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Human resources management

Composition of the Secretariat

Report of the Secretary-General**

Summary

> The present annual report covers the period from 1 July 2003 to 30 June 2004 and provides information on the demography of the staff of the Secretariat and on the system of desirable ranges for posts subject to geographical distribution. As requested by the General Assembly in its resolution 57/305 of 15 April 2003, the report contains a brief analysis of the status of unrepresented and underrepresented Member States, statistics on the composition of General Service and related staff, project personnel and national officers, and on other related issues.

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 * A/59/150.
** In December 1971, the General Assembly requested the Secretary-General to report statistics on the composition of the staff as at 30 June each year (see *Official Records of the General Assembly, Twenty-sixth Session, Annexes*, agenda item 84, document A/8604, paras. 34-37). As a consequence, there was an insufficient amount of time to collect and analyse the data and to write a report within the established time frame for submission of reports to the General Assembly session.

Contents

List of tables

List of figures

Abbreviations

DDA	Department for Disarmament Affairs
DESA	Department of Economic and Social Affairs
DGACM	Department for General Assembly and Conference Management
DM*	Department of Management
DM/CMP	Capital master plan (of the Department of Management)
DM/OCSS	Office of Central Support Services (of the Department of Management)
DM/OUSG	Office of the Under-Secretary-General (of the Department of Management)
DM/OHRM	Office of Human Resources Management (of the Department of Management)
DM/OPPBA	Office of Programme Planning, Budget and Accounts (of the Department of Management)
DPA	Department of Political Affairs
DPI	Department of Public Information
DPKO	Department of Peacekeeping Operations
DPKO/OMS	Department of Peacekeeping Operations/Office of Mission Support
ECA	Economic Commission for Africa
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
ICJ	International Court of Justice
ICSC	International Civil Service Commission
ITC	International Trade Centre UNCTAD/WTO
OCHA	Office for the Coordination of Humanitarian Affairs
OHCHR	Office of the United Nations High Commissioner for Human Rights
OHRLLS	Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
OIOS	Office of Internal Oversight Services
OIP	Office of the Iraq Programme

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* DM refers to the aggregated data of the Office of the Under-Secretary-General, the Office of Programme Planning, Budget and Accounts, the Office of Human Resources Management and the Office of Central Support Services, and the Office of the Capital Master Plan of the Department of Management.

OLA	Office of Legal Affairs
OSG	Office of the Secretary-General
OSRSGCAC	Office of the Special Representative of the Secretary-General for Children and Armed Conflict
UNSECOORD	Office of the United Nations Security Coordinator
UNCC	United Nations Compensation Commission
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UNHCR	Office of the United Nations High Commissioner for Refugees
UN-Habitat	United Nations Human Settlements Programme
UNICEF	United Nations Children's Fund
UNITAR	United Nations Institute for Training and Research
UNJSPF	Secretariat of the United Nations Joint Staff Pension Fund and the United Nations Staff Pension Committee
UNMOVIC	United Nations Monitoring, Verification and Inspection Commission
UNODC	United Nations Office on Drugs and Crime
UNOG	United Nations Office at Geneva
UNON	United Nations Office at Nairobi
UNOPS	United Nations Office for Project Services
UNOV	United Nations Office at Vienna
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNU	United Nations University

I. Introduction

1.   The annual report of the Secretary-General on the composition of the Secretariat is submitted in accordance with requests made by the General Assembly in its resolutions concerning human resources management. The most recent of these are resolutions 55/258 of 14 June 2001 and 57/305 of 15 April 2003. The report provides information on certain demographic characteristics of the staff of the Secretariat and on the system of desirable ranges of the geographical distribution of staff.

2.   Section II provides the traditional information on the composition of the Secretariat, adding the last year's data to data series on which reporting has taken place over many years. It focuses in particular on staff in posts subject to geographical distribution, facilitating the assessment of trends over time. A brief analysis on the status of unrepresented and underrepresented Member States in the Secretariat, as well as statistics on the composition of project personnel, General Service and related staff, are also presented.

3.   Section III provides information on the system of desirable ranges for the geographical distribution of staff, in particular on the methodology used for deriving desirable ranges.

4.   Section IV contains information on the demographics of human resources: it provides an analysis of the main characteristics of the staff of the Secretariat and trends and changes over time in that population. It also contains a forecast of expected staff requirements related to anticipated retirements.

5.   The data included in the report were current as at 30 June 2004 and refer to organizational entities in existence as of that date.

6.   The list of staff of the United Nations Secretariat is published in document ST/ADM/R.59, which identifies staff by organizational entity, functional title, grade and nationality. Although they are not part of the Secretariat, staff members of the secretariats of the United Nations Joint Staff Pension Fund and the International Civil Service Commission are included in the list of staff.

II. Composition of the Secretariat

A. Staff of the United Nations

7.   The authority of the Secretary-General to appoint staff derives from Article 101, paragraph 1, of the Charter of the United Nations, wherein it is stated: "The staff shall be appointed by the Secretary-General under regulations established by the General Assembly".

8.   A number of subsidiary programmes, funds and organs of the United Nations enjoy special status granted by the General Assembly in the appointment of their staff. These include the United Nations Children's Fund (UNICEF), the United Nations Development Programme (UNDP), the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the United Nations

University (UNU), the secretariat of the International Civil Service Commission, the United Nations Joint Staff Pension Fund, the Registry of the International Court of Justice and the International Trade Centre UNCTAD/WTO (ITC). The present report is therefore not designed to contain comprehensive information about their staff.

9. The principles governing the recruitment and employment of staff are derived from Article 101, paragraph 3, of the Charter, which reads:

> "The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible."

10. These principles apply to all the staff of the United Nations, including the staff of the secretariats of the above-mentioned subsidiary programmes, funds and organs that have special status in matters of appointment.

11. As at 30 June 2004, the total number of staff of the United Nations Secretariat and those units with special status holding appointments of one year or more amounted to 37,598. Of that total, 14,823 staff paid from various sources of funding are assigned to the Secretariat and 22,775 are assigned to other entities of the United Nations (see figure 1). As at 30 June 2004, 7,221 staff encumbered the 7,602 posts authorized in the regular budget for 2004, and are included in the Integrated Management Information System (IMIS).

Table 1
Staff of the United Nations Secretariat and other entities, by category and source of funds, as at 30 June 2004

	Regular budget				Extrabudgetary resources				
Entity	*Professional and higher categories*	*Project personnel*	*General Service and related categories*	*Subtotal*	*Professional and higher categories*	*Project personnel*	*General Service and related categories*	*Subtotal*	*Total*
United Nations Secretariat	3 071	16	4 515	7 602	2 254[a]	859	4 108	7 221[b]	14 823
UNDP					705[c]	758	3 917[d]	5 380	5 380
UNFPA	214		758[e]	972		171[f]	395[g]	566	1 538
UNHCR	89	0	130	219	1 663	0	4 234	5 897	6 116
UNICEF					1 209[h]	2 384[i]	4 435	8 028	8 028
UNITAR					5	27	6	38	38
UNOPS					580		327	907	907
UNRWA[j]	88		11	99	36		1	37	136
ITC[k]					74	38	95	207	207
ICSC					19		19	38	38

	Regular budget				Extrabudgetary resources				
Entity	Professional and higher categories	Project personnel	General Service and related categories	Subtotal	Professional and higher categories	Project personnel	General Service and related categories	Subtotal	Total
UNJSPF					56		112	168	168
ICJ	45		53	98					98
UNU					21	36	64	121	121
Total	**3 507**	**16**	**4 709**	**8 990**	**2 454**	**1 718**	**13 401**	**21 387**	**37 598**

[a] Including 1,147 Professional staff in peacekeeping operations with limited appointments of one year or more.
[b] Including 13 Professional and 71 General Service staff against revenue-producing accounts.
[c] Including staff charged to the UNDP core budget, funds managed by UNDP and UNDP supplementary funds.
[d] Including 810 National Officers and Field Service Officers.
[e] Including Headquarters General Service, Country Office General Service, and National Officers.
[f] Including Junior professional officers.
[g] Headquarters General Service, including National Officers.
[h] Including international Professional staff and National Officers occupying posts funded by regular resources.
[i] Including international Professional staff and National Officers occupying posts funded by other resources, that is, project funds.
[j] Excluding area staff.
[k] A number of posts in ITC are financed jointly by the United Nations from the regular budget and by the World Trade Organization.

Figure 1
Staff of the Secretariat and other entities of the United Nations
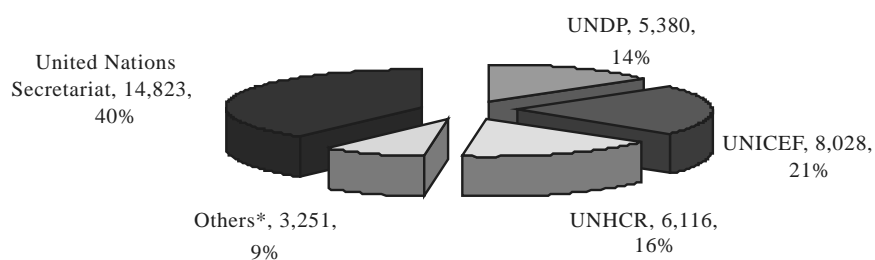
* Comprising ICJ, ICSC, ITC, UNFPA, UNITAR, UNJSPF, UNOPS, UNRWA and UNU.

B. Staff recruited under the system of desirable ranges

12.   Within the overall total of 14,823 staff who hold appointments of one year or more, a limited number of staff of the Secretariat are recruited under the system of desirable ranges. The number of posts subject to geographical distribution, which is used to determine the desirable range for each Member State, is set out in section III. The staff concerned are referred to as "staff appointed to posts subject to geographical distribution". They number 2,515 and are appointed by the Secretary-General for a period of at least one year to posts in the Professional and higher categories funded under the regular budget. Several categories of staff are excluded: staff appointed to the secretariats of subsidiary programmes, funds and organs with special status in matters of appointment; staff appointed to peacekeeping posts, posts specifically funded for other field mission service or posts financed under the support account for peacekeeping operations; staff appointed to posts with special language requirements; staff in the Field Service and the General Service and related categories of staff (such as Trades and Crafts, Security and Safety Service and public information assistants) who are locally recruited; staff appointed to posts for service limited to the United Nations Environment Programme (UNEP), the United Nations Human Settlements Programme (UN-Habitat) or the United Nations Office on Drugs and Crime (UNODC); staff appointed to posts financed on an inter-agency basis; staff appointed to technical cooperation project posts; National Officers at United Nations information centres; staff on special leave without pay; and staff on secondment to other organizations.

C. Representation of Member States

13.   Representation of Member States falls into four categories: unrepresented, underrepresented, within range and overrepresented. A Member State is "unrepresented" when none of its nationals has been appointed to a post subject to geographical distribution; it is "underrepresented" when the number of its nationals appointed to such posts is below the lower limit of the desirable range; it is "within range" when the number of its nationals appointed to such posts is between the upper and lower limits of the desirable range; and it is "overrepresented" when the number of its nationals appointed to such posts exceeds the upper limit of the desirable range.

