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Agenda item 98

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1980-1981

Consolidated statement of administrative and financial implications  
in respect of conference servicing costs

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

1. In accordance with the established procedure, statements of financial implications in respect of conference servicing have been provided to the Fifth Committee during the current session of the General Assembly on the basis of full costing, i.e., on the assumption that no part of the conference servicing requirements would be made available from within existing resources and therefore would have to be provided through recruitment of temporary staff.
2. It was indicated at the same time that, towards the close of the session of the General Assembly, a consolidated statement would be prepared, through which net additional resources in conference servicing requirements would be requested in the light of the calendar of conferences for the year 1980 as finally approved by the General Assembly.
3. Statements of financial implications issued during the current session of the General Assembly have contained estimates of conference servicing requirements in 1980 up to a total amount of \$16,121,500, of which \$8,768,700 relates to the Department of Conference Services, \$7,094,500 to Conference Services, Geneva, and the balance (\$258,300) to the Office of General Services.
4. Annex I to the present report contains a recapitulation of all the statements of financial implications involved, showing the respective estimates of full conference servicing costs broken down into interpretation, documentation and other requirements.

### Headquarters

5. Annex II shows the estimated workload for the year 1980 for the Department of Conference Services taking into account various decisions taken by the General Assembly at its thirty-fourth session. It also provides the estimated theoretical capacity of the currently approved staffing table on the basis of the standard productivity factors which are indicated therein.

6. While total workload requirement is a major factor for estimating the level of total resources required, the basis for estimating temporary assistance requirements is the available level of permanent resources at the time the service is required. For example, the annual capacity of the English Interpretation Section is 3,234 meetings. 1/ Thus on the average throughout the year, taking into account absences due to annual and sick leave, holiday and mission travel, the weekly capacity is approximately 62. In calculating temporary assistance requirements, however, the capacity to be met by regular staff is estimated at 70 meetings a week, which builds in an element of over-programming while making allowance for prudent planning of leave schedules. The weekly capacity of the permanent staff in the other interpretation sections, with the exception of Arabic, is also estimated at 70, so that when the weekly meeting schedule exceeds 70 meetings in any of the five languages additional free-lance interpreters are required for that specific week. The capacity of the newly created Arabic unit is set at 16 meetings per week. When the weekly meeting schedule exceeds that number, temporary assistance is required. 2/

7. While easier to visualize and to calculate for interpretation - an interpreter is either available in the booth or not - similar considerations apply to translation, typing and reproduction. The relevant considerations in these processes are the amounts of material that can flow through in a given period. In this connexion, it should be pointed out that, to a considerable extent, the volume of that flow is not under the control of the Department of Conference Services. It is determined by the total volume of documentation, on the one hand, and the interval between receipt of material for translation and the date of the meeting, on the other hand. For this reason, peak periods of meetings activity also create the need for additional temporary staff for the documentation processes. As for verbatim reporting, permanent capacity provides two records a day. Additional requirements above this level for verbatim records will often lead to additional temporary staff - typists, as well as reporters and revisers.

### Interpretation

8. The table in annex IV shows those weeks outside the General Assembly period during 1980 when more than 70 meetings and/or more than 16 meetings requiring

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1/ This is calculated by multiplying the number of interpreters (22) by the number of assignments per interpreter per week (7) and by the number of average working weeks per year (42) and then dividing by the number of interpreters assigned per meeting (2).

2/ In this connexion see annex III, which outlines the special meetings to be held in 1980 in respect of which temporary assistance would have been required had not the Arabic language services been strengthened on a permanent basis.

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Arabic are scheduled at Headquarters. On that basis, a total of 610 work-weeks of temporary assistance in interpretation will be required as follows:

|         |                       |
|---------|-----------------------|
| Arabic  | 90 work-weeks         |
| Chinese | 11 work-weeks         |
| English | 144 work-weeks        |
| French  | 141 work-weeks        |
| Russian | 100 work-weeks        |
| Spanish | <u>124</u> work-weeks |
| Total   | 610                   |

The costs in this respect are estimated at \$1,147,000 including travel and subsistence.

