



# General Assembly

Distr.: General  
28 September 2000

Original: English

---

## Fifty-fifth session

Agenda item 123

### Human resources management

## Composition of the Secretariat\*

### Report of the Secretary-General

#### *Summary*

The Secretary-General reports annually on the composition of the United Nations Secretariat, in accordance with requests made by the General Assembly in its resolutions on human resources management. The annual report provides an overview of the staff of the Secretariat by nationality, gender, grade and contractual status. The present report updates information on changes in the desirable ranges of Member States. Updated information is also provided in relation to human resources demographics, analysing the main characteristics of the staff of the Secretariat. The report covers the period between 1 July 1999 and 30 June 2000.

---

\* In December 1971, the Fifth Committee requested that the date for the tables of statistics on the composition of the staff be advanced from 31 August to 30 June (see *Official Records of the General Assembly, Twenty-sixth Session, Annexes*, agenda item 84, document A/8604, paras. 34-37). As a result, since 1972 the cut-off date for human resource statistics has been 30 June of the reporting year. In the absence of IMIS release V (integrated worldwide database), human resource data from offices away from Headquarters is compiled and aggregated by the Office of Human Resources Management on a monthly basis. The global worldwide human resource database is ready on the 15th of the month following reception of the data. The data required for the composition of the Secretariat can be ready for analysis only by 15 July each year.

## Contents

	<i>Paragraphs</i>	<i>Page</i>
Abbreviations . . . . .		4
I. Introduction . . . . .	1–7	6
II. Composition of the Secretariat . . . . .	8–32	6
A. Staff of the United Nations . . . . .	8–12	6
B. Staff recruited under the system of desirable ranges . . . . .	13	7
C. Representation of Member States . . . . .	14–17	9
D. Representation of Member States at the senior and policy-making levels . . . . .	18–20	10
E. Gender representation . . . . .	21–24	12
F. Recruitment activities . . . . .	25–32	15
III. System of desirable ranges for the geographical distribution of staff . . . . .	33–37	17
IV. Human resource demographics . . . . .	38–72	19
A. Demographic profile of Secretariat staff . . . . .	39–50	19
B. Movement of Secretariat staff, 1 July 1999–30 June 2000 . . . . .	51–61	31
C. Racial discrimination . . . . .	62–66	36
D. Forecasts of anticipated retirements, 2000–2004 . . . . .	67–72	37
 Tables		
A. Staff of the United Nations Secretariat and other entities, by category and source of funds, as of 30 June 2000 . . . . .		9
B. Distribution of staff subject to geographical distribution among developing and other countries, 1996–2000 . . . . .		13
C. Ratio of female to total staff in posts subject to geographical distribution, 30 June 1996–30 June 2000 . . . . .		14
D. Ratio of female to total staff in posts subject to geographical distribution and posts with special language requirements, by grade, 1990 and 2000 . . . . .		14
E. Staff appointments to posts subject to geographical distribution, by gender, grade and number of nationalities, 1 July 1999–30 June 2000 . . . . .		15
F. National competitive examinations placement data, by department or office, July 1999–June 2000 . . . . .		16
G. Methodology for deriving weighted ranges . . . . .		18
 Figures		
I. Staff of the Secretariat and other entities of the United Nations . . . . .		8
II. Representation of Member States, June 1996–June 2000 . . . . .		11
III. Secretariat staff, by category, as of 30 June 2000 . . . . .		21

---

IV.	Grade distribution, Professional and Director categories, as of 30 June 2000 . . . . .	22
V.	Grade distribution, General Service and related categories, as of 30 June 2000 . . . . .	23
VI.	Number of staff, by department, as of 30 June 2000 . . . . .	24
VII.	Female staff representation in the Professional and higher categories, as of 30 June 2000 . . . .	26
VIII.	Staff distribution, by type of appointment, as of 30 June 2000 . . . . .	27
IX.	Age distribution of staff, by gender, as of 30 June 2000 . . . . .	28
X.	Distribution of age groups in the Secretariat, as of 30 June 2000 . . . . .	29
XI.	Recruitments, by gender, 1 July 1999-30 June 2000 . . . . .	33
XII.	Separations, by gender, 1 July 1999-30 June 2000 . . . . .	34
XIII.	Anticipated retirements, by category, 2000-2004 . . . . .	39
XIV.	Anticipated retirements, by category, 2000-2004: staff occupying posts subject to geographical distribution . . . . .	40
Annex		
	Comprehensive statistical tables . . . . .	43

**Abbreviations**

DM	Department of Management
DM/OCSS	Office of Central Support Services
DM/OHRM	Office of Human Resources Management
DM/OPPBA	Office of Programme Planning, Budget and Accounts
DDA	Department for Disarmament Affairs
DESA	Department of Economic and Social Affairs
DGAACS	Department of General Assembly Affairs and Conference Services
DPA	Department of Political Affairs
DPI	Department of Public Information
DPKO	Department of Peacekeeping Operations
DPKO/FALD	Special Missions
ECA	Economic Commission for Africa
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
EOSG	Executive Office of the Secretary-General
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
ICJ	Registry of the International Court of Justice
ICSC	Secretariat of the International Civil Service Commission
ICTR	International Criminal Tribunal for Rwanda
ICTFY	International Criminal Tribunal for the Former Yugoslavia
INTORG	Inter-organization bodies: Joint Inspection Unit (JIU) Consultative Committee on Administrative Questions (CCAQ) International Computing Centre (ICC) Information Systems Coordination Committee (ISCC)
ITC	International Trade Centre
OCHA	Office for the Coordination of Humanitarian Affairs
ODCCP	Office for Drug Control and Crime Prevention
OHCHR	Office of the United Nations High Commissioner for Human Rights

---

OIOS	Office of Internal Oversight Services
OLA	Office of Legal Affairs
REGCOM	Regional Commissions Liaison Office
UNCC	United Nations Compensation Commission
UNCHS	United Nations Centre for Human Settlements (Habitat)
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFIP	United Nations Fund for International Partnerships
UNFCCC	United Nations Framework Convention on Climate Change
UNFPA	United Nations Population Fund
UNFSTD	United Nations Fund for Science and Technology for Development
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNITAR	United Nations Institute for Training and Research
UNJSPF	Secretariat of the United Nations Joint Staff Pension Fund and the United Nations Staff Pension Committee
UNMOVIC	United Nations Monitoring, Verification and Inspection Commission
UNOIP	United Nations Office of the Iraq Programme
UNOG	United Nations Office at Geneva
UNON	United Nations Office at Nairobi
UNOPS	United Nations Office for Project Services
UNOV	United Nations Office at Vienna
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNU	United Nations University
WTO	World Trade Organization

## **I. Introduction**

1. The annual report of the Secretary-General on the composition of the Secretariat is submitted in accordance with requests made by the General Assembly in its resolutions concerning human resources management. The most recent of these resolutions are Assembly resolutions 49/222 A of 23 December 1994, 51/226 of 3 April 1997, 52/219 of 22 December 1997 and 53/221 of 7 April 1999. The report provides an overview of the staff of the Secretariat by nationality, gender, grade and contractual status.

2. Section II of the report constitutes the traditional report on the composition of the Secretariat, continuing data series on which reporting has taken place over many years: it focuses in particular on staff in posts subject to geographical distribution. These data series facilitate the assessment of trends over time. Further to paragraph 4 of section IX of General Assembly resolution 53/221, the practice of showing the representation of staff according to major geographical groupings has been discontinued and countries are listed in alphabetical order.

3. Starting with the present report, the secretariat of the United Nations Joint Staff Pension Fund and the United Nations Staff Pension Committee (UNJSPF) is included as an inter-organization entity, not as part of the Secretariat: as a result, it is no longer included in the count of staff subject to the system of desirable ranges.

