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Programme budget for the biennium 2018–2019

Standards of accommodation for air travel

Report of the Advisory Committee on Administrative and Budgetary Questions

I. Introduction

1. The Advisory Committee on Administrative and Budgetary Questions has considered the report of the Secretary-General on standards of accommodation for air travel ([A/73/705](#)). During its consideration of the report, the Committee met with representatives of the Secretary-General, who provided additional information and clarification, concluding with written responses dated 13 February 2019.

2. The report of the Secretary-General was submitted in accordance with General Assembly resolutions [42/214](#), [45/248 A](#), [53/214](#), [63/268](#), [65/268](#), [67/254 A](#), [69/274 A](#), [71/272 B](#) and [72/262 B](#), and decisions 44/442 and 46/450, as well as decision 57/589, in which the Assembly requested the Secretary-General to submit his report on a biennial basis. The report provides information on standards of accommodation for air travel for the two-year period ended 30 June 2018 and comparative statistics for the two-year period ended 30 June 2016, including a proposal by the Secretary-General to implement a single threshold for the use of business class by staff below the level of Assistant Secretary-General (and eligible family members).

II. Observations and recommendations of the Advisory Committee

1. Standards of accommodation for air travel

Exceptions authorized by the Secretary-General

3. Details with respect to exceptions for the standard of accommodation for air travel¹ authorized by the Secretary-General are described in paragraphs 12 to 22 of

¹ The exceptions for the standard of accommodation for air travel pertain the upgrading from the entitled class to a higher class. In its resolution [72/262 B](#), the General Assembly eliminated the use of first-class travel of United Nations staff members for official travel.



his report, including statistical information and a description of the related special circumstances, as follows: (a) medical reasons; (b) unavailability of the regular standard of accommodation for air travel, for example, travel required on a specific date; (c) the traveller is considered to be an eminent person (a current or former Head of State or Government) or a prominent person (a current or former cabinet minister or a significant international figure in the political, scientific, economic, humanitarian or cultural arenas); or (d) the traveller is required to undertake an arduous journey owing to exigencies of service.

4. In his report, the Secretary-General indicates that, between 1 July 2016 and 30 June 2018, there was a decrease in the number of exceptions authorized by the Secretary-General and in the total additional cost, mainly owing to the application of more restrictive criteria for travellers under the eminent and prominent categories, in accordance with the request of the General Assembly in its resolution [72/262 B](#).² In that resolution, the Assembly also decided to eliminate the use of first-class travel of United Nations staff members for their official travel and requested the Secretary-General to encourage the voluntary use of economy- and premium economy-class travel wherever possible (resolution [72/262 B](#), paras. 14 and 17). Upon enquiry, the Advisory Committee was informed that, as promulgated in administrative instruction [ST/AI/2013/3](#), paragraph 4.4, where possible, staff members are encouraged to voluntarily downgrade their entitlement from the class immediately below first class to premium economy cabins or premium seats.

5. The Advisory Committee welcomes the decreasing trend in the use of exceptions authorized by the Secretary-General, as requested by the General Assembly in resolution [72/262 B](#). The Committee reiterates that all necessary measures should continue to be taken to further limit the use of exceptions (see also [A/71/822](#), para. 6). Furthermore, the Committee trusts that the Secretary-General will make additional efforts to encourage staff members to voluntarily downgrade from their entitled class, where possible, and requests a status update thereon in the context of the next report.

