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AN ANALYSIS OF THE PRACTICE FOLLOWED IN THE APPLICATION  
OF RULE 2 OF THE RULES OF PROCEDURE OF THE ECONOMIC  
COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

Note by the Secretariat



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## Introduction

1. Paragraph 4(f) of Section I of United Nations General Assembly resolution 31/140 (see Annex I) states that the regular sessions of ECLAC may be held away from ECLAC headquarters when the Commission so decides, subject to the approval of the Economic and Social Council and of the General Assembly. At its Second Regular Session in 1985 (Geneva, 3-16 July 1985) ECOSOC had before it the recommendation that the Economic Commission for Latin America and the Caribbean should hold its twenty-first session in Mexico City.
2. During the course of the debate on this question some delegations expressed the view that United Nations bodies should, as a matter of principle, meet at their established headquarters. These delegations stated that in their opinion, operative paragraph 5 of Section I of General Assembly resolution 31/140, which states that United Nations bodies may hold sessions away from their established headquarters when the government issuing the invitation has agreed to defray the additional costs directly or indirectly involved, applies also to regular sessions of the regional commissions.
3. Other delegations made reference to Rule 2 of the Rules of Procedure of ECLAC, which provides that the Commission's recommendation regarding the place of meeting for its session shall be made with due consideration for the principle that the countries of Latin America should be chosen in rotation. The principle of rotation, which has been applied by the Commission since 1948, has, in the opinion of these delegations, made an important contribution to ensuring the full participation of the Latin American and Caribbean countries in the work of ECLAC, and should be retained. These delegations recalled that under operative paragraph 4(f) of Section I of General Assembly resolution 31/140, subject to the approval of ECOSOC and the General Assembly, the regional commissions may decide to hold their regular sessions away from their headquarters. In their opinion any additional financial implications should continue to be charged to the regular United Nations budget.
4. At its 52nd plenary meeting, on 26 July 1985, the Council decided by a vote of 34 to 8, with 4 abstentions, that the twenty-first session of ECLAC should be held at Mexico City early in 1986, in accordance with paragraph 4(f) of Section I of General Assembly resolution 31/140 and Rule 2 of the Rules of Procedure of ECLAC (ECOSOC Decision 1985/188).
5. At the same time, ECOSOC also adopted by consensus Decision 1985/190 <sup>1/</sup> which requests ECLAC to analyse Rule 2 of its Rules of Procedure at its twenty-first session and to report thereon to the Council at its Second Regular Session of 1986. The delegation of Mexico, in presenting the proposal to make this analysis, stated that the decision of the Commission to hold its twenty-first session in Mexico was not arbitrary or frivolous --ECLAC was simply complying with Rule 2 of its Rules of Procedure. Nevertheless, in order to avoid having to engage in a time-consuming and fruitless debate every two years in the Council with regard to the approval of the venue of the regular ECLAC session, a decision of principle should be taken as to whether to continue with the rotation of these meetings among the Latin American and Caribbean countries or whether they should always be held at ECLAC headquarters. The delegate therefore proposed that ECLAC analyse Article 2 of its Rules of Procedure, including the financial considerations involved.

6. This item has consequently been included in the provisional agenda of the twenty-first session of ECLAC and the present note is submitted in order to assist member governments in the consideration of this question.

#### I. HISTORICAL BACKGROUND AND PRACTICE

7. The Rules of Procedure of the Economic Commission for Latin America and the Caribbean were adopted at the first session of ECLAC, or ECLA as it then was, on 23 June 1948. Rule 2 as originally drafted and adopted read as follows:

"The Commission shall at each session, with the concurrence of the Secretary-General, decide upon the place of meeting for its next session, with due consideration for the principle that the countries of Latin America be chosen in rotation".

8. According to Mr. Hernán Santa Cruz (Chile), who was a member of the Ad hoc Committee on the proposed creation of ECLAC and who attended the first session of the Commission as a delegate of his government, the provision for the rotation of the sessions of the Commission was included expressly with a view to giving other member governments the opportunity to have close first-hand contact with the work of the Commission, given the decision taken at the same time to establish the headquarters of ECLAC in Chile.

