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**UNITED NATIONS
ECONOMIC AND SOCIAL COUNCIL**

Distr.
LIMITED
E/CN.14/ECO/73
14 October 1974
Original : ENGLISH

ECONOMIC COMMISSION FOR AFRICA
Executive Committee
Twelfth meeting
Addis Ababa, 18-22 November 1974

REPORT ON STAFF AND ADMINISTRATIVE QUESTIONS

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Introduction

1. As a follow-up to the deliberations of the Executive Committee at its eleventh meeting in which the contents of a report on staff and administrative questions were discussed (document E/CN.14/ECO/70), information on personnel questions and the composition of the secretariat is annexed hereto.
2. Annex I contains seven tables instead of the usual five. The purpose of the additional tables will be explained below. The first table in annex I gives the authorized posts for the biennium 1974/1975. It also shows that there are 9 additional posts financed from extra-budgetary sources. These sources include funds provided by donor Governments or foundations interested in some aspect of development in Africa.
3. Table II of annex I shows the distribution of the posts by level, as of 1 October 1974. One hundred and three posts are held by Africans and 40 by non-Africans. Of the 9 extra-budgetary posts, three are held by Africans and two by non-Africans. The remaining 30 posts are vacant and recruitment procedures which are being undertaken to fill them are explained below.
4. Table III is a new table. It provides a breakdown by grade of posts which are subject to the principle of geographical distribution and which are held by staff at levels lower than the actual grade of the posts. It will be seen from this table that 6 of these posts are held by Africans and 4 are held by non-Africans. These posts, from an administrative standpoint, cannot be considered vacant in view of the fact that they are presently filled, albeit, by staff at lower levels. The administrative advantage of this is that the situation enhances the promotion possibilities of the lower-level staff occupying higher posts.
5. Taking account of the fact that some posts which could be considered as vacant are filled by staff at lower levels, there are actually 20 posts which are not filled.
6. Table IV is also an additional table. It provides a breakdown of vacancies against which some offers of appointment or commitments to applicants have already been made. It will be seen from this table that 6 offers of, or commitments regarding appointments, have been made to Africans and 2 to non-Africans. These posts, therefore, cannot be considered vacant and should be subtracted from the 20 that are not filled with the result that the non-committed vacant posts number 12.
7. Table V of annex I shows the number of staff from the African region in the ECA secretariat as well as the United Nations Secretariat by nationality, as of 1 October 1974. Table VI provides a breakdown by African subregion of staff in the United Nations Secretariat. Table VII of annex I gives a breakdown of staff by subregion and by country as of 1 October 1974 for African staff members in the United Nations Secretariat subject to the principle of geographical distribution.
8. Annex II provides comparative figures on the staff situation. Table I shows the authorized posts by grades. Table II shows the staff situation by grades. It will be seen from this table that the number of non-Africans has decreased by 6 while the number of Africans has remained the same. The percentage of Africans in the secretariat has therefore risen from the previous level of 74.64 per cent to 77.44 per cent, while the percentage of non-Africans has fallen from the previous level of

25.36 per cent to 22.56 per cent. The ECA secretariat has, therefore, managed to exceed the desirable level of 75 per cent of staff in the secretariat coming from the region.

9. With regard to training, the secretariat has continued its language courses with greater intensity and greater co-ordination than before. In co-operation with the Secretariat at Headquarters in New York, a Training Officer visited the ECA secretariat in June 1974 to examine ways and means of improving the language training system and recommendations on this subject have already been forwarded to Headquarters. Following partial approval, the recommendations are now being implemented. Three other staff members have been sent to broaden their experience and usefulness to other organizations, within the United Nations system on a secondment basis. It is expected that, upon their return, they will be able to contribute more effectively to the work of the secretariat.

10. The budgetary situation remains as it was at the eleventh meeting of the Executive Committee. For the benefit of members who may not have participated in that meeting, annex IV contains a report of the Advisory Committee on Administrative and Budgetary Questions.

