

**Report of the Secretary-General on the pattern
of conferences**
([A/70/122](#))

30 June 2015

Supplementary information

Contents

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational, but also substantive issues.

C. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 8 April 2015 from the Secretary of the Working Group

In its resolution 69/88, paragraph 7, adopted at its sixty-ninth session,

General Assembly and its Main Committees are meeting, without prejudice to the requirements of those bodies and on an “as available” basis. The Assembly also requested the Committee to continue its work in conformity with General Assembly resolution 2819 (XXVI) and to submit a report on its work to the General Assembly at its seventieth session.

Having due regard for the nature of the Committee, its work, and previous experience, it would suffice to make the necessary conference facilities available for two or three meetings only.

E.

As for the location of each session, given the commitments of the Secretary-

Table 1
Meetings statistics of a core sample of United Nations bodies

A. New York

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (hours/minutes)	<i>F</i> <i>Percentage</i>			<i>Total minutes lost</i>
						<i>MR</i>	<i>PAF</i>	<i>UF</i>	
<hr/>									

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (<i>hours/minutes</i>)	<i>F</i>	<i>Percentage</i>			<i>Total minutes lost</i>
						<i>MR</i>	<i>PAF</i>	<i>UF</i>	

					<i>Percentage</i>			<i>Total</i>	
					<i>F</i>				<i>minutes</i>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E (hours/minutes)</i>	<i>MR</i>	<i>PAF</i>	<i>UF</i>	<i>lost</i>	

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (<i>hours/minutes</i>)	<i>F</i>	<i>Percentage</i>			<i>Total minutes lost</i>
						<i>MR</i>	<i>PAF</i>	<i>UF</i>	

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (hours/minutes)	<i>F</i>	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Sixty-fourth session (second part), 24 July-3 August 2012	40	–	1	39	–	0:00/1:55	98	98	96	115

<i>F</i> <i>(hours/minutes)</i>	<i>Percentage</i>	<i>Total</i>
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	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (hours/minutes)	<i>F</i>	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Sixtieth session, 16-27 September 2013	20	–	–	20	–	4:40/6:55	100	100	81	695
Fifty-ninth session, 17-28 September 2012	20	–	–	20	–	4:50/7:05	100	100	80	715

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i> (hours/minutes)	<i>F</i>	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Forty-ninth session, 6-17 February 2012	20	–	1	19	–	1:45/5:45	95	95	83	450

	A	B	C	D	E (hours/minutes)	Percentage			Total minutes lost	
						MR	PAF	UF		
United Nations Environment Programme (UNEP), United Nations Environment Assembly										
First session, 23-27 June 2014	11	4	–	15	–	1:35/1:35	136	64	93	190
Committee of Permanent Representatives of UNEP										
2014	3	–	–	3	–	0:35/1:10	100	100	81	105
2013	6	–	1	5	–	1:10/0:50	83	83	72	120
2012	5	–	–	5	–	0:25/1:15	100	100	89	100
Open-ended Committee of Permanent Representatives of UNEP										
First session, 24-28 March 2014	9	–	–	9	–	2:15/4:10	100	100	76	385

Abbreviations: UF, utilization factor; A, number of meetings programmed by a given orga ~ Mmee % _ g r ammed

Table 2
Utilization factor by number and percentage of sessions of bodies in the core sample

<i>Utilization factor (percentage)</i>	<i>2012</i>		<i>2013</i>		<i>2014</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
0-19	–	–	–	–	1	1
20-29	–	–	–	–	–	–
30-39	–	–	1	1	–	–
40-49	2	3	–	–	1	1
50-59	1	1	2	3	–	–
60-69	5	7	4	5	4	6
70-79	9	13	17	24	12	17
80-100	54	76	48	67	54	75
Total	71	100	72	100	72	100

Note: In 2014, 75 per cent of the sessions of the bodies in the core sample had a utilization factor of 80 per cent or higher, which was higher as compared with 67 per cent reported in 2013 but one per cent lower than reported in 2012.

Table 3
Meeting ratio by number of meetings of bodies in the core sample by duty station

Number of meetings (2014)

<i>Meeting ratio (percentage)</i>	<i>2012</i>		<i>2013</i>		<i>2014</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
80-89	5	7	9	13	8	12
90-100	59	84	58	81	58	82
Total	71	100	72	100	71	100

Note: In 2014, 94 per cent of the sessions of the bodies in the sample had a meeting ratio of 80 per cent or higher, which was the same as reported in 2013 but 3 per cent higher than reported in 2012.