#### Documentation

9. April through June are normally the months of most intense conference activity. However, in 1980, with the scheduling of the Conference on the Law of the Sea in March, meeting activity will exceed the capacity which can be provided by permanent staff as early as 21 January. Correspondingly the flow of documentation is expected to begin intensifying at the beginning of February. Meetings scheduled during that period with heavy documentation requirements, in addition to the Conference on the Law of the Sea, include the Intergovernmental Committee for Science and Technology for Development (820 pages) and the Working Group of the Economic and Social Council on the Covenant on Economic, Social and Cultural Rights (1,450 pages). The impact of these meetings on the various documentation services will be to a considerable extent mitigated by the reduction in the number of summary records that will have to be prepared. On the basis of the 1978 and 1979 experience, the workload will be reduced by some 350 summary records. This corresponds to some 3,150 translation days, 700 reviser days and 4,200 typist days, as well as associated savings in reproduction and distribution.

10. It is considered prudent, however, to provide for temporary assistance for the month of March, when the services will be busy with pre-session documentation for the heavy spring calendar and will also have to provide summary records in six languages for the Conference on the Law of the Sea, and the months of April and May, when, in addition to the work associated with the Economic and Social Council, preparation for such meetings as the Preparatory Committee for the New International Development Strategy, the Disarmament Commission and the Preparatory Committee for the Conference on New and Renewable Sources of Energy will be under way. For the month of March, 528 translator days, 190 reviser days and 720 typist days would have to be provided by temporary assistance at a cost of \$268,000. In April and May the corresponding requirements are estimated at 280 translator days, 120 reviser days and 360 typist days, for \$169,400.

11. The second heavy meeting period is, of course, that of the General Assembly. In 1980, this will be preceded by an unusually active August programme, including the Committee on the Elimination of Racial Discrimination, the Committee of the Whole established under General Assembly resolution 32/174 (both entitled to

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summary records), and the eleventh special session of the General Assembly. In order to assure full in-session service to these bodies without interference in the flow of work to the regular session of the General Assembly, it is estimated that 970 translator days, 280 reviser days and 1,254 typist days would be required at an estimated cost of \$460,400.

12. As regards verbatim records, temporary assistance consisting of 44 reporters, 13 revisers and 40 typists will be required for the Disarmament Commission (12 May to 6 June) and the eleventh special session of the General Assembly (25 August to 5 September) at an estimated cost of \$731,200.

Other requirements for the Department of Conference Services outside the General Assembly period

13. In addition to the above, a total of 240 work-weeks of temporary assistance will be required, at an estimated cost of \$50,400, for other functions (conference officers, documents distribution clerks, reproduction clerks, etc.) during 1980 outside the General Assembly period.

14. Finally, further requirements of \$83,300 in travel and subsistence will be required in order to provide assistance to the regional meetings and seminars in ECLA and ESCAP on the International Year for Disabled Persons.

Requirements of the Department of Conference Services for the General Assembly

15. As for the regular session of the General Assembly, in addition to the resources under temporary assistance of \$2,681,700 <sup>3/</sup> already identified in the proposed programme budget, an appropriation will be required in conjunction with the consideration made in paragraph 29.47 of the proposed programme budget with respect to conference servicing of informal consultations and ad hoc working groups of the Main Committees. During 1979, after evaluation of prior years' experience, it was found necessary to hire conference servicing staff above the number normally provided in the past. As at 2 December 1979, 446 meetings of the General Assembly and its Main Committees had been held. In addition, there were 189 meetings of working groups, consultations and regional and other groups. These results have confirmed the need to make provision for additional staff, for the periods of most intensive activity of the General Assembly consisting of 20 interpreters, one Arabic verbatim reporter and one conference officer. The additional costs in this regard are estimated at \$324,600 for 1980.