4. The attention of Member States is drawn to a companion report, the list of staff of the United Nations Secretariat (ST/ADM/R.55), which shows the composition of the Secretariat by organizational entity, functional title, grade and nationality. Further information concerning gender issues is contained in the report of the Secretary-General on the improvement of the status of women in the Secretariat (A/55/399).

5. Section III of the report updates information related to the system of desirable ranges for the geographical distribution of staff, in particular changes in the weighted ranges.

6. Section IV of the report updates information related to human resource demographics. It analyses the main characteristics of the staff of the Secretariat. It looks at trends and changes over time in that population and forecasts the expected staff requirements in view of anticipated retirements.

7. Data in the report is as of 30 June 2000, and refers to organizational entities in existence as of that date.

## **II. Composition of the Secretariat**

### **A. Staff of the United Nations**

8. The authority of the Secretary-General to appoint staff derives from Article 101, paragraph 1, of the Charter of the United Nations, which states: "The staff shall be appointed by the Secretary-General under regulations established by the General Assembly".

9. A number of subsidiary programmes, funds and organs of the United Nations enjoy special status granted by the General Assembly for the appointment of their staff: United Nations Children's Fund (UNICEF); United Nations Development

Programme (UNDP); Office of the United Nations High Commissioner for Refugees (UNHCR); United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA); United Nations University (UNU); secretariat of the International Civil Service Commission (ICSC); UNJSPF; Registry of the International Court of Justice (ICJ); International Trade Centre (ITC).

10. The principles governing the recruitment and employment of staff are derived from Article 101, paragraph 3, of the Charter, which states:

“The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible”.

11. These principles apply to all the staff of the United Nations, including the staff of the secretariats of the above subsidiary programmes, funds and organs with special status in matters of appointment.

12. As of 30 June 2000, the total number of staff of the United Nations who hold appointments of one year or more was 33,049. Of this total, 13,164 staff are assigned to the Secretariat<sup>1</sup> and 19,885 staff to other entities of the United Nations (see figure I). With regard to sources of funding for the 13,164 staff of the Secretariat, the 2000 regular budget contains 8,926 authorized posts. As of 30 June 2000, 7,470 staff from the Secretariat and 314 staff from other entities encumber these posts (for further details on the composition of the staff by category and source of funds, see table A).

## **B. Staff recruited under the system of desirable ranges**

13. Within the overall total of 33,049 staff from the Secretariat and other entities who hold appointments of one year or more, a limited group of staff of the Secretariat is recruited under the system of desirable ranges. The number of posts subject to geographical distribution, which is used to determine the desirable range for each Member State, is treated in section III of the present report. The staff concerned are referred to as “staff on posts subject to geographical distribution”; they number 2,389. They are appointed by the Secretary-General for a period of at least one year to posts in the Professional and higher categories funded under the regular budget. Several categories of staff are excluded from the total for staff recruited under the system of desirable ranges: staff serving in the secretariats of subsidiary programmes, funds and organs with special status in matters of appointment; staff serving in peacekeeping posts, posts specifically funded for mission service or posts financed under the peacekeeping support account; staff in posts with special language requirements; staff in the Field Service and the General Service and related categories of staff (Trades and Crafts, Security and Safety Service, Public Information Assistants etc.) who are locally recruited; staff in posts for service limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (UNCHS) or the Office for Drug Control and Crime Prevention (ODCCP); staff in posts financed on an inter-agency basis: staff on posts of technical cooperation projects; national officers on posts at United Nations information centres; staff on special leave without pay; and staff on secondment to other organizations.



Table A  
**Staff of the United Nations Secretariat and other entities, by category and source of funds, as of 30 June 2000**

Entity	Regular budget				Extrabudgetary resources				Grand total
	Professional and higher	Project personnel	General Service and related	Total	Professional and higher	Project personnel	General Service and related	Total	
United Nations Secretariat	2 925	16	4 529	7 470	1 46	781	3 448	5 694	13 164
UNDP					875 <sup>b</sup>	275	4 282	5 432	5 433
UNFPA					250 <sup>b</sup>	40 <sup>c</sup>	862 <sup>d</sup>	1 152	1 152
UNHCR	77		126	203	1 21	16	2 711	3 938	4 142
UNICEF					1 10	1 7	4 588	7 418	7 418
UNITAR					12	3	3	18	18
UNOPS					150	732	269	1 151	1 151
UNRWA <sup>g</sup>	73		11	84	13			13	97
ITC <sup>h</sup>					61	34	96	191	191
ICSC					12		19	31	31
UNJSPF					42		93	135	135
ICJ	9		18	27					
UNU					17	26	47	90	90
<b>Total</b>	<b>3 084</b>	<b>16</b>	<b>4 684</b>	<b>7 784</b>	<b>5 21</b>	<b>3 6</b>	<b>16 415</b>	<b>25 26</b>	<b>33 049</b>

<sup>a</sup> Including 21 Professional and 98 General Service staff against revenue producing accounts.

<sup>b</sup> Including staff charged to UNDP core budget, funds managed by UNDP and UNDP supplementary funds.

<sup>c</sup> Including Junior Professional Officers.

<sup>d</sup> Including National Officers and Field Service Officers.

<sup>e</sup> Including international Professional and National Officers occupying posts funded by regular resources, i.e., support budget.

<sup>f</sup> Including international Professional and National Officers occupying posts funded by other resources, i.e., project funds.

<sup>g</sup> Excluding 21,060 area staff.

<sup>h</sup> A number of posts in ITC are financed jointly by the United Nations from the regular budget and by WTO.

### C. Representation of Member States

14. The representation of Member States in the staff of the Secretariat is assessed in conformity with the system of desirable ranges, as described in section III of the present report. As a result of the comparison of the number of its nationals in posts subject to geographical distribution with the specific desirable range established, each Member State is grouped into one of four categories: unrepresented, under-represented, within range and over-represented. A Member State is "unrepresented" when none of its nationals occupy a post subject to geographical representation; it is "under-represented" when the number of its nationals in such posts is below the lower limit of the desirable range; it is "within range" when the number of its nationals in such posts is within the upper and lower limits of the desirable range;

and it is “over-represented” when the number of its nationals in such posts exceeds the upper limit of the desirable range.

15. As of 30 June 2000, 21 Member States were unrepresented (including the three newly admitted Member States of Kiribati, Nauru and Tonga), compared with 24 in June 1999: Andorra, Bahrain, Brunei Darussalam, Guinea-Bissau, Kiribati, Kyrgyzstan, Liechtenstein, Marshall Islands, Monaco, Nauru, Palau, Republic of Moldova, Samoa, San Marino, Sao Tome and Principe, Tajikistan, Tonga, Turkmenistan, United Arab Emirates, Uzbekistan, Vanuatu. Eight Member States were under-represented, compared with 13 in June 1999: Denmark, Germany, Indonesia, Japan, Kazakhstan, Kuwait, Norway, Saudi Arabia. Fourteen Member States were over-represented: Cameroon, Chile, Egypt, Ethiopia, India, Lebanon, Pakistan, Peru, Philippines, Russian Federation, Senegal, Thailand, Ukraine and Venezuela. All other Member States are within range.

16. Figure 2 illustrates the evolution of the representation of Member States in terms of staff appointed under the system of desirable ranges for the five-year period 1996 to 2000.

17. Tables 1-4 of the annex cover posts subject to geographical distribution: data in table 1 is arranged by grade and gender, compared with the mid-point of the desirable range and the range itself; data in table 2 is arranged by type of appointment, as of 30 June 1999 and 30 June 2000; data in table 3 shows appointments, arranged by nationality, grade and gender, for the period 1 July 1999-30 June 2000; and data in table 4 shows appointments and separations, arranged by nationality, type of appointment and gender, for the same period.

