

# Report of the Secretary-General on the pattern of conferences (A/74/121)

25 June 2019

## 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 . . . . .	3
C. Utilization of conference-servicing resources and facilities . . . . .	3
D. Provision of conference services . . . . .	25
E. Meetings management indicators . . . . .	32
F. Meetings held away from headquarters . . . . .	33
II. Documents management . . . . .	37
A. Compliance with submission deadlines, by department . . . . .	37
B. Documents management statistics, by duty station, as at 31 December 2018 . . . . .	39
1. New York . . . . .	39
2. Geneva, Division of Conference Management . . . . .	43
3. Vienna, Conference Management Service . . . . .	45
4. Nairobi, Division of Conference Services . . . . .	47
C. Timeliness indicators for documentation, 2018 . . . . .	49
III. Human resources measures, workload sharing, workload and productivity statistics . . . . .	50
A. Human resources measures . . . . .	50
B. Workload sharing . . . . .	52
C. Translation, editing and revision workload, by duty station and language, 2013–2018 . . . . .	53
D. Productivity measures . . . . .	55
IV. Quality measures . . . . .	56

## I. Meetings management

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

<i>Organ</i>	<i>Request</i>
United Nations Appeals Tribunal	To hold the oral pronouncement of the United Nations Appeals Tribunal on 25 October 2019.
Independent Audit Advisory Committee	To hold the last session of the year from 11 to 13 December 2019.
Group of Governmental Experts on advancing responsible state behaviour in cyberspace in the context of international security	To hold a meeting on 5 and 6 December 2019 for the first informal open-ended consultative meeting with the Chair of the Group and to hold a meeting from 9 to 13 December 2019 for the first session of the Group.
Open-Ended Working Group on Developments in the Field of Information and Telecommunications in the Context of International Security	To hold a meeting from 2 to 4 December 2019 for the intersessional consultative meetings of the Open-Ended Working Group.
Committee on the Exercise of the Inalienable Rights of the Palestinian People	To hold meetings during the seventy-fourth session of the General Assembly.
Committee on Relations with the Host Country	To hold meetings during the seventy-fourth session of the General Assembly.
Conference on the establishment of a Middle East zone free of nuclear weapons and other weapons of mass destruction	To hold the conference from 18 to 22 November 2019.
Executive Board of the United Nations Development Programme (UNDP), of the United Nations Population Fund (UNFPA) and of the United Nations Office for Project Services (UNOPS) (elections of the members of the Board for the year 2020, scheduled for December 2019)	To enable the Executive Board of UNDP/UNFPA/UNOPS to hold the elections of the members of the Bureau of the Board on 6 December 2019.

## B. Intersessional departures

<i>Organ</i>	<i>Request</i>	<i>Action taken</i>
Independent Audit Advisory Committee	To change the venue of the forty-fifth session of the Committee, originally scheduled from 20 to 22 February 2019 in New York, to Geneva.	Request approved
Chairs of the human rights treaty bodies	To waive the headquarters rule and hold the thirty-first meeting of the Chairs of the human rights treaty bodies in New York from 24 to 28 June 2019.	Request approved
Disarmament Commission	To hold an additional meeting for the organizational session of the Disarmament Commission on 2 April 2019.	Request approved
Board of Auditors and Panel of External Auditors	Request that the Panel of External Auditors and the Board of Auditors be granted a waiver to the headquarters rule and be allowed to hold the sixtieth session of the Panel, the thirty-fifth meeting of its Technical Group and the forty-ninth special session of the Board of Auditors in Bonn, Germany.	Request approved
Independent Audit Advisory Committee	Request to extend its forty-eighth session by one day, from three days to four days, from 10 to 13 December 2019, to enable the United Nations system oversight committees to hold a meeting hosted by the Committee in the context of its forty-fourth session.	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](#), [A/AC.172/161/Corr.1](#) and [A/AC.172/161/Corr.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, 2018**

<i>New York</i>		<i>A</i> (planned)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>Utilization</i> <i>factor</i> (percentage)
1.	General Assembly, Intergovernmental Conference to Adopt the Global Compact for Safe, Orderly and Regular Migration, 10–11 December	12	2	0	14	0	0	100
2.	Commission on the Limits of the Continental Shelf: forty-sixth session, 5–9 February and 5–9 March; forty-seventh session, 6–10 August and 27–31 August	40	0	0	40	0	45	99
3.	Independent Audit Advisory Committee: forty-second session, 25–27 April; forty-third session, 18–20 July; forty-fourth session, 12–14 December	18	2	0	20	0	35	99
4.	Conference of the States Parties to the Convention on the Rights of Persons with Disabilities, eleventh session, 12–14 June	6	0	0	6	0	20	98
5.	High-level political forum on sustainable development convened under the auspices of the Economic and Social Council, fifth session, 9–13 July	15	0	0	15	0	50	98
6.	Economic and Social Council, multi-stakeholder forum on science, technology and innovation for the Sustainable Development Goals, 5–6 June	4	0	0	4	0	20	97
7.	Human Rights Council, Working Group on the issue of discrimination against women in law and in practice, twenty-second session, 23–27 July	2	0	0	2	0	10	97
8.	Economic and Social Council, Partnership Forum, 4 April	2	0	0	2	0	15	96
9.	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), 23–26 April	8	0	0	8	0	55	96
10.	Economic and Social Council, special meeting of the Council on international cooperation in tax matters, 18 May	2	0	0	2	0	15	96
11.	Economic and Social Council, high-level segment, Development Cooperation Forum, 21–22 May	4	1	0	5	0	45	95
12.	United Nations Commission on International Trade Law (UNCITRAL), Working Group III (Investor-State Dispute Settlement Reform), thirty-fifth session, 23–27 April	10	0	0	10	0	85	95
13.	UNCITRAL, Working Group VI (Security Interests), thirty-third session, 30 April–4 May	10	0	0	10	0	95	95
14.	Economic and Social Council, Youth Forum, 30–31 January	4	0	0	4	0	40	94

<i>New York</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
15.	Commission on Population and Development, fifty-first session, 9–13 April	9	1	2	8	2	125	93
16.	General Assembly, First Committee, seventy-third session, 4 October–8 November	28	5	2	31	1	260	93
17.	Commission on the Status of Women, sixty-second session, 12–23 March	14	6	3	17	3	310	91
18.	International Law Commission, seventieth session, first part, 30 April–1 June	47	1	2	46	0	460	91
19.	Permanent Forum on Indigenous Issues, seventeenth session, 16–27 April	15	0	0	15	0	230	91
20.	Economic and Social Council, substantive session, operational activities for development segment, 27 February–1 March	6	0	0	6	0	105	90
21.	Meeting of the Chairs of the human rights treaty bodies, thirtieth session, 29 May–1 June	8	4	1	11	0	40	90
22.	UNCITRAL, Working Group I (Micro-, Small- and Medium-sized Enterprises), thirtieth session, 12–16 March	10	0	0	10	0	180	90
23.	Committee on Non-Governmental Organizations: regular session, 29 January–7 February and 23 February; resumed session, 21–31 May and 11 June	30	0	0	30	0	590	89
24.	Joint meeting of the Executive Boards of UNDP/UNFPA/UNOPS, United Nations Children's Fund (UNICEF), World Food Programme (WFP) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women), 1 June	2	0	0	2	0	40	89
25.	Committee of Experts on Global Geospatial Information Management, eighth session, 1–3 August	6	0	0	6	0	130	88
26.	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, 16–19 July	17	6	0	23	0	490	88
27.	UNCITRAL, Working Group IV (Electronic Commerce), fifty-sixth session, 16–20 April	10	0	1	9	0	40	88
28.	Committee of Experts on International Cooperation in Tax Matters, sixteenth session, 14–17 May	8	0	0	8	0	185	87
29.	General Assembly, Fifth Committee: first resumed session, 14–29 March; second resumed session, 7 May–1 June, 2 and 29 June; seventy-third session, 28 September–24 December	168	127	134	161	118	4 105	87
30.	General Assembly, seventy-third session, 18 September–24 December	169	88	155	102	135	2 975	86

<i>New York</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
31.	General Assembly, Sixth Committee, seventy-third session, 3 October–13 November	42	12	8	46	5	815	86
32.	Military Staff Committee, 2018 session, as required	25	2	1	26	0	555	85
33.	Statistical Commission, forty-ninth session, 6–9 March	8	0	1	7	0	35	85
34.	Advisory Board on Disarmament Matters, seventieth session, 27–29 June	6	0	0	6	0	170	84
35.	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law, fifty-third session, 4 October	0	1	0	1	0	30	83
36.	UNCITRAL, Working Group V (Insolvency Law), fifty-third session, 7–11 May	10	0	1	9	0	125	83
37.	United Nations Appeals Tribunal, as required	1	0	0	1	0	30	83
38.	Economic and Social Council, humanitarian affairs segment, 19–21 June	6	0	0	6	0	195	82
39.	General Assembly, Second Committee, seventy-third session, October–November	34	7	9	32	4	465	82
40.	General Assembly, Third Committee, seventy-third session, October–November	60	2	6	56	3	1 465	82
41.	Open-ended Working Group on Ageing, ninth session, 23–26 July	0	8	0	8	0	265	82
42.	Panel of External Auditors of the United Nations, the Specialized Agencies and the International Atomic Energy Agency, fifty-ninth regular session, 3–4 December	3	0	0	3	0	95	82
43.	States Parties to the Convention on the Elimination of All Forms of Discrimination against Women, twentieth meeting, 7 June	2	0	1	1	1	65	82
44.	Third United Nations Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, 18–29 June	20	0	1	19	0	460	82
45.	UNCITRAL, Working Group II (Dispute Settlement), sixty-eighth session, 5–9 February	10	0	1	9	0	160	81
46.	Economic and Social Council, substantive session, integration segment, 1–3 May	6	0	0	6	0	215	80
47.	General Assembly, Fourth Committee, seventy-third session, 4 October–16 November	27	4	1	30	1	1 095	80
48.	Committee of Experts on Public Administration, seventeenth session, 23–27 April	10	0	1	9	0	190	79
49.	Committee on Contributions, seventy-eighth session, 4–29 June	27	0	3	24	2	850	79

<i>New York</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
50.	Executive Board of UNDP/UNFPA/UNOPS, election of Bureau, 8 January; first regular session, 22–26 January; annual session, 4–8 June; second regular session, 4–7 September; as required	32	4	1	35	1	1 365	79
51.	UNCITRAL, fifty-first session, 25 June–13 July	22	0	2	20	1	650	79
52.	Committee for Development Policy, twentieth session, 12–16 March	10	0	1	9	0	220	78
53.	Economic and Social Council, as required	6	17	3	20	2	735	78
54.	Intergovernmental conference on 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: organizational session, 16–18 April; first session, 4–17 September	26	0	2	24	1	885	77
55.	Security Council sanctions committees, as required	0	127	16	111	16	6 815	77
56.	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, 22 February and 29 March; resumed session, 11–22 June	13	5	4	14	3	590	76
57.	Peacebuilding Commission, as required	2	27	1	28	1	1 335	74
58.	Advisory Committee on Administrative and Budgetary Questions: winter session, 24 January–4 May; spring session, 21 May–13 July; fall session, 4 September–14 December	322	1	75	248	17	5 275	73
59.	Commission for Social Development, fifty-sixth session, 29 January–7 February	12	0	2	10	0	245	72
60.	General Assembly, Intergovernmental Conference to Adopt the Global Compact for Safe, Orderly and Regular Migration and its preparatory process (52 meetings held between 5 February and 13 July)	51	1	7	45	1	1 535	72
61.	UNICEF, Executive Board, election of Bureau, 12 January; first regular session, 6–8 February; annual session, 11–14 June; second regular session, 12–14 September; as required	22	3	2	23	0	900	72
62.	International Civil Service Commission, eighty-sixth session, 19–30 March	18	0	3	15	0	395	71
63.	Security Council and subsidiary bodies, as required	501	126	249	378	142	14 875	70
64.	UN-Women, Executive Board, election of Bureau, 12 January; first regular session, 13 February; annual session, 19–21 June; second regular session, 10–11 September	10	1	1	10	0	455	68
65.	General Assembly, seventy-second session, 1 January–17 September	5	213	59	159	33	8 430	67