14.   As at 30 June 2004, 15 Member States were unrepresented, compared with 17 in June 2003 (Bahrain, Brunei Darussalam, Comoros, Guinea-Bissau, Kiribati, Liechtenstein, Marshall Islands, Monaco, Nauru, Palau, Samoa, Sao Tome and Principe, Timor-Leste, Turkmenistan and United Arab Emirates). Ten Member States were underrepresented (Japan, Kuwait, Libyan Arab Jamahiriya, Mexico, Norway, Qatar, Republic of Korea, Saudi Arabia, Switzerland and Uzbekistan), which is the same number as at 30 June 2003, and 21 Member States were overrepresented (Argentina, Australia, Austria, Belgium, Bulgaria, Cameroon, Chile, Ethiopia, India, Italy, Kenya, Lebanon, Nigeria, Pakistan, Philippines, Russian Federation, Senegal, Sweden, Thailand, Uganda and Ukraine). All other Member States were within range.

15.   Pursuant to the request contained in section II, paragraph 30, of resolution 57/305, and due to the efforts made, the level of unrepresentation and underrepresentation of Member States decreased to 25, which equates to a 7.4 per

cent reduction among unrepresented and underrepresented Member States during the reporting period. Fourteen Member States were unrepresented or underrepresented for each of the past five reporting periods (Bahrain, Brunei Darussalam, Guinea-Bissau, Japan, Kuwait, Marshall Islands, Monaco, Norway, Palau, Sao Tome and Principe, Saudi Arabia, Turkmenistan, United Arab Emirates and Uzbekistan).

16.   Figure 2 illustrates the evolution of the representation of Member States in terms of staff appointed under the system of desirable ranges for the five-year period from 2000 to 2004.

Figure 2
Representation of Member States (from 30 June 2000 to 30 June 2004)

	2000	2001	2002	2003	2004
□ Unrepresented	21	18	16	17	15
■ Underrepresented	8	10	11	10	10
■ Within range	145	144	142	145	145
■ Overrepresented	14	17	20	19	21
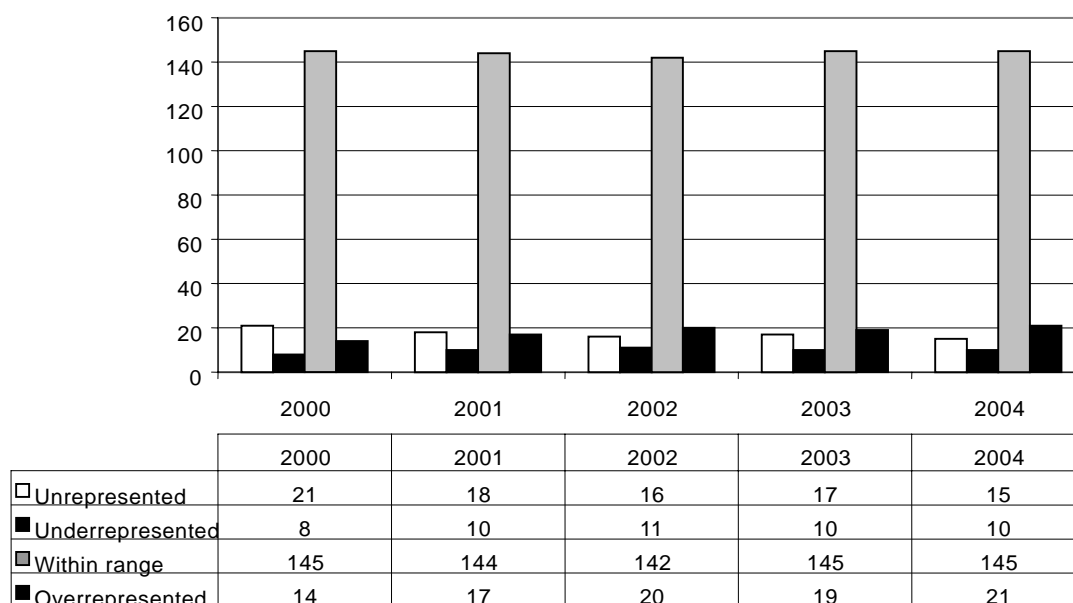
17.   Tables A.1 to A.4 in the annex cover posts subject to geographical distribution. The data in table A.1 are arranged by nationality, grade and gender. The table includes the midpoint of the desirable range and the range itself. The data in table A.2 are arranged by nationality and type of appointment as at 30 June 2003 and 30 June 2004. Table A.3 shows appointments arranged by nationality, grade and gender, for the period from 1 July 2003 to 30 June 2004. Table A.4 shows appointments and separations, arranged by nationality, type of appointment and gender, for the same period.

18.   The report of the Secretary-General on the improvement of equitable geographical representation in the United Nations Secretariat (A/59/264) analyses the state of unrepresentation and underrepresentation over the period 1994-2004. The analysis of representation of Member States among the staff concerned over the past ten years has shown steady improvement. The number of unrepresented Member States, 28 in 1994 has declined to 15 in 2004, while the number of underrepresented Member States decreased from 25 in 1994 to 10 in 2004.

Evaluation of representation should be viewed in relation to the total number of Member States, which increased from 184 in 1994 to 191 in 2004. The percentage of unrepresentation, 15.2 per cent in 1994, declined to 7.8 per cent in 2004, whereas the underrepresentation fell from 13.6 to 5.2 per cent in 2004. Over a 10-year period, taking into consideration the increase in the membership of the United Nations from 184 to 191, the steady improvement in the percentage of unrepresentation and underrepresentation is evident in the decrease of 48 and 62 per cent, respectively.

19. Of the 28 unrepresented Member States in June 1994, five Member States are currently still unrepresented (Brunei Darussalam, Monaco, Marshall Islands, Sao Tome and Principe and Turkmenistan) and have been unrepresented consistently between 1994 and 2004. Of the 25 underrepresented Member States in June 1995, three are currently still underrepresented (Japan, Norway and Saudi Arabia) and have been underrepresented consistently between 1994 and 2004. Efforts made to address this situation are described in the above-mentioned report of the Secretary-General to the General Assembly on improvement of the equitable geographic representation in the United Nations Secretariat.

D. Representation of Member States at the senior and policy-making levels

20. In section X, paragraph 2, of its resolution 55/258, the General Assembly requested the Secretary-General to take all necessary measures to ensure, at the senior and policy-making levels of the Secretariat, equitable representation of Member States, especially those with inadequate representation at those levels and unrepresented and underrepresented States, in particular developing countries, in accordance with the relevant resolutions of the Assembly, and to continue to include relevant information thereon in all future reports on the composition of the Secretariat. This request was reaffirmed in section II, paragraphs 37 and 38, of resolution 57/305.

21. The senior and policy-making levels are defined as staff at the Principal Officer (D-1) grade and above. Table A.9 contains data on senior officials appointed under the system of desirable ranges, including a breakdown by country of nationality.

22. Table 2 presents data on the representation of developing countries and other countries for staff subject to geographical distribution at the D-1 grade and above, at the D-2 grade and above and at the grade of Assistant Secretary-General and above (for more detailed information on the representation of individual Member States at the senior and policy-making levels, see annex tables A.1, A.3 and A.9). For staff at the D-1 grade and above, the percentage of staff from developing countries changed from 48.5 per cent in 2000 to 46.7 per cent in 2004; for staff from developed countries the percentage moved from 46.6 per cent in 2000 to 46.5 per cent in 2004; and for staff from countries with economies in transition, the percentage evolved from 4.9 per cent in 2000 to 8.8 per cent in 2004. At the D-2 grade and above, the percentage of staff from developing countries evolved from 49.1 per cent in 2000 to 48.7 per cent in 2004; for staff from developed countries the percentage went from 44.3 per cent in 2000 to 45.2 per cent in 2004; and for staff from countries with economies in transition the percentage evolved from 6.6 per cent in 2000 to 6.1 per

cent in 2004. At the grade of Assistant Secretary-General and above, the percentage of staff from developing countries changed from 56.8 per cent in 2000 to 51.3 per cent in 2004; for staff from developed countries the percentage moved from 37.8 per cent in 2000 to 41 per cent in 2004; and for staff with economies in transition, the ratio evolved from 5.4 per cent in 2000 to 7.7 per cent in 2004.

Table 2

Distribution of staff subject to geographical distribution among developing and developed countries and countries with economies in transition, 2000-2004

Group	Year	Combined desirable ranges	Group midpoint	Percentage	Total staff		D-1 and above		D-2 and above		ASG and above	
					Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
Developing countries	2000	855-1 157	1 006.4	38.7	1 022 (382)	43.0 (41.0)	150 (43)	48.5	52 (11)	49.1	21 (2)	56.8
	2001	896-1 213	1 054.6	40.6	1 038 (400)	42.7 (40.9)	161 (50)	49.5	59 (14)	52.7	22 (4)	55.0
	2002	930-1 259	1 094.5	40.5	1 053 (409)	42.5 (40.2)	151 (46)	46.6	55 (14)	50.5	23 (4)	56.1
	2003	903-1 258	1 093.7	40.5	1 032 (417)	41.5 (40.2)	150 (52)	45.0	54 (14)	46.2	23 (4)	56.1
	2004	933-1 263	1 098.1	40.7	1 023 (416)	40.7 (39.1)	148 (55)	44.7	56 (17)	48.7	20 (3)	51.3
Developed countries	2000	1 198-1 621	1 410.0	54.2	1 102 (508)	46.4 (54.5)	144 (50)	46.6	47 (11)	44.3	14 (3)	37.8
	2001	1 156-1 564	1 360.3	52.3	1 130 (526)	46.5 (53.8)	147 (53)	45.2	46 (10)	41.1	15 (3)	37.5
	2002	1 202-1 626	1 414.3	52.4	1 160 (555)	46.8 (54.6)	152 (59)	46.9	47 (13)	43.1	15 (3)	36.6
	2003	1 204-1 629	1 416.4	52.5	1 195 (568)	48.0 (54.5)	156 (56)	46.8	56 (18)	47.9	15 (4)	36.6
	2004	1 200-1 624	1 411.9	52.3	1 232 (591)	49.0 (55.6)	154 (64)	46.5	52 (18)	45.2	16 (6)	41.0
Countries with economies in transition	2000	156-211	183.5	7.1	252 (42)	10.6 (4.5)	15 (2)	4.9	7 (1)	6.6	2 (0)	5.4
	2001	157-213	185.1	7.1	264 (52)	10.9 (5.3)	17 (3)	5.2	7 (1)	6.3	3 (1)	7.5
	2002	162-220	191.0	7.1	267 (53)	10.8 (5.2)	21 (3)	6.5	7 (1)	6.4	3 (1)	7.3
	2003	161-218	189.9	7.0	262 (55)	10.5 (5.3)	27 (3)	8.1	7 (1)	6.0	3 (1)	7.3
	2004	162-219	190.0	7.0	258 (56)	10.3 (5.3)	29 (2)	8.8	7 (1)	6.1	3 (1)	7.7
Total	2000	2 210-2 990	2 600.0	100.0	2 376 (936)	100.0 (100.0)	309 (95)	100.0	106 (23)	100.0	37 (5)	100.0
	2001	2 210-2 990	2 600.0	100.0	2 432 (978)	100.0 (100.0)	325 (106)	100.0	112 (25)	100.0	40 (8)	100.0
	2002	2 295-3 105	2 699.8	100.0	2 480 (1 017)	100.0 (100.0)	324 (108)	100.0	109 (28)	100.0	41 (8)	100.0
	2003	2 295-3 105	2 700.0	100.0	2 489 (1 040)	100.0 (100.0)	333 (111)	100.0	117 (33)	100.0	41 (9)	100.0
	2004	2 295-3 105	2 700.0	100.0	2 513 (1 063)	100.0 (100.0)	331 (121)	100.0	115 (36)	100.0	39 (10)	100.0

Source: *World Population Prospects: the 2002 Revision* (United Nations publication, ST/ESA/SER.A/224, Sales No. E.03.XIII.9).
Numbers in parentheses represent female staff members.