Summary for the Department of Conference Services

16. On the basis of the foregoing, total requirements for 1980 will amount to \$5,911,000 as summarized below.

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<sup>3/</sup> This amount takes into account a reduction by \$137,500 recently recommended by the Fifth Committee in conjunction with its recommendation to establish additional posts for Arabic documentation.

|   |               |                  |
|---|---------------|------------------|
|   | \$            | \$               |
| General Assembly (thirty-fifth session) |               | 3,006,300        |
| Other meetings                          |               |                  |
| Interpretation                          | 1,147,000     |                  |
| Documentation                           | 1,624,000     |                  |
| Other supporting staff                  | 50,400        |                  |
| Regional meetings                       | <u>83,300</u> | <u>2,904,700</u> |
| Total                                   |               | 5,911,000        |

17. In this respect, the Fifth Committee during the current session has recommended an amount of \$8,251,100 for temporary assistance for meetings for the biennium 1980-1981, of which \$4,001,500 relates to the year 1980. Therefore, an additional amount of \$1,909,500 is required under this heading.

18. While the provision of additional temporary assistance for meetings is requested in the amount shown in the previous paragraph, the Secretary-General is also conscious that vacancy rates among established posts have been running at a somewhat higher rate in the Department of Conference Services than the standard rate which is applied for budgetary purposes. Under the circumstances, therefore, but without prejudice to the recognized need to fill all vacant established posts on a priority basis, the Secretary-General believes that it would be reasonable to reduce his over-all additional requirements under section 23A by \$600,000, to \$1,309,500.

#### Requirements for the Office of General Services

19. The cost of common services for meetings to be held in New York in 1980 is estimated at \$155,600, of which \$45,600 relates to telecommunications engineering services, \$32,400 to general operating expenses and \$77,600 to security services. It is estimated that the expenditures related to general operating expenses and the provision of security services can be met within resources available to the Office of General Services in 1980. However, in the 1980-1981 programme budget provision has been requested for telecommunications engineering services only for requirements equivalent to the 1978-1979 level of conference servicing activities. Accordingly, an additional appropriation of \$45,600 under section 28D is requested for this purpose to meet projected increased requirements in 1980.

#### Geneva

20. The Fifth Committee has recommended to the General Assembly an amount of \$9,449,800 <sup>4/</sup> under section 29B, Conference Services, Geneva, in respect of temporary assistance for meetings for the biennium 1980-1981, of which \$4,703,600 relates to the year 1980.

<sup>4/</sup> This figure includes an amount of \$887,200 recommended by the Fifth Committee as a result of its consideration on the question of the Arabic language services for UNCTAD (see A/C.5/34/38 and A/34/7/Add.14).

21. The table contained in annex V of the present statement shows an over-all picture for Conference Services, Geneva, with respect to 1980. The table contains the latest projection of the 1980 workload made in the light of various decisions taken during the current session of the General Assembly. It further provides a theoretical breakdown of the estimated total workload between the established posts and the resultant temporary assistance.

22. As seen from the following table which provides comparison of the yearly workload of 1978, 1979 and 1980, it is estimated that the workload for Conference Services, Geneva, will continue to rise in 1980 following the biennium 1978-1979 which has experienced an unprecedented high level of conference activities.

Conference workload (Conference Services, Geneva)

|  | 1978<br>(actual) | 1979<br>(estimate) | 1980<br>(estimate) |
|--|------------------|--------------------|--------------------|
| Interpretation: number of assignments  | 34,400           | 36,100             | 42,700             |
| Translation/revision: '000 of words    | 50,800           | 49,400             | 53,500             |
| Typing: '000 of words                  | 164,100          | 159,500            | 172,000            |
| Editing: '000 of words                 | 12,400           | 13,300             | 13,000             |
| Reproduction: '000 of page impressions | 295,500          | 294,500            | 303,000            |
| Distribution: '000 of pieces           | 24,000           | 24,100             | 25,000             |

The increases projected under interpretation and documentation workloads relate partially to the estimated increase in Arabic requirements for UNCTAD as indicated in document A/C.5/34/38. (A total of 2,688 assignments is projected for Arabic interpretation as compared with 1,071 assignments in 1978 and 1,848 assignments in 1979. An increase in Arabic translation is estimated at 1,250,000 words.)

