(g)	<u>World Economic Survey: Second</u> <u>United Nations Development Decade:</u> <u>First Over-all Review and Appraisal</u> <u>of Progress,</u> volume I, in three languages	48	4 400
	volume II, in English	112	4 700

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(h) <u>Journal of Development Planning</u> , No. 5, in French and Spanish	220	6 600
(i) <u>Journal of Development Planning</u> , No. 6, in English	208	3 700
(j) <u>World Cartography</u> , volume XII, in French	130	3 200
(k) <u>World Cartography</u> , volume XIII, in English	80	2 700
(l) <u>Natural Resources Forum</u> , No. 3, trilingual	68	5 200
(m) <u>International Review of Criminal Policy</u> , No. 30, in French and Spanish	120	7 300
(n) <u>International Review of Criminal Policy</u> , No. 31, in English	112	3 900
(o) <u>International Social Development Review</u> , No. 5, in French and Spanish	160	9 100
(p) <u>International Social Development Review</u> , No. 6, in English	144	5 200
(q) <u>Monthly Bulletin of Statistics</u> , volume XXVII, bilingual	3 480	107 000
(r) <u>Statistical Yearbook</u> , 1973, bilingual	870	60 000
(s) <u>Demographic Yearbook</u> , 1973 bilingual	784	65 000
(t) <u>Yearbook of International Trade Statistics</u> , 1972, in English	1 100	24 000
(u) <u>Yearbook of National Accounts Statistics</u> , 1972 (two volumes), in English	1 300	24 000
(v) <u>Commodity Trade Statistics</u> , in English	15 600	140 000
(w) <u>1972 Supplement to the Statistical Yearbook and Monthly Bulletin of Statistics</u> , in English	450	24 000
(x) <u>Bulletin on Narcotic Drugs</u> , volume XXV, four issues in English and French	108	12 400

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(y) <u>Studies on Selected Development Problems in Various Countries in the Middle East, 1972, in French</u>	170	4 100
(z) <u>Studies on Selected Development Problems in Various Countries in the Middle East, 1973, in English</u>	144	5 000
(aa) <u>Studies in Social Development in Various Countries in the Middle East, 1972, in English</u>	112	4 000
(iv) <u>Department of Political Affairs, Trusteeship and Decolonization</u>		-
		1972: -
		1971: -
(v) <u>United Nations Office at Geneva (excluding Economic Commission for Europe)</u>		\$8 000
		1972: 9 200
		1971: 7 376
	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
Monthly list of selected articles (Library), 12 issues, bilingual	240	8 000
(vi) <u>Economic Commission for Europe</u>		\$108 100
		1972: 88 500
		1971: 81 714
	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(a) <u>Economic Survey of Europe, 1970</u> Part I, in French and Russian	220	13 900
(b) <u>Economic Survey of Europe, 1972</u> Part I, in English	200	9 100
Part II, in English, French and Russian	150	19 200
Headquarters offset edition, in English	350	1 600

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(c) <u>Economic Bulletin for Europe</u> , volume 24, No. 2, in French and Russian	125	9 800
(d) <u>Economic Bulletin for Europe</u> , volume 25, No. 1, in English, French and Russian	125	17 100
(e) <u>Economic Bulletin for Europe</u> , volume 25, No. 2, in English	125	16 300
(f) <u>Quarterly Bulletin of Steel Statistics, 1970 (one issue)</u> , trilingual	60	3 900
(g) <u>Quarterly Bulletin of Steel Statistics, 1971 (four issues)</u> , trilingual	240	17 200
(vii) <u>Economic Commission for Asia and the Far East</u>		\$41 200
		1972: 55 400
		1971: 48 987

