

study called for under the terms of paragraph 6 (b) of its resolution 2609 (XXIV) of 16 December 1969 and to include in the study consideration of other locations;

3. *Decides* to continue in force for 1972 the provisions of paragraph 9 of resolution 2609 (XXIV) relating to the pattern of conferences;

4. *Approves* the calendar of conferences and meetings of the United Nations for 1972, as submitted by the Secretary-General in his report;¹⁵

5. *Requests* the Secretary-General to submit to the General Assembly at its twenty-seventh session a calendar of conferences for 1973 and a preliminary calendar for 1974;

6. *Further requests* the Secretary-General to include in the study to be undertaken in accordance with paragraph 6 (b) of resolution 2609 (XXIV) an assessment of possible measures to ensure that the pattern of conferences is organized on the most effective and efficient basis.

2023rd plenary meeting,
17 December 1971.

2836 (XXVI). Publications and documentation of the United Nations¹⁶

The General Assembly,

Recalling its resolutions 593 (VI) of 4 February 1952, 789 (VIII) of 9 December 1953, 1202 (XII) and 1203 (XII) of 13 December 1957, 1272 (XIII) of 14 November 1958, 1851 (XVII) of 19 December 1962, 1987 (XVIII) of 17 December 1963, 2116 (XX) of 21 December 1965, 2150 (XXI) of 4 November 1966, 2292 (XXII) of 8 December 1967, 2361 (XXII) of 19 December 1967, 2478 (XXIII) of 21 December 1968, 2538 (XXIV) of 11 December 1969 and 2732 (XXV) of 16 December 1970,

Having considered part A of the report of the Joint Inspection Unit,¹⁷ section IX of the report of the Special Committee on the Rationalization of the Procedures and Organization of the General Assembly¹⁸ and the comments of the Secretary-General¹⁹ and of the Advisory Committee on Administrative and Budgetary Questions,²⁰

Welcoming the action taken by the Economic and Social Council, in section III of resolution 1623 (LI) of 30 July 1971, to improve the effectiveness and reduce the volume of its documentation,

Expressing its appreciation to the Joint Inspection Unit and the Advisory Committee on Administrative and Budgetary Questions for their reports,

Convinced that the control and limitation of United Nations documentation is necessary for the effective and economical operation of the Organization,

1. *Takes note* of part A, relating to documentation, of the report of the Joint Inspection Unit, and the related comments of the Secretary-General and of the Advisory Committee on Administrative and Budgetary Questions, and section IX, relating to documentation, of the report of the Special Committee on the Ration-

alization of the Procedures and Organization of the General Assembly;

2. *Requests* the Secretary-General to reduce in 1972 the volume of documentation originating in the Secretariat, other than meetings records, by 15 per cent over-all, compared with the volume of such documentation in 1970 and, to that end, to take such administrative action as may be necessary, including the establishment of departmental quotas, to achieve that target;

3. *Decides* that the reports submitted to it by its subsidiary organs, by its Main Committees, by the Trade and Development Board and by the Industrial Development Board shall be drafted on the basis of the following principles:

(a) The reports should be action-oriented and concise and should contain precise information confined to a description of the work done by the organ concerned, to the conclusions it has reached, to its decisions and to the recommendations made to the General Assembly;

(b) Introductions containing background information should, as far as possible, be confined to matters of substance rather than procedure and should contain only what it is essential to bring to the notice of the General Assembly;

(c) The account of the deliberations should be concise and should be supplemented, as necessary, by cross-references to the summary records;

(d) Texts available in easily accessible documents should not be incorporated in or annexed to the report;

(e) Texts which are not easily accessible should not be annexed when their substance can reasonably be incorporated in the main body of the report;

(f) Participants should not be listed by name, unless they are serving in their individual capacity;

(g) Where appropriate, reports should include a summary of the proposals, conclusions and recommendations contained therein;

4. *Invites* the Economic and Social Council to request its subsidiary bodies to follow the principles set forth in paragraph 3 above when preparing their reports to the Council;