6. From 1 July 2016 to 30 June 2018, 130 exceptions to the standards of accommodation for air travel were granted to officers from the Department of Safety and Security providing close protection security services to the President of the General Assembly, the Secretary-General or the Deputy Secretary-General and their spouses, at an estimated additional cost of \$801,562, an increase over the 93 trips recorded for the previous reporting period at an estimated additional cost of \$530,565. The Advisory Committee notes that the travel of close protection security officers is no longer included in the list of circumstances warranting exceptions listed in paragraph 3 above. Upon enquiry, the Committee was informed, that as at June 2018, following a security risk assessment, only the Executive Protection Officer accompanying the Secretary-General would be travelling in first class, while security personnel accompanying other senior officials would generally be travelling, on a case-by-case basis, one level below first class (see also [ST/AI/2013/3/Amend.3](#), section 4.3). **The Committee welcomes this new practice for the travel of security personnel and looks forward to examining information on related cost savings in future reports of the Secretary-General.**

7. With respect to the process for the approval of exceptions, the Advisory Committee was informed, upon enquiry, that the authority to approve exceptions has been delegated by the Secretary-General to the Under-Secretary-General for the Department of Management Strategy, Policy and Compliance, who, in turn, has delegated such authority to the Director of the Office of the Under-Secretary-General, who is assisted in reviewing the requests by the Business Transformation and

² Prior to its request in resolution [72/262 B](#), the General Assembly also requested the Secretary-General to take action to limit the use of exceptions in its resolution [67/254](#).

Accountability Division. Moreover, requests relating to medical conditions are first submitted for review to the Department of Operational Support/Health-Care Management and Occupational Safety and Health Division, which subsequently provides medical advice to the Business Transformation and Accountability Division. **The Committee trusts that the approval process for exceptions regarding air travel will not be decentralized under the new system of delegation of authority as part of the management reform.** The Committee intends to follow up on the matter in the context of the next report of the Secretary-General.

Policy on first-class travel

8. An overview of first-class travel, such as for the travel of delegations, is provided in paragraphs 7 to 11 of the report of the Secretary-General. With respect to the International Court of Justice, the judges of the Court are entitled to travel in first class in accordance with article 1, paragraphs 2 (a) through (c), of the Travel and Subsistence Regulations of the International Court of Justice contained in the annex to General Assembly resolution [37/240](#). **The Advisory Committee points out that, owing to developments in the air travel industry, business class can be considered functionally equivalent to what was considered first class cabin travel at the time of the thirty-seventh session of the General Assembly when the aforementioned resolution was adopted (see also [A/71/822](#), para. 9). The Committee recalls that the Assembly has encouraged non-staff members entitled to travel first class, with the exception of representatives of least developed countries,³ to voluntarily downgrade to the class immediately below (see resolution [72/262 B](#), paras. 14 and 15).**

9. The Advisory Committee was informed, upon enquiry, that the President of the International Court of Justice has invited the judges of the Court to travel below first class, when possible, and that some members of the Court have already exercised prudence by choosing, on a voluntary basis, to travel in a cabin class below first class for the purposes of official and entitlement travel. **The Committee welcomes the initiative of the President of the International Court of Justice to invite the judges to travel below first class.**

2. Information on air travel activities

10. Information on air travel activities for the period from 1 July 2016 to 30 June 2018, including on travel volume, costs by travel category and standard of accommodation, as well as on adherence to the advance purchase policy, based on data from the Umoja travel module, is provided in paragraphs 23 to 47 of the report of the Secretary-General.

Umoja data

11. The Secretary-General indicates that the provision of travel data has been based on data from the Umoja travel module extracted through the business intelligence module. The Secretary-General also provides a breakdown of travel cost by Umoja travel category for all modes of travel, including non-commercial aircraft such as, inter alia, United Nations aircraft, train and motor vehicle. The Secretary-General indicates, however, that Umoja does not allow for the reporting of trips using commercial aircraft. **The Advisory Committee considers that travel costs and other data presented in the Secretary-General's report on the standards of air accommodation should only pertain to transport using commercial aircraft and should not be combined with data pertaining to other modes of air and ground transportation so as to ensure the transparency of the data provided. The**

³ In its resolution [42/214](#), the General Assembly decided that the heads of delegations of the least developed countries to the regular and special sessions of the Assembly are entitled to travel in first-class accommodation by air.

Committee recommends that the General Assembly request the Secretary-General to enhance Umoja with a capability to extract separate travel data, including the cost for travel on commercial aircraft.