23. Meeting activities which will contribute to this heavy workload in 1980 include the following major non-recurrent conferences requiring servicing by Conference Services, Geneva:

World Conference of the United Nations Decade for Women

Conference on the International Agreement on Illicit Payments

Ninth Session of the Conference on the Law of the Sea

United Nations Conference on Contracts for the International Sale of Goods

Third Session of the United Nations Conference on an International Code of Conduct on the Transfer of Technology

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24. On the basis of this estimate of workload in 1980, requirements under temporary assistance will amount to \$7,891,000 as costed in the last column of the table in annex V. However, as was indicated in paragraphs 29.62 and 29.63 of the initial budget estimate for 1980-1981, experience has shown that some reductions can be made from the over-all resource requirements as calculated through this method in order to establish actual requirements. Thus, the amount requested under temporary assistance for meetings in 1980 has been limited to \$7,500,000.

25. A further amount of \$300,000 will also be required to meet requirements in travel and subsistence in connexion with regional meetings including those in Vienna for which Conference Services, Geneva, will need to provide assistance as much as necessary as is the case with the Department of Conference Services as referred to in paragraph 14 above. The following list provides some of the regional meetings and assignments included in this category:

Regional meetings and seminars on the International Year for Disabled Persons  
(ECA and ECWA)

Regional seminars on the Question of Palestine  
(Africa)

Ad Hoc Working Group of Experts on violation of human rights in Southern Africa  
(field mission to Africa)

Council for Namibia  
(plenary meetings in Africa)

Special Committee against Apartheid - preparatory meetings in Africa for  
the International Conference on Sanctions against South Africa

Special Committee on the Situation with regard to the Implementation of the  
Declaration on the Granting of Independence to Colonial Countries and  
Peoples  
(meetings away from Headquarters)

Special Committee To Investigate Israeli Practices  
(field mission to Europe and the Middle East)

Summary for Conference Services, United Nations Office at Geneva

26. On the basis of paragraphs 24 and 25 above, total requirements for 1980 for Conference Services, Geneva, will amount to \$7,800,000. Since an amount of \$4,703,600 has been already recommended with respect to this total, the balance of \$3,096,400 is requested at this time.

Recapitulation

27. Summing up, additional appropriations in an amount of \$4,451,500 are requested for 1980 in the light of the calendar of conferences as approved by the General Assembly at its thirty-fourth session.

|   | \$               |
|---|------------------|
| Section 29A (Department of Conference Services,<br>Headquarters)      | 1,309,500        |
| Section 29B (Conference Services, United Nations<br>Office at Geneva) | 3,096,400        |
| Section 28D (Office of General Services, Headquarters)                | 45,600           |
| Section 31 (Staff assessment)   | 1,150,000        |
| Income section 1  | (1,150,000)      |
| Total   | <u>4,451,500</u> |

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Annex I

Part A

RECAPITULATION OF STATEMENTS OF FINANCIAL IMPLICATIONS SUBMITTED  
DURING THE THIRTY-FOURTH SESSION OF THE GENERAL ASSEMBLY  
CONTAINING CONFERENCE SERVICING COSTS FOR 1980 (HEADQUARTERS)