Table 3

B. 2013

<i>Duty station</i>	<i>Number of meetings, 2013</i>						<i>Utilization factor</i>
	<i>A</i> <i>(programmed)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>2013</i>
New York							

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Forty-seventh session, 4-13 February 2009	13	–	1	12	1	605	74
Forty-sixth session, 6-15 February 2008	14	–	1	13	1	500	82
Forty-fifth session, 7-16 February 2007	16	–	3	13	2	510	76
Forty-fourth session, 8-17 February 2006	15	–	1	14	1	625	77
Forty-third session, 9-18 February 2005	19	–	2	17	2	665	81
UNICEF Executive Board, Annual session							
Previous 10-year average utilization factor							
(2004-2013)	79%						
(2005-2014)	77%						
3-6 June 2014	8	–	1	7	–	235	71
18-21 June 2013	8	–	–	8	–	440	69
5-8 June 2012	8	–	1	7	–	180	75
20-23 June 2011	8	–	–	8	–	370	74
1-4 June 2010	8	–	–	8	–	210	85
8-10 June 2009	6	–	–	6	–	155	86
2-6 June 2008	6	–	1	5	–	65	77
4-8 June 2007	10	1	2	9	1	90	86
5-9 June 2006	10	–	1	9	–	370	69
6-10 June 2005	10	–	–	10	–	380	79
UNICEF Executive Board, First regular session							
Previous 10-year average utilization factor							
(2004-2013)	77%						
(2005-2014)	77%						
4-7 February 2014	8	–	2	6	1	310	66
5-8 February 2013	7	–	1	6	–	85	79
7-10 February 2012	8	–	1	7	1	330	77
8-11 February 2011	8	–	1	7	1	320	78
12-14 January 2010	6	–	1	5	–	215	80
4-6 February 2009	6	–	1	5	–	75	76
29 January-1 February 2008	8	–	1	7	–	330	65
15-18 January 2007	6	2	–	8	–	200	86
16-19 January 2006	8	–	1	7	1	290	80
17-19 January 2005	6	–	–	6	–	195	82

<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>m _</i>
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<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	
<i>Number of meetings programmed</i>	<i>Number of meetings added</i>	<i>Number of meetings cancelled</i>	<i>Number of meetings held</i>	<i>Number of meetings reassigned</i>	<i>Total minutes lost</i>	<i>Utilization factor (percentage)</i>

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Twenty-seventh session, 18-29 April 2005	9	–	2	7	1	465	60
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization							
10-year average utilization factor							
(2004-2013)	59%						
(2005-2014)	59%						
18-26 February 2014	6	1	2	5	–	295	48
19-27 February 2013	12	–	7	5	3	325	52
21 February-2 March 2012	16	–	10	6	2	245	

<i>Body</i>	<i>Meetings with interpretation services</i>			<i>Meetings without interpretation services</i>	
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Requested</i>	<i>Held</i>
Peacebuilding Commission	27	27	0	19	19
Security Council sanctions committees	110	106	4	9	9
Security Council, other subsidiary bodies	550	545	5	235	235
Special Committee on Peacekeeping Operations and its Working Group	17	16	1	3	3
United Nations Children's Fund, Executive Board	12	9	3	27	27
United Nations Development Programme, United Nations Population Fund and United Nations Office for Project Services, Executive Board	9	7	2	43	43
Subtotal	1 110	1 075	35	614	614
Geneva					
Human Rights Council	63	63	0	0	0
Subtotal	63	63	0	0	0
Total	1 173	1 138	35	614	614

IV. Provision of conference services to meetings of regional and other major groupings of Member States

Table 1
Statistics on the provision of conference services in 2014 for meetings of regional and other major groupings of Member States

<i>Grouping</i>	<i>Meetings with interpretation services</i>			<i>Meetings without interpretation services</i>	
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Requested</i>	<i>Held</i>
New York					
African Group	0	0	0	66	66
African Union	2	2	0	10	10
Alliance of Small Island States	7	4	3	61	61
Arab Group	8	7	1	55	55
Asian-African Legal Consultative Organization	1	1	0	5	5
Association of Southeast Asian Nations	1	1	0	11	11
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	15	10	5	13	13
Caribbean Community	0	0	0	9	9
Commonwealth Secretariat	0	0	0	3	3
Community of Latin American and Caribbean States	5	5	0	3	3
Eastern European Group	0	0	0	16	16
European Union	1	1	0	44	44

V.