<i>New York</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
66.	Economic and Social Council, substantive session, coordination and management meetings, 16–18 April, 12–14 June, 2–3 July, 24–25 July	15	0	4	11	3	770	65
67.	Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 2018 session, 20–28 February	8	1	3	6	2	385	65
68.	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, 29 November	5	7	2	10	0	485	61
69.	United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea, nineteenth meeting, 18–22 June	10	0	2	8	0	345	61
70.	Committee for Programme and Coordination: organizational session, 19 April; fifty-eighth session, 4–29 June	38	1	8	31	4	2 095	60
71.	Board of Auditors: seventy-second regular session, 24–25 July; forty-eighth special session, 4 December	4	0	1	3	0	120	58
72.	High-level fissile material cut-off treaty expert preparatory group, informal consultative meetings, second session, 15–16 February	4	0	1	3	0	130	57
73.	Preparatory committee for the third United Nations Conference to Review Progress Made in the Implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, 19–23 March	10	0	2	8	0	490	53
74.	Special Committee on Peacekeeping Operations and its Working Group, substantive session, 12 February–9 March, as required	18	10	9	19	1	920	53
75.	United Nations Forum on Forests, thirteenth session, 7–11 May	16	0	6	10	0	280	53
76.	Ad hoc open-ended working group established pursuant to General Assembly resolution <a href="#">72/277</a> , 5–7 September	6	0	1	5	0	355	50
77.	United Nations high-level international conference on nuclear disarmament: organizational session, 10 May; substantive session, 14–16 May	2	0	2	0	1	0	50
78.	Economic and Social Council, organizational session, 26 July	2	0	1	1	0	5	49
79.	Committee on Conferences: organizational session, 23 April; substantive session, 4–10 September; as required	11	0	4	7	1	500	47
80.	Disarmament Commission: organizational session, 21 February; annual session, 2–20 April	31	0	5	26	0	2 175	45
81.	United Nations Pledging Conference for Development Activities, November	2	0	1	1	0	30	42



<i>New York</i>		<i>A</i> (planned)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>Utilization</i> <i>factor</i> (percentage)
82.	States Parties to the United Nations Convention on the Law of the Sea, twenty-eighth meeting, 11–14 June	8	0	4	4	0	125	41
83.	Committee on Relations with the Host Country, as required	3	4	1	6	0	605	38
84.	Committee on Information, fortieth session, 1–14 May	18	0	8	10	1	845	35
85.	States Parties to the Convention on the Rights of the Child, seventeenth meeting, 29 June	2	0	1	1	0	90	25
86.	States Parties to the International Covenant on Civil and Political Rights, thirty-sixth meeting, 14 June	4	0	2	2	0	190	24
87.	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, thirty-fourth session, 16–20 July	10	0	10	0	0	0	0
<b>Subtotal</b>		<b>2 260</b>	<b>827</b>	<b>840</b>	<b>2 247</b>	<b>506</b>	<b>73 720</b>	<b>76</b>

<i>Geneva</i>		<i>A</i> (planned)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>Utilization</i> <i>factor</i> (percentage)
1.	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 July	3	0	0	3	0	0	100
2.	Human Rights Council, Forum on Minority Issues, eleventh session, 29–30 November	4	0	0	4	0	15	98
3.	Human Rights Council, Working Group on Enforced or Involuntary Disappearances: 114th session, 5–9 February; 115th session, 23 April–2 May; 116th session, 10–14 September	36	0	0	36	0	150	98
4.	Committee on the Rights of the Child: seventy-seventh session, 15 January–2 February; seventy-eighth session, 14 May–1 June; seventy-ninth session, 17 September–5 October	87	0	0	87	0	330	98
5.	Committee on Economic, Social and Cultural Rights: sixty-third session, 12–29 March; sixty-fourth session, 24 September–12 October	58	0	0	58	0	185	98
6.	Forum on Human Rights, Democracy and the Rule of Law, second session, 23 November	4	0	0	4	0	25	97
7.	International Covenant on Civil and Political Rights: 122nd session, 12 March–6 April; 123rd session, 2–27 July; 124th session, 8 October–2 November	116	0	0	116	0	720	97

<i>Geneva</i>		<i>A</i> (planned)	<i>B</i> (added)	<i>C</i> (cancelled)	<i>D</i> (held)	<i>E</i> (reassigned)	<i>F</i> (minutes lost)	<i>Utilization</i> <i>factor</i> (percentage)
8.	Committee on the Elimination of Discrimination against Women: sixty-ninth session, 19 February–9 March; seventieth session, 2–20 July; seventy-first session, 22 October–9 November	90	0	2	88	0	205	97
9.	International Law Commission, seventieth session, second part, 2 July–10 August	47	2	1	48	0	145	96
10.	Forum on Business and Human Rights, seventh session, 26–28 November	11	0	0	11	0	85	96
11.	Economic and Social Council, Subcommittee of Experts on the Transport of Dangerous Goods: fifty-third session, 25 June–4 July; fifty-fourth session, 26 November–4 December	29	0	0	29	0	195	96
12.	Committee on the Rights of the Child, pre-sessional working group: seventy-ninth session, 5–9 February; eightieth session, 4–8 June; eighty-first session, 8–12 October	30	0	0	30	0	240	96
13.	Convention on Certain Conventional Weapons, meeting of the States Parties/meeting of the High Contracting Parties, 21–23 November	6	0	0	6	0	40	96
14.	Human Rights Council, Expert Mechanism on the Rights of Indigenous Peoples, eleventh session, 9–13 July	10	0	0	10	0	95	95
15.	Committee against Torture: sixty-third session, 23 April–18 May; sixty-fourth session, 23 July–10 August; sixty-fifth session, 12 November–7 December	108	0	4	104	0	205	95
16.	Committee on Migrant Workers: twenty-eighth session, 9–20 April; twenty-ninth session, 3–12 September	34	0	0	34	0	330	95
17.	Committee on the Rights of Persons with Disabilities: nineteenth session, 14 February–9 March; twentieth session, 27 August–21 September	47	0	0	47	0	460	95
18.	Advisory Board on Disarmament Matters, sixty-ninth session, 24–26 January	6	0	0	6	0	70	94
19.	Ad Hoc Committee, Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees (UNHCR), pledging conference, 12 December	1	0	0	1	0	10	94
20.	Committee on Enforced Disappearances: fourteenth session, 22 May–1 June; fifteenth session, 5–16 November	38	1	1	38	0	265	94
21.	Human Rights Council, Global Alliance of National Human Rights Institutions, thirty-first annual meeting, 21–23 February	5	0	0	5	0	60	93
22.	Human Rights Council, United Nations voluntary trust fund on contemporary forms of slavery, Board of Trustees, twenty-third session, 26–30 November	2	0	0	2	0	25	93
23.	Committee of Experts on International Cooperation in Tax Matters, seventeenth session, 16–19 October	8	0	0	8	0	105	93

<i>Geneva</i>	<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
24. Office of the United Nations High Commissioner for Human Rights, Meeting of the Special Rapporteurs, Representatives, Independent Experts and Chairs of Working Group of the Human Rights Council, twenty-fifth session, 5–8 June	8	0	0	8	0	95	93
25. Convention on Certain Conventional Weapons, twentieth annual conference of the High Contracting Parties, 11–12 December	5	0	0	5	0	65	93
26. Working Group on Business and Human Rights: nineteenth session, 5–9 February; twentieth session, 14–18 May; twenty-first session, 1–5 October	14	0	1	13	0	15	92
27. Human Rights Council: thirty-seventh session, 26 February–23 March; thirty-ninth session, 10–28 September	136	6	0	142	0	2 320	91
28. Economic Commission for Europe, meetings held throughout the year	638	0	23	615	0	5 745	91
29. UNCTAD, Intergovernmental Group of Experts on Consumer Protection Law and Policy, third session, 9–10 July	4	0	0	4	0	65	91
30. Committee on the Elimination of Racial Discrimination: ninety-fifth session, 23 April–11 May; ninety-sixth session, 6–30 June; ninety-seventh session, 26 November–14 December	95	0	1	94	0	1 315	91
31. Subcommittee on the Prevention of Torture: thirty-fourth session, 12–16 February; thirty-fifth session, 18–22 June; thirty-sixth session, 19–23 November	29	0	0	29	0	465	91
32. Human Rights Council, Working Group on Arbitrary Detention: eighty-first session, 17–26 April; eighty-second session, 20–24 August; eighty-third session, 19–23 November	17	0	1	16	0	135	90
33. Human Rights Council, Social Forum, tenth session, 1–3 October	6	0	0	6	0	125	88
34. Human Rights Council, Working Group on elaborating a legally binding instrument on transnational corporations and human rights, fourth session, 15–19 October	10	0	0	10	0	225	88
35. Human Rights Council, Advisory Committee: twentieth session, 19–23 February; twenty-first session, 6–10 August	20	1	1	20	0	350	86
36. 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: thirty-third session, 3–6 April; thirty-fifth session, 26–30 November	18	0	0	18	0	455	86
37. International Covenant on Civil and Political Rights, pre-sessional Working Group on Communications: 123rd session, 25–29 June; 124th session, 1–5 October	20	0	2	18	0	155	86

<i>Geneva</i>	<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
38. States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction, seventeenth meeting, 26–30 November	8	0	0	8	0	195	86
39. International Law Seminar, fifty-fourth session, 2–20 July	11	0	1	10	0	115	85
40. Economic and Social Council Subcommittee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals: thirty-fifth session, 4–6 July; thirty-sixth session, 5–7 December	9	0	0	9	0	235	85
41. Biological Weapons Convention, States parties, annual session, 4–7 December	6	0	0	6	0	160	85
42. United Nations Framework Convention on Climate Change, Conference of the Parties, twenty-third session, 3–14 December	31	10	0	41	0	1 097	85
43. Committee on Economic, Social and Cultural Rights, pre-sessional working group: sixty-second session, 3–6 April; sixty-third session, 15–19 October	18	0	0	18	0	530	84
44. United Nations Framework Convention on Climate Change, subsidiary bodies, forty-eighth session, 30 April–10 May	11	2	0	13	0	371	84
45. Human Rights Council, Working Group on the issue of discrimination against women in law and in practice, twenty-first session, 22–26 January	2	0	0	2	0	60	83
46. Human Rights Council, working group on the rights of peasants and other people working in rural areas, fifth session, 9–13 April	10	0	1	9	0	125	83
47. UNCTAD, Working Party on the Strategic Framework and the Programme Budget, seventy-sixth session, 3–5 September	6	0	0	6	0	180	83
48. Biological Weapons Convention, Meeting of Experts, 7–16 August	16	0	0	16	0	480	83
49. Human Rights Council, Working Group of Experts on People of African Descent: twenty-second session, 19–23 March; twenty-third session, 3–7 December	10	0	0	10	0	335	81
50. UNCTAD, meetings held throughout the year	106	6	7	105	0	2 625	81
51. UNCTAD, Intergovernmental Group of Experts on Competition Law and Policy, seventeenth session, 11–13 July	5	0	0	5	0	175	81
52. UNCTAD, Intergovernmental Working Group of Experts on International Standards of Accounting and Reporting, thirty-fifth session, 24–26 October	6	0	1	5	1	205	81
53. Group of Governmental Experts on the Prevention of an Arms Race in Outer Space, first session, 6–17 August	20	0	2	18	0	360	80

<i>Geneva</i>	<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
54. Human Rights Council, Working Group on the Universal Periodic Review: twenty-ninth session, 15–26 January; thirtieth session, 7–18 May; thirty-first session, 5–16 November	54	0	0	54	0	2 060	79
55. UNHCR, Executive Committee, sixty-ninth session, 1–5 October	10	0	1	9	0	230	77
56. Convention on Certain Conventional Weapons, Group of Governmental Experts on lethal autonomous weapons systems: first session, 9–13 April; second session, 27–31 August	20	0	0	20	0	815	77
57. Committee on the Elimination of Discrimination against Women, pre-session working group: seventy-second session, 23–27 July; seventy-third session, 12–16 November	16	0	1	15	0	505	76
58. Committee on the Elimination of Discrimination against Women, Optional Protocol to the Convention: fortieth session, 13–16 February; forty-first session, 27–29 June; forty-second session, 17–19 October	20	0	3	17	0	315	76
59. Conference of the High Contracting Parties to Protocol V to the Convention on Certain Conventional Weapons: Meeting of Experts, 12–13 June; twelfth conference, 19 November	5	0	0	5	0	215	76
60. Human Rights Council, United Nations Voluntary Fund for Victims of Torture, Board of Trustees, forty-seventh session, 9–13 April	4	0	1	3	0	0	75
61. Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, second session, 23 April–4 May	19	1	1	19	0	795	73
62. Human Rights Council, Working Group on Situations: twenty-first session, 29 January–2 February; twenty-second session, 9–13 July	20	0	2	18	0	695	71
63. Human Rights Council, Working Group on Communications: twenty-second session, 12–16 February; twenty-third session, 13–17 August	19	0	4	15	0	320	70
64. Convention on Cluster Munitions, eighth meeting of the States Parties, 3–5 September	6	0	1	5	0	140	70
65. High-level fissile material cut-off treaty expert preparatory group, second session, 28 May–8 June	20	0	4	16	0	420	68
66. UNCTAD, Trade and Development Commission, tenth session, 12–16 November	10	0	2	8	0	225	68
67. Commission on Science and Technology for Development, twenty-first session, 14–18 May	10	0	2	8	0	300	63
68. UNCTAD, Investment, Enterprise and Development Commission, tenth session, 3–7 December	9	0	2	7	0	240	63

