Report of the Secretary-General on the pattern of conferences (A/75/89)

23 June 2020

Supplementary information

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I. Meetings management

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

Organ	*Request*
Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction	To convene the second session of the Conference from 16 to 20 November 2020
United Nations Appeals Tribunal	To hold the oral pronouncement of the United Nations Appeals Tribunal on 30 October 2020
Assembly of States Parties to the Rome Statute of the International Criminal Court	To convene its nineteenth session in New York from 7 to 17 December 2020
Independent Audit Advisory Committee	To convene its fifty-second session from 8 to 11 December 2020
Committee on the Exercise of the Inalienable Rights of the Palestinian People	To hold meetings during the seventy–fifth session of the General Assembly
Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women)	To convene the second regular session of the Executive Board of UN-Women on 15 and 16 September 2020
Committee on Relations with the Host Country	To hold meetings at Headquarters during the seventy-fifth session of the General Assembly
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)	To enable the Executive Board of UNDP/UNFPA/UNOPS to hold the elections of the members of the Bureau of the Board on 7 December 2020

B. Intersessional departures

Organ	*Request*	*Action taken*
Committee on the Rights of the Child	To hold an extraordinary session (eighty-fourth) of the Committee from 2 to 6 March in Apia	Request approved
Meeting of Chairs of the human rights treaty bodies	To waive the headquarters rule and hold the thirty-second meeting of the Chairs of the human rights treaty bodies in New York from 1 to 5 June 2020	Request approved
United Nations Commission on International Trade Law (UNCITRAL) Working Group III	To hold an additional session (the resumed thirty-eighth session of the Commission) from 20 to 24 January 2020 in Vienna	Request approved
Disarmament Commission	To hold an additional session (the resumed organizational session of the Commission) on 28 February 2020 in New York	Request approved
Advisory Board on Disarmament Matters	To convene the seventy-third session of the Board from 29 to 31 January 2020 in Geneva rather than New York	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 planned 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 planned 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, 2019

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
1.	Commission on the Limits of the Continental Shelf: forty-ninth session, 28 January–15 March; fiftieth session, 1 July–16 August	38	0	0	38	0	0	100
2.	United Nations Convention to Combat Desertification, Committee for the Review of the Implementation of the Convention, seventeenth session, 28–30 January, Georgetown	6	0	0	6	0	0	100
3.	United Nations Group of Experts on Geographical Names, first session, 29 April–3 May	10	0	0	10	0	20	99
4.	Independent Audit Advisory Committee: forty-sixth session, 22–24 April; forty-seventh session, 17–19 July	16	0	0	16	0	45	98
5.	Conference of States Parties to the Convention on the Rights of Persons with Disabilities, twelfth session, 11–13 June	6	0	0	6	0	25	98
6.	High-level political forum on sustainable development convened under the auspices of the Economic and Social Council, sixth session, 9–15 July	15	0	0	15	0	70	97
7.	Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East, 24 June	1	0	0	1	0	5	97
8.	Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty, eleventh Article XIV conference, 25 September	2	0	0	2	0	10	97
9.	Permanent Forum on Indigenous Issues, eighteenth session, 22 April–3 May	20	0	0	20	0	185	95
10.	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-seventh session, 15–19 July	10	0	0	10	0	95	95
11.	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law, fifty-fourth session, 8 October	0	1	0	1	0	10	94
12.	Committee of Experts on International Cooperation in Tax Matters, eighteenth session, 23–26 April	8	0	0	8	0	85	94
13.	UNCITRAL, Working Group II (Dispute Settlement), sixty-ninth session, 4–8 February	10	0	0	10	0	145	92
14.	UNCITRAL, Working Group VI (Judicial Sale of Ships), thirty-fifth session, 13–17 May	10	0	0	10	0	145	92
15.	Committee for the United Nations Population Award	0	1	0	1	0	15	92

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
16.	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: second session, 25 March–5 April; third session, 19–30 August	39	1	1	39	0	440	91
17.	Committee on Non-Governmental Organizations: 2019 regular session, 21–30 January and 8 February; resumed session, 16–24 May and 4 June	29	0	0	29	0	530	90
18.	Economic and Social Council, 2019 session	53	10	1	62	1	1 160	90
19.	Security Council Committee established pursuant to resolution 2206 (2015) concerning South Sudan	0	7	2	5	2	130	90
20.	UNCITRAL, Working Group IV (Electronic Commerce), fifty-eighth session, 8–12 April	10	0	0	10	0	190	89
21.	UNCITRAL, Working Group I (Micro, Small and Medium-sized Enterprises), thirty-second session, 25–29 March	10	0	0	10	0	190	89
22.	General Assembly, Second Committee, seventy-fourth session, 30 September–26 November	27	2	1	28	0	375	89
23.	Open-ended Working Group on Ageing, tenth session, 15–18 April	8	0	0	8	0	155	89
24.	Preparatory Committee for the 2020 Review Conference of the States Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, third session, 29 April–10 May	20	0	1	19	0	240	88
25.	Committee of Experts on Public Administration, eighteenth session, 8–12 April	10	0	0	10	0	215	88
26.	General Assembly, Fifth Committee: first part of the resumed session, 18 February–5 April; second part of the resumed session, 6–31 May, 3 July; seventy-fourth session, 7 October–27 December	188	152	181	159	161	3 800	88
27.	Meeting of the Chairs of the human rights treaty bodies, thirty-first annual meeting, 24–28 June	9	1	0	10	0	230	87
28.	Advisory Committee on Administrative and Budgetary Questions: winter session, 21 January–30 April; spring session, 13 May–9 August; fall session, 9 September–13 December	355	8	27	336	3	4 095	87
29.	Committee for Programme and Coordination: organizational session, 18 April; fifty-ninth session, 3–28 June;	39	0	1	38	0	755	87
30.	Military Staff Committee, 2019 session	25	1	0	26	0	635	86
31.	Trusteeship Council, 1717th meeting, 22 November	1	0	0	1	0	25	86
32.	Committee of Experts on Global Geospatial Information Management, ninth session, 7–9 August	6	0	0	6	0	150	86

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
33.	General Assembly, First Committee, seventy-fourth session, 3 October–8 November	30	0	3	27	1	400	86
34.	General Assembly, Sixth Committee, seventy-fourth session, 7 October–20 November	43	7	5	45	3	940	86
35.	Group of Governmental Experts on Advancing Responsible State Behaviour in Cyberspace in the Context of International Security, first session, 9–13 December	14	0	2	12	1	200	85
36.	General Assembly, Third Committee, seventy-fourth session, 30 September–27 November	54	0	2	52	0	1 110	85
37.	UNCITRAL, Working Group V (Insolvency Law), fifty-fifth session, 28–31 May	8	0	0	8	0	220	85
38.	United Nations Forum on Forests, fourteenth session, 6–10 May	10	0	1	9	0	105	84
39.	Security Council Committee established pursuant to resolution 2374 (2017) concerning Mali	0	5	0	5	0	150	83
40.	Security Council Informal Working Group on International Tribunals	0	2	0	2	0	60	83
41.	Ad Hoc Working Group on the Revitalization of the Work of the General Assembly	0	13	5	8	5	395	83
42.	Statistical Commission, fiftieth session, 5–8 March	8	0	1	7	0	65	83
43.	Commission on the Status of Women, sixty–third session, 11–22 March	14	1	2	13	1	285	83
44.	Security Council Committee established pursuant to resolution 1718 (2006)	0	7	0	7	0	225	82
45.	Executive Board of the United Nations Children's Fund (UNICEF): election of 2019 Bureau, 8 January; first regular session, 5–7 February; annual session, 11–14 June; second regular session, 11–13 September; as required	21	6	1	26	0	745	81
46.	Peacebuilding Commission	0	31	1	30	1	1 100	80
47.	UNCITRAL, Working Group III (Investor-State Dispute Settlement Reform), thirty-seventh session, 1–5 April	10	0	0	10	0	355	80
48.	Group of Governmental Experts on the Prevention of an Arms Race in Outer Space, open-ended informal consultative meeting, 31 January–1 February	4	0	0	4	0	150	79
49.	Security Council Committee established pursuant to resolution 1373 (2001) concerning counter-terrorism	0	17	0	17	0	660	78
50.	Committee on Contributions, seventy-ninth session, 3–21 June	17	0	1	16	0	485	78
51.	Security Council Committee established pursuant to resolution 2048 (2012) concerning Guinea-Bissau	0	4	1	3	1	160	78
52.	General Assembly	59	212	49	222	31	8 795	75

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
53.	Human Rights Council, Working Group on the issue of discrimination against women in law and in practice, twenty-fourth session, 28 January–1 February	1	0	0	1	0	45	75
54.	Security Council Committee established pursuant to resolution 2127 (2013) concerning the Central African Republic	0	13	2	11	2	590	75
55.	Commission on Population and Development, fifty-second session, 1–5 April	10	0	2	8	0	95	75
56.	General Assembly, Fourth Committee (Special Political and Decolonization Committee), seventy-fourth session, 3 October–15 November	28	3	4	27	0	760	73
57.	Security Council	486	76	228	334	154	13 780	73
58.	Security Council Informal Working Group on Documentation and Other Procedural Questions	0	8	2	6	2	395	73
59.	Security Council Committee established pursuant to resolution 1591 (2005) concerning the Sudan	0	4	0	4	0	200	72
60.	United Nations Dispute Tribunal	1	0	0	1	0	50	72
61.	Security Council, Working Group on Children and Armed Conflict	0	21	1	20	1	1 055	72
62.	International Civil Service Commission, eighty-eighth session, 18–29 March	20	0	4	16	0	300	72
63.	Security Council Committee established pursuant to resolution 1988 (2011)	0	4	0	4	0	205	72
64.	UNDP/UNFPA/UNOPS Executive Board: first regular session, 21–25 January; annual session, 31 May–7 June; second regular session, 3–6 September; as required	33	3	3	33	0	1 345	71
65.	Commission for Social Development, fifty-seventh session, 11–21 February	14	0	4	10	2	380	71
66.	Open-ended Informal Consultative Process on Oceans and the Law of the Sea, twentieth meeting, 10–14 June	10	0	2	8	0	195	69
67.	United Nations Convention on the Law of the Sea, Meeting of States Parties, Twenty-ninth Meeting, 17–19 June	7	0	1	6	0	220	68
68.	Open-ended Working Group on Developments in the Field of Information and Telecommunications in the Context of International Security: organizational session, 3–4 June; first session, 9–13 September	20	0	4	16	1	620	68
69.	General Committee	0	3	1	2	1	175	68
70.	UN-Women, Executive Board: election of Bureau, 8 January; first regular session, 12 February; annual session, 12 February; second regular session, 9–10 September	12	1	2	11	0	410	67
71.	Security Council Committee pursuant to resolutions 1267 (1999), 1989 (2011) and 2253 (2015) concerning Islamic State in Iraq and the Levant (Da'esh), Al-Qaida and associated individuals, groups, undertakings and entities	0	22	1	21	1	1 305	67

