

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

30 June 2015

Supplementary information

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I. Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243 of 18 December 1985

A. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 9 April 2015 from the Chair of the Committee

As you are aware, the General Assembly, by its resolution 69/20 of 25 November 2014, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People “to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly, the Security Council or the Secretary-General, as appropriate”. By the same resolution, the Assembly requested the Secretary-General “to continue to provide the Committee with all the necessary facilities for the performance of its tasks”.

As the Committee has no control over the timing of the events it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the special meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year’s calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee will submit its annual report (Official Records of the General Assembly, Supplement No. 35) under the agenda item entitled “Question of Palestine”. The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In the light of the above, I should like to request that authorization again be granted to the Committee to hold meetings during the sixty-ninth session of the General Assembly, as necessary for carrying out the important mandate entrusted to the Committee by the Assembly.

B. Disarmament Commission

Memorandum dated 21 April 2015 from the Secretary of the Commission

We would be most grateful if you would, in accordance with paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations Disarmament Commission to hold its organizational session in December 2015, in the event that it needs to meet in accordance with its established meetings pattern.

The holding of the organizational session of the Commission during the General Assembly is justified for reasons of both political practicality and membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda, and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

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

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

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

In its resolution 69/88, paragraph 7, adopted at its sixty-ninth session, regarding the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the General Assembly requested the Secretary-General to provide the necessary services and assistance to the Working Group for the conduct of its work to ensure the financial security of the Agency.

In order to fulfil its mandate, the Working Group needs the latest data with regard to the UNRWA budget, that is, up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. Due to its budgetary procedure, UNRWA is not in a position to supply the Working Group with this timely information any earlier than September 2015 and the Working Group cannot prepare its report to the seventieth session without this important material.

In view of the above, it would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the seventieth session of the General Assembly.

D. Committee on Relations with the Host Country

Memorandum dated 22 May 2015 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the seventieth session of the General Assembly.

This request is based on the Committee's mandate set forth in General Assembly resolution 2819 (XXVI) of 15 December 1971 authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the General Assembly in order to consider, among other matters, issues experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 69/128 of 10 December 2014, the General Assembly affirmed the importance of the Committee being in a position to fulfil its mandate and meet on short notice to deal with urgent and important matters concerning the relations between the United Nations and the host country, and in that connection requested the Secretariat and the Committee on Conferences to accord priority to requests from the Committee on Relations with the Host Country for conference-servicing facilities for meetings of that Committee that must be held while the

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

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

E. Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women

Memorandum dated 1 June 2015 from the Secretary of the Executive Board

We would be grateful if you would, in accordance with the exception referred to in paragraph 7 of General Assembly resolution 40/243:

“Decides that no subsidiary organ of the General Assembly may meet at the United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly”

seek on our behalf the approval of the Committee on Conferences for the Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) to meet on 15 and 16 September 2015.

This is with a view to avoiding overlap with the second regular sessions of the other executive boards of the United Nations funds and programmes, which all convene during the month of September.

F. United Nations System Chief Executives Board for Coordination

Memorandum dated 2 June 2015 from the Director of the Executive Board

We should be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations System Chief Executives Board for Coordination (CEB) to meet at United Nations Headquarters in New York on Wednesday, 18 November 2015, with an additional preparatory meeting on the afternoon of Tuesday, 17 November and a follow-up meeting on the morning of Thursday, 19 November.

As is usual practice, CEB holds two sessions per year as follows: first regular session (two days, April-May) at the Headquarters of one of its member organizations; second regular session (two days, November) held at United Nations Headquarters on the first day.

The Board is chaired by the Secretary-General and comprises the Executive Heads of United Nations system organizations. The timing of both sessions needs to take into account, inter alia, the timing of its 29 member organizations' own major meetings to ensure the fullest participation possible. Both April-May and November were agreed upon as the most suitable periods.

As for the location of each session, given the commitments of the Secretary-General and, to some extent, those of United Nations system Executive Heads during the General Assembly session, it was deemed preferable to hold the second regular sessions of CEB at United Nations Headquarters in New York. To ensure geographical balance among Board members, the first regular sessions of CEB each year are held away from United Nations Headquarters (mostly in Europe).

II. Utilization of conference-servicing resources and facilities

Utilization of conference-serving resources and facilities may be measured in terms of a utilization factor, calculated using the following formula:

$$UF = \frac{(A+B)-(C-E)-(F/3)}{(A+B)}$$

where: UF is the utilization factor, the percentage of available conference resources actually used by the organ in question; A is the number of meetings programmed by a given organ at a scheduled session; B is the number of additional meetings held during the session; C is the number of meetings cancelled during the session; E is the total number of reassignments; and F is the amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, for example, 5:25 = 5 hours and 25 minutes).

In the foregoing calculation, the time lost as a result of late starting and early ending (F) is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments (E) is subtracted from the number of cancelled meetings (C). The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned (A) and additional meetings held (B). The result is expressed as a percentage of the sum of meetings programmed and additional meetings held.

The statistics set out in the tables below are compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, held on 18 May 1993 (see [A/AC.172/161](#) and Corr.1 and 2).

In compliance with the request of the Committee on Conferences at its 1999 substantive session, utilization factors for a three-year reporting period are provided and organs are listed in the order of the utilization factors for the latest reporting period by duty station.

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

A. New York

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Commission on Population and Development										
Forty-seventh session, 7-11 April 2014	9	1	–	10	–	1:05/0:05	111	89	96	70
Forty-sixth session, 22-26 April 2013	8	–	–	8	–	2:00/2:55	100	100	80	295
Forty-fifth session, 23-27 April 2012	8	–	–	8	–	1:35/0:45	100	100	90	140
General Assembly (First Committee)										
Sixty-ninth session, 2014	24	–	1	23	1	0:05/2:35	96	96	96	160
Sixty-eighth session, 2013	24	1	1	24	1	0:40/5:55	100	92	91	395
Sixty-seventh session, 2012	22	–	–	22	–	6:30/2:00	100	100	87	510
Statistical Commission										
Forty-fifth session, 4-7 March 2014	7	–	1	6	1	0:25/0:20	86	86	96	45
Forty-fourth session, 26 February-1 March 2013	7	–	1	6	–	0:20/0:35	86	86	81	55
Forty-third session, 28 February-2 March 2012	8	–	2	6	1	0:05/0:10	75	75	86	15
General Assembly (Sixth Committee)										
Sixty-ninth session, 2014	43	5	7	41	7	3:05/5:15	95	72	94	500
Sixty-eighth session, 2013	40	6	7	39	5	4:25/10:25	98	68	85	890
Sixty-seventh session, 2012	36	1	3	34	2	5:25/10:50	94	89	83	975
High-level Political Forum, convened under the auspices of the Economic and Social Council ^a										
First meeting, 30 June-9 July 2014	22	1	–	23	–	3:00/2:00	105	95	93	300
Commission on the Status of Women										
Fifty-eighth session 10-21 March 2014	17	–	–	17	–	2:45/2:30	100	100	90	315
Fifty-seventh session, 4-15 March 2013	17	1	2	16	1	1:10/1:15	94	82	90	145
Fifty-sixth session, 27 February-9 March 2012	21	–	2	19	–	3:15/6:25	90	90	75	580
Committee for Programme and Coordination										
Fifty-fourth session, 2-27 June 2014	40	–	–	40	–	6:40/5:25	100	100	90	725
Fifty-third session, 3-28 June 2013	40	–	3	37	1	12:30/7:00	93	93	79	1 170

[illegible]

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			Total minutes lost
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Regular session										
21-30 January, 7 February, 19-28 May and 6 June 2014 ^e	29	–	–	29	–	4:25/6:50	100	100	87	675
21-30 January, 8 February, 20-29 May and 7 June 2013	30	–	–	30	–	9:30/4:25	100	100	85	835
30 January-8 February, 17 February and 21-30 May and 8 June 2012	30	1	–	31	–	9:45/7:05	103	97	82	1 010
General Assembly (Fifth Committee)										
Sixty-ninth session, 2014	98	37	33	102	27	13:15/27:30	104	29	85	2 445
Sixty-eighth session, 2013	106	5	14	97	10	16:20/25:00	92	82	84	2 480
Sixty-seventh session, 2012	99	6	13	92	12	21:25/17:00	93	81	87	2 305
Executive Board of the United Nations Development Programme/United Nations Population Fund/United Nations Office for Project Services, Second regular session,										
2-5 September 2014	8	–	–	8	–	2:10/1:30	100	100	85	220
9-13 September 2013	10	–	1	9	–	1:45/4:15	90	90	70	360
4-10 September 2012	10	–	–	10	–	2:15/3:45	100	100	80	360
Advisory Committee on Administrative and Budgetary Questions										
27 January-9 May 2014	138	13	19	132	6	13:15/20:55	96	77	84	2 050
28 January-3 May 2013	134	3	22	115	4	16:45/31:25	86	81	75	2 890
24 January-27 April 2012	131	2	8	125	2	27:55/23:40	95	92	83	3 095
General Assembly (Fifth Committee)										
First part of the resumed Sixty-eighth session										
3-28 March 2014	40	2	4	38	4	9:40/11:30	95	85	83	1 270
First part of the resumed Sixty-seventh session										
4-28 March 2013	38	1	3	36	3	6:50/7:00	95	89	88	830
First part of the resumed Sixty-sixth session, 5 March-2 April 2012	31	6	8	29	5	7:50/4:30	94	55	81	740
Committee on Conferences, Substantive session										
2-8 September 2014	10	–	1	9	–	0:35/2:05	90	90	81	160
3-9 September 2013	10	1	3	8	2	1:00/0:20	80	60	87	80
4-10 September 2012	10	–	1	9	–	4:35/3:15	90	90	64	470
Special Committee on Peacekeeping Operations and its Working Group, Substantive session										
24 February-21 March 2014	11	–	1	10	1	3:25/3:30	91	91	79	415

