

Report of the Secretary-General on the pattern of conferences (A/72/116)

30 June 2017

Supplementary information

Contents

	<i>Page</i>
I. Meetings management	2
A. Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243 of 18 December 1985	2
B. Intersessional departures	5
C. Utilization of conference-servicing resources and facilities	6
D. Provision of conference services	27
E. Meetings management indicators	34
F. Meetings held away from headquarters	35
II. Documents management	43
A. Compliance with submission deadlines, by department	43
B. Documents management statistics, by duty station, as at 31 December 2016	45
1. United Nations Headquarters, New York	45
2. United Nations Office at Geneva, Division of Conference Management	48
3. United Nations Office at Vienna, Conference Management Service	50
4. United Nations Office at Nairobi, Division of Conference Services	52
C. Timeliness indicators for documentation, 2016	54
III. Human resources measures, workload sharing, workload and productivity statistics	55
A. Human resources measures	55
B. Workload sharing	55
C. Translation, editing and revision workload, by duty station and language, 2011-2016 ..	56
D. Productivity measures	59
IV. Quality measures	60

I. Meetings management

A. Requests for exceptions to section I, paragraph 7, of General Assembly resolution [40/243](#) of 18 December 1985

1. Committee on Relations with the Host Country

Memorandum dated 17 May 2017 from the Secretary of the Committee

As in previous years, I wish to submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the seventy-second 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 [71/152](#) of 20 December 2016, 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 seventy-second session.

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

Letter dated 6 June 2017 from the Chair of the Committee

As you are aware, the General Assembly, by its resolution [71/20](#) of 30 November 2016, 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 facilities necessary 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 (29 November), which is included in each year's calendar. Finally, the Committee is planning on convening an important event on 2 November 2017 to commemorate the centenary of the Balfour Declaration.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (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 on the Exercise of Inalienable Rights of the Palestinian People to hold meetings during the forthcoming seventy-second session of the General Assembly, as necessary for carrying out the important mandate entrusted to the Committee by the Assembly.

3. Executive Board of the United Nations Development Programme, of the United Nations Population Fund and of the United Nations Office for Project Services

Letter dated 15 May 2017 from the Secretary of the Executive Board of the United Nations Development Programme/United Nations Population Fund/United Nations Office for Project Services

At its meeting on 28 April 2017, the Bureau of the Executive Board of the United Nations Development Programme (UNDP)/United Nations Population Fund (UNFPA)/United Nations Office for Project Services (UNOPS), under the presidency of Mr. Ib Petersen, Permanent Representative of Denmark to the United Nations, decided to hold a special session of the Executive Board in addition to the regular sessions of the Board. The request is made in accordance with Rule 1, paragraph 3, of the Rules of Procedure of the Executive Board, which stipulates:

“3. The Executive Board may hold special sessions in addition to the regular sessions, with the agreement of a majority of members of the Board, at the request of:

- (a) The President of the Executive Board;
- (b) A member of the Executive Board;
- (c) The Administrator of UNDP, the Executive Director of UNFPA and/or the Executive Director of UNOPS.”

“5. The agreement of the Executive Board on such a session and/or its time and duration may be sought through written communication from the secretariat of the Board.”

We therefore request an exception to section 1, paragraph 7, of General Assembly resolution [40/243](#), to hold a special session of the Executive Board during the regular session of the General Assembly on 27 and/or 28 November 2017 (dates proposed by the Meetings Management Section of the Department for General Assembly and Conference Management). The special session is convened for the purpose of considering the UNDP strategic plan and integrated budget for the period 2018-2021 and adopting respective decisions. Full conference services and inclusion in the official calendar of the United Nations would be required.

4. Executive Board of the United Nations Children’s Fund

Memorandum dated 17 May 2017 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 second regular session of the Executive Board of the United Nations Children's Fund (UNICEF) to meet from 12 to 15 September 2017.

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 beginning of the month of September.

5. Independent Audit Advisory Committee

Letter dated 2 June 2017 from the Executive Secretary of the Independent Audit Advisory Committee

The Independent Audit Advisory Committee was established by General Assembly resolution [60/248](#) as a subsidiary body to assist the Assembly in fulfilling its oversight responsibilities.

According to its terms of reference (General Assembly resolution [61/275](#)), the Independent Audit Advisory Committee is authorized to meet up to four times a year, in coordination with the relevant activities of the United Nations and the Assembly and in accordance with Assembly resolution on the patterns of conferences.

To date, for 2017, the Independent Audit Advisory Committee has met twice and will meet again from 24 to 26 July 2017 in New York. In order to complete its programme of work for 2017 and to ensure that it provides timely advice to the General Assembly, the Committee is planning to hold one final session for this year, from 12 to 15 December 2017.

In the December session, the Independent Audit Advisory Committee plans to discuss, inter alia, the Office of Internal Oversight Services (OIOS) programme of work for 2018. The OIOS workplan will not be available to the Committee before December 2017. The Committee is required to examine the workplans of OIOS, taking into account the workplans of the other oversight bodies (the Board of Auditors and the Joint Inspection Unit). In addition, the Committee will review the OIOS budget proposal under the support account for peacekeeping operations for 2018/19 and provide its comments to the Advisory Committee on Administrative and Budgetary Questions prior to the latter's review of the OIOS budget proposals.

In this regard, I am requesting that the Independent Audit Advisory Committee be granted a waiver to hold its last session from 12 to 15 December 2017, in line with General Assembly resolution [40/243](#). The granting of this waiver would enable the Committee to complete its programme of work for 2017.

6. Assembly of States Parties to the Rome Statute of the International Criminal Court

Letter dated 16 June 2017 from the President of the Assembly of States Parties to the Rome Statute of the International Criminal Court

I have the honour to refer to the decision of the Assembly of States Parties to the Rome Statute of the International Criminal Court, as contained in resolution ICC-ASP/15/Res.5, adopted on 24 November 2016, to convene its sixteenth session in New York from 4 to 14 December 2017.

I wish to inform you that pursuant to this decision, my office has been informed by the Department for General Assembly and Conference Management that the dates of 4 to 14 December 2017 (inclusive) have been reserved for the sixteenth session, subject to the approval by the General Assembly.

In accordance with article 112, paragraph 6, of the Rome Statute, the Assembly of States Parties meets on an annual basis towards the end of each year, either at the seat of the Court or at the Headquarters of the United Nations. Sessions of the Assembly held at United Nations Headquarters provide a unique opportunity to engage with all States Parties and other stakeholders

In this regard, I would be most appreciative if an exception would be granted in order to allow the Assembly of States Parties to meet during the regular seventy-second session of the General Assembly at United Nations Headquarters.

B. Intersessional departures

<i>Organ</i>	<i>Request</i>	<i>Action taken</i>
Advisory Committee on Administrative and Budgetary Questions	To extend its fall 2016 session by three days, through 14 December 2016, in order to provide the Committee's report in a timely manner to the General Assembly.	Request approved
Advisory Board on Disarmament Matters	To convene the sixty-seventh session of the Board from 25 to 27 January 2017 in Geneva rather than New York in order to give members the opportunity to consult directly with delegates in the Conference on Disarmament on current issues. Secondly, given that the Board also functions as the Board of Trustees of the United Nations Institute for Disarmament Research (UNIDIR), holding a session in Geneva allows the members to maintain close contact with the staff of the Institute. Additionally, a subcommittee on UNIDIR, consisting of four to five Board members, will meet for one day prior to the Board's regular session.	Request approved
Independent Audit Advisory Committee	To hold its thirty-eighth session in Vienna from 19 to 21 April 2017.	Request approved
Chairpersons of the human rights treaty bodies	To hold their twenty-ninth annual meeting in New York instead of Geneva, from 27 to 30 June 2017.	Request approved
Board of Auditors	To hold its forty-seventh special session in Rome instead of New York, on 1 December 2017.	Request approved
Panel of External Auditors of the United Nations, the Specialized Agencies and the International Atomic Energy Agency	To hold its fifty-eighth session in Rome instead of New York, from 30 November to 1 December 2017.	Request approved
Independent Audit Advisory Committee	To extend its fortieth session by one day, from three days to four days, from 12 to 15 December 2017, to enable the United Nations system oversight committees to meet together, hosted by the Committee in the context of its fortieth session.	Request approved
Independent Audit Advisory Committee	To hold its forty-first session in Nairobi instead of New York, from 21 to 23 April 2018.	Request approved

C. Utilization of conference-servicing resources and facilities

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

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

where: U is utilization, 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 rates 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

Utilization statistics of mandated meetings of all calendar bodies serviced, by each duty station, by calendar body, 2016

<i>New York</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>U</i> <i>(percentage)</i>
1. Comprehensive high-level midterm review of the implementation of the Istanbul Programme of Action for the Least Developed Countries and its preparatory process, 27-29 May (Antalya, Turkey)	10	0	0	10	0	0	100
2. United Nations Group of Experts on Geographical Names, twenty-ninth session, 25-29 April (Bangkok)	10	0	0	10	0	0	100
3. Commission on the Limits of the Continental Shelf: fortieth session, 11-15 April; forty-first session, 11 July-26 August	40	0	0	40	0	75	99
4. Economic and Social Council, Youth Forum, 1-2 February	4	0	0	4	0	15	98
5. Economic and Social Council, organizational session, 28-29 July	4	0	3	1	3	25	97
6. Independent Audit Advisory Committee: thirty-third session, 17-19 February; thirty-fourth session, 4-6 May; thirty-fifth session, 25-27 July; thirty-sixth session, 12-14 December	24	0	0	24	0	150	97
7. Resumed Review Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks, 23-27 May	10	0	0	10	0	50	97
8. United Nations Commission on International Trade Law (UNCITRAL), Working Group V (Insolvency Law), forty-ninth session, 2-6 May	10	0	1	9	1	55	97
9. Conference of the States Parties to the Convention on the Rights of Persons with Disabilities, ninth session, 14-16 June	6	0	0	6	0	40	96
10. High-level political forum on sustainable development convened under the auspices of the Economic and Social Council, third session, 11-15 July	8	2	0	10	0	70	96
11. UNCITRAL, Working Group VI (Security Interests), twenty-ninth session, 8-12 February	10	0	0	10	0	95	95
12. Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East	1	0	0	1	0	10	94
13. Committee of Experts on International Cooperation in Tax Matters, thirteenth session, 5-8 December	8	0	0	8	0	90	94
14. Economic and Social Council, multi-stakeholder forum on science, technology and innovation for the sustainable development goals, 6-7 June	4	0	0	4	0	40	94
15. Joint meeting of the Executive Boards of UNDP, UNFPA, UNOPS, UNICEF, the World Food Programme (WFP) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women), 3 June	2	0	0	2	0	20	94

<i>New York</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>U</i> <i>(percentage)</i>
16. United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea, seventeenth meeting, 13-17 June	10	1	3	8	3	115	94
17. Committee of Experts on Public Administration, fifteenth session, 18-22 April	10	0	0	10	0	135	93
18. Economic and Social Council, Partnerships Forum, 31 March	2	0	0	2	0	25	93
19. General Assembly, High-level Meeting on the Comprehensive Review of the Progress Achieved in Realizing the Declaration of Commitment on HIV/AIDS and the Political Declaration on HIV/AIDS, 8-10 June	5	6	0	11	0	140	93
20. General Assembly, workshop on implementation of Assembly resolutions addressing the impacts of bottom fishing on vulnerable marine ecosystems and the long-term sustainability of deep-sea fish stocks, 1-2 August	4	0	0	4	0	50	93
21. Preparatory Committee established by General Assembly resolution 69/292, entitled "Development of an international legally binding instrument under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction": first session, 28 March-8 April; second session, 26 August-9 September	40	0	1	39	0	310	93
22. Committee on Non-Governmental Organizations: regular session, 25 January-3 February and 16 February; resumed session, 23 May-1 June and 10 June	30	0	0	30	0	450	92
23. Economic and Social Council, substantive session, high-level segment, including the three-day ministerial meeting of the High-level Political Forum on Sustainable Development, convened under the auspices of the Council, and the annual ministerial review, 18-22 July	20	1	1	20	0	135	92
24. General Assembly, First Committee, seventy-first session, 30 September-2 November	27	0	1	26	0	195	92
25. Meeting of the Chairs of the human rights treaty bodies, twenty-eighth session, 31 May-3 June	8	0	0	8	0	115	92
26. Permanent Forum on Indigenous Issues, fifteenth session, 9-20 May	21	0	0	21	0	290	92
27. Committee for Programme and Coordination: organizational session, 21 April; fifty-sixth session, 31 May-24 June	39	0	0	39	0	735	90
28. Economic and Social Council, substantive session, operational activities for development segment, 22-24 February	6	0	0	6	0	110	90
29. General Assembly, Fourth Committee: seventy-first session, 29 September-8 November	24	1	1	24	1	435	90
30. UNCITRAL, Working Group IV (Electronic Commerce), fifty-third session, 9-13 May	10	0	0	10	0	175	90
31. Working Group on the issue of discrimination against women in law and in practice, sixteenth session, 18-22 July	9	0	0	9	0	160	90
32. Economic and Social Council, substantive session, humanitarian affairs segment, 27-29 June	6	0	0	6	0	120	89