5. *Requests* the Trade and Development Board and the Industrial Development Board to adopt decisions for the control of their documentation, applying *mutatis mutandis* the guidelines set out in section III of Economic and Social Council resolution 1623 (LI);

6. *Invites* the Security Council to implement recommendation 7 contained in part A, section IX, of the report of the Joint Inspection Unit;

7. *Invites* the Security Council, the Economic and Social Council, the Trusteeship Council, the Trade and Development Board and the Industrial Development Board to adopt decisions containing provisions similar to those in paragraph 10 (b) of General Assembly resolution 2538 (XXIV);

8. *Decides* that for the purposes of paragraph 10 (b) of resolution 2538 (XXIV) the term "summary records" shall mean any meetings records that are prepared by *précis*-writers and/or translators;

9. *Requests* all its Main Committees, when considering items on their agenda which involve the submission of annual reports of subsidiary organs or of the Secretary-General, to review whether such reports can be submitted at less frequent intervals;

¹⁵ A/8448/Add.1, annex I; see also A/8448/Add.2.

¹⁶ See also resolution 2837 (XXVI), annex II, sect. VIII.

¹⁷ See A/8319 and Corr.1.

¹⁸ *Official Records of the General Assembly, Twenty-sixth Session, Supplement No. 26 (A/8426).*

¹⁹ See A/8488.

²⁰ A/8532 and Corr.1 and 2.

10. *Draws the attention* of the Economic and Social Council to recommendation 10 contained in part A, section IX, of the report of the Joint Inspection Unit;

11. *Invites* the Secretary-General to take appropriate steps to implement recommendations 14 to 26 contained in part A, section IX, of the report of the Joint Inspection Unit, in the light of the observations of the Advisory Committee on Administrative and Budgetary Questions;

12. *Decides* to make an over-all reduction of \$1,250,000 in the provision for documentation in the budget of the United Nations for the financial year 1972;

13. *Requests* the Secretary-General to reflect in his budget estimates for 1973 and subsequent years the

progressive savings which can be expected to flow from the implementation of the recommendations relating to the control and limitation of documentation;

14. *Requests* the Secretary-General to submit to the General Assembly at its twenty-eighth session a concise report on the implementation of the present resolution;

15. *Further requests* the Secretary-General to take such measures, including the possible application of modern management techniques, as he deems appropriate to ensure that documents for consideration by the General Assembly are distributed, as far as possible, before the opening of the session.

2024th plenary meeting,
17 December 1971.

2882 (XXVI). Supplementary estimates for the financial year 1971

A

BUDGET APPROPRIATIONS FOR THE FINANCIAL YEAR 1971

The General Assembly

Resolves that for the financial year 1971:

1. The amount of \$US 192,149,300 appropriated by its resolution 2738 A (XXV) of 17 December 1970 shall be increased by \$US 2,478,500 as follows:

Section	Amount appropriated by resolution 2738 A (XXV)	Increase or (decrease)	Revised appropriation
(US dollars)			
PART I. Sessions of the General Assembly, the councils, commissions and committees; special meetings and conferences			
1. Travel and other expenses of representatives and members of commissions, committees and other subsidiary bodies	1,387,100	—	1,387,100
2. Special meetings and conferences	3,317,800	227,300	3,545,100
TOTAL, PART I	4,704,900	227,300	4,932,200
PART II. Staff costs and related expenses			
3. Salaries and wages	86,158,700	466,300	86,625,000
4. Common staff costs	19,585,300	237,600	19,822,900
5. Travel of staff	2,598,300	150,000	2,748,300
6. Payments under annex I, paragraphs 2 and 5, of the Staff Regulations; hospitality	159,000	—	159,000
TOTAL, PART II	108,501,300	853,900	109,355,200
PART III. Premises, equipment, supplies and services			
7. Buildings and improvements to premises	9,040,900	(59,000)	8,981,900
8. Permanent equipment	962,700	(34,600)	928,100
9. Maintenance, operation and rental of premises	6,318,000	309,000	6,627,000
10. General expenses	5,349,900	635,000	5,984,900
11. Printing	3,112,300	—	3,112,300
TOTAL, PART III	24,783,800	850,400	25,634,200