E. Gender representation

23.   Since the forty-fifth session of the General Assembly, and in compliance with resolutions 45/239 C of 21 December 1990, 55/258 section XIV, paragraph 2 and 57/305 section II, paragraphs 39 to 41, the Secretary-General has continued to report on efforts made to increase the number of women in posts subject to geographical distribution in the Secretariat, particularly in senior and policy-making posts. During the period from 1 July 2000 to 30 June 2004, the number of female staff members at the D-1 grade and above increased by 26 staff, or 27 per cent, from 95 to 121. Table A.5 shows staff in posts with special language requirements by nationality, grade and gender. Table 3, below, shows the proportion of female staff in posts subject to geographical distribution for the five-year period from 2000 to 2004. As at 30 June 2004, the number of female staff members appointed to posts subject to geographical distribution is 1,063, or 42.3 per cent of the total. Over the past five years, the number of female staff in posts subject to geographical distribution has increased by more than 3 per cent. Further information related to gender representation can be found in paragraphs 45 to 50 below.

24.   The number and percentage of female staff in posts subject to geographical distribution and in posts with special language requirements, by grade, are shown in table 4, which compares data for 1994 and 2004. The percentage of female staff in posts subject to geographical distribution has risen from 32.6 per cent to 42.3 per cent over the decade. The comparable percentage for female staff in posts with special language requirements has increased from 35.4 per cent to 41.5 per cent.

25.   Table A.3 provides details on the 208 appointments to posts subject to geographical distribution, by nationality, grade and gender, for the period from 1 July 2003 to 30 June 2004. Table 5, below, provides a condensed version of the same data.

Table 3
**Proportion of female staff in posts subject to geographical distribution
(30 June 2000 to 30 June 2004)**

Year	2000	2001	2002	2003	2004
Total staff	2 389	2 445	2 492	2 491	2 515
Total female staff	936	983	1 022	1 040	1 063
Percentage of female staff	39.17	40.2	41.0	41.8	42.3

Table 4
Number and percentage of female staff, by grade, in posts subject to geographical distribution and posts with special language requirements (1994 and 2004)

| | Geographical posts | | | | Language posts[a] | | | |
| | 1994 | | 2004 | | 1994 | | 2004 | |
Level	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
USG	2	10.5	5	22.7	-	-	-	-
ASG	2	11.1	5	29.4	-	-	-	-
D-2	14	18.7	26	33.8	-	-	-	-
D-1	34	14.7	85	39.4	-	-	-	-
P-5	122	24.5	163	34.0	36	27.3	63	44.1
P-4	246	33.8	277	39.5	129	37.9	136	38.1
P-3	240	39.3	314	48.8	120	34.5	142	43.0
P-2	168	45.5	188	52.1	19	48.7	15	53.6
P-1	2	100.0						
Total	**830**	**32.6**	**1 063**	**42.3**	**304**	**35.4**	**356**	**41.5**

[a] Language posts are from P-2 to P-5 only.

Table 5
Staff appointments to posts subject to geographical distribution, by gender, grade and number of nationalities represented (1 July 2003 to 30 June 2004)

| | Female | | | Male | | |
Level	Number appointed	Percentage of total	Number of nationalities represented	Number appointed	Percentage of total	Number of nationalities represented
USG				3	100.0	3
ASG	2	100.0	2		0.0	
D-2	2	40.0	2	3	60.0	3
D-1	5	33.3	4	10	66.7	9
P-5	3	15.8	3	16	84.2	12
P-4	16	41.0	13	23	59.0	16
P-3	26	45.6	17	31	54.4	22
P-2	32	47.1	13	36	52.9	16
P-1						
Total	**86**	**41.3**	**54**	**122**	**58.7**	**81**

26.   Table A.8, sections (a) to (e), shows the gender distribution of staff in the Secretariat by department or office and by grade, as at 30 June 2004. Section (a) reports on staff in posts subject to geographical distribution, by grade; section (b) provides comparable data for staff in posts with special language requirements; section (c) combines the data on staff in both those post categories; section (d)

covers staff in the General Service and related categories; and section (e) covers the 5,325 staff in the Professional and higher categories, by department or office and by grade.

27. As requested by the General Assembly in its resolution 57/305, table A.10, sections (a) to (c), shows the gender distribution of staff in the Secretariat by nationality as at 30 June 2004. Section (a) reports on staff in the General Service category, by nationality, grade and gender, as at 30 June 2004; section (b) provides a summary for staff in the General Service and related categories, by nationality, grade and gender, as at 30 June 2004; section (c) reports on project personnel, by nationality, grade and gender, as at 30 June 2004.

F. Recruitment activities

28. During the period from 1 July 2003 to 30 June 2004, 208 appointments were made under the system of desirable ranges. Of this total, 12 appointments (5.8 per cent) were of nationals of underrepresented Member States; 136 appointments (65.4 per cent) were of nationals of Member States that were within range; and 60 appointments (28.8 per cent) were of nationals of Member States that were overrepresented as at 30 June 2004 (see table A.3)

29. Of the 208 appointments, 71 (34.1 per cent) were of candidates who had been successful in national competitive examinations for posts at the P-2 and P-3 grades. A total of 35 (49.3 per cent) of the 71 successful candidates in the examinations were women.

30. In 2004, 62 Member States participated in the National competitive examination (Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Brazil, Brunei Darussalam, Cambodia, Comoros, Cyprus, Czech Republic, Georgia, Germany, Grenada, Guatemala, Guinea-Bissau, Honduras, Iraq, Israel, Japan, Kiribati, Kuwait, Latvia, Libyan Arab Jamahiriya, Liechtenstein, Madagascar, Maldives, Malta, Mauritius, Mexico, Micronesia (Federated States of), Monaco, Norway, Oman, Paraguay, Poland, Portugal, Qatar, Republic of Korea, Republic of Moldova, Saint Lucia, Samoa, San Marino, Sao Tome and Principe, Seychelles, Singapore, Slovenia, Solomon Islands, South Africa, Suriname, Switzerland, Tajikistan, Timor-Leste, Tonga, Turkey, Turkmenistan, Tuvalu, United States of America, Uzbekistan, Vanuatu, Viet Nam and Yemen). These are unrepresented and underrepresented Member States and those who are in danger of becoming unrepresented or underrepresented. Examinations were given in seven occupational groups.[1] A total of 172 candidates from the 2003 examinations were successful: 12 have been placed, 16 were no longer available and 13 of the remaining 143 candidates on the roster are in the process of being recruited.

31. Of the 208 staff appointed, 86 (41.3 per cent) were women, 26 of whom were from developing countries and 24 from countries with economies in transition.

32. In accordance with section V, paragraph 17, of General Assembly resolution 53/221, of 7 April 1999, which was confirmed in section IV, paragraph 13, of Assembly resolution 55/258, all 8 appointments at the P-2 level to posts requiring special language competence for conference services were made as a result of a successful competitive examination.

33. Offices away from Headquarters recruited 27 (40.5 per cent) of the P-2 candidates, while 40 (59.7 per cent) were recruited for posts in New York. Two of the four candidates recruited at the P-3 level were at offices away from Headquarters. Table 6 presents placement data, by department or office, for the period from July 2003 to June 2004.

Table 6
National competitive examination placement data, by department or office (July 2003 to June 2004)

Department/office	P-2	P-3
Department for Disarmament Affairs	1	
Department of Economic and Social Affairs	11	
Department of Management	12	
Department for General Assembly and Conference Management	2	
Department of Political Affairs	1	
Department of Public Information	7	
Department of Peacekeeping Operations	0	1
Economic Commission for Africa	6	
Economic Commission for Latin America and the Caribbean	1	
Economic and Social Commission for Asia and the Pacific	6	
Office for the Coordination of Humanitarian Affairs	2	1
Office of Internal Oversight Services	1	
Office of Legal Affairs	2	
United Nations Conference on Trade and Development	3	
Office of the United Nations High Commissioner for Human Rights	1	2
United Nations Joint Staff Pension Fund	1	
United Nations Office at Geneva	4	
United Nations Office at Nairobi	3	
United Nations Office at Vienna	3	
Total	**67**	**4**

34.   Table A.6 presents data on staff in the Professional and higher categories who have been appointed specifically for mission service, by nationality, grade and gender, as at 30 June 2004, compared with the situation a year earlier. Of the 830 staff, 589 were holding appointments of limited duration and had been serving with peacekeeping operations for more than a year.

III.   System of desirable ranges for the geographical distribution of staff

35.   Changes in the representation status of a Member State may result from several factors: the appointment or separation of staff; adjustments of the desirable range because of an increase or decrease in the number of posts subject to geographical distribution; changes in the number of Member States; changes in the scale of assessments; changes in the population of Member States; and changes in the status of individual staff members (such as departure on secondment or special leave without pay, return from secondment or special leave, or change in nationality).

36.   The criteria governing the system of desirable ranges are set out in section III of the report of the Secretary-General on the composition of the Secretariat dated 11 September 1998 (A/53/375 and Corr.1 and 3).

37.   As at 30 June 2004, the base figure of posts subject to the system of desirable ranges, set at 2,700, in accordance with section III of General Assembly resolution 42/220 A of 21 December 1987, remains at that level. The number of posts in the Professional and higher categories subject to the system of desirable ranges currently stands at 2,515.

38.   Table A.7 provides data pertinent to the application of the system of desirable ranges for the geographical distribution of staff. It also shows the weighted distribution of staff and the weighted staff position for each Member State, in points.

39.   The weighted range, midpoint and staff position data for each Member State are presented in table A.7 of the annex. As indicated in table 7 below, the percentage of total staff in each grade (column 2) is applied to the base figure of 2,700 (column 3). The resulting figure is weighted by the gross salary per annum in dollars divided by 1,000 (column 4) to produce a weighted base figure (column 5). As at 30 June 2004, the weighted average value of each post was 86.37 points (233,219/2,700). Accordingly, the weighted membership factor is 93,288 points (40 per cent of 233,219), the weighted population factor is 11,611 points (5 per cent) and the weighted contribution factor is 128,270 points (55 per cent). The above figures represent the global numbers; for each Member State a separate calculation based on the same factors results in a weighted base figure. The weighted midpoint in table A.7 represents the sum of the weighted membership, population and contribution factors and the weighted range is calculated as 15 per cent upwards and downwards (but not less than 415 points up and down [4.8 x 86.37], with the upper limit being not less than 1,209 points [14 x 86.37]). The weighted staff position for each Member State comprises the total number of staff of that country by grade, multiplied by the gross annual salary by grade.