11. Attached as annex III is a list of Chiefs of Divisions, Sections, Units, and Centres as of 1 October 1974 by level and country of origin. Also attached as annex V is the list of Regional Advisers and/or bilateral technical assistance experts by nationality and level as well as field of activity. Annex VI provides a list of staff members on short-term appointments of from one to eleven months, by name, functional title, nationality and level.

ANNEX I: STAFF ON BOARD

Table I: Authorized Posts (1974-75) (by level)

	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	TOTAL
Regular Budgetary posts	1	1	11	25	36	58	32	164
Extra-budgetary posts	-	-	-	1	4	3	1	9
Total	1	1	11	26	40	61	33	173

Table II: Staff Situation (as at 1 October 1974) (by level)

	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	TOTAL
Africans	1	1	8	15	23	30	25	103
Non-Africans	-	-	2	4	15	13	6	40
Vacancies	-	-	1	7	2	18	2	30
Total	1	1	11	26	40	61	33	173 *

* Staff on board include 10 language staff (all non-Africans) as well as 3 Africans and 2 non-Africans held against extra-budgetary posts.

TABLE III: Vacancies which are already filled by staff at levels lower than their actual grades

	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	TOTAL
Africans	-	-	-	2	-	3	1	6
Non-Africans	-	-	-	2	-	1	1	4
Actual vacancies	-	-	1	3	2	14	-	20
Total	-	-	1	7	2	18	2	30

TABLE IV: Actual vacancies against which firm offers of appointment and/or commitments have been made

	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	TOTAL
Africans	-	-	-	-	1	5	-	6
Non-Africans	-	-	-	-	1	1	-	2
Actual non-committed vacancies	-	-	1	3	-	8	-	12
Total	-	-	1	3	2	14	-	20

Table V: African staff members in ECA secretariat (as at 1 October 1974)
(by nationality and level)

Country	ASG	D-2	D-1	P-5	P-4	P-3	P-2/1	TOTAL
Algeria	-	-	1	-	-	-	-	1
Burundi	-	-	-	-	-	-	1	1
Cameroon	-	-	-	-	1	-	-	1
C.A.R.	-	-	-	-	-	1	-	1
Congo	-	-	-	-	1	1	1	3
Dahomey	-	-	-	1	2	2	-	5
Egypt	-	-	1	1	1	-	-	3
Ethiopia	-	-	-	1	4	1	3	9
Gabon	-	-	-	-	-	-	-	-
Gambia	-	-	-	-	-	1	-	1
Ghana	1	-	3	2	1	1	1	9
Ivory Coast	-	-	-	-	-	-	-	-
Kenya	-	-	1	2	2	2	1	8
Liberia	-	-	-	-	-	-	-	-
Madagascar	-	-	-	-	1	2	-	3
Malawi	-	-	-	-	1	1	1	3
Mali	-	1	-	-	2	2	1	6
Mauritius	-	-	-	-	-	1	1	2
Morocco	-	-	-	-	-	-	1	1
Niger	-	-	-	-	-	-	1	1
Nigeria	-	-	-	-	-	-	1	1
Rhodesia (U.K.)	-	-	-	4	1	-	-	5
Rwanda	-	-	-	-	1	1	1	3
Senegal	-	-	-	-	-	-	-	-
Sierra Leone	-	-	-	1	1	2	-	4
Somalia	-	-	1	-	-	3	1	5
French Territory of the Afars and the Issas (France)	-	-	-	-	1	-	-	1
South Africa	-	-	-	-	-	-	1	1
Sudan	-	-	1	-	1	-	-	2
Tanzania	-	-	-	2	1	2	-	5
Togo	-	-	-	-	-	1	3	4
Tunisia	-	-	-	-	-	3	1	4
Uganda	-	-	-	-	-	1	1	2
Zaire	-	-	-	1	1	-	2	4
Zambia	-	-	-	-	-	1	3	4
	-	-	-	-	-	1	-	1
Total	1	1	8	15	23	30	25	103

Table VI: Appointment of Africans to posts in the United Nations Secretariat subject to geographical distribution (by sub-region or country of nationality)