VI. Savings from the integrated global management rule and shared servicing of meetings held away from Headquarters

(Footnotes to table 2)

Abbreviations: ECA, Economic Commission for Africa; ESCAP, Economic and Social Commission for Asia and the Pacific; ESCWA, Economic and Social Commission for Western Asia; FAO, Food and Agriculture Organization of the United Nations; FL, Freelance; ICAO, International Civil Aviation Organization; UNESCO, United Nations Educational, Scientific and Cultural Organization; UNHQ, United Nations Headquarters, New York; UNOG, United Nations Office at Geneva; UNON, United Nations Office at Nairobi; UNOV, United Nations Office in Vienna.

Table 3
Travel cost savings from shared assignments in 2014

	<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Travel and related costs comparison</i>			<i>Cost savings (A-B)</i>	<i>Savings per duty station</i>			
			<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body A</i>	<i>Servicing duty station B</i>		<i>UNHQ</i>	<i>UNOG</i>	<i>UNOV</i>	<i>UNON</i>
Joint meeting of the Committee on the Exercise of the Inalienable Rights of the Palestinian People and the League of Arab States, ^a Cairo, 9-10 March	UNHQ	UNON (+FL)	9	5 300	1 945	3 355	3 355			
Committee on the Exercise of the Inalienable Rights of the Palestinian People, United Nations, Roundtable on Legal Aspects of the Question of Palestine, Geneva, 24-25 April	UNHQ	UNOG	9	15 300	–					

	<i>Travel and related costs comparison</i>					<i>Savings per duty station</i>				
	<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body A</i>	<i>Servicing duty station B</i>	<i>Cost savings (A-B)</i>	<i>UNHQ</i>	<i>UNOG</i>	<i>UNOV</i>	<i>UNON</i>
General meeting on cooperation between the representatives of the secretariats of the United Nations system and the General Secretariat of the League of Arab States and its specialized organizations, Geneva, 17-19 June	UNHQ	UNOG	4	9 600	–					

<i>Travel and related costs comparison</i>				<i>Savings per duty station</i>
<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body A</i>	

<i>Travel and related costs comparison</i>					<i>Savings per duty station</i>
<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body A</i>	<i>Servicing duty station B</i>	

	<i>Travel and related costs comparison</i>						<i>Savings per duty station</i>				
	<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body</i>		<i>Servicing duty station</i>	<i>Cost savings (A-B)</i>	<i>UNHQ</i>	<i>UNOG</i>	<i>UNOV</i>	<i>UNON</i>
				<i>A</i>	<i>B</i>						
African Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice, Addis Ababa, 9-11 April	UNOV	UNOV/ UNON/ ECA	14	16 275	6 945	9 330			9 330		
Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, Twenty-fourth meeting, Addis Ababa, 15-19 September	UNOV	UNOV/ UNON/ FL	17	13 000	9 680	2 320			2 320		
Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, Twenty-fourth meeting, Asunción, 6-10 October	UNOV	UNOV/ UNHQ/ FL	13	58 500	33 111	25 389			25 389		
Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific, Thirty-eighth meeting, Bangkok, 21-24 October	UNOV	UNOV/ ESCAP	5	21 500	0	21 500			21 500		
Total savings							396 128	358 806.21	130 871	849 248.70	
Total savings, four duty stations: \$1,735,053.91											

Abbreviations: ECA, Economic Commission for Africa; ESCAP, Economic and Social Commission for Asia and the Pacific; ESCWA, Economic and Social Commission for Western Asia; FAO, Food and Agriculture Organization of the United Nations; FL, Freelance; ICAO, International Civil Aviation Organization; N/A, not applicable; UNESCO, United Nations Educational, Scientific and Cultural Organization; UNHQ, United Nations Headquarters, New York; UNOG, United Nations Office at Geneva; UNON, United Nations Office at Nairobi; UNOV, United Nations Office in Vienna.

^a Extrabudgetary funding.