Table 7
Methodology for deriving weighted ranges

Grade	(1) Number of staff	(2) Percentage of total	(3)=(2) x base Weighted number of staff	(4) Salary[a]	(5)=(3) x (4) Weighted base figure
USG	22	0.875	23.62	186	4 393
ASG	17	0.676	18.25	169	3 084
D-2	77	3.062	82.66	139	11 490
D-1	216	8.588	231.89	127	29 450
P-5	477	18.966	512.09	104	53 257
P-4	701	27.873	752.56	84	63 215
P-3	644	25.606	691.37	68	47 013
P-2	361	14.354	387.55	55	21 316
Total	**2 515**	**100.000**	**2 700.00**		**233 219**

[a] Gross annual salary, in United States dollars, divided by 1,000. Salary scale effective 1 January 2003.

IV. Human resources demographics

40.   The requirements of global human resources planning and the need to track trends in the workforce of the Secretariat call for a broader perspective in the review of Secretariat staff. The presentation and analysis below cover Secretariat staff holding an appointment of one year or more, irrespective of their category, their type of appointment and their source of funding.[2] In conformity with these criteria, the base figure used for demographic analysis as at 30 June 2004 is 11,579. Secretariat-wide data and projections for the period from 2003 to 2007 have been drawn from the IMIS database.

A. Demographic profile of Secretariat staff

Staff by category and grade

41.   The base number of staff used in the present demographic analysis is 11,579. Of these, 3.3 per cent are in the Director category (387 staff), 34.8 per cent in the Professional category (4,024 staff) and 61.5 per cent in the General Service and related categories (7,120 staff, of whom 6,724 are in the General Service category, 224 staff in the Security and Safety Service category and 172 staff in the Trades and Crafts category). Overall, the Professional and higher categories constitute 38.5 per cent. Under-Secretaries-General and Assistant Secretaries-General represent 0.4 per cent (48 staff). Figure 3 shows the percentage of Secretariat staff by category, figure 4 shows the number of staff by grade in the Professional and Director categories and figure 5 presents the number of staff by grade in the General Service category.

42.   In the Professional category (fig. 4), staff at the P-3 and P-4 grades represents more than two thirds of the total staff (68.9 per cent). Staff at the P-1/P-2 grades are 11.8 per cent. In the Director category, D-1 staff represent 74.4 per cent of the total.

In the General Service category, three quarters of the staff (76.8 per cent) are concentrated in three grades: G-4, G-5 and G-6 (fig. 5).

Figure 3
Secretariat staff, by category, as at 30 June 2004 (percentage)
(population: 11,579)

0.4%   3.3%   34.8%

61.5%

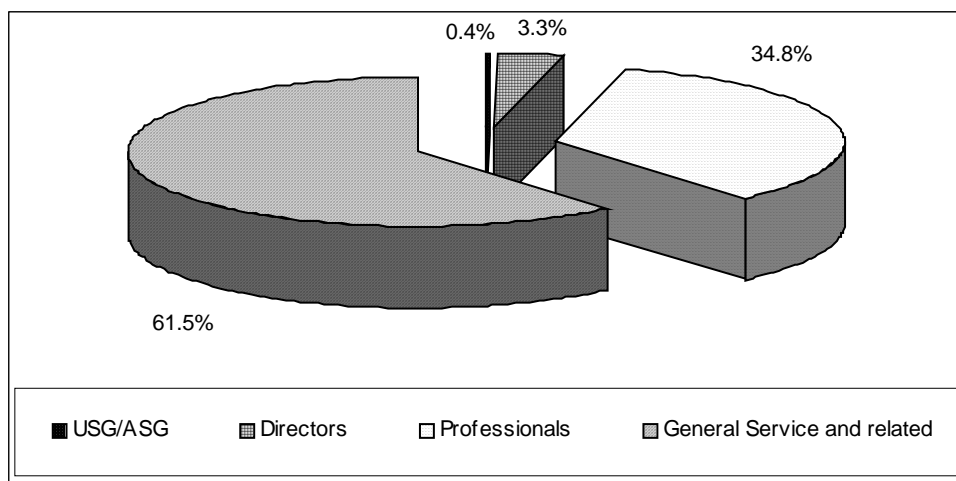■ USG/ASG   ▦ Directors   □ Professionals   ▨ General Service and related

Figure 4
Grade distribution, Professional and Director categories, as at 30 June 2004
(population: 4,411)

Grade	Value
D-2	99
D-1	288
P-5	779
P-4	1422
P-3	1350
P-2	469
P-1	4

0   200   400   600   800   1000   1200   1400   1600
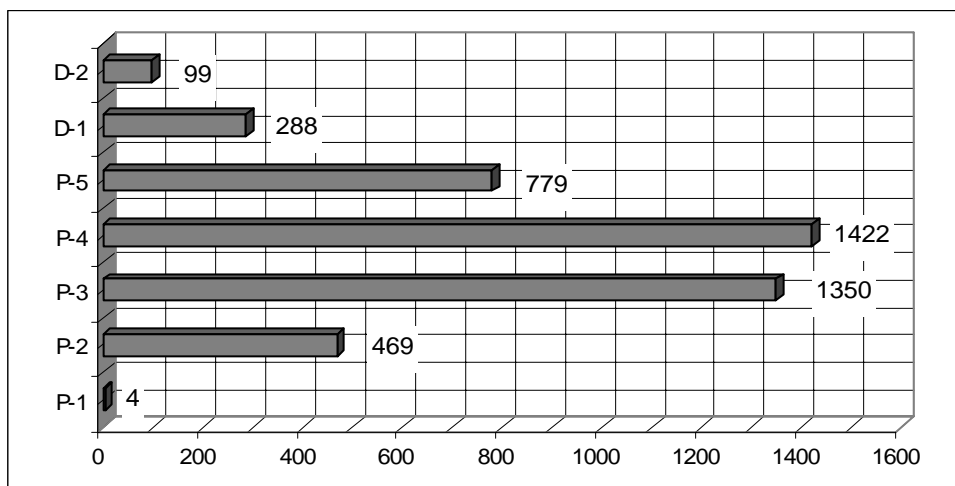
Figure 5
Grade distribution, General Service category, as at 30 June 2004
(population: 6,724)
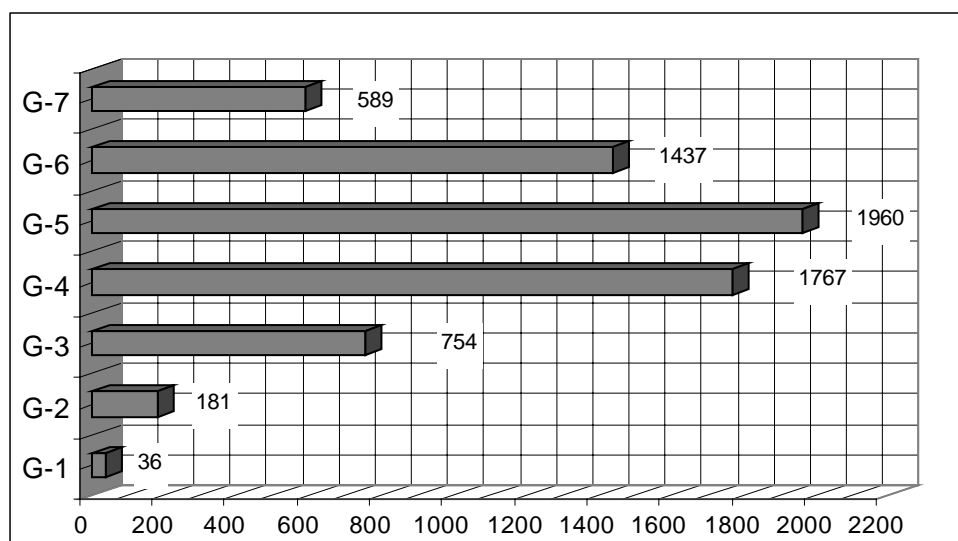
Staff by department or office

43.   Figure 6 shows the breakdown of staff by department or office. Sixty-nine per cent of all Secretariat staff serve in 12 departments and offices[3] with more than 450 staff.[4] Overall the Department of Management employs the most staff (11.5 per cent, or 1,334 staff) in New York, followed by the Department for General Assembly and Conference Management (9.6 per cent, or 1,108 staff). Staff at United Nations Headquarters [in New York] represent 41.5 per cent of all staff in the Secretariat. Offices away from Headquarters (Geneva, Nairobi, Vienna, Bangkok, Addis Ababa, Santiago and Beirut) make up 48.9 per cent of the staff, with the largest number at the United Nations Office at Geneva (19.9 per cent). Secretariat staff serving in field missions comprise the remaining 9.6 per cent of the staff.

Figure 6
Number of staff, by department, as at 30 June 2004
(population: 11,579)
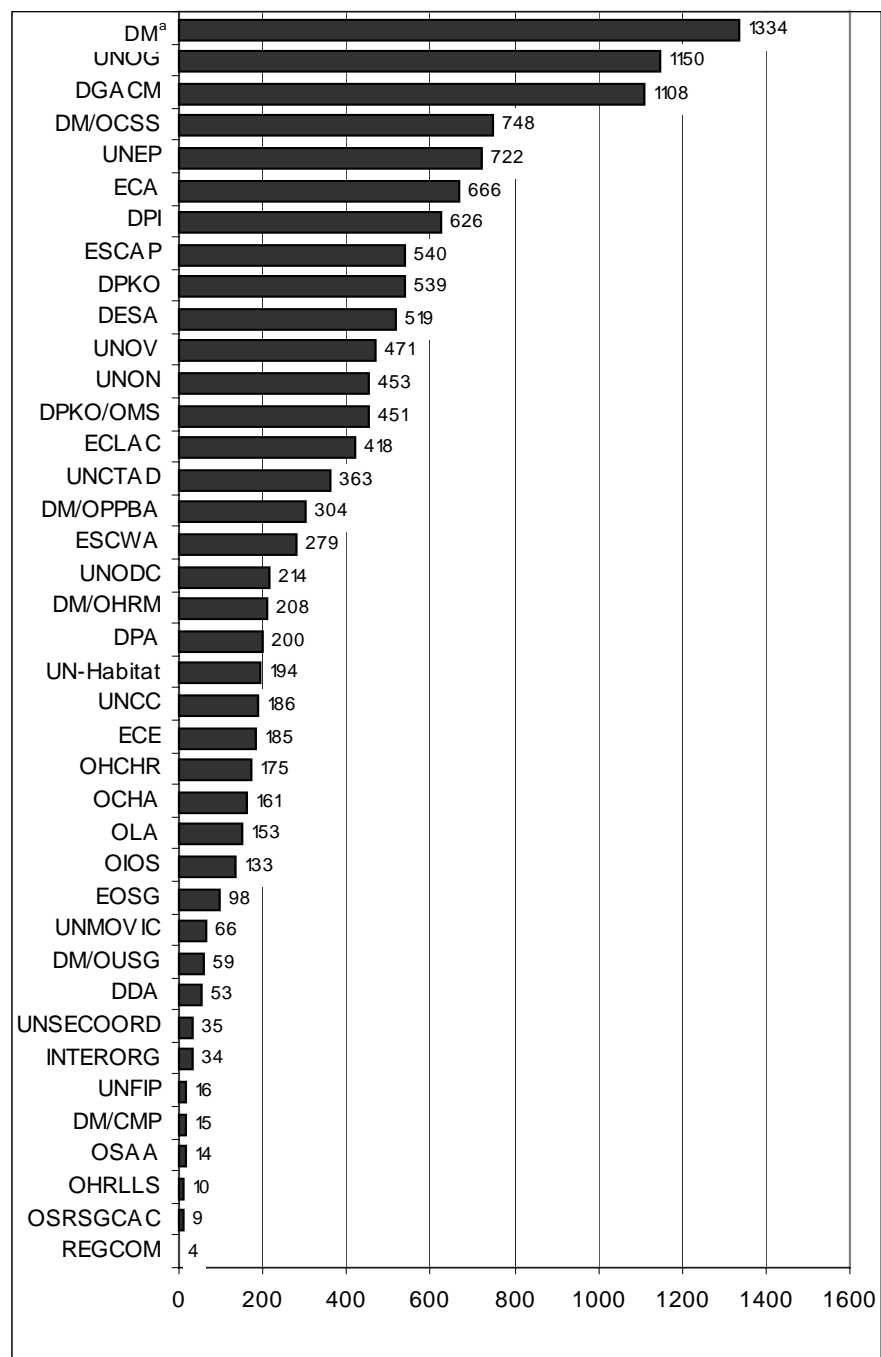
Department	Number
DM[a]	1334
UNOG	1150
DGACM	1108
DM/OCSS	748
UNEP	722
ECA	666
DPI	626
ESCAP	540
DPKO	539
DESA	519
UNOV	471
UNON	453
DPKO/OMS	451
ECLAC	418
UNCTAD	363
DM/OPPBA	304
ESCWA	279
UNODC	214
DM/OHRM	208
DPA	200
UN-Habitat	194
UNCC	186
ECE	185
OHCHR	175
OCHA	161
OLA	153
OIOS	133
EOSG	98
UNMOVIC	66
DM/OUSG	59
DDA	53
UNSECOORD	35
INTERORG	34
UNFIP	16
DM/CMP	15
OSAA	14
OHRLLS	10
OSRSGCAC	9
REGCOM	4