9. Rule 2 of the Rules of Procedure was modified in 1952 to read as follows:

"The Commission's recommendation regarding the place of meeting for its session shall be taken with due consideration for the principle that the countries of Latin America be chosen in rotation".

10. This text, which retains the concept of rotation and which remains valid to date, should be read in conjunction with Rule 1, which calls on the Commission at each session to recommend the date and place for its next session, subject to the approval of the Economic and Social Council and in consultation with the Secretary-General.

11. In compliance with this principle of rotation, ECLAC has held regular sessions as indicated below:

<u>Session</u>	<u>Venue</u>	<u>Date</u>
1st	Santiago, Chile	June 1948
2nd	Havana, Cuba	May-June 1949
3rd	Montevideo, Uruguay	June 1950
4th	Mexico City, Mexico	May-June 1951
5th	Rio de Janeiro, Brazil	April 1953
6th	Bogotá, Colombia	Aug-Sept 1955
7th	La Paz, Bolivia	May 1957
8th	Panama City, Panama	May 1959
9th	Santiago, Chile	May 1961

/Session

<u>Session</u>	<u>Venue</u>	<u>Date</u>
10th	Mar del Plata, Argentina	May 1963
11th	Mexico City, Mexico	May 1965
12th	Caracas, Venezuela	May 1967
13th	Lima, Peru	April 1969
14th	Santiago, Chile	April-May 1971
15th	Quito, Ecuador	March 1973
16th	Port of Spain, Trinidad and Tobago	May 1975
17th	Guatemala City, Guatemala	April-May 1977
18th	La Paz, Bolivia	April-May 1979
19th	Montevideo, Uruguay	April-May 1981
20th	Lima, Peru	March-April 1984

## II. GENERAL CONSIDERATIONS

12. The principle of rotating the venue of the regular sessions of ECLAC has been found to be of considerable value to member governments over the years. In the first place, it has underscored the universal nature of the United Nations Organization in a very direct and effective manner, in that no government of the region has seriously questioned the venue of a meeting on the grounds of ideological, political, racial or geographical considerations. This has allowed ECLAC to host meetings in a highly diverse array of settings, contributing to understanding between the representatives of the governments attending those meetings.

13. In the second place, the principle of rotation has enabled all countries --large and small, and at different levels of development-- to host international meetings, bringing the United Nations Organization a little closer to domestic public opinion, and giving the delegates of member countries and observer organizations an opportunity to gain first-hand knowledge of the host country.

14. In the third place, over the long run, attending ECLAC conferences has entailed approximately the same financial implications for all countries, in that travel expenses for delegates vary from year to year, in accordance with the venue of the meeting. Should these meetings permanently be held in one place, it would be to the detriment of delegates from the countries most distant, and of permanent benefit to neighbouring countries.

15. In fact the benefits of rotating the venues of regular sessions are so obvious that no government seriously questions the desirability of continuing this practice, and as indicated below, host governments have traditionally made important contributions, mostly in kind, to the cost of holding these meetings. What is being questioned by some, however, is whether all of the additional financial implications, as compared to the cost of holding the session at ECLAC headquarters, should be borne by the United Nations or the host government. In this respect, some member governments have argued that while those costs are not prohibitive (less than US\$ 100 000 in most cases), they are high enough to effectively dissuade some countries (especially the smaller ones) from hosting a meeting, due simply to financial constraints or difficulties related to budgetary allocations. This is

/likely to

likely to be particularly true in the near future, as governments continue to apply stringent austerity measures and have to cope with serious foreign exchange shortages. In other words, if operative paragraph 5 of Section I of General Assembly resolution 31/140 were to be applied to the regular sessions of ECLAC it is felt that this would most likely have the practical effect of eliminating the principle of rotation of these meetings, or reducing it to a small number of large countries which would be in a position to finance the additional financial implications.