| <u>Symbol</u> | <u>Subject Matter</u>   | <u>Interpre-<br/>tation</u> | <u>D o c u m e n t a t i o n <sup>a/</sup></u> |                        |                          | <u>Other <sup>b/</sup></u> | <u>Total</u> |
|---------------|---|-----------------------------|--|------------------------|--------------------------|----------------------------|--------------|
|               |   |                             | <u>Pre-<br/>Session</u>                        | <u>In-<br/>Session</u> | <u>Post-<br/>Session</u> |                            |              |
| A/C.5/34/18   | Revised estimates result-<br>ing from Economic and<br>Social Council decisions                              | 107,700                     | 473,000  | 91,400                 | 90,600                   | 74,100                     | 836,800      |
| A/C.5/34/20   | Special Committee on<br>Enhancing the Effective-<br>ness of the Principle of<br>Non-Use of Force            | 83,900                      | 33,200   | 50,600                 | 46,100                   | 18,900                     | 232,700      |
| A/C.5/34/25   | Third United Nations Con-<br>ference on the Law of<br>the Sea   | 919,900                     | -  | 627,900                | 240,800                  | 136,700                    | 1,925,300    |
| A/C.5/34/54   | Policies of <u>apartheid</u>  | -                           | 59,600   | -                      | 59,400                   | 14,500                     | 133,500      |
| A/C.5/34/60   | Confidence-building<br>measures   | 10,100                      | -  | 31,900                 | -                        | 3,800                      | 45,800       |
| A/C.5/34/61   | United Nations Conference<br>on Prohibitions or Res-<br>trictions of Use of Certain<br>Conventional Weapons | -                           | 4,100  | -                      | 41,600                   | 7,400                      | 53,100       |
| A/C.5/34/64   | Israeli nuclear armament  | -                           | -  | 92,300                 | -                        | 9,600                      | 101,900      |
| A/C.5/34/65   | Denuclearization of Africa  | 35,400                      | 6,700  | 6,700                  | 24,400                   | 2,000                      | 75,200       |
| A/C.5/34/66   | Indian Ocean as a<br>zone of peace  | 168,100                     | 132,700  | 180,200                | 104,800                  | 61,000                     | 646,800      |
| A/C.5/34/69   | General and complete<br>disarmament   | 141,800                     | 24,600   | 32,800                 | 18,700                   | 10,700                     | 228,600      |
| A/C.5/34/70   | Human rights and dignity<br>of all migrant workers  | 97,500                      | 31,500   | 38,300                 | 20,300                   | 10,600                     | 198,200      |
| A/C.5/34/71   | Question of Palestine   | -                           | 97,600   | -                      | 188,600                  | 392,100                    | 678,300      |

<sup>a/</sup> Consists of requirements for translation, revision and typing.

<sup>b/</sup> Includes requirements for reproduction, distribution and other supporting functions  
as well as requirements for mission assignments.

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| <u>Symbol</u>                             | <u>Subject Matter</u>   | <u>Interpre-<br/>tation</u> | <u>D o c u m e n t a t i o n <sup>a/</sup></u> |                        |                          | <u>Other <sup>b/</sup></u> | <u>Total</u> |
|---|---|-----------------------------|--|------------------------|--------------------------|----------------------------|--------------|
|   |   |                             | <u>Pre-<br/>Session</u>                        | <u>In-<br/>Session</u> | <u>Post-<br/>Session</u> |                            |              |
| A/C.5/34/74                               | United Nations Conference on New and Renewable Sources of Energy  | 339,200                     | 252,900  | 185,800                | 253,300                  | 47,000                     | 1,078,200    |
| A/C.5/34/80                               | Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization | 108,400                     | 30,400   | 67,300                 | 76,200                   | 18,100                     | 300,400      |
| A/C.5/34/81                               | Questions relating to information   | 387,000                     | 36,600   | 132,000                | 27,600                   | 18,000                     | 601,200      |
| A/C.5/34/82                               | Question of Namibia   | -                           | -  | -                      | 13,000                   | 5,000                      | 18,000       |
| A/C.5/34/84                               | Strengthening of international security   | 37,900                      | -  | 49,200                 | -                        | 7,700                      | 94,800       |
| A/C.5/34/85                               | Special Committee to Investigate Israeli Practices  | 15,300                      | 6,900  | 50,100                 | 14,200                   | 3,200                      | 89,700       |
| A/C.5/34/91                               | Follow-up to and Implementation of the Mar del Plata Action Plan  | -                           | -  | 64,300                 | -                        | 9,500                      | 73,800       |
| A/C.5/34/92                               | Development and international economic co-operation   | 256,400                     | 76,000   | 362,500                | 18,900                   | 77,400                     | 791,200      |
| A/C.5/34/96 <sup>c/</sup>                 | Preparatory Committee for the Conference on New and Renewable Sources of Energy                                 | 139,900                     | 164,500  | 29,600                 | 18,900                   | 39,300                     | 392,000      |
| A/34/158/Add.1                            | International Year for Disabled Persons   | 85,300                      | 10,100   | 60,500                 | 10,200                   | 7,100                      | 173,700      |
| Total (Department of Conference Services) |   | 2,933,600                   | 1,440,400                                      | 2,153,400              | 1,267,600                | 973,700                    | 8,768,700    |

<sup>c/</sup> Due to pressure of time, this is the last document that could be considered in the present report. Any later documents will be considered in the context of Performance Reports for the biennium 1980-1981.

