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Programme budget for the biennium 2002-2003**Standards of accommodation for air travel****Report of the Secretary-General****Summary*

The present report covers the period from 1 July 2001 to 30 June 2002, and is submitted in accordance with General Assembly decisions 44/442 of 21 December 1989 and 46/450 of 20 December 1991, in which the Assembly requested the Secretary-General to submit annual reports on standards of accommodation for air travel. As also requested by the Assembly in its decision 40/455 of 18 December 1985 and section XIII of its resolution 45/248 A of 21 December 1990, respectively, information is included on expenditures by the United Nations for first-class air travel and relevant exceptions.

* This document could not be submitted by the established deadline owing to the need to receive information from various departments and offices pertaining to the travel year ended 30 June 2002.

1. During the period under review, standards of accommodation for air travel were governed by General Assembly resolution 42/214 of 21 December 1987, in which the Assembly decided that all individuals, with the exception of the Secretary-General and the heads of delegations of the least developed countries to the regular and special sessions of the Assembly, whose travel was financed by United Nations organizations and programmes and who had been previously entitled to first-class accommodation, would be required to travel at the class immediately below first class. In the same resolution, the Assembly authorized the Secretary-General to exercise his discretion in making exceptions to allow first-class travel on a case-by-case basis.

I. Delegation travel

2. The General Assembly, in its resolution 42/214, limited the payment of first-class accommodation by air to one representative of each Member State designated as a least developed country attending the regular and special sessions of the Assembly. For the fifty-sixth session, for the period from 1 July 2001 to 30 June 2002, claims submitted to date involved 18 such journeys, at a cost of \$114,195.

II. Exceptions authorized by the Secretary-General

3. As stated above, in General Assembly resolution 42/214, the Secretary-General was authorized to exercise his discretion in making exceptions to allow first-class air travel on a case-by-case basis. In addition, business-class travel by air may be authorized by the Secretary-General in certain circumstances, in accordance with administrative instruction ST/AI/2000/20 of 22 December 2000.

4. Generally, in reviewing cases that may warrant an exception, the Secretary-General takes into consideration the following circumstances:

(a) A medical condition may exist necessitating a level of comfort not available in the normal standard of accommodation to which the traveller is entitled. Such cases are referred to the Director of the Medical Services Division of the Secretariat for recommendation. It should be noted that the practice of granting exceptions in cases where a traveller is of an advanced age has been discontinued;

(b) The normal standard of accommodation is not available and, owing to the exigencies of the service, the traveller is required to travel on a particular date. Cases also arise where accommodation at the normal entitlement is not available and the cost of daily subsistence allowance, while waiting for the next available seat, would be greater than the higher standard of travel;

(c) The traveller is considered an eminent person, such as a former head of State, or a prominent international figure in political, humanitarian or cultural areas;

(d) The traveller is a prominent person who is donating his or her services free of charge to the Organization and, in some cases, at a loss of personal income. Such individuals may be accorded the standard of accommodation that they normally use when travelling;

(e) The traveller, after completing a full day of work, is required to travel through the night in order to resume work, attend meetings or present a paper at

another location on the following morning or immediately upon arrival. Where such cases involve arduous journeys, it has been deemed reasonable that the standard of accommodation accorded to the traveller should provide the best rest possible while travelling, or provide the conditions most conducive to work while flying, or both.

5. In respect of exceptions to air travel authorized during the period from 1 July 2001 to 30 June 2002 owing to the circumstances described in paragraph 4 above, the present report provides, in annexes I to V, detailed information on the additional cost of and reasons for such exceptions.

6. On 18 March 1998, the Secretary-General decided, as an exception, that all travel of the Deputy Secretary-General should be in first class, in keeping with her special status. As regards practical arrangements, efforts first are made to obtain upgrades to first class against payment of the full business-class fare. Where this is not feasible, the first-class fare is paid. During the reporting period, five such journeys were carried out, at a total additional cost of \$12,412. Details of such travel are provided in annex VI to the present report.

7. To strengthen the ability of the President of the General Assembly to effectively and efficiently discharge the responsibilities of his Office, the General Assembly, in its resolution 52/214 of 18 December 1998, decided that the President, consistent with the approved programme budget, should have full authority to use the funds provided in the budget for the Office. Based on that authority, the President of the General Assembly at its fifty-sixth session undertook travel in first class. During the reporting period, four such journeys were carried out, at a total additional cost of \$27,277. Details of such travel are provided in annex VII to the present report.

8. Altogether, for travel during the period from 1 July 2001 to 30 June 2002, the Secretary-General exercised his discretion by authorizing, as an exception, 33 cases of first-class air travel. In addition, during the same period, the Secretary-General authorized business-class travel by air as an exception to the standards of accommodation in 43 cases.