#### **D. Representation of Member States at the senior and policy-making levels**

18. By paragraph 7 of section IX of its resolution 53/221, the General Assembly requested that the Secretary-General take all necessary measures to ensure, at the senior and policy-making levels of the Secretariat, the equitable representation of Member States, especially those unrepresented and under-represented, in particular developing countries, in accordance with the relevant resolutions of the General Assembly, and to include relevant information thereon in all future reports on the composition of the Secretariat.

19. The senior and policy-making levels are defined as staff at the Principal Officer (D-1) grade and above. For reference and comparison with previous reports, table 9 of the annex contains data on senior officials appointed under the system of desirable ranges: this includes a breakdown by country of nationality.



20. Table B presents data on the representation of developing countries and other countries for all staff subject to geographical distribution appointed at the D-1 grade and above, for all such staff appointed at the D-2 grade and above, and for all staff appointed at the grade of Assistant Secretary-General and above (for more detailed information on the representation of individual Member States at the senior and policy-making levels, see tables 1, 3 and 9 of the annex). For all grades D-1 and above, the ratio between staff from developing and other countries evolved from 48.3/51.7 in 1996 to 49.2/50.8 in 2000. At the D-2 grade and above, the same ratio between developing and other countries improved from 47.7/52.3 in 1996 to parity (50/50) in 2000. At the grade of Assistant Secretary-General and above, the ratio of 58.3/41.7 in 1996 increased to 59.5/40.5 in 2000.

### **E. Gender representation**

21. Since the forty-fifth session of the General Assembly, the Secretary-General has been reporting on efforts to increase the number of women in posts subject to geographical distribution in the Secretariat, particularly in senior and policy-making posts (see Assembly resolution 45/239 C, paras. 2-5). During the period 1 July 1996 to 30 June 2000, the number of female staff members at the D-1 grade and above increased from 59 to 95, an increase of 62.1 per cent. Table 5 of the annex shows staff in posts with special language requirements, by nationality, grade and gender. Table C shows the ratio of female to total staff in posts subject to geographical distribution for the five-year period 1996-2000: as of 30 June 2000, the number of female staff members appointed to posts subject to geographical distribution was 936, 39.2 per cent of the total and an increase of 1.1 per cent as compared to 1999. Over the last five years, the number of female staff in posts subject to geographical distribution has increased by more than 5 per cent. Gender information relating to the remaining staff population of the Secretariat, not subject to the system of desirable ranges, is presented in paragraphs 44-46 below.

Table B  
**Distribution of staff subject to geographical distribution among developing and other countries, 1996-2000**

Group	Year	Combined desirable ranges	Group mid-point	Number of staff			Number of staff at D-1 and above			Number of staff at D-2 and above		
				Percentage	Number of staff	Percentage	Percentage	Percentage	Percentage	Percentage		
Developing countries	1996	907-1 227	1 067.0	39.5	1 118 (366) <sup>a</sup>	44.8 (41.6)	159 (21) <sup>a</sup>	48.3	51 (5) <sup>a</sup>	47.7	21 (1) <sup>a</sup>	58.3
	1997	907-1 227	1 067.0	39.5	1 082 (369)	44.2 (41.1)	144 (22)	46.7	44 (4)	46.3	18 (1)	56.3
	1998	872-1 179	1 025.4	39.4	1 048 (362)	44.0 (41.1)	150 (32)	48.1	53 (6)	51.5	23 (2)	59.0
	1999	846-1 144	994.8	38.3	1 024 (369)	42.8 (40.3)	151 (43)	47.9	53 (9)	49.1	23 (2)	57.5
	2000	876-1 185	1 030.7	39.6	1 044 (389)	43.9 (41.7)	152 (43)	49.2	53 (11)	50.0	22 (2)	59.5
Other countries	1996	1 388-1 878	1 653.0	60.5	1 380 (513)	55.2 (58.4)	170 (38)	51.7	56 (11)	52.3	15 (1)	41.7
	1997	1 388-1 878	1 633.0	60.5	1 366 (529)	55.8 (58.9)	164 (40)	53.2	51 (11)	53.7	14 (2)	43.7
	1998	1 338-1 811	1 574.5	60.6	1 336 (519)	56.0 (58.9)	162 (47)	51.9	50 (13)	48.5	16 (3)	41.0
	1999	1 364-1 845	1 605.8	61.7	1 371 (546)	57.2 (59.7)	164 (49)	52.1	55 (12)	50.9	17 (3)	42.5
	2000	1 334-1 805	1 569.2	60.4	1 332 (546)	56.1 (58.3)	157 (52)	50.9	53 (12)	50.0	15 (3)	40.5
Total	1996	2 295-3 105	2 700.0	100.00	2 499 (854)	100.00 (100.0)	329 (59)	100.00	107 (18)	100.00	36 (2)	100.00
	1997	2 295-3 105	2 700.0	100.00	2 498 (879)	100.00 (100.0)	308 (62)	100.00	95 (15)	100.00	32 (3)	100.00
	1998	2 210-2 990	2 600.0	100.00	2 448 (898)	100.00 (100.0)	312 (79)	100.00	103 (19)	100.00	39 (5)	100.00
	1999	2 210-2 990	2 600.0	100.00	2 384 (881)	100.00 (100.0)	315 (92)	100.00	108 (21)	100.00	40 (5)	100.00
	2000	2 210-2 990	2 600.0	100.00	2 376 (936)	100.00 (100.0)	309 (95)	100.00	106 (23)	100.00	37 (5)	100.00

Source: *World Economic and Social Survey 1999* (United Nations publication, Sales No. E.99.II.C.1).

<sup>a</sup> Number of female staff members.

Table C  
**Ratio of female to total staff in posts subject to geographical distribution,  
 30 June 1996-30 June 2000**

<i>Year</i>	<i>1996</i>	<i>1997</i>	<i>1998</i>	<i>1999</i>	<i>2000</i>
Total Staff	2 514	2 461	2 400	2 410	2 389
Total female staff	882	901	885	919	936
Percentage female staff	35.08	36.61	38.87	38.13	39.17

22. The ratio of female to total staff in posts subject to geographical distribution and in posts with special language requirements, by grade, is shown in table D. The table compares data for 1990 and 2000. The percentage of female staff in posts subject to geographical distribution has risen from 28.3 per cent to 39.2 per cent of the total staff in such posts over the decade. The comparable percentage for female staff in posts with special language requirements has increased from 34.6 per cent to 37.9 per cent.

Table D  
**Ratio of female to total staff by grade, in posts subject to geographical  
 distribution and posts with special language requirements, 1990 and 2000**

<i>Level</i>	<i>Geographical posts</i>				<i>Language posts<sup>a</sup></i>			
	<i>1990</i>		<i>2000</i>		<i>1990</i>		<i>2000</i>	
	<i>No. of female staff</i>	<i>Percentage</i>	<i>No. of female staff</i>	<i>Percentage</i>	<i>No. of female staff</i>	<i>Percentage</i>	<i>No. of female staff</i>	<i>Percentage</i>
USG	2	7.7	2	9.1				
ASG	0	0.0	3	20.0				
D-2	8	10.1	18	25.7				
D-1	16	6.4	73	35.8				
P-5	73	15.8	151	33.1	41	30.8	63	43.4
P-4	180	26.7	250	37.3	121	35.5	124	35.0
P-3	261	39.0	276	44.7	122	35.8	119	37.8
P-2	175	45.8	163	48.8	33	33.3	12	48.0
P-1	10	62.5						
<b>Total</b>	<b>725</b>	<b>28.3</b>	<b>936</b>	<b>39.2</b>	<b>317</b>	<b>34.6</b>	<b>318</b>	<b>37.9</b>

<sup>a</sup> Language posts are from P-2 to P-5 only.

