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DEVELOPMENT AND INTERNATIONAL ECONOMIC CO-OPERATION: REPORT OF  
THE COMMITTEE OF THE WHOLE ESTABLISHED UNDER GENERAL ASSEMBLY  
RESOLUTION 32/174

United Nations conference on the least developed countries

Administrative and financial implications of the draft resolution  
contained in document A/34/L.17

Statement submitted by the Secretary-General in accordance with rule 153  
of the rules of procedure

1. Under paragraph 1 of the draft resolution contained in document A/34/L.17 the General Assembly would decide to convene a United Nations conference on the least developed countries in 1981. Under paragraph 3 the Secretary-General would be requested to designate the Secretary-General of the United Nations Conference on Trade and Development (UNCTAD) as Secretary-General of the conference. Should the draft resolution be adopted, it is assumed that the conference would be convened at Geneva for a period of two weeks in 1981. Subject to any relevant recommendations that the Preparatory Committee for the conference might make to the General Assembly in accordance with paragraph 7 of the draft resolution, the Secretariat assumes that the conference would consist of a plenary session and three sessional committees, altogether holding three meetings in six languages in the morning and in the afternoon. This would require three teams and a caucus team of interpreters (altogether 69 interpreters), six conference rooms, 100 pages of pre-session documentation, 200 pages of in-session documentation and 80 pages of post-session documentation. There would be no summary records. On this basis, the conference servicing cost is estimated to be \$420,220 (see table 1).

Table 1. Conference servicing requirements for the United Nations conference on the least developed countries to be held at Geneva for two weeks in 1981

	Number of staff	Number of days	Daily rate (dollars)	Total
<u>Interpretation</u> (in six languages)				
Salaries	69.0	14	206	198 996
<u>Documentation</u>				
Pre-session (100 pages - in six languages)				
Salaries:				
Translation	9.9	14	171	23 701
Revision	3.4	14	190	9 044
Typing	10.6	14	69	10 240
In-session (200) pages in six languages)				
Salaries:				
Translation	20.0	14	171	47 880
Revision	6.7	14	190	17 822
Typing	21.4	14	69	20 672
Post-session (80 pages in six languages)				
Salaries:				
Translation	8.0	14	171	19 152
Revision	2.7	14	190	7 182
Typing	8.5	14	69	8 211
<u>Summary records</u> (in six languages)				
Salaries:				
Translation/précis writers				
Revision				
Typing	-	-	-	-
<u>Reproduction</u>				21 218
<u>Distribution</u>				16 040
<u>Other conference staff</u>				
Meeting room attendants	18.0	14	45	11 340
Technicians - interpretation ) - sound recording )	7.0	14	45	4 410
Conference officers	4.0	14	77	4 312
<u>TOTAL</u>				<u>420 220</u>

2. Under paragraph 4 of the draft resolution the Intergovernmental Group on the Least Developed Countries of the United Nations Conference on Trade and Development would be designated as the Preparatory Committee for the Conference. Under paragraph 7 the Intergovernmental Group, which is scheduled to meet in February 1980, would be requested to decide on the additional sessions which might be necessary in 1980-1981 to complete the preparations for the Conference. It is anticipated that, in addition to the Intergovernmental Group meeting in February 1980, it would be necessary to call another two sessions of the Preparatory Committee. On the assumption that the Committee would meet at Geneva in 1980-1981 twice more for a period of 10 days each, would be serviced in six languages by one team and a caucus team of interpreters (29 interpreters) and would require 150 pages of pre-session and 30 pages of post-session documentation each session, it is estimated that the conference servicing cost for the two additional sessions would be \$320,500 (see table 2).

3. The conference servicing requirements in the amount of \$740,700 presented in this statement were calculated on a full cost basis, which assumes no capacity for absorption on the part of the Department of Conference Services. These estimates will be reviewed in the context of a consolidated statement on total conference servicing requirements to be submitted to the General Assembly towards the end of the current session.