<i>Geneva</i>	<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
69. Human Rights Council, Intergovernmental Working Group on the effective implementation of the Durban Declaration and Programme of Action, sixteenth session, 27 August–7 September	16	0	2	14	0	755	61
70. UNCTAD, Trade and Development Board: sixty-sixth executive session, 5–7 February; sixty-fifth session, first part, 4–12 June; sixty-fifth session, first part, resumed, 25–26 June; consultations of the President of the Board, 18 September; sixty-fifth session, second part, resumed, 1–4 October	31	0	7	24	0	1 135	57
71. Convention on the Rights of Persons with Disabilities, pre-sessional working group: ninth session, 12–16 March; tenth session, 24–27 September	4	0	1	3	0	130	57
72. United Nations Compensation Commission, Governing Council: eighty-fourth session, 25 April; eighty-fifth session, 7 November	4	0	0	4	0	330	54
73. Human Rights Council, Open-ended Working Group on the Right to Development, nineteenth session, 23–27 April	10	0	2	8	0	500	52
74. Conference on Disarmament: first part, 22 January–29 March; second part, 14 May–29 June; third part, 30 July–14 September	95	9	26	78	0	4 510	51
75. Optional Protocol to the Convention against Torture, States Parties, seventh session, 25 October	2	0	1	1	0	25	43
76. Economic and Social Council, Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals, ninth session, 7 December	1	0	0	1	0	150	17
<b>Subtotal</b>	<b>2 480</b>	<b>38</b>	<b>112</b>	<b>2 406</b>	<b>1</b>	<b>37 548</b>	<b>87</b>

<i>Vienna</i>	<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
1. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, twenty-eighth meeting, 17–21 September (Dar es Salaam, United Republic of Tanzania)	10	0	0	10	0	0	100
2. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, twenty-eighth meeting, 22–26 October (Santiago)	10	0	0	10	0	0	100
3. Commission on Narcotic Drugs, Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East, fifty-third meeting, 19–23 November (Baku)	10	0	0	10	0	0	100

<i>Vienna</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
4.	Conference of the States Parties to the United Nations Convention against Corruption, open-ended intergovernmental expert meetings to enhance international cooperation, seventh session, 8 June	2	0	0	2	0	0	100
5.	Open-ended Intergovernmental Expert Group Meeting on Cybercrime, fourth session, 3–5 April	6	0	0	6	0	5	100
6.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime, joint meeting of the Working Group on International Cooperation, ninth session, and Working Group of Government Experts on Technical Assistance, eleventh session, 28–31 May	8	0	0	8	0	25	98
7.	International Narcotics Control Board, 123rd session, 30 October–16 November	28	0	0	28	0	85	98
8.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on Trafficking in Persons, eighth session, 2–3 July	4	0	0	4	0	25	97
9.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on Firearms, sixth session, 2–3 May	4	0	0	4	0	25	97
10.	International Narcotics Control Board, 122nd session, 7–18 May	20	0	0	20	0	165	95
11.	International Narcotics Control Board, 121st session, 5–9 February	10	0	0	10	0	105	94
12.	UNCITRAL, Working Group III (Investor-State Dispute Settlement Reform), thirty-sixth session, 29 October–2 November	10	0	0	10	0	100	94
13.	Commission on Crime Prevention and Criminal Justice, reconvened twenty-seventh session, 7 December	1	0	0	1	0	10	94
14.	Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on Asset Recovery, twelfth session, 6–7 June	3	0	0	3	0	30	94
15.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime: Working Group on International Cooperation, tenth session, 16 October	2	0	0	2	0	25	93
16.	UNCITRAL, Working Group I (Micro-, Small- and Medium-sized Enterprises), thirty-first session, 8–12 October	10	0	0	10	0	120	93
17.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on the Smuggling of Migrants, fifth session, 4–5 July	4	0	0	4	0	50	93
18.	Committee on the Peaceful Uses of Outer Space, sixty-first session, 20–29 June	16	0	0	16	0	225	92

<i>Vienna</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
19.	UNCITRAL, Working Group IV (Electronic Commerce), fifty-seventh session, 19–23 November	10	0	0	10	0	150	92
20.	Commission on Narcotic Drugs, reconvened sixty-first session, 7 December	1	0	0	1	0	15	92
21.	UNCITRAL, Working Group VI (Security Interests), thirty-fourth session, 17–21 December	10	0	0	10	0	140	92
22.	Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, fifty-fifth session, 29 January–9 February	20	0	0	20	0	315	91
23.	Commission on Narcotic Drugs, sixty-first session, 12–16 March	18	2	0	20	0	380	89
24.	Committee on the Peaceful Uses of Outer Space, Legal Subcommittee, fifty-seventh session, 9–20 April	20	0	1	19	0	225	89
25.	United Nations Scientific Committee on the Effects of Atomic Radiation, sixty-fifth session, 11–14 June	8	0	0	8	0	165	89
26.	Mechanism for the Review of Implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto, third session, 21–23 March	5	0	0	5	0	105	88
27.	Commission on Crime Prevention and Criminal Justice, twenty-seventh session, 14–18 May	18	0	0	18	0	620	81
28.	Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, first resumed ninth session, 3–4 September	4	0	0	4	0	135	81
29.	Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on the Prevention of Corruption, ninth session, 5–7 September	5	0	0	5	0	175	81
30.	UNCITRAL, Working Group V (Insolvency Law), fifty-fourth session, 10–14 December	10	0	0	10	0	350	81
31.	Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, ninth session, 4–6 June	5	0	0	5	0	195	78
32.	Conference of the Parties to the United Nations Convention against Transnational Organized Crime, ninth session, 15–19 October	10	0	1	9	0	330	72
33.	Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, second resumed ninth session, 12–14 November	6	0	0	6	0	385	64



<i>Vienna</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
34.	Commission on Narcotic Drugs and Commission on Crime Prevention and Criminal Justice, joint meetings of the Commission on Narcotic Drugs, reconvened sixty-first session, and Commission on Crime Prevention and Criminal Justice, reconvened twenty-seventh session, 6 December	2	0	1	1	0	5	49
<b>Subtotal</b>		<b>310</b>	<b>2</b>	<b>3</b>	<b>309</b>	<b>0</b>	<b>4 685</b>	<b>91</b>
<i>Nairobi</i>		<i>A</i> <i>(planned)</i>	<i>B</i> <i>(added)</i>	<i>C</i> <i>(cancelled)</i>	<i>D</i> <i>(held)</i>	<i>E</i> <i>(reassigned)</i>	<i>F</i> <i>(minutes lost)</i>	<i>Utilization</i> <i>factor</i> <i>(percentage)</i>
1.	Committee of Permanent Representatives to the United Nations Environment Programme (UNEP), 20 February, 10 May and 28 September	6	0	0	6	0	70	94
2.	Committee of Permanent Representatives to the United Nations Human Settlements Programme (UN-Habitat), 21 March, 21 June, 20 September and 6 December	4	0	0	4	0	55	90
<b>Subtotal</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>125</b>	<b>92</b>

Table 2

**Utilization statistics of mandated meetings of all calendar bodies serviced, by duty station, 2013–2018****2018**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F</i> <i>(minutes lost)</i>	<i>Utilization factor</i> <i>(percentage)</i>
	<i>A</i> <i>(planned)</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>		
New York	2 260	827	840	2 247	506	73 720	76
Geneva	2 480	38	112	2 406	1	37 548	87
Vienna	310	2	3	309	0	4 685	91
Nairobi	10	0	0	10	0	125	92
<b>Total</b>	<b>5 060</b>	<b>867</b>	<b>955</b>	<b>4 972</b>	<b>507</b>	<b>116 078</b>	<b>82</b>

**2017**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F</i> <i>(minutes lost)</i>	<i>Utilization factor</i> <i>(percentage)</i>
	<i>A</i> <i>(planned)</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>		
New York	2 347	600	614	2 333	312	70 560	76
Geneva	2 553	66	162	2 457	2	41 565	85
Vienna	345	3	12	336	0	4 730	89
Nairobi	38	0	5	33	0	940	73
<b>Total</b>	<b>5 283</b>	<b>669</b>	<b>793</b>	<b>5 159</b>	<b>314</b>	<b>117 795</b>	<b>81</b>

**2016**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F</i> <i>(minutes lost)</i>	<i>Utilization factor</i> <i>(percentage)</i>
	<i>A</i> <i>(planned)</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>		
New York	2 224	682	459	2 447	246	72 689	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
<b>Total</b>	<b>5 411</b>	<b>738</b>	<b>796</b>	<b>5 353</b>	<b>262</b>	<b>124 924</b>	<b>80</b>

**2015**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F</i> <i>(minutes lost)</i>	<i>Utilization factor</i> <i>(percentage)</i>
	<i>A</i> <i>(planned)</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>		
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
<b>Total</b>	<b>4 694</b>	<b>438</b>	<b>691</b>	<b>4 441</b>	<b>248</b>	<b>105 920</b>	<b>80</b>

**2014**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F (minutes lost)</i>	<i>Utilization factor (percentage)</i>
	<i>A (planned)</i>	<i>B (added)</i>	<i>C (cancelled)</i>	<i>D (held)</i>	<i>E (reassigned)</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
<b>Total</b>	<b>4 282</b>	<b>456</b>	<b>628</b>	<b>4 110</b>	<b>225</b>	<b>97 830</b>	<b>80</b>

**2013**

<i>Duty station</i>	<i>Number of meetings</i>					<i>F (minutes lost)</i>	<i>Utilization factor (percentage)</i>
	<i>A (planned)</i>	<i>B (added)</i>	<i>C (cancelled)</i>	<i>D (held)</i>	<i>E (reassigned)</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
<b>Total</b>	<b>4 817</b>	<b>386</b>	<b>878</b>	<b>4 342</b>	<b>331</b>	<b>105 395</b>	<b>78</b>

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>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Average (percentage)</i>
1. Military Staff Committee	76	72	82	81	79	85	79
2. Economic and Social Council	73	74	76	82	78	83	78
3. UNCITRAL, Working Group II	70	77	87	83	66	81	77
4. General Assembly	76	78	79	76	74	77	77
5. Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples	55	69	91	85	86	76	77
6. General Assembly, Second Committee	69	71	74	77	80	82	76
7. Committee on Contributions	71	88	79	62	73	79	75
8. Peacebuilding Commission	70	79	74	72	70	74	73
9. UNICEF, Executive Board	69	67	78	76	76	72	73
10. Security Council	70	75	73	72	68	70	71
11. Committee on Conferences	88	81	90	81	36	47	71
12. Committee on the Exercise of the Inalienable Rights of the Palestinian People	66	79	67	59	75	61	68
13. United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea	59	66	81	94	73	61	67

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Average (percentage)</i>
14. Special Committee on Peacekeeping Operations and its Working Group	60	80	74	72	63	53	67
15. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	52	48	91	73	59	65	65
16. Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law	94	75	72	31	36	83	65
17. Disarmament Commission	71	57	54	76	77	45	63
18. Committee on Information	65	75	55	73	64	35	61
19. Committee on Relations with the Host Country	28	19	26	20	59	38	32

### Geneva

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Average (percentage)</i>
1. Working Group of Experts on People of African Descent	78	77	84	92	62	81	79
2. Human Rights Council Advisory Committee	78	80	77	69	82	86	79
3. Trade and Development Commission	84	74	89	89	53	68	76
4. Committee on the Elimination of Discrimination against Women, pre-sessional working group	63	81	72	84	73	76	75
5. Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals	70	92	64	83	51	85	74
6. Working Party on the Strategic Framework and the Programme Budget	65	72	63	85	69	83	73
7. Investment, Enterprise and Development Commission	65	79	91	74	68	63	73
8. Commission on Science and Technology for Development	94	69	57	65	85	63	72
9. Committee on Economic, Social and Cultural Rights, pre-sessional working group	77	75	76	47	65	84	71
10. Committee on the Elimination of Discrimination against Women, Working Group on Communications under the Optional Protocol to the Convention	71	73	57	69	69	76	69
11. Conference of the High Contracting Parties to Protocol V to the Convention on Certain Conventional Weapons	52	59	59	86	74	76	68
12. Trade and Development Board	64	47	84	65	62	57	63
13. Working Group on Communications	70	66	61	60	43	70	62
14. Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	68	62	37	59	69	61	59
15. Working Group on Situations	32	56	37	27	58	71	47
16. Conference on Disarmament	25	16	25	16	50	51	31

**Vienna**

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Average (percentage)</i>
1. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee	63	89	75	73	83	89	79
2. Commission on Narcotic Drugs, reconvened session	81	75	67	92	61	92	78
3. Commission on Crime Prevention and Criminal Justice, reconvened session	69	89	97	44	33	94	71
4. Commission on Narcotic Drugs and Commission on Crime Prevention and Criminal Justice, joint meeting	36	65	36	36	43	49	44
5. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, second resumed ninth session, 12–14 November 2018						64	64

**Nairobi**

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Average (percentage)</i>
1. Governing Council of UN-Habitat	75	–	77	–	63	–	72
2. Committee of Permanent Representatives to UNEP	–	76	–	88	48	–	71

