



Twentieth session  
Agenda item 84 (a)

PERSONNEL QUESTIONS  
COMPOSITION OF THE SECRETARIAT  
Report of the Secretary-General

1. The General Assembly, in its resolution 1928 (XVIII) of 11 December 1963, requested the Secretary-General to report to it at the nineteenth session on the progress made in securing the participation of nationals of all Member States in the Secretariat and in achieving equitable distribution of posts open for recruitment among such nationals. In accordance with that resolution, the Secretary-General on 23 December 1964 submitted a report (A/5841) which reviewed the changes that had taken place in the composition of the Secretariat during the year ending on 31 August 1964. The present report covers the developments in the year ending on 31 August 1965.
2. The figures contained in this report represent the position as of the effective date of the annual report of the Secretary-General on the staff of the Secretariat, which lists all staff members by location, unit, title, grade and nationality. This year's report on the staff of the Secretariat is being issued as document A/C.5/L.842 and will be followed by an addendum giving alphabetical and nationality indices.
3. In line with the format adopted previously, this report on the composition of the Secretariat consists of a series of analyses based on a distribution of the staff by region. The tables embodied in the report illustrate the position at the end of the year under review, as compared with the corresponding date last year. Detailed tables by nationality within each region are given in the annex to the report. Both the body of the report and its annex are so arranged as to indicate not only the situation at the dates established for the purpose, but also the factors which have contributed towards the results obtained at the end of the period under review.

Number of nationalities

4. On 31 August 1965, the staff of the Secretariat consisted of nationals of 107 States, including 102 out of the 114 Members of the United Nations and 4 States participating in certain activities of the Organization. On the corresponding date in 1964, the total number of nationalities in the Secretariat was 106, including 101 out of 112 Member States.

5. As will be seen from the table below, of the twelve Member States not represented on the staff of the Secretariat, eight, including two admitted to membership during the year, fall within the region of Africa. These are: Burundi, Central African Republic, Chad, Congo (Brazzaville), Ivory Coast, Malawi, Niger and Zambia. The other four Member States with no nationals on the Secretariat are as follows: one in Asia and the Far East (Mongolia), one in Eastern Europe (Albania), one in Western Europe (Malta, which was admitted to the United Nations during the year) and one in the Middle East (Kuwait).

TABLE A

Number of Nationalities in the Secretariat  
as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>Number of Member States</u>		<u>Number of nationalities</u>			
			<u>Included in the Secretariat</u>		<u>Not included in the Secretariat</u>	
	<u>1964</u>	<u>1965</u>	<u>1964</u>	<u>1965</u>	<u>1964</u>	<u>1965</u>
Africa	34	36	25	28	9	8
Asia and the Far East	16	15	16	14	-	1
Europe, Eastern	10	10	9	9	1	1
Europe, Western	16	17	16	16	-	1
Latin America	20	20	20	20	-	-
Middle East	12	12	11	11	1	1
North America and the Caribbean	4	4	4	4	-	-
Sub-total	112	114	101	102	11	12
Non-member States			5	5		
Total	112	114	106	107	11	12

Geographical distribution of the Staff

6. The system of "desirable ranges" of posts, established in pursuance of General Assembly resolution 1852 (XVII) and described in the report of the Secretary-General to the eighteenth session (A/C.5/987), permits measuring the extent to which the staff of the Secretariat is equitably distributed under the principles laid down for the purpose. As compared with last year's figures, only minor adjustments have been made to reflect the changes that have occurred in the membership of the Organization and in the ratios of Members' contributions to the regular budget. The basis for calculation of the ranges remains the assumed total of 1,500 staff subject to the system, which has been used since 1962. This year the assumed total and the actual number of staff occupying such posts are almost identical.