B. Timeliness indicators (documentation)

- Percentage of pre-session documents issued in accordance with the mandated time frame:

New York: 75%

Geneva: 40%

Vienna: 88%

Nairobi: 59%

- Percentage of pre-session documents submitted on time and within applicable word limits that are processed by the Department within the mandated time frame:

New York: 98%

Geneva: 26%

Vienna: 76%

Nairobi: 81%

C. Productivity measures

- Translation productivity: translation output in words per staff member per workday:

New York: 1,506

Geneva: 1,468

Vienna: 1,551

Nairobi: 1,505

- Editing productivity: number of words edited per staff member per workday:

New York: 4,075

Geneva: 5,069

Vienna: 2,640

Nairobi: 4,059

- Text-processing productivity: number of words processed per staff member per workday:

New York: 3,326

Geneva: 4,460

Vienna: 4,224

Nairobi: 2,244

<i>Overall quality</i>	<i>Very good</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very poor</i>	<i>Total responses</i>
Nairobi	8%	62%	31%	0%	0%	
	1	8	4	0	0	13
Vienna	18%	73%	9%	0%	0%	
	2	8	1	0	0	11

<i>New York only</i>	<i>Very good</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very poor</i>	<i>Total responses</i>
Work of the Committee Secretaries	32%	45%	14%	5%	5%	
	7	10	3	1	1	22
Level of satisfaction with the process of submission and issuance of and action on draft resolutions	32%	45%	14%	0%	9%	
	7	10	3	0	2	22
Satisfaction with the quality and content of the website of the General Assembly and of the websites of the Main Committees of the General Assembly	26%	42%	16%	11%	5%	
	5	8	3	2	1	19

<i>Department</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance (percentage)</i>
International Residual Mechanism for Criminal Tribunals	1	0	0	100
International Strategy for Disaster Reduction**	14	8	14	43
Joint Inspection Unit	2	0	0	100
Office of Administration of Justice	2	2	3	0
Office for the Coordination of Humanitarian Affairs	4	0	0	100
Office for Disarmament Affairs	73	0	0	100
Office of the United Nations High Commissioner for Human Rights**	1 086	184	55	83
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	13	1	51	92
Office of Internal Oversight Services	5	0	0	100
Office of Legal Affairs	61	4	6	93
Office of the Special Adviser on Africa	4	0	0	100
Office of Sport for Development and Peace	–	–	–	–
Office of the Special Representative of the Secretary-General fox				

2012

2013

2014

Department

15.10834

49/57

<i>Department</i>	<i>2012</i>			<i>2013</i>			<i>2014</i>			<i>Submission compliance</i>
	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	

Submission compliance by department for documents slotted as at 31 December 2014

2012

2013

2014

Department *Total
slotted*

C. United Nations Office at Vienna, Conference Management Service

Documents management statistics as at 31 December 2014

Overview of submission/processing/issuance

	2012	2013	2014
Total documents slotted	134	162	214
Submission			
Total received by the slot date	60% (80/134)	80% (130/162)	73% (156/214)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	46% (61/134)	89% (145/162)	89% (190/214)
Overall submission compliance in accordance with the mandated time frame ^a	78% (104/134)	98% (159/162)	93% (200/214)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	44% (40/91)	71% (84/119)	76% (146/193)
Non-Secretariat reports	56% (5/9) ^b	50% (5/10)	76% (16/21)
Overall processing compliance	45% (45/100)	69% (89/129)	76% (162/214)
Issuance			
Total issued	124 ^c	152 ^d	195
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	57% (70/124)	71% (108/152)	82% (163/195)
Issued in accordance with the slotted time frame (10-4-6, 8-4-4 or alternative time frame, in line with the requirements of intergovernmental bodies)	69% (85/124)	62% (95/152)	78% (156/195) ^e
Overall issuance compliance in accordance with the mandated time frame	69% (85/124)	77% (117/152)	88% (176/195)
Contractual	all issuanL	trst	

Submission compliance by department for documents slotted as at 31 December 2014

2012

2013

2014

Department

D. United Nations Office at Nairobi, Division of Conference Services**Documents management statistics as at 31 December 2014****Overview of submission/processing/issuance**

	<i>2012</i>	<i>2013</i>	<i>2014</i>
Total documents slotted			