9. It should be noted that, in accordance with the established practice to ensure personal safety, the Secretary-General was accompanied on all trips during the period under review by a personal aide/security officer who travelled by air in first class. The total additional cost of 11 such trips was \$38,154.

10. While continuous administrative oversight has kept the number of exceptions at a minimum, it should be noted that in certain cases they are unavoidable. For example, exceptions owing to the lack of availability of regular standards are dictated by the exigencies of specific situations, and their number cannot therefore be kept constant or be forced to decrease without hampering the efficiency of the traveller's missions. Moreover, in many cases, to compel a traveller to wait until the established standard of travel becomes available would result in extra costs for the Organization for the daily subsistence allowance over and above the cost of an upgrade; an upgrade therefore remains the only cost-effective option.

11. In an effort to streamline the procedures for the granting of exceptions to the standards of accommodation for air travel, form TTS.3, "Request for exception to the standards of accommodation for air travel", was developed and made available on the United Nations Intranet during the period under review. Initial experience has

shown that efficiency gains have been achieved in administering requests for exceptions.

Table 1
Summary of exceptions, 1 July 2001-30 June 2002

(Cost in United States dollars)

<i>Reasons for exceptions</i>	<i>First class</i>		<i>Business class</i>		<i>Total</i>	
	<i>Number of trips</i>	<i>Additional cost</i>	<i>Number of trips</i>	<i>Additional cost</i>	<i>Number of trips</i>	<i>Additional cost</i>
Medical condition	4	11 856	15	17 335	19	29 191
Regular standard of accommodation not available	5	4 349	8	1 202	13	5 551
Eminent persons	9	16 942	13	5 897	22	22 839
Donating services free of charge to the Organization	7	33 830	2	4 083	9	37 913
Arduous journeys	1	2 727	5	7 335	6	10 062
Personal aide/security officer	11	38 154	0	0	11	38 154
Deputy Secretary-General	5	12 412	0	0	5	12 412
President of the General Assembly	4	27 277	0	0	4	27 277
Total	46	147 547	43	35 852	89	183 399

Table 2
Summary of exceptions, 1 July 2000-30 June 2001

(Cost in United States dollars)

<i>Reasons for exceptions</i>	<i>First class</i>		<i>Business class</i>		<i>Total</i>	
	<i>Number of trips</i>	<i>Additional cost</i>	<i>Number of trips</i>	<i>Additional cost</i>	<i>Number of trips</i>	<i>Additional cost</i>
Medical condition	5	8 707	12	18 381	17	27 088
Regular standard of accommodation not available	3	336	5	818	8	1 154
Eminent persons	8	11 980	12	23 898	20	35 782
Donating services free of charge to the Organization	7	15 705	0	0	7	15 705
Arduous journeys	0	0	1	292	1	292
Personal aide/security officer	11	37 559	0	0	11	37 559
Deputy Secretary-General	2	3 211	0	0	2	3 211
President of the General Assembly	1	4 300	0	0	1	4 300
Total	37	81 798	30	43 389	67	125 091

Annex I

Exceptions authorized owing to medical conditions, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary^a</i>	<i>Additional cost (United States dollars)</i>
A. First class		
1. Prosecutor, International Tribunal for the Former Yugoslavia (ICTY) and International Tribunal for Rwanda (ICTR)	The Hague/New York/The Hague	2 119
2. Prosecutor, ICTY and ICTR	Lugano/Washington/New York/The Hague	2 336
3. Former Special Adviser to the Secretary-General on East Timor, invited by the Secretary-General to attend East Timor's independence	Tampa/Dili/Tampa	4 146
4. Prosecutor, ICTY and ICTR	Amsterdam/Zurich/Nairobi/Zurich/Lugano	3 255
Subtotal		11 856
B. Business class		
1. Expert, Panel of Experts on Disability	Mexico City/New York/Mexico City	950
2. Expert's assistant, Panel of Experts on Disability	Mexico City/New York/Mexico City	950
3. Expert, Panel of Experts on Disability	Vancouver/New York/Vancouver	1 888
4. Expert's assistant, Panel of Experts on Disability	Zimbabwe/New York/Zimbabwe	1 888
5. Expert, Panel of Experts on Disability	Houston/New York/Houston	1 325
6. Expert's assistant, Panel of Experts on Disability	Houston/New York/Houston	1 325
7. Staff member, Office for the Coordination of Humanitarian Affairs (OCHA)	New York/Geneva/New York	702
8. Staff member, OCHA	New York/Geneva/New York	702
9. Participant, Technical Group Meeting	London/Beirut/London	1 271
10. Staff member, Department of General Assembly Affairs and Conference Services	New York/Madrid/New York	2 876
11. Civilian police officer, United Nations Interim Administration Mission in Kosovo	Pristina/Zurich/Bombay/Nagpur	1 406
12. Staff member, OCHA	New York/Geneva/New York	702
13. Staff member, Department of Economic and Social Affairs	New York/Paris/New York	714
14. Staff member, United Nations Conference on Trade and Development	.../Sao Paulo/Rio de Janeiro/Santa Cruz/Lima/Quito/...	189
15. Staff member, Office of the United Nations High Commissioner for Refugees	Geneva/Cairo/Geneva	447
Subtotal		17 335
Total		29 191