16. The above argument is underscored by the fact that facilities at ECLAC headquarters are not adequate for hosting a regular session, as will be discussed below.

### III. FINANCIAL CONSIDERATIONS

17. The General Assembly, in resolution 31/140 adopted on 14 December 1976, reaffirmed a long-standing general principle: that United Nations bodies should plan to meet at their respective headquarters. In operative paragraph 5 of this resolution the General Assembly decided that United Nations bodies may hold sessions away from their established headquarters when a government issuing an invitation has agreed to defray the actual additional costs directly or indirectly involved.

18. However, the same resolution also sets out a number of exceptions, including (paragraph 4(f)):

"The regular sessions of the Economic and Social Commission for Asia and the Pacific, the Economic Commission for Latin America, the Economic Commission for Africa and the Economic Commission for Western Asia, as well as meetings of their subsidiary bodies, may be held away from their headquarters when the Commission concerned so decides, subject, in the case of regular sessions of the commissions, to the approval of the Economic and Social Council and of the General Assembly".

19. With regard to the implementation of resolution 31/140 by the regional commissions, the United Nations Director of the Budget, on the basis of advice from the Office of the Legal Counsel, advised the Executive Secretary by a memorandum dated 15 June 1983 as follows:

"The basic consideration is that with respect to the regular sessions of ESCAP, ECLA, ECA and ECWA and the meetings of their subsidiary bodies, subparagraph (f) of operative paragraph 4 of that resolution provides for an exception to the general principle reaffirmed in that same paragraph that United Nations bodies must plan to meet at their established headquarters. It is inferred from that exception that operative paragraph 5 does not apply to the sessions of these four regional commissions and the meetings of their subsidiary bodies.

As regards the regular sessions of these regional commissions, the procedure to be observed is as follows:

When, at a given session, the commission considers the venue of its next session, any proposal to hold that session away from the commission's headquarters should be accompanied by a statement of the relevant financial /implications prepared



implications prepared in consultation with the Budget Division. The commission must also be advised that under the terms of General Assembly resolution 31/140 such a proposal is subject to approval by ECOSOC and the General Assembly. The proposal then has to be considered and approved by ECOSOC at its second regular session in the context of its review of the annual report of the Secretary-General on regional co-operation. Following approval by the Council, the financial implications of the proposal must be reflected in the revised estimates resulting from the decisions of ECOSOC whenever the timing of the initial decision by the commission does not allow for the inclusion of the appropriate provision in the Secretary-General's proposed programme budget. The host country is not required to bear the additional costs since they would be covered by a regular budget appropriation."

20. In the case of the nineteenth and twentieth sessions of the Commission (Montevideo, April-May 1981 and Lima, 29 March-6 April 1984), and following approval of the venue by ECOSOC and the General Assembly (resolution 38/32 A), most of the additional cost arising from holding the meeting away from the headquarters of ECLAC was absorbed into the regular budget of the United Nations.

21. It should be noted, in this context, that the government hosting an ECLAC regular session has normally been called upon to make a substantial contribution to the cost of holding the meeting. Host governments have thus made available the conference rooms, offices for the Secretariat, furniture and equipment, local transportation, telephones and telex, reproduction and photocopying facilities, including equipment, office supplies and materials, secretarial and support staff, coffee breaks and miscellaneous services to delegates. In the case of the twenty-first session, for example, the value of this contribution, mostly in kind, by the host government has been estimated at approximately US\$ 120 000.

#### IV. OPTIONS AVAILABLE

22. In the light of the statements made by representatives of member governments during the debate on the venue of the twenty-first session of ECLAC during the Second Regular Session of ECOSOC in July 1985, it would appear that some governments question not so much the idea of rotating the regular sessions of the regional commissions but the additional cost to the regular budget that would result. For example, the delegation of the United States stated that while it welcomed the holding of the twenty-first session of the Commission in Mexico, it objected to Decision 1985/188 as adopted by ECOSOC in that it did not adhere to the principle that the host country should be responsible for the additional costs of a meeting held away from the established headquarters. Speaking on behalf of the EEC member countries, the delegate of Luxembourg supported this position.