Sub-Region	Number of Staff in ECA 1 October 1974	Number of Staff in United Nations 31 March 1974
Central	10	17
East	35	67
North	12	78
West	40	85
Total	97	247
French Territory of the Afars and the Issas (France)	1	-
Rhodesia (U.K.)	3	-
South Africa	2	13
Grand Total	103	260

Table VII: Appointment of Africans to Posts in the United Nations Secretariat
subject to geographical distribution (by sub-region and by nationality)

Sub-Region and country	Number of staff in ECA	Number of staff in United Nations	Desirable range
<u>Central African Sub-Region</u>	10	17	-
Burundi	1	2	1 - 6
Cameroon	1	5	1 - 6
Central African Republic	1	-	1 - 6
Chad	-	-	1 - 6
Congo	3	4	1 - 6
Equatorial Guinea	-	-	1 - 6
Gabon	-	-	1 - 6
Rwanda	-	-	1 - 6
Zaire	4	6	1 - 6
<u>East African Sub-Region</u>	35	67	-
Botswana	-	1	1 - 6
Ethiopia	9	13	1 - 6
Kenya	8	11	1 - 6
Lesotho	-	3	1 - 6
Madagascar	3	3	1 - 6
Malawi	3	2	1 - 6
Mauritius	2	3	1 - 6
Somalia	1	6	1 - 6
Swaziland	-	1	1 - 6
Uganda	4	11	1 - 6
United Republic of Tanzania	4	10	1 - 6
Zambia	1	2	1 - 6
<u>North African Sub-Region</u>	12	78	-
Algeria	1	11	3 - 7
Egypt	3	28	3 - 8
Libya	4	4	3 - 8
Morocco	1	9	2 - 7
Sudan	5	10	1 - 6
Tunisia	2	16	1 - 6
<u>West African Sub-Region</u>	40	85	-
Dahomey	5	7	1 - 6
Gambia	1	4	1 - 6
Ghana	9	15	2 - 7
Guinea	-	4	1 - 6
Ivory Coast	-	1	1 - 6

.../...

Sub-Region and country	Number of staff in ECA	Number of staff in United Nations	Desirable range
Liberia	-	4	1 - 6
Mali	6	7	1 - 6
Mauritania	-	2	1 - 6
Niger	1	3	1 - 6
Nigeria	5	15	3 - 7
Senegal	4	7	1 - 6
Sierra Leone	5	8	1 - 6
Togo	4	8	1 - 6
Upper Volta	-	-	1 - 6
Total	97	247	-
French Territory of the Afars and the Issas (France)	1	-	-
Rhodesia (U.K.)	3	-	-
South Africa	2	13	11 - 13
Grand Total	103	260	82 - 287

ANNEX II: COMPARATIVE FIGURES ON STAFF

Table I: Comparison of Figures Regarding PersonnelAuthorized Posts:

	1973	1/10/74	Increase (Decrease)
ASG	1	1	-
D-2	1	1	-
D-1	10	11	1
P-5	24	26	2
P-4	40	40	-
P-3	61	61	-
P-2/1	33	33	-
	170	173	3

Table II: Staff Situation

	1974	1/4/74	1/10/74	Increase (Decrease)
<u>Africans</u>	ASG	1	1	-
	D-2	1	1	-
	D-1	7	8	1
	P-5	13	15	2
	P-4	25	23	(2)
	P-3	27	30	3
	P-2/1	29	25	(4)
		103	103	-
<u>Non-Africans</u>	ASG	-	-	-
	D-2	-	-	-
	D-1	2	2	-
	P-5	5	5	-
	P-4	14	14	-
	P-3	19	13	(6)
	P-2/1	6	6	-
		46	40	(6)
	<u>African</u>			
	Percentage			
1/4/74	103	74.64	35	25.36
1/10/74	103	77.44	30	22.56
Increase (Decrease)	-	2.80	(5)	2.80

ANNEX III: LEVELS AND COUNTRIES OF ORIGIN OF CHIEFS OF DIVISIONS, SECTIONS,
UNITS OR CENTRES (AS AT 1 OCTOBER 1974)