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
19 February-15 March 2013	18	1	11	8	3	1:30/2:25	44	33	51	235
21 February-16 March 2012	28	–	15	13	2	1:40/5:20	46	46	45	420
General Assembly										
Sixty-ninth session, Plenary 2014	161	35	72	124	47	19:00/41:05	77	34	77	3 605
Sixty-eighth session, Plenary 2013	168	37	68	137	45	13:00/52:35	82	38	78	3 935
Sixty-seventh session, Plenary 2012	127	11	64	74	44	11:50/25:50	58	41	76	2 260
United Nations Commission on International Trade Law (UNCITRAL) Working Group II (Arbitration and Reconciliation)										
Sixtieth session, 3-7 February 2014	10	–	1	9	–	3:10/0:40	90	90	77	230
Fifty-eighth session, 4-8 February 2013	9	–	–	9	–	7:20/0:40	100	100	70	480
Fifty-sixth session, 6-10 February 2012	10	–	–	10	–	5:55/0:00	100	100	80	355
Economic and Social Council Substantive session										
2014 (New York) ^f	60	1	8	53	2	7:15/18:05	88	85	76	1 520
1-26 July 2013 (Geneva)	42	–	4	38	–	6:25/7:50	90	90	79	855
2-27 July 2012 (New York)	48	–	1	47	–	9:00/10:35	98	98	84	1 175
Committee on Information										
Thirty-sixth session, 28 April-9 May 2014	14	2	1	15	1	5:25/6:40	107	79	75	725
Thirty-fifth session, 22 April-2 May 2013	13	–	1	12	1	2:50/10:40	92	92	65	810
Thirty-fourth session, 23 April-4 May 2012	11	–	1	10	1	4:20/7:35	91	91	64	715
Executive Board of the United Nations Development Programme/United Nations Population Fund/United Nations Office for Project Services, First regular session										
27-31 January 2014	10	–	1	9	–	1:10/4:00	90	90	73	310
28 January-1 February 2013	10	–	–	10	–	3:05/2:50	100	100	80	355
1-3 February 2012	6	–	–	6	–	1:00/0:40	100	100	91	100
General Assembly (Second Committee)										
Sixty-ninth session, 2014	51	4	13	42	8	5:40/26:15	82	67	72	1 915
Sixty-eighth session, 2013	58	5	21	42	12	4:35/24:45	72	55	70	1 760
Sixty-seventh session, 2012	49	9	13	45	8	8:05/17:40	92	55	77	1 545

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			Total minutes lost
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
United Nations Children’s Fund (UNICEF)										
Executive Board, annual session										
3-6 June 2014	8	–	1	7	–	0:45/3:10	88	88	71	235
18-21 June 2013	8	–	–	8	–	0:35/6:45	100	100	69	440
5-8 June 2012	8	–	1	7	–	0:15/2:45	88	88	75	180
UNICEF Executive Board, Second regular session										
9-12 September 2014	7	–	1	6	1	0:50/5:45	86	86	69	395
3-6 September 2013	7	–	–	7	–	0:35/3:15	100	100	82	230
11-14 September 2012	7	–	–	7	–	0:25/5:35	100	100	71	360
UNICEF Executive Board, First regular session										
4-7 February 2014	8	–	2	6	1	0:55/4:15	75	75	66	310
5-8 February 2013	7	–	1	6	–	0:40/0:45	86	86	79	85
7-10 February 2012	8	–	1	7	1	0:20/5:10	88	88	77	330
Advisory Committee on Administrative and Budgetary Questions										
19 May-20 June 2014	44	–	15	29	6	4:05/16:50	66	66	64	1 255
14 May-2 August 2013	97	15	13	99	4	13:50/14:35	102	71	84	1 705
14 May-14 June 2012	44	–	11	33	–	7:15/17:00	75	75	57	1 445
UNCITRAL										
Forty-seventh session, 7-25 July 2014 (New York)	18	–	4	14	–	1:30/6:50	78	78	62	500
Forty-sixth session, 8-26 July 2013 (Vienna)	28	–	2	26	–	5:45/7:15	93	93	77	780
Forty-fifth session, 25 June-6 July 2012 (New York)	18	–	3	15	–	3:45/0:15	83	83	76	240
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization										
18-26 February 2014	6	1	2	5	–	1:20/3:35	83	50	48	295
19-27 February 2013	12	–	7	5	3	1:20/4:05	42	42	52	325
21 February-2 March 2012	16	–	10	6	2	1:10/2:55	38	38	41	245
Economic and Social Council, Organizational session										
21-22 July 2014	4	–	2	2	–	0:20/4:10	50	50	13	270
12-15 February 2013	8	–	5	3	1	0:50/2:45	38	38	35	215
7-10 February 2012	8	1	2	7	1	1:15/4:25	88	63	68	340

B. Geneva

[illegible]

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			Total minutes lost
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Sixty-sixth session, 26 May-13 June 2014	26	–	–	26	–	2:15/0:30	100	100	96	165
Sixty-third session, 27 May-14 June 2013	30	–	–	30	–	2:30/1:45	100	100	95	255
Sixtieth session, 29 May-15 June 2012	28	–	–	28	–	0:40/0:25	100	100	99	65
Human Rights Committee										
111th session, 7-25 July 2014	30	–	–	30	–	1:35/2:10	100	100	96	225
108th session, 8-26 July 2013	30	–	–	30	–	2:35/0:10	100	100	97	165
105th session, 9-27 July 2012	30	–	–	30	–	2:05/1:10	100	100	96	195
International Law Commission										
Sixty-sixth session (first part), 5 May-6 June 2014	37	–	1	36	–	0:40/2:15	97	97	95	175
Sixty-fifth session (first part), 6 May-7 June 2013	37	–	2	35	–	0:35/2:40	95	95	92	195
Sixty-fourth session (first part), 7 May-1 June 2012	29	–	–	29	–	2:10/1:45	100	100	95	235
Human Rights Committee										
112th session, 7-31 October 2014	38	–	–	38	–	4:45/1:55	100	100	94	400
109th session, 14 October-1 November 2013	28	–	–	28	–	1:25/2:00	100	100	96	205
106th session, 15 October-2 November 2012	27	–	1	26	–	0:15/0:35	96	96	95	50
Human Rights Committee										
110th session, 10-28 March 2014 (Geneva)	29	1	1	29	1	3:00/2:40	100	93	94	340
107th session, 11-28 March 2013 (Geneva)	27	1	1	27	–	1:15/1:00	100	93	94	135
104th session, 12-30 March 2012 (New York)	30	–	–	30	–	3:40/1:25	100	100	94	305
Human Rights Council ^g										
Twenty-seventh session, 8-26 September 2014	40	3	–	43	–	5:50/2:05	108	93	94	475
Twenty-fourth session, 9-27 September 2013	30	8	–	38	–	9:00/1:40	127	73	91	640
Twenty-first session, 10-28 September 2012	30	8	–	38	–	9:00/11:05	127	73	82	1 205
International Law Commission										
Sixty-sixth session (second part), 7 July-8 August 2014	39	–	2	37	–	0:15/1:00	95	95	94	75
Sixty-fifth session (second part), 8 July-9 August 2013	37	–	1	36	–	0:15/5:40	97	97	92	355

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Sixty-fourth session (second part), 24 July-3 August 2012	40	–	1	39	–	0:00/1:55	98	98	96	115
Committee on Economic, Social and Cultural Rights										
Fifty-second session, 28 April-23 May 2014	40	–	–	40	–	4:10/4:35	100	100	93	525
Fiftieth session, 29 April-17 May 2013	28	1	1	28	1	3:40/3:35	100	93	92	435
Forty-eighth session, 30 April-18 May 2012	28	–	–	28	–	0:50/1:30	100	100	97	140
Committee on the Elimination of Racial Discrimination										
Eighty-fourth session, 3-21 February 2014	30	–	–	30	–	3:55/2:45	100	100	93	400
Eighty-second session, 11 February-1 March 2013	30	–	–	30	–	2:05/1:25	100	100	96	210
Eightieth session, 13 February-9 March 2012	40	–	–	40	–	6:15/0:30	100	100	94	405
Committee against Torture										
Fifty-third session, 3-28 November 2014	40	–	–	40	–	3:20/6:00	100	100	92	560
Fifty-first session, 28 October-22 November 2013	40	–	1	39	–	2:30/2:20	98	98	93	290
Forty-ninth session, 29 October-23 November 2012	40	–	–	40	–	2:35/0:40	100	100	97	195
Human Rights Council ^g										
Twenty-sixth session, 10-27 June 2014	40	2	–	42	–	5:55/6:05	105	95	90	720
Twenty-third session, 27 May-14 June 2013	30	11	–	41	–	8:45/8:20	137	63	86	1 025
Twentieth session, 18 June-6 July 2012	31	9	–	40	–	4:35/7:20	129	71	90	715
Committee on the Elimination of Racial Discrimination										
Eighty-fifth session, 11-29 August 2014	30	–	–	30	–	6:05/3:50	100	100	89	595
Eighty-third session, 12-30 August 2013	30	–	–	30	–	4:40/2:35	100	100	92	435
Eighty-first session, 6-31 August 2012	38	–	–	38	–	6:00/0:40	100	100	94	400
Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees										
Sixty-fifth session, 29 September-3 October 2014	10	–	1	9	–	0:55/0:00	90	90	87	55

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			Total minutes lost
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Sixty-fourth session, 30 September-4 October 2013	10	–	1	9	–	1:15/2:40	90	90	77	235
Sixty-third session, 1-5 October 2012	10	–	1	9	–	1:20/0:20	90	90	84	100
Human Rights Council ^g										
Twenty-fifth session, 3-28 March 2014	56	2	1	57	–	14:55/5:00	102	95	87	1 195
Twenty-second session, 25 February-22 March 2013	52	4	1	55	1	11:35/7:05	106	90	89	1 120
Nineteenth session, 27 February-23 March 2012	55	4	–	59	–	15:25/5:00	107	93	88	1 225
Human Rights Council, Expert Mechanism on the Rights of Indigenous Peoples ^h										
Seventh session, 7-11 July 2014	10	–	–	10	–	1:45/2:30	100	100	86	255
Sixth session, 8-12 July 2013	10	–	–	10	–	0:00/0:30	100	100	98	30
Fifth session, 9-13 July 2012	10	–	–	10	–	3:25/2:50	100	100	82	330
Human Rights Council Advisory Committee ⁱ										
Twelfth session, 24-28 February 2014	10	–	1	9	–	2:10/0:25	90	90	81	155
Tenth session, 18-22 February 2013	10	–	1	9	–	0:55/1:30	90	90	82	145
Eighth session, 20-24 February 2012	8	1	–	9	–	2:00/4:05	113	88	77	365
Executive Board of the United Nations Development Programme/United Nations Population Fund/United Nations Office for Project Services, Annual session										
23-27 June 2014 (Geneva)	10	–	1	9	–	2:00/1:05	90	90	80	185
3-14 June 2013 (New York)	20	–	1	19	–	4:30/7:15	95	95	75	705
25-29 June 2012 (Geneva)	10	–	–	10	–	2:20/3:20	100	100	81	340
Human Rights Council Advisory Committee ⁱ										
Thirteenth session, 11-15 August 2014	10	–	1	9	–	1:45/1:55	90	90	78	220
Eleventh session, 12-16 August 2013	10	–	1	9	–	1:20/3:10	90	90	75	270
Ninth session, 6-10 August 2012	10	–	1	9	–	1:25/0:00	90	90	85	85
United Nations Conference on Trade and Development Trade and Development Board										
Sixty-first session, 15-26 September 2014	20	–	–	20	–	4:30/8:50	100	100	78	800