4. Under paragraph 5 of the draft resolution the Secretary-General would be requested to explore ways and means of providing assistance for travel and per diem expenses, as necessary, to enable delegations of the least developed countries to participate in the meetings of the Preparatory Committee. While it is the intention of the Secretary-General to explore the availability of voluntary contributions to finance such expenditures, it is not possible on short notice to get any definite indication of extrabudgetary funding. Pending the outcome of such an effort, it has been deemed advisable to request the General Assembly to provide the required additional funds in the amount of \$216,000 (see table 3), subject to possible reduction corresponding to whatever extrabudgetary funds might become available.

Table 2. Conference servicing requirements of two (1980-1981) sessions of the Preparatory Committee for the United Nations conference on the least developed countries, to be held at Geneva for 10 days each

	Number of staff	Number of days	Daily rate	Total (dollars)
<u>Interpretation (in six languages)</u>				
Salaries	29.0	10	206	59 740
<u>Documentation</u>				
Pre-session (150 pages - in six languages)				
Salaries:				
Translation	21.0	10	171	35 910
Revision	7.0	10	190	13 300
Typing	22.4	10	69	15 456
In-session				
Salaries:				
Translation	-	-	-	-
Revision				
Typing				
Post-session (30 pages in six languages)				
Salaries:				
Translation	4.2	10	171	7 182
Revision	1.4	10	190	2 660
Typing	4.5	10	69	3 105
<u>Summary records (in six languages)</u>				
Salaries:				
Translation/précis writers				
Revision				
Typing				
<u>Reproduction</u>				10 051
<u>Distribution</u>				8 020
<u>Other conference staff</u>				
Meeting room attendants	6.0	10	45	2 700
Technicians - interpretation ) - sound recording )	3.0	10	45	1 350
Conference officers	1.0	10	77	770
<u>TOTAL: cost of one session</u>				160 244
cost of two sessions: \$160,244 x 2				320 480

Table 3. Travel and subsistence of representatives of  
 30 least developed countries to three  
 Preparatory Committee sessions (dollars)

	1980	1981	Total
<u>Travel</u>			
30 representatives at an average of \$1,500	90,000	45,000	135,000
<u>Subsistence</u>			
30 representatives for 12 days at \$75	54,000	27,000	81 000
<u>Total</u>	<u>144 000</u>	<u>72 000</u>	<u>216 000</u>

5. It is intended to undertake the preparation of substantive documentation for the Preparatory Committee and the conference within the existing resources envisaged in the revised estimates for Programme 8, Least Developed, Land-locked and Island Developing Countries, in section 15, United Nations Conference on Trade and Development, of the Proposed Programme Budget for the Biennium 1980-1981 (A/C.5/34/27). However, the Secretary-General of UNCTAD would still need the services of a Senior Adviser at the D-1 level, for a period of 20 months, to assist him and the Programme for the Least Developed, Land-locked and Island Developing Countries in the planning, preparation and co-ordination of the conference and to maintain liaison with Governments of donor countries and the least developed countries in the preparations for the conference. It is further anticipated that a Professional officer at the P-4 level would be required for the same period to assist in the further elaboration and implementation of the Comprehensive New Programme of Action for the Least Developed Countries and the preparation for the conference. The two staff members would need to be assisted by one secretary. In addition, a requirement would arise for related travel expenses, including those of the Secretary-General of UNCTAD in his role as the Secretary-General of the conference. The corresponding costs are shown in table 4.

Table 4

	<u>1980</u> 12 w/m	<u>1981</u> 8 w/m	Total
	(dollars)		
<u>General temporary assistance</u>			
Salaries:			
1 D-1      20 w/m	65 700	44 200	109 900
1 P-4      20 w/m	51 300	34 500	85 800
1 GS        20 w/m	<u>27 600</u>	<u>18 400</u>	<u>46 000</u>
	144 600	97 100	241 700
Common staff costs	37 600	28 400	66 000
Common service cost	<u>13 690</u>	<u>9 130</u>	<u>22 820</u>
Subtotal	195 890	134 630	330 520
<u>Travel and subsistence</u>			
Travel of the Secretary-General of the Conference and one D-1			
5 trips each to regional areas at an average of \$2,000 per trip			
	12 000	8 000	20 000
Subsistence			
72 days at an average of \$70 for each of the 2 staff			
	<u>6 000</u>	<u>4 000</u>	<u>10 000</u>
Subtotal	<u>18 000</u>	<u>12 000</u>	<u>30 000</u>
<u>Total</u>	<u>213 890</u>	<u>146 630</u>	<u>360 520</u>