23. Table 3 of the annex provides details on the 141 appointments to posts subject to geographical distribution, by nationality, grade and gender, for the period 1 July 1999-30 June 2000. Table E provides a condensed version of the same data.

Table E  
**Staff appointments to posts subject to geographical distribution, by gender,  
 grade and number of nationalities, 1 July 1999-30 June 2000**

	<i>Female</i>			<i>Male</i>		
	<i>Number of female staff appointed</i>	<i>Percentage of total appointments</i>	<i>Number of nationalities represented</i>	<i>Number of male staff appointed</i>	<i>Percentage of total appointments</i>	<i>Number of nationalities represented</i>
USG				1		1
ASG						
D-2	4	80.0	4	1	20.0	1
D-1	4	36.4	4	7	63.6	7
P-5	4	57.1	3	3	42.9	3
P-4	3	15.8	3	16	84.2	14
P-3	16	47.1	14	18	52.9	16
P-2	32	50.0	14	32	50.0	24
P-1	0	0.0	0	0	0.0	0
<b>Total</b>	<b>63</b>	<b>44.7</b>	<b>37<sup>a</sup></b>	<b>78</b>	<b>55.3</b>	<b>51<sup>a</sup></b>

<sup>a</sup> Multiple appointments of staff have been made for some nationalities.

24. Tables 8.A-E of the annex cover the gender distribution of staff in the Secretariat, by department or office and grade, as of 30 June 2000. Table 8.A covers staff in posts subject to geographical distribution, by grade. Table 8.B provides comparable data for staff in posts with special language requirements. Table 8.C combines the data on staff in both those post categories. Table 8.D covers staff in the General Service and related categories, by gender. Table 8.E covers all 4,390 staff in the Professional and higher categories, by department or office and grade.

## F. Recruitment activities

25. During the period 1 July 1999 to 30 June 2000, 141 appointments were made under the system of desirable ranges. Of this total, as detailed in table 3 of the annex, nine appointments (6.4 per cent) were of nationals of unrepresented Member States; 32 appointments (22.7 per cent) were of nationals of under-represented Member States; 97 appointments (68.8 per cent) were of nationals of Member States that were within range; and three appointments (2.1 per cent) were of nationals of previously over-represented Member States which are within range as of 30 June 2000.

26. Of the total of 141 appointments, 73 (51.8 per cent) were candidates who were successful in national competitive examinations for posts at the P-2 and P-3 levels. An additional successful candidate from Romania was placed in the UNJSPF secretariat. Thirty-six (49.3 per cent) of the successful 73 candidates in the examinations were women.

27. In 2000, competitive examinations were held in 19 countries (Albania, Bahrain, Belize, Brunei Darussalam, Comoros, Germany, Indonesia, Italy, Japan,

Kazakhstan, Mozambique, Norway, Samoa, Sao Tome and Principe, Saudi Arabia, Slovenia, Tajikistan, United Arab Emirates and Vanuatu). Because of a lack of eligible candidates, examinations did not take place in Andorra, Kuwait, the Lao People's Democratic Republic and Palau. One hundred and ten candidates from the 1999 examinations were successful: 21 have already been placed, 16 candidates were not available and 39 of the 73 candidates remaining on the roster are in the process of being recruited.

28. Of the total of 141 appointments, 63 (44.7 per cent) were women, 26 of whom were from developing countries.

29. Further to paragraph 17 of section V of General Assembly resolution 53/221, all eight appointments at the P-2 level to posts requiring special language competence for conference services were made as a result of a successful competitive examination.

30. Table 6 of the annex presents data on staff in the Professional and higher categories who have been appointed specifically for mission service, by nationality, grade and gender, as of 30 June 2000, compared with the situation a year earlier.

#### **Special efforts for recruitment of national competitive examinations candidates**

31. The filling of vacant posts by national competitive examinations candidates and the close monitoring of this process have become an established priority within the context of the human resource planning meetings organized with each department and/or office in 1999-2000 to agree on clear recruitment targets. The existing roster has been updated with the assistance of the permanent missions of Member States to the United Nations. The creation of an electronic roster accessible by all programme managers in the global Secretariat is in progress.

32. Thirty (49 per cent) of the P-2 candidates were recruited by offices away from Headquarters, while 31 (51 per cent) were recruited for posts in New York. The United Nations Office at Geneva (UNOG), the Department of Economic and Social Affairs (DESA), the Department of Management (DM) and the Office of Internal Oversight Services (OIOS) recruited 36 candidates (59 per cent of all placed candidates). At the P-3 level, eight candidates (two thirds) were recruited by offices away from Headquarters and four candidates (one third) at United Nations Headquarters. Table F presents NCE placement data, by department or office, for the period July 1999-June 2000.

Table F  
**National competitive examinations placement data, by department or office,  
July 1999-June 2000**

<i>Department</i>	<i>P-2</i>	<i>P-3</i>
DESA	11	1
DM	6	
DPA	2	1
DPI	3	
DPKO	2	2
ECA	2	

<i>Department</i>	<i>P-2</i>	<i>P-3</i>
ECE	3	1
ECLAC	3	
ESCAP	3	
ESCWA	3	
OCHA	1	
OIOS	4	
OLA	4	
UNOG (OHCHR, UNCTAD)	16	3
UNON (UNEP)		1
UNOV (ODCCP)	1	
<b>Total</b>	<b>64</b>	<b>9</b>

### III. System of desirable ranges for the geographical distribution of staff

33. Changes in the representation status of a Member State may result from several factors: the appointment or separation of staff; adjustments of the desirable range because of an increase or decrease in the number of posts subject to geographical distribution; changes in the number of Member States; changes in the scale of assessments; changes in population; and changes in the status of individual staff members (such as departure on secondment or special leave without pay, return from secondment or special leave or change in nationality).

34. The criteria governing the system of desirable ranges were set out in a previous report (see A/53/375, sect. III).

35. The base figure was adjusted in 1998 from 2,700 to 2,600 as a result of a decrease by more than 100 posts subject to the system of the desirable ranges compared to the base figure. At the beginning of the biennium 2000-2001, the post count for the desirable ranges increased from 2,564 to 2,605. Since the increase was less than 100 and has not reached a level above 2,700 no adjustment was made of the current 2,600 base figure.

36. Table 7 of the annex provides data pertinent to the application of the system of desirable ranges for the geographical distribution of staff. It also shows the weighted distribution of staff and the weighted staff position for each Member State, in points.

37. The data and methodology for deriving the weighted range, mid-point and staff position data for each Member State are presented in table 7 of the Annex. As indicated in table G, the percentage of total staff by grade (column 2) is applied to the base figure of 2,600 (column 3). The resultant figure is weighted by the gross salary per annum in thousands of dollars (column 4) to produce a weighted base figure (column 5). As of 30 June 2000, the weighted average value of each post is 75.87 points (197,265/2,600). Accordingly, the weighted membership factor is 78,906 points (40 per cent of 197,265), the weighted population factor is 9,863 points (5 per cent) and the weighted contribution factor is 108,496 points (55 per cent). The above figures represent the global situation: for each Member State a

separate calculation on the same basis results in an individual weighted base figure. The weighted mid-point in table 7 of the annex represents the sum of the weighted membership population and contribution factors: the weighted range is calculated as 15 per cent upwards and downwards (but not less than 364 points up and down [4.8 x 75.87]), with the upper limit being not less than 1,062 points [14 x 75.87]. The weighted staff position for each Member State comprises the total number of staff of that country by grade, multiplied by the gross salary per annum by grade.