[a] DM refers to the aggregated data of the Office of the Under-Secretary-General, the Office of Programme Planning, Budget and Accounts, the Office of Human Resources Management and the Office of Central Support Services, and the Office of the Capital Master Plan of the Department of Management.

Staff by nationality

44.   More than 71 per cent of all staff come from 23 Member States which have more than 100 nationals as staff members. There are more than 400 nationals in the Secretariat from each of the following six Member States: Ethiopia, France, Kenya, the Philippines, the United Kingdom of Great Britain and Northern Ireland and the United States of America. Inclusion of staff in the General Service and related categories in the statistics increases the number of staff from Member States that host United Nations headquarters or other major offices and regional commissions (Austria, Chile, Ethiopia, Kenya, Lebanon, Switzerland, Thailand and the United States of America). Inclusion of staff in the General Service and related categories also increases the number of Member States represented in the Secretariat by staff of all categories. Currently 13 Member States are unrepresented in all staff categories[5] as compared to 15 for staff in posts subject to geographical distribution.
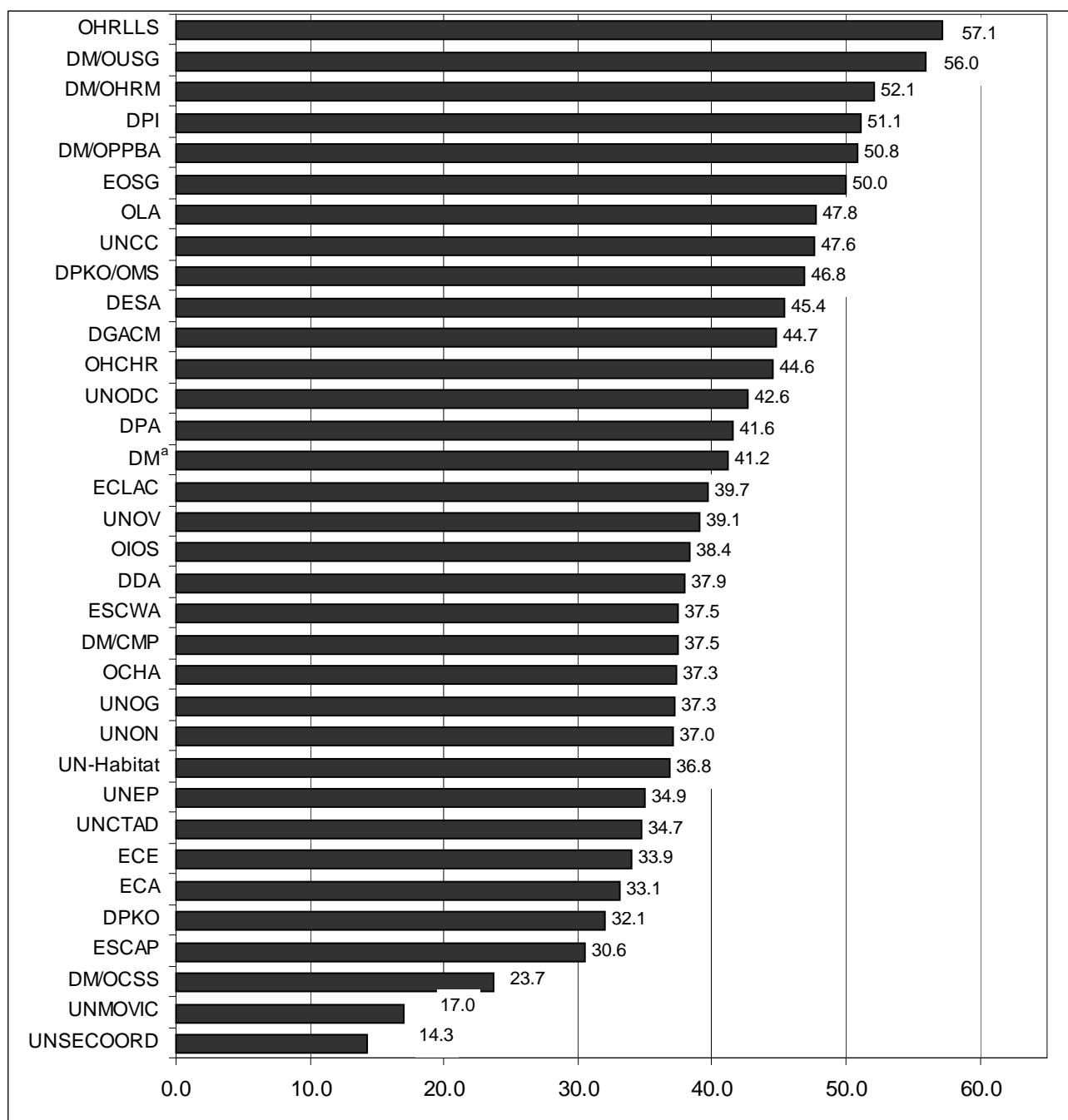
Staff by gender

45.   The global gender distribution of Secretariat staff shows an almost evenly balanced female/male staff distribution (51.6/48.4). This global figure does not indicate important differences in gender representation by grade, category and by department or office.

46.   The two most senior grades of the Secretariat (Under-Secretary-General and Assistant Secretary-General) have a low female staff representation (22.2 per cent of 48 staff). The numbers of female staff also registered low in the Director category (34.1 per cent of 387 staff). Currently, the female representation levels at the D-2 and D-1 grades stand at 33.3 per cent and 34.4 per cent, respectively. In the Professional category, the proportion of female staff is 40.5 per cent. It is higher at entry levels, where numbers are close to or above the General Assembly mandate of gender parity (52.2 per cent of 469 staff for P-2; 45.2 per cent of 1,350 staff for P-3). Female staff constitute the majority (62.1 per cent of 6,724 staff) in the General Service category. Two specific groups continue to have very low female staffing: the Trades and Crafts category (3.5 per cent of 172 staff, practically unchanged compared to 3.6 per cent in 1999) and the Security and Safety Service (11.6 per cent of 224 staff, although showing a marked improvement compared to 5.8 per cent in 1999 — an increase of 5.8 per cent).

47.   Figure 7 indicates that in six departments and offices there is either gender parity or the number of women exceeds that of men in the Professional and higher categories. However, aggregating the data of the various offices under the Department of Management (the Office of the Under-Secretary-General, the Office of Programme, Planning, Budget and Accounts, the Office of Human Resources Management and the Office of Central Support Services) reduces to three the number of departments or offices having met or exceeded the gender parity goal (the Department of Public Information, with 221 Professional staff; the Office of the Secretary-General, with 44 Professional staff and the Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, with 7 Professional staff). Nine departments and offices have between 40 and 49 per cent female staff, sixteen departments and offices have between 30 and 39 per cent female Professionals and three departments and offices[6] have less than 30 per cent women Professionals.

Figure 7
**Female staff representation in the Professional and higher categories as at
30 June 2004 (percentage)
(population: 11,579)**

Entity	Percentage
OHRLLS	57.1
DM/OUSG	56.0
DM/OHRM	52.1
DPI	51.1
DM/OPPBA	50.8
EOSG	50.0
OLA	47.8
UNCC	47.6
DPKO/OMS	46.8
DESA	45.4
DGACM	44.7
OHCHR	44.6
UNODC	42.6
DPA	41.6
DM[a]	41.2
ECLAC	39.7
UNOV	39.1
OIOS	38.4
DDA	37.9
ESCWA	37.5
DM/CMP	37.5
OCHA	37.3
UNOG	37.3
UNON	37.0
UN-Habitat	36.8
UNEP	34.9
UNCTAD	34.7
ECE	33.9
ECA	33.1
DPKO	32.1
ESCAP	30.6
DM/OCSS	23.7
UNMOVIC	17.0
UNSECOORD	14.3

[a] DM refers to the aggregated data of the Office of the Under-Secretary-General, the Office of
Programme Planning, Budget and Accounts, the Office of Human Resources Management
and the Office of Central Support Services, and the Office of the Capital Master Plan of the
Department of Management.

48. The overall ratio of female to male staff in the Professional and higher categories is 39.7 per cent (1,772 out of 4,459 total staff). The percentage of female staff is still below the mandated 50/50 goal of the General Assembly in a majority of departments and offices.

49. The departmental human resources action plans are an essential tool for assisting the departments and offices of the Secretariat to set and monitor effective compliance with the gender targets. The Office of Human Resources Management is working closely with the heads of departments and offices through human resources planning sessions, focusing on various human resources issues, among them gender balance. An overview of the current status, up-to-date achievements and future activities in the human resources planning process are detailed in a separate report to the General Assembly on human resources management reform (A/59/263).

50. A number of initiatives at the policy level aimed at reaching the gender balance target in the Secretariat are being formulated. At the same time, initiatives aimed at strengthening departmental self-monitoring and oversight to assist heads of departments in achieving gender balance are in the process of implementation. A comprehensive review of progress made towards the goal of 50/50 gender distribution, including, inter alia, the factors affecting progress, and proposals to improve gender representation will be considered in a separate report to the General Assembly (A/59/263/Add.2).

Staff by appointment type

51. The proportion of permanent appointments compared with other types of contracts in the Secretariat is illustrated in figure 8. The proportion of permanent appointments differs by category: 43.7 per cent of Directors (169 staff), 49.9 per cent of Professionals (2,007 staff) and 32.5 per cent of the General Service and related staff (2,314 staff) have permanent appointments. Among staff with permanent appointments, 83.1 per cent are against regular budget posts and 16.9 per cent are against extrabudgetary posts. While 50.3 per cent of staff who are against regular budget posts have permanent appointments, only 18.3 per cent of staff who are against extrabudgetary posts have permanent appointments.