12. The Advisory Committee recalls that the Umoja travel module was deployed in a phased manner, from July 2014 to November 2015, and that, as a result of this phased approach, it has not been possible to compare with data over time, as different parts of the Secretariat implemented the module at different times (A/71/822, para. 17). Upon enquiry, the Committee was provided with information showing official travel expenditures from 1 July 2014 to 30 June 2018 but was informed that a direct comparison of expenditures was still not possible. **The Committee trusts that comprehensive comparative information on travel data, extracted from the Umoja travel module, will be provided in the next report of the Secretary-General (see also para. 13 below).**

13. With respect to data available in Umoja for the purpose of ensuring adherence to the advance travel policy, the Secretary-General indicates that an online dashboard has been made available to end users, providing details on the adherence to the advance purchase policy of travellers and travel administrators, and on the processing times required by approving officers and travel-processing offices. Upon enquiry, the Advisory Committee was informed that the current Umoja advance purchase compliance business intelligence reports and the online dashboard do not include data related to the standards of accommodation. **The Committee recommends that the General Assembly request the Secretary-General to ensure the inclusion of all necessary data, including on standards of accommodation, so as to make full use of the Umoja business intelligence module and the related online dashboard, and to improve the quality and transparency of information provided to Member States.**

Adherence to the advance purchase policy

14. The Secretary-General indicates that, for the period from 1 July 2016 to 30 June 2018, overall adherence to the advance purchase policy was 33 per cent. Upon enquiry, the Advisory Committee was informed that, in the fourth quarter of 2018, the rate had increased to 37.2 per cent. Upon enquiry, the Committee was provided with information (see table below) showing figures for 2016, 2017 and 2018 on compliance with the advance purchase policy, by travel category. The information reveals that compliance has remained highest in the entitlement travel category⁴ but requires further improvement in the human resources travel category.

Table

Adherence to advance purchase policy by travel category (by subperiod)

<i>Travel category</i>	<i>July–December 2016</i>		<i>2017</i>		<i>January–June 2018</i>	
	<i>Number of trips</i>	<i>Compliance (percentage)</i>	<i>Number of trips</i>	<i>Compliance (percentage)</i>	<i>Number of trips</i>	<i>Compliance (percentage)</i>
Official travel	44 853	29	97 476	34	49 606	35
Entitlement travel	1 156	50	1 318	49	330	48
Human resources travel	2 663	23	5 610	32	2 332	36
Uniformed personnel travel	1 346	13	2 137	12	504	24
Total	50 018	29	106 541	33	52 772	35

⁴ Travel under the entitlement category includes home leave, family visit and education grant travel.

15. The Advisory Committee was also provided with a breakdown of adherence to the policy by department, office and field mission (see annex I of the present report), with 41 offices and entities (or 79 per cent) listed showing compliance rates below 50 per cent. Upon enquiry, the Committee was informed that the Department of Management Strategy, Policy and Compliance and the Department of Operational Support intend to collaborate in building awareness through a series of communication initiatives on compliance with the advance purchase policy.

16. **The Advisory Committee recalls that the General Assembly, on a number of occasions, has expressed concern regarding the low rate of compliance with the advance purchase policy directive in all travel categories (see also resolution 72/262 B, para. 4). The Committee continues to express disappointment at the persistent low overall level of compliance and reiterates that stronger efforts are required, in particular in areas where travel can be better planned by the respective offices, given that most official travel is not carried out in connection with emergency situations or unforeseen requirements (see also A/72/7/Add.44, para. 4). In addition, in the past the Committee has stressed that trips should be combined or undertaken with fewer travellers, whenever possible (see, for example, A/72/7, para. VIII. 48). Furthermore, the Committee expects that efforts and initiatives will be undertaken to increase awareness of the need to comply with the advance purchase policy and requests the Secretary-General to provide information on the measures taken in the context of the next report.**

Key performance indicators and adherence to the advance purchase policy

17. The Secretary-General indicates that the advance purchase of tickets has been added as a key performance indicator in departmental performance reporting for the biennium 2018–2019. It is expected that the increased departmental awareness resulting from the addition of this indicator will lead to an increase in the number of tickets purchased in a timely manner. Upon enquiry, the Advisory Committee was informed that adherence to the advance purchase policy as a performance measurement is not included in managerial performance evaluations for heads of departments but that heads of departments and offices are responsible and accountable for ensuring adherence to applicable policies in their areas of responsibility.