Table G  
**Methodology for deriving weighted ranges**

<i>Grade</i>	<i>Number of staff members (1)</i>	<i>Percentage of total staff (2)</i>	<i>Percentage applied to base figure (3)</i>	<i>Gross salary per annum (thousands of US\$) (4)</i>	<i>Weighted base figure (5)</i>
USG	22	0.921	23.94	158	3 783
ASG	15	0.628	16.32	144	2 351
D-2	70	2.930	76.18	118	8 990
D-1	204	8.539	222.02	104	23 090
P-5	456	19.087	496.27	91	45 161
P-4	670	28.045	729.18	75	54 688
P-3	618	25.869	672.58	61	41 028
P-2	334	13.981	363.50	50	18 175
P-1	0			38	
<b>Total</b>	<b>2 389</b>	<b>100.000</b>	<b>2 600</b>		<b>197 265</b>

<sup>a</sup> Salary scale effective 1 March 2000.

## IV. Human resource demographics

38. The present section provides a broader perspective of Secretariat workforce heads. It covers Secretariat staff holding an appointment of one year or more, irrespective of their category, their type of appointment and their source of funding.<sup>2</sup> In conformity with these criteria, the base figure used for demographic analysis as at 30 June 2000 is 10,738. Secretariat-wide data and projections for the period 2000 to 2004 have been drawn from the database of the Integrated Management Information System (IMIS).

### A. Demographic profile of Secretariat staff

#### Staff by category and grade

39. The base number of the present demographic analysis (10,738) represents a decrease of 3.7 per cent as compared with the base number as of 30 June 1999 (11,157). The reasons for the reduction of the reported staff numbers in the Secretariat, as explained above,<sup>1</sup> are also valid to explain the reduction of the base number for demographics. The decrease in the category of Professionals corresponds to 3.2 per cent (124 staff). The P-1 and P-2 grades in particular have experienced a reduction in numbers of more than 13 per cent (73 staff) since 1 July 1999. The Directors category, on the contrary, has seen an increase in numbers since 1999 (12 staff or 3.4 per cent). Figure III shows the number of Secretariat staff, by category, as of 30 June 2000.<sup>3</sup> Figure IV shows the number of staff, by grade, in the Professional and Director categories, as of 30 June 2000. Figure V shows the number of staff, by grade, in the General Service and related categories, as of 30 June 2000.

40. Ten departments/offices<sup>4</sup> have seen their staffing levels grow by 5 per cent or more since 1 July 1999. The most significant increases were in the Economic and Social Commission for Western Asia (ESCWA) (an increase of 35 staff or 18 per cent), the United Nations Compensation Commission (UNCC) (32 staff, 15.7 per cent), the United Nations Environment Programme (UNEP) (46 staff, 9 per cent), the Executive Office of the Secretary-General (EOSG) (7 staff, 8.4 per cent), OIOS (8 staff, 8.2 per cent), and the Office for Drug Control and Crime Prevention (ODCCP) (17 staff, 5.8 per cent). Special Missions (DPKO/FALD) staff numbers show an increase by more than 60 per cent as compared with 1999 as a result of the surplus of recruitments over separations during the period 1 July 1999 to 30 June 2000. This increase occurred despite the discontinuation of reporting locally recruited General Service staff with indefinite appointments in special missions. Four offices have decreased their staff numbers by 5 per cent or more since 1999: UNCHS (26 staff, 13 per cent), ECA (43 staff, 9 per cent), UNOV (27 staff, nearly 6 per cent) and DESA (33 staff, 5.6 per cent).

41. The number of staff in the Professional and Director categories (see figure IV) shows a concentration by more than two thirds at the P-3 and P-4 grades against a small P-1/P-2 base. In the General Service and related categories, the numbers confirm that a majority of staff are concentrated in three grades (G-4, G-5 and G-6) (see figure V).

**Staff by department/office**

42. Figure VI shows the breakdown of staff by department and/or office. More than half of all Secretariat staff serve in seven departments and offices.<sup>5</sup> In New York, DM employs the most staff (12 per cent), closely followed by the Department of General Assembly Affairs and Conference Services (DGAACS) (11 per cent). UNOG has the most staff of all offices away from Headquarters (10 per cent). Staff at Headquarters represent 45 per cent of all Secretariat staff; the other 55 per cent is shared by seven overseas duty stations (Geneva, Nairobi, Vienna, Bangkok, Addis Ababa, Santiago and Beirut) and the field missions. Staff in the Professional and higher categories in New York constitute 44.7 per cent of all Professional staff.

**Staff by nationality**

43. More than 71 per cent of all staff come from 23 Member States. In the Secretariat, there are more than 400 nationals from each of the following five Member States: United States of America, France, Kenya, the Philippines and the United Kingdom of Great Britain and Northern Ireland. The inclusion of staff in the General Service and related categories increases staff from countries hosting headquarters and/or other major offices and regional commissions (Austria, Chile, Ethiopia, Lebanon, Kenya, Switzerland, Thailand and the United States of America). Changes in staff numbers between 1 July 1999 and 30 June 2000 have affected the representation of several Member States: 14 countries have seen the numbers of their nationals serving in the Secretariat decrease by more than 10 persons since 1 July 1999.<sup>6</sup> Two countries<sup>7</sup> have increased their representation by more than 10 staff. Eighteen Member States remain unrepresented<sup>8</sup> in all staff categories. This number has gone up by one country since last year. Nationals from five previously unrepresented Member States<sup>9</sup> were recruited over the reference period.

**Staff by gender**

44. The global gender distribution of Secretariat staff shows an almost evenly balanced female/male staff distribution (50.7/49.3). The current situation represents an increase of female staff by 1.5 per cent as compared to 30 June 1999. That overall situation disguises differences in gender representation by category and by department or office. The two most senior grades of the Secretariat (USG and ASG) continue to have a low female staff representation (10.4 per cent). Female staff numbers remain also low in the Director category (27.9 per cent, up 1.6 per cent since 1999). In the Professional category as a whole, the proportion of female staff is 38.4 per cent (up 1.3 per cent since 1999). It is higher at entry levels, where numbers are close to or above the General Assembly mandate of gender equality. Female staff constitute a majority (62.4 per cent) in the General Service and related categories. Two specific groups continue to have very low female staffing — the Security and Safety Service (7.5 per cent, up 1.7 per cent since 1999) and the Trades and Crafts category (unchanged at 3.6 per cent).









45. Figure VII indicates that five departments/offices<sup>10</sup> (one more than in 1999) have achieved gender equality in the Professional and higher categories. Four departments and offices<sup>11</sup> come close to the mark, with between 40 and 49 per cent female Professionals. Sixteen departments and offices<sup>12</sup> have between 30 per cent and 39 per cent female Professionals, and seven departments and offices<sup>13</sup> have less than 30 per cent female Professionals. Sixteen departments and offices have improved the representation of their female Professionals since 1999.

46. The ratio of female to male Professionals in nearly all departments and offices continues to fall short of the mandated goal of the General Assembly. The rate of progress has remained steady, at about 1 per cent per year, for several years. At that rate, gender equality in the Professional and higher categories may not occur before the year 2012. The Office of Human Resources Management has started human resources planning sessions with the heads of departments/offices in an effort to have them focus on various human resources issues, including gender.

#### **Staff by appointment type**

47. The proportion of permanent appointments compared to other types of contract in the Secretariat is illustrated in figure VIII. The proportion of permanent appointments differs by category: 56 per cent of Directors, 62 per cent of Professionals and 48 per cent of the General Service and related staff have permanent appointments. They account for two thirds of staff under regular budget funds and one quarter of staff under extrabudgetary funding. The ratio of permanent and fixed-term appointments varies between departments and offices: UNCC (2 per cent) and UNEP (7 per cent) have the fewest numbers of permanent appointees among their staff, while DGAACS (79 per cent) and OLA (69 per cent) have the highest numbers. The share of fixed-term appointments has increased from 42.4 per cent in 1999 to 47.3 per cent in 2000. The current percentage of permanent appointments for posts subject to geographical distribution (69.6 per cent) has remained below the ceiling set by the General Assembly for the second year in a row.