<i>New York</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>U</i> <i>(percentage)</i>
33. Economic and Social Council, annual Economic and Social Council forum on financing for development follow-up, including the 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 (UNCTAD), 18-20 April	8	1	0	9	0	190	88
34. Economic and Social Council, special meeting of the Council on international cooperation in tax matters, 9 December	2	0	0	2	0	45	88
35. UNCITRAL, Working Group I (Micro-, Small- and Medium-sized Enterprises), twenty-sixth session, 4-8 April	10	0	0	10	0	220	88
36. General Assembly, Sixth Committee, seventy-first session, 3 October-11 November	50	0	3	47	2	950	87
37. Group of Governmental Experts on Developments in the Field of Information and Telecommunications in the Context of International Security, first session, 29 August-2 September	10	0	0	10	0	250	86
38. Committee for Development Policy, eighteenth session, 14-18 March	9	0	0	9	0	235	85
39. Panel of External Auditors of the United Nations, the Specialized Agencies and the International Atomic Energy Agency, fifty-seventh regular session, 21-22 November	3	0	0	3	0	80	85
40. Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples: first part, 25 February and 23 March; resumed session, 13-24 June	11	8	1	18	1	500	85
41. UNCITRAL, forty-ninth session, 27 June-15 July	26	0	3	23	2	525	85
42. UN-Women, Executive Board, election of Bureau, 11 January; first regular session, 9 February; annual session, 27-29 June; second regular session, 1-2 September	11	1	0	12	0	330	85
43. General Assembly, special session on the world drug problem, 19-21 April	5	7	1	11	0	155	84
44. General Assembly, Third Committee, seventy-first session, 4 October-23 November	60	1	4	57	1	1240	84
45. Ad Hoc Working Group on the Revitalization of the Work of the General Assembly	0	8	1	7	1	240	83
46. Advisory Committee on Administrative and Budgetary Questions: Winter session, 25 January-29 April; Spring session, 16 May-8 July; Fall session, 6 September-16 December	292	11	41	262	18	5 375	83
47. States parties to the Convention on the Rights of the Child, sixteenth meeting, 28 June	2	0	1	1	1	60	83
48. Statistical Commission, forty-seventh session, 8-11 March	8	0	1	7	0	70	83
49. UNCITRAL, Working Group II (Arbitration and Conciliation), sixty-fourth session, 1-5 February	10	0	1	9	0	125	83
50. Commission for Social Development, fifty-fourth session, 3-12 February	10	0	0	10	0	325	82
51. Economic and Social Council, substantive session, integration segment, 2-4 May	6	0	1	5	1	190	82
52. Military Staff Committee, 2016 session	27	4	2	29	2	1 085	81
53. Biennial Meeting of States to Consider the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in	10	0	0	10	0	350	81

<i>New York</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>U</i> <i>(percentage)</i>
All Its Aspects, sixth session, 6-10 June							
54. Commission on the Status of Women, sixtieth session, 14-24 March	21	1	5	17	3	405	81
55. Committee of Experts on Global Geospatial Information Management, sixth session, 3-5 August	6	0	1	5	0	25	81
56. Committee on Conferences: organizational session, 25 April; substantive session, 6-13 September	11	0	1	10	1	375	81
57. General Assembly, Fifth Committee: first part of the resumed (seventieth) session, 29 February-24 March; second part of the resumed (seventieth) session, 2-27 May; seventy-first session, 29 September-23 December	199	4	40	163	21	3 690	81
58. International Seabed Authority: twenty-second session of the Assembly, 4-22 July; Legal and Technical Commission, 22 February-4 March	38	0	1	37	0	1 275	79
59. General Assembly, commemoration of the International Day for the Total Elimination of Nuclear Weapons, 26 September	2	0	0	2	0	80	78
60. Advisory Board on Disarmament Matters, sixty-sixth session, 29 June-1 July	6	0	0	6	0	245	77
61. General Assembly, Second Committee, seventy-first session, 10 October-13 December	43	6	16	33	8	585	77
62. Group of Governmental Experts to review the operation and further development of the Register of Conventional arms, second session, 16-20 May	10	0	0	10	0	420	77
63. Disarmament Commission: organizational session, 19 January; annual session, 4-22 April	31	0	1	30	0	1 175	76
64. Economic and Social Council, as required	14	25	10	29	6	985	76
65. Executive Board of UNDP/UNFPA/UNOPS: election of Bureau, 11 January; first regular session, 25-28 January; annual session, 6-10 June; second regular session, 6-13 September; as required	31	12	4	39	1	1 315	76
66. General Assembly	209	268	118	359	75	13 275	76
67. Open-ended Working Group on the fourth special session of the General Assembly devoted to disarmament: organizational session, 22 February; first substantive session, 28 March-1 April; second substantive session, 11-15 July	21	0	2	19	2	905	76
68. UNICEF, Executive Board: election of Bureau, 8 January; first regular session, 2-4 February; annual session, 14-17 June; second regular session, 14-16 September; as required	21	2	3	20	1	635	76
69. Joint meeting of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, WFP and UN-Women, 3 June	2	0	0	2	0	94	74
70. Commission on Population and Development, forty-ninth session, 11-15 April	10	0	2	8	1	315	73
71. Committee on Information, thirty-eighth session, 25 April-6 May	15	1	4	12	3	605	73
72. Human Rights Council, Working Group on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples to self-	10	0	1	9	0	310	73

<i>New York</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>U</i> <i>(percentage)</i>
determination, twenty-eighth session, 18-22 July							
73. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 2016 session, 16-24 February	9	0	3	6	1	85	73
74. Security Council and subsidiary bodies	408	154	157	405	82	14 885	72
75. Special Committee on Peacekeeping Operations and its Working Group: substantive session, 16 February-11 March; as required meetings	16	22	3	35	1	1 560	72
76. Peacebuilding Commission	2	29	1	30	1	1 540	72
77. Security Council sanctions committees	4	99	3	100	2	5 270	71
78. International Civil Service Commission, eighty-second session, 7-18 March	18	0	3	15	1	755	66
79. States Parties to the United Nations Convention on the Law of the Sea: resumed twenty-fifth meeting, 15 January; twenty-sixth meeting, 20-24 June	12	0	2	10	0	420	64
80. States parties to the Convention on the Elimination of All Forms of Discrimination against Women, nineteenth meeting, 21 June	2	0	0	2	0	135	63
81. Committee on Contributions, seventy-sixth session, 6-24 June	18	0	3	15	0	700	62
82. UNCITRAL, Working Group III (Online Dispute Resolution), thirty-third session, 29 February-4 March	10	0	1	9	0	505	62
83. Economic and Social Council, substantive session, coordination and management meetings, 4-6 April, 1-3 June, 25-27 July	16	0	2	14	1	930	61
84. States parties to the International Covenant on Civil and Political Rights, thirty-fifth meeting, 23 June	2	0	0	2	0	145	60
85. Committee on the Exercise of the Inalienable Rights of the Palestinian People: as required; Special Meeting in Observance of the International Day of Solidarity with the Palestinian People	2	4	0	6	0	445	59
86. High-level Committee on South-South Cooperation: organizational meeting, 14 April; Nineteenth session, 16-19 May	9	1	2	8	0	615	46
87. United Nations Appeals Tribunal	3	0	0	3	0	330	39
88. Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law, fifty-first session, 4 October	1	0	0	1	0	125	31
89. Committee on Relations with the Host Country, as required	1	4	0	5	0	720	20
Subtotal	2 225	684	460	2 449	248	72 849	79

<i>Geneva</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>U</i> <i>(percentage)</i>
1. Group of Governmental Experts on Developments in the Field of Information and Telecommunications in the Context of International Security: second session, 18 November-2 December	10	0	0	10	0	15	99
2. Human Rights Council, intersessional forum on economic, social and cultural rights (social forum): eighth session, 3-5 October	6	0	0	6	0	10	99
3. Committee on the Rights of the Child: seventy-first session, 11-29 January; seventy-second session, 17 May-3 June; seventy-third session, 13-30 September	110	0	0	110	0	305	98
4. Committee against Torture: fifty-seventh session, 18 April-13 May; fifty-eighth session, 25 July-12 August; fifty-ninth session, 7 November-7 December	111	0	0	111	0	525	97
5. Committee on the Elimination of Discrimination against Women: sixty-third session, 15 February-4 March; sixty-fourth session, 4-22 July; sixty-fifth session, 24 October-18 November	98	0	1	97	0	280	97
6. Human Rights Council, Forum on Minority Issues: ninth session, 24-25 November	4	0	0	4	0	20	97
7. Human Rights Council, Working Group on the issue of human rights and transnational corporations and other business enterprises: thirteenth session, 1-5 February; fourteenth session, 2-6 May; fifteenth session, 26-30 September	28	0	0	28	0	175	97
8. International Coordinating Committee of National Institutions for the Promotion and Protection of Human Rights: twenty-ninth session, 21-23 March	6	0	0	6	0	30	97
9. International Law Commission: sixty-eighth session — first part, 2 May-10 June; sixty-eighth session — second part, 4 July-12 August	93	0	1	92	0	320	97
10. Committee on the Rights of Persons with Disabilities: fifteenth session, 29 March-21 April; sixteenth session, 15 August-2 September	65	0	0	65	0	420	96
11. Committee on the Rights of the Child, pre-sessional working group: seventy-third session, 1-5 February; seventy-fourth session, 6-10 June; seventy-fifth session, 3-10 October	35	0	0	35	0	255	96
12. Human Rights Committee: one hundred and sixteenth session, 7-31 March; one hundred and seventeenth session, 20 June-15 July; one hundred and eighteenth session, 17 October-4 November	104	0	0	104	0	680	96
13. Human Rights Council, Forum on Human Rights, Democracy and the Rule of Law: first session, 21-22 November	4	0	0	4	0	30	96
14. Open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction: 9-11 February; 14-19 November	8	0	0	8	0	60	96
15. Subcommittee of Experts on the Transport of Dangerous Goods: forty-ninth session, 27 June-6 July; fiftieth session, 28 November-6 December	27	0	0	27	0	195	96
16. Human Rights Council, Forum on Business and Human Rights: fifth session, 14-16 November	9	0	0	9	0	75	95

<i>Geneva</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
17. Human Rights Council, Working Group on Enforced or Involuntary Disappearances: one hundred and ninth session, 9-18 May; one hundred and tenth session, 19-23 September	24	0	0	24	0	235	95
18. Working Group on the discrimination against women in law and in practice: fifteenth session, 25-29 January; seventeenth session, 10-14 October	20	0	0	20	0	180	95
19. Committee against Torture, Subcommittee on Prevention of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment: twenty-eighth session, 15-19 February; twenty-ninth session, 13-17 June; thirtieth session, 14-18 November	29	0	0	29	0	290	94
20. Committee of Experts on International Cooperation in Tax Matters, twelfth session, 10-14 October	8	0	0	8	0	90	94
21. Review Conference of the High Contracting Parties to Protocol V to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects: Tenth Conference, 29 August	2	0	0	2	0	20	94
22. United Nations Voluntary Trust Fund on Contemporary Forms of Slavery, Board of Trustees: twenty-first session, 28 November-2 December	1	0	0	1	0	10	94
23. Committee on Enforced Disappearances: tenth session, 7-18 March; eleventh session, 3-14 October	40	0	0	40	0	515	93
24. Committee on Economic, Social and Cultural Rights: fifty-seventh session, 22 February-4 March; fifty-eighth session, 6-24 June; fifty-ninth session, 19 September-7 October	80	0	2	78	0	725	92
25. Committee on the Protection of the Rights of All Migrant Workers and Members of Their Families: twenty-fourth session, 11-22 April; twenty-fifth session, 29 August-7 September	36	0	1	35	0	340	92
26. Human Rights Committee, pre-sessional Working Group on Communications: one hundred and sixteenth session, 29 February-4 March; one hundred and seventeenth session, 13-17 June; one hundred and eighteenth session, 10-14 October	30	0	1	29	0	240	92
27. Human Rights Council, Expert Mechanism on the Rights of Indigenous Peoples: ninth session, 11-15 July	10	0	0	10	0	150	92
28. Human Rights Council, Working Group of Experts on People of African Descent: eighteenth session, 11-15 April; nineteenth session, 28 November-2 December	20	0	0	20	0	285	92
29. Human Rights Council, Working Group on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples to self-determination: twenty-seventh session, 11-15 April; twenty-ninth session, 28 November-2 December	20	0	0	20	0	340	91
30. International Law Seminar: fifty-second session, 4-22 July	13	0	0	13	0	205	91
31. Open-ended intergovernmental working group on a legally binding instrument on transnational corporations and other business enterprises with respect to human rights, second session, 24-28 October	10	0	0	10	0	180	90