18. **The Advisory Committee recalls the request of the General Assembly that the Secretary-General hold managers accountable for the judicious use of travel resources and include the advance purchase of tickets as a key performance indicator in regular managerial and departmental performance evaluations (see resolution 72/262 B, paras. 5 and 6). The Committee regrets that the request of the Assembly has not been fully implemented. Considering the persistent low compliance rates with the advance purchase policy, the Committee recommends that the Assembly reiterate its request that the Secretary-General include key performance indicators on the adherence to the advance purchase of tickets in managerial performance evaluations.**

Use of alternative methods of communication

19. The report of the Secretary-General provides an overview of the use of alternative methods of communication in paragraphs 48 to 51. The report reveals that, from 2013 to 2017, there was a 370 per cent increase in the use of alternative methods of holding meetings, such as WebEx on the Unite Communications platform, and an increase of 65 per cent in the number of formally organized videoconferences. The report also indicated that self-operated technologies, such as instant video messaging (for example, Skype for Business), are not captured in the statistics but are commonly used and considered alternatives to travel in specific cases. **The Advisory Committee recalls the request of the General Assembly for the Secretary-General to increase the use of**

alternative methods of communication and representation, and to ensure that the primary consideration in authorizing official travel is when direct and in-person contact is necessary for mandate implementation (see resolution 72/262 B, para. 6). The Committee looks forward to future increases in the use of alternative means of communication with a view to decreasing travel costs, and requests inclusion of such information in the next report of the Secretary-General.

Lump-sum option for home leave

20. As indicated in paragraph 60 of the report of the Secretary-General, in its resolution 72/262 B, the General Assembly requested a comprehensive analysis by the Secretary-General of the implementation of the lump-sum payment option, including collection and analysis of Umoja travel information, as well as the rate of acceptance of the lump-sum payment option by staff, to be presented to the Assembly for consideration during its seventy-third session. The Advisory Committee recalls that, in its resolution 67/254 A, the Assembly decided to revise the provision for determining the lump-sum payment option from 75 per cent to 70 per cent of the least restrictive economy class fare. In resolution 72/262 B, the Assembly decided to maintain that level and to reinstate travel days in connection with that option.

21. The Secretary-General indicates that an analysis of Umoja home leave data showed that, from January to April 2018, 78 per cent of staff accepted the lump-sum payment option and, from May to August 2018, or immediately following the reinstatement of travel days by the General Assembly, 89 per cent of staff members chose that option. The Secretary-General states that it may be inferred that the increase was a result of the reinstatement of the compensation for travel days, which, in his view, further incentivized staff to opt for that method to exercise their home leave entitlement. The Secretary-General also indicates that the lump-sum payment option generates an average cost reduction of 21 per cent per traveller, as well as reduced administrative overhead, given that the lump-sum payment option does not require the involvement of an external travel agency. Furthermore, a review of internal policies of other organizations of the United Nations common system with respect to home leave travel revealed that most entities offer the lump-sum payment option and that, while the base fare used for calculating the lump sum varied, most organizations quoted either unrestricted/least restrictive or full-economy fare. **The Committee looks forward to further updates on the lump-sum payments option, including related Umoja data, in the context of the next report of the Secretary-General.**

Procurement processes for air travel management

22. The Advisory Committee recalls that the General Assembly has requested the Secretary-General to ensure that the procurement process for all air travel management services contracts is conducted in full compliance with general procurement principles set out in financial regulation 5.12, namely: (a) best value for money; (b) fairness, integrity and transparency; (c) effective international competition; and (d) the interest of the United Nations, and to ensure that the procurement process includes the option of awarding a contract to multiple vendors to allow for greater competition (see resolution 72/262 B, para. 20). **The Committee regrets that this matter has not been addressed in the current report of the Secretary-General, as requested by the General Assembly, and requests its inclusion in the next report of the Secretary-General.**

System-wide standards of accommodation for air travel

23. The General Assembly, in its resolution 72/262 B, encouraged the International Civil Service Commission to assess system-wide standards of accommodation for air travel and to present relevant recommendations to the Assembly. **The Advisory**

Committee looks forward to the results and related recommendations of the assessment by the International Civil Service Commission.