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(a) <u>Economic Survey of Asia and the Far East, 1972, Hong Kong</u> edition, in English	350	4 500
Headquarters edition, in English ..	350	3 800
(b) <u>Economic Survey of Asia and the Far East, 1971, in French</u>	380	2 600
(c) <u>Economic Bulletin for Asia and the Far East, volume XXIV, three issues in English</u>	450	5 000
(d) <u>Proceedings of the Tenth Session of the Regional Conference on Water Resources Development in Asia and the Far East (Water Resources Series), in English</u>	260	3 300
(e) <u>Mining Developments in Asia and the Far East, 1971 (Mineral Resources Series), in English</u>	125	1 400

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(f) <u>Transport and Communications Bulletin for Asia and the Far East</u> , two issues, in English	120	1 400
(g) <u>Electric Power in Asia and the Far East</u> , 1971, in English	125	1 400
(h) <u>Small Industry Bulletin for Asia and the Far East</u> , No. 11, bilingual	125	1 400
(i) <u>Asian Industrial Development News</u> , two issues, in English	200	2 400
(j) <u>Statistical Yearbook for Asia and the Far East</u> , 1972, bilingual	500	6 800
(k) <u>Trade and Monetary Co-operation in Asia and the Far East (Regional Economic Co-operation Series)</u> , in English	100	1 000
(l) <u>Reports of Seminars and Training Courses on Export Promotion</u> , in English	80	700
(m) <u>Quarterly Statistical Bulletin for Asia and the Far East</u> (four issues), in English	400	5 500
(viii) <u>Economic Commission for Latin America</u>		\$33 500
		1972: 30 400
		1971: 41 117

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(a) <u>Economic Bulletin for Latin America</u> , volume XVIII, two issues, in English and Spanish	220	18 000
(b) <u>Economic Survey of Latin America</u> , 1972, in English and Spanish	225	14 900
(c) Occasional reprints of special articles, in English and Spanish .	80	600

(ix) <u>Economic Commission for Africa</u>	\$15 100
	1972: 9 000
	1971: 13 482

	<u>Text pages</u> <u>in original</u> <u>language</u>	<u>Estimated</u> <u>costs</u> \$
(a) <u>Survey of Economic Conditions in Africa, 1971, part II, in English and French</u>	150	4 100
(b) <u>Economic Bulletin for Africa, volume XII, No. 1, in English and French</u>	110	3 000
(c) <u>Economic Bulletin for Africa, volume XII, No. 2, in English</u>	110	1 700
(d) <u>Social Welfare Services in Africa, No. 11, in English and French</u>	150	2 900
(e) <u>Social Welfare Services in Africa, No. 12, in English</u>	150	1 700
(f) <u>Social Welfare Services in Africa, No. 13, in English</u>	150	1 700
(x) <u>Division of Human Rights</u>		\$20 600
		1972: 18 400
		1971: 27 033

	<u>Text pages</u> <u>in original</u> <u>language</u>	<u>Estimated</u> <u>costs</u> \$
(a) <u>Yearbook on Human Rights for 1971, in English</u>	380	10 300
(b) <u>Yearbook on Human Rights for 1971, in French</u>	400	10 300

CHAPTER III

<u>Studies and reports</u>	\$215 300
	1972: 325 400
	1971: 267 779

11.25 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 and issued in accordance with the continuing mandate of the Secretary-General under a number of resolutions calling for the regular provision of information in certain fields.

11.26 The estimate is based on a specific list of titles presented to the Publications Board. That list is not reproduced below since the actual publications programme may be affected by changes in the work programmes during the year. In the course of the review, items found suitable for printing by internal processes within the existing reproduction capacity have been excluded from the external printing budget and only those items which are supported by sufficient justification for requesting credits in the initial budget estimates were taken into account, also bearing in mind the need to prepare well in advance studies or reports scheduled for 1973 in order to ensure publication in due course, whilst taking advantage of the most favourable printing rates. Accordingly, provision is made for the printing of certain titles, notably in the case of the Economic Commission for Europe, prior to final endorsement, by the intergovernmental bodies concerned, of the pertinent recommendations by their subsidiary bodies for issuance in printed form. Similarly, a provision of \$30 600 is included under item (viii) - Division of Human Rights - to meet the cost of printing two publications which are conceived as constituting a major contribution of the Secretariat in the programme of activities to be undertaken in celebration of the twenty-fifth anniversary of the Universal Declaration of Human Rights, subject to the approval by the General Assembly, at its twenty-seventh session, of the proposals which will be submitted to it by the Secretary-General under the terms of resolution 2860 (XXVI). The Board keeps the publications programme under continuous review and decides at the appropriate time on each item actually to be printed.