<i>Geneva</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>U</i> <i>(percentage)</i>
32. United Nations Voluntary Fund for Victims of Torture, Board of Trustees: forty-third session, 4-8 April; forty-fourth session, 3-7 October	6	0	0	6	0	110	90
33. Annual Conference of the High Contracting Parties to Amended Protocol II to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects: eighteenth annual Conference, 30 August	2	0	0	2	0	40	89
34. UNCTAD, Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting	6	0	0	6	0	115	89
35. UNCTAD, Trade and Development Commission	2	0	0	2	0	40	89
36. Advisory Board on Disarmament Matters, sixty-fifth session, 27-29 January	6	0	0	6	0	135	88
37. Committee on the Elimination of Racial Discrimination: eighty-ninth session, 25 April-13 May; ninetieth session, 2-26 August; ninety-first session, 21 November-9 December	96	0	0	96	0	2 085	88
38. Human Rights Council, regular and special sessions, organizational meetings	154	15	4	165	0	2 960	88
39. Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees, pledging conference, 7 December	1	0	0	1	0	25	86
40. Meetings of the special rapporteurs, special representatives, independent experts and Chairs of the working groups of the Human Rights Council: twenty-third session, 6-10 June	10	0	0	10	0	255	86
41. UNCTAD, Intergovernmental Group of Experts on Competition Law and Policy	6	0	1	5	1	150	86
42. Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and on Their Destruction: eighth review conference, 7-25 November	29	1	0	30	0	785	85
43. Economic Commission for Europe, committees and working groups	718	10	61	667	0	8 040	85
44. UNCTAD, Working Party on the Strategic Framework and the Programme Budget	16	0	1	15	0	255	85
45. Committee on the Elimination of Discrimination against Women, pre-sessional working group: sixty-fifth session, 7-11 March; sixty-sixth session, 25-29 July; sixty-seventh session, 21-25 November	13	6	1	18	0	355	84
46. United Nations Framework Convention on Climate Change, meetings of subsidiary bodies of the Conference of the Parties to the Convention: forty-fourth session, 14-26 May	14	0	0	14	0	405	84
47. Subcommittee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals: thirty-first session, 6-8 July; thirty-second session, 7-9 December	9	0	1	8	0	95	83
48. Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects: fifth review conference, 12-16 December	8	0	0	8	0	255	82

<i>Geneva</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>U</i> <i>(percentage)</i>
49. Human Rights Council, Open-ended Working Group on the Right to Development: seventeenth session, 25-29 April	10	0	1	9	0	145	82
50. Open-ended Working Group to develop proposals to take forward multilateral nuclear disarmament negotiations for the achievement and maintenance of a world without nuclear weapons: 22-26 February; 2-13 May; 5-19 August	16	14	1	29	1	980	82
51. Group of Governmental Experts on the Operation and Further Development of the United Nations Standardized Instrument for Reporting on Military Expenditures: first session, 7-11 November	10	0	1	9	0	160	81
52. Group of Governmental Experts to review the operation and further development of the Register of Conventional Arms: first session, 4-8 April; second session, 11-15 July	20	0	2	18	0	310	81
53. Human Rights Council, Working Group on the Universal Periodic Review: twenty-fourth session, 18-29 January; twenty-fifth session, 2-13 May; twenty-sixth session, 31 October-11 November	52	0	0	52	0	1 825	81
54. Meeting of experts of the States parties to Protocol V to the Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects: 6-7 April	3	0	0	3	0	105	81
55. UNCTAD, quadrennial conference, fourteenth session, 15-22 July (Nairobi)	12	0	2	10	0	85	79
56. States parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on Their Destruction: 15th meeting, 28-2 December	10	0	2	8	0	85	75
57. UNCTAD, Investment, Enterprise and Development Commission	2	0	0	2	0	95	74
58. Office of the United Nations High Commissioner for Refugees, Executive Committee: sixty-seventh session, 3-7 October	10	0	2	8	0	110	74
59. States parties to the Convention on Cluster Munitions: sixth meeting, 5-7 September	6	0	0	6	0	290	73
60. Human Rights Council, Working Group on Arbitrary Detention: seventy-fifth session, 18-27 April; seventy-sixth session, 22-26 August; seventy-seventh session, 21-25 November	32	0	9	23	0	25	71
61. Committee on the Elimination of Discrimination against Women, Working Group on Communications under the Optional Protocol to the Convention: thirty-fourth session, 9-12 February; thirty-fifth session, 29 June-1 July; thirty-sixth session, 19-21 October	20	0	5	15	0	205	69
62. Human Rights Council Advisory Committee: sixteenth session, 22-26 February; seventeenth session, 8-12 August	20	0	2	18	0	740	69
63. Human Rights Council, open-ended intergovernmental working group on the rights of peasants and other people working in rural areas: third session, 17-20 May	8	0	1	7	0	315	66

<i>Geneva</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>U</i> <i>(percentage)</i>
64. UNCTAD, executive sessions of the Trade and Development Board: sixty-second session (least developed countries), 25-27 January; sixty-third session (Africa and the Trade and Development Report), 27-29 September; sixty-third session (closing plenary), 7 and 11 October	12	2	3	11	0	315	66
65. United Nations Framework Convention on Climate Change, Conference of the Parties to the Convention and meetings of subsidiary bodies: twenty-second session, 5-19 November	32	1	0	33	0	2 045	66
66. Commission on Science and Technology for Development, nineteenth session, 9-13 May	10	0	2	8	0	265	65
67. UNCTAD, Trade and Development Board (not including meetings listed in line 72, UNCTAD, executive sessions of the Trade and Development Board)	17	0	3	14	0	565	64
68. Security Council, Governing Council of the United Nations Compensation Commission: eighty-first session, 2 November	2	0	0	2	0	140	61
69. Human Rights Council, Working Group on Communications: eighteenth session, 15-19 February; nineteenth session, 15-19 August	20	0	2	18	0	1070	60
70. Human Rights Council, Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action: fourteenth session, 3-14 October	20	0	5	15	0	590	59
71. Committee on the Rights of Persons with Disabilities, pre-sessional working group: fifth session, 21-24 March; sixth session, 5-9 September	16	0	3	13	0	715	56
72. Open-ended intergovernmental working group to consider the possibility of elaborating an international regulatory framework on the regulation, monitoring and oversight of the activities of private military and security companies: fifth session, 12-16 December	10	0	3	7	0	275	55
73. Ad Hoc Committee of the Human Rights Council on the Elaboration of Complementary Standards to the International Convention on the Elimination of All Forms of Racial Discrimination, eighth session, 17-28 October	20	0	3	17	0	1 140	53
74. General meeting of the organizations and agencies of the United Nations system and the Organization of Islamic Cooperation and its subsidiary organs: 11-13 May	0	2	1	1	0	0	50
75. Committee on Economic, Social and Cultural Rights, pre-sessional working group: fifty-seventh session, 7-11 March; fifty-eighth session, 10-14 October	11	0	1	10	0	870	47
76. States Parties to the Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment: sixth meeting, 27 October	2	0	1	1	0	50	36
77. 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: 17-19 May	5	1	3	3	0	185	33
78. Human Rights Council, Working Group on Situations: seventeenth session, 25-29 January; eighteenth session, 30 May-3 June	20	0	8	12	0	1 205	27

<i>Geneva</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
79. Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals, eighth session, 9 December	1	0	0	1	0	150	17
80. Conference on Disarmament: first part, 25 January-1 April; second part, 17 May-1 July; third part, 2 August-16 September	227	0	167	60	14	6 665	16
81. United Nations Dispute Tribunal	1	0	1	0	0	0	0
82. United Nations Voluntary Fund for Indigenous Peoples, Board of Trustees: twenty-ninth session, 18-22 January	10	0	10	0	0	0	0
83. Voluntary Fund for Technical Cooperation in the Field of Human Rights, Board of Trustees: forty-second session, 18-19 February; forty-third session, 31 October-2 November (held in Guatemala City without services)	4	0	4	0	0	0	0
Subtotal	2 828	52	323	2 557	16	450 255 025	81

<i>Vienna</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
1. International Narcotics Control Board, one hundred and seventeenth session, 1-18 November	28	0	0	28	0	65	99
2. Committee on the Peaceful Uses of Outer Space, fifty-ninth session, 8-17 June	16	0	0	16	0	115	96
3. International Narcotics Control Board, one hundred and sixteenth session, 17-27 May	18	0	0	18	0	155	96
4. Commission on Narcotic Drugs, fifty-ninth session and the preparatory process for the special session of the General Assembly on the world drug problem, 14-22 March	22	1	0	23	0	195	95
5. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, open-ended intergovernmental meeting to explore all options regarding an appropriate and effective review mechanism for the Convention and the Protocols thereto, second session, 6-7 June	4	0	0	4	0	35	95
6. UNCITRAL, Working Group I (Micro-, Small- and Medium-sized Enterprises), twenty-seventh session, 3-7 October	10	0	0	10	0	95	95
7. UNCITRAL, Working Group VI (Security Interests), thirtieth session, 5-9 December	10	0	0	10	0	95	95
8. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, fifty-third session, 15-26 February	20	0	0	20	0	265	93
9. Commission on Narcotic Drugs, reconvened fifty-ninth session, 2 December	1	0	0	1	0	15	92
10. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on Firearms, fourth session, 18-19 May	4	0	0	4	0	55	92

<i>Vienna</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
11. Conference of the States Parties to the United Nations Convention against Corruption, open-ended intergovernmental expert meetings to enhance international cooperation under the Convention, fifth session, 17-18 November	2	1	0	3	0	45	92
12. International Narcotics Control Board, one hundred and fifteenth session, 1-5 February	10	0	0	10	0	145	92
13. Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on Asset Recovery, tenth session, 25-26 August	4	0	0	4	0	65	91
14. UNCITRAL, Working Group IV (Electronic Commerce), fifty-fourth session, 31 October-4 November	10	0	0	10	0	180	90
15. UNCITRAL, Working Group V (Insolvency Law), fiftieth session, 12-16 December	10	0	0	10	0	180	90
16. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on International Cooperation, seventh session, 19-21 October	4	0	0	4	0	95	87
17. United Nations Scientific Committee on the Effects of Atomic Radiation, sixty-third session, 27 June-01 July	9	0	0	9	0	215	87
18. UNCITRAL, Working Group II (Arbitration and Conciliation), sixty-fifth session, 12-23 September	18	0	0	18	0	450	86
19. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, eighth session, 17-21 October	11	1	0	12	0	325	85
20. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, seventh session, 20-24 June	10	0	0	10	0	285	84
21. Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on the Prevention of Corruption, seventh session, 22-24 August	6	0	0	6	0	180	83
22. Commission on Crime Prevention and Criminal Justice, twenty-fifth session, 23-27 May	18	0	2	16	0	245	81
23. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee, fifty-fifth session, 4-15 April	20	0	0	20	0	965	73
24. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, twenty-sixth meeting, 3-7 October	10	0	2	8	0	215	68
25. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, resumed seventh session, 14-16 November	6	0	1	5	0	215	63
26. Commission on Narcotic Drugs, Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East, fifty-first session, 20-24 November	10	0	2	8	0	430	56
27. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, twenty-sixth meeting, 19-23 September	10	0	2	8	0	545	50

<i>Vienna</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
28. Commission on Crime Prevention and Criminal Justice, reconvened twenty-fifth session, 2 December	1	0	0	1	0	100	44
29. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group of Government Experts on Technical Assistance, ninth session, 17-19 October	4	0	1	3	0	240	42
30. Commission on Narcotic Drugs and Commission on Crime Prevention and Criminal Justice, Joint meetings of the Commission on Narcotic Drugs, reconvened fifty-ninth session, and Commission on Crime Prevention and Criminal Justice, reconvened twenty-fifth session, 1 December	2	0	1	1	0	50	36
Subtotal	308	3	11	300	0	6 260	85
<i>Nairobi (2016)</i>	<i>A</i> (programmed)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>U</i> (percentage)
1. United Nations Human Settlements Programme (UN-Habitat), Committee of Permanent Representatives: 60th meeting, 23 March; 61st meeting, 15 June; 62nd meeting, 14 September; 63rd meeting, 14 December	4	0	0	4	0	20	97
2. United Nations Conference on Housing and Sustainable Urban Development (Habitat III), 17-20 October, Quito	14	0	0	14	0	120	95
3. United Nations Environment Programme (UNEP), Committee of Permanent Representatives: 133rd meeting, 19 January; 134th meeting, 19 April; 135th meeting, 14 June; 136th meeting, 20 September	4	0	0	4	0	45	94
4. UNEP, Open-ended Committee of Permanent Representatives, second session, 15-19 February	11	0	1	10	0	65	88
5. UNEP, United Nations Environment Assembly, second session, 23-27 May	11	1	0	12	0	650	70
6. Preparatory committee for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), third session, 25-27 July, Surabaya, Indonesia	7	0	2	5	0	50	67
Subtotal	51	1	3	49	0	950	84

Table 2
Utilization statistics of mandated meetings of all calendar bodies serviced, by duty station, 2011-2016