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

C. Vienna

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	<i>Percentage</i>			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
International Narcotics Control Board										
111th session, 28 October-14 November 2014	28	–	1	27	–	1:05/1:05	96	96	94	130
108th session, 29 October-15 November 2013	28	–	–	28	–	0:05/0:20	100	100	100	25
105th session, 30 October-16 November 2012	28	–	–	28	–	0:00/1:45	100	100	98	105
UNCITRAL Working Group on Arbitration										
Sixty-first session, 15-19 September 2014	10	–	–	10	–	1:40/0:15	100	100	94	115
Fifty-ninth session, 16-20 September 2013	10	–	1	9	–	3:15/2:00	90	90	73	315
Fifty-seventh session, 1-5 October 2012	10	–	–	10	–	2:45/0:25	100	100	89	190
International Narcotics Control Board										
110th session, 19-30 May 2014	20	–	1	19	–	0:35/0:40	95	95	93	75
107th session, 6-17 May 2013	20	–	–	20	–	0:20/0:35	100	100	98	55
104th session, 7-18 May 2012	20	–	–	20	–	0:05/0:45	100	100	99	50
UNCITRAL Working Group IV (Electronic Commerce)										
Fiftieth session, 10-14 November 2014	10	–	–	10	–	1:40/0:30	100	100	93	130
Forty-eighth session, 9-13 December 2013	10	–	–	10	–	0:50/0:10	100	100	97	60
Forty-sixth session, 29 October-2 November 2012	10	–	–	10	–	1:30/0:05	100	100	95	95
Commission on Crime Prevention and Criminal Justice										
Twenty-third session, 12-16 May 2014	18	2	1	19	–	2:10/2:35	106	83	87	285
Twenty-second session, 22-26 April 2013	18	1	–	19	–	1:10/4:45	106	94	90	355
Twenty-first session, 23-27 April 2012	18	–	–	18	–	2:20/7:20	100	100	82	580
Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee										
Fifty-first session, 10-21 February 2014	20	–	1	19	–	0:40/5:20	95	95	85	360
Fiftieth session, 11-22 February 2013	20	–	1	19	–	1:45/1:35	95	95	89	200

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			Total minutes lost
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Forty-ninth session, 6-17 February 2012	20	–	1	19	–	1:45/5:45	95	95	83	450
Committee on the Peaceful Uses of Outer Space										
Fifty-seventh session, 11-20 June 2014	16	–	1	15	–	1:20/3:35	94	94	84	295
Fifty-sixth session, 12-21 June 2013	16	–	1	15	–	0:35/2:35	94	94	87	190
Fifty-fifth session, 6-15 June 2012	16	–	–	16	–	0:50/3:55	100	100	90	285
Commission on Narcotic Drugs, Committee of the Whole										
Fifty-seventh session, 13-21 March 2014	25	–	–	25	–	6:20/6:20	100	100	83	760
Fifty-sixth session, 11-15 March 2013	19	–	–	19	–	4:35/3:35	100	100	86	490
Fifty-fifth session, 12-16 March 2012	18	–	2	16	–	3:40/4:35	89	89	74	495
United Nations Scientific Committee on the Effects of Atomic Radiation										
Sixty-first session, 21-25 July 2014	10	–	1	9	–	0:15/2:30	90	90	81	165
Sixtieth session, 27-31 May 2013	9	–	–	9	–	0:50/2:50	100	100	86	220
Fifty-ninth session, 20-25 May 2012	9	–	–	9	–	0:00/1:10	100	100	96	70
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee										
Fifty-third session, 24 March-4 April 2014	20	–	1	19	–	2:10/9:25	95	95	76	695
Fifty-second session, 8-19 April 2013	20	–	1	19	–	3:10/16:00	95	95	63	1 150
Fifty-first session, 19-30 March 2012	20	–	–	20	–	4:05/5:30	100	100	84	575

D. Nairobi

	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i> (hours/minutes)	Percentage			<i>Total minutes lost</i>
							<i>MR</i>	<i>PAF</i>	<i>UF</i>	
Committee of Permanent Representatives to the United Nations Human Settlements Programme (UN-Habitat)										
2014	5	—	—	5	—	0:40/0:15	100	100	94	55
2013	4	1	—	5	—	1:00/1:00	125	75	87	120
2012	5	—	—	5	—	0:10/1:10	100	100	91	80

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

Abbreviations: UF, utilization factor; A, number of meetings programmed by a given organ at a scheduled session; B, number of additional meetings held during the session; C, number of meetings cancelled during the session; D, number of meetings actually held; E, total number of reassignments; F, amount of time lost owing to late starting/early ending; MR, meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A); PAF, planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, as a percentage of meetings planned (A minus B minus C as a percentage of A).

^a At the United Nations Conference on Sustainable Development in 2012 (Rio+20), Member States agreed to establish a high-level political forum that subsequently replaced the Commission on Sustainable Development.

^b Adjusted to reflect a non-penalization for the cancellation, due to inclement weather, of a meeting originally scheduled for the afternoon of 13 February 2014.

^c Adjusted to reflect a non-penalization for the cancellation, due to inclement weather, of a meeting originally scheduled for 1500-1800 on 8 February 2013.

^d Adjusted to reflect a non-penalization for the early adjournment of a meeting originally scheduled for 1500-1800 on 6 June 2014.

^e Adjusted to reflect a non-penalization for the cancellation, due to inclement weather, of a meeting, originally scheduled for 1500-1800 on 21 January 2014.

^f The 2014 session of the Economic and Social Council consisted of the following segments: operational activities segment; special high-level meetings of the Council with the World Bank, the International Monetary Fund, the World Trade Organization and the United Nations Conference on Trade and Development; coordination and management meetings; an integration segment; a humanitarian affairs segment; and a high-level segment.

^g The Human Rights Council was established by the General Assembly in its resolution 60/251 and replaced the Commission on Human Rights.

^h The Expert Mechanism on the Rights of Indigenous Peoples was established by the Human Rights Council in its resolution 6/36 and replaced the Subcommission on the Promotion and Protection of Human Rights Working Group on Indigenous Populations.

ⁱ The Human Rights Council Advisory Committee was established by the Human Rights Council in its resolution 5/1 and replaced the Subcommission on the Promotion and Protection of Human Rights.

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

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

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

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

<i>Duty station</i>	<i>Number of meetings (2014)</i>					<i>Meeting ratio (percentage)</i>		
	<i>A (programmed)</i>	<i>B (added)</i>	<i>C (cancelled)</i>	<i>D (held)</i>	<i>E (reassigned)</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
New York	1 173	124	208	1 089	126	87	88	93
Geneva	704	8	9	703	1	103	102	101
Vienna	177	2	7	172	0	98	97	97
Nairobi	28	4	0	32	0	100	114	114
Total	2 082	138	224	1 996	127	93	93	96

Table 4
Meeting ratio by number and percentage of sessions of bodies in the core sample

<i>Meeting ratio (percentage)</i>	<i>2012</i>		<i>2013</i>		<i>2014</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
10-29	—	—	1	1	—	—
30-39	1	1	1	1	—	—
40-49	1	1	2	3	—	—
50-59	2	3	—	—	1	1
60-69	—	—	—	—	1	1
70-79	3	4	1	1	3	4

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

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

Table 5

Planning accuracy factor by number and percentage of sessions of bodies in the core sample

<i>Planning accuracy factor (percentage)</i>	<i>2012</i>		<i>2013</i>		<i>2014</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
0-39	1	1	4	6	2	2
40-49	2	3	1	1	—	—
50-59	3	4	1	1	2	3
60-69	1	1	3	4	4	6
70-79	5	7	3	4	5	7
80-89	10	15	14	20	12	17
90-100	49	69	46	64	46	65
Total	71	100	72	100	71	100

Note: In 2014, 82 per cent of the sessions of the bodies had a planning accuracy factor of 80 per cent or higher, which is 2 percentage points lower than reported in the past two years.