23. Other delegations expressed their support, however, for the long-standing practice of rotating the venue of these meetings, with part of the additional financial implications included in regular budget appropriations. These delegations regretted the fact that it was necessary for ECOSOC to undertake lengthy and unproductive discussions on this question every two years prior to approving the venue of these meetings.

24. Given the different points of view that prevail regarding this question, governments may wish to consider the following options for future regular sessions of ECLAC in order to formulate their recommendations to ECOSOC:

A. Reaffirm the principle of rotation set out in Rule 2 of the Rules of Procedure

25. One option available to member governments is to decide to retain the principle of rotation of regular sessions of the Commission among the Latin American and Caribbean member States, with the additional financial implications defrayed wholly or partially from the budget of the United Nations Secretariat. As stated above, this has had positive results over the last 37 years, particularly in terms of allowing different countries and their citizens to have first-hand exposure to the work of the Commission. It also provides the opportunity for member governments to receive other delegations in their own country and thus promote better knowledge and understanding of the national situation.

26. Even if host governments do continue to make the type of in-kind contribution outlined in paragraph 21 above, this option would usually result in an additional charge to the regular budget. Past experience with other regional meetings has shown that even the large, relatively wealthy countries of the region find difficulty in hosting meetings if they are called upon to pay all of the additional costs resulting from holding the meeting away from ECLAC headquarters. Thus, it would appear that the only effective way to ensure rotation of the sessions of ECLAC is to continue the present practice of charging part of the additional costs to the regular budget.

B. Hold all the regular sessions of ECLAC at its headquarters in Santiago

27. This option would be advantageous from the point of view of the Secretariat in that holding meetings at the Commission's headquarters would make it possible for all the principal officials to be present, as well as having at hand all the reference documentation and the entire editorial, reproduction and other services. It would also, under normal circumstances, involve lower financial implications for the regular budget. However, as stated above, the present ECLAC conference facilities are not adequate to accommodate a session of the Commission.

28. Annex II of this Note contains an abbreviated list of the space requirements which are needed for the regular sessions of the Commission, based on attendance at the past two sessions. Annex III outlines the conference facilities available at the ECLAC headquarters building in Santiago, Chile.

29. A comparison of the two annexes reveals that a conference room with a capacity of approximately 600 is presently required for plenary sessions (if present trends continue, this figure could well increase in coming years), while the largest ECLAC conference room (No. 1) accommodates a maximum of 295 persons. Furthermore, both main conference rooms at ECLAC are circular in form. In Conference Room No. 1, only 35 seats at desks are available around the main circle, thus making it impossible to provide microphones and desk space for the chiefs of delegation of the 44 ECLAC member governments, plus approximately 20 non-member governments which generally send representatives to ECLAC sessions. Seats at desks are also required for the

Bureau, the representatives of the intergovernmental and non-governmental organizations, secretariat officials (precis-writers, substantive staff), etc. An additional 26 desks are presently installed in this conference room, and while more desks could be installed, this would seriously reduce the total seating capacity of the room.

30. As regards office space, only one office is available for the President of the Conference next to the meeting room and it would be necessary to temporarily vacate offices presently occupied by ECLAC officials in order to provide required space for the conference officers, the press, distribution of documents, etc.

31. In order not to inordinately increase the length of the sessions, in recent times it has been necessary for the plenary and two committees to meet simultaneously. Thus, one hall for plenaries and two large committee rooms are required. Two smaller meeting rooms for caucuses are also necessary. Again, most of these facilities are not available at ECLAC headquarters.