A. 2016

<i>Duty station</i>	<i>Number of meetings, 2016</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>2016</i>
New York	2 225	684	460	2 449	248	72 849	79
Geneva	2 828	52	323	2 557	16	45 025	81
Vienna	308	3	11	300	0	6 260	85
Nairobi	51	1	3	49	0	950	84
Total	5 412	740	797	5 355	264	125 084	80

B. 2015

<i>Duty station</i>	<i>Number of meetings, 2015</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>2016</i>
New York	2 321	403	437	2 287	240	63 595	80
Geneva	1 967	22	234	1 755	8	34 375	79
Vienna	372	13	18	367	–	7 385	85
Nairobi	34	0	2	32	–	565	85
Total	4 694	438	691	4 441	248	105 920	80

C. 2014

<i>Duty station</i>	<i>Number of meetings, 2014</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>2016</i>
New York	2 137	438	397	2 178	225	65 160	79
Geneva	1 821	12	217	1 616	–	26 360	80
Vienna	296	2	14	284	–	5 575	85
Nairobi	28	4	–	32	–	735	87
Total	4 282	456	628	4 110	225	97 830	80

D. 2013

<i>Duty station</i>	<i>Number of meetings, 2013</i>					<i>F</i> <i>(minutes lost)</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>2016</i>
New York	2 200	370	564	2 007	297	63 560	76
Geneva	2 250	10	301	1 975	34	34 010	80
Vienna	321	1	11	311	–	6 470	85
Nairobi	46	5	2	49	–	1 355	81
Total	4 817	386	878	4 342	331	105 395	78

E. 2012

<i>Duty station</i>	<i>Number of meetings, 2012</i>					<i>F</i> <i>(minutes lost)</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>2016</i>
New York	2 059	332	391	2 000	163	68 320	75
Geneva	2 374	82	405	2 049	8	41 820	74
Vienna	281	–	9	272	–	5 580	86
Nairobi	25	3	2	26	–	365	86
Total	4 739	417	807	4 347	171	116 085	75

F. 2011

<i>Duty station</i>	<i>Number of meetings, 2011</i>					<i>F</i> <i>(minutes lost)</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>2016</i>
New York	2 340	285	479	2 146	250	76 575	75
Geneva	2 490	65	342	2 213	22	43 800	78
Vienna	293	2	9	286	–	5 570	86
Nairobi	41	4	4	41	–	875	80
Total	5 164	356	834	4 686	272	126 820	77

Table 3
Calendar bodies whose average utilization has been below the benchmark of 80 per cent for the past six years

New York

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Average (percentage)</i>
1. Committee on Conferences	70	64	88	81	90	81	79
2. UNCITRAL, Working Group II	79	80	70	77	87	83	79
3. Military Staff Committee	79	79	76	72	82	81	78
4. General Assembly	71	74	76	78	79	76	76
5. UN-Women, Executive Board	58	72	78	78	84	85	76
6. Economic and Social Council	73	71	73	74	76	82	75
7. Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law	94	75	94	75	72	31	74
8. Open-ended Informal Consultative Process on Oceans and the Law of the Sea	83	60	59	66	81	94	74
9. Committee on Contributions	71	61	71	88	79	62	72
10. General Assembly, Second Committee	70	74	69	71	74	77	72
11. Peacebuilding Commission	64	71	70	79	74	72	72
12. UNICEF, Executive Board	71	72	69	67	78	76	72
13. Security Council	65	68	70	75	73	72	71
14. Special Committee on Peacekeeping Operations and its Working Group	69	56	60	80	74	72	69
15. Committee on the Exercise of the Inalienable Rights of the Palestinian People	56	83	66	79	67	59	68
16. Committee on Information	65	64	65	75	55	73	66
17. Disarmament Commission	71	65	71	57	54	76	66
18. Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples	58	39	55	69	91	85	66
19. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	83	41	52	48	91	73	65
20. Committee on Relations with the Host Country	41	24	28	19	26	20	26

Geneva

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Average (percentage)</i>
1. Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and on Their Destruction	77	77	84	72	80	85	79
2. Human Rights Council Advisory Committee	87	82	78	80	77	69	79
3. Human Rights Council, Working Group on the use of mercenaries as a means of violating human rights and impeding the exercise of the right of peoples to self-determination	81	66	66	78	91	91	79
4. Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects	65	82	78	73	82	88	78

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Average (percentage)</i>
5. Subcommittee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals	68	83	70	92	64	83	77
6. Commission on Science and Technology for Development	82	76	94	69	57	65	74
7. Committee on the Elimination of Discrimination against Women, Working Group on Communications under the Optional Protocol to the Convention	87	84	71	73	57	69	74
8. UNCTAD	70	72	69	71	80	75	73
9. Security Council, Governing Council of the United Nations Compensation Commission	83	82	68	54	84	61	72
10. Human Rights Council, Working Group on Communications	72	82	70	66	61	60	69
11. Committee on Economic, Social and Cultural Rights, pre-sessional working group	58	72	77	75	76	47	68
12. Committee on the Elimination of Discrimination against Women, pre-sessional working group	48	50	63	81	72	84	66
13. United Nations Framework Convention on Climate Change, Conference of the Parties to the Convention and meetings of subsidiary bodies	54	34	38	100	100	71	66
14. Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals	68	73	70	92	64	17	64
15. Human Rights Council, Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	63	61	67	62	37	59	58
16. Human Rights Council, Open-ended Working Group on the Right to Development	67	71	54	64	6	82	57
17. Ad Hoc Committee of the Human Rights Council on the Elaboration of Complementary Standards to the International Convention on the Elimination of All Forms of Racial Discrimination	53	57	45	74	47	53	55
18. Human Rights Council, Working Group on Situations	21	60	32	56	37	27	39
19. Conference on Disarmament	23	14	25	16	25	16	20

Vienna

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Average (percentage)</i>
1. UNCITRAL	83	76	77	62	92	85	79
2. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee	74	84	63	76	75	73	74
3. Commission on Narcotic Drugs, Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East	46	64	56	59	63	56	57

Table 4
Calendar bodies that have consistently underutilized their resources for the past six years

New York

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
1. General Assembly, Second Committee	70	74	69	71	74	77
2. Disarmament Commission	71	65	71	57	54	76
3. General Assembly	71	74	76	78	79	76
4. UNICEF, Executive Board	71	72	69	67	78	76
5. Committee on Information	65	64	65	75	55	73
6. Peacebuilding Commission	64	71	70	79	74	72
7. Security Council	65	68	70	75	73	72
8. Committee on Relations with the Host Country	41	24	28	19	26	20

Geneva

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
1. Human Rights Council, Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	63	61	67	62	37	59
2. Ad Hoc Committee of the Human Rights Council on the Elaboration of Complementary Standards to the International Convention on the Elimination of All Forms of Racial Discrimination	53	57	45	74	47	53
3. Committee on Economic, Social and Cultural Rights, pre-sessional working group	58	72	77	75	76	47
4. Human Rights Council, Working Group on Situations	21	60	32	56	30	27
5. Conference on Disarmament	23	14	25	18	25	16

Vienna

<i>Meeting body</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
1. Commission on Narcotic Drugs: Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East	46	64	56	59	63	56

Table 5
Statistics on the utilization of all Secretariat conference facilities at the four duty stations and the Economic Commission for Africa

New York, 2016

<i>Room</i>	<i>Standard meeting capacity</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Security Council Chamber	502	278	55.4
Security Council Caucus Room	502	92	18.3
Security Council Consultation Room	502	229	45.6
General Assembly Hall	502	307	61.2
Economic and Social Council Chamber	502	482	96.0
Trusteeship Council Chamber	502	462	92.0

<i>Room</i>	<i>Standard meeting capacity</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
1	502	514	102.4
2	502	421	83.9
3	502	337	67.1
4	502	529	105.4
5	502	672	133.9
6	502	635	126.5
7	502	585	116.5
8	502	630	125.5
9	502	585	116.5
10	502	361	71.9
11	502	708	141.0
12	502	666	132.7
A	502	688	137.1
B	502	605	120.5
C	502	605	120.5
D	502	662	131.9
E	502	628	125.1
F	502	473	94.2
Total	12 048	12 154	100.9

Geneva, 2016

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Assembly Hall	502	413	82.3
Council Chamber	502	411	81.9
Palais Wilson, 1st floor	502	451	89.8
Palais Wilson, ground floor	502	491	97.8
Room I	502	349	69.5
Room II	502	300	59.8
Room III	502	238	47.4
Room IV	502	417	83.1
Room V	502	396	78.9
Room VII	502	428	85.3
Room VIII	494	474	96.0
Room IX	500	475	95.0
Room X	502	314	62.5
Room XI	500	415	83.0
Room XII	500	476	95.2
Room XIV, cinema	502	230	45.8
Room XV	502	408	81.3
Room XVI	502	472	94.0

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Room XVII	444	446	100.5
Room XVIII	500	401	80.2
Room XIX	502	411	81.9
Room XX	502	491	97.8
Room XXI	500	485	97.0
Room XXII	502	585	116.5
Room XXIII	500	587	117.4
Room XXIV	502	606	120.7
Room XXV	502	543	108.2
Room XXVI	502	521	103.8
Room XXVII	486	650	133.7
Total	14 464	12 884	89.1

Nairobi, 2016

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Conference Room 1	500	234	46.8
Conference Room 2	500	120	24.0
Conference Room 3	500	235	47.0
Conference Room 4	500	245	49.0
Conference Room 5	500	254	50.8
Conference Room 6	500	199	39.8
Conference Room 7	500	236	47.2
Conference Room 8	500	208	41.6
Conference Room 9	500	249	49.8
Conference Room 10	500	277	55.4
Conference Room 11	500	220	44.0
Conference Room 12 ^a	500	500	100.0
Conference Room 13	500	196	39.2
Conference Room 14	500	252	50.4
Total	6 273	3 425	48.9

^a Conference room 12 has been assigned permanently to the United Nations Dispute Tribunal. Consequently, 100 per cent utilization for this room is recorded.

Vienna, 2016

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
C-BR D	502	388	77.3
C-C1	502	318	63.3
C-C2	502	431	85.9

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
C-C3	502	343	68.3
C-C4	502	388	77.3
C-C6	502	291	58.0
Total	3 012	2 159	71.7

Economic Commission for Africa, 2016

<i>Room</i>	<i>Standard meeting capacity per year</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Conference Room 1	502	274	54.6
Conference Room 2	502	496	98.8
Conference Room 3	502	341	67.9
Conference Room 4	502	188	37.5
Conference Room 5	502	570	113.5
Conference Room 6	502	452	90.0
Caucus Room1	502	347	69.1
Caucus Room 2	502	340	67.7
Caucus Room 3	502	309	61.6
Caucus Room 6	502	317	63.1
Caucus Room 10	502	244	48.6
Caucus Room 11	502	484	96.4
Large Briefing Room	502	449	89.4
Total	6 526	4 811	73.7

D. Provision of conference services

Table 1

Statistics on the provision of conference services and facilities to all meetings serviced by the four duty stations, 2011-2016

2016

<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	3 116	3 281	100	13 041	11 599	89	16 157	14 880	92
Geneva	3 343	3 343	100	8 399	8 399	100	11 742	11 742	100
Vienna	501	559	100	3 893	3 571	92	4 394	4 130	94
Nairobi	516	340	66	3 513	3 546	100	4 029	3 852	96
Total	7 476	7 523	100	28 846	27 115	94	36 322	34 604	95

2015

<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	3 200	3 297	100	12 719	11 871	93	15 919	15 168	95
Geneva	3 230	3 212	99	9 484	9 484	100	12 714	12 696	100
Vienna	611	639	100	3 497	3 768	100	4 108	4 407	100
Nairobi	310	310	100	3 735	3 735	100	4 045	4 045	100
Total	7 351	7 458	100	29 435	28 858	98	36 786	36 316	99

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	3 931	3 024	77	4 611	3 717	81
Nairobi	249	249	100	3 661	3 661	100	3 910	3 910	100
Total	929	942	100	2 939	22 383	94	1 945	29 497	95

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	4 122	4 122	100	4 448	4 448	100
Total	6 859	6 695	98	22 022	21 539	98	28 881	28 234	98

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

2011

<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	3 398	3 238	95	6 967	5 928	85	10 365	9 166	88
Geneva	2 960	2 748	93	7 425	7 425	100	10 385	10 173	98
Vienna	478	544	100	2 278	2 278	100	2 756	2 822	100
Nairobi	345	341	99	4 338	3 877	89	4 683	4 218	90
Total	7 181	6 871	96	21 008	19 508	93	28 189	26 379	94

