

GENERAL ASSEMBLY

**OFFICIAL RECORDS
TWENTY-THIRD SESSION**

Agenda item 75

**REPORT OF THE COMMITTEE
ON CONFERENCES**



UNITED NATIONS

NOTE

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
I. FOREWORD	1 - 5	1
II. GENERAL OBSERVATIONS	6 - 15	3
III. THE PATTERN OF RECURRENT CONFERENCES AND MEETINGS . .	16 - 25	7
IV. "MAJOR SPECIAL CONFERENCE"	26 - 31	13
V. PUBLICATIONS AND DOCUMENTATION	32 - 35	15
VI. CALENDAR OF CONFERENCES AND MEETINGS FOR 1969	36 - 40	18
VII. CALENDARS OF CONFERENCES AND MEETINGS FOR 1970 AND 1971	41 - 42	20
VIII. RECOMMENDATIONS OF THE COMMITTEE ON CONFERENCES . . .	43	21

ANNEXES

I. EVALUATION OF ELEMENTS WHICH MIGHT FIGURE IN DETERMINING THAT A CONFERENCE IS ONE OF MAJOR PROPORTIONS	25
II. BODIES THAT SHOULD BE ASKED TO DISPENSE WITH SUMMARY RECORDS	30
III. CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1969	33
IV. CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1970	48
V. CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1971	61
VI. LIST OF REPRESENTATIVES	75

I. FOREWORD

1. The Committee on Conferences was established by General Assembly resolution 2239 (XXI) of 20 December 1966. Under the terms of paragraph 2 of that resolution the principal functions of the Committee are as follows:

"(a) To submit to the General Assembly at each regular session a calendar of meetings and conferences for the following year for the competent organs of the United Nations, including the subsidiary organs of the General Assembly;

"(b) To undertake such other tasks in this general field as may be requested by the General Assembly."

2. At its twenty-second session, by resolution 2361 (XXII) of 19 December 1967, the General Assembly approved the calendar of conferences and meetings for 1968 and, in paragraphs 5 and 6, requested the Committee on Conferences:

"... to meet as early as possible in 1968 to begin examination of the schedule of conferences and meetings of the United Nations for 1969 and to examine the schedule for 1970;

and

"... to review General Assembly resolution 2116 (XX) and to submit to the Assembly at its twenty-third session recommendations relating to the pattern of conferences for the years 1969, 1970 and 1971 and to the definition of the term 'major special conference'."

3. In pursuance of paragraph 5 of resolution 2361 (XXII), the Committee on Conferences held a series of thirteen meetings between 1 March and 23 April 1968. In the course of these meetings this Committee held discussions with representatives of various departments and divisions of the Secretariat at Headquarters and at the United Nations Office at Geneva, and with representatives of the United Nations Conference on Trade and Development, the United Nations Development Programme, the United Nations Industrial Development Organization and the United Nations Institute for Training and Research, concerning the meeting schedules and work programmes of the main and subsidiary bodies for which they were responsible. The Committee began its second series of meetings in 1968 on 6 September. A list of the representatives who attended these meetings is given in annex VI of this report.

4. The Committee had the following documents before it at its first series of meetings:

(a) The provisional calendar of conferences and meetings planned by the United Nations family of organizations for 1969 and 1970;

(b) A note prepared by the Secretary-General on the definition of the term "major special conference" in the context of resolution 2116 (XX) of 21 December 1965;

(c) A note on publications and documentation of the United Nations (A/INF/124) prepared by the Secretary-General in pursuance of paragraph 2 of resolution 2292 (XXII) of 8 December 1967;

(d) A number of communications received from subsidiary bodies concerning proposed changes in their calendar of meetings as approved by the General Assembly at its twenty-second session.

Subsequently in the course of its second series of meetings, the Committee was provided with the following additional documentation:

(a) A statement submitted by the Secretary-General in accordance with paragraph 5 (b) of resolution 2239 (XXI), on the estimated resources needed to service the provisional calendars of conferences and meetings of the United Nations for New York and Geneva in 1969 and 1970;

(b) Comments of the Advisory Committee on Administrative and Budgetary Questions on these provisional calendars and the related estimates of resources required.

The Committee also had occasion during its meetings to refer to the following documents:

(a) The Secretary-General's budget estimates for 1969;^{1/}

(b) The comments of the Advisory Committee on Administrative and Budgetary Questions thereon;^{2/}

(c) The report of the Economic and Social Council to the General Assembly at its twenty-third session;^{3/}

(d) The second report of the Ad Hoc Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies;^{4/}

5. The Committee wishes once more to acknowledge the co-operation and guidance given by the Under-Secretary-General for Conference Services and other officials of the Secretariat in the conduct of its work.

^{1/} Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205).

^{2/} Ibid., Supplement No. 7 (A/7207).

^{3/} Ibid., Supplement No. 3 (A/7203).

^{4/} Ibid., Twenty-first Session, Annexes, agenda item 80, document A/6343.

II. GENERAL OBSERVATIONS

6. In its report to the General Assembly at its twenty-second session, the Committee described at some length the nature of the administrative and budgetary problems that now face the United Nations as a consequence of the rapid expansion of the conference and meetings programme. The Committee also indicated the general lines of its own approach to these problems and presented a number of specific comments and recommendations, perforce of an essentially preliminary character (A/6991/Rev.2, paras. 7-25).

7. The Committee does not consider that it is necessary in the present report to elaborate again the dimensions of the problems created, for Member States and the Secretariat alike, by an unduly heavy conference programme. It wishes to recall, however, that in submitting the 1968 calendar for the approval of the Assembly, it associated itself with the grave concern expressed by the Secretary-General and the Advisory Committee on Administrative and Budgetary Questions regarding the size of that calendar (A/6991/Rev.2, para. 39). Developments during the year have justified that apprehension. In his annual report on the work of the organization from 16 June 1967 to 15 June 1968, the Secretary-General stated:

"Difficulties continued to be met in servicing the growing number of meetings and conferences, and in coping with the increasing volume of documentation. The concern expressed by the Advisory Committee on Administrative and Budgetary Questions that the problems of locating and recruiting the hundreds of qualified technical staff needed to service such conferences had assumed proportions so great as to raise doubts whether all the conferences scheduled for 1968 could be staffed adequately has indeed been justified by events. As a result it has sometimes not been possible to accommodate some of the meetings that were desired, and in a number of cases documentation has not been available on time in all the necessary languages. The following figures illustrate the trend at Headquarters:

	<u>1963</u>	<u>1966</u>	<u>1967</u>
"Meetings held	2,100	2,561	2,492
"Interpreter assignments	13,400	16,819	16,185
"Meetings provided with:			
Verbatim records	400	399	436
Summary records	989	1,183	1,240
"Pages of translation (in all languages)	153,000	209,900	227,500
"Pages of typing (in all languages)	371,750	416,532	404,099

	<u>1963</u>	<u>1966</u>	<u>1967</u>
"Pages edited for inclusion in official records	84,500	89,617	102,190
"Page-units reproduced internally	346,000,000	511,738,263	594,666,490

"The trend at the Geneva Office is illustrated by the number of meetings of United Nations bodies held there

	<u>1965</u>	<u>1966</u>	<u>1967</u>
"Meetings held	2,143	2,422	2,896 ^{5/}

Moreover, in his introduction to the report of the Economic and Social Council, covering the period 5 August 1967 to 2 August 1968, the President of the Council observed that:

"The Council has unfortunately not yet succeeded in making much headway in its efforts to solve the related problems of an overloaded calendar of meetings, overcrowded agenda and an excessive amount of documentation - problems which are placing an almost unbearable strain on delegations, particularly on those of the developing countries. At the forty-fifth session, indeed, many references were made to these crucial problems, but - ironically - their very seriousness prevented the Council from dealing with them in the time at its disposal. They are, however, problems to which the Council intends to - and indeed must - return in the near future, for a solution to them is imperative if the Council is to continue to make a useful contribution to international co-operation for development." 6/

In the same report it is further stated that: "In the course of the discussion /on the programme of conferences and meetings for 1969 and the tentative programme for 1970/, particular attention was drawn to the difficulties arising from the large number of meetings scheduled each year and to the urgency of finding a solution for the problem." 7/

8. The relevant observations in the two reports cited above confirm both the long-standing nature of the question and the widespread recognition that the situation has assumed critical proportions. The Committee on Conferences for its part had an opportunity to familiarize itself with the disruptive effects of a massive and seemingly uncontrolled conference calendar in the course of its discussions this year. The Committee was aware that in the final analysis it is the responsibility of Member States to take decisions, reflecting a sense of discipline, that would halt and reverse the steady trend towards an ineffective and unproductive conference programme. The Committee was able to identify the essential elements of such a remedial approach that would principally call for reductions in the recurrent pattern of conferences. The Committee is aware that its mandate will be reviewed at the twenty-fourth session of the General Assembly,

5/ Ibid., Twenty-third Session, Supplement No. 1 (A/7201), p. 226.

6/ Ibid., Supplement No. 3 (A/7203), p. xvi.

7/ Ibid., para. 801.

but if the Committee is to perform a useful role in this field its terms of reference will have to be strengthened. The Committee's views on this matter are set forth below.

The Committee's terms of reference

9. Essentially what is required is that the General Assembly should clarify the mandate of the Committee on Conferences and thereby establish its position more securely in the United Nations administrative structure. The Committee is conscious of inadequacies in its terms of reference, particularly in regard to its relationship with other United Nations bodies and proposals they may make to change or add to the calendar of conferences and meetings approved by the Assembly for a given year.

10. Member States will be interested to learn that as much as 50 per cent of the 1968 calendar approved by the General Assembly at the twenty-second session has been modified during the year. In many instances the alterations have been minor and have entailed small adjustments in dates. These have had no significant administrative or budgetary repercussions. On the other hand, in some cases substantial changes have been made involving the duration, timing and even the venue of particular meetings. Apart from the administrative considerations, there is also an important question of principle at stake here: does any subsidiary body possess the power to depart from the meetings programme laid down for it by the General Assembly without first seeking the approval of its parent body? A broadly similar issue has arisen in connexion with the procedures whereby "unforeseen and extraordinary expenses" are incurred in the context of the regular budget. The Committee emphasizes that the consequences in the conference field can be no less severe than in the budgetary area if subsidiary bodies are disposed to modify their meetings programmes more or less at will.

11. The Committee wishes to reiterate that the goal in this field is an orderly conference programme that would, to the maximum extent possible, balance the wishes of Member States with the resources they are prepared to make available for these purposes. But the achievement of an orderly calendar will have scant meaning if there is not a reasonable assurance that the approved calendar will be adhered to. It should be presumed therefore that in normal circumstances there will be no departures from the approved calendar.

12. The Committee appreciates that a rigid policy on this matter is out of the question. There will from time to time be situations that necessitate changes in the meetings programme of individual bodies. It is essential nevertheless to provide some means of ensuring that these changes do not seriously disrupt the deployment of conference servicing resources and other preparations made on the basis of the calendar authorized by the General Assembly. The present practice is almost entirely haphazard: changes are frequently sought and introduced without any attention being paid to the demands of the conference programme as a whole. The Committee is convinced that in this context the lines of authority must be drawn more tightly in a way that would not be detrimental to the work of any main or subsidiary organ but would inject a greater element of discipline into existing procedures. In the Committee's opinion the General Assembly should establish an arrangement under which proposals for adjustments in the approved

calendar - involving more than very insignificant changes in dates - would be reviewed by an intermediary body and be subject to its recommendations. Should the Assembly concur, the Committee on Conferences would be prepared to assume such a responsibility, which it would see as a logical extension of its present mandate.

13. Accordingly, the Committee on Conferences recommends that it be authorized to examine during 1969 any proposals for significant changes in the approved calendar for that year as well as proposals affecting the programme being drawn up for 1970. In this respect a more flexible construction should be placed henceforth upon certain key provisions of resolution 2239 (XXI), in the sense that:

(a) The instruction, in paragraph 7, "to meet as necessary to perform its functions" should be understood to permit the Committee to meet outside the regular session of the General Assembly;

(b) The procedure followed at the outset of the twenty-second session of the General Assembly and repeated at the current session, whereby the attention of the Chairman of the Main Committees was drawn to the provisions of resolution 2239 (XXI) and they were asked to refer proposals for new conferences and meetings to the Committee on Conferences, should be invoked with respect to all other principal and subsidiary bodies.

14. The Committee is convinced that a more precise definition of its mandate is essential to its future work, because of issues concerning its competence that arose during its 1968 meetings and occupied an inordinate amount of its time. This situation could be attributed to a degree of confusion among other subsidiary bodies regarding the Committee's sphere of jurisdiction. A number of bodies, meeting outside the regular session, interpreted resolution 2239 (XXI) to mean that these proposals for new meetings or for alterations in their approved calendars, should be submitted to the Committee for its recommendations. In other cases changes were made, as in accordance with past practice, without consulting the Committee. The Committee is of the opinion that the situation needs to be clarified. It believes that the recommendations in paragraph 13 (a) and (b) above will help to this end. But in order that it be enabled to cope more effectively with developments that occur out-of-session, it recommends also that the General Assembly should establish that all proposals for new conferences and meetings made during the regular session are subject to the recommendation of the Committee on Conferences and to final approval by the Assembly and, moreover, that such proposals made outside the regular session are subject to the concurrence of the Committee on Conferences.

15. In submitting the above recommendation for the Assembly's consideration the Committee on Conferences is of course conscious that conferences and meetings have a special intrinsic value and that questions raised in this field cannot be examined purely from an administrative and financial standpoint. It recognizes that there will be circumstances in which other factors must take priority, and it would envisage carrying out its mandate within this context.

III. THE PATTERN OF RECURRENT CONFERENCES AND MEETINGS

16. Under the terms of paragraph 6 of General Assembly resolution 2361 (XXII) the Committee on Conferences was requested:

"... to review General Assembly resolution 2116 (XX) and to submit to the Assembly at its twenty-third session recommendations relating to the pattern of conferences for the years 1969, 1970 and 1971 ..."