Table 6

Provision of conference services to all meetings held

A. Number and percentage of all meetings held in 2014

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>
New York	2 990	3 175	100	9 347	8 719	93	12 337	11 894	96
Geneva	3 079	2 997	97	6 979	6 979	100	10 058	9 976	99
Vienna	680	693	100	3 170	3 024	95	4 611	3 717	97
Nairobi	249	249	100	3 661	3 661	100	3 910	3 910	100
Total	6 998	7 114	100	23 157	22 383	97	30 916	29 497	95

B. Number and percentage of all meetings held in 2013

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>
New York	2 962	2 930	99	6 951	6 772	97	9 913	9 702	98
Geneva	2 928	2 787	95	7 917	7 917	100	10 845	10 704	99
Vienna	643	652	100	3 032	2 728	90	3 675	3 380	92
Nairobi	326	326	100	4 123	4 123	100	4 449	4 449	100
Total	6 859	6 695	98	22 023	21 540	98	28 882	28 235	98

C. Number and percentage of all meetings held in 2012

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>	<i>Programmed</i>	<i>Held</i>	<i>Percentage</i>
New York	3 028	2 976	98	7 349	6 307	86	10 377	9 283	89
Geneva	2 824	2 698	96	7 522	7 522	100	10 346	10 220	99
Vienna	751	751	100	2 407	2 407	100	3 158	3 158	100
Nairobi	508	312	61	3 513	3 112	88	4 021	3 424	85
Total	7 111	6 737	95	20 791	19 348	93	27 902	26 085	93

Table 7

Utilization factor for all meetings with interpretation services for the four duty stations, 2012-2014

	<i>A</i> <i>(programmed)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization factor</i> <i>(percentage)</i>
2014	6 683	1 283	1 571	6 395	796	147 500	80
2013	6 765	1 256	1 762	6 289	791	160 875	77
2012	6 593	1 336	1 850	6 079	791	168 750	75

Utilization factor for all meetings with interpretation services, by duty station**A. 2014**

<i>Duty station</i>	<i>Number of meetings, 2014</i>						<i>Utilization factor</i> <i>(percentage)</i>
	<i>A</i> <i>(programmed)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>2014</i>
New York	2 836	1 053	1 106	2 783	781	84 650	80
Geneva	3 062	194	413	2 843	15	48 640	79
Vienna	537	19	39	517	0	11 095	82
Nairobi	248	17	13	252	0	3 115	89
Total	6 683	1 283	1 571	6 395	796	147 500	80

B. 2013

<i>Duty station</i>	<i>Number of meetings, 2013</i>					<i>Utilization factor (percentage)</i>	
	<i>A (programmed)</i>	<i>B (added)</i>	<i>C (cancelled)</i>	<i>D (held)</i>	<i>E (reassigned)</i>	<i>F (minutes lost)</i>	<i>2013</i>
New York	2 941	983	1 191	2 763	745	88 995	76
Geneva	2 960	186	478	2 668	46	52 625	77
Vienna	559	25	50	534	0	13 755	78
Nairobi	305	62	43	324	0	5 500	80
Total	6 765	1 256	1 762	6 289	791	160 875	77

C. 2012

<i>Duty station</i>	<i>Number of meetings, 2012</i>					<i>Utilization factor (percentage)</i>	
	<i>A (programmed)</i>	<i>B (added)</i>	<i>C (cancelled)</i>	<i>D (held)</i>	<i>E (reassigned)</i>	<i>F (minutes lost)</i>	<i>2012</i>
New York	2 984	1 010	1 196	2 798	735	98 495	75
Geneva	2 854	267	564	2 557	56	54 145	74
Vienna	512	16	33	495	0	12 815	80
Nairobi	243	43	57	229	0	3 295	74
Total	6 593	1 336	1 850	6 079	791	168 750	75

Table 8

Core sample bodies whose average utilization factor has been below the benchmark of 80 per cent for the past ten years

<i>Meeting body</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>Average (percentage)</i>
Commission for Social Development	81	77	76	82	74	74	77	81	69	88	78
United Nations Children's Fund, Executive Board, Annual session	79	69	86	77	86	85	74	75	69	71	77
United Nations Children's Fund, Executive Board, First regular session	82	80	86	65	76	80	78	77	79	66	77
Commission on Population and Development	76	76	59	60	55	81	90	90	80	96	76
Committee on Contributions	73	69	72	76	68	71	72	61	71	88	72
Special Committee on Peacekeeping Operations and its Working Group	67	80	69	63	76	90	68	45	51	79	69
Committee on Information	60	47	80	60	84	60	65	64	65	75	66
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	67	85	64	58	44	47	83	41	52	48	59

Table 9

Meetings statistics for intergovernmental bodies whose average utilization factor has been below the benchmark of 80 per cent over the past ten years

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Statistical Commission							
Previous 10-year average utilization factor							
(2004-2013)	79%						
(2005-2014)	81%						
Forty-fifth session, 4-7 March 2014	7	—	1	6	1	45	96
Forty-fourth session, 26 February-1 March 2013	7	—	1	6	—	55	81
Forty-third session, 28 February-2 March 2012	8	—	2	6	1	15	86
Forty-second session, 22-25 February 2011	8	—	2	6	1	130	78
Forty-first session, 23-26 February 2010	8	—	2	6	—	40	72
Fortieth session, 24-27 February 2009	8	—	2	6	—	30	73
Thirty-ninth session, 26-29 February 2008	8	—	1	7	—	200	74
Thirty-eighth session, 27 February-2 March 2007	8	—	2	6	2	165	89
Thirty-seventh session, 7-10 March 2006	8	—	—	8	—	370	74
Thirty-sixth session, 1-4 March 2005	8	—	—	8	—	215	85
Commission on Social Development							
Previous 10-year average utilization factor							
(2004-2013)	76%						
(2005-2014)	78%						
Fifty-second session, 11-21 February 2014	10	—	1	9	1	210	88
Fifty-first session, 2-15 February 2013	14	—	2	12	—	425	69
Fiftieth session, 1-10 February 2012	12	—	1	11	1	415	81
Forty-ninth session, 9-18 February 2011	13	—	1	12	1	530	77
Forty-eighth session, 3-12 and 19 February 2010	12	1	1	11	0	425	74

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

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Commission on Population and Development							
10-year average utilization factor							
(2004-2013)	74%						
(2005-2014)	76%						
Forty-seventh session, 7-11 April 2014	9	1	—	10	—	70	96
Forty-sixth session, 22-26 April 2013	8	—	—	8	—	295	80
Forty-fifth session, 23-27 April 2012	8	—	—	8	—	140	90
Forty-fourth session, 11-15 April 2011	8	—	—	8	—	150	90
Forty-third session, 12-16 April 2010	10	—	2	8	2	340	81
Forty-second session, 30 March-3 April 2009	9	—	2	7	—	365	55
Forty-first session, 7-11 April 2008	8	—	1	7	—	390	60
Fortieth session, 9-13 April 2007	10	—	4	6	1	195	59
Thirty-ninth session, 3-7 April 2006	10	—	1	9	—	255	76
Thirty-eighth session, 4-8 April 2005	10	—	2	8	2	430	76
Committee on Contributions							
10-year average utilization factor							
(2004-2013)	71%						
(2005-2014)	72%						
Seventy-fourth session, 2-20 June 2014	18	—	1	17	1	405	88
Seventy-third session, 3-21 June 2013	20	—	3	17	1	675	71
Seventy-second session, 4-29 June 2012	31	—	7	24	2	1 260	61
Seventy-first session, 6-24 June 2011	22	—	5	17	2	565	72
Seventieth session, 7-25 June 2010	21	—	2	19	1	935	71
Sixty-ninth session, 1-26 June 2009	32	—	6	26	4	1 470	68
Sixty-eighth session, 9-27 June 2008	21	—	5	16	4	725	76

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Sixty-seventh session, 11-29 June 2007	24	—	5	19	4	1 050	72
Sixty-sixth session, 5-30 June 2006	33	—	10	23	3	570	69
Sixty-fifth session, 6-24 June 2005	22	—	5	17	3	715	73
Special Committee on Peacekeeping Operations and its Working Group							
10-year average utilization factor							
(2004-2013)	67%						
(2005-2014)	69%						
24 February-21 March 2014	11	—	1	10	1	415	79
19 February-15 March 2013	18	1	11	8	3	235	51
21 February-16 March 2012	28	—	15	13	2	420	45
22 February-18 March 2011	30	—	4	26	—	1 005	68
22 February-19 March 2010	30	—	2	28	2	525	90
23 February-20 March 2009	30	—	11	19	7	575	76
10 March-4 April 2008	30	—	11	19	4	730	63
26 February-16 March 2007	26	2	6	22	4	1 190	69
27 February-17 March 2006	24	1	1	24	—	710	80
31 January-25 February 2005	33	0	3	30	2	1 775	67
Committee on Information							
10-year average utilization factor							
(2004-2013)	64%						
(2005-2014)	66%						
Thirty-sixth session, 28 April-9 May 2014	14	2	1	15	1	725	75
Thirty-fifth session, 22 April-2 May 2013	13	—	1	12	1	810	65
Thirty-fourth session, 23 April-4 May 2012	11	—	1	10	1	715	64
Thirty-third session, 27 April-6 May 2011	12	—	1	11	1	760	65
Thirty-second session, 26 April-7 May 2010	8	1	2	7	1	465	60
Thirty-first session, 4-15 May 2009	12	1	—	13	—	380	84
Thirtieth session, 28 April-9 May 2008	15	1	—	16	—	1 165	60
Twenty-ninth session, 30 April-11 May 2007	9	—	—	9	—	330	80
Twenty-eighth session, 24 April-5 May 2006	11	—	2	9	1	870	47

	<i>A</i> <i>Number of</i> <i>meetings</i> <i>programmed</i>	<i>B</i> <i>Number of</i> <i>meetings</i> <i>added</i>	<i>C</i> <i>Number of</i> <i>meetings</i> <i>cancelled</i>	<i>D</i> <i>Number of</i> <i>meetings</i> <i>held</i>	<i>E</i> <i>Number of</i> <i>meetings</i> <i>reassigned</i>	<i>F</i> <i>Total</i> <i>minutes</i> <i>lost</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
Twenty-seventh session, 18-29 April 2005	9	—	2	7	1	465	60
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization							
10-year average utilization factor							
(2004-2013)	59%						
(2005-2014)	59%						
18-26 February 2014	6	1	2	5	—	295	48
19-27 February 2013	12	—	7	5	3	325	52
21 February-2 March 2012	16	—	10	6	2	245	41
28 February-9 March 2011	14	—	7	7	6	245	83
1-9 March 2010	10	—	5	5	2	420	47
17-25 February 2009	13	—	5	8	2	770	44
27 February-5 March and 7 March 2008	9	—	—	9	—	685	58
7-16 February 2007	9	2	3	8	1	350	64
3-13 April 2006	9	—	3	6	3	240	85
14-21 March 2005	11	—	5	6	3	290	67

III. Provision of interpretation services to the meetings of bodies entitled to meet “as required”

Table 1

Statistics on the provision of conference services in 2014 for bodies entitled to meet “as required” in New York and Geneva