Table 4

**Calendar bodies that have consistently underutilized their resources for the past six years****New York**

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
1. General Assembly	76	78	79	76	74	77
2. Peacebuilding Commission	70	79	74	72	70	74
3. UNICEF, Executive Board	69	67	78	76	76	72
4. Security Council	70	75	73	72	68	70
5. Committee on the Exercise of the Inalienable Rights of the Palestinian People	66	79	67	59	75	61
6. Disarmament Commission	71	57	54	76	77	45
7. Committee on Relations with the Host Country	28	19	26	20	59	38
8. Committee on Information	65	75	55	73	64	35

**Geneva**

<i>Meeting body</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
1. Committee on the Elimination of Discrimination against Women, Working Group on Communications under the Optional Protocol to the Convention	71	73	57	69	69	76
2. Working Group on Situations	32	56	37	27	58	71
3. Working Group on Communications	70	66	61	60	43	70
4. Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	68	62	37	59	69	61
5. Conference on Disarmament	25	16	25	16	50	51

Table 5  
**Statistics on the utilization of all Secretariat conference facilities at the four  
duty stations and the Economic Commission for Africa, 2018**

**New York**

<i>Room</i>	<i>Standard meeting capacity</i>	<i>Actual occupancy (number of meetings held)</i>	<i>Utilization rate (percentage)</i>
Security Council Chamber	504	312	61.9
Security Council Caucus Room	504	23	4.6
Security Council Consultation Room	504	133	26.4
General Assembly Hall <sup>a</sup>	418 <sup>a</sup>	264	63.2
Economic and Social Council Chamber	504	431	85.5
Trusteeship Council Chamber	504	455	90.3
1	504	405	80.4
2	504	406	80.6
3	504	298	59.1
4	504	499	99.0
5	504	604	119.8
6	504	690	136.9
7	504	529	105.0
8	504	649	128.8
9	504	541	107.3
10	504	376	74.6
11	504	646	128.2
12	504	612	121.4
A	504	539	106.9
B	504	572	113.5
C	504	484	96.0
D	504	603	119.6
E	504	601	119.2
F	504	492	97.6
<b>Total</b>	<b>12 010</b>	<b>11 164</b>	<b>93.0</b>

<sup>a</sup> Standard meeting capacity for the General Assembly hall was lower than normal owing to renovations carried out from July to August 2018.

**Geneva**

<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	504	308	61.1
Council Chamber	504	237	47.0
Palais Wilson 1st floor	504	408	81.0
Palais Wilson ground floor	504	444	88.1
Room V	504	256	50.8
Room VII	504	351	69.6
Room VIII	500	414	82.8
Room IX	500	419	83.8
Room XI	504	415	82.3
Room XII	502	391	77.9
Room XVI	504	449	89.1
Room XVII	504	424	84.1
Room XVIII	504	255	50.6
Room XIX	504	394	78.2
Room XX	504	442	87.7
Room XXI	504	422	83.7
Room XXII	504	499	99.0
Room XXIII	502	512	102.0
Room XXIV	502	475	94.6
Room XXV	504	523	103.8
Room XXVI	504	343	68.1
Room XXVII	502	423	84.3
<b>Total</b>	<b>11 072</b>	<b>8 804</b>	<b>79.5</b>

**Vienna**

<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	504	430	85.3
C-C1	504	414	82.1
C-C2	504	436	86.5
C-C3	504	419	83.1
C-C4	504	431	85.5
C-C5	504	375	74.4
C-C6	504	400	79.4
<b>Total</b>	<b>3 528</b>	<b>2 905</b>	<b>82.3</b>

**Nairobi**

<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	294	58.6
Conference Room 2	502	195	38.8
Conference Room 3	502	332	66.1
Conference Room 4	502	247	49.2
Conference Room 5	502	197	39.2
Conference Room 6	502	253	50.4
Conference Room 7	502	277	55.2
Conference Room 8	502	279	55.6
Conference Room 9	502	346	68.9
Conference Room 10	502	356	70.9
Conference Room 11	502	289	57.6
Conference Room 12 (United Nations Dispute Tribunal courtroom)	502	44	8.8
Conference Room 13	502	404	80.5
Conference Room 14	502	297	59.2
<b>Total</b>	<b>7 028</b>	<b>3 810</b>	<b>54.2</b>

**Economic Commission for Africa**

<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	504	322	63.9
Conference Room 2	504	569	112.9
Conference Room 3	504	486	96.4
Conference Room 4	504	236	46.8
Conference Room 5	504	517	102.6
Conference Room 6	504	491	97.4
Caucus Room 1	504	445	88.3
Caucus Room 2	504	341	67.7
Caucus Room 3	504	276	54.8
Caucus Room 6	504	267	53.3
Caucus Room 10	504	267	53.3
Caucus Room 11	504	665	131.9
Large briefing room	504	403	80.0
<b>Total</b>	<b>6 552</b>	<b>5 285</b>	<b>80.7</b>



## 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, 2013–2018

2018<sup>a</sup>

Duty station	With interpretation			Without interpretation			Overall		
	Programmed	Held	Percentage	Programmed	Held	Percentage	Programmed	Held	Percentage
New York	3 125	2 938	94	11 901	10 290	86	15 026	13 228	88
Geneva	3 336	3 164	95	11 424	8 909	78	14 760	12 073	82
Vienna	589	567	96	4 834	4 512	93	5 423	5 079	94
Nairobi	438	435	99	4 520	4 147	92	4 958	4 582	92
<b>Total</b>	<b>7 488</b>	<b>7 104</b>	<b>95</b>	<b>32 679</b>	<b>27 858</b>	<b>85</b>	<b>40 167</b>	<b>34 962</b>	<b>87</b>

<sup>a</sup> Following the approval by the Under-Secretary-General for General Assembly and Conference Management of the recommendation of the steering group, starting in the new biennium 2018–2019, reporting reflects programmed (planned and added meetings) versus held meetings.

2017

Duty station	With interpretation			Without interpretation			Overall		
	Planned	Held	Percentage	Planned	Held	Percentage	Planned	Held	Percentage
New York	3 181	3 109	98	12 165	10 367	85	15 346	13 476	88
Geneva	3 239	3 239	100	8 717	8 717	100	11 956	11 956	100
Vienna	675	681	100	4 428	4 183	93	5 157	4 864	94
Nairobi	180	193	100	2 659	3 486	100	2 839	3 679	100
<b>Total</b>	<b>7 275</b>	<b>7 222</b>	<b>99</b>	<b>27 969</b>	<b>26 753</b>	<b>96</b>	<b>35 298</b>	<b>33 975</b>	<b>96</b>

2016

Duty station	With interpretation			Without interpretation			Overall		
	Planned	Held	Percentage	Planned	Held	Percentage	Planned	Held	Percentage
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
<b>Total</b>	<b>7 476</b>	<b>7 523</b>	<b>100</b>	<b>28 846</b>	<b>27 115</b>	<b>94</b>	<b>36 322</b>	<b>34 604</b>	<b>95</b>

**2015**

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</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
<b>Total</b>	<b>7 351</b>	<b>7 458</b>	<b>100</b>	<b>29 435</b>	<b>28 858</b>	<b>98</b>	<b>36 786</b>	<b>36 316</b>	<b>99</b>

**2014**

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</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
<b>Total</b>	<b>6 998</b>	<b>7 114</b>	<b>100</b>	<b>23 918</b>	<b>22 383</b>	<b>94</b>	<b>30 916</b>	<b>29 497</b>	<b>95</b>

**2013**

<i>Duty station</i>	<i>With interpretation</i>			<i>Without interpretation</i>			<i>Overall</i>		
	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</i>	<i>Held</i>	<i>Percentage</i>	<i>Planned</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
<b>Total</b>	<b>6 859</b>	<b>6 695</b>	<b>98</b>	<b>22 022</b>	<b>21 539</b>	<b>98</b>	<b>28 881</b>	<b>28 234</b>	<b>98</b>

Table 2

**Statistics on the provision of conference services in 2018 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>
<b>New York</b>					
Committee on Relations with the Host Country	6	6	0	1	1
Committee on the Exercise of the Inalienable Rights of the Palestinian People	9	8	1	1	1
Economic and Social Council	35	31	4	66	66
General Assembly	272	245	27	74	74
Military Staff Committee	2	2	0	0	0
Peacebuilding Commission	28	28	0	21	21

<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>
Security Council sanctions committees	140	136	4	6	6
Security Council, other subsidiary bodies	492	490	2	34	34
Special Committee on Peacekeeping Operations and its Working Group	11	8	3	4	4
Trusteeship Council					
UNDP/UNFPA/UNOPS, Executive Board	6	5	1	36	36
UNICEF, Executive Board	4	3	1	2	2
<b>Subtotal</b>	<b>1 005</b>	<b>962</b>	<b>43</b>	<b>245</b>	<b>245</b>
<b>Geneva</b>					
Human Rights Council	54	54	0	—	—
<b>Subtotal</b>	<b>54</b>	<b>54</b>	<b>0</b>	<b>—</b>	<b>—</b>
<b>Total</b>	<b>1 059</b>	<b>1 016</b>	<b>43</b>	<b>245</b>	<b>245</b>

Table 3  
**Provision of conference services for bodies entitled to meet “as required” in New York and Geneva, 2013–2018**

<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>
<b>New York</b>							
2018	1 005	962	43	96	245	245	100
2017	1 038	1 012	26	97	447	447	100
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
<b>Geneva</b>							
2018	54	54	0	100	—	—	—
2017	54	54	0	100	—	—	—
2016	61	61	0	100	—	—	—
2015	55	55	0	100	—	—	—
2014	65	65	0	100	—	—	—
2013	32	32	0	100	—	—	—

Table 4  
**Statistics on the provision of conference services in 2018 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>
<b>New York</b>					
African Group	23	9	14	146	146
African Union	1	0	1	3	3
Alliance of Small Island States	2	1	1	29	29
Arab Group	8	8	0	30	30
Asian-African Legal Consultative Organization	1	1	0	5	5
Asia-Pacific Group	8	6	2	11	11
Association of Southeast Asian Nations	0	0	0	10	10
Community of Latin American and Caribbean States	1	1	0	7	7
Eastern European Group	0	0	0	18	18
European Union	4	2	2	100	100
Forum of Small States	0	0	0	1	1
Group of 77	45	43	2	591	591
Group of Landlocked Developing Countries	4	4	0	2	2
Group of Least Developed Countries	1	1	0	8	8
Group of Western European and other States	15	15	0	5	5
International Organization of la Francophonie	0	0	0	13	13
Japan, United States of America, Canada, Australia and New Zealand	0	0	0	14	14
Latin American and Caribbean Group	11	11	0	17	17
League of Arab States	0	0	0	8	8
Non-Aligned Movement	15	14	1	69	69
Organization of Islamic Cooperation	19	18	1	17	17
Pacific Islands Forum	0	0	0	3	3
Southern African Development Community	0	0	0	1	1
The Commonwealth	0	0	0	4	4
<b>Subtotal</b>	<b>158</b>	<b>134</b>	<b>24</b>	<b>1 112</b>	<b>1 112</b>
<b>Geneva</b>					
African Group	5	4	0	48	48
African Union	0	0	0	45	45
Alliance of Small Island States	0	0	0	21	21
Arab Group	0	0	0	27	27
Asia-Pacific Group	2	2	0	14	14
Association of Southeast Asian Nations	0	0	0	8	8
Central and Eastern European Group	0	0	0	3	3
Community of Latin American and Caribbean States	0	0	0	0	0
Cooperation Council for the Arab States of the Gulf	1	1	0	26	26
Eastern European Group	1	1	0	8	8
European Union	0	0	0	150	150
Group of 15	0	0	0	1	1
Group of 21	25	24	0	0	0
Group of 77 and China	11	8	2	167	167
Group of Least Developed Countries	0	0	0	27	27

<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 Western European and other States	3	3	0	59	59
International Organization of la Francophonie	0	0	0	50	50
Japan, United States, Canada, Australia and New Zealand	0	0	0	9	9
Latin American and Caribbean Group	15	7	8	32	32
League of Arab States	0	0	0	31	31
Non-Aligned Movement	0	0	0	53	53
Organization for Democracy and Economic Development	0	0	0	0	0
Organization of Islamic Cooperation	1	1	0	33	33
Pacific Islands Forum	0	0	0	0	0
South Asian Association for Regional Cooperation	0	0	0	0	0
The Commonwealth	0	0	0	5	5
Various regional groups	0	0	0	161	161
<b>Subtotal</b>	<b>64</b>	<b>51</b>	<b>10<sup>a</sup></b>	<b>978</b>	<b>978</b>
African Group	0	0	0	51	51
Arab Group	0	0	0	2	2
Asia-Pacific Group	0	0	0	10	10
Eastern European Group	0	0	0	0	0
European Union	0	0	0	132	132
Group of 77	0	0	0	64	64
Group of Western European and other States	0	0	0	7	7
Latin American and Caribbean Group	0	0	0	36	36
Non-Aligned Movement	0	0	0	1	1
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>303</b>	<b>303</b>
<b>Nairobi</b>					
African Group	0	0	0	50	50
Arab Group	0	0	0	9	9
Asia-Pacific Group	0	0	0	28	28
Central and Eastern European Group	0	0	0	16	16
Eastern European Group	0	0	0	8	8
European Union	0	0	0	81	81
Group of 77 and China	0	0	0	8	8
Group of Western European and other States	0	0	0	1	1
Japan, United States, Canada, Australia and New Zealand	0	0	0	19	19
Latin American and Caribbean Group	0	0	0	42	42
UNEP, Committee of Permanent Representatives, subcommittee	0	0	0	59	59
UN-Habitat, Committee of Permanent Representatives, subcommittee	0	0	0	79	79
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>
<b>Total</b>	<b>222</b>	<b>185</b>	<b>34</b>	<b>2 793</b>	<b>2 793</b>

<sup>a</sup> A total of three meetings with interpretation were cancelled by clients.