Table 2

Statistics on the provision of conference services in 2016 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 Relations with the Host Country	2	2	—	—	—
Committee on the Exercise of the Inalienable Rights of the Palestinian People	5	5	—	6	6
Economic and Social Council	41	32	9	169	169
General Assembly	365	340	25	332	332
Military Staff Committee	3	3	—	—	—
Peacebuilding Commission	31	30	1	17	17
Security Council sanctions committees	108	101	7	29	29
Security Council, other subsidiary bodies	546	541	5	263	263
Special Committee on Peacekeeping Operations and its Working Group	23	21	2	8	8
UNICEF, Executive Board	6	5	1	7	7
UNDP/UNFPA/UNOPS, Executive Board	13	12	1	10	10
Subtotal	1 143	1 092	51	841	841
Geneva					
Human Rights Council	61	61	—	—	—
Subtotal	61	61	—	—	—
Total	1 204	1 204	51	841	841

Table 3
Provision of conference services for bodies entitled to meet “as required” in New York and Geneva, 2011-2016

<i>Duty station</i>	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York							
2016	1 143	1 092	51	96	841	841	100
2015	992	965	27	97	528	528	100
2014	1 110	1 075	35	97	614	614	100
2013	921	899	22	98	420	420	100
2012	687	664	23	97	411	411	100
2011	577	553	24	96	562	562	100
Geneva							
2016	61	61	–	100	–	–	–
2015	55	55	–	100	–	–	–
2014	65	65	–	100	–	–	–
2013	32	32	–	100	–	–	–
2012	54	54	–	100	–	–	–
2011	59	59	–	100	–	–	–

Table 4
Statistics on the provision of conference services in 2016 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					
Asian-African Legal Consultative Organization	–	–	–	4	4
African Group	–	–	–	15	15
African Union	1	1	–	18	18
Alliance of Small Island States	6	3	3	58	58
Arab Group	13	12	1	37	37
Association of Southeast Asian Nations	–	–	–	6	6
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	12	11	1	5	5
Caribbean Community	–	–	–	1	1
Commonwealth Secretariat	1	–	1	7	7
Community of Latin American and Caribbean State	6	6	–	12	12
Eastern European Group	–	–	–	12	12
Economic Community of West African States	–	–	–	1	1
European Union	1	1	–	78	78
Group of 15	1	1	–	–	–
Group of 77	49	45	4	572	572
Group of Land-locked Developing Countries	5	3	2	6	6

<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 the Least Developed Countries	8	8	–	2	2
International Organization of la Francophonie	1	1	–	10	10
Inter-Parliamentary Union	–	–	–	5	5
Japan, United States of America, Canada, Australia and New Zealand	–	–	–	13	13
Latin American and Caribbean Group	21	21	–	6	6
League of Arab States	1	1	–	4	4
Mason Group	–	–	–	4	4
Non-Aligned Movement	8	7	1	86	86
Organization of American States	–	–	–	1	1
Organization of Islamic Cooperation	20	18	2	32	32
Pacific Islands Forum	–	–	–	1	1
Parliamentary Assembly of the Mediterranean	–	–	–	1	1
Western European and other States Group	11	10	1	3	3
Subtotal	165	149	16	1 000	1 000
Geneva					
African Group	9	3	5	75	75
African Union	–	–	–	49	49
Alliance of Small Island States	–	–	–	69	69
Arab Group	–	–	–	21	21
Association of Southeast Asian Nations	–	–	–	11	11
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	–	–	–	6	6
Community of Latin American and Caribbean State	4	2	3	13	13
Caribbean Community	–	–	–	3	3
Eastern European Group	–	–	–	11	11
European Union	–	–	–	126	126
Group of 15	–	–	–	6	6
Group of 21	24	23	–	–	–
Group of 77 and China	49	31	9	223	223
Group of the Least Developed Countries	2	2	–	32	32
International Organization of la Francophonie	–	–	–	20	20
Japan, United States, Canada, Australia and New Zealand	–	–	–	9	9
Latin American and Caribbean Group	18	6	10	67	67
League of Arab States	–	–	–	32	32
Non-Aligned Movement	6	1	–	91	91
Organization of Islamic Conference	–	–	–	70	70
Western European and other States Group	–	–	–	45	45
Various regional groups					
Subtotal	112	68	44^a	1 114	1 114

<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>
Nairobi					
African Group	11	11	–	41	41
Arab Group	–	–	–	21	21
Asia-Pacific Group (Group of Asia and the Pacific Small Island Developing States)	–	–	–	33	33
Central and Eastern European Group	–	–	–	21	21
Eastern European Group	–	–	–	9	9
European Union	–	–	–	123	123
Group of 77 and China	–	–	–	20	20
Latin American and Caribbean Group	–	–	–	35	35
Japan, United States of America, Canada, Australia and New Zealand	–	–	–	26	26
UNEP, Committee of Permanent Representatives, subcommittee	–	–	–	82	82
UN-Habitat, Committee of Permanent Representatives, subcommittee	–	–	–	40	40
Western European and other States Group	–	–	–	14	14
Subtotal	11	11	–	465	465
Total	288	228	60	2 925	2 925

^a A total of 44 requests for interpretation service were not provided, of which 27 were denied due to limited capacity. The other 17 requests for interpretation would have been met if the request had not been cancelled.

Table 5
Provision of conference services for meetings of regional and other major groupings, by duty station, 2011-2016

2016

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	165	149	16	90	1 000	1 000	100
Geneva	112	68	44	61	1 114	1 114	100
Vienna	0	0	0	0	346	346	100
Nairobi	11	11	0	100	465	465	100
Total	288	228	60	79	2 925	2 925	100

2015

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	198	173	17	87	1 058	1 058	100
Geneva	107	81	12	76	1 146	1 146	100
Vienna	0	0	0	0	342	342	100
Nairobi	4	4	0	100	369	369	100
Total	309	258	51	83	2 915	2 915	100

2014

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	177	155	20	88	942	942	100
Geneva	78	59	19	76	482	482	100
Vienna	3	3	0	100	319	319	100
Nairobi	7	7	0	100	318	318	100
Total	265	224	41	85	2 061	2 061	100

2013

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	165	158	7	96	815	815	100
Geneva	37	30	7	81	595	595	100
Vienna	2	2	0	100	345	345	100
Nairobi	5	5	0	100	506	506	100
Total	209	195	14	93	2 261	2 261	100

2012

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	163	155	8	95	942	942	100
Geneva	116	98	18	84	626	626	100
Vienna	1	1	0	100	359	359	100
Nairobi	1	1	0	100	268	268	100
Total	281	255	26	91	2 195	2 195	100

2011

	<i>Meetings with interpretation services</i>				<i>Meetings without interpretation services</i>		
	<i>Requested</i>	<i>Provided</i>	<i>Not provided</i>	<i>Percentage provided</i>	<i>Requested</i>	<i>Held</i>	<i>Percentage held</i>
New York	184	169	15	92	1 010	1 010	100
Geneva	85	76	9	89	718	718	100
Vienna	–	–	–	–	317	317	100
Nairobi	1	1	–	100	252	252	100
Total	270	246	24	91	2 297	2 297	100

E. Meetings management indicators

- Percentage of total meetings planned that were held:

Overall: 95

New York: 92

Geneva: 100

Vienna: 94

Nairobi: 96

- With interpretation services:

New York: 100

Geneva: 100

Vienna: 100

Nairobi: 66

- Without interpretation services:

New York: 89

Geneva: 100

Vienna: 92

Nairobi: 100

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

New York: 90

Geneva: 61

Vienna: (not applicable for Vienna)

Nairobi: 100

F. Meetings held away from headquarters

Table 6

Meetings held away from headquarters

		Travel and related costs comparison (United States dollars)						Savings per duty station (United States dollars)				
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
1.	Human Rights Council Working Group on Enforced or Involuntary Disappearances one hundred and eighth session Rabat 8-12 February	Geneva	freelance	10	18 765	18 765		0		0		
2.	UNEP/Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services fourth session of the plenary of the Platform Kuala Lumpur 22-28 February	Nairobi	Nairobi/ESCAP/ freelance	36	108 000	95 319		12 681				12 681
3.	International Seabed Authority Assembly Legal and Technical Committee Kingston 22 February-4 March	New York	New York/ freelance	20	12 220	10 998	8 086	9 308	9 308			
4.	UNEP/Minamata Convention on Mercury seventh session of the intergovernmental negotiating committee to prepare a global legally binding instrument on mercury Red Sea Jordan 10-15 March	Nairobi	Nairobi/Geneva/ Vienna/freelance	28	28 000	32 910		(4 910)				(4 910)

		<i>Travel and related costs comparison (United States dollars)</i>							<i>Savings per duty station (United States dollars)</i>			
		<i>Headquarters of meeting body</i>	<i>Servicing duty station</i>	<i>Staff sent from servicing duty station</i>	<i>Headquarters of meeting body (a)</i>	<i>Servicing duty station (airfare plus replacement costs) (b)</i>	<i>Saved daily subsistence allowance (c)</i>	<i>Cost savings (a-b+c)</i>	<i>New York</i>	<i>Geneva</i>	<i>Vienna</i>	<i>Nairobi</i>
5.	UNEP Open-ended Working Group of the Parties to the Montreal Protocol 37th meeting International Conference Centre Geneva 4-8 April	Nairobi	Nairobi/Geneva/ Vienna/freelance	36	97 200	14 099	42 240	125 341				125 341
6.	UNEP African Ministerial Conference on the Environment sixth special session Cairo 16-19 April	Nairobi	Nairobi/Geneva/ Vienna/freelance	12	6 720	4 604	4 512	6 628				6 628
7.	United Nations Group of Experts on Geographical Names twenty-ninth session Bangkok 25-29 April	New York	ESCAP/freelance	27	170 100	89 416	5 525	86 209	86 209			
8.	Committee on the Exercise of the Inalienable Rights of the Palestinian People United Nations International Meeting on the Question of Jerusalem Dakar 28-29 April	New York	Geneva/freelance	10	35 330	18 870	2 844	19 304	19 304			
9.	General meeting of the organizations and agencies of the United Nations system and the Organization of the Islamic Cooperation and its subsidiary organs Geneva 11-13 May	New York	Geneva	8	28 264	14 954	0	13 310	13 310			

		Travel and related costs comparison (United States dollars)							Savings per duty station (United States dollars)			
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
10.	United Nations Framework Convention on Climate Change meetings of subsidiary bodies of the Conference of the Parties to the Convention forty-fourth session Bonn Germany 16-26 May	Geneva	Geneva	29	110 540	110 540	0	0		0		
11.	Thirteenth 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 May	New York	Geneva	5	8 270	13 475	7 560	2 355	2 355			
12.	United Nations Seminar on Assistance to the Palestinian People Stockholm 19-20 May	New York	Vienna	1	2 668	200	0	2 468	2 468			
13.	First World Humanitarian Summit Istanbul 23-24 May	New York	New York/ Geneva/Vienna/ ESCWA/ freelance	158	948 000	660 246	0	287 754	287 754			

		Travel and related costs comparison (United States dollars)						Savings per duty station (United States dollars)				
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
14.	Comprehensive High-level Midterm Review of the Implementation of the Istanbul Programme of Action for the Least Developed Countries for the Decade 2011-2020 Antalya Turkey 27-29 May	New York	New York/ Geneva/ freelance	76	456 000	106 564		349 436	349 436			
15.	Regional seminar to review the situation in Non-Self-Governing Territories under the Third International Decade for the Eradication of Colonialism Managua 31 May-3 June	New York	New York/ freelance	11	7 700	3 500	0	4 200	4 200			
16.	Committee on the Exercise of the Inalienable Rights of the Palestinian People United Nations International Meeting in support of Israeli-Palestinian Peace Geneva 29-30 June	New York	Geneva	9	14 886	16 916	10 206	8 176	8 176			
17.	International Seabed Authority Assembly twenty-second session Kingston 4-22 July	New York	New York/ freelance	49	29 939	28 717	12 400	13 622	13 622			
18.	UNEP Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol 56th meeting Vienna 15-24 July	Nairobi	Vienna (to be determined)	24	52 800	29 052	46 560	70 308				70 308

		Travel and related costs comparison (United States dollars)							Savings per duty station (United States dollars)			
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
19.	UNCTAD quadrennial conference fourteenth session Nairobi 17-22 July	Geneva	Nairobi/Geneva/ Vienna	96	403 806	339 870	0	63 936		63 936		
20.	Preparatory committee for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) Surabaya Indonesia 25-27 July	Nairobi	Nairobi/ESCAP/ New York/ freelance	19	85 500	76 713		8 787				8 787
21.	International Civil Service Commission eighty-third session Geneva (World Intellectual Property Organization headquarters) 25 July-5 August	New York	WIPO	16	163 607	73 440	6 048	96 215	96 215			
22.	Commission on Narcotic Drugs Meeting of Heads of National Drug Law Enforcement Agencies Africa twenty-sixth meeting Addis Ababa 19-23 September	Vienna	Vienna/Nairobi/ freelance	13	10 497	3 564	0	6 936			6 936	
23.	UNEP Stockholm Convention Persistent Organic Pollutants Review Committee 12th meeting Rome 19-23 September	Nairobi	Nairobi/Vienna	20	17 417	6 389	33 540	44 568				44 568