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Annex I (continued)

Part B

RECAPITULATION OF STATEMENTS OF FINANCIAL IMPLICATIONS SUBMITTED DURING  
THE THIRTY-FOURTH SESSION OF THE GENERAL ASSEMBLY CONTAINING CONFERENCE  
SERVICING COSTS FOR 1980 (CONFERENCE SERVICES, GENEVA)

| <u>Symbol</u> | <u>Subject Matter</u>  | <u>Interpre-<br/>tation</u> | <u>D o c u m e n t a t i o n</u> <sup>a/</sup> |                        |                          | <u>Other</u> <sup>b/</sup> | <u>Total</u> |
|---------------|--|-----------------------------|--|------------------------|--------------------------|----------------------------|--------------|
|               |  |                             | <u>Pre-<br/>Session</u>                        | <u>In-<br/>Session</u> | <u>Post-<br/>Session</u> |                            |              |
| A/C.5/34/18   | Revised estimates result-<br>ing from Economic and<br>Social Council decisions                                 | 343,800                     | 413,700  | 339,000                | 299,400                  | 222,200                    | 1,618,100    |
| A/C.5/34/22   | Decade for Action To<br>Combat Racism and Racial<br>Discrimination   | 107,200                     | 75,500   | 102,900                | 78,000                   | 6,000                      | 369,600      |
| A/C.5/34/25   | Third United Nations Con-<br>ference on the Law of<br>the Sea  | 641,700                     | -  | 896,100                | -                        | 126,700                    | 1,664,500    |
| A/C.5/34/54   | Policies of <u>apartheid</u>   | 57,700                      | -  | 18,800                 | -                        | 39,100                     | 115,600      |
| A/C.5/34/58   | Monitoring of disarmament<br>agreements and strengthen-<br>ing of international<br>security                    | 64,900                      | 4,200  | 55,200                 | 80,600                   | 10,800                     | 215,700      |
| A/C.5/34/59   | Committee on Disarmament   | 380,600                     | 6,800  | 296,200                | -                        | 16,400                     | 700,000      |
| A/C.5/34/60   | Confidence-building<br>measures  | 9,900                       | -  | 7,600                  | -                        | 500                        | 18,000       |
| A/C.5/34/61   | United Nations Con-<br>ference on Prohibitions<br>or Restrictions of Use<br>of Certain Conventional<br>Weapons | 280,200                     | -  | 269,800                | -                        | 62,200                     | 612,200      |
| A/C.5/34/66   | Indian Ocean as a<br>zone of peace   | 73,600                      | -  | 85,600                 | -                        | 3,200                      | 162,400      |
| A/C.5/34/68   | Human settlements  | -                           | -  | -                      | -                        | 20,300                     | 20,300       |
| A/C.5/34/71   | Question of Palestine  | 34,400                      | -  | 16,800                 | -                        | 5,000                      | 56,200       |

a/ Consists of requirements for translation, revision and typing.

b/ Includes requirements for reproduction, distribution and other supporting functions  
as well as requirements for mission assignments.

| <u>Symbol</u>                       | <u>Subject Matter</u>   | <u>Interpre-<br/>tation</u> | <u>D o c u m e n t a t i o n <sup>a/</sup></u> |                        |                          | <u>Other <sup>b/</sup></u> | <u>Total</u> |
|-------------------------------------|---|-----------------------------|--|------------------------|--------------------------|----------------------------|--------------|
|                                     |   |                             | <u>Pre-<br/>Session</u>                        | <u>In-<br/>Session</u> | <u>Post-<br/>Session</u> |                            |              |
| A/C.5/34/78                         | International Youth Year  | 50,900                      | 8,300  | 21,900                 | 22,500                   | 6,700                      | 110,300      |
| A/C.5/34/82                         | Question of Namibia   | 32,200                      | -  | 32,900                 | -                        | 33,400                     | 98,500       |
| A/C.5/34/83                         | Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples | 28,200                      | -  | 28,300                 | -                        | 28,200                     | 84,700       |
| A/C.5/34/85                         | Special Committee to Investigate Israeli Practices  | 51,900                      | 20,700   | 111,300                | 15,600                   | 106,100                    | 305,600      |
| A/C.5/34/86                         | United Nations Conference on the Least Developed Countries  | 59,700                      | 64,700   | 12,900                 | 10,100                   | 12,800                     | 160,200      |
| A/C.5/34/95                         | United Nations Conference on an International Code of Conduct on the Transfer of Technology         | 298,500                     | 8,800  | 125,700                | 13,000                   | 68,900                     | 514,900      |
| A/34/158/<br>Add.1                  | International Year for Disabled Persons   | 130,900                     | 18,600   | 85,200                 | 20,700                   | 12,300                     | 267,700      |
| Total (Conference Services, Geneva) |   | 2,646,300                   | 621,300  | 2,506,200              | 539,900                  | 780,800                    | 7,094,500    |