<i>Body</i>	<i>Meetings with interpretation services</i>			<i>Meetings without interpretation services</i>	
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Requested</i>	<i>Held</i>
New York					
Committee on Conferences	1	1	0	0	0
Committee on Relations with the Host Country	5	5	0	0	0
Committee on the Exercise of the Inalienable Rights of the Palestinian People	13	12	1	8	8
Economic and Social Council	17	14	3	118	118
General Assembly	348	332	16	151	151
International Criminal Tribunal for the Prosecution of Persons Responsible for Genocide and Other Serious Violations of International Humanitarian Law Committed in the Territory of Rwanda	0	0	0	1	1
Military Staff Committee	1	1	0	0	0

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

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

Table 1

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

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

<i>Grouping</i>	<i>Meetings with interpretation services</i>			<i>Meetings without interpretation services</i>	
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Requested</i>	<i>Held</i>
Group of 15	1	1	0	0	0
Group of 77	40	39	1	503	503
Group of Landlocked Developing Countries	5	5	0	6	6
Group of Least Developed Countries	15	14	1	4	4
Gulf Cooperation Council	0	0	0	1	1
International Organization of la Francophonie	0	0	0	2	2
Inter-Parliamentary Union	4	2	2	12	12
Japan, United States, Canada, Australia and New Zealand	0	0	0	9	9
Latin American and Caribbean Group	19	17	2	13	13
League of Arab States	4	4	0	7	7
Mason Group	0	0	0	4	4
Non-Aligned Movement	16	14	2	28	28
Organization for Economic Cooperation and Development	0	0	0	1	1
Organization of Islamic Cooperation	21	18	3	41	41
Southern African Development Community	0	0	0	6	6
Western European and other States Group	12	10	2	9	9
Subtotal	177	155	22	942	942
Geneva					
African Group	3	2	1	14	14
African Union	0	0	0	61	61
Arab Group	0	0	0	1	1
Association of Southeast Asian Nations	0	0	0	8	8
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	0	0	0	9	9
Eastern European Group	0	0	0	7	7
European Union	0	0	0	78	78
Group of Eastern European States	0	0	0	2	2
Group of 15	0	0	0	14	14
Group of 21	24	23	1	7	7
Group of 77	2	2	0	1	1
Group of 77 and China	30	21	9	30	30
International Organization of la Francophonie	0	0	0	20	20
Japan, United States, Canada, Australia and New Zealand	0	0	0	10	10
Latin American and Caribbean Group	15	8	7	57	57
League of Arab States	0	0	0	25	25
Non-Aligned Movement	0	0	0	36	36
Organization of Islamic Cooperation	4	3	1	42	42

<i>Grouping</i>	<i>Meetings with interpretation services</i>			<i>Meetings without interpretation services</i>	
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Requested</i>	<i>Held</i>
Southern African Development Community	0	0	0	1	1
Western European and other States Group	0	0	0	59	59
Subtotal	78	59	19	482	482
Vienna					
African Group	0	0	0	39	39
Arab Group	0	0	0	10	10
Eastern European Group	0	0	0	2	2
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	0	0	0	8	8
European Union	0	0	0	126	126
Group of 77	1	1	0	50	50
Latin American and Caribbean Group	2	2	0	72	72
Various regional groups	0	0	0	7	7
Western European and other States Group	0	0	0	5	5
Subtotal	3	3	0	319	319
Nairobi					
African States	4	4	0	19	19
Arab States	0	0	0	12	12
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	0	0	0	22	22
Central and Eastern European Group	0	0	0	16	16
European Union	0	0	0	71	71
Group of 77 and China	2	2	0	26	26
Group of Eastern European States	0	0	0	5	5
Latin American and Caribbean Group	1	1	0	24	24
Japan, United States, Canada, Australia and New Zealand	0	0	0	24	24
Western European and other States Group	0	0	0	11	11
UNEP/Committee of Permanent Representatives/subcommittees	0	0	0	44	44
UN-Habitat/Committee of Permanent Representatives/working groups	0	0	0	44	44
Subtotal	7	7	0	318	318
Total	14	14	41	636	636

V. Impact of the implementation of the capital master plan on the availability of conference rooms

<i>Phases</i>	<i>Estimated duration</i>	<i>Available rooms</i>
Phase two General Assembly Building under construction	January 2013-August 2014	Renovated Conference Building: <ul style="list-style-type: none"> • Large rooms: Trusteeship Council Chamber, Economic and Social Council Chamber, rooms 1-3 • Security Council Chamber, Security Council consultation room • Medium rooms: 9 and 10 • Alphabet rooms: A-D North Lawn Building: <ul style="list-style-type: none"> • Large rooms: General Assembly Hall (combining room 2 and Economic and Social Council Chamber), 4 • Medium rooms: 5, 6, 7, and 8 (former room 10) • Alphabet room E
General Assembly session phase Opening of the General Assembly Building for the sixty-ninth session	September 2014	Renovated Conference Building: <ul style="list-style-type: none"> • Large rooms: TRI, Economic and Social Council Chamber, rooms 1-3 • Security Council Chamber, Security Council consultation room • Medium rooms: 9 and 10 • Alphabet rooms: A-D General Assembly Building: <ul style="list-style-type: none"> • Large rooms: General Assembly Hall and room 4 • Medium rooms: 5-8 • Alphabet room E
Final phase Opening of the General Assembly Building, level 1B north	September 2014-29 December 2014	General Assembly Building: <ul style="list-style-type: none"> • Medium rooms: 11 and 12 • Small room: 13

VI. Savings from the integrated global management rule and shared servicing of meetings held away from Headquarters in 2014

Table 1

Number of meetings by headquarters duty station and proximity duty station/ regional commissions

<i>Duty station</i>	<i>Total number of meetings away from headquarters</i>	<i>Number of meetings serviced</i>		<i>Travel cost savings from shared assignments for 2014 (United States dollars)</i>
		<i>by headquarters duty station which is also the proximity duty station</i>	<i>by proximity duty station or regional commission/ specialized agency</i>	
New York	13	2	11	396 128.00
Geneva	4	1	3	358 806.21
Vienna	7	—	7	130 871.00
Nairobi	13	—	13	849 248.70
Total	37	3	34	1 735 053.91

Table 2

Breakdown of meetings serviced by one duty station or by shared servicing

<i>Headquarters duty station</i>	<i>UNHQ (meetings)</i>		<i>UNOG (meetings)</i>		<i>UNOV (meetings)</i>		<i>UNON (meetings)</i>		<i>Total</i>
Serviced by one duty station or regional commission	UNHQ	2	UNHQ	1	UNHQ	—	UNHQ		2
	UNOG	2	UNOG	1	UNOG	—	UNOG		—
	UNOV	1	UNOV	—	UNOV	—	UNOV		—
	UNON	1	UNON	—	UNON	—	UNON		—
Subtotal		6		2		—			2 10
Shared servicing by duty stations/ regional commissions/ specialized agencies	UNHQ/FL	2	UNOG/UNHQ	1	UNOV/ESCAP	1	UNON/UNOV/ESCWA/ESCAP/FL		1
	UNOG/UNOV	1	UNOG/UNON	1	UNOV/ESCWA	1	UNON/FL		1
	UNON/FL	2			UNOV/UNHQ	1	UNON/UNOV/UNESCO/FL		1
	UNOV/FL	1			UNOV/UNHQ/FL	1	UNON/UNOG/UNOV/ESCWA/ESCAP/FL		2
	UNHQ/UNON/ESCAP/ICAO	1			UNOV/ESCAP/FL	1	UNON/FAO/FL		1
					UNOV/UNON/ECA	1	UNHQ/UNOV		1
							UNON/ESCAP/FL		1
					UNOV/UNON/FL	1	UNON/UNOG/FL		1
							UNON/UNOG/UNOV/UNESCO		1
							UNON/UNOG/UNHQ/FL		1
Subtotal		7		2		7			11 27

(Footnotes on following page)

(Footnotes to table 2)

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

Table 3
Travel cost savings from shared assignments in 2014

	<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Travel and related costs comparison</i>			<i>Cost savings (A-B)</i>	<i>Savings per duty station</i>			
			<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body A</i>	<i>Servicing duty station B</i>		<i>UNHQ</i>	<i>UNOG</i>	<i>UNOV</i>	<i>UNON</i>
Joint meeting of the Committee on the Exercise of the Inalienable Rights of the Palestinian People and the League of Arab States, ^a Cairo, 9-10 March	UNHQ	UNON (+FL)	9	5 300	1 945	3 355	3 355			
Committee on the Exercise of the Inalienable Rights of the Palestinian People, United Nations, Roundtable on Legal Aspects of the Question of Palestine, Geneva, 24-25 April	UNHQ	UNOG	9	15 300	—	15 300	15 300			
Regional seminar to review the situation in Non-Self-Governing Territories under the Third International Decade for the Eradication of Colonialism, Fiji, 21-23 May	UNHQ	UNHQ (+FL)	9	44 500	7 561	36 939	36 939			
Committee on the Exercise of the Inalienable Rights of the Palestinian People, International Meeting on the Question of Jerusalem, Ankara, 12-14 May	UNHQ	UNON (+FL)	9	63 000	9 014.15	53 986	53 986			

	Headquarters of meeting body	Servicing duty station	Travel and related costs comparison				Savings per duty station			
			Staff sent from servicing duty station	Headquarters of meeting body A	Servicing duty station B	Cost savings (A-B)	UNHQ	UNOG	UNOV	UNON
General meeting on cooperation between the representatives of the secretariats of the United Nations system and the General Secretariat of the League of Arab States and its specialized organizations, Geneva, 17-19 June	UNHQ	UNOG	4	9 600	–	9 600	9 600			
United Nations Seminar on Assistance to the Palestinian People, Nairobi, 1-2 July	UNHQ	UNON	12	114 996	–	114 996	114 996			
International Civil Service Commission, Seventy-ninth session, Rome, Italy, 21 July-1 August	UNHQ	UNOV (+FL)	16	48 000	4 244	43 756	43 756			
Second United Nations Conference on Landlocked Developing Countries, Vienna, 3-5 November	UNHQ	UNOV	N/A	66 000	–	66 000	66 000			
International Conference of Local Governments and Civil Society Organizations in Support of Palestinian Rights, Seville, Spain, 2-3 December	UNHQ	UNOG/ UNOV	11	55 000	2 804	52 196	52 196			
Review Conference of the States parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on Their Destruction, Third session, Mozambique, 23-27 June	UNOG	UNON/ UNOG	24	165 206.25	161 595	3 611		6 611		
States parties to the Convention on Cluster Munitions, Fifth meeting, Costa Rica, 2-5 September	UNOG	UNHQ	26	119 600	16 250	103 350		103 350		