^a The ellipses in a given itinerary indicate that some legs of the itinerary were by the regular standard of accommodation and no exception was involved.

Annex II

Exceptions authorized when the regular standard of accommodation was not available, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary^a</i>	<i>Additional cost (United States dollars)</i>
A. First class		
1. Staff member, Economic and Social Commission for Western Asia	Cairo/Doha/Beirut	120
2. Staff member, United Nations Institute for Training and Research	.../Abidjan/Freetown/...	112
3. Staff member, Economic and Social Commission for Asia and the Pacific (ESCAP)	.../Los Angeles/Bangkok/...	3 357
4. Deputy Representative, Office of the United Nations High Commissioner for Refugees	Khartoum/London/...	428
Subtotal		4 017
B. Business class		
1. Staff member, ESCAP	.../Paro/Bangkok	80
2. Participant, Seminar on codification, Union Économique et Monétaire Ouest Africaine: Automated systems for customs data	Niamey/Ouagadougou/ Niamey	46
3. Participant, ESCAP Meeting on development of Trans-Asian Railway Northern Corridor	.../Moscow/Vladivostok/...	247
4. Participant, ESCAP Meeting on development of Trans-Asian Railway Northern Corridor	.../Moscow/Vladivostok/...	247
5. Participant, ESCAP Meeting on development of Trans-Asian Railway Northern Corridor	.../Moscow/Vladivostok/...	342
6. Participant, ESCAP Thematic Working Group on Disability-related Concerns, and Campaign 2001 for the Asian and Pacific Decade of Disabled Persons	.../Dili/Denpasar/...	103
7. Participant, ESCAP Thematic Working Group on Disability-related Concerns, and Campaign 2001 for the Asian and Pacific Decade of Disabled Persons	.../Dili/Denpasar/...	103
8. Vice-Rector, United Nations University	Tokyo/Macau/Tokyo	34
Subtotal		1 202
Total		5 219

^a The ellipses in a given itinerary indicate that some legs of the itinerary were by the regular standard of accommodation and no exception was involved.

Annex III

Exceptions authorized for eminent persons, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary</i>	<i>Additional cost (United States dollars)</i>
A. First class		
Meeting of the high-level segment of the Economic and Social Council in Africa		
1. Prime Minister of Namibia	Windhoek/Geneva/Windhoek	1 472
Ministerial Meeting of the Tokyo International Conference on African Development		
2. President of Mali	Bamako/Tokyo/Bamako	1 146
Ad hoc expert group meetings on "Globalization and the State" and "Challenges and Changes in Public Administration around the World"		
3. Prime Minister of Uganda	Kampala/New York/Kampala	2 048
International Conference on e-Government for Development		
4. Prime Minister of Mozambique	Maputo/Palermo/Maputo	1 094
Fact-finding mission to Jenin pursuant to Security Council resolution 1405 (2002)		
5. Former President of Finland	New York/Geneva/Tel Aviv/ New York	3 800
6. Former United Nations High Commissioner for Refugees	Geneva/Tel Aviv/New York	3 612
7. Head of the International Committee of the Red Cross	Geneva/Tel Aviv/New York	3 612
Secretary-General's Panel of Eminent Persons		
8. Former Prime Minister of Pakistan	Washington/New York/ Washington	158
Subtotal		16 942
B. Business class		
Preparatory Meeting for the World Conference against Racism		
1. Former President of Finland	Helsinki/Geneva/Helsinki	0
2. Former Prime Minister of New Zealand	Auckland/Geneva/Auckland	0
3. Former Minister for Foreign Affairs of Australia	Brussels/Geneva/Brussels	108
4. President of the Inter-Parliamentary Union	New Delhi/Geneva/New Delhi	0
5. Former Director-General, United Nations Educational, Scientific and Cultural Organization (UNESCO)	Malaga/Geneva/Malaga	104
6. Marseille Grand Mufti	Marseille/Geneva/Marseille	52
7. Cardinal, Vatican City	Rome/Geneva/Rome	41
Meeting on the United Nations Year of Dialogue among Civilizations organized by the Office of the Secretary-General		
8. Former Assistant Director-General for Culture, UNESCO	Mexico City/New York/ Mexico City	1 062