32. It is therefore clear that if the member governments were to decide that they wish the regular sessions of the Commission to be held at the headquarters of ECLAC, it would be necessary to make the preliminary studies required and recommend to the appropriate financial bodies of the Organization the construction of new conference facilities. In view of the considerable financial implications of such a decision, and taking into account the policy of austerity of the Organization, the Executive Secretary of ECLAC has so far refrained from making any proposals in this regard.

C. Hold the sessions of ECLAC on other premises in Santiago

33. A third option, which would also imply setting aside the principle of rotation of the sessions of ECLAC but which might well require a somewhat smaller outlay from the regular budget, would be to hold the sessions of the Commission at an alternative facility in Santiago, Chile, where the Secretariat is located.

34. Two possibilities would appear to exist in this regard: the Diego Portales Building and the Hotel Sheraton San Cristobal. The facilities available in both of these are set out in Annex IV to this document. It should be noted that in the case of the Hotel Sheraton, these facilities are for rental subject to availability. In the case of the Diego Portales Building, the Administrator of the conference facilities has informed the Secretariat of ECLAC that it would be available for rental, subject, of course, to the requirements of the Government of Chile, which owns the premises (the conference facilities form part of a larger complex where the offices of the Junta de Gobierno are located). As noted in Annex IV, these facilities do not have sufficient space for the necessary Secretariat offices and supporting services, which would have to be located at another site, resulting in logistical difficulties.

35. With regard to either of these possible sites, in order to comply with United Nations regulations as regards privileges and immunities it would be necessary, as in the case of holding the meeting in other countries, to negotiate an additional agreement with the Government of Chile covering privileges and immunities at the sessions, either on a case-by-case basis or in general terms.

36. The estimated cost of renting these two conference facilities for a regular session of the Commission is also set out in Annex IV.

## V. CONCLUSIONS

37. Both options B and C outlined above --holding the regular sessions of ECLAC in Santiago-- would imply amending Rule 2 of the Rules of Procedure of ECLAC. If the member governments favour one of these options, it would be appropriate for the Commission to elevate a recommendation in this sense to the Economic and Social Council.

38. Should the member governments prefer to continue with the principle of rotating the venue of the regular sessions of ECLAC among Latin American and Caribbean States in the context of Rule 2 of the Rules of Procedure, then a decision could be taken to reaffirm said Rule and to make such a recommendation to ECOSOC. Even then, ECOSOC and the General Assembly would still have to approve the venue of each session (as provided for in resolution 31/140).

39. The time spent debating this question in ECOSOC every two years could be greatly reduced if appropriate budgetary provisions were made at the time the ECLAC budget is considered and approved for the biennium, in the light of the venue which has been approved by ECLAC for the next session of the Commission. Member governments might therefore wish to reconsider the present practice of budgeting for the meeting as though it were to be held at the headquarters of the Commission and then requesting an additional allocation from ECOSOC and the General Assembly.

### Note

1/ The text of Decision 1985/190, entitled "Rules of procedure of the Economic Commission for Latin America and the Caribbean", is as follows: "At its 52nd plenary meeting, on 26 July 1985, the Council, taking into account General Assembly resolution 31/140 of 17 December 1976, requested the Economic Commission for Latin America and the Caribbean to analyse rule 2 of its rules of procedure at its twenty-first session and to report thereon to the Council at its second regular session of 1986."

Annex I

31/140. Pattern of conferences

The General Assembly,

Recalling its resolutions 1202 (XII) of 13 December 1957, 1851 (XVII) of 19 December 1962, 1987 (XVIII) of 17 December 1963, 2116 (XX) of 21 December 1965, 2239 (XXI) of 20 December 1966, 2361 (XXII) of 19 December 1967, 2478 (XXIII) of 21 December 1968, 2609 (XXIV) of 16 December 1969, 2693 (XXV) of 11 December 1970, 2834 (XXVI) of 17 December 1971, 2960 (XXVII) of 13 December 1972, 3351 (XXIX) of 18 December 1974 and 3491 (XXX) of 15 December 1975,