7. The table below shows the geographical distribution of the staff at the end of the year under review as compared with the desirable ranges and with the previous year. It will be noted that the position of both Africa and Eastern Europe, the two "under-represented" regions, has measurably improved both as compared with last year's numbers of their nationals in the Secretariat and in relation to the desirable ranges. Unlike Africa, however, which is within the desirable range of posts, Eastern Europe continues to be markedly short of the range. Of the other regions, Asia and the Far East, Western Europe and Latin America exceed their respective ranges while the Middle East and North America and the Caribbean remain within their ranges.

TABLE B

Desirable ranges and distribution of staff  
as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>Desirable ranges</u>		<u>Number of staff</u>	
	<u>1964</u>	<u>1965</u>	<u>1964</u>	<u>1965</u>
Africa	86 - 189	90 - 199	117	124
Asia and the Far East	242 - 243	235 - 233	243	236
Europe, Eastern	292 - 235	292 - 233	157	167
Europe, Western	313 - 274	316 - 276	341	343
Latin America	97 - 149	98 - 149	152	159
Middle East	36 - 73	36 - 74	65	67
North America and the Caribbean	456 - 315	458 - 311	330	352
Sub-total	1,522 - 1,478	1,525 - 1,475	1,405	1,448
Non-member States			29	43
Total			1,434	1,491

Staff recruitment

8. It was with a view to redressing the persistent imbalance in the composition of the Secretariat that intensive recruitment efforts were directed during the year towards Africa and Eastern Europe. Senior officials of the Office of Personnel and of the substantive departments concerned undertook special recruitment missions to Budapest, Moscow, Prague and Warsaw to interview candidates for appointment to the Secretariat of the United Nations Conference on Trade and Development, the Department of Economic and Social Affairs, and more particularly its Centre for Industrial Development, as well as to posts under the technical co-operation programmes. An extensive recruitment mission covering a score of countries was similarly prepared for Africa. As will be seen from the table below, out of a total of 152 appointments of new staff members made during the year, 66 went to nationals of States in Africa (29) and Eastern Europe (37).

9. If the results of this recruitment programme conducted under the special conditions of the past year are not adequately reflected as an improvement in the geographical distribution of the staff at the end of the year, this is due to regional differences in the rates of staff turnover. There were 17 separations of staff members from African countries, 9 of which represented resignations, i.e., premature separations. From Asia and the Far East there were 20 separations, 10 of which were resignations; from Eastern Europe, 24 separations, including 6 resignations; from Western Europe, 21 separations, including 11 resignations; from Latin America, 13 separations, including 8 resignations; from the Middle East, 4 separations, including 2 resignations; from North America and the Caribbean, 24 separations, including 12 resignations.

10. On the other hand, in four regions the net increases of staff include certain additions arising out of such actions as transfers from language posts, which are not governed by the geographical distribution formula, to posts that are subject to it, or promotions of staff in the general service category to the professional category. For Asia and the Far East, these additions are 7; for Western Europe, 5; for Latin America, 3; and for North America and the Caribbean, 21.

TABLE C

Appointments in the years ending 31 August 1964 and 31 August 1965

<u>Region</u>	<u>1963-64</u>			<u>1964-65</u>		
	<u>Probationary appointments</u>	<u>Fixed-term appointments</u>	<u>Total</u>	<u>Probationary appointments</u>	<u>Fixed-term appointments</u>	<u>Total</u>
Africa	8	14	22	8	21	29
Asia and the Far East	6	12	18	4	15	19
Europe, Eastern	-	25	25	-	37	37
Europe, Western	7	21	28	6	12	18
Latin America	11	9	20	6	11	17
Middle East	2	7	9	3	3	6
North America and the Caribbean	8	22	30	9	16	25
Sub-total	42	110	152	36	115	151
Non-member States	-	2	2	1	-	1
Total	42	112	154	37	115	152

Composition of the staff by type of appointment

11. As indicated on previous occasions, it is the intention of the Secretary-General to accelerate the adjustment of the geographical distribution of the staff by offering as many fixed-term appointments as are compatible with efficient administration. If the Secretariat is to operate in a manner best suited to the increasing demands placed upon it by the Organization, it will need to be sustained not only by experienced staff whose competence has been demonstrated over many years of career service, but also by the continued influx of temporary staff with fresh ideas and rare skills. In the light of these considerations, the current provisional target of holding the proportion of staff on fixed-term appointments at about 25 per cent of the total appears to the Secretary-General to be both reasonable and attainable.