Table 5  
**Provision of conference services for meetings of regional and other major groupings, 2013–2018**

**2018**

	<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	158	134	24	85	1 112	1 112	100
Geneva	64	51	10 <sup>a</sup>	80	978	978	100
Vienna	0	0	0	–	303	303	100
Nairobi	0	0	0	–	400	400	100
<b>Total</b>	<b>222</b>	<b>185</b>	<b>34</b>	<b>83</b>	<b>2 793</b>	<b>2 793</b>	<b>100</b>

<sup>a</sup> A total of three meetings with interpretation were cancelled by clients.

**2017**

	<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	168	149	19	89	859	859	100
Geneva	82	48	16 <sup>a</sup>	59	1 033	1 033	100
Vienna	4	4	0	100	321	321	100
Nairobi	0	0	0	–	464	464	100
<b>Total</b>	<b>254</b>	<b>201</b>	<b>35</b>	<b>79</b>	<b>2 677</b>	<b>2 677</b>	<b>100</b>

<sup>a</sup> A total of 18 meetings with interpretation were cancelled by clients.

**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	–	346	346	100
Nairobi	11	11	0	100	465	465	100
<b>Total</b>	<b>288</b>	<b>228</b>	<b>60</b>	<b>79</b>	<b>2 925</b>	<b>2 925</b>	<b>100</b>

**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 <sup>a</sup>	87	1 058	1 058	100
Geneva	107	81	12 <sup>b</sup>	76	1 146	1 146	100
Vienna	0	0	0	–	342	342	100
Nairobi	4	4	0	100	369	369	100
<b>Total</b>	<b>309</b>	<b>258</b>	<b>51</b>	<b>83</b>	<b>2 915</b>	<b>2 915</b>	<b>100</b>

<sup>a</sup> A total of eight meetings with interpretation were cancelled by clients.

<sup>b</sup> A total of 14 meetings with interpretation were cancelled by clients.

**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 <sup>a</sup>	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
<b>Total</b>	<b>265</b>	<b>224</b>	<b>41</b>	<b>85</b>	<b>2 061</b>	<b>2 061</b>	<b>100</b>

<sup>a</sup> A total of two meetings with interpretation were cancelled by clients.

**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
<b>Total</b>	<b>209</b>	<b>195</b>	<b>14</b>	<b>93</b>	<b>2 261</b>	<b>2 261</b>	<b>100</b>

**E. Meetings management indicators**

- Percentage of total meetings planned that were held:
  - Overall: 87
  - New York: 88
  - Geneva: 82
  - Vienna: 94
  - Nairobi: 92
- With interpretation services:
  - New York: 94
  - Geneva: 95
  - Vienna: 96
  - Nairobi: 99
- Without interpretation services:
  - New York: 86
  - Geneva: 78
  - Vienna: 93
  - Nairobi: 92
- Percentage of meetings of regional and other major groupings of Member States provided with interpretation services as requested:
  - New York: 85
  - Geneva: 80
  - Vienna: not applicable
  - Nairobi: not applicable



## F. Meetings held away from headquarters, 2018

		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 (b) (airfare plus replacement costs)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
1.	Independent Audit Advisory Committee, forty-first session Nairobi, 21–23 February	New York	Nairobi/ freelance	12	114 996	21 099	13 536	107 433	107 433			
2.	International Seabed Authority, Legal and Technical Commission, twenty-fourth session Kingston, 4–15 March	New York	New York	20	8 000	8 000		0	0			
3.	Special Committee of 24, regional seminar to review the situation in Non-Self-Governing Territories under the Third International Decade for the Eradication of Colonialism Grenada, 9–11 May	New York	New York	6	8 151	8 151		0	0			
4.	Committee on the Exercise of the Inalienable Rights of the Palestinian People, United Nations International Meeting on the Question of Jerusalem Rabat, 26–28 June	New York	New York/ Geneva/ Nairobi/ Vienna	10	105 955	43 254		62 701	62 701			
5.	International Civil Service Commission, eighty-seventh session Bonn, Germany, 9–20 July	New York	Geneva/ Nairobi/ Vienna	11	29 700	44 539		(14 839)	(14 839)			
6.	International Seabed Authority, Assembly, twenty-fourth session Kingston, 23–27 July	New York	New York/ freelance	21	8 400	8 400		0	0			
7.	Intergovernmental Conference to Adopt the Global Compact for Safe, Orderly and Regular Migration Marrakech, Morocco, 10 and 11 December	New York	New York/ Vienna	90	108 000	104 400		3 600	3 600			

		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 (b) (airfare plus replacement costs)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
8.	Human Rights Council, Working Group on Enforced or Involuntary Disappearances, 114th session Brussels, 5–9 February	Geneva	Geneva	9	26 356	26 356		0		0		
9.	United Nations Framework Convention on Climate Change, meetings of subsidiary bodies of the Conference of the Parties to the Convention Bonn, Germany, 30 April–10 May	Geneva	Geneva	39	14 820	14 820		0		0		
10.	United Nations Framework Convention on Climate Change, Conference of the Parties to the Convention and meetings of subsidiary bodies, twenty-fourth session Katowice, Poland, 2–15 December	Geneva	Geneva/ Vienna	56 Geneva; 4 Vienna	34 222	32 817		1 405		1 405		
11.	Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, twenty-eighth meeting Dar es Salaam, United Republic of Tanzania, 17–21 September	Vienna	Vienna/ Nairobi/ freelance	13	19 955	9 054		10 901			10 901	
12.	Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific, forty-second meeting Bangkok, 2–5 October	Vienna	ESCAP	5	13 310	5 310	5 375	13 375			13 375	
13.	Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, twenty-eighth meeting Santiago, 22–26 October	Vienna	Vienna/ ECLAC/ freelance	12	34 968	30 042	13 716	18 642			18 642	

		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 (b) (airfare plus replacement costs)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
14.	Commission on Narcotic Drugs, Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East, fifty-third session Baku, 19–23 November	Vienna	Vienna/ Geneva/ freelance	11	5 588	5 672		(84)			(84)	
15.	UNEP, Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, sixth session Medellin, Colombia, 18–24 March	Nairobi	Nairobi/ New York/ freelance	76	418 000	263 040		154 960				154 960
16.	UNEP, Ozone Secretariat, Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, sixtieth meeting, Open-ended Working Group of the Parties to the Montreal Protocol, fortieth meeting and workshop on energy efficiency Vienna, 9–14 July	Nairobi	Vienna	24	28 800	0	58 368	87 168				87 168
17.	Open-ended Working Group of the Basel Convention, eleventh meeting International Conference Centre Geneva, 3–6 September	Nairobi	Nairobi/ Geneva/ Vienna/ freelance	18	65 610	9 463	24 248	80 396				80 396
18.	UNEP, global meeting of focal points for the Montevideo Programme International Conference Centre Geneva, 12–14 September	Nairobi	Nairobi/ Geneva/ freelance	21	76 545	5 468	32 908	103 986				103 986
19.	UNEP, Stockholm Convention, fourteenth meeting of the Persistent Organic Pollutants Review Committee Rome, 17–21 September	Nairobi	Nairobi/ Vienna	2	2 000	1 266		734				734

		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 (b) (airfare plus replacement costs)	Saved daily subsistence allowance (c)	Cost savings (a-b+c)	New York	Geneva	Vienna	Nairobi
20.	UNEP, Fourth Intergovernmental Review Meeting on the Implementation of the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities Bali, Indonesia, 31 October and 1 November	Nairobi	Nairobi/ ESCAP/ freelance	16	70 672	57 829		12 843				12 843
21.	UNEP, Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, sixty-first meeting, and thirtieth Meeting of the Parties to the Montreal Protocol Quito, Ecuador, 3 and 5–9 November	Nairobi	Nairobi/ New York/ ECLAC/ freelance	29	145 000	65 609		79 391				79 391
22.	UNEP, Conference of the Parties to the Minamata Convention on Mercury, second meeting International Conference Centre Geneva, 19–23 November	Nairobi	Nairobi/ Geneva/ Vienna/ freelance	30	60 000	10 981	47 794	96 813				96 813
<b>Total savings</b>									<b>158 895</b>	<b>1 405</b>	<b>42 834</b>	<b>616 290</b>

**Total savings at all four duty stations: \$819,424.**

## II. Documents management

### A. Compliance with submission deadlines, by department

Table 1

**Submission compliance by department for documents slotted as at 31 December 2018**

<i>Department</i>	<i>2016</i>	<i>2017</i>	<i>2018</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	76	100	96
Department for General Assembly and Conference Management	100	95	99
Department of Economic and Social Affairs	95	94	90
Department of Field Support	–	100	100
Department of Management	94	88	83
Department of Peacekeeping Operations	100	100	100
Department of Political Affairs	88	96	88
Department of Public Information	100	100	100
Department of Safety and Security	100	100	100
Economic Commission for Europe <sup>a</sup>	96	94	96
Executive Office of the Secretary-General	77	67	64
Independent Audit Advisory Committee	100	100	100
Inter-Agency Secretariat of the International Strategy for Disaster Reduction <sup>b</sup>	100	100	100
International Atomic Energy Agency	100	100	100
International Civil Service Commission	95	86	95
International Court of Justice	100	100	100
International Criminal Tribunal for Rwanda	–	–	–
International Criminal Tribunal for the Former Yugoslavia	100	100	–
International Residual Mechanism for Criminal Tribunals	100	100	100
Joint Inspection Unit	100	100	88
Joint United Nations Programme on HIV/AIDS	100	100	100
Office for Disarmament Affairs	96	100	74
Office for Disarmament Affairs <sup>a</sup>	100	100	100
Office for Outer Space Affairs <sup>c</sup>	100	92	100
Office for the Coordination of Humanitarian Affairs	80	100	100
Office of Administration of Justice	100	100	100
Office of Internal Oversight Services	86	100	92
Office of Legal Affairs	92	100	97
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	100	100	100
Office of the President of the General Assembly	–	–	–
Office of the Special Adviser on Africa	100	100	75
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	50	100	100
Office of the Special Representative of the Secretary-General on Violence against Children	100	100	100

<i>Department</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>	<i>Submission compliance (percentage)</i>
Office of the United Nations High Commissioner for Human Rights <sup>b</sup>	88	81	88
Office of the United Nations High Commissioner for Refugees <sup>b</sup>	100	100	100
Peacebuilding Support Office	100	100	100
Regional Commissions New York Office	75	82	63
United Nations Children's Fund	100	100	100
United Nations Commission on International Trade Law <sup>c</sup>	93	96	91
United Nations Compensation Commission <sup>a</sup>	100	100	100
United Nations Conference on Trade and Development <sup>b</sup>	100	100	97
United Nations Convention to Combat Desertification <sup>a</sup>	100	100	—
United Nations Development Programme	84	63	90
United Nations Development Programme/United Nations Office for South-South Cooperation	25	0	67
United Nations Entity for Gender Equality and the Empowerment of Women	99	99	97
United Nations Environment Programme <sup>d</sup>	100	100	95
United Nations Framework Convention on Climate Change <sup>a</sup>	82	91	89
United Nations Fund for International Partnerships	100	100	100
United Nations Human Settlements Programme	17	100	50
United Nations Institute for Training and Research	—	0	—
United Nations Joint Staff Pension Fund	48	100	44
United Nations Office for Project Services	71	57	100
United Nations Office on Drugs and Crime <sup>c</sup>	88	82	100
United Nations Office on Sport for Development and Peace	100	—	—
United Nations Population Fund	98	100	67
United Nations Relief and Works Agency for Palestine Refugees in the Near East	50	100	100
United Nations Scientific Committee on the Effects of Atomic Radiation <sup>c</sup>	100	50	100
United Nations System Chief Executives Board for Coordination	100	89	100
United Nations System Staff College	—	100	—
United Nations University	—	100	—
United Nations Volunteers	—	—	100
University for Peace	—	—	100
World Food Programme	100	100	100
<b>Overall submission compliance by slot date</b>	<b>92</b>	<b>90</b>	<b>90</b>
Proportion of departments with submission compliance above 90 per cent	70	80	76

*Note:* All in New York except where marked.