I

1. Takes note of the report of the Committee on Conferences established by General Assembly resolution 3351 (XXIX),\*/

2. Approves the draft calendar of conferences and meetings for 1977 set forth in annex I to the report,

3. Takes note of the tentative calendar of conferences and meetings for 1978 set forth in annex II to the report,\*\*/

4. Reaffirms the general principle that, in drawing up the schedule of conferences and meetings, United Nations bodies shall plan to meet at their respective established headquarters, with the following exceptions:

(a) The Governing Council of the United Nations Development Programme may, in accordance with its rules of procedure, hold one of its sessions at the United Nations Office at Geneva,

(b) The sessions of the International Law Commission shall be held at Geneva,

(c) The sessions of the United Nations Commission on International Trade Law may be held, subject to the provision in section II, paragraph 6, of General Assembly resolution 2205 (XXI) of 17 December 1966, alternately at Headquarters in New York and at Geneva,

(d) The regular summer session of the Economic and Social Council may be held at Geneva provided that the closing date falls at least six weeks before the opening of the regular session of the General Assembly,

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\*/ Ibid., Supplement No. 32 (A/31/32).

\*\*/ In accordance with its resolution 3491 (XXX), the General Assembly will have before it at its thirty-second session for approval the draft calendars for 1978 and 1979 corresponding to the programme budget.

(e) The functional commissions of the Economic and Social Council, other than the Commission on Human Rights and the Commission on Narcotic Drugs, shall meet at their established headquarters unless a more rational pattern of the work programme can be achieved by holding their sessions at Geneva, that decision being without prejudice to any subsequent decision to hold them at Vienna,

(f) The regular sessions of the Economic and Social Commission for Asia and the Pacific, the Economic Commission for Latin America, the Economic Commission for Africa and the Economic Commission for Western Asia, as well as meetings of their subsidiary bodies, may be held away from their headquarters when the commission concerned so decides, subject, in the case of regular sessions of the commissions, to the approval of the Economic and Social Council and of the General Assembly,

(g) The International Civil Service Commission shall hold its regular annual session at Headquarters and, if more than one session is required in any one year, it may accept an invitation from one of its participating organizations to hold its other session or sessions at the headquarters of that participating organization,

5. Decides that United Nations bodies may hold sessions away from their established headquarters when a Government issuing an invitation for a session to be held within its territory has agreed to defray, after consultation with the Secretary-General as to their nature and possible extent, the actual additional costs directly or indirectly involved;

6. Requests the Committee on Conferences and the Secretary-General to take account of the following principles in drawing up the draft calendar of conferences and meetings;

(a) The biennial calendar of conferences and meetings approved by the General Assembly shall govern the meetings programme during the period concerned;

(b) All United Nations meetings shall be carried out within the resources allocated by the General Assembly for that purpose;

(c) Between sessions of the General Assembly, departures from the calendar may, in special or unusual circumstances, be approved by the Committee on Conferences, provided that changes affecting the subsequent year of the biennium shall be approved by the Assembly;

(d) Subsidiary organs of the General Assembly shall not, without the approval of the Assembly, create new standing bodies or ad hoc sessional or intersessional bodies that require additional resources, and other principal organs of the United Nations should make similar decisions with regard to their respective subsidiary bodies, if they have not already done so;

(e) An adequate interval of time, to be determined by the body concerned, shall be allowed between sessions of the same bodies to permit Member States to derive maximum benefit from the activities and to provide sufficient time for the preparation of future activities;

(f) United Nations bodies shall meet at their respective established headquarters, subject to the exceptions to this principle approved by the General Assembly;

II

1. Takes note of the action taken by its subsidiary organs and by the Secretariat to apply the criteria established by General Assembly resolution 3415 (XXX) of 8 December 1975 and urges all bodies to continue their efforts to rationalize their meeting records;

2. Reiterates its appeal to subsidiary bodies to consider the application to their subsidiary bodies of criterion 6, according to which such bodies should cease to be provided with meeting records of any kind;\*/

3. Reaffirms that the Committee on the Elimination of Racial Discrimination and the International Law Commission should continue to receive records in both provisional and final form;

4. Requests the Secretary-General to specify, in the statement of financial implications accompanying a draft resolution calling for the establishment of a new body, which conference services are to be provided;

5. Reaffirms its decision \*\*/ that statements may be reproduced in extenso only if they serve as bases for discussion and after statements of financial implications have been presented to the bodies requesting them.