# Annex II

## CAPACITY OF PERMANENT STAFF AS COMPARED TO ESTIMATED WORKLOAD

(Department of Conference Services)

| Service   | No. of related posts | Workload standard                        | Calculated capacity per annum | Estimated workload for 1980 |
|---|----------------------|--|-------------------------------|-----------------------------|
| Interpretation  | 110 a/<br>-6<br>104  | 7 assignments/week<br>294/year           | 30,576 assignments            | 34,500 assignments          |
| Translation (excluding revision)<br>(Arabic, Chinese) | 120                  | 1,200 words/day<br>255,000/year          | 30,600,000 words              | 26,400,000 words            |
| (English, French<br>Russian, Spanish)                 | 156 b/<br>-8<br>148  | 1,650 words/day<br>350,000/year          | 51,800,000 words              | 63,300,000 words            |
| Stenotyping   | 309                  | 3,300 words/day<br>700,000/year          | 216,300,000 words             | 233,000,000 words           |
| Reproduction  | 105                  | 19,000 impressions/day<br>4,010,000/year | 421,050,000 impressions       | 779,300,000 impressions     |

-13-

a/ Mission assignments of Chinese interpreters.

b/ Précis-writing.

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Annex III

SPECIAL MEETINGS IN 1980 REQUIRING ARABIC LANGUAGE SERVICES  
(DCS, HEADQUARTERS)

In document A/C.5/34/46, a statement of financial implications related to Arabic language services, it was indicated (para. 7) that savings which might arise from the reductions in the need for Arabic temporary assistance for the servicing of special meetings and conferences as a consequence of the creation of additional established posts would be taken into account in the preparation of this consolidated statement.

During 1980, the following will be provided language services in Arabic:

Ad Hoc Committee on the Indian Ocean

Preparatory Committee for the United Nations Conference on  
New and Renewable Sources of Energy

Conference on the Law of the Sea

Disarmament Commission

Eleventh special session of the General Assembly

Sixth United Nations Conference on the Prevention of Crime  
and the Treatment of Offenders

If the Fifth Committee had not recommended to the General Assembly to establish seven additional interpretation posts, a total of 107 work-weeks in additional temporary assistance would have resulted at an estimated cost of \$212,500 with respect to these meetings.

As for documentation, it is estimated that additional requirements under temporary assistance of 1,036 work-days of translation, 352 work-days of revision and 1,117 work-days of typing would have resulted with respect to these meetings at an estimated cost of \$345,000, if the 62 additional Arabic posts had not been recommended by the Fifth Committee.