<u>Division, Section, Unit or Centre</u>	<u>Country</u>	<u>Level</u>
1. OFFICE OF THE SECRETARY OF THE COMMISSION	Dahomey	P.4
2. INFORMATION UNIT	UK/Rhodesia	P.4
3. TECHNICAL ASSISTANCE AND PROGRAMME CO-ORDINATION OFFICE	Nigeria	P.5
4. JOINT ECA/UNIDO INDUSTRY AND HOUSING DIVISION	Ethiopia	P.5
4.1 Industry Section	-	-
4.2 Small Scale Industries Section	-	-
4.3 Housing, Building and Planning Section	-	-
5. JOINT ECA/FAO AGRICULTURE DIVISION	-	-
5.1 Agricultural Economics and Planning Section	Nigeria	P.5
5.2 Agricultural Development and Services Section	-	-
6. NATURAL RESOURCES DIVISION	Kenya	D.1
6.1 Mineral Resources Section	Egypt	P.5
6.2 Water Resources Unit	-	-
6.3 Energy Unit	-	-
6.4 Cartography Unit	Sudan	P.5
6.5 Environment Unit	Kenya	P.5
6.6 Science and Technology Section	-	-
7. TRANSPORT AND COMMUNICATIONS DIVISION	Sierra Leone	D.1
7.1 Transport, Communications and Tourism Section	-	-
7.2 Bureau of Trans-African Highway	Ethiopia	P.4
8. STATISTICS	U.K.	D.1
8.1 National Accounts and Financial Statistics Section	China	P.4
8.2 Demographic and Social Statistics Section	Madagascar	P.3
8.3 General Economic Statistics Section	France	P.5
8.4 Data Processing Unit	Madagascar	P.3
9. ECONOMIC RESEARCH AND PLANNING DIVISION	Ghana	D.1
9.1 Economic Development Section	Kenya	P.5
9.2 Quantitative Analysis and Programming Section	Nigeria	P.5
9.3 Economic Analysis and Survey Section	Ethiopia	P.4
10. POPULATION PROGRAMME CENTRE	-	-
10.1 Development and Policies Section	Ghana	P.4
10.2 Information Service & Clearing Unit	-	-
10.3 General Demography Section	Senegal	P.3
10.4 Fertility Studies Section	Nigeria	P.4

<u>Division, Section, Unit or Centre (cont'd)</u>	<u>Country</u>	<u>Level</u>
11. HUMAN RESOURCES DEVELOPMENT DIVISION	Ghana	D.1
11.1 Social Development Section	Ghana	P.5
11.2 Manpower and Training Section	Nigeria	P.5
11.3 Public Administration	-	-
12. TRADE, FISCAL AND MONETARY AFFAIRS DIVISION	Norway	D.1
12.1 Trade Section	Haiti	P.5
12.2 Africa Trade Centre	Malawi	P.4
12.3 Fiscal and Monetary Affairs Section	Syria	P.4
13. DIVISION OF ADMINISTRATION, CONFERENCE AND GENERAL SERVICES	Uganda	P.5
13.1 Cable Unit	-	-
13.2 Personnel Section	Cameroon	P.4
13.3 Clinic	India	P.3
13.4 Finance Section	Honduras	P.3
13.5 Translation Section	France	P.4
13.6 Documents and Publishing Section	USA	P.3
13.7 Documents Reproduction Unit	-	-
13.8 Conference and General Services Section	Ghana	P.3
13.9 General Services Section	-	-
13.10 Transport and Travel Unit	-	-
13.11 Building Management and Inventory Control Unit	-	-
13.12 Library Section	Sudan	P.3
13.13 Security Unit	-	-
14. SUB-REGIONAL OFFICES		
14.1 Kinshasa (Central Africa)	-	-
14.2 Lusaka (East Africa)	South Africa	D.1
14.3 Niamey (West Africa)	-	-
14.4 Tangiers (North Africa)	Algeria	D.1