**Staff by age**

48. As of 30 June 2000, the average age of the staff is 45.8 years; an increase of four months compared to 1999, which in turn is the sum of the three last yearly age increments (one month). Fifty-nine per cent of all Secretariat staff are older than 45 years. Twenty-five per cent are younger than 40 and only 3.5 per cent are younger than 30. This pattern is illustrated in figures IX and X, which show, respectively, the age distribution of staff by gender and the distribution of age groups in the Secretariat. Besides the USGs and ASGs, the grade with the highest average age is the Directors (54 years). The average age of Professionals as a whole is 46.1 years. They have a relatively high average age at the entry grades (37.9 years at the P-2 level). In the General Service and related categories, the average age is 45.1 years.

49. Male Directors are on average more than 2 years older than female Directors, while male Professionals are on average 1.6 years older than female Professionals. Male security officers are on average nearly five years older than female security officers. Male and female General Service staff are on average the same age. Directors in the United Nations Fund for International Partnerships (UNFIP) (average 49 years) and in the Office for Central Support Services (DM/OCSS) (average 50.7 years) are the youngest in the Secretariat, while those in the United Nations Monitoring, Verification and Inspection Commission (UNMOVIC) (average 57.5 years) and UNCHS (average 58 years) are the oldest. UNCC (average 35.8 years) and the United Nations Office of the Iraq Programme (UNOIP) (average 41.6 years) have the youngest Professionals, while the Economic Commission for Africa (ECA) (average 50.5 years) and UNMOVIC (average 52.8 years) have the oldest. The departments with the lowest overall average ages are UNCC (37.6 years) and UNOIP (39.7 years), while ECA (48.8 years) and DESA (47.6 years) have the highest.

**Staff by length of service**

50. Length of service is an indicator of acquired experience by the Organization. Overall average length of service for all staff and for all types of appointments is 13.2 years. The average length of service for staff with permanent appointments is 19.4 years (23.3 years for Directors, 16.3 years for Professionals and 21.2 years for staff in the General Service and related categories). The average length of service of staff with permanent appointments has increased by 0.8 years since 1999. The average length of service by department/office for all appointments varies from lows with UNCC (3.3 years), UNOIP (6.2 years) and UNEP (7.6 years) to highs with ESCAP (17.3 years), ECA (16.2 years), ECLAC (15.8 years) and UNOG (15.6 years). A lower-than-average service duration may reflect a younger staff population, more recent recruits, a higher staff turnover rate or a combination of those factors. Higher-than-average length of service reflects an older population with a lower turnover rate. The average length of service of staff holding a fixed-term appointment of one year or more is 7 years. Longer service time for Directors correlates with their higher average age. A lower service time for Professionals as a whole is associated with higher turnover rates for fixed-term appointees, with shorter career expectations.

## **B. Movement of Secretariat staff, 1 July 1999-30 June 2000**

### **Recruitment of staff**

51. Figure XI illustrates that, between 1 July 1999 and 30 June 2000, 3,555 staff were recruited into the Secretariat (59.7 per cent on initial appointment and 40.3 per cent on reappointment). The total number of staff recruited for the period 1 July 1999 to 30 June 2000 is 46 per cent higher than for the similar period in 1998-1999. Recruitments have been highest into the Professional category, especially as a result of new peacekeeping missions (2,017 staff members, 56.7 per cent of total recruitments and 15 per cent more than 1 July 1999). Recruitment into the category of Directors and above was slightly higher for the same reasons (100 staff or 2.8 per cent of recruitments, compared with 2.3 per cent in 1998/1999). This has coincided with a reduction of recruitment numbers in the General Service and related categories from 56 per cent to 39.6 per cent. A total of 639 recruitments at the P-1/P-2 levels accounted for 18 per cent of all recruitments and just under 30 per cent of recruitments in the Professional category. The majority of those P-1/P-2 recruitments was for vacancies in peacekeeping missions. Women accounted for 42 per cent of all recruited staff (a 1.5 per cent decline from 1998/1999 level).

52. In the General Service and related categories, the departments and offices recruiting more than 50 staff were UNOG, ECA, the United Nations Office at Vienna (UNOV) and DPKO/FALD, followed by the Department of Public Information (DPI), DGAACS, the Economic Commission for Latin America and the Caribbean (ECLAC), DM and UNEP. In the Professional category DPKO/FALD recruited more than half (1,047) of all new Professional staff, followed by DPI, the Department of Peacekeeping Operations (DPKO), UNEP, ECLAC, the Office of the United Nations High Commissioner for Human Rights (OHCHR) and the Office for the Coordination of Human Rights (OCHA), each with more than 50 new staff. Seven departments<sup>14</sup> each recruited 20 or more P-2 staff (DPKO/FALD recruited 235 P-2 staff). Among 100 newly recruited Directors, 64 were for DPKO/FALD. This department accounted for more than a third of all recruitments between 1 July 1999 and 30 June 2000, followed by UNOG (10.3 per cent of all recruitments), DPI (6.8 per cent) and UNOV (5.3 per cent). Recruitments comprised short-term appointments and appointments of limited duration (more than two thirds for missions); fixed-term appointments (24.2 per cent); and new probationary appointments (only 2.4 per cent).

### **Separation of staff**

53. Between 1 July 1999 and 30 June 2000, 3,246 staff separated (figure XII). Separations mirrored the distribution of staff by category and level (3.2 per cent Directors, 40.7 per cent Professionals and 55.5 per cent staff in the General Service and related categories). A total of 445 P-2 staff separated, 13.7 per cent of all separations and one third of separations at the Professional level. Separations of female staff accounted for 45.1 per cent of all staff departures. Staff separated in the greatest numbers from DPKO/FALD, UNOG, ECA, DPI, UNOV, DGAACS, DM, the United Nations Conference on Trade and Development (UNCTAD) and UNEP (each with more than 100 separations). The reason for three quarters of all separations was the non-extension of short-term mission appointments and fixed-term appointments.

54. A total of 445 staff resigned between 1 July 1999 and 30 June 2000, almost twice the total of 243 retiring staff. Of those who resigned, 20 were Directors, 170 were Professionals and 251 were in the General Service and related categories; 30 per cent of Professional resignations were by staff at the P-2 level, mostly on fixed-term contracts or appointments of limited duration.

**Causes of separation**

55. The General Assembly, by paragraph 3 of section III of its resolution 53/221, expressed concern at the growing number of resignations of staff in the Secretariat, in particular of those in the Professional category, and requested the Secretary-General to carry out a study to ascertain the causes of such separations.

56. In February 1999, the Office of Human Resources Management (OHRM) introduced an exit questionnaire for all staff leaving the Organization. The questionnaire focuses on the specific reasons for separation, including resignation, and includes an evaluation of the period of service by staff. It is a mandatory part of the separation process for all staff leaving the Organization who have held an appointment of one year or more.





57. During the period February 1999-April 2000, two thirds of all separating staff were in the General Service and related categories; 56 per cent were male and 56 per cent held a permanent appointment. Some 41 per cent of staff separated between the ages of 56 and 60, 25 per cent before the age of 40, 15 per cent between the ages of 40 and 50, and 15 per cent between the ages of 50 and 55. More than half of the separations were by staff with over 20 years of service. The principal reasons for separation were retirement and resignation, followed by expiration or non-renewal of contract. Half of the resignations were tendered because of a better job offer, 40 per cent for family reasons and 10 per cent for educational opportunities. Only one in nine resignations by Professional staff were by P-2 or P-3 staff members. There was a pronounced pattern of resignations by age, with one peak between 51 and 60 years of age (40 per cent) and another peak for those under 40 (34 per cent); of the latter, the largest subgroup was those staff with less than five years experience.