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
72.	Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction, annual session, 18–22 November	10	0	0	10	0	610	66
73.	Security Council Committee established pursuant to resolution 1518 (2003)	0	2	0	2	0	125	65
74.	Security Council Committee established pursuant to resolution 751 (1992) concerning Somalia	0	4	0	4	0	250	65
75.	Joint meeting of the Executive Boards of UNDP/UNFPA/UNOPS, UNICEF, the World Food Programme and UN-Women, 31 May	2	0	0	2	0	125	65
76.	Security Council Committee established pursuant to resolution 1533 (2004) concerning the Democratic Republic of the Congo	0	7	0	7	0	440	65
77.	Advisory Board on Disarmament Matters, seventy-second session, 26–28 June	6	0	1	5	0	200	65
78.	United Nations Appeals Tribunal	3	0	0	3	0	190	65
79.	Security Council Committee established pursuant to resolution 1970 (2011) concerning Libya	0	7	0	7	0	460	63
80.	Committee on the Exercise of the Inalienable Rights of the Palestinian People	4	3	0	7	0	460	63
81.	Ad Hoc Working Group of the Security Council on Conflict Prevention and Resolution in Africa	0	4	0	4	0	265	63
82.	Security Council Working Group on Peacekeeping Operations	0	4	0	4	0	265	63
83.	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, 21 February and 20 March; resumed session, 17–28 June	16	4	3	17	2	1 155	63
84.	United Nations Pledging Conference for Development Activities	1	0	0	1	0	70	61
85.	Committee on Relations with the Host Country	2	3	0	5	0	365	59
86.	Security Council Committee established pursuant to resolution 1540 (2004)	0	10	0	10	0	735	59
87.	Special Committee on Peacekeeping Operations and its Working Group: substantive session, 11 February–8 March; as required	16	14	7	23	1	1 235	57
88.	Security Council Committee established pursuant to resolution 2140 (2014)	0	4	1	3	1	360	50
89.	Group of Governmental Experts to review the operation and further development of the Register of Conventional Arms, second session, 15–18 April	8	0	1	7	0	540	50
90.	Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 2019 session, 19–27 February	9	0	3	6	0	315	47
91.	United Nations Board of Auditors: seventy-third regular session, 23–24 July; forty-ninth special session, 10 December	4	0	2	2	0	55	42

New York		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
92.	Committee on Information, forty-first session, 29 April–10 May	20	0	10	10	2	660	42
93.	States Parties to the International Convention on the Elimination of All Forms of Racial Discrimination, twenty-eighth meeting, 21 June	2	0	1	1	0	35	40
94.	Committee for Development Policy, twenty-first session, 11–15 March	10	0	6	4	0	10	39
95.	Committee on Conferences: organizational session, 24 April; substantive session, 3–9 September	11	0	7	4	1	185	36
96.	Disarmament Commission: organizational session, 14 February and 2 April; annual session, 8–29 April	27	1	12	16	2	1 455	35
97.	Ad Hoc Committee on the Indian Ocean, 2019 session	1	0	0	1	0	125	31
98.	International Convention for the Protection of All Persons from Enforced Disappearance, Meeting of the States parties, fifth meeting, 25 June	2	0	1	1	0	95	24
99.	Meeting of States parties to the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families, ninth meeting, 10 June	2	0	1	1	0	100	22
100.	Working Group on Reimbursement of Contingent-owned Equipment, Bureau election, 21 November	2	0	1	1	0	125	15
	Subtotal	**2 073**	**714**	**607**	**2 180**	**384**	**63 910**	**79**

Geneva		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
1.	Fourth Review Conference of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on their Destruction, 26–29 November (Oslo)	8	0	0	8	0	0	100
2.	Committee on the Rights of the Child, pre-sessional working group: eighty-second session, 4–8 February; eighty-third session, 3–7 June; eighty-fourth session, 30 September–4 October	28	0	0	28	0	50	99
3.	Office of the High Commissioner for Human Rights (OHCHR), meeting of the special rapporteurs, special representatives, independent experts and chairs of working groups of the special procedures of the Human Rights Council, twenty-sixth annual meeting, 17–21 June	8	0	0	8	0	10	99
4.	Committee on the Rights of the Child: eightieth session, 14 January–1 February; eighty-first session, 13–31 May; eighty-second session, 9–27 September	90	0	0	90	0	375	98

Geneva		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
5.	Human Rights Council, Working Group on Arbitrary Detention: eighty-fourth session, 24 April–3 May; eighty-fifth session, 12–16 August; eighty-sixth session, 18–22 November	19	0	0	19	0	75	98
6.	Economic and Social Council, Subcommittee of Experts on the Transport of Dangerous Goods: fifty-fifth session, 1–5 July; fifty-sixth session, 4–10 December	20	0	0	20	0	80	98
7.	Economic and Social Council, humanitarian affairs segment, 24–26 June	6	0	0	6	0	30	97
8.	Human Rights Council, Working Group on Enforced or Involuntary Disappearances: 117th session, 11–15 February (Sarajevo); 118th session, 13–22 May; 119th session, 16–20 September	36	0	0	36	0	225	97
9.	Human Rights Committee, Pre-sessional Working Group on Communications: 125th session, 25 February–1 March; 126th session, 24–28 June; 127th session, 7–11 October	30	0	0	30	0	165	97
10.	Committee on the Rights of Persons with Disabilities: twenty-first session, 11 March–5 April; twenty-second session, 26 August–20 September	78	0	0	78	0	485	97
11.	Forum on Business and Human Rights: eighth session, 25–27 November	11	0	0	11	0	55	97
12.	Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees (UNHCR), 5 December	1	0	0	1	0	5	97
13.	Group of Governmental Experts to consider the role of verification in advancing nuclear disarmament, third session, 8–12 April	10	0	0	10	0	75	96
14.	Committee on Economic, Social and Cultural Rights: sixty-fifth session, 18 February–8 March; sixty-sixth session, 30 September–18 October	60	0	0	60	0	470	96
15.	Human Rights Council, Forum on Minority Issues, twelfth session, 28–29 November	4	0	0	4	0	30	96
16.	Committee on the Elimination of Discrimination against Women: seventy-second session, 18 February–8 March; seventy-third session, 1–19 July; seventy-fourth session, 21 October–8 November	90	4	2	92	0	435	95
17.	Committee on Enforced Disappearances: sixteenth session, 8–18 April; seventeenth session, 30 September–11 October	38	1	0	39	0	360	95
18.	International Law Commission, seventy-first session: first part, 29 April–7 June; second part, 8 July–9 August	91	0	2	89	0	505	95
19.	Convention on Certain Conventional Weapons, Meeting of the High Contracting Parties: Group of Governmental Experts of States Parties to the Convention, 22 August; Twenty-first Annual Conference, 12 November	4	0	0	4	0	35	95

Geneva	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
20. Biological Weapons Convention – State parties, annual session, 3–6 December	8	0	0	8	0	75	95
21. Office of the United Nations High Commissioner for Human Rights, consultation on human rights and HIV/AIDS, 12–13 February	3	0	0	3	0	35	94
22. Human Rights Council, Global Alliance of National Human Rights Institutions, thirty-second annual meeting, 4–6 March	6	0	0	6	0	60	94
23. Human Rights Committee: 125th session, 4–29 March; 126th session, 1–26 July; 127th session, 14 October–8 November	128	0	4	124	0	595	94
24. Human Rights Council: fortieth session, 25 February–22 March; forty-first session, 24 June–12 July; forty-second session, 9–27 September	136	3	0	139	0	1 725	93
25. Human Rights Council, Social Forum, eleventh session, 1–2 October	4	0	0	4	0	50	93
26. Economic Commission for Europe, committees and working groups	706	1	25	682	0	6 045	92
27. Working Group on business and human rights: twenty-second session, 4–8 February; twenty-third session, 13–17 May; twenty-fourth session, 4–11 October	8	0	0	8	0	120	92
28. Human Rights Council, Working Group on Communications: twenty-fourth session, 11–15 February; twenty-fifth session, 29 July–2 August	17	0	1	16	0	50	92
29. Human Rights Council, Advisory Committee: twenty-second session, 18–22 February; twenty-third session, 22–26 July	20	0	0	20	0	300	92
30. Subcommittee on Prevention of Torture: thirty-seventh session, 18–22 February; thirty-eighth session, 17–21 June; thirty-ninth session, 18–22 November	37	0	1	36	0	320	92
31. Committee on Migrant Workers: thirtieth session, 1–12 April; thirty-first session, 2–11 September	34	0	0	34	0	485	92
32. Human Rights Council, United Nations Voluntary Fund for Victims of Torture, Board of Trustees, forty-ninth session, 1–5 April	4	0	0	4	0	60	92
33. Committee on the Elimination of Racial Discrimination: ninety-eighth session, 23 April–10 May; ninety-ninth session, 5–29 August; 100th Session, 25 November–13 December	93	0	0	93	0	1 360	92
34. Conference of the High Contracting Parties to Protocol V to the Convention on Certain Conventional Weapons: Meeting of Experts, 23 August; thirteenth conference, 11 November	4	0	0	4	0	65	91
35. Committee on the Elimination of Discrimination against Women, pre-sessional working group: seventy-fourth session, 11–15 March; seventy-fifth session, 22–26 July; seventy-sixth session, 11–15 November	21	0	0	21	0	370	90