52. The current percentage of permanent appointments for posts subject to geographical distribution is 55.7 per cent (1,400 out of 2,515 staff). The percentage of permanent appointments for posts subject to geographical distribution has continued to decrease for a fifth year and remains below the ceiling of 70 per cent set by the General Assembly in its resolution 51/226 of 3 April 1997.

53. The percentage of permanent and fixed-term appointments varies across departments and offices: UNCC (1 per cent), UNEP (3.5 per cent) and UNMOVIC (9.1 per cent) have the fewest number of permanent appointees among their staff, as compared with DGACM (71.4 per cent), DESA (60.7 per cent), OLA (56.2 per cent) and DPA (52 per cent), which have the highest.

Figure 8
**Staff distribution, by type of appointment, as at 30 June 2004
(population: 11,579)**

1.8%

38.8%

59.4%

☐ Permanent   ☐ Fixed-term   ▥ Probationary
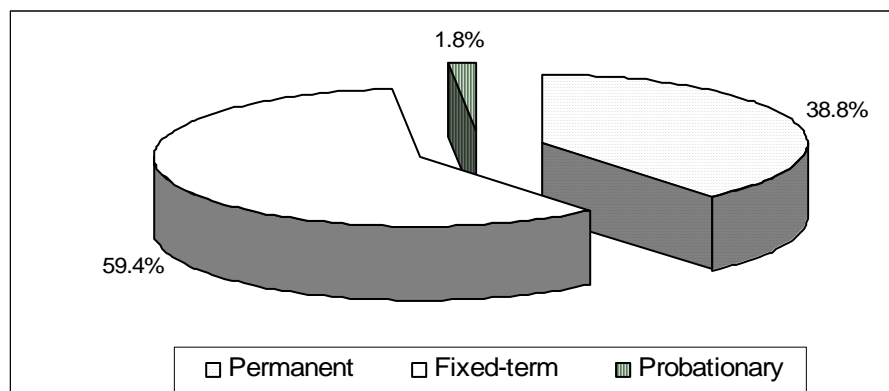
Staff by age

54.   As at 30 June 2004, the average age of the staff was 46 years, which is the same as at 30 June 2003. More than 57 per cent of all Secretariat staff are older than 45, 27 per cent are younger than 40 and only 4.8 per cent are younger than 30. This pattern is illustrated in figures 9 and 10, which show, respectively, the age distribution of the female and male staff and the distribution of age groups in the Secretariat. Apart from the Under-Secretaries-General and the Assistant Secretaries-General (average age of 59.5 years), the highest average age is for Directors (54.6 years). The average age of staff in the Professional category is 46 years. The average age is relatively high at the entry level (36.7 years at the P-2 grade). In the General Service category, the average age is 44.3 years; it is 40.7 years for staff in the Security and Safety Service and 48.3 years for staff in the Trades and Crafts category.

55.   The average age of male Directors exceeds that of female Directors by about four months, while Professional male staff are on average two years older than their female colleagues. Male security officers on average are nearly five years older than their female colleagues. For General Service staff, the average age of male staff is about four months lower than that of female staff. The average age of Directors in the United Nations Office at Nairobi (49.2 years), the Office of the Under-Secretary-General in the Department of Management (50.7 years), the Office of the United Nations Security Coordinator (51.8 years), the Economic Commission for Latin America and the Caribbean (51.7 years) and the Department of Peacekeeping Operations (52.4 years) is among the lowest in the Secretariat, while in the Department of Public Information (56.8 years), the Economic and Social Commission for Western Asia (58 years) and the United Nations Monitoring, Verification and Inspection Commission (59.4 years) the average age is highest.

56.   The United Nations Compensation Commission (40.3 years), the Office of the Secretary-General (42.8 years), the Office of Legal Affairs (43.3 years), the Office for the Coordination of Humanitarian Affairs (43.5 years) and OHCHR (43.5 years) have the youngest Professionals, while the Department for General Assembly and Conference Management (48.5 years), the Economic and Social Commission for Western Asia (49.6 years) and the Office of the United Nations Security Coordinator

(50.2 years) have the oldest. The departments and offices with the lowest overall average ages are the United Nations Compensation Commission (41.7 years), the Economic and Social Commission for Western Asia (43.3 years) and the Department of Peacekeeping Operations (43.6 years), while the Department for General Assembly and Conference Management (48.4 years), the Department of Economic and Social Affairs (48.1 years), the United Nations Monitoring, Verification and Inspection Commission (48 years) and the Office of Mission Support of the Department of Peacekeeping Operations (47.7 years) have the highest.

Figure 9
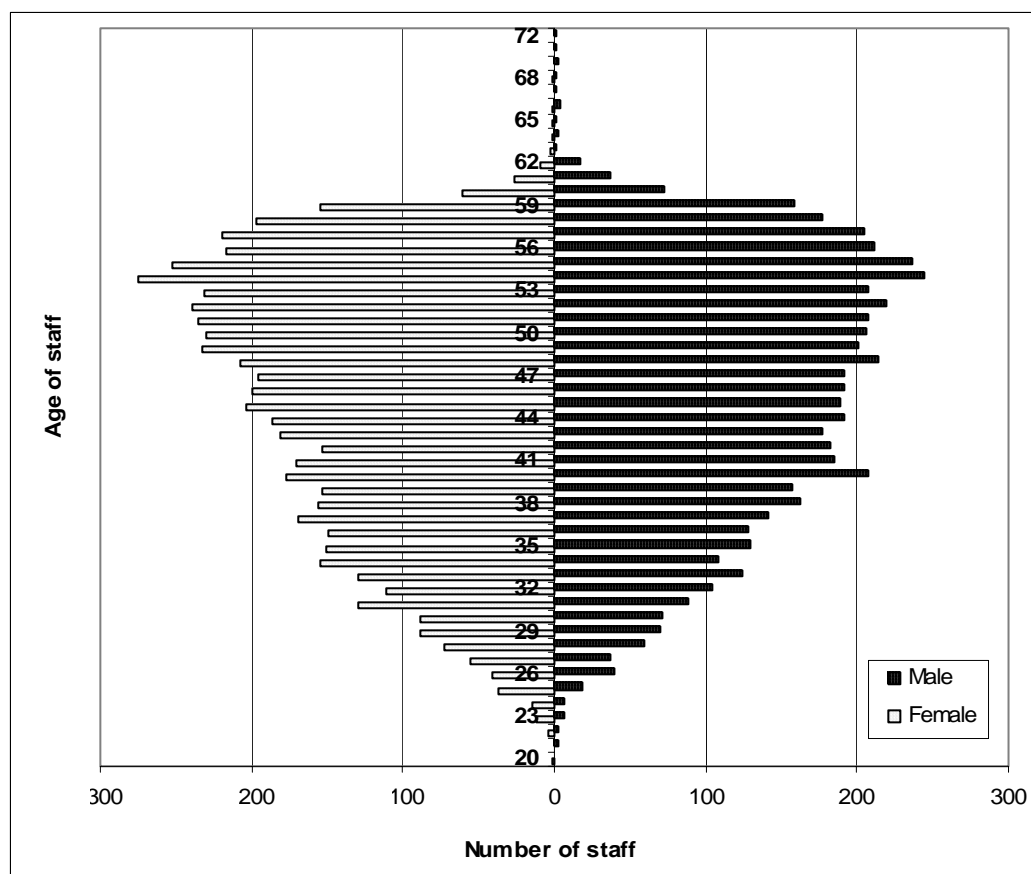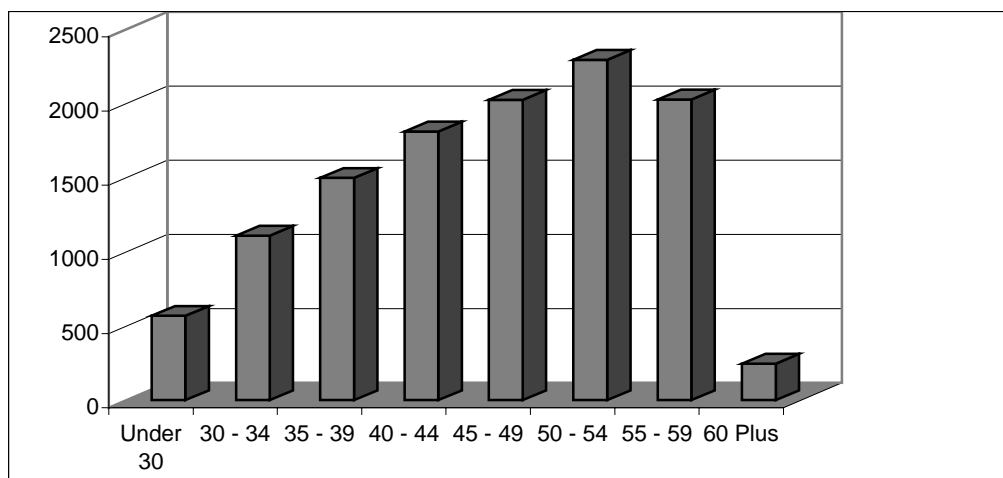**Age distribution of staff, by gender, as at 30 June 2004**
(population: 11,579)

Figure 10
Distribution of age groups in the Secretariat, as at 30 June 2004
(population: 11,579)

Staff by length of service

57.	Length of service is an indicator of the experience acquired in the Organization. The average length of service for all staff and all types of appointments is 16.5 years (13.6 years for Directors, 10.7 years for Professionals and 13.2 years for staff in the General Service and related categories).

58.	The average length of service for staff with permanent appointments is 20.7 years (23.7 years for Directors, 16.1 years for Professionals and 24.3 years for staff in the General Service and related categories). Longer service time for Directors correlates with their higher average age. The average length of service of staff holding a fixed-term appointment of one year or more is 7.3 years (5.8 years for Directors, 5.8 years for Professionals and 7.9 years for staff in the General Service and related categories). A shorter service time for Professionals as a whole and for Directors compared to the overall average length of service is associated with higher turnover rates for fixed-term appointees and shorter career expectations.

59.	Average length of service by department and office for all appointments varies from 6.2 years (the United Nations Compensation Commission), 6.9 years (the United Nations Monitoring, Verification and Inspection Commission), 7.8 years (the Office of the United Nations Security Coordinator), 8 years (the Office for the Coordination of Humanitarian Affairs) and 8.8 years (the United Nations Environment Programme) at the low end to 16.2 years (the Department for General Assembly and Conference Management), 15.9 years (the Economic and Social Commission for Asia and the Pacific and the Office of Central Support Services of the Department of Management), 15.5 years (the Department of Economic and Social Affairs) and 15.3 years (ECLAC) at the high end. A lower than average service duration may reflect a younger staff population, more recent recruits, a higher staff turnover rate, recent establishment of office, time-limited duration or a combination of the above. Average length of service at the departmental or office level higher than the Secretariat average length of service reflects an older population with a lower turnover rate.

B. Movements of staff from 1 July 2003 to 30 June 2004

60. The analysis presented below is based on the movements of staff which includes recruitment, separation, promotion and transfer between departments and offices in the population covering staff under the 100 series with appointments of one year or more in the Secretariat, in conformity with the criteria explained under endnote 2, during the period from 1 July 2003 to 30 June 2004. This population includes Professional and higher categories, as well as General Service and related categories.