[illegible]

	Headquarters of meeting body	Servicing duty station	Travel and related costs comparison				Savings per duty station			
			Staff sent from servicing duty station	Headquarters of meeting body A	Servicing duty station B	Cost savings (A-B)	UNHQ	UNOG	UNOV	UNON
UNEP/Chemicals CRC 10, Rome, 22-24 October	UNON	UNON/ FAO (+FL)	24							
Stockholm Convention POPRC 10, Rome, 27-31 October	UNON	UNHQ/ UNOV	9	183 077.90	40 539.74	142 538.16				142 538.16
UNEP INC6 on Mercury, Bangkok, 3-7 November	UNON	UNON/ ESCAP (+FL)	33	104 509	50 484	54 025				54 025
UNEP The Joint 10th Meeting of the Conference of the Parties to the Vienna Convention and the 26th Meeting of the Parties to the Montreal Protocol, Paris, 17-21 November	UNON	UNON/ UNOG/ UNOV/ UNESCO	35	202 784.10	51 996.50	150 787.60				150 787.60
UNEP SAICM OEWG 2 CICG, Geneva, 2-4 December	UNON	UNON/ UNOG/ UNHQ/ FL	33	89 639.50	14 880.62	74 758.88				74 758.88
Asian and Pacific Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice, Bangkok, 22-24 January	UNOV	UNOV/ ESCAP/ FL	14	73 000	37 612	35 388			35 388	
Western Asian Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice, Doha, 3-5 February	UNOV	UNOV/ ESCWA	8	15 000	7 786	7 214			7 214	
Latin American and Caribbean Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice, San Jose, Costa Rica, 19-21 February	UNOV	UNOV/ UNHQ	14	66 000	36 270	29 730			29 730	

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

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

^a Extrabudgetary funding.

VII. Performance matrix as at 31 December 2014

A. Quality measures

Various adaptations of the survey methods and features have been made, including making it shorter, more user-friendly and more visually appealing, making some questions non-mandatory and extending the deadlines. However, low response rate continues to be a challenge.

The global e-survey was conducted from 15 April to 15 May 2014. The e-survey was extended until the end of the year due to the low number of answers received in the initial period. During 2014, the survey was accessed 5,085 times globally, but only 200 submissions were received, a completion rate of 4 per cent. The majority of responses rated the Department for General Assembly and Conference Management services as either “very good” or “good”, the two highest grades.

The global e-survey captures feedback from Member States across four duty stations on common indicators covering meeting services, translation services, interpretation services and the overall quality of conferences services. New York gathers additional information and ratings on technical Secretariat services.

A brief analysis of the responses is summarized in table 6 below, with the percentage and number of answers received per grade.

To complement the global e-survey, the Division of Conference Management of the United Nations Office at Geneva had identified 6 meetings at which participants can provide additional views and comments. More than 93 per cent of 62 respondents gave a rating of “good” or “very good” for the overall quality of conference services at Geneva.

The Division of Conference Services of the United Nations Office at Nairobi carried out 3 surveys between July and December 2014 for meetings held in both Paris and Geneva. Overall, 94 per cent of the respondents rated planning and coordination of conference services as good to excellent, 5 per cent were of the opinion that the services provided were fair, whereas only 2 per cent rated them as poor to very poor. In 2014, the Division was the recipient of a Baobab Award, which is a symbol of strength and persistence (<http://iseek.unon.un.org/unon-dcs-honored-2014-baobab-staff-awards.html>).

In 2014, the Department held language-specific informational meetings with Member States on the quality of language services at Headquarters via two informal meetings per language from 20 to 29 August; and the Division of Conference Services of the United Nations Office at Nairobi held two informational meetings in 2014. The first was held on June 3 in all United Nations languages as part of a United Nations Office at Nairobi-wide meeting with the Diplomatic Corps, and the second was held on 27 October as a Conference Services-specific briefing to new members of the UNEP Committee of Permanent Representatives.

B. Timeliness indicators (documentation)

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

New York: 75%

Geneva: 40%

Vienna: 88%

Nairobi: 59%

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

New York: 98%

Geneva: 26%

Vienna: 76%

Nairobi: 81%

C. Productivity measures

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

New York: 1,506

Geneva: 1,468

Vienna: 1,551

Nairobi: 1,505

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

New York: 4,075

Geneva: 5,069

Vienna: 2,640

Nairobi: 4,059

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

New York: 3,326

Geneva: 4,460

Vienna: 4,224

Nairobi: 2,244

Table 1
Five-year productivity trends
(words per staff member per day)

Translation

<i>Duty station</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
New York	1 595	1 529	1 530	1 596	1 506
Geneva	1 413	1 565	1 566	1 533	1 468
Vienna	1 527	1 532	1 429	1 492	1 551
Nairobi	2 091	1 874	1 590	1 449	1 505

Editing

<i>Duty station</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
New York	4 340	4 370	4 415	4 473 ⁹	4 075
Geneva	3 306	7 062	6 865	6 053	5 069
Vienna	3 162	2 955	2 075	3 247	2 640
Nairobi	6 252	5 363	4 456	6 239	4 059

Text-processing

<i>Duty station</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
New York	5 930	4 132	4 214	4 402	3 326
Geneva	5 447	6 241	7 205	8 145	4 460
Vienna	4 778	4 135	4 442	4 206	4 224
Nairobi	4 521	4 529	3 178	2 944	2 244

D. Meetings management indicators

- Percentage of total meetings planned that were held:

Overall: 95%

New York: 96%

Geneva: 99%

Vienna: 97%

Nairobi: 100%

With interpretation services:

New York: 100%

Geneva: 97%

Vienna: 100%

Nairobi: 100%

Without interpretation services:

New York: 93%

Geneva: 100%

Vienna: 95%

Nairobi: 100%

- Percentage of meetings of regional and other major groupings of Member States provided with interpretation services as requested:

New York: 88%

Geneva: 76%

Vienna: 100%

Nairobi: 100%

E. Human resources measures

Table 2
Vacancy rates in key occupational groups
(Posts)

	<i>Headquarters</i>		<i>Geneva</i>		<i>Vienna</i>		<i>Nairobi</i>	
	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
Interpretation Services	16	13.2	5	5	2	7	2	10
Translation Services	37	12.5	10	6	1	2	7	30
Text-Processing Units	4	3	4	4	0	0	3	13
Editorial Control/ Official Records	7	13	1	5	1	14	N/A	N/A
Verbatim Reporting Service	5	10	N/A	N/A	N/A	N/A	N/A	N/A

N/A = Not applicable.

F. 2014 e-survey results

<i>Quality of services provided by meeting services assistant</i>		<i>Very good</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very poor</i>	<i>Total responses</i>
Professionalism	New York	35%	43%	13%	4%	4%	23
		8	10	3	1	1	
	Geneva	47%	47%	0%	0%	6%	17
		8	8	0	0	1	
	Nairobi	29%	57%	7%	7%	0%	14
		4	8	1	1	0	
	Vienna	0%	100%	0%	0%	0%	6
		0	6	0	0	0	

Quality of services provided by meeting services assistant		Very good	Good	Average	Poor	Very poor	Total responses
Courtesy	New York	29%	43%	19%	5%	5%	
		6	9	4	1	1	21
	Geneva	38%	50%	6%	0%	6%	
		6	8	1	0	1	16
	Nairobi	33%	47%	13%	7%	0%	
		5	7	2	1	0	15
	Vienna	0%	100%	0%	0%	0%	
		0	6	0	0	0	6
Linguistic quality of translated documents		Very good	Good	Average	Poor	Very poor	Total responses
Accuracy	New York	33%	52%	14%	0%	0%	
		7	11	3	0	0	21
	Geneva	47%	40%	0%	7%	7%	
		7	6	0	1	1	15
	Nairobi	36%	43%	21%	0%	0%	
		5	6	3	0	0	14
	Vienna	75%	0%	25%	0%	0%	
		3	0	1	0	0	4
Consistency	New York	30%	65%	5%	0%	0%	
		6	13	1	0	0	20
	Geneva	31%	46%	15%	0%	8%	
		4	6	2	0	1	13
	Nairobi	29%	50%	21%	0%	0%	
		4	7	3	0	0	14
Style	Vienna	50%	50%	0%	0%	0%	
		2	2	0	0	0	4
	New York	30%	70%	0%	0%	0%	
		6	14	0	0	0	20
	Geneva	46%	38%	8%	0%	8%	
		6	5	1	0	1	13
	Nairobi	29%	50%	21%	0%	0%	
		4	7	3	0	0	14
Vienna	50%	25%	25%	0%	0%		
	2	1	1	0	0	4	

<i>Linguistic quality of interpretation</i>		<i>Very good</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very poor</i>	<i>Total responses</i>
Accuracy	New York	35%	40%	15%	5%	5%	
		7	8	3	1	1	20
	Geneva	46%	38%	8%	0%	8%	
		6	5	1	0	1	13
	Nairobi	42%	33%	8%	17%	0%	
		5	4	1	2	0	12
Completeness	Vienna	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
	New York	24%	35%	24%	12%	6%	
		4	6	4	2	1	17
	Geneva	33%	33%	25%	0%	8%	
		4	4	3	0	1	12
Clarity	Nairobi	33%	33%	25%	8%	0%	
		4	4	3	1	0	12
	Vienna	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
	New York	39%	39%	6%	11%	6%	
		7	7	1	2	1	18
Understandability	Geneva	17%	58%	17%	0%	8%	
		2	7	2	0	1	12
	Nairobi	33%	42%	17%	8%	0%	
		4	5	2	1	0	12
	Vienna	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
Overall quality	New York	37%	37%	11%	5%	11%	
		7	7	2	1	2	19
	Geneva	33%	42%	17%	0%	8%	
		4	5	2	0	1	12
	Nairobi	33%	42%	17%	8%	0%	
		4	5	2	1	0	12
Overall quality	Vienna	0%	100%	0%	0%	0%	
		0	1	0	0	0	1
	New York	30%	57%	4%	4%	4%	
		7	13	1	1	1	23
	Geneva	17%	75%	0%	0%	8%	
		2	9	0	0	1	12

