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REPORT OF THE INFORMATION UNIT

M69-1543

### THE INFORMATION UNIT

1. The plan outlined below in connexion with the work of the Information Unit of the secretariat has taken into account the proposal to publish the "African Target" as a monthly or bi-monthly magazine; the setting and production of this publication will be done on a Varsityper.
2. In general, the functions of the Information Unit include planning of the work of the secretariat's information and publicity services as well as supervising the work production for these services in the following areas:
  - radio activities involving interviews, field coverage, taping and mounting of photos;
  - television and film work involving summarising information items, production management, caption of pictures and mounting instructions;
  - photo work at the secretariat's headquarters and on the field pictures required for the "Target" magazine;
  - relations with the Press, covering meeting correspondents in transit through Addis Ababa and furnishing them with relevant information, maintaining close contacts with journalists as well as with local radio, press and television representatives in Ethiopia.

#### Press releases

3. For the time being, press releases relate only to the activities of the ECA secretariat. However, additional funds will be required to enlarge the scope of this type of information service to cover conferences organised outside the ECA secretariat. During travels for such conferences, the Information Unit could also engage in field radio and press coverages either for the ECA or for the United Nations and its specialized agencies.

#### Note about the Varsityper

4. As the "Target" magazine is published in both English and French provision should be made, as regards setting in the latter language, for a secretary to be trained in the handling of the Varsityper.

5. The Varsityper, or a similar make, which the Commission has provided is a difficult and undoubtedly more tedious machine to handle than an ordinary typewriter. It would therefore be necessary to train two persons, for this kind of work, for each language.

### Centre for Economic and Social Information

6. A new Centre for Economic and Social Information was established, in mid-1968, as a common service to provide information support for the activities of the United Nations developmental departments and agencies, within the framework of the United Nations Office of Public Information. Representations have been put forward by the ECA secretariat for effective participation of the OCA Information Unit in the activities of the new Centre (C.E.S.I.), particularly in regard to the Centre's operations relating to the African region. In the secretariat's representations for effective participation in the work of C.E.S.I. attention was drawn to the following statement contained in the report of the United Nations Committee on the re-organization of the secretariat of the United Nations:

"It seems desirable and practicable to pool some of the resources for information activities on a regional rather than a national basis. For example, it might be possible to translate and produce pamphlets and other literature concerning the work of the United Nations more economically at regional production centres. The same consideration might apply to the production of visual aids. Consideration might also be given to a greater use for public information purposes of resources already available at the regional economic commissions, where extensive knowledge of the region has been accumulated, with a view to producing information material which takes into greater account preoccupations and requirements of the region."

#### STAFF RESOURCES AND REQUIREMENTS

Chief of the Information Unit	P-4/5
Senior Information Officer	P-4
Information Officer (assigned to ECA by the United Nations Office of Public Information)	P-2/3
Production Assistant	GS.8/9
Secretary (Varitype Operator - English Language)	GS.7/8
Secretary (Varitype Operator - French language)	GS.7/8

#### Consultants

7. The services of an expert in filming and photography will be required from time to time.

#### Equipment

(i) One Varityper (for which an order has already been placed at a cost of US\$5,415) for the production of the "African Target" on a monthly or bi-monthly basis in 20 or 24 pages editions. The estimated

running costs per issue of the "Target" is US\$175 which includes the costs of offset plates, offset negatives, photographic work and other minor technical requirements. The additional cost of paper, ink, labour for binding and gathering will be absorbed within the **general services** costs of the secretariat.

(ii) One projector: The projector is required to replace one lost in transit from New York. This equipment is necessary as, from time to time, requests are received to show films (of which the Information Unit has 50) as well as film strips. The cost is US\$800.

#### Travel

8. It is proposed to have two field reporting strips each year - one in East and one in West Africa - involving a total cost of US\$4,000 per year (I.E. US\$2,000 per trip). These trips would enable the Information Unit to collect radio material as well as other necessary information material for publication in the "African Target."