Table 11-4

	1973 estimates	1972 appropriations	1971 expenses
	\$	\$	\$
(i) Office of Legal Affairs	5 100	17 400	5 000
(ii) Department of Political and Security Council Affairs	-	45 200	29 899
(iii) Department of Economic and Social Affairs	89 000	145 500	114 897

Table 11-4 (continued)

	1973 estimates	1972 appropriations	1971 expenses
	\$	\$	\$
(iv) Economic Commission for Europe ...	39 200	66 200	71 571
(v) Economic Commission for Asia and the Far East	23 500	16 400	5 925
(vi) Economic Commission for Latin America	12 600	14 000	20 921
(vii) Economic Commission for Africa ...	15 300	19 500	5 100
(viii) Division of Human Rights	30 600	1 200	14 466
Total	215 300	325 400	267 779

CHAPTER IV

Office of Public Information \$136 200

1972: 141 100

1971: 122 699

11.27 The estimate under this chapter is confined to the number of copies required for official purposes, as stated in paragraph 11.2 above.

11.28 The estimated printing requirements for the Office of Public Information in 1973, taking into account the reduction of 15 per cent imposed in 1972 over the number of pages produced for the same publications in 1970, are as follows:

	<u>Estimated costs</u> \$	
A. HEADQUARTERS		
<u>Periodicals</u>		
<u>UN Monthly Chronicle,</u>		
English, average 106 pages, 2 100		
copies per issue (11 issues)	45 000	
Index to English edition	3 000	
<u>Books</u>		
<u>Yearbook of the United Nations,</u>		
in English	47 000	
		95 000

	<u>Estimated costs</u> \$
B. GENEVA OFFICE AND INFORMATION CENTRES	
<u>Periodicals</u>	
<u>UN Monthly Chronicle,</u>	
French, 110 pages, 2 100 copies	
per issue (11 issues)	23 000
Index to French edition	1 200
<u>UN Monthly Chronicle</u>	
Spanish, 110 pages, 1 655 copies	
per issue (11 issues)	17 000
	<u>41 200</u>

CHAPTER V

<u>International Narcotics Control Board</u>	\$30 700
	1972: 26 000
	1971: 21 688

11.29 The estimated requirements under this chapter for 1973 are the following:

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(a) <u>Comparative statement of estimates and statistics of narcotic drugs for 1970, bilingual English/French, and Spanish</u>	40	2 600
(b) <u>Report submitted to the Economic and Social Council and communicated to Governments, three languages</u> ...	30	2 800
(c) <u>Estimated world requirements of drugs and estimates of world production of opium in 1974, three languages</u>	95	4 300
(d) <u>Estimated world requirements of drugs and estimates of world production of opium in 1972, Fourth Supplement, trilingual</u>	25	1 200
(e) <u>First, Second and Third 1972 Supplements to (c) above, trilingual</u>	70	3 500

	<u>Text pages in original language</u>	<u>Estimated costs</u> \$
(f) <u>Statistics on narcotic drugs and maximum levels of opium stocks, three languages</u>	95	8 400
(g) <u>Questionnaires requesting statistical information from Governments, three languages</u>	34	2 400
(h) <u>Questionnaire requesting statistical information from Governments on psychotropic drugs required by the 1971 Convention, three languages, English, French and Spanish</u>	9	500
(i) <u>Statistics on psychotropic drugs, three languages, English, French and Spanish</u> ..	40	5 000
Total		<u>30 700</u>