Geneva		*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
36.	Committee against Torture: sixty-sixth session, 23 April–17 May; sixty-seventh session, 22 July–9 August; sixty-eighth session, 11 November–6 December	106	0	3	103	0	1 405	90
37.	Group of Governmental Experts on further effective measures for the prevention of an arms race in outer space: second session, 18–29 March	20	0	0	20	0	385	89
38.	Economic and Social Council, Subcommittee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals: thirty-seventh session, 8–10 July; thirty-eighth session, 11–13 December	10	0	0	10	0	200	89
39.	International Law Seminar: fifty-fifth session, 8–26 July	9	0	0	9	0	180	89
40.	Human Rights Council, United Nations voluntary trust fund on contemporary forms of slavery, Board of Trustees, twenty-fourth session, 25–29 November	1	0	0	1	0	20	89
41.	United Nations Framework Convention on Climate Change, Conference of the Parties, twenty-fifth session, 2–15 December (Madrid)	10	6	0	16	0	319	89
42.	Convention on Certain Conventional Weapons, Group of Governmental Experts on Emerging Technologies in the Area of Lethal Autonomous Weapons Systems: third session, 25–29 March; fourth session, 20–22 August	14	0	0	14	0	310	88
43.	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-sixth session, 1–5 April; thirty-eighth session, 25–29 November	20	2	1	21	0	305	88
44.	Committee on the Rights of Persons with Disabilities, pre-sessional working group: eleventh session, 8–11 April; twelfth session, 23–27 September	11	3	1	13	0	115	88
45.	Committee on the Exercise of the Inalienable Rights of the Palestinian People, International Conference on the Question of Jerusalem, 27–28 June	4	0	0	4	0	85	88
46.	Human Rights Council, Expert Mechanism on the Rights of Indigenous Peoples, twelfth session, 15–19 July	9	0	0	9	0	210	87
47.	United Nations Framework Convention on Climate Change, subsidiary bodies, fiftieth session, 17–27 June (Bonn)	6	0	0	6	0	152	86
48.	Committee on the Elimination of Discrimination against Women, Optional Protocol to the Convention: forty-third session, 12–15 February; forty-fourth session, 26–28 June; forty-fifth session, 16–18 October	20	0	3	17	0	60	83
49.	Executive Committee of the Programme of the United Nations High Commissioner for Refugees, seventieth session, 7–11 October	10	0	1	9	0	120	83
50.	Committee of Experts on International Cooperation in Tax Matters: nineteenth session, 15–18 October	8	0	1	7	0	60	83

Geneva	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
51. Human Rights Council, Working Group on Situations: twenty-third session, 28 January–1 February; twenty-fourth session, 17–21 June	18	0	2	16	0	225	82
52. Convention on Cluster Munitions, Ninth Meeting of States Parties, 2–4 September	4	0	0	4	0	130	82
53. Biological Weapons Convention, Meeting of Experts, 29 July–8 August	16	0	2	14	0	200	81
54. Human Rights Council, Working Group on elaborating a legally binding instrument on transnational corporations and human rights, fifth session, 14–18 October	10	0	0	10	0	340	81
55. Human Rights Council, Working Group of Experts on People of African Descent: twenty-fourth session, 25–29 March; twenty-fifth session, 9–13 December	10	0	0	10	0	355	80
56. United Nations Conference on Trade and Development	197	4	21	180	4	4 505	79
57. Human Rights Council, Working Group on the Universal Periodic Review: thirty-second session, 21 January–1 February; thirty-third session, 6–17 May; thirty-fourth session, 4–15 November	54	0	0	54	0	2 120	78
58. Committee on Economic, Social and Cultural Rights, pre-sessional working group: sixty-fourth session, 11–15 March; sixty-fifth session, 21–25 October	20	0	1	19	0	705	75
59. Committee on the Elimination of Discrimination against Women, Working Group on Inquiries under the Optional Protocol: thirteenth session, 27–28 June; fourteenth session, 17–18 October	8	0	1	7	0	210	73
60. Human Rights Council, Working Group on the Right to Development, twentieth session, 29 April–3 May	10	0	1	9	0	340	71
61. Advisory Board on Disarmament Matters, seventy-first session, 30 January–1 February	6	0	1	5	0	145	70
62. Human Rights Council, Ad Hoc Committee on Complementary Standards, tenth session, 8–18 April	18	0	0	18	0	960	70
63. Commission on Science and Technology for Development, twenty-second session, 13–17 May	10	0	2	8	0	175	70
64. Convention on Certain Chemical Weapons, Meeting of the High Contracting Parties, 13–15 November	6	0	0	6	0	345	68
65. United Nations Compensation Commission, Governing Council, eighty-sixth session, 8 October	2	0	0	2	0	125	65
66. Human Rights Council, Intergovernmental Working Group on the effective implementation of the Durban Declaration and Programme of Action, seventeenth session, 16–20 December	10	0	1	9	0	505	62

Geneva	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
67. Conference on Disarmament: first part, 21 January–29 March; second part, 13 May–28 June; third part, 29 July–13 September	57	5	14	48	1	2 400	58
68. United Nations Convention to Combat Desertification, Conference of the Parties and meetings of subsidiary bodies, 2–13 September (New Delhi)	23	7	1	29	0	2 190	56
69. Group of Governmental Experts on the United Nations Register of Conventional Arms: first session, 11–15 March; third session, 17–21 June	20	0	5	15	0	850	51
70. Human Rights Council, Working Group on the issue of discrimination against women in law and in practice, twenty-fifth session, 3–14 June	1	1	2	0	1	0	50
71. Convention against Torture, Seventeenth Meeting of the States Parties, 3 October	2	0	1	1	0	75	29
72. Human Rights Council, Open-ended Intergovernmental Working Group to elaborate the content of an international regulatory framework on the regulation, monitoring and oversight of the activities of private military and security companies, first session, 20–24 May	10	0	5	5	0	400	28
73. Human Rights Council, United Nations Voluntary Fund for Indigenous Peoples, Board of Trustees, thirty-third session, 9–13 December	2	0	1	1	0	135	13
Subtotal	**2 633**	**37**	**106**	**2 564**	**6**	**36 541**	**89**

Vienna	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
1. Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Western Asia Regional Preparatory Meeting, 26–28 March (Beirut)	6	0	0	6	0	0	100
2. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, Twenty-ninth Meeting, 7–11 October (Lima)	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-fourth session, 23–27 September (Tashkent)	10	0	0	10	0	0	100
4. Commission on Narcotic Drugs, reconvened sixty-second session, 13 December	1	0	0	1	0	0	100
5. Expert Group to Conduct a Comprehensive Study on Cybercrime, fifth meeting, 27–29 March	6	0	0	6	0	0	100
6. Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, African Regional Preparatory Meeting, 9–11 April (Addis Ababa)	6	0	0	6	0	0	100

Vienna	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
7. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group, second resumed tenth session, 16–18 December (Abu Dhabi)	4	0	0	4	0	0	100
8. Commission on Narcotic Drugs: Thirteenth Meeting of Heads of National Drug Law Enforcement Agencies, Europe, 2–5 July (Lisbon)	8	0	0	8	0	0	100
9. Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Latin America and Caribbean Regional Preparatory Meeting, 5–7 February (Santiago)	6	0	0	6	0	0	100
10. Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Asia and Pacific Regional Preparatory Meeting, 21–24 January (Bangkok)	6	0	0	6	0	0	100
11. Conference of the States Parties to the United Nations Convention against Corruption, eighth session;16–20 December (Abu Dhabi)	12	4	0	16	0	0	100
12. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, Twenty-ninth Meeting, 16–20 September (Port Louis)	10	0	0	10	0	0	100
13. UNCITRAL, Working Group V (Insolvency Law), fifty-fourth session, 10–14 December	10	0	0	10	0	30	98
14. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, intergovernmental expert group established in accordance with Conference resolution 9/1, first meeting, 9–11 October	5	0	0	5	0	10	99
15. Commission on Crime Prevention and Criminal Justice, reconvened twenty-eighth session, 13 December	1	0	0	1	0	5	97
16. International Narcotics Control Board, 126th session, 29 October–15 November	28	0	0	28	0	140	97
17. UNCITRAL, Working Group III (Investor-State Dispute Settlement Reform), thirty-eighth session, 14–18 October	10	0	0	10	0	55	97
18. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on Trafficking in Persons, ninth session, 9–11 September	5	0	0	5	0	35	96
19. UNCITRAL, Working Group I (Micro, Small and Medium-sized Enterprises), thirty-third session, 7–11 October	10	0	0	10	0	75	96
20. International Narcotics Control Board: 125th session, 6–17 May	20	0	0	20	0	190	95
21. International Narcotics Control Board: 124th session, 4–8 February	10	0	0	10	0	85	95
22. UNCITRAL, Working Group VI (Judicial Sale of Ships), thirty-sixth session, 18–22 November	10	0	0	10	0	135	93

Vienna	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
23. Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, fifty-sixth session, 11–22 February	20	0	0	20	0	240	93
24. Commission on Narcotic Drugs, sixty-second session, 14–22 March	27	0	2	25	0	760	93
25. UNCITRAL Working Group II (Dispute Settlement), seventieth session, 23–27 September	10	0	0	10	0	125	93
26. Committee on the Peaceful Uses of Outer Space, sixty-second session 12–21 June	16	0	0	16	0	225	92
27. UNCITRAL, fifty-second session, 8–19 July	20	0	0	20	0	290	92
28. Conference of the Parties to the United Nations Convention against Transnational Organized Crime, Working Group on the Smuggling of Migrants, sixth session, 11–13 September	5	0	0	5	0	80	91
29. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, tenth session, 27–29 May	5	0	0	5	0	90	90
30. UNCITRAL, Working Group IV (Electronic Commerce), fifty-ninth session, 25–29 November	10	0	0	10	0	175	90
31. Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on Asset Recovery, thirteenth meeting, 29–30 May	3	0	0	3	0	55	90
32. Conference of the States Parties to the United Nations Convention against Corruption, open-ended intergovernmental expert meeting to enhance international cooperation, eighth meeting, 31 May	2	0	0	2	0	35	90
33. Commission on Crime Prevention and Criminal Justice: twenty-eighth session, 20–24 May	19	0	0	19	0	415	88
34. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee, fifty-eighth session, 1–12 April	20	0	1	19	0	525	80
35. United Nations Scientific Committee on the Effects of Atomic Radiation, sixty-sixth session, 10–14 June	10	0	1	9	0	195	79
36. Conference of the States Parties to the United Nations Convention against Corruption, Implementation Review Group of the United Nations Convention against Corruption, first resumed tenth session, 2–4 September	5	0	0	5	0	275	69
37. Conference of the States Parties to the United Nations Convention against Corruption, Open-ended Intergovernmental Working Group on the Prevention of Corruption, tenth session, 4–6 September	5	0	0	5	0	410	54