103rd plenary meeting  
17 December 1976

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\*/ A/INF/31/2 and Corr.1.

\*\*/ Resolution 2292 (XXII), annex, para. (b).

Annex II

SPACE REQUIREMENTS NEEDED FOR SESSIONS OF THE COMMISSION

	<u>Total seating capacity</u>	<u>Seats at desks with microphones</u>	<u>Simultaneous interpretation</u>
<u>I. Conference rooms</u>			
Conference Room for Plenaries	600	100	3 languages
Conference Room for Committee I	120	60	3 languages
Conference Room for Committee II	120	60	3 languages
Conference Room for Working Group	45	-	-
<u>II. ECLAC Secretariat and supporting services</u>			
		<u>Offices</u>	<u>Other space</u>
Secretariat		14	
- Executive Secretary			
- Deputy Executive Secretaries			
- Secretary of the Commission			
- Directors			
- Secretaries and assistants			
Editorial and Translation Services		8	
- Chief, Editorial Services			
- Translators			
- Revisers			
- Documents control			
Typing Pool		2	100 sq. mts.
- Supervisor and assistant			
- 16 typists			
Reproduction of documents		1	65 sq. mts.
- Supervisor			
- Mimeograph operators and equipment			
- Collators			
- Photocopiers			
Distribution of Documents		1	140 sq. mts.
- Supervisor			
- Distribution (near Conference Rooms)			(shelves)
- Storage of documents			(shelves)
Other supporting services		2	
Press		2	80 sq. mts.
- Supervisor and assistant			
- Press services */			

\*/ Full facilities are required for this item.



Annex III

ECLAC CONFERENCE FACILITIES

	<u>Seating capacity</u>	<u>Seats at desks with microphones</u>	<u>Simultaneous interpretation</u>
Conference Room No. 1	295	61	4 languages
Conference Room No. 2	260	51	4 languages
Conference Room "José Medina Echavarría" (CLADES)	47	-	-
Room T-445	20	-	-

Supporting services: ECLAC has full facilities for supporting services, except for journalists.

Annex IV

ESTIMATED COSTS OF RENTING CONFERENCE FACILITIES IN SANTIAGO a/

<u>Items</u>	<u>Diego Portales Building <u>b/</u></u>	<u>Sheraton Hotel</u>
	(US\$)	(US\$)
Conference Room for Plenary (10 days)	2 820.00	12 000.00
Conference Rooms for Committees I and II (10 days)	3 470.00	12 000.00
Conference Room for Working Group (10 days)	1 100.00	10 500.00
Space for Secretariat offices and supporting services (14 days)	<u>c/</u>	23 940.00
Simultaneous interpretation equipment (10 days)	4 690.00 <u>d/</u>	15 000.00
Coffee service	7 500.00	7 500.00
Telephone and telex	<u>e/</u>	<u>f/</u>
<u>Total</u>	<u>19 580.00</u>	<u>80 940.00</u>

a/ Costs estimated at United Nations official rate of Ch\$ 180 per dollar.

b/ As this is a government building, prices correspond to operational costs and not to market rental rates. However, costs are subject to increase according to Consumer Price Index. Supporting and cleaning staff must be paid overtime. Night sessions are almost impossible due to existing security measures.

c/ Not available.

d/ Estimated costs correspond to rental of installed equipment. Recording tapes, cassettes and batteries for headphones must be provided by ECLAC.

e/ Must be rented from ENTEL or CTC. Estimated budget requested but not available yet.

f/ Equipment already installed but services must be paid for.