Recruitment of staff

61. Figure 11 illustrates that, between 1 July 2003 and 30 June 2004, 425 staff were recruited for the Secretariat (58.1 per cent on initial appointment and 41.9 per cent on reappointment) for posts under the 100 series with appointments of one year or more in the considered population. Recruitments have been highest into the Professional category (308 staff, 72.5 per cent of all recruitments) especially in the Department of Management (43 staff, or 10.1 per cent of all recruitments), the Department of Peacekeeping Operations (29 staff, or 6.8 per cent of all recruitments), the Department of Economic and Social Affairs (23 staff, or 5.4 per cent), the United Nations Environment Programme (23 staff, or 5.4 per cent of all recruitments), the Department for General Assembly and Conference Management (20 staff, or 4.7 per cent of all recruitments) and the Economic Commission for Africa (20 staff, or 4.7 per cent of all recruitments).

62. A total of 92 recruitments at the P-2 level accounted for 21.6 per cent of all recruitments and more than a quarter of all recruitments in the Professional category (29.9 per cent). A large number (28.4 per cent) of P-2 recruitments occurred in the Department of Management (12 staff, or 13 per cent), the Department of Economic and Social Affairs (10 staff, or 10.9 per cent), the Department for General Assembly and Conference Management (9 staff, or 9.8 per cent), the Department of Public Information (7 staff, or 7.6 per cent) and the Economic and Social Commission for Asia and the Pacific (7 staff, or 7.6 per cent). In the Director category, 32 staff (7.5 per cent of all recruitments) were recruited. Among 32 newly recruited Directors, 6 were for UNEP, 4 were for the Department of Economic and Social Affairs and 4 for the Department of Peacekeeping Operations.

63. Recruitments in the General Service and related categories, with the introduction of the suspension of recruitment in this category in accordance with General Assembly resolution 58/270, has decreased to 78 staff (or 18.4 per cent of all recruitments) compared to 140 staff in the previous reporting period. The departments and offices that have especially benefited from this recruitment were the Office of Central Support Services of the Department of Management (24 staff, or 5.6 per cent of all recruitments), UNEP (7 staff, or 1.6 per cent of all recruitments) and the United Nations Office at Geneva (7 staff, or 1.6 per cent of all recruitments).

64. Women accounted for 44.5 per cent of all staff recruited (189 women out of 425 staff) during the period from 1 July 2003 to 30 June 2004, compared to 44.6 per cent in the previous reporting period. Among recruitments into the Professional category, 42.5 per cent were women (131 out of 308 recruitments) and in the Director category, women registered a population of 37.7 per cent (12 out of 32

recruitments). In the General Service and related categories, 43 were women among a total of 78 recruitments (55.1 per cent).

65.   The Office of Central Support Services of the Department of Management accounted for 10.1 per cent of all recruitments (43 staff) between 1 July 2003 and 30 June 2004, followed by UNEP (8.5 per cent, or 36 staff), the Department of Peacekeeping Operations (8.1 per cent, or 34 staff), the Department of Economic and Social Affairs (7.1 per cent, or 30 staff), the Department for General Assembly and Conference Management (6.8 per cent, 29 staff), and the Economic Commission for Africa (6.4 per cent, 27 staff). Recruitments comprised of fixed-term appointments (75.5 per cent, 321 staff), new probationary appointments (22.6 per cent, or 96 staff) and permanent appointments (1.9 per cent, or 8 staff).

Figure 11
Recruitments by gender, from 1 July 2003 to 30 June 2004
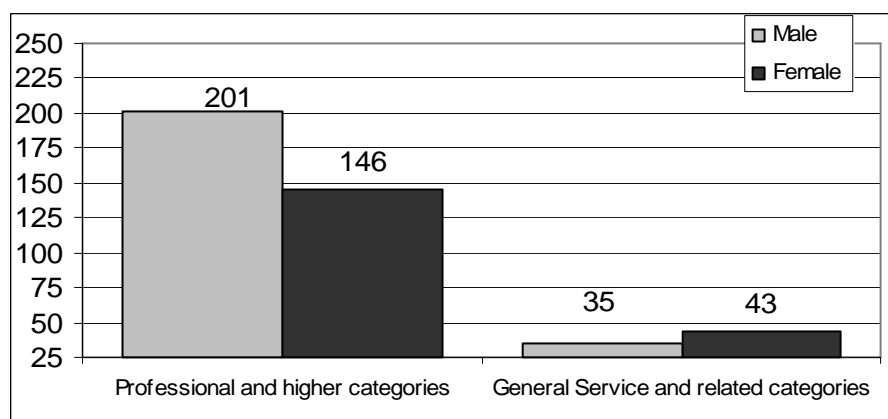

Separation of staff

66.   Separation is defined as the movement of staff out of the Secretariat owing to retirement, resignation, expiry of appointment, agreed termination, inter-agency transfer, termination for health reasons, death, dismissal for misconduct, termination or abandonment of post. Between 1 July 2003 and 30 June 2004, 794 staff separated, compared to 627 separations registered during the period 1 July 2002 to 30 June 2003. Among them, 81.6 per cent were due to retirements (311, 39.2 per cent), resignations (173, 21.8 per cent) and expiry of appointments (164, 20.7 per cent). Separations mirrored more or less the distribution of staff by category and level (7.3 per cent Directors and above, 33.6 per cent Professionals and 59.1 per cent staff in the General Service and related categories). A total of 27 staff at the P-2 level separated, accounting for 3.4 per cent of all separations and 10.1 per cent of separations at the Professional level, among which 8 were resignations. Separations of female staff accounted for 46.7 per cent of all staff departures. As indicated in figure 12, while separations of female staff in the Professional and higher categories accounted for 30.8 per cent, in the General Service and related categories separations of female staff constituted 57.8 per cent. A majority of staff who separated came from the United Nations Office at Geneva (81 staff), the Department of Management (77 staff), the Department for General Assembly and Conference Management (73 staff), the Department of Public Information (68 staff), UNEP (39

staff), the Department of Peacekeeping Operations (39 staff), ECLAC (38 staff), ECA (36 staff), the Office of Mission Support of the Department of Peacekeeping Operations (36 staff), the United Nations Office at Nairobi (29 staff), the Department of Economic and Social Affairs (28 staff) and the United Nations Compensation Commission (27 staff).

67. Between 1 July 2003 and 30 June 2004, a total of 173 staff resigned, amounting to 21.8 per cent of all separations. Resignations included one Assistant Secretary-General, five Directors, 42 staff in the Professional category and 125 in the General Service and related categories. In the Professional category, the majority of resignations were by staff at the P-3 level (33.3 per cent, or 14 staff), followed by P-4s (26.2 per cent, 11 staff) and P-2s (19 per cent, 8 staff).

Figure 12
Separations by gender, from 1 July 2003 to 30 June 2004
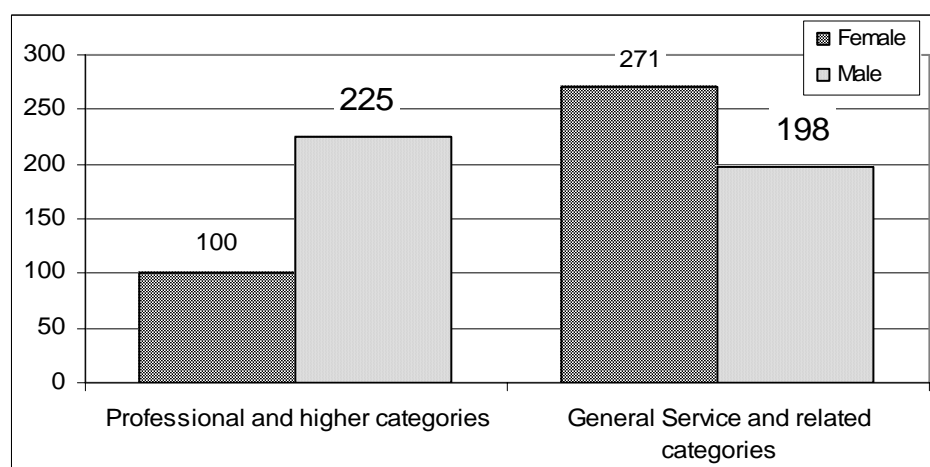
Promotion of staff

68. Promotion is defined as the movement of staff to a higher grade, except for movement to the Professional category of staff from the General Service and related categories, which is considered "recruitment", pursuant to General Assembly resolution 55/258. During the period between 1 July 2003 and 30 June 2004, 1,111 promotions were registered in the Secretariat. The gender distribution of the promotions showed the percentage breakdown to be 49/51 in favour of male staff. Among the promotions, women were 47.5 per cent in the Director category, 47.2 per cent in the Professional category and 49.3 per cent in the General Service and related categories.

69. The Department of Management (204), the Department for General Assembly and Conference Management (122), the United Nations Office at Geneva (119), the United Nations Office at Vienna (100), the Department of Peacekeeping Operations (64) and the Department of Public Information (58) had more than 50 promotions in 2003/04. The United Nations Fund for International Partnerships (1), the Office of the United Nations Security Coordinator (2), the United Nations Monitoring, Verification and Inspection Commission (2), the Office of Mission Support of the

Department of Peacekeeping Operations (4), the United Nations Human Settlements Programme (6) and the Department for Disarmament (8) had the fewest promotions.

Transfer of staff

70. Transfers are defined as lateral staff movements, with a change of assignment involving two departments or offices at one or more duty stations. During the period under review, there were 257 transfers Secretariatwide. A greater number of transfers by female staff (62.3 per cent of the total number of transfers) were registered, compared to male staff. Transfers among staff with fixed-term appointments (63.4 per cent) were high compared to the staff with permanent appointments (34.6 per cent) and probationary appointments (2 per cent).

71. Most transfers occurred into or out of the Department of Management (40), the Department of Peacekeeping Operations (29), and the United Nations Office at Geneva (24), followed by the Department of Economic and Social Affairs (20), the Department for General Assembly and Conference Management (17) and the Department of Public Information (17).

72. In section VIII of its resolution 57/305, the General Assembly approved the Secretary-General's proposal contained in his report (A/56/816) on placement of staff members serving in the Executive Office of the Secretary-General and requested him to report on the implementation of the procedure. During the reporting period from 1 July 2003 to 30 June 2004, the procedure has applied to two staff members at the D-1 and P-3 levels, who were transferred to posts at the same level in departments or offices outside the Executive Office of the Secretary-General.

Turnover of staff

73. Turnover rates are based on the calculation of a standard labour turnover index, which is obtained by comparing the number of actual staff departures over the period from 1 July 2003 to 30 June 2004, with the number of active staff as at 1 July 2003. Turnover rates for 2003/04 are presented in table 8 by category of staff and take into account all causes of separation, except expiration of appointment. While the turnover for Directors is 100 per cent higher than that of the staff as a whole, the turnover for staff in the Professional category is close to the overall turnover rate. Current turnover percentages for Professionals and Directors help to open up promotion and recruitment prospects and are central to staff-replacement plans.