Vienna	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
38. Joint meetings of the Commission on Narcotic Drugs, reconvened sixty-second session and the Commission on Crime Prevention and Criminal Justice, reconvened twenty-eighth session, 12 December	2	0	1	1	0	55	35
Subtotal	**373**	**4**	**5**	**372**	**0**	**4 710**	**92**

Nairobi	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
1. Open-ended Committee of Permanent Representatives to the United Nations Environment Programme (UNEP)	10	–	–	10	–	35	98
2. United Nations Environment Assembly of the United Nations Environment Programme	18	–	–	18	–	100	97
3. Committee of Permanent Representatives to the United Nations Human Settlements Programme (UN-Habitat)	2	–	–	2	2	20	94
4. Committee of Permanent Representatives to UNEP	8	–	–	8	–	165	89
5. United Nations Assembly of UN-Habitat	11	–	1	10	–	65	88
6. United Nations Pension Board	10	1	2	9	–	225	70
7. Executive Board of UN-Habitat	5	–	–	5	5	145	84
Subtotal	**64**	**1**	**3**	**62**	**–**	**755**	**89**

Table 2
Utilization statistics of mandated meetings of all calendar bodies serviced, by duty station, 2014–2019

2019

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
New York	2 073	714	607	2 180	384	63 910	79
Geneva	2 633	37	106	2 564	6	36 541	89
Vienna	373	4	5	372	0	4 710	92
Nairobi	64	1	3	62	0	755	89
Total	**5 143**	**756**	**721**	**5 178**	**390**	**105 916**	**84**

2018

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
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
Total	**5 060**	**867**	**955**	**4 972**	**507**	**116 078**	**82**

2017

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
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
Total	**5 283**	**669**	**793**	**5 159**	**314**	**117 795**	**81**

2016

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
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
Total	**5 411**	**738**	**796**	**5 353**	**262**	**124 924**	**80**

2015

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
New York	2 321	403	437	2 287	240	63 595	80
Geneva	1 967	22	234	1 755	8	34 375	79
Vienna	372	13	18	367	–	7 385	85
Nairobi	34	0	2	32	–	565	85
Total	**4 694**	**438**	**691**	**4 441**	**248**	**105 920**	**80**

2014

	Number of meetings						
Duty station	*A (planned)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*F (minutes lost)*	*Utilization factor (percentage)*
New York	2 137	438	397	2 178	225	65 160	79
Geneva	1 821	12	217	1 616	–	26 360	80
Vienna	296	2	14	284	–	5 575	85
Nairobi	28	4	–	32	–	735	87
Total	**4 282**	**456**	**628**	**4 110**	**225**	**97 830**	**80**

Table 3

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

New York

	Meeting body	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*	*Average (percentage)*
1.	General Assembly, Second Committee	71	74	77	80	82	89	79
2.	United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women), Executive Board	78	84	85	88	68	67	78
3.	Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples	69	91	85	86	76	63	78
4.	International Civil Service Commission	91	91	66	72	71	72	77
5.	General Assembly	78	79	76	74	77	75	77
6.	Committee on Contributions	88	79	62	73	79	78	77
7.	Advisory Board on Disarmament Matters	77	72	77	81	84	65	76
8.	Committee for Development Policy	81	85	85	82	78	39	75
9.	UNDP/UNFPA/UNOPS, Executive Board	79	71	76	72	79	71	75
10.	Peacebuilding Commission	79	74	71	70	74	80	75
11.	UNICEF, Executive Board	67	78	76	76	72	81	75
12.	United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea	66	78	94	73	61	69	74
13.	Security Council	75	73	72	68	71	73	72

	Meeting body	2014	2015	2016	2017	2018	2019	Average (percentage)
14.	Committee on the Exercise of the Inalienable Rights of the Palestinian People	79	67	59	75	61	63	67
15.	Special Committee on Peacekeeping Operations and its Working Group	80	74	72	63	53	57	67
16.	Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law	75	72	31	36	83	94	65
17.	Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	48	91	73	59	65	47	64
18.	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	79	72	73	67	0	95	64
19.	Committee on Conferences	81	90	81	36	47	36	62
20.	Disarmament Commission	58	54	76	77	45	35	58
21.	Committee on Information	74	56	66	64	35	42	56
22.	Committee on Relations with the Host Country	19	26	20	59	38	59	37

Geneva

	Meeting body	2014	2015	2016	2017	2018	2019	Average (percentage)
1.	Conference on Disarmament	16	25	16	50	51	58	36
2.	Working Group on Situations	56	37	27	58	71	82	55
3.	Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	62	37	59	69	61	62	58
4.	Working Group on the Right to Development	64	6	82	74	52	71	58
5.	Trade and Development Board	47	84	65	62	57	67	64
6.	Working Group on Communications	66	61	60	43	70	92	65
7.	Commission on Science and Technology for Development	69	57	65	85	63	70	68
8.	Committee on Economic, Social and Cultural Rights, pre-sessional working group	75	76	47	65	84	75	70
9.	Committee on the Elimination of Discrimination against Women, Working Group on Communications under the Optional Protocol to the Convention	73	57	69	69	76	83	71
10.	Trade and Development Commission	74	89	89	53	68	54	71
11.	Conference of the High Contracting Parties to Protocol V to the Convention on Certain Conventional Weapons	59	59	86	74	76	91	74
12.	Investment, Enterprise and Development Commission	79	91	74	68	63	70	74
13.	Committee on the Rights of Persons with Disabilities, pre-sessional working group	85	92	56	63	57	88	74
14.	Working Party on the Strategic Framework and the Programme Budget	72	63	85	69	83	81	76
15.	Subcommittee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals	92	64	83	51	85	89	77
16.	Committee on the Elimination of Discrimination against Women, pre-sessional working group	81	72	84	73	76	90	79
17.	Working Group of Experts on People of African Descent	77	84	92	62	81	80	79

Vienna

	Meeting body	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*	*Average (percentage)*
1.	Commission on Crime Prevention and Criminal Justice, reconvened session	89	97	44	33	94	97	76
2.	Commission on Narcotic Drugs and Commission on Crime Prevention and Criminal Justice, joint meeting	65	36	36	43	49	35	44

Nairobi

	Meeting body	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*	*Average (percentage)*
1.	Open-ended Committee of Permanent Representatives to UNEP	76	–	88	48	–	98	78
2.	United Nations Habitat Assembly of the United Nations Human Settlement Programme	–	77	–	63	–	–	72

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

New York

	Meeting body	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*
1.	General Assembly	78	79	76	74	77	75
2.	Security Council	75	73	72	68	71	73
3.	Committee on the Exercise of the Inalienable Rights of the Palestinian People	79	67	59	75	61	63
4.	Disarmament Commission	58	54	76	77	45	35
5.	Committee on Information	74	56	66	64	35	42
6.	Committee on Relations with the Host Country	19	26	20	59	38	59

Geneva

	Meeting body	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*
1.	Intergovernmental Working Group on the Effective Implementation of the Durban Declaration and Programme of Action	62	37	59	69	61	62
2.	Conference on Disarmament	16	25	16	50	51	58

Table 5
Statistics on the utilization of all Secretariat conference facilities at the four duty stations and the Economic Commission for Africa, 2019

New York

Room	*Standard meeting capacity*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Security Council Chamber	504	281	55.8
Security Council Consultation Room	504	155	30.8
General Assembly Hall	504	239	47.4
Economic and Social Council Chamber	504	368	73.0
Trusteeship Council Chamber	504	417	82.7

Room	*Standard meeting capacity*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
1	504	402	79.8
2	504	366	72.6
3	504	245	48.6
4	504	463	91.9
5	504	588	116.7
6	504	637	126.4
7	504	497	98.6
8	504	610	121.0
9	504	478	94.8
10	504	407	80.8
11	504	586	116.3
12	504	565	112.1
A	504	662	131.3
B	504	630	125.0
C	504	541	107.3
D	504	617	122.4
E	504	607	120.4
F	504	498	98.8
Total	**11 592**	**10 859**	**93.7**

Geneva[a]

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Assembly Hall	478	229	47.9
Concordia 1	500	263	52.6
Concordia 4	502	333	66.3
Concordia 5	492	332	67.5
Council Chamber	488	333	68.2
Palais Wilson 1st floor	450	371	82.4
Palais Wilson ground floor	442	415	93.9
Room I	502	263	52.4
Room IV	506	439	86.8
Room V	504	278	55.2
Room VII	504	316	62.7
Room VIII	504	464	92.1
Room IX	504	433	85.9
Room XI	506	339	67.0
Room XII	480	363	75.6
Room XV	498	380	76.3
Room XVI	486	382	78.6
Room XVII	476	486	102.1
Room XVIII	356	214	60.1

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Room XIX	76	56	73.7
Room XX	454	410	90.3
Room XXI	504	405	80.4
Room XXII	494	449	90.9
Room XXIII	502	449	89.4
Room XXIV	502	440	87.6
Room XXV	504	520	103.2
Room XXVI	502	338	67.3
Room XXVII	492	453	92.1
Room S4	458	401	87.6
Total	**13 666**	**10 554**	**77.2**

[a] Following the methodology recommended by the Working Group on Key Performance Indicators, the list now includes rooms without interpretation booths with capacity of over 40 seats, in alignment with New York.