12. For the time being, however, the proportion of such staff remains somewhat above the desirable level. In the "under-represented" regions it continues to be

difficult to secure candidates for permanent service. It should be mentioned, however, that 27 fixed-term appointments have been converted during the year to probationary status.

13. One further factor in the present proportion of fixed-term to career appointments is to be found in the different rates of resignation of the two groups. As compared with 36 resignations of career staff during the year, representing about 3.4 per cent of the total staff holding career appointments, there were 24 resignations, or 5.7 per cent, among staff holding fixed-term appointments. The substantially higher rate of resignations among fixed-term staff thus accounts for a relatively slower adjustment in the geographical "representation" of those regions which tend to offer, predominantly or largely, candidates for fixed-term appointments. In the nature of things, also, total separations in this group are relatively more frequent.

TABLE D

Composition of the staff by type of appointment  
as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>1964</u>				<u>1965</u>			
	<u>Career</u> <u>Appoint-</u> <u>ments</u>	<u>Fixed-</u> <u>term</u> <u>Appoint-</u> <u>ments</u>	<u>Total</u>	<u>Fixed-</u> <u>term</u> <u>Appoint-</u> <u>ments as</u> <u>% of total</u>	<u>Career</u> <u>Appoint-</u> <u>ments</u>	<u>Fixed-</u> <u>term</u> <u>Appoint-</u> <u>ments</u>	<u>Total</u>	<u>Fixed-</u> <u>term</u> <u>Appoint-</u> <u>ments as</u> <u>% of total</u>
Africa	62	55	117	47.0	63	61	124	49.2
Asia and the Far East	182	61	243	25.1	179	57	236	24.1
Europe, Eastern	28	129	157	82.2	25	142	167	85.0
Europe, Western	283	58	341	17.0	285	58	343	16.9
Latin America	115	37	152	24.4	123	36	159	22.6
Middle East	47	18	65	27.7	53	14	67	20.9
North America and the Caribbean	284	46	330	13.9	308	44	352	12.5
Sub-total	1,001	404	1,405	28.7	1,036	412	1,448	28.4
Non-member States	24	5	29	17.2	36	7	43	16.3
Total	1,025	409	1,434	28.5	1,072	419	1,491	28.1

Staff in senior posts

14. In the recruitment of staff during the past year, special attention was paid to the desirability of achieving equitable regional "representation" at the levels of Principal Officer, Director and Under-Secretary. As will be seen from the table below, six of the seven regions have shared in the over-all increase in the number of senior posts in the Secretariat which has arisen out of the growth of the establishment.

15. Nationals from Eastern Europe were appointed to six posts (including one replacement at the Under-Secretary level); one appointment went to a candidate from Asia and the Far East, one to the Middle East and one to North America and the

Caribbean. The other changes are attributable to the promotion of staff members already in the service of the Organization on their assumption of a higher level of duties.

TABLE E

Staff in senior posts as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>1964</u>				<u>1965</u>				<u>Increase or (decrease)</u>
	<u>U-S</u>	<u>D-2</u>	<u>D-1</u>	<u>Total</u>	<u>U-S</u>	<u>D-2</u>	<u>D-1</u>	<u>Total</u>	
Africa	3	2	4	9	3	2	5	10	1
Asia and the Far East	4	6	10	20	4	8	11	23	3
Europe, Eastern	4	6	14	24	3	11	16	30	6
Europe, Western	4	7	29	40	4	9	33	46	6
Latin America	2	3	4	9	3	1	3	7	(2)
Middle East	-	-	2	2	-	-	3	3	1
North America and the Caribbean	2	8	22	32	2	11	26	39	7
	19	32	85	136	19	42	97	158	22
Non-member States	-	-	-	-	-	-	2	2	2
Total	19	32	85	136	19	42	99	160	24

Staff of voluntary programmes

16. As of 31 August 1965, the staff of the Technical Assistance Board (TAB) and of the Special Fund consisted of sixty nationalities, or one less than the previous year. Similarly, a reduction by one nationality occurred in the United Nations Children's Fund (UNICEF), which at the end of the period under review counted nationals of forty-six countries on its staff.