		Travel and related costs comparison (United States dollars)							Savings per duty station (United States dollars)			
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
24.	Commission on Narcotic Drugs Meeting of Heads of National Drug Law Enforcement Agencies Latin America and the Caribbean 26th meeting Santiago 3-7 October	Vienna	Vienna/freelance	12	53 149	16 353	0	36 796			36 796	
25.	UNEP Montreal Protocol Implementation Committee Under the Non-Compliance Procedure of the Montreal Protocol 57th meeting and Parties to the Montreal Protocol 28th meeting Kigali 8 and 10-14 October	Nairobi	Nairobi/Geneva/ Vienna/freelance	35	22 404	68 092	0	-45 689				(45 689)
26.	United Nations Conference on Housing and Sustainable Urban Development (Habitat III) Quito 17-20 October	Nairobi	Nairobi/New York/Geneva/ Vienna/ freelance	49	302 543	152 890	3 112	152 765				152 765
27.	United Nations Convention to Combat Desertification Committee for the Review of the Implementation of the Convention fifteenth session Nairobi 18-20 October	Geneva	Geneva/Nairobi	26	102 804	56 605	0	46 199		46 199		
28.	Commission on Narcotic Drugs Meeting of Heads of National Drug Law Enforcement Agencies Asia and the Pacific fortieth meeting Colombo 24-27 October	Vienna	ESCAP	2	6 000	571	0	5 429			5 429	

		Travel and related costs comparison (United States dollars)							Savings per duty station (United States dollars)			
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
29.	United Nations Framework Convention on Climate Change Conference of the Parties to the Convention and meetings of subsidiary bodies twenty-second session Marrakech Morocco 7-18 November	Geneva	Geneva/Vienna/ Nairobi	61	109 165	111 632	0	-2 467		(2 467)		
30.	Commission on Narcotic Drugs Subcommittee on Illicit Drug Traffic and Related Matters in the Near and Middle East fifty-first session Riyadh 20-24 November	Vienna	Vienna/freelance	11	9 317	8 723	0	594			594	
31.	Global Conference on Sustainable Transport Ashgabat 26-27 November	New York	New York/ Geneva/ Vienna	53	553 850	290 241	0	263 609	263 609			
32.	States parties to the Convention on the Prohibition of the Use Stockpiling Production and Transfer of Anti-personnel Mines and on Their Destruction 15th meeting Santiago 28 November-2 December	Geneva	Geneva/Vienna/ Nairobi	14	96 180	91 804	0	4 376		4 376		

		Travel and related costs comparison (United States dollars)						Savings per duty station (United States dollars)				
		Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station	Headquarters of meeting body (a)	Servicing duty station (airfare plus replacement costs) (b)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
33.	Office of the Special Envoy of the Secretary-General to the Great Lakes Region Regional Oversight Mechanism on the Peace Security and Cooperation Framework for the Democratic Republic of the Congo and the Region 7th meeting Luanda 26 October	Nairobi		7	7 572	13 340		-5 768				(5 768)
34.	UNEP Multilateral Fund for the Implementation of the Montreal Protocol 77th meeting Montreal Canada 28 November-17 December	Nairobi		21	109 095	17 582	10 880	102 393				102 393
35.	UNEP Convention on Biological Diversity second meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol eighth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety and thirteenth meeting of the Conference of the Parties to the Convention Cancun Mexico 4-17 December	Nairobi	Nairobi/Geneva/ Vienna ICAO/ freelance	37	166 241	95 497		70 744				70 744
Total savings 2016									1 155 966	112 044	49 752	537 848

Total savings at all four duty stations \$ 1,855,610

II. Documents management

A. Compliance with submission deadlines, by department

Table 1

Submission compliance by department for documents slotted as at 31 December 2016

<i>Department</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>
Advisory Committee on Administrative and Budgetary Questions	–	100	–
Board of Auditors	91	77	76
United Nations System Chief Executives Board for Coordination	100	100	100
Department of Economic and Social Affairs	98	95	95
Department of Field Support	60	100	–
Department for General Assembly and Conference Management	97	100	100
Department of Management	87	88	94
Department of Political Affairs	91	96	88
Department of Public Information	90	100	100
Department of Peacekeeping Operations	100	100	100
Department of Safety and Security	100	100	100
Economic Commission for Europe ^a	96	90	96
Executive Office of the Secretary-General	71	89	77
Food and Agriculture Organization of the United Nations	–	–	–
Independent Audit Advisory Committee	50	100	100
International Atomic Energy Agency	100	100	100
International Court of Justice	100	100	100
International Civil Service Commission	95	85	95
International Criminal Tribunal for Rwanda	100	100	–
International Criminal Tribunal for the Former Yugoslavia	100	100	100
International Residual Mechanism for Criminal Tribunals	100	100	100
Joint Inspection Unit	100	100	100
Office of Administration of Justice	0	75	100
Office for the Coordination of Humanitarian Affairs	100	100	80
Office for Disarmament Affairs	100	100	96
Office for Disarmament Affairs ^a	100	100	100
Office of the United Nations High Commissioner for Human Rights ^b	83	87	88
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	92	80	100
Office of Information and Communications Technology	–	–	–
Office of Internal Oversight Services	100	100	86
Office of Legal Affairs	93	93	92
Office for Outer Space Affairs ^c	91	96	100
Office of the Special Adviser on Africa	100	100	100

<i>Department</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	10	100	50
Office of the Special Representative of the Secretary-General on Violence against Children	100	100	100
Peacebuilding Support Office	100	100	100
Office of the President of the General Assembly	100	—	—
Regional Commissions New York Office	100	82	75
Joint United Nations Programme on HIV/AIDS	100	100	100
United Nations Compensation Commission ^a	100	89	100
United Nations Convention to Combat Desertification ^a	—	97	100
United Nations Commission on International Trade Law ^c	98	93	93
United Nations Conference on Trade and Development ^b	100	100	100
United Nations Development Programme	80	72	84
United Nations Development Programme/United Nations Office for South-South Cooperation	75	50	25
United Nations Environment Programme	75	—	100
United Nations Framework Convention on Climate Change ^a	54	62	82
United Nations Fund for International Partnerships	50	100	100
United Nations Population Fund	89	98	98
United Nations Human Settlements Programme	50	100	17
Office of the United Nations High Commissioner for Refugees ^b	84	100	100
United Nations Children's Fund	100	100	100
Inter-Agency Secretariat of the International Strategy for Disaster Reduction ^b	43	77	100
United Nations Institute for Training and Research	—	100	—
United Nations Joint Staff Pension Fund	55	54	48
United Nations Office on Drugs and Crime ^c	90	87	88
United Nations Office for Project Services	100	67	71
United Nations Office on Sport for Development and Peace	0	—	100
United Nations Relief and Works Agency for Palestine Refugees in the Near East	100	67	50
United Nations Scientific Committee on the Effects of Atomic Radiation ^c	100	100	—
United Nations System Staff College	—	100	—
United Nations University	—	100	—
University for Peace	—	100	—
United Nations Volunteers	—	10	—
United Nations Water	99	99	99
World Food Programme	100	100	100
Overall submission compliance by slot date	90	89	92
Departments with submission compliance above 90 per cent	70 per cent	72 per cent	70 per cent

Note: All in New York except where marked.

^a Geneva.

^b New York and Geneva combined.

^c Vienna.

^d New York and Nairobi combined.

B. Documents management statistics, by duty station, as at 31 December 2016

1. United Nations Headquarters, New York

Table 1

Overview of submission/processing/issuance at United Nations Headquarters, New York

	2014	2015	2016
1. Total slotted	1 459	1 540	1 524
2. Manuscripts received			
(a) Total received by the slot date	92% (1 346/1459)	91% (1 409/1 540)	92% (1 401/1 524)
(b) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	74% (807/1087)	80% (913/1 142)	78% (897/1 155)
(c) Received 8 weeks or more before meeting (documents subject to 8–4–4 time frame)	82% (194/238)	83% (217/261)	91% (288/317)
(d) Received 6 weeks or more before meeting (documents subject to 6–4–2 time frame)	76% (34/45) ^a	100% (32/32) ^a	N/A
(e) Overall submission compliance in accordance with the mandated time frame	76% (1 035/1 370) ^b	81% (1 162/1 435) ^c	81% (1 185/1 472) ^h
3. Processing (four-week turnaround of documents submitted on time and within word limit)			
(a) Secretariat reports	99% (548/553)	99% (489/494)	99% (464/467)
(b) Non-Secretariat reports	98% (484/495) ^c	98% (575/584) ^f	99% (620/623) ⁱ
(c) Overall processing compliance	98% (1 032/1 048) ^c	99% (1 064/1 078) ^f	99% (1 084/1 090) ⁱ
4. Issuance			
(a) Total issued	1 459	1 540	1 524
(b) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	73% (789/1087)	79% (907/1 142) ^j	79% (911/1 155)
(c) Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	82% (196/238)	86% (224/261)	93% (294/317)
(d) Issued 2 weeks or more before meeting (documents subject to 6–4–2 time frame)	82% (37/45) ^a	97% (31/32) ^a	N/A
(e) Overall issuance compliance in accordance with the mandated time frame	75% (1 022/1370) ^d	81% (1 162/1 435) ^g	82% (1 205/1 472) ^j

^a 6-4-2 time frame applies to the conferences related to the Treaty on the Non-Proliferation of Nuclear Weapons only.

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

^c Includes 326 non-governmental organization statements that were issued before the meeting, as agreed by the substantive secretariat.

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

^e One hundred and five out of 1,540 slotted documents were not linked to meetings.

^f Includes 388 non-governmental organization statements that were issued before the meeting, as agreed by the substantive secretariat.

^g One hundred and five out of 1,540 issued documents were not linked to meetings.

^h Fifty-two out of 1,524 slotted documents were not linked to meetings.

ⁱ Includes 368 non-governmental organization statements that were issued before the meeting, as agreed by the substantive secretariat.

^j Fifty-two out of 1,524 issued documents were not linked to meetings.

Table 2

United Nations Headquarters, New York: submission compliance by department for slotted documents, as at 31 December 2016

<i>Department</i>	<i>2015</i>				<i>2016</i>			
	<i>Total slotted</i>	<i>Received on time</i>	<i>Received late</i>	<i>Submission compliance (percentage)</i>	<i>Total slotted</i>	<i>Received on time</i>	<i>Received late</i>	<i>Submission compliance (percentage)</i>
Advisory Committee on Administrative and Budgetary Questions	1	1		100	—	—	—	—
Board of Auditors	22	17	5	77	25	19	5	76
United Nations System Chief Executives Board for Coordination	4	4		100	8	8		100
Department of Economic and Social Affairs	279	265	14	95	349	333	16	95
Department of Field Support	1	1		100	—	—	—	—
Department for General Assembly and Conference Management	67	67		100	70	70		100
Department of Management	171	150	21	88	160	151	9	94
Department of Political Affairs	46	44	2	96	42	37	5	88
Department of Public Information	8	8		100	7	7		100
Department of Peacekeeping Operations	3	3		100	2	2		100
Department of Safety and Security	1	1		100	1	1		100
Executive Office of the Secretary-General	9	8	1	89	13	10	3	77
Independent Audit Advisory Committee	3	3		100	2	2		100
International Atomic Energy Agency	1	1		100	1	1		100
International Court of Justice	1	1		100	1	1		100
International Civil Service Commission	26	22	4	85	20	19	1	95
International Criminal Tribunal for Rwanda	1	1		100				
International Criminal Tribunal for the Former Yugoslavia	1	1		100	1	1		100
International Residual Mechanism for Criminal Tribunals	1	1		100	1	1		100
Joint Inspection Unit	2	2		100	3	3		100
Office of Administration of Justice	4	3	1	75	4	4		100
Office for the Coordination of Humanitarian Affairs	3	3		100	5	4	1	80
Office for Disarmament Affairs	68	68		100	47	45	2	96
Office of the United Nations High Commissioner for Human Rights	213	178	35	84	236	203	33	86
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	5	4	1	80	3	3		100
Office of Internal Oversight Services	12	12		100	7	6	1	86
Office of Legal Affairs	46	43	3	93	89	82	7	92
Office of the Special Adviser on Africa	3	3		100	4	4		100
OSDP	1	1		100				
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	1	1		100	2	1	1	50