Vienna

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
C-BR D	504	432	85.7
C-C1	504	381	75.6
C-C2	504	420	83.3
C-C3	504	422	83.7
C-C4	504	432	85.7
C-C5	504	416	82.5
C-C6	504	408	81.0
Total	**3 528**	**2 911**	**82.5**

Nairobi

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 1	504	303	60.1
Conference Room 2	504	196	38.9
Conference Room 3	504	282	56.0
Conference Room 4	504	262	52.0
Conference Room 5	504	249	49.4
Conference Room 6	504	312	61.9
Conference Room 7	504	374	74.2
Conference Room 8	504	251	49.8
Conference Room 9	504	400	79.4
Conference Room 10	504	394	78.2

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 11	504	369	73.2
Conference Room 13	504	390	77.4
Conference Room 14	504	387	76.8
Total	**6 552**	**4 169**	**63.6**

Economic Commission for Africa

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 1	504	211	41.9
Conference Room 2	504	427	84.7
Conference Room 3	504	485	96.2
Conference Room 4	504	175	34.7
Conference Room 5	504	489	97.0
Conference Room 6	504	463	91.9
Caucus Room 1	504	405	80.4
Caucus Room 2	504	231	45.8
Caucus Room 3	504	172	34.1
Caucus Room 6	504	211	41.9
Caucus Room 10	504	262	52.0
Caucus Room 11	504	512	101.6
Large briefing room	504	611	121.2
Total	**6 552**	**4 654**	**71.0**

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, 2014–2019

2019

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*Programmed*	*Held*	*Percentage*	*Programmed*	*Held*	*Percentage*	*Programmed*	*Held*	*Percentage*
New York	2 952	2 831	96	11 460	9 721	84	14 412	12 552	87
Geneva	3 398	3 249	96	11 539	9 122	79	14 937	12 371	83
Vienna	668	636	95	6 453	5 964	92	7 121	6 600	93
Nairobi	454	398	88	5 400	4 971	92	5 854	5 369	92
Total	**7 472**	**7 114**	**95**	**34 852**	**29 778**	**85**	**42 324**	**36 892**	**87**

2018[a]

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*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
Total	**7 488**	**7 104**	**95**	**32 679**	**27 858**	**85**	**40 167**	**34 962**	**87**

[a] 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

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*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
Total	**7 275**	**7 222**	**99**	**27 969**	**26 753**	**96**	**35 298**	**33 975**	**96**

2016

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*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
Total	**7 476**	**7 523**	**100**	**28 846**	**27 115**	**94**	**36 322**	**34 604**	**95**

2015

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*Planned*	*Held*	*Percentage*	*Planned*	*Held*	*Percentage*	*Planned*	*Held*	*Percentage*
New York	3 200	3 297	100	12 719	11 871	93	15 919	15 168	95
Geneva	3 230	3 212	99	9 484	9 484	100	12 714	12 696	100
Vienna	611	639	100	3 497	3 768	100	4 108	4 407	100
Nairobi	310	310	100	3 735	3 735	100	4 045	4 045	100
Total	**7 351**	**7 458**	**100**	**29 435**	**28 858**	**98**	**36 786**	**36 316**	**99**

2014

	With interpretation			*Without interpretation*			*Overall*		
Duty station	*Planned*	*Held*	*Percentage*	*Planned*	*Held*	*Percentage*	*Planned*	*Held*	*Percentage*
New York	2 990	3 175	100	9 347	8 719	93	12 337	11 894	96
Geneva	3 079	2 997	97	6 979	6 979	100	10 058	9 976	99
Vienna	680	693	100	3 931	3 024	77	4 611	3 717	81
Nairobi	249	249	100	3 661	3 661	100	3 910	3 910	100
Total	**6 998**	**7 114**	**100**	**23 918**	**22 383**	**94**	**30 916**	**29 497**	**95**

Table 2
Statistics on the provision of conference services in 2019 for bodies entitled to meet “as required” in New York and Geneva

	Meetings with interpretation services			*Meetings without interpretation services*	
Body	*Requested*	*Provided*	*Not provided*	*Requested*	*Held*
New York					
Committee on Conferences	0	0	0	1	1
Committee on Relations with the Host Country	3	3	0	1	1
Committee on the Exercise of the Inalienable Rights of the Palestinian People	4	4	0	0	0
Economic and Social Council	13	11	2	47	47
General Assembly	188	180	8	38	38
Peacebuilding Commission	30	30	0	20	20
Security Council sanctions committees	107	106	1	2	2
Security Council and other subsidiary bodies	356	345	11	33	33
Special Committee on Peacekeeping Operations and its Working Group	14	10	4	29	29
Trusteeship Council	1	1	0	0	0
UNDP/UNFPA/UNOPS, Executive Board	12	12	0	82	82
UNICEF, Executive Board	9	7	2	11	11
Subtotal	**737**	**709**	**28**	**264**	**264**
Geneva					
Human Rights Council	44	44	–	–	–
Subtotal	**44**	**44**	0	0	0
Total	**781**	**753**	**28**	**264**	**264**

Table 3
Provision of conference services for bodies entitled to meet “as required” in New York and Geneva, 2014–2019

	Meetings with interpretation services				*Meetings without interpretation services*		
Duty station	*Requested*	*Provided*	*Not provided*	*Percentage provided*	*Requested*	*Held*	*Percentage held*
New York							
2019	737	709	28	96	264	264	100
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
Geneva							
2019	44	44	–	100	–	–	–
2018	54	54	–	100	–	–	–
2017	54	54	–	100	–	–	–
2016	61	61	–	100	–	–	–
2015	55	55	–	100	–	–	–
2014	65	65	–	100	–	–	–

Table 4
Statistics on the provision of conference services in 2019 for meetings of regional and other major groupings of Member States

	Meetings with interpretation services			*Meetings without interpretation services*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Held*
New York					
African Group	10	5	5	137	137
African Union	1	0	1	1	1
Alliance of Small Island States	1	0	1	42	42
Arab Group	12	11	1	22	22
Arab League	1	0	1	7	7
Asian-African Legal Consultative Organization	0	0	0	5	5
Asia-Pacific Group	14	12	2	2	2
Commonwealth	0	0	0	6	6
Community of Latin American and Caribbean States	1	1	0	0	0
Eastern European Group	0	0	0	9	9
Economic Community of Central African States	0	0	0	1	1
Economic Community of West African States	0	0	0	3	3
European Union	3	3	0	100	100
Group of 77	36	34	2	597	597
Group of Landlocked Developing Countries	4	3	1	1	1
Group of Least Developed Countries	5	3	2	13	13
Group of Western European and other States	15	11	4	9	9

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Held*
International Organization of la Francophonie	0	0	0	1	1
Japan, United States of America, Canada, Australia and New Zealand	0	0	0	14	14
Latin American and Caribbean Group	14	12	2	19	19
Non-aligned Movement	12	8	4	71	71
Organization for Economic Cooperation and Development	0	0	0	1	1
Organization of Islamic Cooperation	17	16	1	9	9
Pacific Islands Forum	0	0	0	1	1
Subtotal	**146**	**119**	**27**	**1 071**	**1 071**
Geneva					
African Group	1	1	0	58	58
African Union	0	0	0	42	42
Alliance of Small Island States	0	0	0	60	60
Arab Group	0	0	0	25	25
Asia-Pacific Group	1	1	0	26	26
Arab League	0	0	0	29	29
Association of Southeast Asian Nations	0	0	0	4	4
Caribbean Community	2	1	1	3	3
Central and Eastern European Group	0	0	0	7	7
Commonwealth	0	0	0	6	6
Cooperation Council for the Arab States of the Gulf	1	1	0	19	19
Eastern European Group	0	0	0	16	16
European Union	0	0	0	156	156
Group of 21	25	21	0	5	5
Group of 77 and China	24	17	2	156	156
Group of Least Developed Countries	2	2	0	46	46
Group of Western European and other States	1	0	0	50	50
International Organization of la francophonie	0	0	0	34	34
Japan, United States of America, Canada, Australia and New Zealand	0	0	0	14	14
Latin American and Caribbean Group	8	1	7	39	39
Non-Aligned Movement	1	1	0	42	42
Organization of Islamic Cooperation	0	0	0	52	52
Pacific Islands Forum	0	0	0	3	3
Regional and other major groupings of Member States	0	0	0	175	175
Subtotal	**66**	**46**[a]	**10**	**1 067**	**1 067**
Vienna					
African Group	0	0	0	49	49
Arab Group	0	0	0	0	0
Asia-Pacific Group	0	0	0	4	4
Eastern European Group	0	0	0	3	3

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Held*
European Union	0	0	0	123	123
Group of 77	0	0	0	83	83
Group of Western European and other States	0	0	0	9	9
Latin American and Caribbean Group	0	0	0	26	26
Non-Aligned Movement	0	0	0	0	0
Organization for Security and Cooperation in Europe	0	0	0	2	2
Subtotal	**0**	**0**	**0**	**299**	**299**
Nairobi					
African Group	0	0	0	88	88
Arab Group	0	0	0	29	29
Asia-Pacific Group	0	0	0	65	65
Central and Eastern European Group	0	0	0	61	61
European Union	0	0	0	162	162
Group of 77 and China	2	1	1	52	52
Group of Western European and other States	0	0	0	28	28
Latin American and Caribbean Group	0	0	0	84	84
Japan, United States of America, Canada, Australia and New Zealand	0	0	0	61	61
Subtotal	**2**	**1**	**1**	**630**	**630**
Total	**214**	**166**	**38**	**3 067**	**3 067**

[a] A total of 10 meetings with interpretation were cancelled by clients.

Table 5
Provision of conference services for meetings of regional and other major groupings, 2014–2019

2019

	Meetings with interpretation services				Meetings without interpretation services		
	Requested	*Provided*	*Not provided*	*Percentage provided*	*Requested*	*Held*	*Percentage held*
New York	146	119	27	82	1 071	1 071	100
Geneva	66	46	10[a]	70	1 067	1 067	100
Vienna	0	0	0	0	299	299	100
Nairobi	2	1	1	50	630	630	100
Total	**214**	**166**	**38**	**78**	**3 067**	**3 067**	**100**

[a] A total of 10 meetings with interpretation were cancelled by clients.