<i>Designation of traveller</i>	<i>Itinerary</i>	<i>Additional cost (United States dollars)</i>
Meeting in preparation for the World Summit on Sustainable Development		
9. President of the Japan Institute of International Affairs	Tokyo/Bali/Singapore	532
To testify at the International Tribunal for the Former Yugoslavia		
10. President of Kosovo	Pristina/The Hague/Pristina	900
11. Escort to the President of Kosovo	Pristina/The Hague/Pristina	900
12. Escort to the President of Kosovo	Pristina/The Hague/Pristina	900
13. Ambassador of Norway to the United States of America	.../Amsterdam/Washington	1 298
Subtotal		5 897
Total		22 839

Annex IV

Exceptions authorized for prominent persons donating their services free of charge to the Organization, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary</i>	<i>Additional cost (United States dollars)</i>
A. First class		
World Conference against Racism		
1. UNICEF Goodwill Ambassador	New York/Durban/New York	3 401
2. UNICEF Goodwill Ambassador's wife	New York/Durban/New York	3 401
Unveiling of "Spirit of Audrey" Special Session on Children		
3. UNICEF Goodwill Ambassador	Monte Carlo/London/New York	5 839
4. UNICEF Goodwill Ambassador's wife	Monte Carlo/London/New York	5 839
5. UNICEF Goodwill Ambassador	Nice/Tokyo/Seoul/Los Angeles/New York/Nice	6 505
6. UNICEF Goodwill Ambassador's wife	Nice/Tokyo/Seoul/Los Angeles/New York/Nice	6 505
UNEP Sasakawa Environment Prize Award Ceremony		
7. H.M. Queen of Jordan	Amman/New York/Amman	2 340
Subtotal		33 830
B. Business class		
Second session of the United Nations Forum on Forests		
1. Chairman of the high-level ministerial segment	Bogota/New York/Bogota	607
External review group meeting (in connection with the Secretary-General's reform efforts)		
2. President of Amnesty International	London/New York/London	3 476
Subtotal		4 083
Total		37 913

Annex V

Exceptions authorized for cases involving arduous journey, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary^a</i>	<i>Additional cost (United States dollars)</i>
A. First class		
1. Special Envoy of the Secretary-General for Afghanistan	.../Paris/New York	2 727
Subtotal		2 727
B. Business class		
1. Staff member, United Nations Development Programme (UNDP)	New York/Paris/Geneva/London/ New York	2 233
2. Staff member, UNDP	New York/Stockholm/New York	2 418
3. Staff member, UNDP	New York/Brussels/New York	774
4. Staff member, UNDP	.../Helsinki/London/New York	1 320
5. President of the International Tribunal for the Former Yugoslavia	.../Sarajevo/Paris	590
Subtotal		7 335
Total		10 062

^a The ellipses in a given itinerary indicate that some legs of the itinerary were by the regular standard of accommodation and no exception was involved.

Annex VI

Exceptions relating to the travel of the Deputy Secretary-General, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary^a</i>	<i>Additional cost (United States dollars)</i>
A. First class		
1. Deputy Secretary-General	New York/Dili/New York	4 448
2. Deputy Secretary-General	New York/Turin/Montreal/...	110
3. Deputy Secretary-General	.../Geneva/Vienna/...	2 874
4. Deputy Secretary-General	New York/Brussels/Rome/Geneva/New York	2 984
5. Deputy Secretary-General	New York/Denver/San Francisco/New York	1 996
Total		12 412

^a The ellipses in a given itinerary indicate that some legs of the itinerary were by the regular standard of accommodation and no exception was involved.

Annex VII

Exceptions relating to the travel of the President of the General Assembly, 1 July 2001-30 June 2002

<i>Designation of traveller</i>	<i>Itinerary</i>	<i>Additional cost (United States dollars)</i>
A. First class		
1. President of the fifty-sixth session of the General Assembly	New York/Oslo/Geneva/New York	7 551
2. President of the fifty-sixth session of the General Assembly	New York/Monterrey/New York	4 271
3. President of the fifty-sixth session of the General Assembly	Seoul/Madrid/Accra/Dakar/Seoul	6 594
4. President of the fifty-sixth session of the General Assembly	New York/Rome/Vienna/Prague/Seoul	8 861
Total		27 277