Resolution 2116 (XX) laid down a fixed pattern of conferences to govern the places and dates of meetings of United Nations bodies for the triennium 1966-1968. It also inter alia spelt out certain exceptions to the general principle that United Nations bodies should meet at their established headquarters. Another provision, relating to the convening of "major special conferences", is the subject of a later section of this report.

17. It was in order to carry out its review of resolution 2116 (XX) on the basis of the fullest information available, that the Committee on Conferences engaged in a series of discussions with Secretariat representatives during its first session in 1968. The Committee was conscious that the extraordinary difficulties being encountered in 1968 by Member States and the Secretariat, from the point of view of servicing, preparing for and participating in the year's programme, have been attributable in large measure to the excessive number of special conferences being held. On the other hand, it was aware too that the programme of recurrent conferences and meetings of principal and subsidiary organs has in any event already exceeded the resources of the Secretariat and has imposed a severe strain upon the capacities of Member States. The Committee recalled the conclusion of the Ad Hoc Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies, to the effect that the total programme "had reached proportions such that its effectiveness was open to serious doubts, that results were not commensurate with the time and effort devoted to these activities and that the law of diminishing returns was making itself felt".^{8/} The observations of the President of the Economic and Social Council in the Council's report to the twenty-third session, reproduced above in paragraph 7, provide salutary confirmation that the situation has not improved.

18. The Committee sought to establish the relationship between the conference-servicing capacity of the United Nations and the total workload represented by the regular programme of meetings. It was informed that documentation and records requirements at Headquarters in 1969 will be as follows:

^{8/} Ibid., Twenty-first Session, Annexes, agenda item 20, document A/6343, para. 94.

Documentation and records		
<u>Estimated standard pages</u>		
	<u>Original</u>	<u>Translation</u>
Grand total	152,805	236,700
Resources available within regular establishment	<u>67,000</u>	<u>147,000</u>
Additional resources required	85,805	89,700
Total additional resources requested	<u>-</u>	<u>19,500</u>
Total workload over resources	85,805	70,200

(a) It is expected that approximately 2,500 meetings will have to be serviced at Headquarters in 1969. To meet this requirement six teams (two interpreters per language) will be available during the year from the regular establishment. 9/ . However, when the Security Council is called into session, one and a half teams will be needed because of the Council's requirements for simultaneous and consecutive interpretation. (There were seventy-two meetings of the Security Council held in 1967.) Four teams are added on a temporary assistance basis for the period of the General Assembly. The six regular teams can theoretically service 1,850 meetings during the calendar year, and the General Assembly temporary teams can service an additional 350 meetings, or an annual total of 2,200 meetings.

(b) During the General Assembly period, a theoretical total of 900 meetings can be serviced. This is a realistic figure since scheduling is constant and known.

(c) While there is an apparent deficit (approximately 300 meetings) of resources in relation to the expected requirements, it is hoped that they can in fact be covered by careful scheduling with a fairly even distribution of meetings over months, weeks and days during the period of the year when the General Assembly is not in session. If such distribution should not be achieved, the capacity to service would have to be revised downward.

(d) At the United Nations Office at Geneva the requirements for 1969 will be as follows:

Documentation and records		
<u>Estimated standard pages</u>		
	<u>Original</u>	<u>Translation</u>
Grand total	58,555	127,810
Resources available within regular establishment	<u>42,020</u>	<u>87,710</u>
Additional resources required	16,535	40,100

2/ The composition is: 14 English; 14 French; 13 Russian; 14 Spanish interpreters. The envisaged number of Chinese interpreters (13) is sufficient only for four normal teams (3 interpreters each), since they are expected to interpret both into and from Chinese.

Services required for meetings	18,200
Resources available within regular establishment	10,695
Additional resources required	7,505

19. From these tables it can be seen that, at Headquarters, the permanent staff establishment is hard pressed to service the workload of regular meetings without serious detriment to the quality of its substantive preparation and documentation. It can do so only at the expense of progress on the publications programme. 10/ At the United Nations Office at Geneva, the permanent staff will be able to cope with approximately two thirds of the meetings programme for 1969. The extent to which the demands of the programme have exceeded the capacity of the regular manning tables can of course be translated into financial terms: the Secretary-General's initial budget estimates for 1969 provide, under chapter II: Temporary assistance for meetings, of section 3 (Salaries and wages), for \$700,000 in additional resources for Headquarters and \$126,000 for Geneva. 11/ The 1969 estimates also include provision for \$726,000 for temporary assistance for the United Nations Conference on Trade and Development. 12/ Estimates for temporary assistance in an amount of \$50,000 have been submitted for the United Nations Industrial Development Organization. 13/ These figures should be considered too in the light of the over-all estimate of approximately \$20.8 million presented by the Secretary-General for conference service activity in 1969. 14/

20. It would be misleading to suggest moreover that the appropriation of funds, of whatever magnitude, is sufficient in itself to ensure that a conference programme can be effectively implemented; for example, the availability of physical facilities sets a real limit to the size of the programme that the Organization can accommodate. An even more critical factor is the very real problem that now exists in locating for limited periods the services of highly qualified language staff.

21. In the course of its consultations the Committee was made aware of the process whereby over the years new principal organs and subsidiary bodies have been created by the General Assembly and the Economic and Social Council, without the disbanding of existing bodies or any significant reduction in the frequency, length or servicing needs of their sessions. It has been this progressive expansion, seemingly uncontrolled and bearing no noticeable relationship to the capacity of Member Governments and the Secretariat to keep pace with it, that has occasioned doubts, increasingly expressed, whether the total programme is any longer truly effective. The remedy is obvious enough; it always has been. The programme has grown too large and must be pared if a better balance is to be struck between the various competing interests in this field.

10/ As of 27 October 1968, the translation backlog at Headquarters was as follows: Chinese, 46,552 pages; English, 2,930 pages; French, 9,994 pages; Russian, 15,332 pages; Spanish, 13,189 pages.

11/ Official Records of the General Assembly, Twenty-third Session, Supplement No. 5 (A/7205), section 3, paragraphs 3.12-3.15.

12/ Ibid., section 20, tables 20-22 and 20-23.

13/ Ibid., section 21, paragraph 21.31.

14/ Ibid., annex I, table A.

22. It has often been stated that what is needed in the conference field is the establishment and application of a rigorous set of priorities. The Ad Hoc Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies endorsed this view, 15/ as did also the Committee on Conferences in its report to the twenty-second session (A/6991/Rev.2, para. 11). At its twenty-first session, the General Assembly unanimously endorsed the report of the Ad Hoc Committee of Experts in its resolution 2150 (XXI). Moreover, the Committee is aware that it is expected to submit, as early as it is able, concrete recommendations regarding ways to reduce the present overcrowded calendar. During its 1968 meetings, therefore, the Committee considered several possible approaches suggested by its members. Basically three different, but not necessarily exclusive, courses of action were proposed:

(a) One approach would be for the General Assembly and the Economic and Social Council to impose stringent measures of control that would require future calendars to be drawn up within a quantitative framework. A range of criteria could be envisaged that might relate the annual calendar to, for example, the size of the permanent staff establishment, the budgetary allocation for temporary assistance for meetings, or to the total number of meetings or the over-all conference workload in a given year. As the Committee noted in its last report, 1968 should be considered an exceptional year in terms of conference activity (A/6991/Rev.2, para. 39) and would not be an appropriate yardstick in this sense;

(b) Another method would be for the Assembly and the Economic and Social Council to take firm decisions affecting the meetings schedules of their main subsidiary bodies, including the semi-autonomous organs. The aim would be to eliminate congestion of the calendar by spacing more widely meetings of the same body or of bodies responsible for broadly similar subjects;

(c) A third approach would place the onus squarely upon the various subsidiary bodies. In this connexion it will be recalled that in recent years both the General Assembly and the Economic and Social Council have requested their subsidiaries to examine their own conference programmes and to consider the possibility of meeting less frequently. The Assembly did so, for example, in resolution 2116 (XX) when it urged such a review; it did so again in resolution 2361 (XXII) and when, in paragraph 4, it endorsed Economic and Social Council resolution 1264 (XLIII) and, with particular reference to paragraph 3 of that resolution, requested "all other organs and subsidiary bodies of the United Nations to take the necessary steps to review their methods of work and calendar of conferences and meetings with a view to reducing the total meeting time". Some of the bodies concerned have responded positively to these appeals; in other cases, however, the review has not yet been undertaken. Hence it seems desirable to set a deadline for all subsidiary bodies to report to their parent organs in this regard.

23. The Committee on Conferences can see merit in all the approaches described above. A majority of the Committee considered that, as an interim measure that might of necessity be a prelude to the adoption of quantitative standards, there should be a final round of consultation with the subsidiary bodies concerned. In effect each body should be asked to examine or to review again its meetings programme, to enumerate the considerations underlying that programme and to indicate

15/ Ibid., Twenty-first Session, Annexes, agenda item 80, document A/6343, para. 104.

the scope for modifications to it, it being understood that these bodies, to give effect to the recommendations of the Committee, should avoid inter-sessional meetings or creating subsidiary bodies to carry out their responsibilities. This process would have to be completed as early as possible in 1969 and preferably not later than 31 August, with each subsidiary body being required to report to its parent organ and, simultaneously, to the Committee on Conferences. It is recognized that each subsidiary body may be disposed to conduct such a review in the narrow light of its own needs without regard to the over-all situation. The Committee wishes to emphasize that a broad perspective is required and that it would accordingly feel free to propose modifications in the meetings programmes outlined by subsidiary bodies for final approval by the General Assembly.

24. Accordingly, in order to ensure that the "final round of consultation" mentioned above be as comprehensive as possible and while recognizing that several of the bodies listed below have in fact examined their meetings programmes at recent sessions, the Committee recommends that:

(a) The General Assembly should invite the bodies listed below, now meeting more frequently, to review the possibility of meeting only once a year -

- (i) United Nations Conference on Trade and Development - Trade and Development Board;
- (ii) United Nations Development Programme - Governing Council;
- (iii) Advisory Committee on the Application of Science and Technology to Development;
- (iv) Committee on the Peaceful Uses of Outer Space;
- (v) International Narcotics Control Board;
- (vi) Committee for Programme and Co-ordination;

(b) The Economic and Social Council should invite the functional and regional commissions listed below, which now hold annual sessions, to consider meeting biennially -

- (i) Commission on Human Rights;
- (ii) Commission for Social Development;
- (iii) Commission on the Status of Women;
- (iv) Sub-Commission on Prevention of Discrimination and Protection of Minorities;
- (v) Economic Commission for Asia and the Far East;
- (vi) Economic Commission for Europe;
- (vii) Economic Commission for Latin America;^{16/}

^{16/} The Economic Commission for Latin America at present meets biennially but, in each year in which the Commission itself does not meet, there is a meeting of the Commission's Committee of the Whole.

(c) The General Assembly and the Economic and Social Council should request all subsidiary bodies, including the semi-autonomous organs, to exercise more restraint as regards the creation and convening of ad hoc and expert groups; and to relate their requirements in this area to established needs rather than to a contingency forecast;

(d) All United Nations bodies should co-operate in efforts to avoid excessive bunching of meetings at particular periods of the year, especially in the first quarter in advance of the spring session of the Economic and Social Council and in the last quarter during the regular session of the General Assembly;

(e) With respect to these recommendations, the bodies concerned should submit their findings to their parent organs and to the Committee on Conferences in time for the latter to present its relevant conclusions to the General Assembly at its twenty-fourth regular session;

(f) The calendar of conferences and meetings submitted to the Economic and Social Council at its summer session each year should be drawn up in close consultation with the Committee on Conferences;

(g) Upon the conclusion of each session of every main and subsidiary organ scheduled to meet in 1969, the Secretary-General should prepare and submit to the Committee on Conferences a brief description of the servicing workload involved, indicating inter alia where the actual burden differed from the estimated requirements.

25. Pending the outcome of the reviews recommended above and further consideration of the question of the recurrent programme at the twenty-fourth session of the General Assembly, the Committee on Conferences considers that it would be inappropriate to propose a fixed pattern of conferences for an extended period. Instead it suggests that, with certain modifications to take account of developments since 1965, the pattern prescribed in resolution 2116 (XX) should be maintained through 1969. The Committee anticipates being in a position to present recommendations regarding the pattern of conferences for 1970-1972 to the General Assembly at its twenty-fourth session. In that context, the Committee considered that one aspect of the recurrent pattern of conferences and meetings which it should examine in 1969 was the specific provision whereby Headquarters-based commissions and committees of the Economic and Social Council were allowed to meet away from New York.

IV. "MAJOR SPECIAL CONFERENCE"

26. In its report to the General Assembly at its twenty-second session (A/6991/Rev.2, paras. 34 and 26), the Committee on Conferences concluded that it was not yet in a position to recommend definitive standards for application to the term "major special conference" in the context of resolution 2116 (XX) of 21 December 1965, under paragraph 5 of which the Assembly:

"Decides that not more than one major special conference of the United Nations shall be scheduled in any one year."

In resolution 2361 (XXII), the General Assembly took note of the Committee's report and, in paragraph 6, requested the Committee on Conferences to submit recommendations at the twenty-third session relating inter alia to the definition of the term "major special conference".

27. Accordingly, the Committee again considered this question at its meetings in 1968. The Committee was conscious that the interest of the General Assembly in having such a definition was a reflection of the widespread concern that, notwithstanding the restriction laid down in 1965, there have in each subsequent year been several special conferences which could be regarded as "major" irrespective of whatever yardstick might be used for classification purposes. The Committee was keenly aware too that neither in resolution 2116 (XX) nor in any of the relevant reports and statements had the term been defined, other than by example.