CHAPTER VI

<u>Other printing</u>	\$105 000
1972:	108 300
1971:	119 175

11.30 The estimate under this chapter covers the following requirements:

(i) <u>Executive Office of the Secretary-General</u>	\$
Invitation cards, etc.	7 000
(ii) <u>Office of Legal Affairs</u>	
Briefs in litigation	300
(iii) <u>Office of Conference Services</u>	
(Outside expenditure in connexion with internal reproduction of publications)	5 000
(iv) <u>Office of the Under-Secretary-General for Administration and Management</u>	
(Letterheads, forms, seals, labels, charts etc.)	37 000
(v) <u>Office of General Services</u>	
United Nations Laissez-passes	4 200
(vi) <u>United Nations Office at Geneva</u>	
(Letterheads, envelopes, cards, etc.)	11 500
(vii) <u>Reprints</u>	40 000
	<u>105 000</u>

11.31 Item (vii), provides for the reproduction of additional copies of earlier publications which were printed externally and which are required for distribution purposes after stocks have been exhausted. The requirement under this heading is based on the average experience over the past 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 factor in the estimated deduction appearing under chapter VII.

CHAPTER VII

<u>Deduction for internal reproduction</u>	(\$680 000)
	1972: (\$650 000)
	1971: (\$611 421)

11.32 Of the gross programme provided for under chapters I to VI, it is estimated that, in 1973, items costed at \$600 000 can be produced by internal printing processes at Headquarters and at \$80 000 at Geneva. A deduction of \$680 000 can therefore be made from the total of the estimates submitted under these chapters. The costs included for these items are based on the external prices currently used at the respective locations for producing the work by the same methods as those used by the Reproduction Section, namely cold-type setting and offset printing from fair copy or stencils.

11.33 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 produced internally for meetings and conferences. After leaving out of account that part of the documentation, the total value - in terms of external printing costs - of other material produced internally during 1971 amounted to \$1 422 421. That figure comprises \$611 421 for budgeted publications which were produced at Headquarters and at Geneva in deduction of the gross contractual printing budget, \$192 000 for supplements which are produced internally as a matter of course from typescript by the offset method without being reflected in the budget, and \$619 000 ^{2/} for unbudgeted miscellaneous items including sales publications. In volume, internal capacity at Headquarters was distributed as follows: of a total of 556 million page units produced during 1971, some 391 million were attributable to the documentation required for meetings and conferences, some 52 million represent the amount of work carried out in relief of the contractual printing budget, 21 million represent the portion of the work required to issue 194 volumes of supplements and other official records from typescript, and the balance of 92 million relates to the unbudgeted miscellaneous items. The possibility of increasing the amount for deduction under chapter VII within the existing capacity is solely dependent upon the proportion of the total work planned for internal reproduction which is reflected in the external printing programme provided for in this section.

^{2/} Exclusive of similar work carried out in the regional economic commissions.

CHAPTER VIII

Internal reproduction supplies	\$911 200
	1972: 942 500
	1971: 908 403

11.34 The estimates under this chapter, which provide for internal reproduction supplies for reproduction services at Headquarters and in the offices overseas, are distributed as follows:

<u>Headquarters</u>	\$	\$
Paper	450 000	
Miscellaneous internal printing supplies	81 000	
Printing plates and supplies	49 000	
Data processing forms <u>3/</u>	<u>40 000</u>	620 000
United Nations Office at Geneva		175 000
Economic Commission for Asia and the Far East		29 200
Economic Commission for Latin America		34 000
Economic Commission for Africa		49 500
United Nations Economic and Social Office at Beirut ...		3 500
		<u>911 200</u>
	Total	

3/ This item was included in section 10, chapter V in the 1972 estimates.

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