Department	2015				2016			
	Total slotted	Received on time	Received late	Submission compliance (percentage)	Total slotted	Received on time	Received late	Submission compliance (percentage)
Office of the Special Representative of the Secretary-General on Violence against Children	3	3		100	2	2		100
Peacebuilding Support Office	3	3		100	3	3		100
Regional Commissions New York Office	11	9	2	82	8	6	2	75
Joint United Nations Programme on HIV/AIDS	2	2		100	1	1		100
United Nations Conference on Trade and Development	4	4		100	3	3		100
United Nations Development Programme	65	47	18	72	67	56	11	84
United Nations Development Programme/ United Nations Office for South-South Cooperation	4	2	2	50	8	2	6	25
United Nations Environment Programme	–	–	–	–	1	1		100
United Nations Fund for International Partnerships	2	2		100	2	2		100
United Nations Population Fund	46	45	1	98	44	43	1	98
United Nations Human Settlements Programme	2	2		100	2	1	1	50
Office of the United Nations High Commissioner for Refugees	2	2		100	1	1		100
United Nations Children's Fund	37	37		100	41	41		100
Inter-Agency Secretariat of the International Strategy for Disaster Reduction	11	8	3	73	1	1		100
United Nations Entity for Gender Equality and the Empowerment of Women	304	302	2	99	200	199	1	99
United Nations Institute for Training and Research	1	1		100				
United Nations Joint Staff Pension Fund	28	15	13	54	25	12	13	48
United Nations Office for Project Services	6	4	2	67	7	5	2	71
United Nations Office on Sport for Development and Peace	–	–	–	–	1	1		100
United Nations Relief and Works Agency for Palestine Refugees in the Near East	3	2	1	67	2	1	1	50
United Nations System Staff College	1	1		100				
United Nations University	1	1		100				
United Nations Volunteers	1	1		100				
World Food Programme	1	1		100	2	2		100
University for Peace	1	1		100				
Compliance by slot date	1 540	1 409	131	91	1 524	1 401	123	92
Departments with compliance above 90 per cent				73 per cent (38/52)				70 per cent (33/47)

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

Table 1

Overview of submission/processing/issuance at the United Nations Office at Geneva

	2014	2015	2016
Total documents slotted	1 965	1 623	1 901
Submission			
Total received by the slot date ^a	88% (1 738/1 965)	88% (1 435/1 623)	92.8% (1 764/1 901)
Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	91% (1 369/1 512)	88% (899/1 028)	93.4% (1 183/1 267)
Received 8 weeks or more before meeting (documents subject to 8–4–4 time frame)	75% (126/168)	92% (274/298)	94.4% (251/266)
Total received by the slot date and for which late slotting was negotiated	85% (243/285)	88% (262/297)	89.7% (330/368)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	41% (187/458)	59% (303/517)	88.0% (483/549)
Non-Secretariat reports	21% (270/1 280)	40% (365/918)	78.8% (957/1 215)
Overall processing compliance	26% (457/1 738)	47% (668/1 435)	81.6% (1 440/1 764)
Issuance			
Total issued ^a	1 929	1 596	1 901
Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	29% (439/1 512)	45% (460/1 013)	74.3% (941/1 267)
Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	73% (122/168)	80% (237/296)	89.8% (239/266)
Issued on time based on negotiated late slotting date	69% (198/285)	53% (153/287)	75.0% (276/368)
Overall issuance compliance in accordance with the agreed time frame	39% (759/1 965)	53% (850/1 596)	76.6% (1 456/1 901)
Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	40% (698/1 738)	57% (823/1 435)	81.6% (1 439/1 764)
Contractual Translation Unit			
Output of the Unit as percentage of total translation workload in all languages (in words)	22% (16 159 337/ 73 783 513)	18% (12 982 053/ 72 936 844)	17.4% (13 677 937/ 78 796 372)

^a All documents not yet issued are late submissions.

Table 2

United Nations Office at Geneva: submission compliance by department for slotted documents, as at 31 December 2016

<i>Department</i>	<i>2014</i>				<i>2015</i>				<i>2016</i>			
	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>
United Nations Convention to Combat Desertification					34	1	25	97	7			100
Economic Commission for Europe	974	14	14	96	540	55	17	90	970	34	28	96
Office of the United Nations High Commissioner for Human Rights	854	157	27	82	927	115	34	88	820	95	38	88
United Nations Compensation Commission	10	0	0	100	9	1	9	89	5			100
International Strategy for Disaster Reduction	13	7	12	46	2	0	–	100				
Convention on Cluster Munitions									10			100
UNCTAD	65	0	0	100	59	0	0	100	41			100
United Nations Framework Convention on Climate Change	39	18	34	54	42	16	47	62	38	7	44	82
United Nations High Commissioner for Refugees	10	2	4	80	10	0	0	100	10			100
Total	1 965	227	18	88	1 623	188	26	88	1901	136	14	93

3. United Nations Office at Vienna, Conference Management Service

Table 1

Overview of submission/processing/issuance at the United Nations Office at Vienna

	2014	2015	2016
Total documents slotted	214	231	216
Submission			
Total received by the slot date	73% (156/214)	79% (183/231)	86% (186/216)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	89% (190/214)	68% (158/231)	68% (146/216)
Received by agreed slot date (documents under late slotting)	n/a	86% (124/144 ^b)	98% (131/133)
Overall submission compliance in accordance with the mandated time frame	93% (200/214)	90% (208/231)	91% (196/216)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	76% (146/193)	78% (132/169)	79% (128/162)
Non-Secretariat reports	76% (16/21)	80% (8/10)	64% (7/11)
Overall processing compliance	76% (162/214)	79% (140/179)	78% (135/173)
Issuance			
Total issued	195 ^a	231	216
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	82% (163/195)	81% (186/231)	78% (168/216)
Issued on time based on late slotting date (slotted issuance date later than 10-4-6 rule calculated issuance date)	n/a	93% (124/134 ^b)	90% (113/126)
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)	78% (156/195)	82% (190/231)	75% (162/216)
Overall issuance compliance in accordance with the mandated time frame	88% (176/195)	91% (210/231)	87% (187/216)
Contractual Translation Unit			
Output of the Unit as percentage of total translation workload in all languages (in words)	33% (6 289 000/ 19 172 000)	40% (9 551 063/ 24 159 612)	35% (7 402 750/ 21 052 050)

^a Some documents were not yet issued as at 31 December of the same year.

^b Under submission timeliness, late slotting counts all documents for which the submission date is later than 10 weeks prior to the related meeting. Under issuance timeliness, late slotting counts all documents for which the issuance date is later than six weeks prior to the related meeting. Therefore, the total number of documents displayed is not identical.

Table 2

United Nations Office at Vienna: submission compliance by department for slotted documents, as at 31 December 2016

<i>Department</i>	<i>2014</i>				<i>2015</i>				<i>2016</i>			
	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>
Office for Outer Space Affairs	23	2	3	91	25	1	22	96	27	0	0	100
UNCITRAL	75	1	9	98	70	5	11	93	58	4	10	93
United Nations Office on Drugs and Crime	114	11	9	90	135	17	19	87	131	16	24	88
United Nations Scientific Committee on the Effects of Atomic Radiation	2	0	0	100	1	0	0	100	–	–	–	–
Total	214	14	5	93	231	23	21	90	216	20	11	91

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

Table 1

Overview of submission/processing/issuance at the United Nations Office at Nairobi

	2014	2015	2016
Total documents slotted	22	20	25
Submission			
Total received by the slot date	73% (16/22)	65% (13/20)	84% (21/25)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	73% (16/22)	65% (13/20)	84% (21/25)
Overall submission compliance in accordance with the mandated time frame	73% (16/22)	65% (13/20)	84% (21/25)
Processing (four-week turnaround of documents submitted on time and within word limit)			
Secretariat reports	81% (13/16)	100% (20/20)	100% (25/25)
Non-Secretariat reports	N/A	N/A	N/A
Overall issuance compliance in accordance with the mandated time frame	59% (13/22)	100% (20/20)	100% (25/25)
Issuance			
Total issued	100% (22/22)	100% (20/20)	100% (25/25)
Issued 6 weeks or more before meeting	59% (13/22)	65% (13/20)	76% (19/25)
Overall issuance compliance in accordance with the mandated time frame	59% (13/22)	65% (13/20)	76% (19/25)
Contractual Translation Unit			
Output of the Unit as a percentage of total translation workload in all languages (in words)	69% (4 359 482/ 6 317 411)	61% (4 948 691/ 8 131 412)	52% (3 418 619/ 6 518 308)

United Nations Office at Nairobi: submission compliance by department for slotted documents, as at 31 December 2016

<i>Department</i>	<i>2014</i>				<i>2015</i>				<i>2016</i>			
	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>	<i>Total slotted</i>	<i>Received late</i>	<i>Average days late</i>	<i>Submission compliance by number of documents (percentage)</i>
United Nations Environment Programme	22	6	28	73	–	–	–	–	21	0	0	100
United Nations Human Settlements Programme	–	–	–	–	20	7	33	65	4	4	42	0
Total	22	6	28	73	20	7	33	65	25	4	3	84

C. Timeliness indicators for documentation, 2016

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

New York: 82

Geneva: 77

Vienna: 79

Nairobi: 76

- 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: 99

Geneva: 82

Vienna: 78

Nairobi: 100

III. Human resources measures, workload sharing, workload and productivity statistics

A. Human resources measures

Table 1

Vacancy rates in key occupational groups as at 31 December 2016

(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	8	6	8	8	0	0	7	37
Translation services	43	13	9	5	4	10	0	0
Text-processing units	24	20	9	10	1	3	0	0
Editing/Official Records	1	3	1	5	1	17	N/A	N/A
Verbatim Reporting Service	4	8	N/A	N/A	N/A	N/A	N/A	N/A

Abbreviation: N/A, not applicable.

Table 2

Number of language professionals rostered from language competitive examinations in 2016

2016 language competitive examination for Arabic interpreters	13
2016 language competitive examination for Arabic translators	13
2016 language competitive examination for Russian verbatim reporters	8
2016 language competitive examination for Spanish translators	27
2016 competitive language examination for French interpreters	10
Total number of candidates rostered in 2016	71

B. Workload sharing

Table 1

Document workload sharing

<i>Documentation processed</i>	<i>Requesting office</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
New York	Geneva	219 773	2 658 445	787 999	878 786	924 796
	Vienna	9 500	19 240	26 189	0	0
	Nairobi	138 508	0	0	0	20 642
	Other	0	0	0	0	66 538
Total		367 781	2 677 685	814 188	878 786	1 011 976
Geneva	New York	8 310	146 890	98 526	223 578	375 580
	Vienna	0	0	0	0	0
	Nairobi	0	0	0	0	0
Total		8 310	146 890	98 526	223 578	375 580

<i>Documentation processed</i>	<i>Requesting office</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
Vienna	New York	246 193	165 439	231 204	760 453	226 874
	Geneva	111 662	131 295	79 580	197 909	310 874
	Nairobi	0	0	0	10 530	0
Total		357 855	296 734	310 784	968 892	537 748
Nairobi	New York	70 686	0	2 463	0	24 554
	Geneva	10 405	164 450	15 914	46 604	10 473
	Vienna	0	0	0	0	0
Total		81 091	164 450	18 377	46 604	35 027

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.

C. Translation, editing and revision workload, by duty station and language, 2011-2016

Table 1
Total words translated (logout/throughput)

New York

	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>
Arabic	20 365 512	19 770 139	22 385 399	23 553 993	27 026 548	25 642 639	138 744 230
Chinese	20 080 373	20 152 713	21 677 464	23 913 275	26 365 382	25 981 364	138 170 571
English	3 221 462	3 022 048	3 121 509	5 291 513	3 224 641	3 832 347	21 713 520
French	25 651 827	25 738 462	26 218 114	28 632 027	30 696 654	30 930 091	167 867 175
Russian	20 565 365	20 871 109	21 074 910	23 036 149	27 320 553	25 561 567	138 429 653
Spanish	22 911 282	20 820 718	22 229 010	24 258 886	29 709 756	28 873 765	148 803 417
Total	112 795 821	110 375 188	116 706 405	128 685 843	144 343 534	140 821 773	753 728 564

Geneva

	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>
Arabic	12 464 986	11 149 105	11 962 006	10 577 870	9 608 737	10 115 585	65 878 289
Chinese	11 526 659	10 251 705	10 895 300	10 109 830	9 230 822	10 568 650	62 582 966
English	6 099 065	5 112 877	6 320 612	4 881 685	4 561 788	4 461 830	31 437 857
French	20 801 996	19 662 541	20 290 434	21 080 580	18 320 146	20 668 128	120 823 825
Russian	17 655 102	15 795 027	18 033 556	18 655 755	15 417 374	16 102 699	101 659 513
Spanish	19 254 473	15 467 119	17 555 850	16 542 018	15 837 312	16 879 480	101 536 252
Total	87 802 281	77 438 374	85 057 758	81 847 738	72 976 179	78 796 372	483 918 702

Vienna

	2011	2012	2013	2014	2015	2016	Total
Arabic	3 290 015	4 348 049	4 041 679	3 853 513	4 283 631	3 991 600	23 808 487
Chinese	3 030 149	4 042 694	3 639 514	3 352 441	3 857 687	3 602 680	21 525 165
English	652 432	633 908	584 784	536 157	716 399	403 919	3 527 599
French	4 548 453	5 265 842	5 055 477	4 484 382	5 388 583	5 443 716	30 186 453
Russian	4 126 429	3 870 704	3 889 478	3 587 714	4 172 237	3 730 677	23 377 239
Spanish	4 024 242	5 133 963	4 825 007	3 762 575	4 889 092	4 146 664	26 781 543
Total	19 671 720	23 295 160	22 035 939	19 576 782	23 307 629	21 319 256	129 206 486