28. Nevertheless, from the examples given, the term may be taken in a very general sense to apply to conferences convened outside the recurrent pattern of meetings and which entail a substantial workload for their preparation, documentation and servicing. It is recognized, however, that such a broad interpretation is not adequate for application under the absolute wording of resolution 2116 (XX).

29. The Committee agreed that it would be appropriate to describe "special" conferences as those that are not part of the regular programme, that are convened in response to particular resolutions of the General Assembly or the Economic and Social Council, and for which specific additional budgetary provision is made. The Committee agreed, too, that it was possible to identify the principal criteria which, taken singly or collectively, would help determine the point at which special conferences assumed "major" proportions. A description of these principal characteristics, namely, number of participants, cost, duration, and level of services required, is contained in annex I. However, it does not appear feasible at this time, on the basis of one or all of those factors, to devise a useful working definition of the term "major special conference" that would be relevant in all situations. The Committee recognizes that in requesting a precise definition of the term the General Assembly clearly envisaged the establishment of a single common denominator that could be used to rank different conferences. But in the Committee's opinion it is not possible to produce a quantitative measurement that could be applied, without adaptation, across the board.

30. The Committee considers that the question must be approached pragmatically. Each special conference proposed should be regarded separately in terms of the implications for Member States and the servicing burden imposed upon the Secretariat. The main determining factor here must be the existing workload of the conference programme already planned. For example, a special conference convened at a time of relative slack might present no significant problems; but if sought during an already overcrowded period it would more readily assume serious dimensions in terms of its likely administrative impact. The Committee wishes to reiterate that if the Assembly decides to convene a special conference to which exceptional importance is attached, the corollary is that it will also be prepared to postpone other meetings if, as a result of scarce resources, the success of the special conference would otherwise be impaired. This consideration underlines the importance of treating the question of special conferences within the context of a continuing review of the over-all programme of conferences and meetings. In this connexion the Committee recommends that the General Assembly approve the suggestion of the Advisory Committee on Administrative and Budgetary Questions that resolutions on special conferences should in future include guidelines on various organizational aspects of the contemplated conference, such as categories of documents, languages, records and sessional committees. 17/

31. In the paragraphs above, the Committee has pointed out the difficulties inherent in a numerical approach that would seek to classify particular special conferences as major or not on the basis of a weighting of one or a range of factors. Accordingly, conscious of the Assembly's wish that the number of special conferences be reduced, the Committee recommends that the prohibition against the holding of "more than one special conference" in any year should be modified to the extent that, as a general guidance to the Assembly in the preparation of future calendars, not more than one special conference should be scheduled in any one year. The Committee is gratified to note that only one special conference is scheduled in 1969.

17/ Official Records of the General Assembly, Twenty-second Session,
Supplement No. 7 (A/6707), para. 152.

V. PUBLICATIONS AND DOCUMENTATION

32. In its report to the General Assembly at its twenty-third session on the 1969 budget estimates, 18/the Advisory Committee on Administrative and Budgetary Questions had suggested that the Committee on Conferences "could also play a useful role in the implementation of General Assembly resolution 2292 (XXII), as it relates to the length of particular conferences and meetings and the volume of documentation emanating therefrom".

33. In the course of its discussions at the beginning of the year the Committee did in fact spend some considerable time on the subject of documentation which is inextricably linked with the general question of conferences and meetings. The Committee had before it a note on publications and documentation (A/INF/124) prepared by the Secretary-General pursuant to paragraph 2 of resolution 2292 (XXII). The Committee was conscious that for many years the volume of documentation has been a matter of concern to Member States. The reasons for this concern are well known; they relate to the heavy cost which documentation entails and the increasing difficulties which Governments encounter in endeavouring to assimilate a mass of documentation. The related problems are no less serious for the Secretariat, both in the substantive and the conference servicing departments, in terms of the need to prepare pre-session and in- and post-session documentation, to process it and to make it available to delegations in reasonable time. In an attempt to relieve these problems the General Assembly has on several occasions appealed for restraint on the part of delegations in requesting reports and studies and meetings records and has called upon the Secretariat to prepare papers that are as concise and brief as possible.

34. The Committee considered that, of the many aspects of the documentation question, those concerning the preparation and publication of official records, supplements and annexes of United Nations organs fell most clearly within its terms of reference. In the time at its disposal in 1968 the Committee concentrated upon the matter of summary records which, it was informed, were the final official records of all bodies other than the General Assembly (plenary), the First Committee, the Security Council and the Disarmament Commission (although verbatim records are provided for several other bodies). The Committee also learned that in response to one of the recommendations on documentation approved by the General Assembly in resolution 2292 (XXII), bodies which met during 1968 were being asked to review their requirements for summary records. A number of bodies had decided that they could dispense with such records. A great many others, however, felt otherwise; others had not yet taken any action. The Committee noted that bodies active in the economic, social and human rights fields have been asked to reconsider their meetings records again pursuant to Economic and Social Council resolution 1379 (XIV).

18/ Ibid., Twenty-third Session. Supplement No. 7 (A/7207), para. 71.

35. The Committee intends to return to this question in 1969. In the meantime, on the basis of information supplied and suggestions advanced during its meetings, it believes that all bodies other than those listed below should be asked to dispense with summary records.^{19/} The Committee recognizes that the list should be subject to periodic review. Moreover it appreciates that exceptional circumstances could arise in which other bodies might require summary records. However, it is convinced that such exceptions should be examined on their individual merits. It would seem appropriate, too, that such requests should be subject to the concurrence of the Committee on Conferences following consultations with the Secretary-General. In the Committee's view the following bodies should be provided with summary records:

- (1) General Assembly
 - (a) Special Political Committee
 - (b) Second, Third, Fourth, Fifth and Sixth Committees
 - (c) General Committee
 - (d) Credentials Committee
- (2) Security Council - Committee established under resolution 253 (1968)
- (3) Economic and Social Council (plenary only)
- (4) Trusteeship Council (plenary only)
- (5) United Nations Conference on Trade and Development - Trade and Development Board (plenary only)
- (6) United Nations Industrial Development Organization - Industrial Development Board (plenary only)
- (7) United Nations Development Programme - Governing Council
- (8) United Nations Council for Namibia
- (9) United Nations Children's Fund - Executive Board
- (10) International Law Commission
- (11) United Nations Commission on International Trade Law
- (12) Peace Observation Commission
- (13) Committee on the Peaceful Uses of Outer Space (main committee only)

^{19/} The bodies that would, accordingly, dispense with summary records are shown in annex II. One delegation would have preferred the list in annex II to have been included in the body of the report.

- (14) Committee on the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the Limits of National Jurisdiction (main committee only) 20/
- (15) United Nations Scientific Advisory Committee
- (16) Scientific Committee on the Effects of Atomic Radiation
- (17) Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (plenary only)
- (18) Special Committee on Peace-keeping Operations
- (19) Special Committee on the Question of Defining Aggression
- (20) Special Committee on Principles of International Law concerning Friendly Relations and Co-operation among States
- (21) Special Committee on the Policies of Apartheid of the Government of the Republic of South Africa

20/ On the assumption that the present session of the General Assembly decides to establish a successor to the Ad Hoc Committee to Study the Peaceful Uses of the Sea-Bed and the Ocean Floor beyond the Limits of National Jurisdiction.

VI. CALENDAR OF CONFERENCES AND MEETINGS FOR 1969

36. In a number of important respects, including in particular its financial implications and its total servicing workload, the 1969 calendar of conferences and meetings will impose less of a burden on Member States and the Secretariat than did the programme in 1968. This is mainly because, in contrast to 1968 when seven special conferences of large-scale proportions were held, only one such conference - the second session of the International Conference of Plenipotentiaries on the Law of Treaties - is scheduled for next year.

37. The situation regarding the number of special conferences planned for 1969 is therefore markedly improved. However the Committee wishes to caution against any complacency. The programme remains seriously overcrowded and, as the Secretary-General's statement of resources shows, the 1969 programme will call for a substantial volume of resources above the level that can be accommodated within the permanent establishment (see paragraph 18 above). This will involve the services of a large amount of temporary assistance, principally for language, typing and reproduction work, and there will be significant financial implications as follows:

Headquarters . . (the General Assembly)	\$700,000
Geneva	\$126,000
United Nations Conference on Trade and Development. .	\$726,000
United Nations Industrial Development Organization. .	\$120,000

38. The Committee on Conferences was presented with the provisional calendar of conferences and meetings for 1969 during its first series of meetings in 1968. Subsequently, in the light of decisions taken by various bodies that met during the year, additions and modifications had to be made to the original calendar. At its second series of meetings, when the main elements of the calendar were known, several members of the Committee made suggestions to reduce the over-all programme envisaged. Not all of these suggestions were acceptable to the Committee as a whole but those that did receive unanimous support have been incorporated in the programme which the Committee has now submitted for approval (annex III, parts I and II). In respect of some of those suggestions, the Committee had an opportunity to discuss the likely consequences with the Secretariat representatives concerned; as regards some others, certain members of the Committee considered that the process of consultation envisaged in paragraph 23 above should be completed in 1969 before the Committee presented more comprehensive proposals.

39. In accordance with the procedure which it followed in 1967, the Committee has presented the 1969 calendar in two parts: part I lists those conferences and meetings that require, under existing arrangements, full servicing in terms of interpretation, translation and the provision of records, whether verbatim or summary; part II lists meetings of bodies which desire limited servicing. For the information of Member States the calendar of conferences and meetings of principal organs of the specialized agencies for 1969 is also attached (part III).

40. The Committee has some observations to make on the 1969 programme which should be read in the context of its comments in section III above. Although, as already noted, there is only one special conference on the programme, there will be no discernible slack periods during the year. Indeed, it is evident that during some parts of the year, especially in the early months, there will be overlapping or, at best, very brief intervals between meetings of organs active in broadly similar fields. This is explained in large part because, with the exception of the Statistical Commission, all the regional and functional commissions and committees of the Economic and Social Council, and the four main committees of the Trade and Development Board, are scheduled to meet in 1969. The consequences of this situation largely offset the relief that would otherwise have been felt as a result of the reduction in the number of special conferences planned. Similarly, it lends special urgency to the review by all subsidiary bodies of their meetings' programmes with the objective of moving as speedily as possible to a biennial system. In this respect, it is the Committee's view that a programme in which the meetings of main organs are more widely spaced can become a reality if the General Assembly is prepared at the current session to issue firm instructions regarding the review which the Committee has recommended should be carried out by those bodies, and is prepared at the twenty-fourth session, in the light of that review, to take appropriate and far-reaching decisions.

Best Copy Available

VII. CALENDARS OF CONFERENCES AND MEETINGS FOR 1970 AND 1971

41. The Committee had before it the provisional calendar of conferences and meetings for 1970 and a summary list of the meetings that would be tentatively scheduled for 1971 on the basis of the present pattern of recurrent conferences. The Committee also received from the Secretary-General, in pursuance of paragraph 5 (b) of resolution 2239 (XXI), a preliminary estimate of the resources that would be required to service the 1970 calendar. The Secretary-General's statement forecast that additional resources would be required at Headquarters as follows:

	Documentation and records Estimated standard pages	
	<u>Original</u>	<u>Translation</u>
Grand total -	157,075	253,675
Resources available within regular establishment	67,000	147,000
Additional resources required	90,076	106,675

At the United Nations Office at Geneva the estimated additional requirements would be:

	Documentation and records Estimated standard pages	
	<u>Original</u>	<u>Translation</u>
Grand total -	56,200	117,900
Resources available within regular establishment	40,195	82,860
Additional resources required	16,005	35,040

As the Secretary-General's estimates do not include provision for any special conferences in 1970, the volume of extra resources anticipated is further confirmation of the extent to which the recurrent programme has exceeded the capacity of the permanent establishment.

42. This information concerning the tentative calendar for 1970 is provided in accordance with the request of the General Assembly in paragraph 7 (c) of resolution 2239 (XXI). The Committee anticipates that, on the basis of the review it has recommended (see paragraph 24), it will be able to present recommendations to the General Assembly at its next regular session to modify substantially the calendar envisaged for 1970.