17. In terms of regional distribution of the staffs of these programmes, it will be seen from the table below that, while the Secretariat of TAB/SF underwent significant changes during the year, that of UNICEF recorded only minor adjustments.



TABLE F

Distribution of TAB/SF and UNICEF Staff  
as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>TAB/SF</u>		<u>UNICEF</u>	
	<u>1964</u>	<u>1965</u>	<u>1964</u>	<u>1965</u>
Africa	14	13	9	10
Asia and the Far East	42	48	18	17
Europe, Eastern	14	15	7	8
Europe, Western	79	105	58	57
Latin America	23	29	12	12
Middle East	13	18	5	5
North America and the Caribbean	52	65	46	47
Sub-total	237	293	155	156
Non-member States	14	19	17	17
Total	251	312	172	173

18. The significance of these changes in the composition of the staff may be seen from a comparison of the percentage contribution of each region to the voluntary programme and of the regional totals of staff on the Secretariat of that programme.

TABLE G

Percentage distribution of contributions and staff in TAB/SF  
 and UNICEF as at 31 August 1964 and 31 August 1965

<u>Region</u>	<u>TAB/SF</u>				<u>UNICEF</u>			
	<u>1964</u>		<u>1965</u>		<u>1964</u>		<u>1965</u>	
	<u>Contri- bution</u>	<u>Staff</u>	<u>Contri- bution</u>	<u>Staff</u>	<u>Contri- bution</u>	<u>Staff</u>	<u>Contri- bution</u>	<u>Staff</u>
Africa	2.3	5.6	3.6	4.2	1.9	5.2	2.0	5.8
Asia and the Far East	7.2	16.7	7.1	15.4	9.1	10.5	9.5	9.8
Europe, Eastern	3.2	5.6	3.1	4.8	4.9	4.1	4.9	4.6
Europe, Western	29.6	31.4	30.8	33.6	16.8	33.7	16.9	33.0
Latin America	2.2	9.2	2.9	9.3	5.2	7.0	6.3	6.9
Middle East	2.0	5.2	2.4	5.8	2.6	2.9	2.5	2.9
North America and the Caribbean	46.4	20.7	43.1	20.8	51.8	26.7	49.6	27.2
Non-member States	7.1	5.6	7.0	6.1	7.7	9.9	8.3	9.8
	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

19. It will be noted that the composition of the staff of TAB/SF continues to be marked by a relatively high proportion of nationals from countries in Asia and the Far East, Latin America and the Middle East and by a relatively low proportion of staff from North America and the Caribbean. The staff of UNICEF remains relatively high in the proportion of nationals from Africa and Western Europe and relatively low in the proportion of nationals from North America and the Caribbean. In both cases, the percentages of staff for all other regions correspond closely to those of the contributions.

20. In addition to the changes in the staff specifically recruited for service with these voluntary programmes, the increasing scope and size of the development programmes, both voluntary and regular, has required an increase in the technical consultancy services which support them within the United Nations in the areas for which it has operational responsibilities. For the provision of such services, the technical programmes financed under part V of the budget and subventions from

the Special Fund include about a hundred posts of special technical advisers in the regions and at Headquarters. Such posts have a close affinity to the consultants and experts mentioned in the Secretary-General's report (A/5270, para. 27) of 24 October 1962. Although these are not established posts and their numbers and assignments vary from year to year, it is the Secretary-General's practice in the recruitment of such advisers to pay due regard to securing as wide a geographical spread as possible.

