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FOR LATIN AMERICA  
AND THE CARIBBEAN - ECLAC



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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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ESTIMATED COST TO THE UNITED NATIONS OF HOLDING ECLAC  
SESSIONS AT DIFFERENT VENUES  
(thousands of US \$ at 1986 prices)

	Stgo.	Asun.	Bog.	Bras.	B. A.	Cara.	S.Dom.
Temporary assistance	117.9	116.6	127.7	127.3	107.2	117.9	134.4
Overtime	32.0	17.0	17.0	17.0	17.0	17.0	17.0
Travel of staff	23.2	72.9	156.9	121.1	91.5	132.4	191.9
Contractual translation	15.9	15.9	15.9	15.9	15.9	15.9	15.9
Operating expenses	4.0	8.0	10.7	10.7	8.0	10.7	10.7
Communications	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Hospitality	8.0	8.0	8.0	8.0	8.0	8.0	8.0
Supplies and materials	13.0	2.0	2.0	2.0	2.0	2.0	2.0
Subtotal	224.0	250.4	348.2	312.0	259.6	313.9	389.9
Rental of premises and equipment	73.4						
Total	297.4	250.4	348.2	312.0	259.6	313.9	389.9

The Secretariat has been asked to provide additional information regarding the resources required to hold the biennial sessions of the Commission, both at ECLAC Headquarters in Santiago and at other locations in the region.

The attached table provides figures on the estimated cost to the United Nations regular budget of holding a Commission session in selected Latin American capital cities.<sup>1/</sup> In this comparison, it has been assumed that staff required to service the meeting are the same in each alternative venue away from ECLAC Headquarters. The prices correspond to January 1986. The criteria used for estimating the requirements under each budget heading are as follows:

1. Temporary assistance: This includes resources for the hiring of pre-session staff in Santiago (translators and typists) and in-session personnel at the selected venue of the meeting (interpreters and translators, and occasionally typists and other support staff). While the fees of freelance interpreters and translators do not generally vary among venues, the cost of air travel and the daily subsistence allowance differ considerably, as does the availability of qualified personnel in different locations.

2. Overtime: When the session is held away from ECLAC Headquarters, provision is made for pre-session requirements only, in view of the support given by the host Government during the session. When the session takes place at ECLAC Headquarters in Santiago, resources for the payment of overtime to general service staff servicing the session will be needed from the regular budget.

3. Travel of staff: These figures include travel and subsistence of the ECLAC staff required to service the meeting, regardless of where it is held. The variation among the venues reflects differences in air fares (excursion fare) and subsistence allowances. In the case of meetings held in Santiago, the resources required include only the participation in the meeting of substantive staff from ECLAC field offices.

4. Contractual translation: This item includes pre-session contractual translation only.

5. Operating expenses: The difference between the cost estimated for Santiago and that for other locations is due to the need to ship documents to the meeting site.

6. Communications and hospitality: It has been assumed that there is no variation in these items among venues.

7. Supplies and materials: The difference in cost between Santiago and other locations reflects the contribution made by the host Government when the session is held away from ECLAC Headquarters.

8. Rental of premises and equipment: This requirement is not a charge against the regular budget when the session is held away from Santiago, as the meeting site is traditionally provided by the host Government. In the case of Santiago, the amount shown is based on a survey made in January 1986 of the cost of renting conference facilities, including offices for the Secretariat. The figure shown corresponds to that presented in annex IV of document LC/G.1400(SES.21/4), excluding coffee service.

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<sup>1/</sup> When the venue is away from Santiago, the contribution traditionally made by the host Government should be taken into account in estimating the total cost of the conference (see paragraph 21 of document LC/G.1400(SES.21/4)). It is estimated that the average amount of this contribution is approximately US\$ 120 000.