58. The Secretary-General intends to continue to gather data on the causes of separation of staff, focusing in particular on resignations by Professional staff. As a longer data period develops, more definitive trend analysis will become possible. Meanwhile, a preliminary baseline for such analysis has been established by the introduction of the exit questionnaire. OHRM is taking measures to ensure full compliance by all departing staff in the completion of the questionnaire.

#### **Promotion of staff**

59. Promotions are defined as movements of staff from one grade to that immediately above and/or from one category of staff to the category immediately above. Between 1 July 1999 and 30 June 2000, 963 staff were promoted in the Secretariat. The ratio between the number of promoted staff during a given year and the total number of active staff at the beginning of that year is known as the promotion index. The promotion index for Secretariat staff in 1999-2000 was 8.6 per cent (an increase for the second year since 1998, up from 7.1 per cent in 1998-1999). The gender distribution of promotions showed a 55/45 proportion in favour of women staff (37 per cent of the promotions in the Director category, 50 per cent in the Professional category and 63 per cent in the General Service and related categories). DM (134), DGAACS (107), UNOG (106), UNOV (84), DPI (57) and DESA (50) all had more than 50 promotions in 1999-2000. The Economic Commission for Europe (ECE), UNOIP, OCHA and UNMOVIC had the lowest number of promotions.

#### **Transfer of staff**

60. Transfers are defined as lateral staff movements, with a change of assignment involving two departments/offices at one or more duty stations. During the reference period, there were 163 transfers Secretariat-wide. The ratio between the number of transferred staff and the total number of Secretariat staff for the same period is known as the transfer index. The transfer index for the period 1 July 1999 to 30 June 2000 was 1.5 per cent. The higher number of transfers by female staff (60 per cent of the total number of transfers) is notable. Transfers occurred in greatest numbers into or out of UNOG (18), DM (17), DGAACS (16), DPKO (13) and UNEP (11).

**Turnover of staff**

61. Turnover rates are based on the calculation of a standard labour turnover index which is obtained by comparing the number of actual staff departures over the period 1 July 1999 to 30 June 2000 with the number of active staff at 1 July 1999. Turnover rates for 1999-2000 are presented by category of staff and take into account all causes of separation, except expiration of contract. The turnover for Directors is twice that of the staff as a whole:

Directors	15 per cent
Professional category	7.5 per cent
General Service and related categories	5 per cent
<b>Total staff</b>	<b>6.2 per cent</b>

Higher percentages of turnover for Professionals and Directors help to open up promotion and recruitment prospects and are central to staff replacement plans.

**C. Racial discrimination**

62. The General Assembly, in paragraph 3, section V, of its resolution 53/221, requested the Secretary-General, as a matter of priority, to ascertain whether racial discrimination existed in recruitment, promotion and placement in order to ensure full compliance with the provisions of the Charter of the United Nations, the regulations and rules of the Organization and the relevant resolutions of the General Assembly.

63. The question of racial discrimination has been the subject of review and studies by various organs of the United Nations since its inception. Whether in the context of human rights or under the apartheid regime, the United Nations has been in the forefront of the condemnation of racial discrimination. Within the Secretariat, Staff Rule 101.2 specifically states that any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited. In order to address alleged discrimination of all kinds, the Panel on Discrimination and other Grievances was established many years ago for the purpose of receiving and investigating complaints of discrimination from the staff and to propose appropriate action.

64. By the request contained in Assembly resolution 53/221, it was understood that the Assembly wished to ascertain whether racial discrimination existed as a systemic problem, from the point of recruitment throughout the career of staff. Subsequent to the adoption of the resolution, the matter was discussed by the Joint Advisory Committee and it was agreed to establish a working group composed of representatives of staff and management to review this question.

65. The working group has found it problematic to establish the parameters of such a review, for a number of reasons. A primary reason is the fact that the Secretariat does not record the "race" of individual staff members. Therefore, it is impossible for the Secretariat to generate meaningful statistics based on race or to make even general observations which are supported by firm statistical evidence. Furthermore, if nationality were to be used as the basis for the review of career progression

patterns, staff members of the same nationality might be of different ethnic/racial backgrounds.

66. The Secretary-General therefore concludes that the Secretariat is not in a position to conduct a comprehensive review of the issue of racial discrimination due to the limitations of its current information systems.

## **D. Forecasts of anticipated retirements, 2000-2004**

### **All Secretariat staff**

67. A total of 1,430 Secretariat staff will reach the mandatory retirement age during the next five years (13.3 per cent of the overall workforce). An average of 286 staff will retire each year, ranging from a low of 151 in 2000 to a high of 397 in 2004. Figure XIII illustrates that, over the five-year period, 155 Directors will retire (10.8 per cent of total retirements), as well as 539 Professional staff (37.7 per cent) and 721 General Service and related staff (50.4 per cent). More men than women will retire. In the Professional and higher categories (P-2 to D-2), nearly three of every four retirees will be male, a trend with important potential for raising the level of gender representation in the Professional and Director categories. Replacing the expected vacancies due to retirement on the basis of total gender parity will raise female staff representation in both the Director and the Professional categories. In the category of Directors, it would result in an increase of 49 female Directors, 13 per cent more than at present (increasing female representation from 27.9 per cent in 2000 to 41.2 per cent in 2004). Replacement of all retiring Professional staff on the basis of total gender parity would increase female Professional staff by more than 102 staff, or 2.8 per cent (increasing female representation from 38.4 per cent in 2000 to 41.2 per cent in 2004).

68. Retirement rates at senior levels (P-5, D-1 and D-2) will be important in a number of departments. The following detail compares the number of expected retirements at these senior levels by department/office with their current staff strength at the Professional and higher categories. Departments and offices have been divided into three groups, according to the percentage of their strategic replacement needs:

(a) Departments and offices with low strategic replacement needs (less than 5 per cent replacement of their current staff in the Professional and higher categories): DM/OCSS, DPKO, OHCHR, UNCC and the United Nations Office at Nairobi (UNON);

(b) Departments and offices with medium strategic replacements needs (between 5 and 15 per cent replacement of their current staff): DDA, DESA, DGAACS, DM, DM/OHRM, the Office of Programme Planning, Budget and Accounts (DM/OPPBA), the Department of Political Affairs (DPA), DPI, DPKO/FALD, ECA, ECE, ECLAC, ESCWA, OCHA, the Office for Drug Control and Crime Prevention (ODCCP), OIOS, the Office of Legal Affairs (OLA), EOSG, UNCHS, UNEP, UNOG and UNOV;

(c) Departments and offices with high strategic replacements needs (more than 15 per cent of current staff): ESCAP and UNCTAD.

69. Monitoring of expected staff retirements at the P-5, D-1 and D-2 grades helps to forecast staff replacement requirements. In particular, the Organization will have to replace:

(a) By the end of 2000, 16 retiring Directors (14 on posts subject to geographical distribution) and 25 retiring Senior Officers (15 on posts subject to geographical distribution);

(b) By the end of 2001, an additional 29 retiring Directors (27 on posts subject to geographical distribution) and 45 retiring Senior Officers (27 on posts subject to geographical distribution);

(c) By the end of 2002, an additional 35 retiring Directors (28 on posts subject to geographical distribution) and 51 retiring Senior Officers (31 on posts subject to geographical distribution);

(d) By the end of 2003, an additional 37 retiring Directors (28 on posts subject to geographical distribution) and 48 retiring Senior Officers (37 on posts subject to geographical distribution);

(e) By the end of 2004, an additional 38 retiring Directors (33 on posts subject to geographical distribution) and 61 retiring Senior Officers (36 on posts subject to geographical distribution).

70. Replacement needs at the P-5 grade for the coming five years are one third of their current numbers; the D-1 and D-2 grades, they are even higher: 42 per cent. Replacing strategic staff in large numbers will be a challenge for the Organization.