ANNEX IV. FIRST REPORT OF THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY QUESTIONS ON THE PROPOSED ECA PROGRAMME-BUDGET FOR THE BIENNIUM 1974-1975 (A/9008, pages 79-80)

Section 11. Economic Commission for Africa

	\$
Estimate submitted by the Secretary-General	13,678,000
Estimate recommended by the Advisory Committee	13,461,000
Combined appropriations for 1972 and 1973	10,951,000

11.1 Estimated expenditure under this programme amounts to \$13,678,000, which is an increase of \$2,727,000, or 24.9 per cent over the combined appropriations for 1972 and 1973. The Secretary-General indicates that most of the increase is due to expected higher wages, prices and changes in currency exchange rate (programme estimates, paragraph 11.4 and 11.7). The balance would provide for growth in the programme executed by the Economic Commission for Africa, mainly by way of additional posts.

11.2 The Advisory Committee was informed that the programme and budget proposals for 1974-1975 are derived from the programme of work and priorities of the Economic Commission for Africa for 1974-1976, which was approved by the Commission's Conference of Ministers at its second meeting in February 1973. ^{a/} However, the Committee found the relationship between the two documents unclear and it trusts that they will be more closely related as the presentation of the estimates by programme is refined.

11.3 In general terms, the Advisory Committee judged the presentation of this programme somewhat more coherent and complete than that for other programmes in the economic and social area. It regretted, however, that the cost of the ECA publications programme has not been broken down by programme components, as has been done in other sections of the budget - these costs are grouped instead under administrative services, despite the fact that most of them can be related directly to substantive programme components (estimates, paragraph 11.103). Information of the type provided in section 1) (Economic Commission for Latin America) on subregional offices is also missing from section 11.

11.4 The Secretary-General proposes to add 17 posts to the staff of the Commission (eight Professional, nine local-level), of which 11 (five Professional, six local-level) are requested as from 1974 and the balance from 1975. Of the Professional posts, two each would be allocated to the programmes of international trade and development planning, projections and policies, and one each to industry, natural resources, statistics and transport, communications and tourism (estimates, paragraph 11.5). Six upward reclassifications of Professional posts are requested, including one to the D-1 level. The Advisory Committee notes from table 11-3 that one effect of these staffing proposals would be to increase the proportion of posts at the P-5 level and above in ECA from 22 per cent to 24 per cent of all Professional and higher-level posts.

11.5 The Commission has for a number of years had difficulty filling all its authorized Professional and higher-level posts and, on 1 April 1973, one such post in five was vacant. Nevertheless the Advisory Committee has not related its recommendation on new posts (see paragraph 11.8 below), to this large vacancy factor.

^{a/} Official Records of the Economic and Social Council, Fifty-fifth Session, Supplement No. 3 (E/5253), part V.

11.11 On the basis of its recommendations in paragraph 11.8 above, and bearing in mind the increased delayed recruitment factor recommended in chapter I, paragraph 42, e/ the Advisory Committee recommends a reduction in the estimates of \$209,000. Furthermore, the Secretary-General has informed the Advisory Committee that the recalculation of common staff costs for the reason given in chapter I, paragraphs 76 f/ and 77 g/, will entail a reduction in requirements under section 11 of \$8,000. Hence the Committee recommends an estimate of \$13,461,000 for section 11, that is, \$217,000 less than the amount proposed by the Secretary-General.

Reduction recommended:

	\$
Section 11. Economic Commission for Africa	217,000

e/ It has been customary in the past to apply abatements of 40 per cent and 20 per cent, respectively, to allow for delays in the filling of new Professional and General Service posts. The Secretary-General has applied that formula to each of the two years (1974 and 1975) basing his calculations on the number of new posts requested for each year. The Advisory Committee believes that the biennium should be viewed as a whole for this purpose and that, in the prevailing conditions, it would be appropriate to apply percentages of 50 per cent and 35 per cent to approved new Professional and General Service posts, all of which can then be regarded as authorized from the beginning of the biennium. The appropriations recommended by the Advisory Committee have been calculated on that basis (A/9008, paragraph 42, page 25).