VIII. RECOMMENDATIONS OF THE COMMITTEE ON CONFERENCES

43. In the preceding sections the Committee on Conferences has submitted a number of recommendations. These relate in particular to its own terms of reference (paragraph 12) and to certain aspects of its mandate, including the pattern of recurrent conferences (paragraphs 16 to 25) and the term "major special conferences" (paragraph 31). These proposals have been incorporated as appropriate in the following draft resolution, which the Committee recommends for adoption by the General Assembly:

Pattern of conferences

The General Assembly,

Recalling its resolutions 1202 (XII) of 13 December 1957, 1851 (XVII) of 19 December 1962, 1987 (XVIII) of 17 December 1963, 2116 (XX) of 21 December 1965, 2239 (XXI) of 20 December 1966 and 2361 (XXII) of 19 December 1967,

1. Takes note of the report of the Committee on Conferences; ^{21/}
2. Approves the calendar of conferences and meetings of the United Nations for 1969 contained in annex III of the report of the Committee on Conferences;
3. Approves further the recommendation regarding the pattern of recurrent conferences and meetings contained in paragraph 24 of the report of the Committee on Conferences and in this connexion requests the United Nations bodies, committees and commissions concerned to review their meetings programmes and to report to their parent organs and simultaneously to the Committee on Conferences as early as possible in 1969, and preferably not later than 31 August 1969;
4. Decides that no meetings not covered by the calendar for 1969 shall be convened, except for an emergency meeting in the sense of a meeting which cannot be deferred without serious detriment to the United Nations;
5. Decides further that, in accordance with the provisions of resolution 2239 (XXI), all proposals for new conferences and meetings made during the regular session are subject to the recommendations of the Committee on Conferences and to final approval by the General Assembly and, moreover, that such proposals made outside the regular session of the Assembly are subject to the concurrence of the Committee on Conferences;
6. Requests all principal and subsidiary bodies of the General Assembly and the Economic and Social Council to seek the concurrence of the Committee on Conferences both on proposals for new conferences and meetings and on proposals for changes in the approved calendar;

7. Reaffirms, for application in 1969, the general principle that in drawing up the schedule of conferences and meetings for future years, United Nations bodies shall plan to meet at their respective established headquarters, with the following exceptions:

(a) The Governing Council of the United Nations Development Programme may, in accordance with its rules of procedure, hold one of its sessions at the United Nations Office at Geneva;

(b) The sessions of the International Law Commission shall be held at Geneva;

(c) The sessions of the United Nations Commission on International Trade Law may be held, subject to the provision of paragraph 6 of General Assembly resolution 2205 (XXI) of 17 December 1966, alternately at Headquarters in New York and at Geneva;

(d) The United Nations Scientific Committee on the Effects of Atomic Radiation, as well as the Scientific and Technical Sub-Committee and the Legal Sub-Committee of the Committee on the Peaceful Uses of Outer Space, may meet at Geneva if the exigencies of their work so require;

(e) The regular summer session of the Economic and Social Council may be held at Geneva provided that the closing date falls at least six weeks before the opening of the regular session of the General Assembly;

(f) One Headquarters-based functional commission of the Economic and Social Council, to be determined by the Council, may meet at Geneva during the period from January to April;

(g) Sessions of not more than three other Headquarters-based functional commissions or committees of the Economic and Social Council may, by decision of the Council taken after consultation with the Secretary-General, be held at Geneva during the period from September to December without overlap;

(h) In addition, a session of the Commission on Narcotic Drugs may, in exceptional circumstances and by decision of the Economic and Social Council taken after consultation with the Secretary-General, be held at Headquarters, New York; in that event, one other functional commission or committee may meet at Geneva in its place;

(i) The regular sessions of the Economic Commission for Asia and the Far East, the Economic Commission for Latin America and the Economic Commission for Africa, as well as meetings of their subsidiary bodies, may be held away from their headquarters when the commission concerned so decides, subject, in the case of regular sessions of the commissions, to the approval of the Economic and Social Council and of the General Assembly;

8. Confirms that bodies not mentioned in paragraph 7 above may hold sessions away from their established headquarters when a Government issuing an invitation for a session to be held within its territory has agreed to defray, after consultation with the Secretary-General as to their nature and possible extent, the actual additional costs directly or indirectly involved;

9. Decides that, as a general rule, not more than one special conference shall be scheduled in any one year;

10. Urges all organs and subsidiary bodies of the United Nations to plan their future conferences and meetings in accordance with the following recommendations of the Ad Hoc Committee of Experts to Examine the Finances of the United Nations and the Specialized Agencies:

- "(i) Priorities should be established for fixing the areas and programmes of meetings and conferences on a long-term basis;
- "(ii) The availability of human and physical resources necessary for servicing conferences should be determined and taken into account;
- "(iii) The financial ability of the organizations and of member States to meet the requirements necessary to hold conferences should be determined and taken into account;
- "(iv) An adequate interval of time should be allowed between conferences of the same body or of a similar nature;" 22/

11. Endorses Economic and Social Council resolution 1379 (XLV) of 2 August 1968 and, in particular, paragraph 2 of that resolution, whereby the Council requested those of its subsidiary organs which have not yet done so, to consider at their next sessions dispensing with such records for their meetings and for those of their own subsidiary bodies in the future; and in this connexion called to their attention the decision taken by the Commission on Narcotic Drugs to replace summary records by shorter minutes, while reserving the right to ask for a summary record in respect of any discussion which required exceptional treatment;

12. Requests all organs other than those listed in paragraph 55 of the report of the Committee on Conferences, 21/ in response to General Assembly resolution 2292 (XXII) of 8 December 1967, to dispense with summary records for their meetings;

13. Requests the Committee on Conferences to submit to the General Assembly at its twenty-fourth session, bearing in mind particularly the results of the reviews envisaged in paragraph 3 above, recommendations relating to the pattern of conferences for the years 1970, 1971 and 1972.

22/ Official Records of the General Assembly, Twenty-first Session, Annexes, agenda item 80, document A/6343, para. 104.

Evaluation of elements which might figure in determining that
a conference is one of major proportions

1. A number of suggestions have been made as to the elements which, singly or in groups, might serve to measure whether a conference is one of major proportions or not. Among these are:
 - number of participants;
 - cost;
 - duration;
 - level of services required, both
 - for substantive preparation; and
 - for documentation, meetings services, etc.

2. The number of participants in a conference is not a major element in determining the servicing requirements of the conference though it can have a substantial effect on cost. The number of participants would dictate the physical features of the facilities required - the size of the conference rooms, the seating arrangements, etc. - and would have an effect on the number of copies of documents that would have to be distributed and the arrangements for that distribution and similar operations. It may also affect the duration of the conference - the larger the number of participants there are, the longer the time required to permit them to participate. But as will be explained in more detail below, the number of participants, per se, does not affect the substantive preparation for the conference, and only marginally affects the level of meetings services required.

3. The concept of classifying a conference as one of major proportion on the basis of cost is attractive, since that factor might be considered to be the one common measurement of all other criteria which might be taken into consideration for this purpose. However, to base the definition on cost alone would present certain problems: cost does not necessarily reflect the difficulty in servicing a conference; nor do the expenses of a conference as included in the budget estimates reflect relative difficulties in the substantive preparation for a conference, or the cost of services, etc., supplied from regular resources. Finally, the estimates for costs of conferences held away from established offices include those expenses which arise as a consequence and which are, under the terms of General Assembly resolution 2116 (XX), reimbursed by the host Government. Comparability as between conferences might be achieved by using net figures, but this would, conversely, obscure the fact that the holding of conferences away from established offices inevitably requires additional work and causes additional disruption.

4. Even if the above difficulties could be resolved by using standard costs so that the cost ascribed to each conference could be considered as reasonably

reflecting the "size" of the conference for purposes of its classification as "major", other problems would still exist. One would be the determination of the amount above which the estimated cost of a particular conference would qualify it as one of major proportions. Another would be the fact that the assessment would have to be made on the basis of estimates often prepared, necessarily, far in advance of the final decision on the services required, etc. Often a decision to hold a particular conference also provides for the establishment of a preparatory committee to make proposals on its organizational arrangements. Estimates given before these preparatory committees have met often have to be changed at a later stage. Yet for a practical application of the rule in resolution 2116 (XX) the classification would have to be made in most cases at the time of the initial decision in principle.

5. The duration of a conference is one of its features which can be expressed in absolute terms. However, the impact of that feature on the staffing requirements for the conference is hard to determine. The difficulty of finding temporary staff to service a conference might not be much affected by whether the duration of the conference was two weeks or three weeks. On the other hand, it can be expected that it would be more difficult to find qualified freelance staff without prior commitments if the conference is to continue for three months. The duration of a conference does, of course, have a very direct effect on the cost.

6. The level of services required for substantive preparation is a significant element in the difficulties that can be encountered in adequately providing for the work of the conference. However, no mathematical measurement of it in terms which could be meaningfully applied for classifying a conference as one of major proportions presents itself. The estimated numbers of pages of pre-conference documentation cannot be taken as a measurement of the staff and time required for the research, analysis and preparation of that documentation. Further, arrangements for pre-conference documentation vary considerably; in some cases it is prepared by the Secretariat, with or without the assistance of consultants; in others, such as technical conferences, the papers are contributed by the participants.

7. The level of services required for documentation, meetings services, etc., depends on a number of factors - the principal ones, in terms of staff requirements and expense, being:

(a) The volume of pre-session documentation requiring editing, translation, typing, reproduction and distribution;

(b) The volume of services required during the session, more specifically:

(i) Interpretation;

(ii) Meeting records;

(iii) In-session documentation;

(c) The requirements regarding post-session publication of the proceedings of the conference.

Of these elements, the main ones affecting the manageability of a conference are translation, interpretation and meeting records. As indicated previously, the requirements regarding post-session documentation can substantially influence cost; but since this operation does not as a rule have to be carried out under a time deadline, it can more easily be performed by contractual means. Reproduction and distribution of pre-session and in-session documentation can, on occasion, become a problem; but these difficulties can be resolved provided sufficient funds are available.

8. As regards translation and interpretation services and meeting records, a/ the demand on staff resources for translations is affected by the number of pages of pre-session and in-session documentation requiring translation and the number of languages into which translation is to be made; for interpretation, the main consideration is the maximum number of meetings requiring interpretation to be held simultaneously and the number of languages into which interpretation is to be provided. In respect of meeting records, the workload in the case of verbatim records is determined by the maximum number of meetings to be held simultaneously and the number of languages in which the records are to be taken; in the case of summary records, the key factors are the number of meetings per day and the number of languages in which they are to be provided. Further, the location of a conference would affect the number of staff that would have to be assigned specifically for its in-session servicing, since the planning must take into account the possibilities of unforeseeable factors. The provision against such factors does not need to be so substantial if the conference is held at Headquarters or Geneva.

9. Of the above factors, those most conducive to an absolute expression in terms which could be used for measuring the impact of a particular conference are:

- (a) Number of pages of pre-session documentation requiring translation;
- (b) Number of pages per day of in-session documentation other than meeting records requiring translation;
- (c) Maximum number of meetings to be held simultaneously;
- (d) Maximum number of meetings to be held per day;
- (e) Form of meeting records;
- (f) Number of languages for:
 - (i) Interpretation;
 - (ii) Documentation;
 - (iii) Meeting records.

a/ A description of the methods followed in providing translation services and meeting records is contained in document A/INF/124; those followed in providing interpretation services are described separately in paragraphs 11 and 12 of the present annex.

10. Perhaps a measurement for classifying a conference as one of major proportions could be formulated on the basis of the elements enumerated in the preceding paragraph. For example, in terms of servicing requirements, it might be possible to say that a conference is of major proportions if it involves as much as x number of pages of translation (i.e. number of original pages times number of languages other than the original required) of pre-session and in-session documentation, has as many as y number of meetings to be held simultaneously for which interpretation is required, and as many as z number of meetings to be held daily for which summary records will be provided. Other elements could, of course, be considered. The obvious difficulty would be to determine which factors to use, and what levels to ascribe to each above which a conference would be considered to represent a major servicing effort. An analysis of the servicing requirements for nine recent conferences, all of which have been described as "major", indicated that a very wide variety of servicing requirements was possible and raised doubts as to the possibility of classifying such conferences as major, or not, on the basis of the weight of each of several factors. For example, the arrangements for a particular conference might require less translation than the standard for "major", but might have extraordinarily heavy requirements for meetings services; or other combinations might exist.

11. The examination of the problem leads back to the conclusion that if a definition - which means in effect a measurement - of a conference of major proportions is to be adopted by the General Assembly for application in the terms of paragraph 5 of resolution 2116 (XX), the measurement must be stated in a single common denominator which will adequately reflect the administrative impact of the conference. Cost is one such possible common denominator that has been discussed in paragraphs 3 and 4 above. Another might be an expression in man-days of staff time required for the provision of certain selected services, using planning figures. Again, however, the relative difficulties in providing each service, at a specific time, would be obscured by such a pragmatic approach, and the problem of determining the specific point at which a conference would be judged to be "of major proportions" would still remain. Such a determination would perforce be influenced very considerably by the workload imposed by the recurrent pattern of conferences and meetings.

Arrangements for providing interpretation services

12. For simultaneous interpretation - the method almost exclusively used by the United Nations - the arrangement is to have interpreters assigned to a meeting in teams of two for each language into which interpretation is being provided. Thus, for a meeting for which interpretation is being provided in all five official languages, ten interpreters would be assigned. The need for two interpreters per language is to ensure coverage of the other four languages in which speeches may be made.

13. The number of interpreters required per team therefore depends on the number of languages into which interpretation is provided, assuming that the languages in which statements could be made would be the same or that a translated text in an official language would be provided by a speaker using some other language. The number of teams required depends for the most part on the maximum number of meetings which may be held simultaneously; it can, however,

further be affected by the need to hold a number of night meetings in addition to a full schedule of day meetings and to some extent by the duration of the conference and the intensity of meetings. While the interpreters can, and do on a number of occasions, serve three meetings per day, they cannot maintain that pace for any extended period. Indeed, a sustained period of interpretation of two meetings per day results in fatigue and thus loss of precision. These latter factors are taken into account particularly in planning for the number of interpreters required for a meeting away from Headquarters or Geneva (where replacements may be available), as is similarly the need to provide against unforeseeable factors.