<sup>a</sup> Geneva.

<sup>b</sup> New York and Geneva.

<sup>c</sup> Vienna.

<sup>d</sup> New York and Nairobi.

## B. Documents management statistics, by duty station, as at 31 December 2018

### 1. New York

Table 1  
Overview of submission/processing/issuance compliance

	2016	2017	2018
<b>1. Total documents slotted</b>	<b>1 535</b>	<b>1 402</b>	<b>1 466</b>
<b>2. Submission</b>			
(a) Overall submission compliance by the slot date	92% (1 410/1 535)	91% (1 274/1 402)	88% (1 291/1 466)
(b) Overall submission compliance in accordance with the mandated time frame (including negotiated late slotting)	92% (1 362/1 479) <sup>a</sup>	91% (1 208/1 333) <sup>b</sup>	91% (1 221/1 347) <sup>c</sup>
(i) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	93% (863/926)	93% (769/827)	91% (727/798)
(ii) Received 8 weeks or more before meeting (documents subject to 8–4–4 time frame)	94% (284/303)	82% (166/207)	92% (193/209)
(iii) Received 6 weeks or more before meeting (documents subject to 6–4–2 time frame <sup>d</sup> )	N/A	100% (5/5)	76% (16/21)
(iv) Negotiated late slotting	86% (215/250)	91% (268/294)	89% (285/319)
<b>3. Processing</b>			
Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	99% (1 126/1 137) <sup>e</sup>	96% (960/995) <sup>f</sup>	99% (990/995) <sup>g</sup>
(a) Secretariat reports	99% (494/500)	95% (452/476)	99% (393/396)
(b) Non-Secretariat reports	99% (632/637) <sup>e</sup>	98% (508/519) <sup>f</sup>	100% (597/599) <sup>g</sup>
<b>4. Issuance</b>			
(a) Total documents issued	1 535	1 402	1 466
(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	95% (1 406/1 479) <sup>h</sup>	95% (1 272/1 333) <sup>i</sup>	94% (1 271/1 347) <sup>j</sup>
(i) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	94% (866/926)	97% (802/827)	92% (732/798)
(ii) Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	96% (290/303)	83% (171/207)	95% (199/209)
(iii) Issued 2 weeks or more before meeting (documents subject to 6–4–2 time frame <sup>d</sup> )	N/A	100% (5/5)	100% (21/21)
(iv) Negotiated late issuance	100% (250/250)	100% (294/294)	100% (319/319)
(c) Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	99% (1 126/1 137)	96% (960/995)	99% (990/995)

(Footnotes on following page)

(Footnotes to table 1)

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*Note:* Please refer to section III.A of the report of the Secretary General on the pattern of conferences ([A/74/121](#)).

*Abbreviation:* N/A, not applicable.

<sup>a</sup> Out of 1,535 slotted documents, 56 were not linked to meetings.

<sup>b</sup> Out of 1,402 slotted documents, 69 were not linked to meetings.

<sup>c</sup> Out of 1,466 slotted documents, 119 were not linked to meetings.

<sup>d</sup> 6–4–2 time frame applies to the conferences related to the Treaty on the Non-Proliferation of Nuclear Weapons only.

<sup>e</sup> Includes 368 statements by non-governmental organizations (NGOs) that were issued before the meeting, as agreed by the substantive secretariat.

<sup>f</sup> Includes 225 statements by NGOs that were issued before the meeting, as agreed by the substantive secretariat.

<sup>g</sup> Includes 344 statements by NGOs that were issued before the meeting, as agreed by the substantive secretariat.

<sup>h</sup> Out of 1,535 issued documents, 56 were not linked to meetings.

<sup>i</sup> Out of 1,402 issued documents, 69 were not linked to meetings.

<sup>j</sup> Out of 1,466 issued documents, 119 were not linked to meetings.



Table 2  
Submission compliance by department for slotted documents

Department	2017				2018			
	Total slotted	Received on time	Received late	Submission compliance (percentage)	Total slotted	Received on time	Received late	Submission compliance (percentage)
Advisory Committee on Administrative and Budgetary Questions	1	1		100				
Board of Auditors	24	24		100	24	23	1	96
Department for General Assembly and Conference Management	91	86	5	95	70	69	1	99
Department of Economic and Social Affairs	370	349	21	94	364	327	37	90
Department of Field Support	2	2		100	2	2		100
Department of Management	165	146	19	88	116	96	20	83
Department of Peacekeeping Operations	3	3		100	2	2		100
Department of Political Affairs	50	48	2	96	50	44	6	88
Department of Public Information	7	7		100	8	8		100
Department of Safety and Security	1	1		100	1	1		100
Executive Office of the Secretary-General	15	10	5	67	11	7	4	64
Independent Audit Advisory Committee	3	3		100	2	2		100
Inter-Agency Secretariat of the International Strategy for Disaster Reduction	1	1		100	1	1		100
International Atomic Energy Agency	1	1		100	1	1		100
International Civil Service Commission	21	18	3	86	21	20	1	95
International Court of Justice	1	1		100	1	1		100
International Criminal Tribunal for the Former Yugoslavia	1	1		100				
International Residual Mechanism for Criminal Tribunals	1	1		100	1	1		100
Joint Inspection Unit	7	7		100	8	7	1	88
Joint United Nations Programme on HIV/AIDS	2	2		100	1	1		100
Office for Disarmament Affairs	33	33		100	107	79	28	74
Office for the Coordination of Humanitarian Affairs	3	3		100	3	3		100
Office of Administration of Justice	2	2		100	3	3		100
Office of Internal Oversight Services	15	15		100	12	11	1	92
Office of Legal Affairs	62	62		100	63	61	2	97
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	3	3		100	3	3		100
Office of the Special Adviser on Africa	3	3		100	4	4		100
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	1	1		100	2	2		100
Office of the Special Representative of the Secretary-General on Violence against Children	1	1		100	2	2		100

Department	2017				2018			
	Total slotted	Received on time	Received late	Submission compliance (percentage)	Total slotted	Received on time	Received late	Submission compliance (percentage)
Office of the United Nations High Commissioner for Human Rights	219	178	41	81	241	203	38	84
Office of the United Nations High Commissioner for Refugees	1	1		100	1	1		100
Peacebuilding Support Office	1	1		100	3	3		100
Regional Commissions New York Office	11	9	2	82	8	5	3	63
United Nations Children's Fund	29	29		100	20	20		100
United Nations Conference on Trade and Development	4	4		100	3	1	2	33
United Nations Development Programme	56	35	21	63	60	54	6	90
United Nations Development Programme/ United Nations Office for South-South Cooperation	1		1	0	3	2	1	67
United Nations Entity for Gender Equality and the Empowerment of Women	149	147	2	99	188	182	6	97
United Nations Environment Programme					1		1	0
United Nations Fund for International Partnerships	1	1		100	1	1		100
United Nations Human Settlements Programme	2	2		100	2	1		50
United Nations Industrial Development Organization	1		1	0	1	1		100
United Nations Institute for Training and Research	1		1	0				
United Nations Joint Staff Pension Fund	11	11		100	25	11	14	44
United Nations Office for Project Services	7	4	3	57	5	5		100
United Nations Office on Sport for Development and Peace								
United Nations Population Fund	2	2		100	3	2	1	67
United Nations Relief and Works Agency for Palestine Refugees in the Near East	4	4		100	2	2		100
United Nations System Chief Executives Board for Coordination	9	8	1	89	11	11		100
United Nations System Staff College	1	1		100				
United Nations University	1	1		100				
United Nations Volunteers					1	1		100
University for Peace					1	1		100
World Food Programme	1	1		100	3	3		100
<b>Total submission compliance by slot date</b>	<b>1 402</b>	<b>1 273</b>	<b>129</b>	<b>91</b>	<b>1 466</b>	<b>1 291</b>	<b>175</b>	<b>88</b>
Proportion of departments with submission compliance above 90 per cent				78 (39 of 50)				73 (35 of 48)

## 2. Geneva, Division of Conference Management

Table 1

### Overview of submission/processing/issuance compliance

	2016	2017	2018
<b>1. Total documents slotted</b>	<b>1 901</b>	<b>1 876</b>	<b>1 894</b>
<b>2. Submission</b>			
(a) Overall submission compliance by the slot date	93% (1 764/1 901)	90% (1 686/1 876)	93% (1 763/1 894)
(b) Overall submission compliance in accordance with the mandated time frame (including negotiated late slotting)	94% (1 434/1 533)	93% (1 384/1 481)	94% (1 356/1 445)
(i) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	93% (1 183/1 267)	94% (1 130/1 206)	94% (1 142/1 212)
(ii) Received 8 weeks or more before meeting (documents subject to 8–4–4 time frame)	94% (251/266)	92% (254/275)	92% (214/233)
(iii) Negotiated late slotting <sup>a</sup>	90% (330/368)	76% (302/395)	91% (407/449)
<b>3. Processing</b>			
Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	82% (1 440/1 764)	99% (1 675/1 686)	100% (1 761/1 763)
(a) Secretariat reports	88% (483/549)	100% (560/561)	100% (501/501)
(b) Non-Secretariat reports	79% (957/1 215)	99% (1 115/1 125)	100% (1 260/1 262)
<b>4. Issuance</b>			
(a) Total documents issued <sup>b</sup>	1 901	1 868	1 892
(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	77% (1 456/1 901)	91% (1 698/1 868)	94% (1 773/1 892)
(i) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	74% (941/1 267)	94% (1 128/1 202)	95% (1 145/1 212)
(ii) Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	90% (239/266)	96% (265/275)	94% (220/233)
(iii) Negotiated late issuance <sup>a</sup>	75% (276/368)	78% (305/391)	91% (408/447)
(c) Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	82% (1 439/1 764)	99% (1 675/1 686)	100% (1 760/1 763)

<sup>a</sup> Under submission timeliness, late slotting covers all documents for which the submission date was later than 10 weeks before the related meeting. Under issuance timeliness, late slotting covers all documents for which the issuance date was later than six weeks before the related meeting. That is why the total number of documents displayed is not identical.

<sup>b</sup> All documents not yet issued are late submissions.

Table 2  
**Submission compliance by department for slotted documents**

<i>Department</i>	<i>2016</i>				<i>2017</i>				<i>2018</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>
Economic Commission for Europe	970	34	28	96	930	60	29	94	975	36	21	96
Office for Disarmament Affairs	10			100	11			100	10			100
Office of the United Nations High Commissioner for Human Rights	820	95	38	88	783	125	32	84	790	90	45	89
Office of the United Nations High Commissioner for Refugees	10			100	10	1	37	90	10			100
United Nations Compensation Commission	5			100	8			100	9			100
United Nations Conference on Trade and Development	41			100	64			100	55			100
United Nations Convention to Combat Desertification	7			100	26			100	–			–
United Nations Framework Convention on Climate Change	38	7	44	82	44	4	31	91	45	5	37	89
<b>Total</b>	<b>1 901</b>	<b>136</b>	<b>14</b>	<b>93</b>	<b>1 876</b>	<b>190</b>	<b>31</b>	<b>90</b>	<b>1 894</b>	<b>131</b>	<b>38</b>	<b>93</b>

### 3. Vienna, Conference Management Service

Table 1

#### Overview of submission/processing/issuance compliance

	2016	2017	2018
<b>1. Total documents slotted</b>	<b>216</b>	<b>207</b>	<b>233</b>
<b>2. Submission</b>			
(a) Overall submission compliance by the slot date	86% (186/216)	81% (168/207)	81% (188/233)
(b) Overall submission compliance in accordance with the mandated time frame (including negotiated late slotting)	91% (196/216)	88% (182/207)	92% (215/233)
(i) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	68% (146/216)	66% (137/207)	74% (174/233)
(ii) Negotiated late slotting <sup>a</sup>	98% (131/133)	88% (112/128)	85% (143/168)
<b>3. Processing</b>			
Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	78% (135/173)	78% (116/148)	79% (128/162)
(a) Secretariat reports	79% (128/162)	79% (111/141)	84% (113/135)
(b) Non-Secretariat reports	64% (7/11)	71% (5/7)	56% (15/27)
<b>4. Issuance</b>			
(a) Total documents issued	216	207	233
(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	87% (187/216)	81% (168/207)	83% (194/233)
(i) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	78% (168/216)	71% (146/207)	77% (179/233)
(ii) Negotiated late issuance <sup>a</sup>	90% (113/126)	86% (106/124)	88% (142/162)
(c) Overall issuance compliance in accordance with the mandated time frames for documents submitted on time and within the word limit guidelines	79% (114/144)	82% (104/127)	85% (124/146)

<sup>a</sup> Under submission timeliness, late slotting covers all documents for which the submission date was later than 10 weeks before the related meeting. Under issuance timeliness, late slotting covers all documents for which the issuance date was later than six weeks before the related meeting. That is why the total number of documents displayed is not identical.