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

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

VIII. Documents management statistics for slotted documents at all duty stations

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

<i>Department</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance (percentage)</i>
Advisory Committee on Administrative and Budgetary Questions	—	—	—	—
Board of Auditors	23	2	3	91
United Nations System Chief Executives Board for Coordination	6	0	0	100
Department of Economic and Social Affairs	291	6	23	98
Department of Field Support	5	2	17	60
Department for General Assembly and Conference Management	78	2	6	97
Department of Management	142	18	9	87
Department of Political Affairs	43	4	11	91
Department of Public Information	10	1	5	90
Department of Peacekeeping Operations	5	0	0	100
Department of Safety and Security	1	0	0	100
Executive Office of the Secretary-General	7	2	8	71
Food and Agriculture Organization of the United Nations	—	—	—	—
Independent Audit Advisory Committee	2	1	8	50
International Atomic Energy Agency	1	0	0	100
International Court of Justice	1	0	0	100
International Civil Service Commission	21	1	3	95
International Criminal Tribunal for Rwanda	1	0	0	100
International Criminal Tribunal for the Former Yugoslavia	1	0	0	100

<i>Department</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance (percentage)</i>
International Residual Mechanism for Criminal Tribunals	1	0	0	100
International Strategy for Disaster Reduction**	14	8	14	43
Joint Inspection Unit	2	0	0	100
Office of Administration of Justice	2	2	3	0
Office for the Coordination of Humanitarian Affairs	4	0	0	100
Office for Disarmament Affairs	73	0	0	100
Office of the United Nations High Commissioner for Human Rights**	1 086	184	55	83
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	13	1	51	92
Office of Internal Oversight Services	5	0	0	100
Office of Legal Affairs	61	4	6	93
Office of the Special Adviser on Africa	4	0	0	100
Office of Sport for Development and Peace	–	–	–	–
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	2	0	0	100
Office of the Special Representative of the Secretary-General on Violence against Children	1	0	0	100
Peacebuilding Support Office	4	0	0	100
Office of the President of United Nations General Assembly	1	0	0	100
Regional Commissions New York Office	9	0	0	100
Joint United Nations Programme on HIV/AIDS	1	0	0	100
United Nations Compensation Commission*	10	0	0	100
United Nations Conference on Trade and Development**	67	0	0	100
United Nations Development Programme	51	10	19	80
United Nations Development Programme/United Nations Office for South-South Cooperation	8	2	17	75
United Nations Economic Commission for Europe*	974	43	14	96
United Nations Environment Programme****	24	6	28	75
United Nations Framework Convention on Climate Change*	39	18	34	54
United Nations Fund for International Partnerships	2	1	3	50
United Nations Population Fund	37	4	9	89
United Nations High Commissioner for Refugees**	12	2	4	83
United Nations Human Settlements Programme	2	1	11	50
Office for Outer Space Affairs***	23	2	3	91
United Nations Commission on International Trade Law***	75	1	9	99
United Nations Children's Fund	37	0	0	100
United Nations Office on Drugs and Crime***	114	11	9	90
United Nations Institute for Training and Research	–	–	–	–

<i>Department</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance (percentage)</i>
United Nations Joint Staff Pension Fund	40	18	14	55
United Nations Office for Project Services	5	0	0	100
United Nations Office on Sport for Development and Peace	1	1	7	0
United Nations Relief and Works Agency for Palestine Refugees in the Near East	2	0	0	100
United Nations Scientific Committee on the Effects of Atomic Radiation***	2	0	0	100
United Nations System Staff College	—	—	—	—
United Nations University	—	—	—	—
University for Peace	—	—	—	—
United Nations Volunteers	—	—	—	—
United Nations Water	212	2	6	99
World Food Programme	2	0	0	100
Documents received	3660	360	14	90
Departments with compliance above 90 per cent		70 per cent (39/56)		

Note: All UNHQ except where marked.

* UNOG.

** UNHQ and UNOG combined.

*** UNOV.

**** UNHQ and UNON combined.

A. United Nations Headquarters, New York

Documents management statistics as at 31 December 2014

Overview of submission/processing/issuance

	<i>2012</i>	<i>2013</i>	<i>2014</i>
Total documents slotted	1 168	1 423	1 459
Submission			
Total received by the slot date	88% (1 033/1 168)	92% (1 307/1 423)	92% (1 346/1 459)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	72% (641/895)	77% (872/1 129)	74% (807/1 087)
Received 8 weeks or more before meeting (documents subject to 8-4-4 time frame)	78% (142/182)	72% (154/214)	82% (194/238)
Received 6 weeks or more before meeting (documents subject to 6-4-2 time frame)	83% (35/42) ^a	50% (11/22) ^a	76% (34/45) ^g
Overall submission compliance in accordance with the mandated timeframe	73% (818/1 119) ^b	76% (1 037/1 365) ^d	76% (1 035/1 370) ^h

Processing (four-week turnaround of documents submitted on time and within word limit)

	2012	2013	2014
Secretariat reports	98% (579/589)	98% (659/670)	99% (548/553)
Non-Secretariat reports	94% (218/232)	96% (321/333) ^e	98% (484/495) ⁱ
Overall processing compliance	97% (797/821)	98% (980/1 003) ^e	98% (1 032/1 048) ⁱ
Issuance			
Total issued	1 168	1 423	1 459
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	68% (611/895)	70% (795/1 129)	73% (789/1 087)
Issued 4 weeks or more before meeting (documents subject to 8-4-4 time frame)	85% (154/182)	74% (158/214)	82% (196/238) ^g
Issued 2 weeks or more before meeting (documents subject to 6-4-2 time frame)	90% (38/42) ^a	91% (20/22) ^a	82% (37/45) ^g
Overall issuance compliance in accordance with the mandated time frame	72% (803/1 119) ^c	71% (973/1 365) ^f	75% (1 022/1 370) ^j
Contractual Translation Unit			
Output of the Unit as a percentage of total translation workload in all languages (in words)	24% (24 739 293/ 103 060 528)	30% (33 193 626/ 109 180 413)	28% (32 299 415/ 113 341 759)

^a 6-4-2 time frame applies to the NPT Conferences only.

^b Forty-nine out of 1,168 issued documents were not linked to meetings.

^c Forty-nine out of 1,168 issued documents were not linked to meetings.

^d Fifty-eight out of 1,423 issued documents were not linked to meetings.

^e Includes 54 NGO statements which were issued at least 28 days before meeting as agreed by the substantive secretariat.

^f Fifty-eight out of 1,423 issued documents were not linked to meetings.

^g 6-4-2 time frame applies to the NPT conferences and the second regular session of UNDP, UNFPA and UNOPS EB.

^h Eighty-nine out of 1,459 slotted documents were either not linked to a meeting or not yet received.

ⁱ Includes 326 NGO statements which were issued at least 28 days before meeting as agreed by the substantive secretariat.

^j Eighty-nine out of 1,459 issued documents were not linked to meetings.

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

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
Advisory Committee on Administrative and Budgetary Questions	–	–	–	–	1	0	0	100	–	–	–	–
Board of Auditors	22	18	9	18	14	0	0	100	23	2	3	91
United Nations System Chief Executives Board for Coordination	3	0	0	100	3	0	0	100	6	0	0	100
Department of Economic and Social Affairs	249	25	18	90	315	7	13	98	291	6	23	98
Department of Field Support	3	0	0	100	1	0	0	100	5	2	17	60
Department for General Assembly and Conference Management	74	0	0	100	67	1	29	99	78	2	6	97
Department of Management	134	18	11	87	169	31	10	82	142	18	9	87
Department of Political Affairs	40	7	18	83	42	2	21	95	43	4	11	91
Department of Public Information	9	0	0	100	7	0	0	100	10	1	5	90
Department of Peacekeeping Operations	6	1	3	83	8	0	0	100	5	0	0	100
Department of Safety and Security	2	2	3	0	1	0	0	100	1	0	0	100
Executive Office of the Secretary-General	10	3	8	70	10	4	11	60	7	2	8	71
Food and Agriculture Organization of the United Nations	1	1	6	0	–	–	–	–	–	–	–	–
Independent Audit Advisory Committee	2	1	6	50	3	0	0	100	2	1	8	50
International Atomic Energy Agency	1	0	0	100	1	0	0	100	1	0	0	100
International Court of Justice	1	0	0	100	1	0	0	100	1	0	0	100
International Civil Service Commission	28	2	3	93	27	2	4	93	21	1	3	95
International Criminal Tribunal for Rwanda	1	0	0	100	1	0	0	100	1	0	0	100
International Criminal Tribunal for the Former Yugoslavia	1	0	0	100	1	0	0	100	1	0	0	100
International Residual Mechanism for Criminal Tribunals	–	–	–	–	1	0	0	100	1	0	0	100
Joint Inspection Unit	1	0	0	100	1	0	0	100	2	0	0	100
Office of Administration of Justice	–	–	–	–	–	–	–	–	2	2	3	0

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
Office for the Coordination of Humanitarian Affairs	5	1	1	80	5	0	0	100	4	0	0	100
Office for Disarmament Affairs	47	1	32	98	69	2	28	97	73	0	0	100
Office of the United Nations High Commissioner for Human Rights	88	18	25	80	111	28	28	75	232	27	28	88
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	3	0	0	100	3	0	0	100	13	1	51	92
Office of Internal Oversight Services	12	1	19	92	11	0	0	100	5	0	0	100
Office of Legal Affairs	45	1	27	98	55	1	4	98	61	4	6	93
Office of the Special Adviser on Africa	3	0	0	100	4	0	0	100	4	0	0	100
Office of Sport for Development and Peace	1	0	0	100	–	–	–	–	–	–	–	–
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	2	0	0	100	2	0	0	100	2	0	0	100
Office of the Special Representative of the Secretary-General on Violence against Children	-	-	-	-	-	-	-	-	1	0	0	100
Peacebuilding Support Office	3	0	0	100	3	0	0	100	4	0	0	100
Office of the President of United Nations General Assembly	-	-	-	-	-	-	-	-	1	0	0	100
Regional Commissions New York Office	10	4	7	60	11	3	11	73	9	0	0	100
Joint United Nations Programme on HIV/AIDS	1	0	0	100	2	0	0	100	1	0	0	100
United Nations Conference on Trade and Development	2	0	0	100	4	0	0	100	2	0	0	100
United Nations Development Programme	61	7	17	89	60	19	20	68	51	10	19	80
United Nations Development Programme/United Nations Office for South-South Cooperation	7	2	12	71	2	0	0	100	8	2	17	75
United Nations Environment Programme	1	1	9	0	1	1	65	0	2	0	0	100
United Nations Fund for International Partnerships	2	0	0	100	2	0	0	100	2	1	3	50