f/ In the course of the preparation of the estimates, the Secretary-General had to adjust his assumptions, particularly in view of the application of higher post adjustments in Geneva following the realignment of the United States dollar in relation to the Swiss franc. The Secretary-General informed the Advisory Committee that, in the process of recalculation of the estimates for the Geneva-based organizational units, the consequential downward adjustment in the percentage of common staff costs was overlooked. As a result, the estimates under several sections have been overstated (A/9008, paragraph 76, page 34).

g/ However, the amount of the overstatement has been largely offset by another development, namely, the acceleration in the movement of the weighted average of post adjustment, which will lead to higher expenditure at all duty stations in respect of contributions to the Joint Staff Pension Fund, because pensionable remuneration of staff in the Professional and higher categories will be higher than had initially been expected (gross base salary plus 20 per cent instead of gross plus 10 per cent as initially estimated) (A/9008, paragraph 77, page 34).

ANNEX V: REGIONAL ADVISERS

<u>Country</u>	<u>Level</u>	<u>Field of activity</u>
United Kingdom	L.5	Demographic Statistics
France	L.5	Census Cartography
United States	-	Census Operations
Viet-Nam	L.4	Demography
Canada	L.5	Demographic Statistics
India	L.4	Demographic Statistics (Sampling)
United Kingdom	L.5	Data Processing
Canada	L.5	Senior Forest Industries Adviser (FAO)
Finland	L.5	Forest Industries Training
Egypt	L.5	Strategies Plans, and Policies for Industrialization (UNIDO)
Finland	-	Forest Industries (Marketing) (Bilateral T.A.)
Syria	L.5	Industrial Surveys, Studies, Monit. and Appraisal of Industrial Development (UNIDO)
United States	L.6	Agro-Industrial (USAID)
France	L.5	Small Scale Industries (UNIDO)
United Kingdom	L.5	Mechanical forest Industries (Bilateral T.A.)
United Kingdom	L.4	Housing Finance
Germany	L.5	Housing, Building & Planning
Senegal	L.7	Energy
United States	L.6	Livestock
United Kingdom	L.6	Transport
Germany	L.5	Mineral Ecology
Yugoslavia	L.4	Tourism
Finland	L.5	Metallic Raw Matter
United Kingdom	L.5	Economic Surveys
Germany	L.5	Hydrogeologist
Viet-Nam	L.5	National Accounts
United Kingdom	-	Air freight (Bilateral T.A.)
Cameroon	L.4	Demography
Japan	-	Transport

ANNEX V: REGIONAL ADVISERS (cont'd)

<u>Country</u>	<u>Level</u>	<u>Field of activity</u>
Egypt	L.4	Social Welfare (Training)
Italy	-	Road Transport (Bilateral T.A.)
United Kingdom	L.5	Advancement of women
Sri Lanka	L.5	Exports Trade Promotion
Belgium	L.5	Trade (Bilateral T.A.)
Finland	L.5	Trade Promotion & Marketing (ITC)
Netherland	-	Marketing Research
Pakistan	L.5	Public Finance and Budgetary Management

ANNEX VI: STAFF ON SHORT-TERM APPOINTMENT OF 1 TO 11 MONTHS

<u>Name</u>	<u>Functional title</u>	<u>Country</u>	<u>Duration</u>	<u>Level</u>
Abdullah Abdulla Hamid	Economic Affairs Officer (Architect/Planner)	Sudan	1 month	P.3
J.K. Nair	Medical Officer	India	6 months	P.3
Nicole Weihs	Associate Translator	France	2 months	P.2

1911
1912

Year	Month	Day	Event	Location
1911	Jan	1
1911	Jan	2
1911	Jan	3
1911	Jan	4
1911	Jan	5
1911	Jan	6
1911	Jan	7
1911	Jan	8
1911	Jan	9
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1911	Jan	11
1911	Jan	12
1911	Jan	13
1911	Jan	14
1911	Jan	15
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