Table 2

**Submission compliance by department for slotted documents**

<i>Department</i>	<i>2016</i>				<i>2017</i>				<i>2018</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	27			100	38	3	3	92	25			100
United Nations Commission on International Trade Law	58	4	10	93	55	2	5	96	84	7	0	91
United Nations Office on Drugs and Crime	131	16	24	88	112	19	21	82	100			100
United Nations Scientific Committee on the Effects of Atomic Radiation	–	–	–	–	2	1	60	50	1			100
<b>Total</b>	<b>216</b>	<b>20</b>	<b>11</b>	<b>91</b>	<b>207</b>	<b>25</b>	<b>22</b>	<b>88</b>	<b>210</b>	<b>7</b>	<b>0</b>	<b>98</b>

#### 4. Nairobi, Division of Conference Services

Table 1

##### Overview of submission/processing/issuance compliance

	2016	2017	2018
<b>1. Total documents slotted</b>	<b>25</b>	<b>40</b>	<b>95</b>
<b>2. Submission</b>			
(a) Overall submission compliance by the slot date	84% (21/25)	70% (28/40)	77% (89/115)
(b) Overall submission compliance in accordance with the mandated time frame	84% (21/25)	70% (28/40)	77% (89/115)
(i) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	84% (21/25)	70% (28/40)	77% (89/115)
(ii) Negotiated late slotting	N/A	N/A	N/A
<b>3. Processing</b>			
Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	100% (25/25)	89% (25/28)	89% (87/98)
(a) Secretariat reports	100% (25/25)	89% (25/28)	89% (87/98)
(b) Non-Secretariat reports	N/A	N/A	N/A
<b>4. Issuance</b>			
(a) Total documents issued	100% (25/25)	100% (40/40)	100% (72/72)
(b) Overall issuance compliance in accordance with the mandated time frame	76% (19/25)	63% (25/40)	94% (68/72)
(i) Issued 6 weeks or more before meeting	76% (19/25)	63% (25/40)	94% (68/72)
(ii) Negotiated late issuance	N/A	N/A	N/A
(c) Overall issuance compliance in accordance with the mandated time frames for documents submitted on time and within the established word limits	76% (19/25)	63% (25/40)	94% (68/72)

*Abbreviation:* N/A, not applicable.

Table 2  
Submission compliance by department for slotted documents

Department	2016				2017				2018			
	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)	Total slotted	Received late	Average days late	Submission compliance by number of documents (percentage)
United Nations Environment Programme	21			100	24			100	98	26	22	73
United Nations Human Settlements Programme	4	4	42	0	16	12	12	25	0			N/A
<b>Total</b>	<b>25</b>	<b>7</b>	<b>3</b>	<b>84</b>	<b>40</b>	<b>12</b>	<b>12</b>	<b>70</b>	<b>98</b>	<b>26</b>	<b>22</b>	<b>73</b>

Abbreviation: N/A, not applicable.



### **C. Timeliness indicators for documentation, 2018**

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

New York: 94

Geneva: 94

Vienna: 83

Nairobi: 94

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

New York: 99

Geneva: 100

Vienna: 79

Nairobi: 89

### 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 2018**  
(Posts)

	<i>New York</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	4	3	5	5	0	0	2	11
Translation services	30	9	13	7	3	7	4	17
Text-processing units	18	14	13	16	1	3	3	14
Editing services	1	4	2	8	0	0	N/A	N/A
Verbatim Reporting Service	2	4	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 competitive examinations concluded in 2018**

2017 competitive examination for Russian interpreters <sup>a</sup>	21
2017 competitive examination for French translators, editors, verbatim reporters and copy preparers/ proofreaders/production editors <sup>a</sup>	38
2017 competitive examination for Chinese translators, editors, verbatim reporters and copy preparers/ proofreaders/production editors <sup>a</sup>	30
2017 competitive examination for English translators, editors, verbatim reporters and copy preparers/ proofreaders/production editors <sup>a</sup>	37
2018 competitive examination for French interpreters	1
2018 competitive examination for Chinese interpreters	8
2018 competitive examination for computational linguists	8
<b>Total number of candidates rostered in 2018</b>	<b>143</b>

<sup>a</sup> Examinations that were started in 2017 and concluded in 2018.

Table 3  
**Temporary assistance for meetings: expenditures by language, 2017 and 2018**  
(United States dollars)

	<i>New York</i>		<i>Geneva</i>		<i>Vienna</i>		<i>Nairobi</i>	
	<i>2017</i>	<i>2018</i>	<i>2017</i>	<i>2018</i>	<i>2017</i>	<i>2018</i>	<i>2017</i>	<i>2018</i>
<i>Translation</i>								
Arabic	507 618	553 886	608 430	409 015	260 724	306 044	—	—
Chinese	62 808	49 328	622 904	704 140	149 351	120 033	38 692	80 550
English	860 808	922 762	1 474 844	1 219 718	188 609	81 479	18 768	159 226
French	2 189 258	2 885 196	2 123 276	1 886 665	328 145	310 814	—	472 059
Russian	1 250 621	1 116 035	826 092	989 436	202 264	222 975	—	—
Spanish	591 252	1 159 908	1 576 690	1 239 247	367 830	284 184	—	—
<b>Total</b>	<b>5 462 365</b>	<b>6 687 115</b>	<b>7 232 236</b>	<b>6 448 221</b>	<b>1 496 922</b>	<b>1 325 529</b>	<b>57 460</b>	<b>711 835</b>

<i>Contractual translation</i>	<i>New York</i>		<i>Geneva</i>		<i>Vienna</i>		<i>Nairobi</i>	
	2017	2018	2017	2018	2017	2018	2017	2018
Arabic	316 032	418 296	344 684	340 717	260 491	217 652	169 062	60 320
Chinese	521 520	634 727	505 550	439 927	268 765	147 542	273 907	61 208
English	282 230	123 915	147 486	125 359	35 453	18 785	74 832	50 138
French	1 706 703	1 156 013	1 003 509	1 015 974	311 418	220 606	363 343	211 737
Russian	421 146	773 123	436 467	455 279	261 911	196 506	224 482	112 568
Spanish	809 644	1 030 998	433 849	447 957	265 726	168 097	244 106	70 086
<b>Total</b>	<b>4 057 275</b>	<b>4 137 072</b>	<b>2 870 545</b>	<b>2 825 213</b>	<b>1 403 765</b>	<b>969 188</b>	<b>1 349 732</b>	<b>566 057</b>

<i>Interpretation</i>	<i>New York</i>		<i>Geneva</i>		<i>Vienna</i>		<i>Nairobi</i>	
	2017	2018	2017	2018	2017	2018	2017	2018
Arabic	559 936	722 641	308 701	448 833	293 031	291 763	381 215	290 486
Chinese	625 922	805 012	222 165	222 517	361 894	263 397	216 669	298 050
English	732 756	752 027	921 110	859 676	307 683	222 064	246 308	309 145
French	610 211	664 758	674 815	814 087	300 357	248 809	382 237	275 356
Russian	520 344	548 993	386 916	220 346	282 043	217 201	73 586	159 868
Spanish	472 269	553 001	484 269	828 198	273 984	183 162	218 713	168 441
<b>Total</b>	<b>3 521 437</b>	<b>4 046 433</b>	<b>2 997 975</b>	<b>3 393 657</b>	<b>1 818 991</b>	<b>1 426 395</b>	<b>1 518 728</b>	<b>1 501 346</b>

<i>Verbatim</i>	<i>New York</i>		<i>Geneva</i>		<i>Vienna</i>		<i>Nairobi</i>	
	2017	2018	2017	2018	2017	2018	2017	2018
Arabic	369 973	461 018	N/A	N/A	N/A	N/A	N/A	N/A
Chinese	371 977	381 694	N/A	N/A	N/A	N/A	N/A	N/A
English	508 669	569 769	N/A	N/A	N/A	N/A	N/A	N/A
French	423 433	545 886	N/A	N/A	N/A	N/A	N/A	N/A
Russian	567 196	534 798	N/A	N/A	N/A	N/A	N/A	N/A
Spanish	364 906	398 753	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>2 606 154</b>	<b>2 891 917</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

*Abbreviation:* N/A, not applicable.

## B. Workload sharing

Table 1  
Document workload sharing

<i>Documentation processed</i>	<i>Requesting office</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
New York	Geneva, translation				285 365	75 434
	Geneva, editing				158 136	766 086
	Geneva, text-processing				0	31 900
<b>Subtotal (Geneva)</b>		<b>787 999</b>	<b>878 786</b>	<b>924 796</b>	<b>443 501</b>	<b>873 420</b>
	Vienna, translation				78 705	63 411
	Vienna, editing				0	0
	Vienna, text-processing				0	50 906
<b>Subtotal (Vienna)</b>		<b>26 189</b>	<b>0</b>	<b>0</b>	<b>78 705</b>	<b>114 317</b>
	Nairobi, translation				27 246	0
	Nairobi, editing				20 726	30 095
	Nairobi, text-processing				0	0
<b>Subtotal (Nairobi)</b>		<b>0</b>	<b>0</b>	<b>20 642</b>	<b>47 972</b>	<b>30 095</b>
	Other	0	0	66 538	0	0
<b>Total</b>		<b>814 188</b>	<b>878 786</b>	<b>1 011 976</b>	<b>570 178</b>	<b>1 017 832</b>
Geneva	New York, translation				239 690	1 732 540
	New York, editing				127 972	349 542
	New York, text-processing				584 421	1 650 347
<b>Subtotal (New York)</b>		<b>98 526</b>	<b>223 578</b>	<b>375 580</b>	<b>952 083</b>	<b>3 732 429</b>
<b>Subtotal (Vienna)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal (Nairobi)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>98 526</b>	<b>223 578</b>	<b>375 580</b>	<b>952 083</b>	<b>3 732 429</b>
Vienna	New York, translation				463 593	83 241
	New York, editing				64 152	22 028
	New York, text-processing				1 140 711	447 362
	New York, précis-writing					82 023
<b>Subtotal (New York)</b>		<b>231 203</b>	<b>769 453</b>	<b>226 874</b>	<b>1 668 456</b>	<b>634 654</b>
	Geneva, translation				165 461	34 391
	Geneva, editing				14 751	51 355
	Geneva, text-processing				349 932	85 746
<b>Subtotal (Geneva)</b>		<b>79 580</b>	<b>197 909</b>	<b>310 874</b>	<b>530 144</b>	<b>171 492</b>
<b>Subtotal (Nairobi)</b>		<b>0</b>	<b>10 530</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>310 784</b>	<b>968 892</b>	<b>537 748</b>	<b>2 198 600</b>	<b>806 146</b>

<i>Documentation processed</i>	<i>Requesting office</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
Nairobi	New York, translation				0	40 535
	New York, editing				0	0
	New York, text-processing				388 968	0
<b>Subtotal (New York)</b>		<b>2 463</b>	<b>0</b>	<b>24 554</b>	<b>388 968</b>	<b>40 535</b>
	Geneva, translation				0	0
	Geneva, editing				0	0
	Geneva, text-processing				278 520	232 650
<b>Subtotal (Geneva)</b>		<b>15 914</b>	<b>46 694</b>	<b>10 473</b>	<b>278 520</b>	<b>232 650</b>
<b>Subtotal (Vienna)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>18 377</b>	<b>46 604</b>	<b>35 027</b>	<b>667 488</b>	<b>273 185</b>

### C. Translation, editing and revision workload, by duty station and language, 2013–2018

Table 1  
Translation workload, in words (logout/throughput)

#### New York

	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Total</i>
Arabic	22 385 399	23 553 993	27 026 548	25 642 639	24 068 761	25 455 624	148 132 964
Chinese	21 677 464	23 913 275	26 365 382	25 981 364	25 034 070	24 726 930	147 698 485
English	3 121 509	5 291 513	3 224 641	3 832 347	3 606 713	2 868 112	21 944 835
French	26 218 114	28 632 027	30 696 654	30 930 091	28 356 264	28 713 043	173 546 193
Russian	21 074 910	23 036 149	27 320 553	25 561 567	24 885 659	25 263 270	147 142 108
Spanish	22 229 010	24 258 886	29 709 756	28 873 765	25 947 766	27 608 194	158 627 377
<b>Total</b>	<b>116 706 405</b>	<b>128 685 843</b>	<b>144 343 534</b>	<b>140 821 773</b>	<b>131 899 233</b>	<b>134 635 173</b>	<b>797 091 961</b>