Nairobi

	2011	2012	2013	2014	2015	2016	Total
Arabic	1 694 115	1 301 615	1 599 627	1 010 524	1 490 003	1 284 040	8 379 924
Chinese	1 687 355	1 179 929	1 523 257	978 115	1 439 056	1 106 033	7 913 745
English	63 141	103 283	52 156	44 039	31 487	126 757	420 863
French	2 010 352	1 864 624	1 982 290	1 898 321	1 884 280	1 581 185	11 221 052
Russian	1 768 332	1 108 523	1 672 355	996 410	1 469 036	1 176 111	8 190 767
Spanish	1 907 313	1 447 991	1 721 498	1 392 121	1 701 960	1 250 827	9 421 710
Total	9 130 608	7 005 965	8 551 183	6 319 530	8 015 822	6 524 953	45 548 061

Table 2
Editing workload, in words

Year	New York	Geneva	Vienna	Nairobi	Total
2011	16 032 029	11 800 654	2 057 435	3 242 957	33 133 075
2012	15 901 709	10 129 604	2 161 431	1 647 524	29 840 268
2013	17 185 713	11 864 603	2 023 847	2 037 268	33 111 431
2014	16 371 429	10 259 553	2 039 054	1 650 943	30 320 979
2015	16 487 654	10 442 725	2 262 539	2 031 542	31 224 460
2016	17 662 267	7 655 381	2 006 615	2 032 626	29 356 889
Total	99 640 801	62 152 520	12 550 920	12 642 860	186 987 101

Table 3
Revision workload, in words (revision work performed on in-house translated text)

New York

	2011	2012	2013	2014	2015	2016	Total
Arabic	8 520 485	7 875 437	9 150 870	9 454 173	10 477 421	9 447 191	54 925 576
Chinese	7 144 526	6 631 664	6 420 761	7 026 829	6 836 475	7 130 439	41 190 692
English	583 777	594 987	745 516	543 249	633 481	873 342	3 974 352
French	5 955 236	6 170 396	5 809 053	4 990 121	7 073 286	7 924 125	37 922 217
Russian	4 250 261	4 693 253	3 472 531	4 247 912	4 615 050	3 813 751	25 092 758
Spanish	4 867 602	5 387 649	5 055 953	4 383 228	4 638 919	5 519 663	29 853 014
Total	31 321 887	31 353 386	30 654 683	30 645 513	34 274 632	34 708 509	192 958 610

Geneva

	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>
Arabic	3 634 175	3 689 256	4 950 143	4 617 405	4 227 371	3 413 347	24 531 697
Chinese	2 414 150	1 332 217	2 381 440	2 188 280	2 282 340	3 005 194	13 603 621
English	2 547 849	1 505 982	1 800 757	2 061 434	2 290 343	1 630 289	11 836 654
French	9 010 705	6 025 690	5 542 640	5 914 050	5 087 460	7 226 111	38 806 656
Russian	6 610 645	4 207 981	5 198 018	5 281 086	5 135 141	5 961 379	32 394 250
Spanish	4 862 543	3 544 624	5 441 350	5 970 915	6 738 247	7 651 335	34 209 014
Total	54 923 514	42 356 752	49 733 133	49 802 948	48 131 532	51 172 516	296 120 395

Vienna

	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>
Arabic	793 010	318 443	503 399	253 348	259 469	275 408	2 403 077
Chinese	618 641	288 651	218 655	180 137	109 303	42 088	1 457 475
English	97 215	46 454	25 291	97 640	13 276	58 436	338 313
French	616 721	535 970	555 809	404 989	488 654	479 662	3 081 804
Russian	715 961	516 816	457 509	560 274	517 932	478 556	3 247 048
Spanish	715 704	322 766	299 736	270 089	351 490	244 388	2 204 172
Total	3 557 252	2 029 101	2 060 398	1 766 477	1 740 123	1 578 539	12 731 888

Nairobi

	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>
Arabic	207 065	48 711	141 240	65 670	42 900	130 350	635 936
Chinese	112 200	9 666	97 020	88 440	97 020	300 960	705 306
English	—	—	2 310	3 630	28 710	26 400	61 050
French	15 510	214 500	169 950	112 860	316 800	50 160	879 780
Russian	815	130 172	74 580	390 060	199 650	210 210	1 005 487
Spanish	24 341	73 590	166 320	13 860	76 890	23 489	378 490
Total	359 931	476 639	651 420	674 520	761 970	741 569	3 666 049

D. Productivity measures

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

New York: 1,819

Geneva: 1,741

Vienna: 1,725

Nairobi: 1,340

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

New York: 3,975

Geneva: 2,440

Vienna: 3,765

Nairobi: 4,742

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

New York: 6,880

Geneva: 5,804

Vienna: 4,488

Nairobi: 3,267

Table 1

Five-year productivity trends

(Words per staff member per day)

Translation

<i>Duty station</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
New York	1 530	1 596	1 506	1 656	1 819
Geneva	1 566	1 533	1 468	1 645	1 741
Vienna	1 429	1 492	1 551	1 725	1 798
Nairobi	1 590	1 449	1 505	1 346	1 340

Editing

<i>Duty station</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
New York	4 415	4 739	4 075	5 513	3 975
Geneva	6 865	6 053	5 069	5 016	2 440
Vienna	2 075	3 247	2 640	3 765	3 521
Nairobi	4 456	6 239	4 059	4 349	4 742

Text-processing

<i>Duty station</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
New York	4 214	4 402	3 326	6 243	6 880
Geneva	7 205	8 145	4 460	5 009	5 804
Vienna	4 442	4 206	4 224	4 488	5 115
Nairobi	3 178	2 944	2 244	2 937	3 267

IV. Quality measures

The global e-survey captures feedback from Member States on common indicators covering meeting services, translation and interpretation services and the overall quality of conference services at the four main duty stations. In New York, additional information and ratings are collected on technical Secretariat services. More than 93 per cent of the respondents of the various surveys gave a rating of “very good” or “good” for the overall quality of the conference services provided, including respondents to the global e-survey and surveyed bureau members and meetings participants.

Although the e-survey was accessed 13,272 times globally in 2016 and is user-friendly and available year-round, the rate of response remained low, at 4 per cent. In New York, 84 per cent of e-survey respondents rated the overall quality of conference services as “good” or “very good”, with no complaints received. In Geneva, 90 per cent of e-survey respondents rated the overall quality of conference services as “good” or “very good”. In Vienna, no complaints were received from clients, and 95 per cent of respondents rated the services as “good” or “very good”; while in Nairobi, 100 per cent of e-survey respondents rated the services as either “good” or “very good”. The e-survey results are presented in table 1 below.

To complement the e-survey, the Division of Conference Management of the United Nations Office at Geneva identified six meetings at which participants were invited to provide additional views and comments. Out of 144 respondents, 92 per cent gave a rating of “very good” or “good” for the overall quality of conference services in Geneva, with only one written complaint (regarding the quality of interpretation).

In 2016, New York took an additional, qualitative approach to surveying Member States by approaching the bureau of each intergovernmental body to which the Department provided technical secretariat services, asking them to respond to the annual survey on behalf of the body’s members. All 22 respondents expressed satisfaction with the quality and timeliness of services. However, while expressing full satisfaction overall with “good” or “very good” ratings for all but one indicator, two respondents from a non-calendar body without entitlement to services (the Open-ended Working Group on Ageing), gave a “poor” or “very poor” rating for having not received interpretation services for one out of three meetings on an “if available” basis during its seventh session, in December 2016. When asked to rate the quality of the Secretariat’s advice on procedural aspects of meetings, including the speaking notes of the presiding officer, 86 per cent of respondents gave a rating of “very good”, while 14 per cent responded “good”. Regarding the quality of the Secretariat’s advice on the financial implications of draft resolutions and decisions, 88 per cent of respondents gave a “very good” or “good” rating and 13 per cent gave a “satisfactory” rating.

In Nairobi, to supplement the global e-survey with a real-time survey, the Division of Conference Services carried out three extra surveys during the reporting period for meetings held in Nairobi and Cairo. Overall, 93 per cent of the respondents that rated conference services rated those services that the Division provided as “good” to “excellent”, 5 per cent as fair, while only 2 per cent indicated that the services were poor. While this level of satisfaction by clients is quite high and affirms the Division’s responsiveness to client’s needs, the Division continues to work with clients to address in a timely manner any issues raised, to ensure that excellent service is provided to the clients at all times.

The Department for General Assembly and Conference Management has continued to make reductions in the number of printed documents as a result of a decrease in requests from delegations to the Secretariat, owing to the availability of various digital outlets, such as the Official Document System (ODS), PaperSmart portal, United Nations websites and eSubscription. Over the past eight years, printing has declined significantly across the four duty stations, from an accumulated 726 million printed pages in 2008 to 219 million printed pages in 2016, a decrease of 70 per cent in the eight-year period.

In order to accommodate the requests by the delegates for ad hoc printing needs, in 2015, the Department for General Assembly and Conference Management established a Documents Assistance Centre and a Documents Counter in New York. In 2016, the Assistance Centre printed an average of 90 documents, or 961 pages, per month, while in the same year, the Documents Counter has received an average of 226 requests, or 6,525 pages, per month. This is an increase from 2015.

Table 1
2016 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>
		<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	
Professionalism	New York	17	55	12	39	2	6	0	0	0	0	31
	Geneva	28	68	9	22	3	7	1	2	0	0	41
	Nairobi	6	60	4	40	0	0	0	0	0	0	10
	Vienna	70	67	30	29	3	3	0	0	1	1	104
Courtesy	New York	15	52	10	34	4	14	0	0	0	0	29
	Geneva	29	81	6	17	1	3	0	0	0	0	36
	Nairobi	6	60	4	40	0	0	0	0	0	0	10
	Vienna	61	61	35	35	3	3	0	0	1	1	100
<i>Linguistic quality of translated documents</i>		<i>Very good</i>		<i>Good</i>		<i>Average</i>		<i>Poor</i>		<i>Very poor</i>		<i>Total responses</i>
		<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	
Accuracy	New York	22	50	18	41	3	7	1	2	0	0	44
	Geneva	15	56	8	30	1	4	1	4	2	7	27
	Nairobi	3	38	4	50	1	13	0	0	0	0	8
	Vienna	53	55	40	42	1	1	0	0	2	2	96
Consistency	New York	22	52	14	33	4	10	2	5	0	0	42
	Geneva	14	54	8	31	2	8	1	4	1	4	26
	Nairobi	3	38	4	50	1	13	0	0	0	0	8
	Vienna	48	53	38	42	3	3	0	0	1	1	90
Style	New York	22	54	15	37	3	7	1	2	0	0	41
	Geneva	15	58	7	27	1	4	1	4	2	8	26
	Nairobi	2	20	5	50	0	0	0	0	3	30	10
	Vienna	48	52	38	41	5	5	0	0	1	1	92

		<i>Very good</i>		<i>Good</i>		<i>Average</i>		<i>Poor</i>		<i>Very poor</i>		<i>Total responses</i>
<i>Linguistic quality of interpretation</i>		<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	
Accuracy	New York	23	59	13	33	2	5	1	3	0	0	39
	Geneva	18	69	7	27	1	4	0	0	0	0	26
	Nairobi	3	50	3	50	0	0	0	0	0	0	6
	Vienna	49	59	27	33	6	7	1	1	0	0	83
Completeness	New York	20	53	12	32	4	11	2	5	0	0	38
	Geneva	19	73	7	27	0	0	0	0	0	0	26
	Nairobi	3	50	3	50	0	0	0	0	0	0	6
	Vienna	49	60	24	30	7	9	1	1	0	0	81
Clarity	New York	20	53	11	29	6	16	1	3	0	0	38
	Geneva	20	77	6	23	0	0	0	0	0	0	26
	Nairobi	3	50	3	50	0	0	0	0	0	0	6
	Vienna	50	62	22	27	8	10	1	1	0	0	81
Understandability	New York	21	55	13	34	3	8	1	3	0	0	38
	Geneva	19	76	6	24	0	0	0	0	0	0	25
	Nairobi	3	50	3	50	0	0	0	0	0	0	6
	Vienna	48	60	23	29	8	10	1	1	0	0	80

		<i>Very good</i>		<i>Good</i>		<i>Average</i>		<i>Poor</i>		<i>Very poor</i>		<i>Total responses</i>
<i>Overall quality</i>		<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	<i>Responses</i>	<i>Percentage</i>	
	New York	23	43	22	41	5	9	4	7	0	0	54
	Geneva	22	56	13	33	3	8	0	0	1	3	39
	Nairobi	3	33	6	67	0	0	0	0	0	0	9
	Vienna	69	57	46	38	6	5	1	1	0	0	122

	Very good		Good		Average		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
New York only											
Work of the committee secretaries	14	48	11	38	4	14	0	0	0	0	29
Level of satisfaction with the process of submission and issuance of and action on draft resolutions	11	42	13	50	2	8	0	0	0	0	26
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	15	56	9	33	2	7	1	4	0	0	27