2018

	Meetings with interpretation services				*Meetings without interpretation services*		
	Requested	*Provided*	*Not provided*	*Percentage provided*	*Requested*	*Held*	*Percentage held*
New York	158	134	24	85	1 112	1 112	100
Geneva	64	51	10[a]	80	978	978	100
Vienna	0	0	0	–	303	303	100
Nairobi	0	0	0	–	400	400	100
Total	**222**	**185**	**34**	**83**	**2 793**	**2 793**	**100**

[a] A total of three meetings with interpretation were cancelled by clients.

2017

	Meetings with interpretation services				*Meetings without interpretation services*		
	Requested	*Provided*	*Not provided*	*Percentage provided*	*Requested*	*Held*	*Percentage held*
New York	168	149	19	89	859	859	100
Geneva	82	48	16[a]	59	1 033	1 033	100
Vienna	4	4	0	100	321	321	100
Nairobi	0	0	0	–	464	464	100
Total	**254**	**201**	**35**	**79**	**2 677**	**2 677**	**100**

[a] A total of 18 meetings with interpretation were cancelled by clients.

2016

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

2015

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

[a] A total of eight meetings with interpretation were cancelled by clients.
[b] A total of 14 meetings with interpretation were cancelled by clients.

2014

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

[a] A total of two meetings with interpretation were cancelled by clients.

E. Meetings management indicators

- Percentage of total meetings planned that were held:

  Overall: 87

  New York: 87

  Geneva: 83

  Vienna: 93

  Nairobi: 92

- With interpretation services:

  Overall: 95

  New York: 96

  Geneva: 96

  Vienna: 95

  Nairobi: 88

- Without interpretation services:

  Overall: 85

  New York: 85

  Geneva: 79

  Vienna: 92

  Nairobi: 92

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

  New York: 82

  Geneva: 70

  Vienna: not applicable

  Nairobi: not applicable

F. Meetings held away from headquarters

				Travel and related costs comparison (United States dollars)				*Savings per duty station (United States dollars)*			
	Headquarters of meeting body	*Servicing duty station*	*Staff sent from servicing duty station(s)*	*Headquarters of meeting body (a)*	*Servicing duty station (b) (airfare plus replacement costs)*	*Saved DSA (c)*	*Cost Savings (a-b+c)*	*New York*	*Geneva*	*Vienna*	*Nairobi*
1. Committee on the Exercise of the Inalienable Rights of the Palestinian People, seminar, Senegal	New York	New York/ Geneva/ Vienna	7	56 000	9 484		46 516	46 516			
2. United Nations Convention to Combat Desertification, Committee for the Review of the Implementation of the Convention, seventeenth session, Georgetown	Geneva	New York	26	195 000	34 684		160 316		160 316		
3. United Nations Convention to Combat Desertification, Conference of the Parties and meetings of subsidiary bodies, fourteenth session	Geneva	Nairobi/ ESCAP/ Geneva	54	78 840	63 708	630	15 762		15 762		
4. Commission on Narcotic Drugs, Subcommission on Illicit Drug Traffic and Related Matters in the Near and Middle East, fifty-fourth session, Tashkent, 23–27 September	Vienna	Vienna/ Geneva/ ESCWA	6	13 937	7 600	0	6 337			6 337	
5. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Africa, Balaclava, Mauritius, Twenty-ninth Meeting, 16–20 September	Vienna	Vienna/ Nairobi/ freelance	6	52 000.00	30 445.00	(645.00)	20 910.00			20 910	
6. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, Twenty-ninth Meeting, Lima, 7–11 October	Vienna	Vienna/ freelance	6	40 236	22 118	3 266	21 384			21 384	

				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(s)*	*Headquarters of meeting body (a)*	*Servicing duty station (b) (airfare plus replacement costs)*	*Saved DSA (c)*	*Cost Savings (a-b+c)*	*New York*	*Geneva*	*Vienna*	*Nairobi*
7. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Asia and the Pacific, Forty-third Meeting, Bangkok, 22–25 October	Vienna	ESCAP	0	6 370	1 750	3 024	4 620			4 620	
8. Conference of the State Parties on Corruption, eighth session, Abu Dhabi, 16–20 December	Vienna	Vienna/ Nairobi/ freelance	20	28 435	35 339	(66)	(6 970)			(6 970)	
9. African Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Addis Ababa, 9–11 April	Vienna	Vienna/ Nairobi/ ECA/ freelance	2	10 452	20 980	5 484	(5 044)			(5 044)	
10. Commission on Narcotic Drugs, Meeting of Heads of National Drug Law Enforcement Agencies, Thirteenth Meeting, Lisbon, Europe, 2–5 July	Vienna	Vienna/ local freelance	13	5 940	5 148	2 704	3 496			3 496	
11. Latin American and Caribbean Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Santiago, 5–7 February	Vienna	Vienna/ local freelance	2	52 250	25 183	10 074	37 141			37 141	
12. Western Asia Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Beirut, 26–28 March	Vienna	Vienna/ freelance	2	2 562	5 589	5 860	2 836			2 836	
13. Asia and Pacific Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, Bangkok, 22–24 January	Vienna	Vienna/ ESCAP/ freelance	4	35 980	29 200	10 480	17 260			17 260	

	Headquarters of meeting body	Servicing duty station	Staff sent from servicing duty station(s)	Travel and related costs comparison (United States dollars)			Cost Savings (a-b+c)	Savings per duty station (United States dollars)			
				Headquarters of meeting body (a)	Servicing duty station (b) (airfare plus replacement costs)	Saved DSA (c)		New York	Geneva	Vienna	Nairobi
14. United Nations Environment Programme (UNEP), Open-ended Working Group of the International Conference on Chemicals Management, third meeting, Montevideo, 2–4 April	Nairobi	Nairobi/ New York/ freelance	17	169 184.00	78 842.75	1 296.00	91 637.25				91 637.25
15. UNEP, Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, seventh session, Paris, 29 April–4 May	Nairobi	Nairobi/ Geneva/ Vienna	5	4 707.50	2 592.00		2 115.50				2 115.50
16. UNEP, joint and separate meetings of the Conference of the Parties to the Basel Convention, fourteenth meeting; Conference of the Parties to the Rotterdam Convention, ninth meeting; and Conference of the Parties to the Stockholm Convention, Geneva, Switzerland, 29 April–10 May 2019	Nairobi	Nairobi/ Geneva/ Vienna	28	64 134.00	9 649.00	84 237.00	138 722.00				138 722.00
17. UNEP, Ozone Secretariat: Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, sixty-second meeting, Bangkok, 29 June; Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, forty-first meeting, Bangkok, 1–5 July	Nairobi	Nairobi/ ESCAP	24	40 488.00	34 172.00	2 784.00	9 100.00				9 100.00
18. UNEP, Stockholm Convention, Persistent Organic Pollutants Review Committee, fifteenth meeting, Rome, Italy, 1–4 October	Nairobi	Nairobi/ Vienna	2	1 600.00	998.83		601.17				601.17

				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(s)*	*Headquarters of meeting body (a)*	*Servicing duty station (b) (airfare plus replacement costs)*	*Saved DSA (c)*	*Cost Savings (a-b+c)*	*New York*	*Geneva*	*Vienna*	*Nairobi*
19. UNEP, Ozone Secretariat: Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, sixty-third meeting, Rome, 2 November; Thirty-first Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, Rome, Italy, 4–8 November	Nairobi	Nairobi/ Geneva	4	3 200.00	3 738.41		(538.41)				(538.41)
20. UNEP, African Ministerial Conference on the Environment, seventeenth session, Durban, South Africa, 11–15 November	Nairobi	Nairobi	15	16 050.00	9 331.41		6 718.59				6 718.59
21. UNEP, Conference of the Parties to the Minamata Convention on Mercury, third meeting, International Conference Centre in Geneva, 25–29 November	Nairobi	Nairobi/ Geneva/ Vienna	27	51 300.00	8 227.00	52 026.00	95 099.00				95 099.00
Total savings								**46 516**	**176 078**	**101 970**	**343 455.10**

Cost saving from shared assignments for 2019

Total savings 4 duty stations: $668,019

II. Documents management

A. Compliance with submission deadlines, by department

Table 1
Submission compliance by department for documents slotted as at 31 December 2019

	2017	*2018*	*2019*
Department	*Submission compliance (percentage)*	*Submission compliance (percentage)*	*Submission compliance (percentage)*
Advisory Committee on Administrative and Budgetary Questions	100	–	100
Board of Auditors	100	96	100
Development Coordination Office	–	–	0
Department for General Assembly and Conference Management	95	94	96
Department of Economic and Social Affairs	94	90	97
Department of Global Communications	100	100	100
Department of Management Strategy, Policy and Compliance	88	83	91
Department of Operational Support	100	100	–
Department of Peacekeeping Operations	100	100	100
Department of Political and Peacebuilding Affairs	96	88	94
Department of Safety and Security	100	100	100
Economic Commission for Europe[a]	94	96	97
Executive Office of the Secretary-General	67	64	63
Independent Audit Advisory Committee	100	100	100
Inter-Agency Secretariat of the International Strategy for Disaster Reduction[b]	100	100	100
International Atomic Energy Agency	100	100	100
International Civil Service Commission	86	95	100
International Court of Justice	100	100	100
International Criminal Tribunal for Rwanda	–	–	–
International Criminal Tribunal for the Former Yugoslavia	100	–	–
International Residual Mechanism for Criminal Tribunals	100	100	100
Joint Inspection Unit	100	88	100
Joint United Nations Programme on HIV/AIDS	100	100	100
Office for Disarmament Affairs	100	74	95
Office for Disarmament Affairs[a]	100	100	84
Office for Outer Space Affairs[c]	92	100	91
Office for the Coordination of Humanitarian Affairs	100	100	100
Office of Administration of Justice	100	100	100
Office of Counter-Terrorism	–	–	100
Office of Internal Oversight Services	100	92	100
Office of Legal Affairs	100	97	100
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	75	100
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	100	100	100