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6. Under paragraph 6 of the draft resolution, the General Assembly would decide to initiate the preparation of additional studies by the relevant secretariats of the United Nations system and would request the least developed countries themselves and donor Governments to initiate similar studies. In order for the conference to understand clearly and fully the opportunities which a Comprehensive New Programme of Action for the 1980s can open up for the least developed countries, as well as the issues and difficulties which these countries themselves foresee in its implementation, it is essential that missions be undertaken to each of the least developed countries to review these problems with the officials concerned. The aim of these missions would thus be to provide a more substantial basis for the conference and to enable potential donors to assess the requirements for an expanded programme and the effects that such a programme may have on the development prospects of these countries, as well as to consider steps to overcome bottle-necks. They would also enable the least developed countries to obtain a better knowledge of the issues, and thus to participate more effectively in the conference. To plan with the Governments concerned for such missions and to organize their own participation, along with inputs from the various international agencies, including the United Nations Development Programme (UNDP) a total of about 24 work-months of technical advisers at the P-4 level and eight work-months of secretarial services under general temporary assistance would be required. The corresponding costs are shown in table 5.

Table 5

(dollars)

	<u>1980</u>	<u>Total</u>
<u>Technical advisers</u>		
<u>At P-4 level for 24 work months</u>	<u>129,200</u>	129,200
<u>General temporary assistance</u>		
Secretary for 8 work months		
Salary	18,400	
Common staff costs	<u>4,800</u>	23,200
<u>Travel and subsistence of staff</u>		
10 trips at an average of \$1,740	17,400	
Subsistence for a total of 210 days at an average of \$60	<u>12,600</u>	<u>30,000</u>
		<u>182,400</u>

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7. Under paragraph 9 of the draft resolution the Secretary-General of the United Nations would be requested, in response to paragraph 33 of resolution 122 (V) of the United Nations Conference on Trade and Development, to entrust the Director-General for Development and International Economic Co-operation with the responsibility for taking the necessary steps, with the collaboration of the Secretary-General of the United Nations Conference on Trade and Development, to ensure the full mobilization and co-ordination of all parts of the United Nations system in the further elaboration and implementation of the Comprehensive New Programme of Action for the Least Developed Countries and in the preparations for the United Nations Conference on the Least Developed Countries. A principal officer at the D-1 level would be required for a period of 20 months to assist the Director-General in carrying out these responsibilities. He would also give assistance in ensuring that the special and pressing problems facing the least developed countries should be fully taken into account in the formulation of the strategy for the third United Nations development decade. This staff member will need to be assisted by one secretary. The corresponding costs are shown in table 6.



Table 6  
(dollars)

	<u>1980</u>	<u>1981</u>	<u>Total</u>
<u>General temporary assistance</u>			
1 D-1                    20 w/m	44,300	31,300	75,600
1 GS secretary        20 2/m	<u>12,400</u>	<u>8,700</u>	<u>21,100</u>
	56,700	40,000	96,700
<u>Common staff costs</u>	18,200	12,800	31,000
<u>Common services cost</u>	<u>10,700</u>	<u>7,140</u>	<u>17,840</u>
	<u>85,600</u>	<u>59,940</u>	<u>145,540</u>
 <u>Travel and subsistence of staff</u>			
Travel			
5 trips at an average of \$1,000 for one staff member	3,000	2,000	5,000
Subsistence			
56 days at \$88 for one staff member	<u>3,000</u>	<u>2,000</u>	<u>5,000</u>
Subtotal	6,000	4,000	10,000
Total	<u>91 600</u>	<u>63 940</u>	<u>155 540</u>

Information coverage

8. On the basis of assumptions made in this document with respect to the date and duration of the conference, it is estimated that the following requirements would arise for information coverage to be provided by the Department of Public Information at Headquarters. The estimate reflects the expectation that some of the information personnel required for conference coverage would be available in Geneva. However, reappraisals would have to be made as the details of information activities crystallize in the light of decisions to be taken by the Preparatory Committee for the conference, especially with respect to pre- and post-conference information programme requirements. The estimated additional cost of information coverage for the Conference appears in table 7.