3. Proposal to establish a single threshold for the use of business class by staff below the level of Assistant Secretary-General (and eligible family members)

24. The General Assembly, in its resolution [72/262 B](#), requested the Secretary-General to include, in his report to the Assembly at its seventy-third session, an analysis and recommendations concerning a single threshold for the use of business class by staff below the level of Assistant Secretary-General (and eligible family members). An overview of the proposal of the Secretary-General thereon is provided in paragraphs 69 to 98 of his report.

25. In his report, the Secretary-General indicates that the existing dual threshold (9 hours for direct flights and 11 hours for indirect flights, with a maximum of 2 hours of connection time), for the determination of the standard of accommodation results in a labour-intensive process as those provisions are not supported by airline ticketing systems or online booking tools, necessitating manual adjustments by travel unit staff and contracted travel agencies.

26. The proposal of the Secretary-General comprises two elements: (a) a replacement of the existing dual threshold with a single threshold for the use of business class by staff below the level of Assistant Secretary-General (and eligible family members) when conducting official business travel (with the exception of travel on training and medical and security evacuations) or human resources travel; and, (b) a limit of 10 hours total travel time, consisting of actual flight time and actual stopover time, without the maximum 2-hour connection time currently in place. According to the report of the Secretary-General, the single threshold approach is proposed to be set at 10 hours travel time: this would be a cost-neutral approach, based on a data analysis of travel patterns over a 2-year period for the top 100 city pairs travelled by staff members of the Organization.

27. With respect to the proposal to implement a single threshold, the Advisory Committee was provided, upon enquiry, with additional reasons to those presented in the report of the Secretary-General in support of the present proposal, including: (a) a simplified policy that is better supported by technological solutions such as self-service online booking tools, which would improve client satisfaction and allow travellers to manage their own travel; (b) resulting efficiencies and streamlining of administrative processes that would enable resources to be allocated to other tasks; (c) an increased utilization of Umoja capabilities to achieve possible further efficiencies in travel administration, such as pre-populating data in Umoja travel requests with information derived from an online booking tool; and (d) increased usage of online booking tools by travellers would result in reduced costs related to services provided by the United Nations-contracted travel agency, including lower transaction fees and staffing requirements.

28. With respect to the proposed 10-hour travel time, in lieu of the current 9 hours for direct flights or 11 hours for indirect flights, with a maximum of 2 hours of connection time, tables 14 and 15 of the report of the Secretary-General provide information on the impact of alternative travel times of 8, 9, 10 and 11 hours. The Secretary-General considers that a 10-hour travel time would be a cost-neutral approach, following a data analysis of travel patterns for the top 100 city pairs⁵ travelled by staff members of the Organization, showing that the number of economy class and business class trips and related ticket costs would remain approximately the same when compared to the dual-threshold currently in place.

⁵ In his report, the Secretary-General indicates that city pairs are specific departure (origin) and arrival (destination) combinations. A city pair can consist of a single, non-stop flight but can also include flights with one or more stopovers.

Upon enquiry, the Advisory Committee was informed that the data analysis used a combination of internal Umoja business intelligence data and external data obtained from the contracted travel agent at United Nations Headquarters and that, due to the resource-intensive nature of the exercise, the 100 top Umoja city pairs were used, as these account for 30 per cent of eligible volume, with the 101st city pair representing only 0.1 per cent of the eligible volume. On the subject of work productivity, the Committee was informed that travelling long distances in lower standards of accommodation would generally result in reduced productivity at the destination, in particular as the current dual-threshold travel policy grants individuals traveling for more than six hours in economy class a 12-hour rest period upon arrival, whereas travellers in business class were normally expected to report to duty within a reasonable time frame upon arrival.