Department	2017 Submission compliance (percentage)	2018 Submission compliance (percentage)	2019 Submission compliance (percentage)
Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict	–	–	100
Office of the Special Representative of the Secretary-General on Violence against Children	100	100	100
Office of the United Nations High Commissioner for Human Rights[b]	81	88	91
Office of the United Nations High Commissioner for Refugees[b]	100	100	100
Peacebuilding Support Office	100	100	100
Regional Commissions New York Office	82	63	50
United Nations Children's Fund	100	100	100
United Nations Commission on International Trade Law[c]	96	91	97
United Nations Compensation Commission[a]	100	100	100
United Nations Conference on Trade and Development[b]	100	97	100
United Nations Convention to Combat Desertification[a]	100	–	80
United Nations Development Programme	63	90	70
United Nations Development Programme/United Nations Office for South-South Cooperation	0	67	50
United Nations Entity for Gender Equality and the Empowerment of Women	99	97	99
United Nations Environment Programme[d]	100	95	65
United Nations Framework Convention on Climate Change[a]	91	89	98
United Nations Fund for International Partnerships	100	100	100
United Nations Human Settlements Programme	100	50	65
United Nations Industrial Development Organization	–	–	100
United Nations Institute for Training and Research	0	–	0
United Nations Joint Staff Pension Fund	100	44	23
United Nations Office for Project Services	57	100	100
United Nations Office on Drugs and Crime[c]	82	100	88
United Nations Office on Sport for Development and Peace	–	–	–
United Nations Population Fund	100	67	100
United Nations Relief and Works Agency for Palestine Refugees in the Near East	100	100	100
United Nations Scientific Committee on the Effects of Atomic Radiation[c]	50	100	100
United Nations System Chief Executives Board for Coordination	89	100	100
United Nations System Staff College	100	–	100
United Nations University	100	–	100
United Nations Volunteers	–	100	–
University for Peace	–	100	–
World Food Programme	100	100	100
Overall submission compliance by slot date	90	90	93
Proportion of departments with submission compliance above 90 per cent	80	76	80

Note: All in New York except where marked.

[a] Geneva.

[b] New York and Geneva combined.

[c] Vienna.

[d] New York and Nairobi combined.

B. Documents management statistics, by duty station, as at 31 December 2019

1. New York

Table 1
Overview of submission/processing/issuance compliance

		2017	*2018*	*2019*
1.	**Total documents slotted**	**1 402**	**1 466**	**1 585**
2.	Submission			
	(a) Overall submission compliance by the slot date	91% (1 274/1 402)	88% (1 287/1 466)	94% (1 483/1 585)
	(b) Overall submission compliance in accordance with the mandated time frame (excluding negotiated late slotting)	91% (940/1 039)[a]	91% (936/1 028)[b]	94% (1 073/1 136)[c]
	(i) Received 10 weeks or more before meeting (documents subject to 10–4–6 time frame)	93% (769/827)	91% (727/798)	96% (889/930)
	(ii) Received 8 weeks or more before meeting (documents subject to 8–4–4 time frame)	82% (166/207)	92% (193/209)	89% (174/196)
	(iii) Received 6 weeks or more before meeting (documents subject to 6–4–2 time frame)	100% (5/5)[d]	76% (16/21)[d]	100% (10/10)[d]
	(iv) Negotiated late slotting	91% (268/294)	89% (285/319)	94% (336/359)
3.	Processing			
	Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	96% (960/995)	99% (990/995)	100% (1 162/1 167)
	(a) Secretariat reports	95% (452/476)	99% (393/396)	99% (435/439)
	(b) Non-Secretariat reports	98% (508/519)	100 % (597/599)	100% (727/728)
4.	Issuance			
	(a) Total documents issued	1 402	1 466	1 585
	(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	95% (1 272/1 333)[a]	94% (1 271/1 347)[b]	97% (1 445/1 495)[c]
	(i) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	97% (802/827)	92% (732/798)	96% (891/930)
	(ii) Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	83% (171/207)	95% (199/209)	94% (185/196)
	(iii) Issued 2 weeks or more before meeting (documents subject to 6–4–2 time framed)	100% (5/5)	100% (21/21)	100% (10/10)
	(iv) Negotiated late issuance	100% (294/294)	100% (319/319)	100% (359/359)
	(c) Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	96% (960/995)	99% (990/995)	99% (1 162/1 167)

[a] Out of 1,402 slotted documents, 69 were not linked to meetings.
[b] Out of 1,466 slotted documents, 119 were not linked to meetings.
[c] Out of 1,585 slotted documents, 90 were not linked to meetings.
[d] The 6–4–2 time frame applies to the conferences related to the Treaty on the Non-Proliferation of Nuclear Weapons only.

Table 2
Submission compliance by department for slotted documents

Department	2018				2019			
	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	23	1	96	21	21		100
Department for General Assembly and Conference Management	70	69	1	99	80	77	3	96
Department of Economic and Social Affairs	364	327	37	90	508	495	13	97
Department of Global Communications	8	8		100	7	7		100
Department of Management Strategy, Policy and Compliance	116	96	20	83	159	145	14	91
Department of Operational Support	2	2		100				
Department of Peacekeeping Operations	2	2		100	4	4		100
Department of Political and Peacebuilding Affairs	50	44	6	88	47	44	3	94
Department of Safety and Security	1	1		100	1	1		100
Development Coordination Office					1		1	
Executive Office of the Secretary-General	11	7	4	64	8	5	3	63
Independent Audit Advisory Committee	2	2		100	3	3		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	20	1	95	22	22		100
International Court of Justice	1	1		100	1	1		100
International Residual Mechanism for Criminal Tribunals	1	1		100	1	1		100
Joint Inspection Unit	8	7	1	88	3	3		100
Joint United Nations Programme on HIV/AIDS	1	1		100	2	2		100
Office for Disarmament Affairs	107	79	28	74	87	83	4	95
Office for the Coordination of Humanitarian Affairs	3	3		100	3	3		100
Office of Administration of Justice	3	3		100	3	3		100
Office of Counter-Terrorism					1	1		100
Office of Internal Oversight Services	12	11	1	92	13	13		100
Office of Legal Affairs	63	61	2	97	67	67		100
Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	3	3		100	2	2		100
Office of the Special Adviser on Africa	4	4		100	3	3		100
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	2	2		100	3	3		100
Office of the Special Representative of the Secretary-General for Sexual Violence in Conflict					1	1		100
Office of the Special Representative of the Secretary-General on Violence against Children	2	2		100	1	1		100

Department	2018				2019			
	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	241	203	38	84	243	213	30	88
Office of the United Nations High Commissioner for Refugees	1	1		100	1	1		100
Peacebuilding Support Office	3	3		100	2	2		100
Regional Commissions New York Office	8	5	3	63	10	5	5	50
United Nations Children's Fund	20	20		100	26	26		100
United Nations Conference on Trade and Development	3	1	2	33	5	5		100
United Nations Development Programme	60	54	6	90	43	30	13	70
United Nations Development Programme/ United Nations Office for South-South Cooperation	3	2	1	67	2	1	1	50
United Nations Entity for Gender Equality and the Empowerment of Women	188	182	6	97	158	157	1	99
United Nations Environment Programme					1	1		100
United Nations Fund for International Partnerships	1	1		100	1	1		100
United Nations Human Settlements Programme	2	1	1	50	1	1		100
United Nations Industrial Development Organization	1	1		100	1	1		100
United Nations Institute for Training and Research					1		1	
United Nations Joint Staff Pension Fund	25	11	14	44	13	3	10	23
United Nations Office for Project Services	5	5		100	7	7		100
United Nations Office on Sport for Development and Peace								
United Nations Population Fund	3	2	1	67	1	1		100
United Nations Relief and Works Agency for Palestine Refugees in the Near East	2	2		100	1	1		100
United Nations System Chief Executives Board for Coordination	11	11		100	8	8		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	3	3		100	3	3		100
Total submission compliance by slot date	**1 466**	**1 291**	**175**	**88**	**1 585**	**1 483**	**102**	**94**
Proportion of departments with submission compliance above 90 per cent				73 (35 of 48)				88 (44 of 50)

2. Geneva, Division of Conference Management

Table 1
Overview of submission/processing/issuance compliance

		2017	*2018*	*2019*
1.	**Total documents slotted**	**1 876**	**1 894**	**2 032**
2.	Submission			
	(a) Overall submission compliance by the slot date	90% (1 686/1 876)	93% (1 763/1 894)	95% (1 926/2 032)
	(b) Overall submission compliance in accordance with the mandated time frame (excluding negotiated late slotting)	93% (1 384/1 481)	94% (1 356/1 445)	95% (1 571/1 651)
	(i) Received 10 weeks or more before meeting (documents subject to 10−4−6 time frame)	94% (1 130/1 206)	94% (1 142/1 212)	95% (1 298/1 361)
	(ii) Received 8 weeks or more before meeting (documents subject to 8−4−4 time frame)	92% (254/275)	92% (214/233)	94% (273/290)
	(iii) Negotiated late slotting	76% (302/395)	91% (407/449)	93% (355/381)
3.	Processing			
	Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	99% (1 675/1 686)	100% (1 761/1 763)	100% (1 924/1 926)
	(a) Secretariat reports	100% (560/561)	100% (501/501)	100% (602/602)
	(b) Non-Secretariat reports	99% (1 115/1 125)	100% (1 260/1 262)	100% (1 322/1 324)
4.	Issuance			
	(a) Total documents issued[a]	1 868	1 892	2 020
	(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	91% (1 698/1 868)	94% (1 773/1 892)	96% (1 931/2 020)
	(i) Issued 6 weeks or more before meeting (documents subject to 10−4−6 time frame)	94% (1 128/1 202)	95% (1 145/1 212)	96% (1 301/1 354)
	(ii) Issued 4 weeks or more before meeting (documents subject to 8−4−4 time frame)	96% (265/275)	94% (220/233)	95% (275/290)
	(iii) Negotiated late issuance	78% (305/391)	91% (408/447)	94% (355/376)
	(c) Overall issuance compliance in accordance with the agreed time frame for documents submitted on time and within the established word limits	99% (1 675/1 686)	100% (1 760/1 763)	100% (1 921/1 926)

[a] All documents not yet issued as of 31 December 2019 are late submissions.