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Table 7  
 (dollars)

	<u>1981</u>	<u>Total</u>
<u>General temporary assistance</u>		
<u>short-term staff (2 weeks)</u>		
Visual news productions		
1 P-2 cameraman	950	
2 GS sound engineers	880	1 830
Radio services		
1 GS sound engineer	440	440
Press services (2 languages)		
2 P-4 editors	2 700	
4 P-3 press officers	4 560	
4 GS typists/proof-readers	<u>1 760</u>	<u>9 020</u>
		11 290
<u>Travel and subsistence</u>		
Travel NY - Geneva - NY		
8 staff	8 000	
Subsistence		
8 staff for 14 days at \$75	<u>8 400</u>	16 400
<u>Supplies and services</u>		
		1 500
<u>Communications</u>		
		<u>2 500</u>
		<u>31 690</u>

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9. In summary, the financial implications of the draft resolution at this point would be as shown in table 8.

Table 8. Requirements by activity (dollars)

	<u>1980</u>	<u>1981</u>	<u>Total</u>
Assistance to least developed countries to participate in the meetings of the Preparatory Committee for the conference	144,000	72,000	216,000
Additional staff for the preparations for and the holding of the conference	213,890	146,630	360,520
Advisory missions to strengthen preparations for and participation in conference by least developed countries	182,400	-	182,400
Co-ordination and mobilization of the United Nations system by the Office of the Director-General for Development and International Economic Co-operation	91,600	63,940	155,540
Information coverage	-	<u>31,690</u>	<u>31,690</u>
Subtotal	<u>631,890</u>	<u>314,260</u>	<u>946,150</u>
Full cost of conference services:			
The conference	-	420,200	420,200
The Preparatory Committee -			
two sessions	<u>160,250</u>	<u>160,250</u>	<u>320,500</u>
<u>Total</u>	<u>160,250</u>	<u>580,450</u>	<u>740,700</u>
<u>Grand total</u>	<u>792,140</u>	<u>894,710</u>	<u>1,686,850</u>

10. Should the General Assembly approve the proposals set forth in the draft resolution in document A/34/L.17, an additional appropriation would be requested under section 4 in the amount of \$631,890 in 1980, and \$314,260 in 1981, for a total of \$946,150, broken down by object of expenditure as follows:

	<u>1980</u> \$	<u>1981</u> \$	<u>Total</u> \$
<u>General temporary assistance</u>			
Staff of Director-General's office, Department of Public Information, and UNCTAD Headquarters			
Salaries	219,700	148,390	368,090
Common staff costs	<u>60,600</u>	<u>41,200</u>	<u>101,800</u>
	280,300	189,590	469,890
Common services cost	24,390	16,270	40,660
Technical advisers	<u>129,200</u>	<u>-</u>	<u>129,200</u>
Subtotal	<u>433,890</u>	<u>205,860</u>	<u>639,750</u>
<u>Travel of staff</u>			
Travel	32,400	18,000	50,400
Subsistence	<u>21,600</u>	<u>14,400</u>	<u>36,000</u>
Subtotal	<u>54,000</u>	<u>32,400</u>	<u>86,400</u>
<u>Travel of representatives</u>			
Travel	90,000	45,000	135,000
Subsistence	<u>54,000</u>	<u>27,000</u>	<u>81,000</u>
Subtotal	144,000	72,000	216,000
<u>Supplies and services</u>	-	1,500	1,500
<u>Communications</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>
<u>Total</u>	<u>631,890</u>	<u>314,260</u>	<u>946,150</u>

11. An appropriation would also be required for staff assessment in section 31, offset by an equal amount in income in section 1, as follows:

	<u>1980</u>	<u>1981</u>	<u>Total</u>
	\$	\$	\$
Staff assessment, section 31	90,300	43,600	133,900
Income from staff assessment, income section 1	<u>(90,300)</u>	<u>(43,600)</u>	<u>(133,900)</u>
	<u>-</u>	<u>-</u>	<u>-</u>

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