ANNEX II

Bodies that should be asked to dispense with summary records

United Nations Development Programme:

1. Pledging Conferences
2. Inter-Agency Consultative Board
3. United Nations Capital Development Fund - Pledging Conference
4. United Nations Conference on Olive Oil
5. Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East
6. Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees

Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples:

7. Working Group
8. Sub-Committee on Petitions
9. Sub-Committee I (African and Indian Ocean Territories)
10. Sub-Committee II (Pacific Territories)
11. Sub-Committee III (Caribbean and Atlantic Territories)
12. Sub-Committee on Fiji

Committee on the Peaceful Uses of Outer Space:

13. Scientific and Technical Sub-Committee
14. Legal Sub-Committee
15. United Nations Trust Fund for South Africa - Committee of Trustees
16. Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law

17. Committee on Applications for Review of Administrative Tribunal Judgements
18. United Nations Joint Staff Pension Board
19. United Nations Joint Staff Pension Board - Standing Committee

Economic and Social Council:

20. Economic Committee
21. Social Committee
22. Committee for Co-ordination
23. Economic Commission for Africa and all subsidiary bodies
24. Economic Commission for Asia and the Far East and all subsidiary bodies
25. Economic Commission for Europe and all subsidiary bodies
26. Economic Commission for Latin America and all subsidiary bodies
27. Commission on Human Rights
28. Sub-Commission on Prevention of Discrimination and Protection of Minorities
29. Ad Hoc Committee on the Right of Everyone to be Free from Arbitrary Arrest, Detention and Exile
30. Ad Hoc Committee on Periodic Reports on Human Rights
31. Ad Hoc Working Group established under resolution 2 (XXIII) of the Commission on Human Rights
32. Ad Hoc Working Group established under resolution 8 (XXIV) of the Commission on Human Rights
33. Commission on the Status of Women
34. Commission for Social Development
35. Population Commission
36. Committee for Programme and Co-ordination
37. Enlarged Committee for Programme and Co-ordination
38. Joint Meeting of the Administrative Committee on Co-ordination and the Committee for Programme and Co-ordination
39. Committee on Housing, Building and Planning
40. Council Committee on Non-Governmental Organizations

41. International Narcotics Control Board
 42. Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders
 43. Advisory Committee on the Application of Science and Technology to Development
 44. Ad Hoc Committee on the Survey Programme for the Development of Natural Resources
 45. United Nations High Commissioner for Refugees - Executive Committee
- United Nations Conference on Trade and Development:
46. Commodity Conferences
 47. Committee on Commodities
 48. Committee on Manufactures
 49. Committee on Invisibles and Financing related to Trade
 50. Committee on Shipping
 51. Special Committee on Preferences
 52. Committee on Tungsten
 53. Permanent Group on Synthetics and Substitutes
 54. Permanent Sub-Committee on Commodities
55. United Nations Industrial Development Organization - Industrial Development Board - Working Group on Programme and Co-ordination
- United Nations Institute for Training and Research:
56. Board of Trustees
 57. Administrative and Financial Committee
 58. Annual Meeting of Directors of Institutes within the United Nations Family
 59. Consultative Committee on Public Information and Visual Information Board

ANNEX III

CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1969

(AS OF 6 DECEMBER 1968)

KEY: R = Recurrent
S = Special
G = Government
E = Expert
ST = Secretariat

PART I

CONFERENCES AND MEETINGS REQUIRING FULL SERVICES

I = Interpretation
T = Translation
PV = Verbatim Record
SR = Summary Record
M = Minutes

No.	Organ	Dates	Location	Type	Member- ship	Servicing
1	<u>Ad Hoc</u> Working Group established under resolution 2 (XXIII) of the Commission on Human Rights (E/CN.4/AC.-)	2-27 January	New York	R	6 G	I T SR
2	<u>Ad Hoc</u> Committee on the Right of Everyone to be Free from Arbitrary Arrest, Detention and Exile (E/CN.4/AC.-)	6-10 January	New York	R	4 G	I T SR
3	United Nations Development Programme (UNDP) - Governing Council, seventh session (DP/-)	9-24 January	New York	R	37 G	I T SR
4	Commission on Narcotic Drugs (E/CN.7/-) .	13-31 January	Geneva	R	24 G	I T M
5	United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board, eighth session (TD/B/-)	21 January- 7 February	Geneva	R	55 G	I T SR
6	<u>Ad Hoc</u> Committee on Periodic Reports on Human Rights (E/CN.4/AC.-)	27-31 January	New York	R	8 G	I T SR
7	Commission on the Status of Women (E/CN.6/-)	27 January- 12 February	New York	R	32 G	I T SR
8	<u>Ad Hoc</u> Working Group established under resolution 8 (XXIV) of the Commission on Human Rights (E/CN.4/AC.-)	3-10 February	New York	-	15 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
9	Economic Commission for Africa, ninth session (E/CN.14/-)	3-14 February	Addis Ababa	R	39 G	I T SR
10	<u>Ad Hoc</u> Committee on the Survey Programme for the Development of Natural Resources (E/AC.55/-)	17-21 February	New York	R	22 G	I T SR
11	UNCTAD - Committee on Invisibles and Financing related to Trade, third session (TD/B/C.3/-)	17-28 February	Geneva	R	45 G	I T SR
12	Commission for Social Development (E/CN.5/-)	17 February- 5 March	New York	R	32 G	I T SR
13	Commission on Human Rights (E/CN.4/-)	17 February- 21 March	Geneva	R	32 G	I T SR
14	Council Committee on Non-Governmental Organizations (E/C.2/-)	24-28 February	New York	R	13 G	I T SR
15	Committee on the Peaceful Uses of Outer Space (A/AC.105/-)	February 2 weeks	New York	R	28 G	I T SR
16	United Nations Commission on International Trade Law (UNCITRAL) (A/CN.9/-)	3 March 4-5 weeks	Geneva	R	29 G	I T SR
17	Advisory Committee of Experts on the Prevention of Crime and the Treatment of Offenders (ST/SCA/SD/-)	24-28 March	New York	R	10 E	I T SR
18	Advisory Committee on the Application of Science and Technology to Development (E/AC.52/-)	31 March- 12 April	New York	R	13 E	I T SR
19	United Nations Conference on Olive Oil	March 1 week but up to 4 weeks	Geneva	S	135 G	I T SR
20	<u>Ad Hoc</u> Committee of Experts on Programmes in Demographic Aspects of Social Development	7-11 April	New York	-	12 E	I T SR(E)
21	United Nations Industrial Development Organization (UNIDO) - Industrial Development Board - Working Group on Programme and Co-ordination	8-22 April	Vienna	R	45 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
22	Economic Commission for Europe (E/ECE/-)	9-25 April	Geneva	R	31 G	I T SR
23	UNCTAD - Committee on Shipping, third session (TD/B/C.4/-)	9-25 April	Geneva	R	45 G	I T SR
24	International Conference on the Law of Treaties (A/CONF.39/-)	9 April- 21 May	Vienna	S	126 G	I T SR
25	Economic Commission for Latin America (E/CN.12/-)	14-21 April	Lima	R	29 G	I T SR
26	Committee for Programme and Co-ordination (E/AC.51/-)	21 April- 9 May	New York	R	16 G	I T SR
27	UNIDO - Industrial Development Board (ID/B/-)	24 April- 15 May	Vienna	R	45 G	I T SR
28	Committee for Development Planning E/AC.54/	28 April- 9 May	Bangkok	R	18 E	I T
29	UNCTAD - Special Committee on Preferences, second session (TD/B/AC.5/-)	28 April- 9 May	Geneva	R	135 G	I T SR
30	Economic Commission for Asia and the Far East (E/CN.11/-)	April 2 weeks	Singapore	R	27 G	I T SR
31	Committee on the Peaceful Uses of Outer Space - Scientific and Technical Sub-Committee (A/AC.105/C.1/-)	Second half of April 3 weeks	New York	R	28 G	I T SR
32	Scientific Committee on the Effects of Atomic Radiation, nineteenth session (A/AC.82/-)	5-16 May	New York	R	15 G	I T SR
33	Economic and Social Council, forty-sixth session (E/, E/AC.6/, E/AC.7, E/AC.24/-)	12 May- 6 June	New York	R	27 G	I T SR
34	United Nations Children's Fund (UNICEF) - Executive Board (E/ICEF/-)	19-31 May	Santiago	R	30 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
35	UNICEF - Committee on Administrative Budget (E/ICEF/AB/L/-)	24 May	Santiago	R	12 G	I T -
36	UNICEF - Programme Committee (E/ICEF/P/L/-)	26-28 May	Santiago	R	21 G	I T -
37	Trusteeship Council (and Drafting Committee), thirty-sixth session (T/-)	26 May- 13 June	New York	R	8 G	I T PV/SR
38	International Narcotics Control Board (E/INCB/-)	May/June 2 weeks	Geneva	R	11 E	I T SR
39	International Law Commission (A/CN.4/-)	20 June- 8 August	Geneva	R	25 G	I T SR
40	Committee for Programme and Co-ordination (E/AC.51/-)	9-27 June	New York	R	16 G	I T SR
41	UNDP - Governing Council, eighth session (DP/-)	June 3 weeks	Geneva	R	37 G	I T SR
42	Committee on the Peaceful Uses of Outer Space - Legal Sub-Committee (A/AC.105/C.2/-)	June (tentative) 4 weeks	To be determined	R	28 G	I T SR
43	Joint Meeting of the Administrative Committee on Co-ordination and the Committee for Programme and Co-ordination (E/AC.51/-) (CO-OR/JM/-)	7-11 July	Geneva	R	13 G 16 ST	I T SR
44	Economic and Social Council, forty-seventh session (E/, E/AC.6/, E/AC.7/, E/AC.24/-)	14 July- 8 August	Geneva	R	27 G	I T SR
45	Sub-Commission on Prevention of Discrimination and Protection of Minorities (E/CN.4/Sub.2/-)	25 August- 12 September	New York	R	26 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
46	UNCTAD - Trade and Development Board, ninth session (TD/B/-)	26 August- 12 September	Geneva	R	55 G	I T SR
47	Committee on Housing, Building and Planning (E/C.6/-)	2-12 September	New York	R	27 G	I T SR
48	Committee on the Peaceful Uses of Outer Space (A/AC.105/-)	2-15 September	New York	R	28 G	I T SR
49	General Assembly, twenty-fourth session (A/, A/BUR/, A/SPC/, A/C.1/-C.6/-)	16 September- December	New York	R	126 G	I T PV/SR
50	United Nations Institute for Training and Research (UNITAR) - Board of Trustees (UNITAR/-)	23-25 September	New York	R	17 E 4 ST	I T SR
51	Enlarged Committee for Programme and Co-ordination (E/AC.51/GR/-)	September 2 weeks or more	New York	R	21 G	I T SR
52	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law (A/AC.123/-)	September/ October 3-5 meetings	New York	R	10 G	I T SR
53	Committee on Conferences (A/AC.130/-)	September/ December (and as required)	New York	R	15 G	I T -
54	UNCTAD - Committee on Commodities, fourth session (TD/B/C.1/-)	13-24 October	Geneva	R	55 G	I T SR
55	United Nations High Commissioner for Refugees - Executive Committee (A/AC.96/-)	20-31 October	Geneva	R	30 G	I T SR

No.	Organ	Dates	Location	Type	Member-ship	Servicing
56	Advisory Committee on the Application of Science and Technology to Development <u>a/</u> (E/AC.52/-)	October 2 weeks	Addis Ababa	R	18 E	I T -
57	UNDP - Pledging Conference (A/CONF.-)	October 1 day	New York	R	126 G	I T SR
58	United Nations Capital Development Fund - Pledging Conference (A/CONF.-)	October 1 day	New York	R	126 G	I T SR
59	International Narcotics Control Board (E/INCB/-)	October/ November 3 weeks	Geneva	R	11 E	I T SR
60	Economic and Social Council, resumed forty-seventh session (E/, E/AC.6/, E/AC.7/, E/AC.24/-)	October/ November 4 days	New York	R	27 G	I T SR
61	Population Commission (E/CN.9/-)	3-14 November	Geneva	R	27 G	I T SR
62	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East (A/CONF.-)	November 1 meeting	New York	R	126 G	I T SR
63	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees (A/CONF.-)	November 1 meeting	New York	R	126 G	I T SR

a/ For this session to be held away from New York or Geneva, the Committee will be willing to work with interpretation from and into English and French only, no translation of in-session documentation estimated at 200 pages, and no summary records (see E/L.1198).

No.	Organ	Dates	Location	Type	Member- ship	Servicing
64	UNCTAD - Committee on Manufactures, fourth session (TD/B/C.2/-)	1-12 December	Geneva	R	45 G	I T SR
65	Economic and Social Council, resumed forty-seventh session (E/, E/AC.6/, E/AC.7/, E/AC.24/-)	December 4 days	New York	R	27 G	I T SR
66	Security Council (S/-)	As required	New York	R	15 G	I T PV
67	Security Council - Committee established under resolution 253 (1968) (S/AC.15/-)	As required	New York	R	7 G	I T SR
68	Peace Observation Commission (A/CN.7/-)	To be determined 1 meeting	New York	R	14 G	I T SR
69	Disarmament Commission (DC/-)	Undetermined	Undeter- mined	R	126 G	I T PV
70	Conference of the Eighteen-Nation Committee on Disarmament (ENDC/-)	To be determined	Geneva	R	18 G	I T PV
71	United Nations Council for Namibia (A/AC.131/-)	To be determined	New York	R	11 G	I T SR
72	Special Committee on the Policies of <u>Apartheid</u> of the Government of the Republic of South Africa A/AC.115/-)	To be determined 20 meetings	To be deter- mined	R	11 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
73	United Nations Scientific Advisory Committee (ST/SG/AC.-)	To be determined 2 sessions of 2 days each	New York and Geneva	R	7 G	I T SR
74	United Nations Trust Fund for South Africa - Committee of Trustees	To be determined 6 meetings	New York	R	5 G	I T SR
75	Economic and Social Council - Economic Committee (E/AC.6/-)	As required	New York	R	27 G	I T SR
76	Committee on Applications for Review of Administrative Tribunal Judgements	If required	New York	R	25 G	I T SR
77	UNCTAD - Commodity Conference (TD/-)	As required 4-5 weeks	Geneva	S	135 G	I T SR
78	UNCTAD - Commodity Conference (TD/-)	As required 4-5 weeks	Geneva	S	135 G	I T SR

PART II

CONFERENCES AND MEETINGS REQUIRING LIMITED SERVICES

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
1	United Nations Joint Staff Pension Committee	January 1 meeting	New York	R	9	E	-	-	-
2	Consultative Committee on Public Information and Visual Information Board	3-7 February	Washington	R	20 24	ST	-	-	SR (E)
3	Panel on Foreign Investments (E/AC.56/-)	16-20 February	Amsterdam	-	-	-	I (E,F,S)	T	-
4	UNCITRAL - Working Group	24 February- 1 March	Geneva	-	14	G	I (E,F,S,R)	T	-
5	United Nations Joint Staff Pension Board - Standing Committee	February 3 meetings	New York	R	9	E	I (E,F)	T	SR (E,F)
6	UNDP - Inter-Agency Consultative Board, seventh session	24-25 March	Geneva	R	15	ST	-	-	SR (E)
7	Round Table on Export Credit and Export Promotion in Developing Countries	24-28 March	New York	-	-	-	I	T	-
8	Consultative Committee on Administrative Questions	March 2 weeks	New York	R	20	ST	-	-	-
9	United Nations Joint Staff Pension Board - Committee of Actuaries	March 3 days	Geneva or New York	R	4	E	I (E,F)	-	-
10	UNDP - Working Group on Administrative and Financial Matters	March 2-3 days	Geneva or New York	R	15	ST	-	-	-
11	United Nations Administrative Tribunal	1 April- 15 May 3-4 weeks	Geneva	R	7	E	I (E,F)	T	-
12	Expert Committee on Post Adjustments	April 1 week	Vienna	R	5	E	I (E,F)	-	-