Table 8
**Turnover rates for the period from 1 July 2003 to 30 June 2004**

Directors	11.0 per cent
Professional category	4.7 per cent
General Service and related categories	5.5 per cent
Total staff	**5.4 per cent**

C. Forecasts of anticipated retirements, 2004-2008

All Secretariat staff

74.   A total of 1,689 Secretariat staff will reach the mandatory retirement age during the next five years (14.6 per cent of the current overall workforce). An average of 338 staff will retire each year, ranging from a low of 204 in 2004 to a high of 429 in 2008. Figure 13 illustrates that 149 Directors will retire over the five-year period, accounting for 8.8 per cent of all retirements, 548 staff (32.4 per cent) will retire from the Professional category and 992 staff (58.7 per cent) from the General Service and related categories. During the period from 2004 to 2008, more women than men will retire (867 women, compared to 822 men). In the Professional and higher categories, nearly two of every three retirees will be male (P-2 to D-2: 64.8 per cent of men). This demographic situation holds important potential for substantial improvement of geographical and gender distribution.

Figure 13
Anticipated retirements, by category, from 2004 to 2008
(Total anticipated retirements: 1,689)
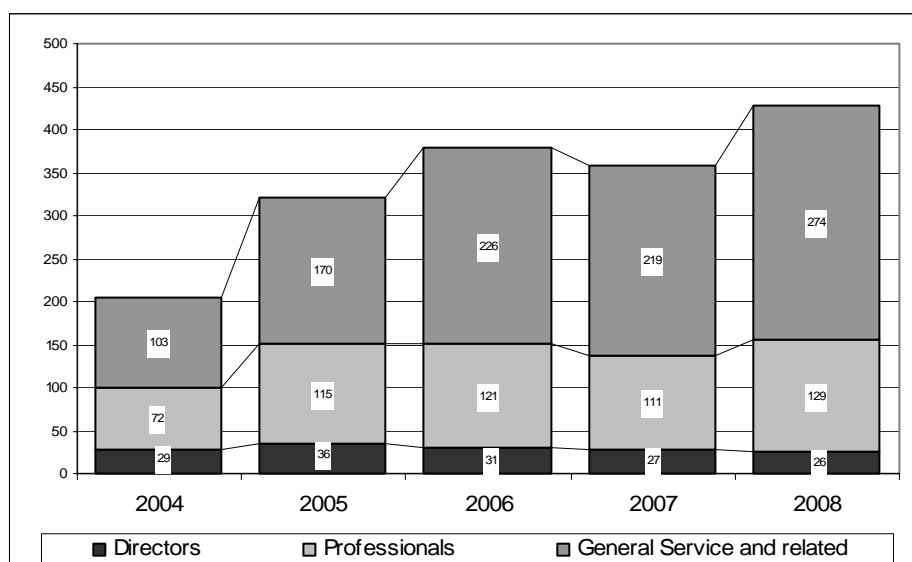
75. Retirement rates at senior levels (P-5, D-1 and D-2) will be important in a number of departments. The following subparagraphs contain a comparison of the number of expected retirements at these levels by department and office, with their present staff strength, in the Professional and higher categories. Departments and offices have been divided into two groups corresponding to the percentage of their strategic replacement needs:

(a) Departments and offices with low strategic replacement needs (less than 5 per cent replacement of their present staff in the Professional and higher categories): the Department of Peacekeeping Operations, the Economic Commission for Latin America and the Caribbean, the United Nations Compensation Commission and the United Nations Office at Nairobi;

(b) Departments and offices with medium strategic replacement needs (between 5 and 15 per cent of their present staff in the Professional and higher categories): the Department for Disarmament Affairs, the Department for General Assembly and Conference Management, the Department of Management (the Office of the Under-Secretary-General, the Office of Central Support Services, the Office of Human Resources Management and the Office of Programme Planning, Budget and Accounts), the Department of Public Information, the Economic Commission for Africa, the Economic Commission for Europe, the Economic and Social Commission for Asia and the Pacific, the Office of Mission Support of the Department of Peacekeeping Operations, the Office for the Coordination of Humanitarian Affairs, the Office of the United Nations High Commissioner for Human Rights, the Office of Internal Oversight Services, the Office of Legal Affairs, the Office of the Secretary-General, the United Nations Conference on Trade and Development, the United Nations Environment Programme, the United Nations Fund for International Partnerships, the United Nations Human Settlements Programme, the United Nations Monitoring, Verification and Inspection Commission, the United Nations Office on Drugs and Crime, the United Nations Office at Geneva, the United Nations Office at Vienna and the Office of the United Nations Security Coordinator;

(c) Departments and offices with high strategic replacement needs (over 15 per cent of their present staff in the Professional and higher categories): the Department of Economic and Social Affairs, the Office of the Capital Master Plan of the Department of Management, the Department of Political Affairs and the Economic and Social Commission for Western Asia.

76. Monitoring of expected staff retirements in the P-5, D-1 and D-2 grades helps to forecast staff replacement requirements. Replacement needs for the P-5 grade for the coming five years are 29.1 per cent of their present number. At the D-2 and D-1 grades they are higher, namely, 38.5 per cent. This is illustrated in table 9.

Table 9
**Replacement needs, due to retirement, at the D-1/D-2 and P-5 grades, from 2004 to 2008**

Year	All posts			Posts subject to geographical distribution		
	D-1/D-2	*P-5*	*Total*	*D-1/D-2*	*P-5*	*Total*
2004	29	26	**55**	22	21	**43**
2005	36	56	**92**	33	32	**55**
2006	31	51	**82**	28	30	**58**
2007	27	44	**71**	25	26	**51**
2008	26	50	**76**	18	31	**49**
Total	**149**	**227**	**376**	**126**	**140**	**266**

Staff occupying posts subject to geographical distribution

77. Of the current 2,515 staff on posts subject to geographical distribution, 463 will retire between 2004 and 2008 (18.4 per cent). Retirements will average 93 staff members a year, ranging from a low of 73 in 2004 to a high of 104 in 2005. Figure 14 indicates the breakdown between the Director and Professional categories.

78. All staff on posts subject to geographical distribution from four countries[7] will retire in the next five years, while 13 countries[8] will see their current staff reduced by more than 50 per cent, as a result of retirement. Fifty-five countries[9] will have their staff reduced by between 20 and 50 per cent, 24 countries[10] by 10 to 20 per cent and 10 countries[11] by 1 to 10 per cent. There will be no retirements for staff from the remaining 85 represented countries in the coming five years.

Figure 14
Anticipated retirements, by category, from 2004 to 2008, for staff in posts subject to geographical distribution
(Total anticipated retirements: 463)
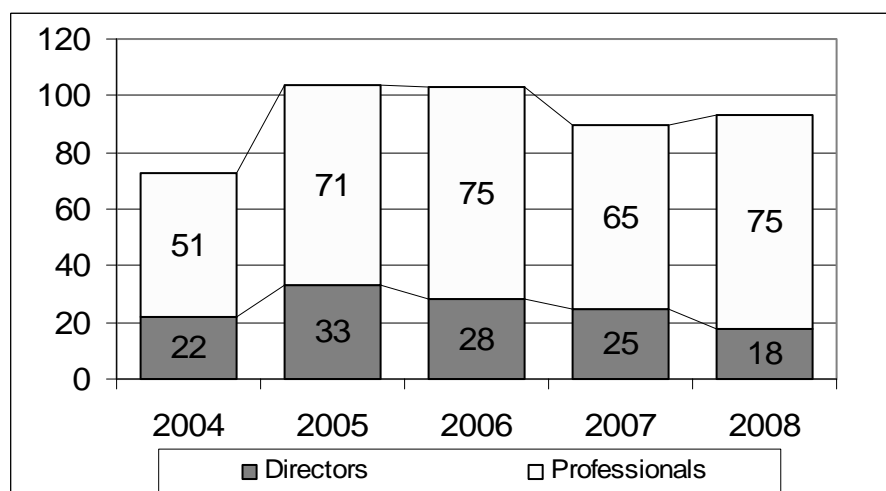
V. Conclusion

79. The General Assembly is invited to take note of the present report.

Notes

[1] An additional national competitive examination, which is not counted in the seven occupational groups mentioned above, will be held in September 2004 for associate radio producers in the Arabic, Russian and Spanish languages.

[2] The following two populations have been defined for analytical purposes:

Population 1: All Secretariat personnel, irrespective of source of funding, holding an appointment of one year or more under the 100 series of the Staff Rules, with the exception of mission appointees, Field Service staff and language teachers. As at 30 June 2004, the size of this population was 11,579, which includes the following categories:

- Under-Secretary-General and Assistant Secretary-General

- Director (D-2) and Principal Officer (D-1), hereafter referred to as the Director category

- Senior, First, Second, Associate and Assistant Officer (P-5, P-4, P-3, P-2 and P-1), hereafter referred to as the Professional category

- General Service (G-7 to G-1) and related categories (Security Service and Trades and Crafts) hereafter referred to as the General Service and related categories

Population 2: All Secretariat staff, irrespective of source of funding, with the same restrictions as population 1, in the Professional and higher categories (4,459).

[3] This does not include the aggregated total staff covering four offices under the Department of Management.

[4] Departments and offices with more than 450 staff are the United Nations Office at Geneva, the Department for General Assembly and Conference Management, the Office of Central Support Services of the Department of Management, the United Nations Environment Programme, the Economic Commission for Africa, the Department of Public Information, the Economic and Social Commission for Asia and the Pacific, the Department of Peacekeeping Operations, the Department of Economic and Social Affairs, the United Nations Office at Vienna, the United Nations Office at Nairobi and the Office of Mission Support of the Department of Peacekeeping Operations.

[5] Unrepresented Member States: Brunei Darussalam, Comoros, Guinea-Bissau, Kiribati, Liechtenstein, Marshall Islands, Monaco, Nauru, Palau, Samoa, Sao Tome and Principe, Timor-Leste, Turkmenistan and United Arab Emirates.

[6] The Office of Central Support Services of the Department of Management (131 Professional staff); the United Nations Monitoring, Verification and Inspection Commission (47 Professional staff) and the Office of the United Nations Security Coordinator (21 Professional staff).

[7] Angola, Chad, Malta and Yemen.

[8] Barbados, Democratic Republic of the Congo, Ecuador, Gambia, Iraq, Liberia, Malawi, Mauritius, Oman, Panama, Sierra Leone, Somalia and the Transitional Islamic State of Afghanistan.

[9] Algeria, Bangladesh, Benin, Burkina Faso, Cambodia, Cape Verde, Chile, Colombia, Costa Rica, Congo, Cyprus, Dominican Republic, Egypt, El Salvador, Ethiopia, Finland, Greece, Guatemala, Guyana, Haiti, Iran (Islamic Republic of), Ireland, Israel, Jamaica, Jordan, Kenya, Lebanon, Mauritania, Mexico, Morocco, Nepal, Netherlands, Nigeria, Pakistan, Peru, Poland, Russian Federation, Saint Kitts and Nevis, Saudi Arabia, Senegal, Singapore, Slovenia, Sudan, Suriname, Swaziland, Switzerland, Syrian Arab Republic, Togo, Turkey, Tunisia, United

Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Viet Nam and Zambia.

[10] Australia, Belarus, Belgium, Brazil, Bulgaria, Cameroon, Canada, China, Cuba, Denmark, Eritrea, France, Germany, Malaysia, Mali, New Zealand, Philippines, Serbia and Montenegro, Sri Lanka, Sweden, Thailand, Uganda, Ukraine and Uruguay.

[11] Argentina, Austria, Ghana, India, Italy, Japan, Republic of Korea, Spain, Trinidad and Tobago and Zimbabwe.

Annex

Comprehensive statistical tables