Annex IV

EXCLUDING GENERAL ASSEMBLY WEEKS DURING 1980  
WITH MORE THAN 20 SCHEDULED MEETINGS OR MORE  
16 MEETINGS WITH ARABIC

|           |                 | <u>No. of<br/>Meetings</u> | <u>No. of<br/>Arabic<br/>Meetings</u> |
|-----------|-----------------|----------------------------|---------------------------------------|
| January   | 21 - 25         | 86                         |                                       |
|           | 28 - February 1 | 81                         |                                       |
| February  | 4 - 8           | 88                         | 20                                    |
|           | 11 - 15         | 100                        |                                       |
|           | 18 - 22         | 88                         |                                       |
| March     | 3 - 7           | 100                        | 50                                    |
|           | 10 - 14         | 100                        | 50                                    |
|           | 17 - 21         | 100                        | 50                                    |
|           | 24 - 28         | 90                         | 40                                    |
|           | 31 - April 4    | 100                        | 40                                    |
| April     | 7 - 11          | 86                         |                                       |
|           | 14 - 18         | 90                         |                                       |
|           | 21 - 25         | 100                        |                                       |
|           | 28 - May 2      | 100                        |                                       |
| May       | 5 - 9           | 108 <u>a/</u>              |                                       |
|           | 12 - 16         | 90                         |                                       |
|           | 19 - 23         | 84                         |                                       |
|           | 26 - 30         | 92                         |                                       |
| June      | 2 - 6           | 90                         | 20                                    |
|           | 9 - 13          | 100                        |                                       |
|           | 16 - 20         | 82                         |                                       |
|           | 23 - 27         | 90                         |                                       |
| August    | 25 - 29         | 120 <u>b/</u>              | 60                                    |
| September | 1 - 5           | 94                         | 54                                    |

a/ Including the third session of the Commission on Human Settlements (Mexico).

b/ Including the Sixth United Nations Congress on the Prevention of Crime and the Treatment of Offenders (Caracas).

Annex V

WORKLOAD DISTRIBUTION BETWEEN ESTABLISHED POSTS AND TEMPORARY ASSISTANCE  
FOR THE YEAR 1980 (CONFERENCE SERVICES, GENEVA)

|   | Workload standards per person | Estimated workload for 1980 | <u>Resource requirements</u> |               | <u>Established posts</u> <sup>a/</sup> |                         | <u>Temporary Assistance</u> |                                   |
|---|-------------------------------|-----------------------------|------------------------------|---------------|--|-------------------------|-----------------------------|-----------------------------------|
|   |                               |                             | in work-days                 | in work-years | Number of posts                        | Equivalent in work-days | Equivalent in work-years    | Estimated cost (\$) <sup>b/</sup> |
| Interpretation                            | 7 assignm. per week           | 42,700 assignm.             | 30,500                       | 145           | 96                                     | 20,160                  | 10,340                      | 2,982,100                         |
| Translation                               | 1650 words per w/d            | 48,500,000 words            | 29,394                       | 140           | 118                                    | 24,780                  | 4,614                       | 1,046,500                         |
| Precis-writing                            | -                             | 1,260 work-days             | 1,260                        | 6             | -                                      | -                       | 1,260                       | 285,800                           |
| Revision                                  | 3300 words per w/d            | 58,000,000 words            | 17,576                       | 84            | 63                                     | 13,230                  | 4,346                       | 1,107,400                         |
| Stenotyping                               | 3300 words per w/d            | 172,000,000 words           | 52,122                       | 248           | 203                                    | 42,630                  | 9,492                       | 903,600                           |
| Editing                                   | 3960 words per w/d            | 13,000,000 words            | 3,283                        | 16            | 13                                     | 2,730                   | 553                         | 113,800                           |
| Reference                                 | -                             | 4,190 work-days             | 4,190                        | 20            | 18                                     | 3,780                   | 410                         | 28,700                            |
| Secretaries including conference officers | -                             | 2,200 work-days             | 2,200                        | 10            | 4                                      | 840                     | 1,360                       | 144,700                           |
| Reproduction                              | 15000 impressions per w/d     | 303,000,000 impressions     | 20,200                       | 96            | 70                                     | 14,700                  | 5,500                       | 338,800                           |
| Distribution                              | 1960 pieces per w/d           | 25,000,000 pieces           | 12,755                       | 61            | 44                                     | 9,240                   | 3,515                       | 216,500                           |
| Other support staff                       | -                             | 13,000 work-days            | 13,000                       | 62            | 6                                      | 1,260                   | 11,740                      | 723,100                           |
|   |                               |                             |                              |               |  |                         |                             | 7,891,000                         |

a/ Includes only those directly involved in production.

b/ Exchange rate of 1.73 SF to 1 US\$ assumed.