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
13	Expert Group on Social Defence Planning in the Context of National Development	Second quarter 2 weeks	Rome (tentative)	R	10	E	I (E,F)	T	-
14	Committee on Contributions	1-15 May	New York	R	12	E	I (F,R,S)	-	-
15	United Nations Board of External Auditors	11 May- 20 June	New York	R	3	E	I (E,S)	-	-
16	International Civil Service Advisory Board	13-28 May	New York	R	11	E	I (E,F)	T	-
17	Advisory Committee on Administrative and Budgetary Questions	May 2 weeks	Geneva	R	12	E	I (F,R,S)	T	-
18	UNITAR - Administrative and Financial Committee	10-11 June	To be determined	R	5 6	E ST	I (E,F)	-	SR (E,F)
19	UNCTAD - Inter-Governmental Group on Supplementary Financing, fifth session (TD/B/C.3/AC.3/-)	23 June- 3 July	New York	R	26	G	I	T	-
20	United Nations Joint Staff Pension Board - Standing Committee	June 3 meetings	New York	R	9	E	I (E,F)	T	SR (E,F)
21	United Nations Joint Staff Pension Committee	June 1 meeting	New York	R	9	E	-	-	-
22	Office of Public Information (OPI) - Triangular Fellowship Programme	June (tentative) 4 weeks	New York	R	16	E ST	-	-	-
23	Advisory Committee on Administrative and Budgetary Questions	June/July 7 weeks	New York	R	12	E	I (F,R,S)	T	-
24	UNITAR - Annual Meeting of Directors of Institutes within the United Nations Family	June/July 3 days	Geneva	R	16	ST	-	-	SR (E)

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
25	UNCTAD - Committee on Tungsten, sixth session (TD/TUNGSTEN -)	July 1 week	Geneva	R	29	G	I	T	-
26	UNCTAD - Working Group on Tungsten, sixth session	July 2-3 days	Geneva	R	8	G	-	-	-
27	UNCTAD - Committee on Tungsten - Statistical Working Party	July 2-3 days	Geneva	R	-	-	-	-	-
28	Inter-Regional Expert Meeting on Training Social Welfare Personnel for Participation in Development Planning	11-22 August	Geneva	R	12	E	I (E,F,S)	T	-
29	UNCITRAL - Committee of Experts on the 1964 Hague Conventions	August/ September 6 weeks	New York or Geneva	-	-	-	-	-	-
30	OPI - Editors' Round Table	August/ September 1 week	Addis Ababa	R	-	E ST	I	-	-
31	Advisory Committee on Administrative and Budgetary Questions	September/ December	New York	R	12	E	I (F,R,S)	T	-
32	United Nations Joint Staff Pension Committee	September 1 meeting	New York	R	9	E	-	-	-
33	United Nations Joint Staff Pension Board - Standing Committee	September 3 meetings	New York	R	9	E	I (E,F)	T	R (E,F)
34	UNCTAD - Permanent Group on Synthetics and Substitutes, third session (TD/B/C.1/SYN/-)	6-10 October	Geneva	R	21	G	I	T	-
35	United Nations Panel of External Auditors	27-31 October	New York	R	7	E	I (E,S)	-	-

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
36	UNDP - Working Group on Administrative and Financial Matters	October 2-3 days	New York	R	15	ST	-	-	-
37	UNDP - Inter-Agency Consultative Board, eighth session	October 2-3 days	New York	R	15	ST	-	-	SR (E)
38	United Nations Administrative Tribunal	October 4 weeks	New York	R	7	E	I (E,F)	T	-
39	UNCITRAL - Working Group on Negotiable Instruments	October/ November 4 weeks	New York or Geneva	-	-	-	-	-	-
40	United Nations Joint Staff Pension Board - Standing Committee	November 3 meetings	New York	R	9	E	I (E,F)	T	SR (E,F)
41	Military Staff Committee	Once every fortnight	New York	R	5	G	I (E,F,R,C)	T	-
42	United Nations Conciliation Commission for Palestine	To be determined 6 meetings	New York	R	3	G	-	-	-
43	Investments Committee	To be determined 4 meetings	New York	R	6	E	-	-	-
44	Informal Joint Committee on Host Country Relations	To be determined 3 meetings	New York	R	16	G	I	-	-

No.	Organ	Dates	Location	Type	Member- ship	Servicing
45	UNCTAD - Advisory Committee to the Board and to the Committee on Commodities	To be determined 2 sessions 1 week each	Geneva	R	7 E	I T -
46	UNCTAD - Permanent Sub-Committee on Commodities (TD/B/C.1/PSC/...)	If required	Geneva	R	28 G	I T -
47	UNCTAD - up to ten Inter-Governmental and/or Experts Groups	As required 1-2 weeks each	Geneva	-	- G or E (E,F,R,S)	I T -
48	UNCTAD - Commodity Consultations	As required 4-5 weeks	Geneva	-	G or E (E,F,R,S)	I T -
49	Advisory Group on the UNCTAD/GATT International Trade Centre	To be determined	Geneva	R	175 G	I T - (E,F,R,S)
50	UNITAR - Training Programme for Foreign Service Officers	To be determined	Geneva	R	- E	- - -

PART III

CALENDAR OF CONFERENCES AND MEETINGS OF PRINCIPAL ORGANS OF THE SPECIALIZED AGENCIES FOR 1969

No.	Organ	Dates	Location	Remarks
1	Universal Postal Union - Congress	1. October- 14 November	Bern	
2	United Nations Educational, Scientific and Cultural Organization (UNESCO) - Executive Board	April/ May	Paris	
3	World Meteorological Organization - Executive Committee, twenty-first session	29 May- 13 June	Geneva	
4	International Telecommunication Union - Administrative Council, twenty-fourth session	3-23 May	Geneva	
5	International Labour Organisation - Inter- national Labour Conference, fifty-third session	4-26 June	Geneva	
6	World Health Organization - Twenty-second World Health Assembly	July 3 weeks	Boston	
7	International Atomic Energy Agency - General Conference	23-30 September	Vienna	
8	International Bank for Reconstruction and Development - Board of Governors	29 September- 3 October	Washington	
9	International Development Association - Board of Governors	29 September- 3 October	Washington	

No.	Organ	Dates	Location	Remarks
10	International Finance Corporation - Board of Governors	29 September- 3 October	Washington	
11	International Monetary Fund	29 September- 3 October	Washington	
12	UNESCO - Executive Board	September/ October	Paris	
13	Inter-Governmental Maritime Consultative Organization - Assembly, sixth session	15-30 October	London	
14	General Agreement on Tariffs and Trade - Contracting Parties, twenty-sixth session	October or November	Geneva	
15	Food and Agriculture Organization of the United Nations - Conference, fifteenth session	November	Rome	

ANNEX IV

CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1970

(AS OF 6 DECEMBER 1968)

KEY: R = Recurrent
S = Special
G = Government
E = Expert
ST = Secretariat

PART I

CONFERENCES AND MEETINGS REQUIRING FULL SERVICES

I = Interpretation
T = Translation
PV = Verbatim Record
SR = Summary Record
M = Minutes

No.	Organ	Dates	Location	Type	Member- ship		Servicing			
1	United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board, tenth session (TD/B/ -) <u>a/</u>	19 January- 6 February	Geneva	R	55	G	I	T	SR	
2	United Nations Development Programme (UNDP) - Governing Council, ninth session (DP/ -)	January 3 weeks	New York	R	37	G	I	T	SR	
3	<u>Ad Hoc</u> Committee on Periodic Reports on Human Rights (E/CN.4/AC. -)	January 1 week	New York	R	8	G	I	T	SR	
4	Commission on the Status of Women (E/CN.6/ -)	January/ February 3 weeks	New York or Geneva	R	32	G	I	T	SR	
5	Council Committee on Non-Governmental Organizations (E/C.2/ -)	January/ February 1 week	New York	R	13	G	I	T	SR	
6	Commission for Social Development (E/CN.5/ -)	February 3 weeks	New York or Geneva	R	32	G	I	T	SR	
7	Committee on the Peaceful Uses of Outer Space (A/AC.105/ -)	February 2 weeks	New York	R	28	G	I	T	SR	

a/ For statement by the UNCTAD secretariat regarding the timing and number of sessions of the Board in 1970, see summary record of the 173rd meeting of the Board (TD/B/SR.173).

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
8	Commission on Human Rights (E/CN.4/ -)	February/ March (5 weeks)	New York or Geneva	R	32	G	I	T	SR
9	UNCTAD - Committee on Shipping, fourth session (TD/B/C.4/ -)	March/ April 2 weeks	Geneva	R	45	G	I	T	SR
10	Economic Commission for Asia and the Far East (E/CN.11/ -)	March/ April 2 weeks	Kabul	R	27	G	I	T	SR
11	United Nations Commission on International Trade Law (UNCITRAL) (A/CN.9/ -)	March/ April 4-5 weeks	New York	R	29	G	I	T	SR
12	Economic Commission for Latin America - Committee of the Whole (E/CN.12/AC. -)	March/ April 2 weeks	Santiago	R	29	G	I	T	SR
13	Advisory Committee on the Application of Science and Technology to Development (E/AC.52/ -)	Spring 2 weeks	To be determined	R	18	G	I	T	SR
14	Economic Commission for Europe (E/ECE/ -)	8-24 April	Geneva	R	31	G	I	T	SR
15	Committee for Development Planning (E/AC.54/ -)	April 2 weeks	New York or hqs. of a regional commission	R	18	E	I	T	-
16	United Nations Industrial Development Organization - (UNIDO) - Industrial Development Board - Working Group on Programme and Co-ordination	April	Vienna	R	45	G	I	T	SR

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
17	UNIDO - Industrial Development Board, fourth session (ID/B/ -)	April/May 4 weeks	Vienna	R	45	G	I	T	SR
18	Committee for Programme and Co-ordination (E/AC.51/ -)	April/May 3 weeks	New York	R	16	G	I	T	SR
19	Committee on the Peaceful Uses of Outer Space - Scientific and Technical Sub-Committee (A/AC.105/C.1/ -)	April/May 4 weeks	Geneva	R	28	G	I	T	SR
20	Economic and Social Council, forty-eighth session (E/, E/AC.6/, E/AC.7/, E/AC.24/ -)	18 May- 12 June	New York	R	27	G	I	T	SR
21	Trusteeship Council (and Drafting Committee) thirty-seventh session (T/ -)	25 May- 12 June	New York	R	8	G	I	T	PV SR
22	United Nations Children's Fund (UNICEF) - Committee on Administrative Budget (E/ICEF/AB/L/ -)	May 2 days	New York	R	12	G	I	T	-
23	UNICEF - Programme Committee (E/ICEF/P/L/ -)	May 4 days	New York	R	21	G	I	T	-
24	UNICEF - Executive Board (E/ICEF/ -)	May 7 days	New York	R	30	G	I	T	SR
25	Scientific Committee on the Effects of Atomic Radiation, twentieth session (A/AC.82/ -)	May/June 2 weeks	Geneva	R	15	G	I	T	SR
26	International Narcotics Control Board (E/INCB/ -)	May/June 2 weeks	Geneva	R	11	E	I	T	SR
27	International Law Commission (A/CN.4/ -)	May/July 10 weeks	Geneva	R	25	G	I	T	SR

No.	Organ	Dates	Location	Type	Member-ship		Servicing			
38	General Assembly, twenty-fifth session (A/, A/BUR/, A/SPC/, A/C.1/-C.6/ -)	15 September- December	New York	R	126	G	I	T	PV	
39	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law (A/AC.123/ -)	September/ October 3-5 meetings	New York	R	10	G	I	T	SR	
40	UNCTAD - Committee on Commodities, fifth session (TD/B/C.1/ -)	September/ October 2 weeks	Geneva	R	55	G	I	T	SR	
41	Committee on Conferences (A/AC.130/ -)	September/ December (and as required)	New York	R	15	G	I	T	-	
42	Advisory Committee on the Application of Science and Technology to Development (E/AC.52/ -)	Autumn 2 weeks	To be determined	R	18	G	I	T	SR	
43	Sixth United Nations Regional Cartographic Conference for Asia and the Far East	24 October- 7 November	Teheran	R	126	G	I	T	SR	
44	United Nations High Commissioner for Refugees - Executive Committee (A/AC.96/ -)	October 2 weeks	Geneva	R	30	G	I	T	SR	
45	UNDP - Pledging Conference (A/CONF. -)	October 1 day	New York	R	126	G	I	T	SR	
46	United Nations Capital Development Fund - Pledging Conference (A/CONF. -)	October 1 day	New York	R	126	G	I	T	SR	
47	Statistical Commission (E/CN.3/ -)	October/ November 2 weeks	Geneva	R	24	G	I	T	-	
48	Sub-Commission on Prevention of Discrimina- tion and Protection of Minorities (E/CN.4/Sub.2/ -)	October/ November 3 weeks	Geneva	R	26	G	I	T	SR	