ANNEX

TABLE I

Composition of Professional and Higher Level Staff of the Secretariat  
as of 31 August 1965

Staff in posts subject to geographical distribution	1491
Staff in posts with special language requirements	519
Staff specifically appointed for mission service	23
Staff having permanent residence status in the United States	8
Staff on leave without pay	15
Staff on secondment to the Technical Assistance Board, Special Fund and other United Nations bodies	80
	<hr/> 2,136

TABLE II

Staff in professional and higher level posts subject to geographical distribution as of 31 August 1965

(By nationality and level)

Nationality	Number of staff 31/8/64	U-S	D-2	D-1	P-5	P-4	P-3	P-2	P-1	Number of staff 31/8/65	Desirable range
I. AFRICA											
Algeria	2			1					2	3	2 - 6
Burundi	-									-	2 - 5
Cameroon	3		1			1				2	2 - 5
Central African Republic	-									-	2 - 5
Chad	-									-	2 - 5
Congo (Brazzaville)	-									-	2 - 5
Congo, Democratic Republic of	3							2	1	3	2 - 5
Dahomey	2						1	1		2	2 - 5
Ethiopia	11						1	9	1	11	2 - 5
Gabon	2							1		1	2 - 5
Ghana	9	1	1		4		2	2	2	12	2 - 6
Guinea	1								1	1	2 - 5
Ivory Coast	-									-	2 - 5
Kenya	6					1	1	3	1	6	2 - 5
Liberia	2						1			1	2 - 5
Libya	1						1			1	2 - 5
Madagascar	-								1	1	2 - 5
Malawi	-									-	2 - 5
Mali	2				1	1				2	2 - 5
Mauritania	-								1	1	2 - 5
Morocco	2						1	2	1	4	2 - 6
Niger	-									-	2 - 5

TABLE II (continued)

Nationality	Number of staff 31/8/64	U-S	D-2	D-1	P-5	P-4	P-3	P-2	P-1	Number of staff 31/8/65	Desirable range
I. AFRICA (continued)											
Nigeria	8	1			1		3	3		8	3 - 6
Rwanda	1								1	1	2 - 5
Senegal	2							3		3	2 - 5
Sierra Leone	1				1			1	2	4	2 - 5
Somalia	2						1			1	2 - 5
South Africa	14			2	2	5	4			13	8 - 9
Sudan	6						2	4		6	2 - 5
Togo	6						2	3		5	2 - 5
Tunisia	5					1		2	1	4	2 - 5
Uganda	1								1	1	2 - 5
United Arab Republic	21	1		2	4	8	7	2		24	4 - 7
United Republic of Tanzania	4							2		2	2 - 5
Upper Volta	-					1				1	2 - 5
Zambia	-									-	2 - 5
										Population reserve	9 - 9
Sub-total	117	3	2	5	13	18	27	40	16	124	90 - 199

TABLE II (continued)

Nationality	Number of staff 31/8/65	U-S	D-2	D-1	P-5	P-4	P-3	P-2	P-1	Number of staff 31/8/65	Desirable range
II. ASIA AND THE FAR EAST											
Australia	16		1	1	2	6	1	4	1	16	21 - 18
Burma	9	1			1	6	1	1	1	11	2 - 5
Cambodia	2							3		3	2 - 5
Ceylon	10				2	4	3	2	1	12	2 - 6
China	48	1	1	5	10	14	9	5	4	49	56 - 40
India	61	1	5	2	11	25	11	7	1	63	25 - 20
Japan	28			1	1		15	10		27	37 - 28
Laos	1							1	1	2	2 - 5
Malaysia	4							2	1	3	3 - 6
Mongolia	1									-	2 - 5
Nepal	5						1	3		4	2 - 5
New Zealand	9	1		1	2	3				7	6 - 8
Pakistan	12		1	1		7	3	1	1	14	6 - 8
Philippines	16				1	5	6	3	1	16	6 - 8
Thailand	8					2	5		2	9	3 - 6
Population Reserve											60 - 60
Sub-total	230	4	8	11	30	72	55	42	14	236	235 - 233