29. The Secretary-General indicates that responses from a number of public sector organizations were sought, showing that the average threshold for business class travel was a travel time of 8.3 hours, with a range between 3 and 12 hours. Upon enquiry, the Advisory Committee was provided with a list of these organizations and the hours used for the purposes of their business class threshold (see annex II of the present report). Upon further enquiry, the Committee was also provided with further information and data sets regarding the proposal for a 10-hour travel time, including comparative cost and travel volume information extracted from Umoja.

30. The Advisory Committee found, however, that the aforementioned explanatory information and additional data neither clearly identified the baseline used for the proposal of a travel time of 10 hours nor reconciled with the data presented in the report of the Secretary-General, partly due to the phased implementation of the Umoja travel module (see also paras. 12 and 13 above). The Committee is concerned that the Secretary-General has not provided comparative data showing the effectiveness, cost efficiencies or impact on staff productivity of the current system in place and considers that more convincing data analysis would need to be provided with respect to the proposal for a travel time of 10 hours for the use of business class by staff below the level of Assistant Secretary-General (and their eligible family members). Moreover, the Committee considers that a more convincing justification would need to be provided concerning the overall benefits of that particular number of hours of travel time, as compared to other travel times, both lower or higher. The Committee is of the view that a temporary implementation, on a pilot basis, of the proposal for a revised number of hours will facilitate the collection and analysis of the necessary and transparent data, using Umoja capabilities, in support of a fully informed decision-making process on the part of Member States.

III. Conclusion

31. Subject to its comments and recommendations above, the Advisory Committee recommends that the General Assembly request the Secretary-General to: (a) adopt a single threshold for the use of business class by staff below the level of Assistant Secretary-General (and eligible family members); and (b) implement the proposal of the Secretary-General for a travel time of 10 hours, consisting of actual flight time and actual stopover time, on a provisional, or pilot, basis. The Committee recommends that the Assembly request the Secretary-General to make full use of data available through Umoja and to assess the qualitative and quantitative benefits, as well as cost efficiencies, to draw conclusions and lessons learned and to present the results of this pilot project for consideration and decision by Member States at the seventy-fifth session of the General Assembly.

Annex I

**Advance purchase policy adherence by department, office mission:
1 July 2016–30 June 2018**

<i>Department/Office/Mission</i>	<i>July 2016–June 2018</i>	
	<i>Number of trips</i>	<i>Compliance (percentage)</i>
Department of Economic and Social Affairs	7 409	32
Department for General Assembly and Conference Management	2 514	59
Department of Management	1 944	47
Department of Political Affairs	15 930	17
Department of Public Information	618	45
Department of Peacekeeping Operations	5 052	39
Department of Safety and Security	2 060	39
Economic Commission for Africa	8 799	17
Economic Commission for Europe	3 855	70
Economic Commission for Latin America and the Caribbean	5 090	35
Economic and Social Commission for Asia and the Pacific	6 913	34
Economic and Social Commission for Western Asia	3 098	24
International Criminal Tribunal for the Former Yugoslavia	493	53
International Trade Centre	5 465	31
Jointly Financed Activities ^a	530	56
International Residual Mechanism for Criminal Tribunals	1 053	36
United Nations Mission for the Referendum in Western Sahara	254	12
United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic	1 316	22
United Nations Multidimensional Integrated Stabilization Mission in Mali	1 378	18
United Nations Stabilization Mission in Haiti	2 900	17
United Nations Organization Stabilization Mission in the Democratic Republic of the Congo	1 305	22
New Partnership for Africa's Development	306	14
Office for the Coordination of Humanitarian Affairs	10 003	31
Office for Disarmament Affairs	1 815	42
Office of the United Nations High Commissioner for Human Rights	8 837	52
Office of the High Representative for Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	532	17
Office of Internal Oversight Services	903	61
Office of Legal Affairs	1 205	63
Office for Outer Space Affairs	895	77
Regular Programme for Technical Cooperation	6 482	29
Regional Service Centre in Entebbe, Uganda	217	32
Section 1 ^b	3 059	35
Services to the public ^c	153	53
African Union-United Nations Hybrid Operation in Darfur	1 142	25
United Nations Convention to Combat Desertification (secretariat)	1 282	62
United Nations Conference on Trade and Development	6 133	44