#### **Staff occupying posts subject to geographical distribution**

71. Of the current 2,389 staff on posts subject to geographical distribution, 471 will retire between 2000 and 2004 (19.7 per cent). Retirements will average 94 staff members a year, ranging from a low of 66 in 2000 to a high of 123 in 2004. Figure XIV indicates the breakdown of anticipated retirements, between the Director and Professional categories.

72. All staff on posts subject to geographical distribution from one country<sup>15</sup> will retire in the next five years. One country<sup>16</sup> will see its current staff reduced by more than 50 per cent due to retirements. A total of 12 countries<sup>17</sup> will have their staff reduced by between 20 and 50 per cent and 31 countries<sup>18</sup> by 10 to 20 per cent, while 60 countries<sup>19</sup> will see their staff reduced between 1 and 10 per cent. There will be no retirements for staff from the remaining 62 represented countries in the coming five years.





## Notes

<sup>1</sup> Compared to staff numbers of the Secretariat as of 30 June 1999 (14,319), the number as of 30 June 2000 (13,164) is lower for two reasons. First, staff from UNJSPF are no longer included in the United Nations Secretariat but are listed separately as an inter-organizational body; the number of UNJSPF staff as of June 2000 stood at 135. Second, the Secretariat discontinued reporting on local General Service staff with indefinite appointments in special missions; these are engaged by DPKO/FALD and data on them is not maintained in IMIS.

<sup>2</sup> Section IV of the present report has a number of limitations, mainly due to uneven data quality and the lack of an integrated worldwide IMIS database. The following two populations have been defined for analytical purposes:

*Population No. 1.* All Secretariat personnel, irrespective of sources of funding, holding an appointment of one year or more under the 100 series of the Staff Rules, with the exception of mission appointees, Field Service staff, technical assistance personnel (200 series staff), staff on short-term appointments (300 series staff) and language teachers. As of 30 June 2000, the size of this population is 10,738, which includes the following categories:

- Under-Secretaries-General (USG) and Assistant Secretaries-General (ASG);
- Directors (D-2) and Principal Officers (D-1);
- Senior, First, Second, Associate and Assistant Officers (P-5, P-4, P-3, P-2 and P-1);
- General Service (G7-G1) and related categories (Security Service and Trades and Crafts);

*Population No. 2.* All Secretariat staff, irrespective of sources of funding and with the same restrictions as population No. 1, in the Professional and higher categories staff (4,128).

<sup>3</sup> The difference in numbers of USGs and ASGs as compared to 30 June 1999 is due to the fact that the percentage number in the 1999 graph has been rounded up to 1 per cent from its real value of 0.55 per cent. The difference in USG and ASG representation between 1999 and 2000 is therefore not 0.6 per cent but rather 0.15 per cent.

<sup>4</sup> DPKO/FALD, DPKO, ESCWA, OCHA, ODCCP, OHCHR, OIOS, EOSG, UNCC and UNEP.

<sup>5</sup> Seven departments have 500 or more staff: DM, DGAACS, UNOG, DPI, UNEP, DESA and DPKO/FALD.

<sup>6</sup> Afghanistan, Chile, Colombia, Ethiopia, France, India, Ireland, Jordan, Philippines, Rwanda, Switzerland, Thailand, United States and United Kingdom.

<sup>7</sup> Kenya and Lebanon.

<sup>8</sup> Andorra, Brunei Darussalam, Guinea-Bissau, Kiribati, Kyrgyzstan, Liechtenstein, Marshall Islands, Monaco, Nauru, Palau, Republic of Moldova, San Marino, Sao Tome and Principe, Solomon Islands, Tajikistan, Tonga, Turkmenistan and Uzbekistan.

<sup>9</sup> Azerbaijan, Lao's People's Democratic Republic, Micronesia (Federated States of), Mozambique and Solomon Islands.

<sup>10</sup> UNFIP, DM/OUSG, DM/OHRM, DPI and DM/OPPBA.

<sup>11</sup> OHCHR, DESA, OCHA and OLA.

<sup>12</sup> DGAACS, ESCWA, UNCC, EOSG, ODCCP, DDA, UNOG, DPA, OIOS, UNOV, ECLAC, UNOIP, UNON, DM/OCSS, DPKO and UNEP.

<sup>13</sup> ESCAP, UNCHS, UNCTAD, ECE, ECA, DPKO/FALD and UNMOVIC.

<sup>14</sup> DPKO/FALD, DPI, OHCHR, UNCC, DESA, UNCTAD and UNOG.

<sup>15</sup> Comoros.

<sup>16</sup> The Gambia.

- <sup>17</sup> Antigua and Barbuda, Benin, Côte d'Ivoire, Czech Republic, Dominica, Iraq, Israel, Lebanon, Madagascar, Malawi, Paraguay and Swaziland.
- <sup>18</sup> Afghanistan, Algeria, Argentina, Bulgaria, Cameroon, Congo, Cyprus, Democratic Republic of Congo, Germany, Guinea, Guatemala, Iceland, Jordan, Lesotho, Liberia, Libyan Arab Jamahiriya, Mali, Mauritania, Nepal, Netherlands, Nigeria, Poland, Saint Lucia, Sierra Leone, Somalia, Togo, Turkey, Viet Nam, Yemen, Yugoslavia and Zambia.
- <sup>19</sup> Australia, Austria, Bangladesh, Belgium, Brazil, Burkina Faso, Burundi, Canada, Chile, China, Colombia, Denmark, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, Finland, France, Ghana, Greece, Guyana, Haiti, India, Indonesia, Iran (Islamic Republic of), Ireland, Italy, Jamaica, Japan, Kenya, Lebanon, Malaysia, Mexico, Morocco, Myanmar, New Zealand, Niger, Pakistan, Peru, Philippines, Russian Federation, Senegal, Singapore, South Africa, Spain, Sri Lanka, Sudan, Swaziland, Sweden, Switzerland, Thailand, Trinidad and Tobago, United Republic of Tanzania, United States of America, Uganda, Ukraine, United Kingdom of Great Britain and Northern Ireland, Uruguay, Venezuela and Zimbabwe.

**Annex****Comprehensive statistical tables****Contents**

	<i>Page</i>
1. Staff in posts subject to geographical distribution, by nationality, grade and gender, as of 30 June 2000 .....	44
2. Staff in posts subject to geographical distribution, by nationality and type of appointment, as of 30 June 1999 and 30 June 2000 .....	51
3. Appointments to posts subject to geographical distribution, by nationality, grade and gender, 1 July 1999-30 June 2000 .....	55
4. Changes in staff in posts subject to geographical distribution, by nationality, type of appointment and gender, as of 30 June 1999 and 30 June 2000 .....	57
5. Staff in posts with special language requirements, by nationality, grade and gender, as of 30 June 1999 and 30 June 2000 .....	61
6. Staff in the Professional and higher categories appointed specifically for mission service, by nationality, grade and gender, as of 30 June 1999 and 30 June 2000 .....	63
7. Desirable range and weighted distribution for staff in posts subject to geographical distribution and actual and weighted staff position, by Member State, as of 30 June 2000 .....	67
8. Gender distribution of staff in the United Nations Secretariat, by department or office and grade .....	70
A. Staff in the Professional and higher categories in posts subject to geographical distribution, as of 30 June 2000 .....	70
B. Staff in the Professional category in posts with special language requirements, as of 30 June 2000 .....	71
C. Staff in the Professional and higher categories in posts subject to geographical distribution and in posts with special language requirements, as of 30 June 2000 .....	72
D. Staff in the General Service and related categories, as of 30 June 2000 .....	73
E. All staff in the Professional and higher categories, as of 30 June 2000 .....	74
9. Staff at senior levels in posts subject to geographical distribution, by nationality and grade, 30 June 1996-30 June 2000 .....	75