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
49	Economic and Social Council, resumed forty-ninth session (E/, E/AC.6/, E/AC.7/, E/AC.24/ -)	October/ November 3-4 days	New York	R	27	G	I	T	SR
50	International Narcotics Control Board (E/INCB/ -)	October/ November 3 weeks	Geneva	R	11	E	I	T	SR
51	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East (A/CONF. -)	November 1 meeting	New York	R	126	G	I	T	SR
52	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees (A/CONF. -)	November 1 meeting	New York	R	126	G	I	T	SR
53	UNCTAD - Committee on Manufactures, fifth session (TD/B/C.2/ -)	November/ December 2 weeks	Geneva	R	45	G	I	T	SR
54	Economic and Social Council, resumed forty-ninth session (E/, E/AC.6/, E/AC.7/, E/AC.24/ -)	December 3-4 days	New York	R	27	G	I	T	SR
55	Security Council (S/ -)	As required	New York	R	15	G	I	T	PV
56	Security Council - Committee established under resolution 253 (1968) (S/AC.15/ -)	As required	New York	R	7	G	I	T	SR
57	Peace Observation Commission (A/CN.7/ -)	To be determined	New York	R	14	G	I	T	SR
58	Disarmament Commission (DC/ -)	To be determined	New York	R	126	G	I	T	PV

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
59	Conference of the Eighteen-Nation Committee on Disarmament (ENDC/ -)	To be determined	Geneva	R	18	G	I	T	PV
60	Economic and Social Council - Economic Committee	As required	New York	R	27	G	I	T	SR
61	United Nations Council for Namibia (A/AC.131/ -)	To be determined	New York	R	11	G	I	T	SR
62	Special Committee on the Policies of <u>Apartheid</u> of the Government of the Republic of South Africa (A/AC.115/ -)	To be determined	To be determined	R	11	G	I	T	SR
63	United Nations Scientific Advisory Committee (ST/SG/AC. -)	To be determined 4 days	To be determined	R	7	G	I	T	SR
64	United Nations Trust Fund for South Africa - Committee of Trustees	To be determined 6 meetings	New York	R	5	G	I	T	SR
65	Enlarged Committee for Programme and Co-ordination (E/AC.51/GR/ -)	To be determined	New York	R	21	G	I	T	SR
66	<u>Ad Hoc</u> Committee on the Survey Programme for the Development of Natural Resources (E/AC.55/ -)	To be determined	New York	R	22	G	I	T	SR
67	Committee on Applications for Review of Administrative Tribunal Judgements	If required	New York	R	25	G	I	T	SR
68	UNCTAD - Commodity Conference (TD/ -)	As required 4-5 weeks	Geneva	S	135	G	I	T	SR

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
69	UNCTAD - Commodity Conference (TD/ -)	As required 4-5 weeks	Geneva	S	135	G	I	T	SR
70	United Nations Institute for Training and Research (UNITAR) - Board of Trustees (UNITAR/ -)	To be determined	New York	R	17 4	E ST	I	T	SR

CONFERENCES AND MEETINGS REQUIRING LIMITED SERVICES

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
1	United Nations Joint Staff Pension Committee	January 1 meeting	New York	R	9	E	-	-	-
2	UNCITRAL - Committee of Experts on Shipping Legislation	First half of the year 4 weeks	New York or Geneva	-	-	-	-	-	-
3	UNCTAD - Permanent Group on Synthetics and Substitutes, fourth session (TD/B/C.1/SYN/ -)	February 5 days	Geneva	R	17	G	I	T	-
4	United Nations Joint Staff Pension Board - Standing Committee	February 3 meetings	New York	R	9	E	I (E,F)	T	SR (E,F)
5	UNDP - Working Group on Administrative and Financial Matters	March 2-3 days	Geneva or New York	R	15	ST	-	-	-
6	United Nations Administrative Tribunal	March 4 weeks	Geneva	R	7	E	I (E,F)	T	-
7	UNDP - Inter-Agency Consultative Board, ninth session	April 2-3 days	Geneva	R	15	ST	-	-	SR (E)
8	Expert Committee on Post Adjustments	April 1 week	New York	R	5	E	I (E,F)	-	-
9	United Nations Board of External Auditors	11 May- 5 June	New York	R	3	E	I (E,S)	-	-
10	Committee on Contributions	May 4 weeks	New York	R	10	E	I (F,R,S)	-	-
11	Advisory Committee on Administrative and Budgetary Questions	May 2 weeks	Geneva	R	12	E	I (F,R,S)	T	-
12	United Nations Joint Staff Pension Board - Committee of Actuaries	May/June 3 days	To be determined	R	4	E	I (E,F)	-	-

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
13	UNITAR - Administrative and Financial Committee	May/June	New York	R	6	E I - ST	6	ST (E,F)	(E,F)
14	United Nations Joint Staff Pension Committee	June 1 meeting	New York	R	9	E - - -			
15	United Nations Joint Staff Pension Board - Standing Committee	June 3 meetings	New York	R	9	E I T SR (E,F) (E,F)			
16	UNCITRAL - Committee of Experts on "Incoterms"	Second half of the year 3-4 weeks	New York or Geneva	-	-	- - - -			
17	UNCITRAL - Working Group on Arbitration	Second half of the year 4-5 weeks	New York or Geneva	-	-	- - - -			
18	Advisory Committee on Administrative and Budgetary Questions	June/July 7 weeks	New York	R	12	E I T - (F,R,S)			
19	International Civil Service Advisory Board	June/July 3 weeks	Geneva	R	11	E I T - (E,F)			
20	Office of Public Information (OPI) - Triangular Fellowship Programme	7-18 July 21-31 July	Geneva Paris	R	16	E - - - ST			
21	UNCITRAL - Working Group on the 1964 Hague Conventions	August/ September 5-6 weeks	New York or Geneva	-	-	- - - -			
22	United Nations Joint Staff Pension Committee	September 1 meeting	New York	R	9	E - - -			
23	United Nations Joint Staff Pension Board - Standing Committee	September 3 meetings	New York	R	9	E I T SR (E,F) (E,F)			
24	Advisory Committee on Administrative and Budgetary Questions	September/ December	New York	R	12	E I T (F,R,S)			
25	UNDP - Working Group on Administrative and Financial Matters	October 2-3 days	New York	R	15	ST - - -			

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
26	UNDP - Inter-Agency Consultative Board, tenth session	October	New York	R	15	ST	-	-	-
27	United Nations Administrative Tribunal	October 4 weeks	New York	R	7	E	I (E,F)	T	-
28	United Nations Panel of External Auditors	November 1 meeting	New York	R	7	E	I (E,S)	-	-
29	United Nations Joint Staff Pension Board - Standing Committee	November 3 meetings	New York	R	9	E	I (E,F)	T	SR (E,F)
30	Military Staff Committee	Once every fortnight	New York	R	5	G	I (E,F, R,C)	T	-
31	United Nations Conciliation Commission for Palestine	To be determined	New York	R	3	G	-	-	-
32	Investments Committee	To be determined 4 meetings	New York	R	6	E	-	-	-
33	Consultative Committee on Public Information and Visual Information Board	To be determined	Headquarters of one of specialized agencies in Europe	R	20 24	ST	-	-	SR (E)
34	OPI - Editors' Round Table	To be determined	To be determined	R	-	E ST	I	-	-
35	Informal Joint Committee on Host Country Relations	To be determined 3 meetings	New York	R	16	G	I	-	-
36	Consultative Committee on Administrative Questions	To be determined	To be determined	R	20	ST	-	-	-
37	UNCTAD - Advisory Committee to the Board and to the Committee on Commodities	To be determined 2 sessions 1 week each	Geneva	R	7	E	I	T	-

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
38	UNCTAD - Permanent Sub-Committee on Commodities (TD/B/C.1/PSC/-)	If required 1 week	Geneva	R	28	G	I	T	-
39	UNCTAD - Committee on Tungsten, ninth session (TD/B/TUNGSTEN -)	As required	Geneva	R	29	G	I	T	-
40	UNCTAD - Working Group on Tungsten, seventh session	To be determined 1 week	Geneva or New York	R	8	G	-	-	-
41	Advisory Group on the UNCTAD/GATT International Trade Centre	To be determined	Geneva	R		G	I (E,F, R,S)	T	-
42	UNCTAD - Commodity Consultations	To be determined 4-5 weeks	Geneva or New York	-	-	G or E	I (E,F, R,S)	T	-
43	UNCTAD - up to ten Inter-Governmental and/or Expert Groups	As required 1-2 weeks each	Geneva or New York	-	-	G or E	I (E,F, R,S)	T	-
44	UNITAR - Annual Meeting of Directors of Institutes within the United Nations Family	To be determined	To be determined	R	16	ST	-	-	SR (E)
45	UNITAR - Training Programme for Foreign Service Officers	To be determined	Geneva	R	-	E	-	-	-

PART III

CALENDAR OF CONFERENCES AND MEETINGS OF PRINCIPAL ORGANS
OF THE SPECIALIZED AGENCIES FOR 1970

No.	Organ	Dates	Location	Remarks
1	World Meteorological Organization - Executive Committee	28 May- 12 June	Geneva	
2	World Health Organization - World Health Assembly	May	Geneva	
3	Universal Postal Union - Executive Council	May	Berne	
4	International Telecommunication Union - Administrative Council	May 3 weeks	Geneva	
5	International Labour Organisation - International Labour Conference	June 4 weeks	Geneva	
6	International Atomic Energy Agency - General Conference	22-29 September	Vienna	
7	General Agreement on Tariffs and Trade - Contracting Parties	October/ November	Geneva	
8	United Nations Educational, Scientific and Cultural Organization - General Conference	October/ November	Paris	
9	International Bank for Reconstruction and Development - Board of Governors	To be determined	To be determined	
10	International Development Association - Board of Governors	To be determined	To be determined	
11	International Finance Corporation - Board of Governors	To be determined	To be determined	
12	International Monetary Fund - Board of Governors	To be determined	To be determined	

ANNEX V

CALENDAR OF CONFERENCES AND MEETINGS OF THE UNITED NATIONS FOR 1971
(AS OF 6 DECEMBER 1968)

Key: R = Recurrent
S = Special
G = Government
E = Expert
ST = Secretariat

PART I

CONFERENCES AND MEETINGS REQUIRING FULL SERVICES

I = Interpretation
T = Translation
PV = Verbatim Record
SR = Summary Record
M = Minutes

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
1	United Nations Development Programme (UNDP) - Governing Council (DP/ -)	January	New York	R	37	G	I	T	SR
2	Ad Hoc Committee on Periodic Reports on Human Rights (E/CN.4/AC.-)	January	New York	R	8	G	I	T	SR
3	Commission on Narcotic Drugs (E/CN.7/ -)	January	Geneva	R	24	G	I	T	M
4	United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board (TD/B -) ^{a/}	January	Geneva	R	55	G	I	T	SR
5	Council Committee on Non-Governmental Organizations (E/C.2/-)	January/ February	New York	R	13	G	I	T	SR
6	Commission on the Status of Women (E/CN.6/ -)	January/ February	New York Geneva	R	32	G	I	T	SR
7	Committee on the Peaceful Uses of Outer Space (A/AC.105/-)	February	New York	R	28	G	I	T	SR
8	Commission for Social Development (E/CN.5/ -)	February	New York	R	32	G	I	T	SR
9	Commission on Human Rights (E/CN.4/ -)	February/ March	New York or Geneva	R	32	G	I	T	SR

^{a/} For statement by the UNCTAD secretariat regarding the timing and number of sessions of the Board in 1970 and subsequent years, see summary record of the 173rd meeting of the Board (TD/B/SR.173).

No.	Organ	Dates	Location	Type	Member-ship		Servicing			
10	United Nations Commission on International Trade Law (UNCITRAL) (A/CF.9/ -)	March/ April	Geneva	R	29	G	I	T	SR	
11	Committee for Development Planning (E/AC.54/ -)	April	New York	R	18	E	I	T	-	
12	Economic Commission for Europe (E/ECE/ -)	April	Geneva	R	31	G	I	T	SR	
13	United Nations Industrial Development Organization (UNIDO) - Working Group on Programme and Co-ordination	April	Vienna	R	45	G	I	T	SR	
14	UNIDO - Industrial Development Board (ID/P/ -)	April/ May	Vienna	R	45	G	I	T	SR	
15	Committee for Programme and Co-ordination (E/AC.51/ -)	April/ May	New York	R	16	G	I	T	SR	
16	Committee on the Peaceful Uses of Outer Space - Scientific and Technical Sub-Committee (A/AC.105/C.1/ -)	April/ May	To be determined	R	28	G	I	T	SR	
17	Trusteeship Council (and Drafting Committee) (T/ -)	May/June	New York	R	8	G	I	T	PV/SR	
18	Economic and Social Council (E/AC.6/, E/AC.7/, E/AC.24/ -)	May/June	New York	R	27	G	I	T	SR	
19	United Nations Children's Fund (UNICEF) - Executive Board (E/ICEF/ -)	May/June	New York	R	30	G	I	T	SR	

No.	Organ	Dates	Location	Type	Member- ship		Servicing			
20	UNICEF - Programme Committee (E/ICEF/P/L/ -)	May/June	New York	R	12	G	I	T	-	
21	UNICEF - Committee on Administrative Budget (E/ICEF/AB/L/ -)	May/June	New York	R	21	G	I	T	-	
22	International Narcotics Control Board (E/INCB/ -)	May/June	Geneva	R	11	E	I	T	SR	
23	International Law Commission (A/CN.4 -)	May/July	Geneva	R	25	G	I	T	SR	
24	Advisory Committee on the Applica- tion of Science and Technology to Development (E/AC.52/ -)	Spring	New York	R	18	E	I	T	SR	
25	Committee for Programme and Co- ordination (E/AC.51/ -)	June	New York	R	16	G	I	T	SR	
26	UNDP - Governing Council (DP/ -)	June	Geneva	R	37	G	I	T	SR	
27	Committee on the Peaceful Uses of Outer Space - Legal Sub-Committee (E/AC.105/C.2/ -)	June	To be determined	R	28	G	I	T	SR	
28	Joint Meeting of the Administrative Committee on Co-ordination and the Committee for Programme and Co- ordination (E/AC.51/ -) (CO-OR/JM/ -)	July	Geneva	R	13 16	G ST	I	T	SR	
29	Economic and Social Council (E/ E/AC.6/, E/AC.7/, E/AC.24/ -)	July/ August	Geneva	R	27	G	I	T	SR	

No.	Organ	Dates	Location	Type	Member- ship	Servicing
30	UNCTAD - Trade and Development Board (TD/E/ -) b/	August/ September	Geneva	R	55 G	I T SR
31	Advisory Committee on the Application of Science and Technology to Development (E/AC.52/-)	Autumn	New York	R	18 E	I T SR
32	Committee on the Peaceful Uses of Outer Space (A/AC.105/-)	September	New York	R	28 G	I T SR
33	Enlarged Committee for Programme and Co-ordination (E/AC.51/GR/-)	September	New York	R	21 G	I T SR
34	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law (A/AC.123/-)	September/ October	New York	R	10 G	I T SR
35	General Assembly, twenty-sixth session (A/, A/BUR/, A/SPC/, A/C.1-C.6/-)	September- December	New York	R	126 G	I T PV/SR
36	UNDP - Pledging Conference (A/CONF.-)	October	New York	R	126 G	I T SR
37	United Nations Capital Development Fund - Pledging Conference (A/CONF.-)	October	New York	R	126 G	I T SR

² For statement by the UNCTAD secretariat regarding the timing and number of sessions of the Board in 1970 and subsequent years, see summary record of the 173rd meeting of the Board (TD/E/SR.173).