<i>Department/Office/Mission</i>	<i>July 2016–June 2018</i>	
	<i>Number of trips</i>	<i>Compliance (percentage)</i>
United Nations Disengagement Observer Force	179	26
United Nations Environment Programme	23 521	46
United Nations Framework Convention on Climate Change (secretariat)	5 790	65
United Nations Peacekeeping Force in Cyprus	137	28
United Nations Human Settlements Programme (UN-Habitat)	6 325	19
United Nations Interim Force in Lebanon	459	46
United Nations Interim Security Force for Abyei	355	33
United Nations Logistics Base	589	27
United Nations Interim Administration Mission in Kosovo	262	44
United Nations Mission in Liberia	553	35
United Nations Mission in South Sudan	1 306	30
United Nations Operation in Côte d'Ivoire	330	34
United Nations Office on Drugs and Crime	45 746	23
United Nations Support Office in Somalia	714	24
United Nations Verification Mission in Colombia	1 947	3
Other offices ^d	178	10
Total	209 331	33

^a Jointly Financed Activities comprises activities undertaken by the Joint Inspection Unit, the United Nations System Chief Executives Board for Coordination and the International Civil Service Commission.

^b Section 1 (Policymaking Organs) comprises activities under: the office of the President of the General Assembly; the Independent Audit Advisory Committee; the secretariat of the United Nations Board of Auditors; travel of delegates of the least developed countries to the sessions of the General Assembly; travel of members to the meetings of the Committee for Programme and Coordination; and travel of members to meetings of the Committee of Cosponsoring Organizations.

^c Services to the public comprises activities under: activities related to the sale of United Nations publications, Department of Public Information; activities of the Statistics Division, Department of Economic and Social Affairs; activities of the Visitors' Centres at the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations Office at Nairobi and the Conference Centre, Economic and Social Commission for Asia and the Pacific; and activities of the United Nations Postal Administration.

^d "Other offices" is a grouping of offices with limited travel volumes with activities related to: construction (alteration and improvement at the Economic Commission for Latin America and the Caribbean, the Economic and Social Commission for Asia and the Pacific and the United Nations Office at Geneva); SPX (contributions/After-Service Health Insurance at Headquarters); Human Resources Default Functional Area (denomination within Umoja); Panel of Experts (Mali); Special Envoy on Myanmar; United Nations Compensation Commission; Client Services and Outreach, United Nations Joint Staff Pension Fund; and the United Nations Research Institute for Social Development.

Annex II

Data provided by other organizations with respect to their individual business class thresholds

<i>Organization</i>	<i>Business class threshold (hours)</i>
Commonwealth Secretariat	10
European Bank for Reconstruction and Development	3
Food and Agriculture Organization of the United Nations	12
Global Crop Diversity Trust	9
Global Fund	9
Inter-American Development Bank	9
International Atomic Energy Agency	7
International Agency for Research on Cancer	10
International Civil Aviation Organization	9
International Criminal Court	9
International Labour Organization	9
International Maritime Organization	7
Organization for Economic Cooperation and Development	6
Organization for Security and Cooperation in Europe	7
United Nations Children's Fund	9
United Nations Convention to Combat Desertification (secretariat)	10
United Nations Development Programme	9
United Nations Educational, Scientific and Cultural Organization	9
World Bank	5
World Food Programme	9
World Health Organization	10
World Industrial Property Organization	9
World Trade Organization	6
Average	8.3