#### Geneva

	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>Total</i>
Arabic	11 962 006	10 577 870	9 608 737	10 115 585	9 924 425	9 348 540	61 537 163
Chinese	10 895 300	10 109 830	9 230 822	10 568 650	9 481 784	9 680 840	59 967 226
English	6 320 612	4 881 685	4 561 788	4 461 830	4 496 100	4 230 084	28 952 099
French	20 290 434	21 080 580	18 320 146	20 668 128	18 264 220	18 806 378	117 429 886
Russian	18 033 556	18 655 755	15 417 374	16 102 699	15 323 193	16 234 975	99 767 552
Spanish	17 555 850	16 542 018	15 837 312	16 879 480	14 284 009	13 602 290	94 700 959
<b>Total</b>	<b>85 057 758</b>	<b>81 847 738</b>	<b>72 976 179</b>	<b>78 796 372</b>	<b>71 773 731</b>	<b>71 903 107</b>	<b>462 354 885</b>

## Vienna

	2013	2014	2015	2016	2017	2018	Total
Arabic	4 041 679	3 853 513	4 283 631	3 991 600	4 270 050	4 144 909	24 585 382
Chinese	3 639 514	3 352 441	3 857 687	3 602 680	4 340 600	3 456 925	22 249 847
English	584 784	536 157	716 399	403 919	525 730	392 693	3 159 682
French	5 055 477	4 484 382	5 388 583	5 443 716	5 221 120	5 107 100	30 700 378
Russian	3 889 478	3 587 714	4 172 237	3 730 677	4 431 630	3 992 753	23 804 489
Spanish	4 825 007	3 762 575	4 889 092	4 146 664	4 629 130	4 342 028	26 594 496
<b>Total</b>	<b>22 035 939</b>	<b>19 576 782</b>	<b>23 307 629</b>	<b>21 319 256</b>	<b>23 418 260</b>	<b>21 436 408</b>	<b>131 094 274</b>

## Nairobi

	2013	2014	2015	2016	2017	2018	Total
Arabic	1 599 627	1 010 524	1 490 003	1 284 040	1 540 978	1 062 900	7 988 072
Chinese	1 523 257	978 115	1 439 056	1 106 033	1 431 123	964 550	7 442 134
English	52 156	44 039	31 487	126 757	131 748	190 076	576 263
French	1 982 290	1 898 321	1 884 280	1 581 185	2 038 954	1 815 700	11 200 730
Russian	1 672 355	996 410	1 469 036	1 176 111	1 492 197	1 019 700	7 825 809
Spanish	1 721 498	1 392 121	1 701 960	1 250 827	1 566 774	1 069 330	8 702 510
<b>Total</b>	<b>8 551 183</b>	<b>6 319 530</b>	<b>8 015 822</b>	<b>6 524 953</b>	<b>8 201 774</b>	<b>6 122 256</b>	<b>43 735 518</b>

Table 2  
Editing workload, in words

Year	New York	Geneva	Vienna	Nairobi	Total
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	10 498 346 <sup>a</sup>	2 006 615	2 032 626	32 199 854
2017	17 853 196	11 280 311	2 671 134	2 283 382	36 135 634
2018	16 937 832	10 150 103	2 518 969	1 265 816	30 872 720
<b>Total</b>	<b>102 498 091</b>	<b>64 495 641</b>	<b>13 522 158</b>	<b>11 301 577</b>	<b>191 817 467</b>

<sup>a</sup> The figure for 2016 was updated after a data clean-up exercise was performed in 2018.

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

### New York

	2013	2014	2015	2016	2017	2018	Total
Arabic	9 150 870	9 454 173	10 477 421	9 447 191	7 499 903	6 431 136	52 460 694
Chinese	6 420 761	7 026 829	6 836 475	7 130 439	6 558 074	6 885 410	40 857 988
English	745 516	543 249	633 481	873 342	680 008	554 123	4 029 719
French	5 809 053	4 990 121	7 073 286	7 924 125	10 577 021	10 088 572	46 462 178
Russian	3 472 531	4 247 912	4 615 050	3 813 751	5 200 711	3 307 544	24 657 499
Spanish	5 055 953	4 383 228	4 638 919	5 519 663	5 270 819	5 988 923	30 857 505
<b>Total</b>	<b>30 654 684</b>	<b>30 645 512</b>	<b>34 274 632</b>	<b>34 708 511</b>	<b>35 786 536</b>	<b>33 255 708</b>	<b>199 325 583</b>

## Geneva

	2013	2014	2015	2016	2017	2018	Total
Arabic	4 950 143	4 617 405	4 227 371	3 413 347	3 267 458	1 397 600	21 873 324
Chinese	2 381 440	2 188 280	2 282 340	3 005 194	2 851 224	2 653 900	15 362 378
English	1 800 757	2 061 434	2 290 343	1 630 289	1 860 953	1 592 189	11 235 965
French	5 542 640	5 914 050	5 087 460	7 226 111	6 893 265	6 108 911	36 772 437
Russian	5 198 018	5 281 086	5 135 141	5 961 379	5 191 885	4 531 693	31 299 202
Spanish	5 441 350	5 970 915	6 738 247	7 651 335	4 344 945	3 898 662	34 045 454
<b>Total</b>	<b>25 314 348</b>	<b>26 033 170</b>	<b>25 760 902</b>	<b>28 887 655</b>	<b>24 409 730</b>	<b>20 182 955</b>	<b>150 588 760</b>

## Vienna

	2013	2014	2015	2016	2017	2018	Total
Arabic	1 208 712	608 350	623 082	661 246	989 341	963 684	5 054 415
Chinese	525 024	432 472	262 430	101 020	142 302	218 147	1 681 395
English	60 773	234 521	31 890	147 430	193 302	116 689	784 605
French	1 121 305	926 815	1 173 379	1 151 660	965 580	1 236 731	6 575 470
Russian	1 098 427	1 345 065	1 243 442	1 139 210	1 153 672	1 278 092	7 257 908
Spanish	720 004	648 780	844 112	585 680	1 067 638	1 048 641	4 914 855
<b>Total</b>	<b>4 734 245</b>	<b>4 196 003</b>	<b>4 178 335</b>	<b>3 786 246</b>	<b>4 511 835</b>	<b>4 861 984</b>	<b>26 268 648</b>

## Nairobi

	2013	2014	2015	2016	2017	2018	Total
Arabic	141 240	65 670	42 900	130 350	2 580	723 443	1 106 183
Chinese	97 020	88 440	97 020	300 960	483 554	846 256	1 913 250
English	2 310	3 630	28 710	26 400	102 951	78 906	242 907
French	169 950	112 860	316 800	50 160	309 471	990 788	1 950 029
Russian	74 580	390 060	199 650	210 210	47 765	574 931	1 497 196
Spanish	166 320	13 860	76 890	23 489	2 000	672 094	954 653
<b>Total</b>	<b>651 420</b>	<b>674 520</b>	<b>761 970</b>	<b>741 569</b>	<b>948 321</b>	<b>3 886 418</b>	<b>7 664 218</b>

## D. Productivity measures

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

New York: 2,009

Geneva: 1,744

Vienna: 1,782

Nairobi: 1,617

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

New York: 4,187

Geneva: 3,284

Vienna: 3,277

Nairobi: 3,762

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

New York: 7,806

Geneva: 6,848

Vienna: 5,049

Nairobi: 5,676

### Five-year productivity trends

(Words per staff member per day)

#### Translation, throughput (English Translation Service included)

<i>Duty station</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
New York	1 772	1 929	1 942	1 933	2 009
Geneva	1 667	1 577	1 678	1 650	1 744
Vienna	1 747	1 697	1 798	1 716	1 782
Nairobi	1 806	1 938	1 916	1 751	1 617

#### Editing

<i>Duty station</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
New York	4 075	5 513	3 975	3 804	4 187
Geneva	5 069	5 016	3 346	3 802	3 284
Vienna	2 640	3 765	3 521	3 535	3 277
Nairobi	4 059	4 349	4 742	4 574	3 762

#### Text-processing

<i>Duty station</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>
New York	3 326	6 243	6 880	7 982	7 806
Geneva	4 460	5 009	5 804	6 732	6 848
Vienna	4 224	4 488	5 115	5 346	5 049
Nairobi	2 244	2 937	3 267	4 884	5 676

## IV. Quality measures

The Department for General Assembly and Conference Management is committed to providing high-quality conference services to Member States in an efficient and cost-effective manner. For that purpose, it collects feedback from Member States through global e-surveys, annual informational meetings held at all duty stations and ad hoc surveys. The global e-survey is user-friendly and available



year-round. In 2018, 91 per cent of all respondents to the e-survey rated the conference services provided as either “good” or “very good”. The e-survey results are presented in the table below.

In New York, 89 per cent of the 75 e-survey respondents rated the conference services as “good” or “very good”. In a separate survey of the bureaux of intergovernmental and expert bodies to which the Department provided technical secretariat and conference services, all 13 respondents expressed satisfaction with the quality and timeliness of services. In Geneva, all 11 respondents to the global e-survey rated the conference services as “good” or “very good”. According to separate ad hoc surveys conducted by the Division of Conference Management of the United Nations Office at Geneva, 92 per cent of the 86 respondents gave a rating of “good” or “very good”. In Vienna, 100 per cent of respondents rated the services provided as “good” or “very good”. In Nairobi, 90 per cent of respondents rated the services as “good” or “very good”.

The Department has made a significant reduction 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), the PaperSmart portal, United Nations websites and eSubscription. The number of pages printed at the four duty stations (New York, Geneva, Nairobi and Vienna) has declined significantly, from a total of 726 million in 2008 to 223 million in 2018, reflecting a cumulative decrease of 69 per cent over that 10 year period. In 2015, the Documents Assistance Centre was re-established in New York, in order to accommodate the ad hoc printing needs of delegates. In 2018, the Centre printed an average of 90 documents, or 751 pages, per month.

**2018 e-survey results**

<i>Quality of services provided by meeting services assistants</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	39	67.24	17	29.31	2	3.44	0	0	0	0	58
	Geneva	7	63.63	3	27.27	1	9.09	0	0	0	0	11
	Nairobi	12	50	11	45.83	1	4.16	0	0	0	0	24
	Vienna	4	40	6	60	0	0	0	0	0	0	10
Courtesy	New York	33	60	18	32.72	4	7.27	0	0	0	0	55
	Geneva	7	63.63	4	36.36	0	0	0	0	0	0	11
	Nairobi	12	52.17	11	47.82	0	0	0	0	0	0	23
	Vienna	3	33.33	6	66.66	0	0	0	0	0	0	9

<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	29	56.86	17	33.33	5	9.80	0	0	0	0	51
	Geneva	0	0	5	100	0	0	0	0	0	0	5
	Nairobi	9	39.13	9	39.13	5	21.73	0	0	0	0	23
	Vienna	8	88.88	1	11.11	0	0	0	0	0	0	9
Consistency	New York	25	51.02	19	38.77	5	10.2	0	0	0	0	49
	Geneva	1	20	4	80	0	0	0	0	0	0	5
	Nairobi	9	40.90	8	36.36	5	22.72	0	0	0	0	22
	Vienna	8	80	1	10	1	10	0	0	0	0	10
Style	New York	24	50	18	37.5	6	12.5	0	0	0	0	48
	Geneva	1	20	4	80	0	0	0	0	0	0	5
	Nairobi	7	31.81	10	45.45	4	18.18	1	4.54	0	0	22
	Vienna	7	77.77	2	22.22	0	0	0	0	0	0	9

		<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	25	53.19	16	34.04	5	10.63	1	2.12	0	0	47
	Geneva	1	20	4	80	0	0.00	0	0	0	0	5
	Nairobi	4	20	11	55	5	25	0	0	0	0	20
	Vienna	8	80	1	10	1	10	0	0	0	0	10
Completeness	New York	22	50	15	34.09	7	15.90	0	0	0	0	44
	Geneva	1	20	4	80	0	0	0	0	0	0	5
	Nairobi	4	19.04	12	57.14	5	23.80	0	0	0	0	21
	Vienna	8	80	1	10	1	10	0	0	0	0	10
Clarity	New York	20	47.61	16	38.09	4	9.52	2	4.76	0	0	42
	Geneva	2	40	3	60	0	0	0	0	0	0	5
	Nairobi	5	23.80	10	47.61	6	28.57	0	0	0	0	21
	Vienna	8	80	1	10	1	10	0	0	0	0	10
Understandability	New York	22	50	16	36.36	4	9.09	2	4.54	0	0	44
	Geneva	2	40	2	40	1	20	0	0	0	0	5
	Nairobi	4	19.04	11	52.38	6	28.57	0	0	0	0	21
	Vienna	7	70	1	10	2	20	0	0	0	0	10

		<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		38	50.66	29	38.66	8	10.66	0	0	0	0	75
Geneva		3	27.27	8	72.72	0	0	0	0	0	0	11
Nairobi		4	19.04	15	71.42	2	9.52	0	0	0	0	21
Vienna		6	60	4	40	0	0	0	0	0	0	10

	<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>	
<i>New York only</i>											
Work of the committee secretaries	30	71.42	8	19.04	3	7.14	1	2.38	0	0	42
Level of satisfaction with the process of submission and issuance of and action on draft resolutions	21	52.5	15	37.5	3	7.5	1	2.5	0	0	40
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	23	57.5	15	37.5	1	2.5	0	0	1	2.5	40