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
United Nations Population Fund	46	5	7	89	36	3	26	92	37	4	9	89
United Nations Human Settlements Programme	2	0	0	100	2	0	0	100	2	1	11	50
Office of the United Nations High Commissioner for Refugees	2	0	0	100	2	0	0	100	2	0	0	100
United Nations Children's Fund	67	0	0	100	57	0	0	100	37	0	0	100
United Nations Office for Disaster Risk Reduction	1	1	10	0	1	0	0	100	1	1	16	0
United Nations Institute for Training and Research	–	–	–	–	1	0	0	100	–	–	–	–
United Nations Joint Staff Pension Fund	41	12	14	71	32	9	10	72	40	18	14	55
United Nations Office for Project Services	7	1	10	88	8	0	0	100	5	0	0	100
United Nations Office on Sport for Development and Peace	–	–	–	–	–	–	–	–	1	1	7	0
United Nations Relief and Works Agency for Palestine Refugees in the Near East	3	1	15	67	3	0	0	100	2	0	0	100
United Nations System Staff College	–	–	–	–	1	0	0	100	–	–	–	–
United Nations University	–	–	–	–	1	1	50	0	–	–	–	–
The University for Peace	1	0	0	100	–	–	–	–	–	–	–	–
United Nations Volunteers	1	0	0	100	–	–	–	–	–	–	–	–
United Nations Water	114	1	16	99	258	2	19	99	212	2	6	99
World Food Programme	2	0	0	100	2	0	0	100	2	0	0	100
Documents received	1 168	135	–	88	1 423	116	–	92	1 459	113	16	92
Departments with compliance above 90 per cent	60 per cent (29/48)				84 per cent (41/49)				71 per cent (35/49)			

B. United Nations Office at Geneva, Division of Conference Management

Documents management statistics as at 31 December 2014

	2012	2013	2014
Total documents slotted	1 813	1 835	1 965
Submission			
Total received by the slot date*	85% (1 545/1 813)	87% (1 603/1 835)	88% (1 738/1 965)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	86% (1 433/1 668)	89% (1 491/1 683)	91% (1 369/1 512)
Received 8 weeks or more before meeting (documents subject to 8-4-4 time frame)	77% (112/145)	74% (112/152)	75% (126/168)
* of which negotiated late slotting	78% (214/275)	80% (168/211)	85% (243/285)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	55% (258/472)	50% (223/450)	41% (187/458)
Non-Secretariat reports	29% (309/1 069)	22% (258/1 153)	21% (270/1 280)
Overall processing compliance	37% (567/1 541)	30% (481/1 603)	26% (457/1 738)
Issuance			
Total issued*	1 752	1 801	1 929
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	30% (401/1 348)	27% (393/1 472)	29% (439/1 512)
Issued 4 weeks or more before meeting (documents subject to 8-4-4 time frame)	52% (73/141)	64% (97/152)	73% (122/168)
Issued on time based on negotiated late slotting date	69% (182/263)	74% (157/211)	69% (198/285)
Overall issuance compliance in accordance with the agreed time frame	37% (656/1 752)	35% (647/1 835)	39% (759/1 965)
Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	42% (634/1 526)	37% (592/1 603)	40% (698/1 738)
Contractual Translation Unit			
Output of the Unit as percentage of total translation workload in all languages (in words)	17% (11 751 946/ 69 982 302)	25% (19 556 382/ 77 343 518)	22% (16 159 337/ 73 783 513)

* All documents not yet issued are late submissions.

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

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
Office for Disarmament Affairs	56	12	15	79								
United Nations Economic Commission for Europe	865	30	21	97	921	32	20	97	974	43	14	96
Office of the High Commissioner for Human Rights	726	188	27	74	741	171	43	77	854	157	27	82
United Nations Compensation Commission	12	0	0	100	8	0	0	100	10	0	0	100
International Strategy for Disaster Reduction	–	–	–	–	–	–	–	–	13	7	12	46
United Nations Conference on Trade and Development	82	4	14	95	64	0	0	100	65	0	0	100
United Nations Framework Convention on Climate Change	57	30	34	47	38	21	38	45	39	18	34	54
United Nations High Commissioner for Refugees	15	4	38	73	15	6	35	60	10	2	4	80
Documents received	1 813	268	24	85	1 787	230	23	87	1 965	227	18	88
Departments with compliance above 90 per cent			43 per cent (3/7)				50 per cent (3/6)				43 per cent (3/7)	

C. United Nations Office at Vienna, Conference Management Service

Documents management statistics as at 31 December 2014

Overview of submission/processing/issuance

	2012	2013	2014
Total documents slotted	134	162	214
Submission			
Total received by the slot date	60% (80/134)	80% (130/162)	73% (156/214)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	46% (61/134)	89% (145/162)	89% (190/214)
Overall submission compliance in accordance with the mandated time frame ^a	78% (104/134)	98% (159/162)	93% (200/214)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	44% (40/91)	71% (84/119)	76% (146/193)
Non-Secretariat reports	56% (5/9) ^b	50% (5/10)	76% (16/21)
Overall processing compliance	45% (45/100)	69% (89/129)	76% (162/214)
Issuance			
Total issued	124 ^c	152 ^d	195
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	57% (70/124)	71% (108/152)	82% (163/195)
Issued in accordance with the slotted time frame (10-4-6, 8-4-4 or alternative time frame, in line with the requirements of intergovernmental bodies)	69% (85/124)	62% (95/152)	78% (156/195) ^e
Overall issuance compliance in accordance with the mandated time frame	69% (85/124)	77% (117/152)	88% (176/195)
Contractual Translation Unit			
Output of the Unit as percentage of total translation workload in all languages (in words)	42% (9 729 532/ 24 316 860)	37% (7 835 120/ 21 448 870)	33% (6 289 000/ 19 172 000)

^a In accordance with either a 10-4-6 or 8-4-4 time frame (or other alternative time frame) established in line with the requirements of the intergovernmental bodies meeting in Vienna.

^b The majority of non-Secretariat reports received were over the page limit and were issued based on advance waiver management. Although they did not comply with the word limits, in 56 per cent of the cases CMS processing times remained within the standard of 28 days.

^c Ten documents were not yet issued as at 31 December 2012.

^d Fourteen documents were not yet issued as at 31 December 2013.

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

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
Office for Outer Space Affairs	44	10	15	77	55	1	2	98	23	2	3	91
United Nations Commission on International Trade Law	32	11	20	66	36	0	0	100	75	1	9	98
United Nations Office on Drugs and Crime	58	9	2	84	70	2	24	97	114	11	9	90
United Nations Scientific Committee on the Effects of Atomic Radiation	–	–	–	–	1	0	0	100	2	0	0	100
Documents received	134	30	13	78	162	0	13	98	214	14	5	93
Departments with compliance above 90 per cent	0 per cent (0/3)			100 per cent (4/4)				100 per cent (4/4)				

D. United Nations Office at Nairobi, Division of Conference Services

Documents management statistics as at 31 December 2014

Overview of submission/processing/issuance

	2012	2013	2014
Total documents slotted	19	41	22
Submission			
Total received by the slot date	5% (1/19)	22% (9/41)	73% (16/22)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	5% (1/19)	22% (9/41)	73% (16/22)
Overall submission compliance in accordance with the mandated time frame	5% (1/19)	22% (9/41)	73% (16/22)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	100% (1/1)	100% (9/9)	81% (13/16)
Non-Secretariat reports	N/A	N/A	N/A
Overall issuance compliance in accordance with the mandated time frame	16% (3/19)	22% (9/41)	59% (13/22)
Issuance			
Total issued	100% (19/19)	100% (41/41)	100% (22/22)
Issued 6 weeks or more before meeting	16% (3/19)	22% (9/41)	59% (13/22)
Overall issuance compliance in accordance with the mandated time frame	16% (3/19)	22% (9/41)	59% (13/22)
Contractual Translation Unit			
Output of the Unit as a percentage of total translation workload in all languages (in words)	53% (3 648 599/ 6 859 301)	60% (5 091 247/ 8 558 976)	69% (4 359 482/ 6 317 411)

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

Department	2012				2013				2014			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
United Nations Environment Programme	19	18	22	5	22	18	25	18	22	6	28	73
United Nations Human Settlements Programme	—	—	—	—	19	14	36	35	—	—	—	—
Documents received	19	18	22	5	41	32	30	22	22	6	28	73
Departments with compliance above 90 per cent			0 per cent (0/1)				0 per cent (0/2)				0 per cent (0/1)	

E. Document workload sharing

<i>Documentation processed</i>	<i>Requesting office</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>
New York	Geneva	140 780	4 847 615	219 773	2 658 445	787 999
	Vienna	0	0	9 500	19 240	26 189
	Nairobi	0	3 795	138 508	0	0
	Other	0	61 900	0	0	0
Total		140 780	4 913 310	367 781	2 677 685	814 188
Geneva	New York	207 680	27 360	8 310	146 890	98 526
	Vienna	4 800	0	0	0	0
	Nairobi	0	0	0	0	0
Total		212 480	27 360	8 310	146 890	98 526
Vienna	New York	6 584	0	246 193	165 439	231 204
	Geneva	173 234	80 751	111 662	131 295	79 580
	Nairobi	8 745	0	0	0	0
Total		188 563	80 751	357 855	296 734	310 784
Nairobi	New York	1 320	0	70 686	0	2 463
	Geneva	32 729	0	10 405	164 450	15 914
	Vienna	0	0	0	0	0
Total		34 049	0	81 091	164 450	18 377

Note: In 2013, the substantial increase in workload sharing was due to the one-time transfer of documents of the Committee on the Elimination of Discrimination against Women from Geneva to New York.