No.	Organ	Dates	Location	Type	Member- ship	Servicing
38	United Nations High Commissioner for Refugees - Executive Committee (A/AC.96/ -)	October	Geneva	R	30 G	I T SR
39	Economic and Social Council, resumed fifty-first session (E/, E/AC.6/, E/AC.7/, E/AC.24/ -)	October/ November	New York	R	27 G	I T SR
40	International Narcotics Control Board (E/INCB/ -)	October/ November	Geneva	R	11 E	I T SR
41	Sub-Commission on Prevention of Discrimination and Protection of Minorities (E/CN.4/Sub.2/ -)	October/ November	Geneva	R	26 G	I T SR
42	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East (A/CONF.--)	November	New York	R	126 G	I T SR
43	<u>Ad Hoc</u> Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees (A/CONF. -)	November	New York	R	126 G	I T SR
44	Economic and Social Council, resumed fifty-first session (E/, E/AC.6/, E/AC.7/, E/AC.24/ -)	December	New York	R	27 G	I T SR
45	Peace Observation Commission (A/CF.7/ -)	To be determined	New York	R	14 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
46	Special Committee on the Policies of <u>Apartheid</u> of the Government of the Republic of South Africa (A/AC.115/-)	To be determined	New York	R	11 G	I T SR
47	United Nations Trust Fund for South Africa - Committee of Trustees	To be determined	New York	R	5 G	I T SR
48	United Nations Council for Namibia (A/AC.131/-)	To be determined	New York	R	11 G	I T SR
49	<u>Ad Hoc</u> Committee on the Survey Programme for the Development of Natural Resources (E/AC.55/-)	To be determined	New York	R	22 G	I T SR
50	UNITAR - Board of Trustees (UNITAR/-)	To be determined	New York	R	17 E 4 SR	I T SR
51	Conference of the Eighteen-Nation Committee on Disarmament (ENDC/-)	To be determined	Geneva	R	18 G	I T PV
52	UNCTAD - Committee on Commodities (TD/B/C.1/-)	To be determined	Geneva	R	55 G	I T SR
53	UNCTAD - Committee on Manufactures (TD/B/C.2/-)	To be determined	Geneva	R	45 G	I T SR
54	UNCTAD - Committee on Invisibles and Financing related to Trade (TD/B/C.3/-)	To be determined	Geneva	R	45 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
55	UNCTAD - Committee on Shipping (TD/B/C.4/-)	To be determined	Geneva	R	45 G	I T SR
56	UNCTAD - Commodity Conference (TD/-)	As required	Geneva	S	135 G	I T SR
57	UNCTAD - Commodity Conference (TD/-)	As required	Geneva	S	135 G	I T SR
58	Economic Commission for Africa (E/CN.14/-)	To be determined	To be determined	R	39 G	I T SR
59	Economic Commission for Asia and the Far East (E/CN.11/-)	To be determined	To be determined	R	27 G	I T SR
60	Economic Commission for Latin America (E/CN.12/-)	To be determined	To be determined	R	29 G	I T SR
61	Disarmament Commission (DC/-)	To be determined	To be determined	R	126 G	I T PV
62	United Nations Scientific Committee on the Effects of Atomic Radiation (A/AC.82/-)	To be determined	To be determined	R	15 G	I T SR
63	United Nations Scientific Advisory Committee (ST/SG/AC.-)	To be determined	To be determined	R	7 G	I T SR
64	Population Commission (E/CN.9/-)	To be determined	To be determined	R	27 G	I T SR

No.	Organ	Dates	Location	Type	Member- ship	Servicing
65	Committee on Housing, Building and Planning (E/C.6/-)	To be determined	To be determined	R	27 G	I T SR
66	Third Conference on Trade and Development	To be determined	To be determined			
67	Security Council (S/-)	As required	New York	R	15 G	I T PV
68	Security Council - Committee established under resolution 253 (1968) (S/AC.15/-)	As required	New York		7 G	I T SR
69	Economic and Social Council - Economic Committee	As required	New York	R	27 G	I T SR
70	Committee on Applications for Review of Administrative Tribunal Judgements	As required	New York	R	25 G	I T SR

PART II

CONFERENCES AND MEETINGS REQUIRING LIMITED SERVICES

No.	Organ	Dates	Location	Type	Member-ship		Servicing		
1	United Nations Joint Staff Pension Committee	January	New York	R	9	E	-	-	-
2	United Nations Joint Staff Pension Board - Standing Committee	February	New York	R	9	E	I (E,F)	T	SR (E,F)
3	UNDP - Working Group on Administrative and Financial Matters	March	New York or Geneva	R	15	ST	-	-	-
4	United Nations Administrative Tribunal	March	Geneva	R	7	E	I (E,F)	T	
5	UNDP - Inter-Agency Consultative Board	April	Geneva	R	15	SR	-	-	SR (E)
6	Expert Committee on Post Adjustments	April	Geneva	R	5	E	I (E,F)	-	-
7	Advisory Committee on Administrative and Budgetary Questions	May/June	New York	R	12	E	I (F,R,S)	T	-
8	Committee on Contributions	May	New York	R	10	E	I (F,R,S)	-	-
9	United Nations Board of International Finance	May	New York	R	3	E	I (E,S)	-	-

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
10	United Nations Panel of External Auditors	May	New York	R	7	E	I (E,S)	-	-
11	United Nations Joint Staff Pension Board - Committee of Actuaries	May/June	New York	R	4	E	I (E,F)	-	-
12	UNITAR - Administrative and Financial Committee	May/June	To be determined	R	6 6	E SR	I (E,F)	-	SR (E,F)
13	United Nations Joint Staff Pension Board - Standing Committee	June	New York	R	9	E	I (E,F)	T (E,F)	SR (E,F)
14	United Nations Joint Staff Pension Committee	June	New York	R	9	E	-	-	-
15	International Civil Service Advisory Board	June/July	New York	R	11	E	I (E,F)	T	-
16	United Nations Joint Staff Pension Board - Standing Committee	September	New York	R	9	E	I (E,F)	T (E,F)	SR (E,F)
17	United Nations Joint Staff Pension Committee	September	New York	R	9	E	-	-	-
18	Advisory Committee on Administrative and Budgetary Questions	September/ December	New York	R	12	E	I (F,R,S)	T	-
19	United Nations Administrative Tribunal	October	New York	R	7	E	I (E,F)	T	
20	UNDP - Inter-Agency Consultative Board	October	New York or Geneva	R	15	ST	-	-	SR (E)

No.	Organ	Dates	Location	Type	Member- ship		Servicing		
21	UNDP - Working Group on Administrative and Financial Matters	October	New York or Geneva	R	15	ST	-	-	-
22	United Nations Panel of External Auditors	November	New York	R	7	E	I (E,S)	-	-
23	United Nations Joint Staff Pension Board - Standing Committee	November	New York	R	9	E	I (E,F)	T	SR (E,F)
24	Military Staff Committee	Once every fortnight	New York	R	5	G	I (E,F,R,C)	T	-
25	United Nations Conciliation Commission for Palestine	To be determined	New York	R	3	G	-	-	-
26	UNCTAD - Permanent Sub-Committee on Commodities (TD/B/C.1/PSC/-)	To be determined	Geneva	R	28	G	I	T	-
27	UNCTAD - Permanent Group on Synthetics and Substitutes (TD/B/C.1/SYN/-)	To be determined	Geneva	R	17	G	I	T	-
28	UNCTAD - Advisory Committee to the Board and to the Committee on Commodities	To be determined 2 sessions 1 week each	Geneva	R	7	E	I	T	-
29	UNCTAD - Committee on Tungsten (TD/TUNGSTEN/-)	To be determined	Geneva	R	29	G	I	T	-

No.	Organs	Dates	Location	Type	Member- ship		Servicing		
30	UNCTAD - Working Group on Tungsten	To be determined	Geneva	R	8	G	-	-	-
31	Advisory Group on the UNCTAD/GATT International Trade Centre	To be determined	Geneva	R	135	G	I (E,F,R,S)	T	-
32	UNCTAD - Commodity Consultations	To be determined	Geneva	-		G or E	I (E,F,R,S)	T	
33	UNCTAD - up to ten Inter-Governmental and/or Expert Groups	As required 1-2 weeks each	Geneva	-	-	G or E	I	T	-
34	Consultative Committee on Public Information	To be determined	New York	R	20 24	ST	-	-	SR (E)
35	OPI - Triangular Fellowship Programme	To be determined	New York	R	16	E ST	-	-	-
36	OPI - Editors' Round Table	To be determined	To be determined	R	-	E ST	I	-	-
37	Consultative Committee on Administrative Questions	To be determined	New York	R	20	ST	-	-	-
38	Informal Joint Committee on Host Country Relations	To be determined	New York	R	16	G	I	-	-
39	Investments Committee	To be determined	New York	R	6	E	-	-	-
40	UNITAR - Annual Meeting of Directors of Institutes within the United Nations Family	To be determined	To be determined	R	16	ST	-	-	SR (E)

No.	Organs	Dates	Location	Type	Member - ship		Servicing		
41	UNITAR - Training Programme for Foreign Service Officers	To be determined	Geneva	R	-	E	-	-	-
42	UNCITRAL - Working Group	To be determined	Geneva	-	14	G	I T (E,F,R,S)	-	-
43	UNCITRAL - Committee of Experts on the 1964 Hague Conventions	To be determined	New York or Geneva	-	-	-	-	-	-
44	UNCITRAL - Working Group on Negotiable Instruments	To be determined	New York or Geneva	-	-	-	-	-	-
45	UNCITRAL - Committee of Experts on Shipping Legislation	To be determined	New York or Geneva	-	-	-	-	-	-
46	UNCITRAL - Committee of Experts on "Incoterms"	To be determined	New York or Geneva	-	-	-	-	-	-
47	UNCITRAL - Working Group on Arbitration	To be determined	New York or Geneva	-	-	-	-	-	-

PART III

CALENDAR OF CONFERENCES AND MEETINGS OF PRINCIPAL ORGANS
OF THE SPECIALIZED AGENCIES FOR 1971

No.	Organ	Dates	Location	Remarks
1	Food and Agriculture Organization of the United Nations			
2	International Bank for Reconstruction and Development			
3	International Civil Aviation Organization			
4	International Development Association			
5	International Finance Corporation			
6	International Labour Organisation			
7	Inter-Governmental Maritime Consultative Organization			
8	International Monetary Fund			
9	International Telecommunication Union			
10	United Nations Educational, Scientific and Cultural Organization			
11	Universal Postal Union			
12	World Health Organization			
13	World Meteorological Organization			
14	International Atomic Energy Agency			
15	General Agreement on Tariffs and Trade			

ANNEX VI
LIST OF REPRESENTATIVES

ALGERIA

Representative: Mr. Mohamed BERREZOUG

BURMA

Representative: U Aung MYAT KYAW

CONGO (DEMOCRATIC REPUBLIC OF)

Representative: Mr. Maurice D.R. DIAMONIKA

CZECHOSLOVAKIA

Representative: Mr. Jan MUZIK

Alternates: Dr. Jiri MLADEK
Mr. J. RIHA

FRANCE

Representative: Mr. Daniel GEORGE

INDIA

Representative: Mr. A.S. GONSALVES

JAMAICA

Representative: Mr. D. CRAIG

Alternate: Mr. Hugh N. BONNICK

JAPAN

Representative: Mr. Takeshi IAITO

Alternate: Mr. K. AKIMOTO

NEW ZEALAND

Representative: Mr. Brian J. LYNCH

SPAIN

Representative:

Mr. Ricardo CORTES

Alternates:

Mr. Ignacio AGUIRRE

Mr. Fernando ARIAS SAIGADO

UNION OF SOVIET SOCIALIST REPUBLICS

Representative:

Mr. V.K. PALAMARCHUK

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Representative:

Mr. J.I.M. RHODES

Alternates:

Mr. B.E. FENSOME

Mr. T.N. HAINING

UNITED STATES OF AMERICA

Representative:

H.E. Mr. Seymour Maxwell FINGER

Alternates:

Mr. Wilbur H. ZIEHL

Mr. Sol KUTTNER

VENEZUELA

Representative:

Mr. Freddy CHRISTIANS

Alternates:

Mr. H. ESCOBAR-CABRERA

Miss María C. LOPEZ

ZAMBIA

Representative:

Mr. I.R.B. MANDA