Table 2
Submission compliance by department for slotted documents

	2017				*2018*				*2019*			
Department	*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)*
Economic Commission for Europe	930	60	29	94	975	36	21	96	1 011	28	33	97
Office for Disarmament Affairs	11			100	10			100	56	9	22	84
Office of the United Nations High Commissioner for Human Rights	783	125	32	84	790	90	45	89	811	61	52	92
Office of the United Nations High Commissioner for Refugees	10	1	37	90	10			100	10	0	0	100
United Nations Compensation Commission	8			100	9			100	6	0	0	100
United Nations Conference on Trade and Development	64			100	55			100	60	0	0	100
United Nations Convention to Combat Desertification	26			100	–			–	35	7	4	80
United Nations Framework Convention on Climate Change	44	4	31	91	45	5	37	89	43	1	12	98
Total	**1 876**	**190**	**31**	**90**	**1 894**	**131**	**38**	**93**	**2 032**	**106**	**41**	**95**

3. Vienna, Conference Management Service

Table 1
Overview of submission/processing/issuance compliance

		2017	*2018*	*2019*
1.	**Total documents slotted**	**207**	**210**	**222**
2.	Submission			
	(a) Overall submission compliance by the slot date	81% (168/207)	81% (188/233)	91% (203/222)
	(b) Overall submission compliance in accordance with the mandated time frame (excluding negotiated late slotting)	88% (182/207)	92% (215/233)	93% (207/222)
	(i) Received 10 weeks or more before meeting (documents subject to 10−4−6 time frame)	66% (137/207)	74% (174/233)	77% (171/222)
	(ii) Negotiated late slotting[a]	88% (112/128)	85% (143/168)	94% (151/160)
3.	Processing			
	Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	78% (116/148)	79% (128/162)	94% (129/137)
	(a) Secretariat reports	79% (111/141)	84% (113/135)	93% (110/118)
	(b) Non-Secretariat reports	71% (5/7)	56% (15/27)	100% (19/19)
4.	Issuance			
	(a) Total documents issued	207	233	222
	(b) Overall issuance compliance in accordance with the mandated time frame (including negotiated late issuance)	81% (168/207)	83% (194/233)	94% (153/163)
	(i) Issued 6 weeks or more before meeting (documents subject to 10–4–6 time frame)	71% (146/207)	77% (179/233)	67% (149/222)
	(ii) Negotiated late issuance[a]	86% (106/124)	88% (142/162)	100% (154/154)
	(c) Overall issuance compliance in accordance with the mandated time frame for documents submitted on time and within the word limit guidelines	82% (104/127)	85% (124/146)	94% (153/163)

[a] 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

	2017				*2018*				*2019*			
Department	*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)*
Office for Outer Space Affairs	38	3	3	92	25	0	0	100	23	2	22	91%
United Nations Commission on International Trade Law	55	2	5	96	84	7	0	91	76	2	11	97%
United Nations Office on Drugs and Crime	112	19	21	82	100	0	0	100	122	15	22	88%
United Nations Scientific Committee on the Effects of Atomic Radiation	2	1	60	50	1	0	0	100	1	0	0	100%
Total	**207**	**25**	**22**	**88**	**210**	**7**	**0**	**98**	**222**	**19**	**14**	**91%**

4. Nairobi, Division of Conference Services

Table 1
Overview of submission/processing/issuance compliance

		2017	*2018*	*2019*
1.	**Total documents slotted**	**40**	**95**	**225**
2.	Submission			
	(a) Overall submission compliance by the slot date	70% (28/40)	77% (89/115)	64% (145/225)
	(b) Overall submission compliance in accordance with the mandated time frame	70% (28/40)	77% (89/115)	64% (145/225)
	(i) Received 10 weeks or more before meeting (documents subject to 10−4−6 time frame)	70% (28/40)	77% (89/115)	63% (138/218)
	(ii) Negotiated late slotting	N/A	N/A	N/A
3.	Processing			
	Overall processing compliance in accordance with the mandated time frame (four-week turnaround of documents submitted on time and within word limit)	89% (25/28)	89% (87/98)	96% (139/145)
	(a) Secretariat reports	89% (25/28)	89% (87/98)	96% (139/145)
	(b) Non-Secretariat reports	N/A	N/A	N/A
4.	Issuance			
	(a) Total documents issued	100% (40/40)	100% (72/72)	100% (225/225)
	(b) Overall issuance compliance in accordance with the mandated time frame	63% (25/40)	94% (68/72)	62% (139/225)
	(i) Issued 6 weeks or more before meeting	63% (25/40)	94% (68/72)	61% (132/218)
	(ii) Issued 4 weeks or more before meeting (documents subject to 8–4–4 time frame)	N/A	N/A	100%
	(ii) Negotiated late issuance	N/A	N/A	N/A
	(c) Overall issuance compliance in accordance with the mandated time frame for documents submitted on time and within the established word limits	63% (25/40)	94% (68/72)	62% (139/225)

Abbreviation: N/A, not applicable.

Table 2
Submission compliance by department for slotted documents

	2017				*2018*				*2019*			
Department	*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	24			100	98	26	22	73	200	71	26	65%
United Nations Human Settlements Programme	16	12	12	25	0			NA	25	9	65	64%
Total	**40**	**12**	**12**	**70**	**98**	**26**	**22**	**73**	**225**	**80**	**45**	**64%**

Abbreviation: N/A, not applicable.

C. Timeliness indicators for documentation, 2019

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

  New York: 97

  Geneva: 96

  Vienna: 94

  Nairobi: 62

- 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: 100

  Geneva: 100

  Vienna: 94

  Nairobi: 96

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 2019
(Posts)

	Headquarters		*Geneva*		*Vienna*		*Nairobi*	
	Number	*Percentage*	*Number*	*Percentage*	*Number*	*Percentage*	*Number*	*Percentage*
Interpretation services	6	5	3	3	0	0	3	16
Translation services	40	12	9	5	4	9	1	5
Text-processing units	19	15	7	9	4	11	0	0
Editing/Official Records	2	7	4	19	2	33	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 language competitive examinations in 2019

2018 competitive examination for Russian translators, editors, verbatim reporters and copy preparers/ proofreaders/production editors[a]	28
Total number of candidates rostered in 2019	**28**

[a] Concluded in 2019.

Table 3
Temporary assistance for meetings: expenditures by language, 2018 and 2019
(United States dollars)

	New York		*Geneva*		*Vienna*		*Nairobi*	
Translation	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*
Arabic	553 886	402 403	409 015	306 656	306 044	439 124	–	48 374
Chinese	49 328	38 594	704 140	727 323	120 033	87 138	80 550	107 266
English	922 762	94 495	1 219 718	1 239 482	81 479	57 949	159 226	491 722
French	2 885 196	2 030 391	1 886 665	2 042 539	310 814	526 262	472 059	–
Russian	1 116 035	678 334	989 436	862 815	222 975	191 017	–	31 407
Spanish	1 159 908	894 576	1 239 247	990 436	284 184	372 161	–	21 888
Total	**6 687 115**	**4 138 792**	**6 448 221**	**6 169 251**	**1 325 529**	**1 673 651**	**711 835**	**700 657**

	New York		*Geneva*		*Vienna*		*Nairobi*	
Contractual translation	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*
Arabic	418 296	199 324	340 717	621 747	217 652	281 252	60 320	183 757
Chinese	634 727	248 984	439 927	539 266	147 542	209 773	61 208	172 259
English	123 915	43 287	125 359	159 074	18 785	30 643	50 138	46 473
French	1 156 013	719 366	1 015 974	1 338 000	220 606	188 730	211 737	278 461
Russian	773 123	515 319	455 279	699 524	196 506	241 199	112 568	176 575
Spanish	1 030 998	468 229	447 957	899 898	168 097	202 328	70 086	239 225
Total	**4 137 072**	**2 194 509**	**2 825 213**	**4 257 509**	**969 188**	**1 153 925**	**566 057**	**1 096 750**

	New York		*Geneva*		*Vienna*		*Nairobi*	
Interpretation	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*
Arabic	722 641	582 658	448 833	400 323	291 763	376 035	290 486	404 683
Chinese	805 012	642 890	222 517	111 280	263 397	359 725	298 050	370 914
English	752 027	412 204	859 676	613 504	222 064	264 583	309 145	844 672
French	664 758	641 661	814 087	419 950	248 809	220 184	275 356	287 116
Russian	548 993	389 668	220 346	146 875	217 201	204 780	159 868	142 558
Spanish	553 001	359 347	828 198	469 319	183 162	203 874	168 441	223 627
Total	**4 046 433**	**3 028 428**	**3 393 657**	**2 161 251**	**1 426 395**	**1 629 182**	**1 501 346**	**2 273 570**

	New York		*Geneva*		*Vienna*		*Nairobi*	
Verbatim	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*
Arabic	461 018	475 909	N/A	N/A	N/A	N/A	N/A	N/A
Chinese	381 694	351 055	N/A	N/A	N/A	N/A	N/A	N/A
English	569 769	602 137	N/A	N/A	N/A	N/A	N/A	N/A
French	545 886	433 631	N/A	N/A	N/A	N/A	N/A	N/A

	New York		*Geneva*		*Vienna*		*Nairobi*	
Verbatim	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*	*2018*	*2019*
Russian	534 798	566 539	N/A	N/A	N/A	N/A	N/A	N/A
Spanish	398 753	445 247	N/A	N/A	N/A	N/A	N/A	N/A
Total	**2 891 917**	**2 874 517**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**

Abbreviation: N/A, not applicable.

B. Workload sharing

Table 1
Document workload sharing

Documentation processed	*Requesting office*	*2015*	*2016*	*2017*	*2018*	*2019*
New York	Geneva, translation			285 365	75 434	697 981
	Geneva, editing			158 136	766 086[a]	431 089
	Geneva, text-processing			0	31 900	39 151
	Geneva, proofreading					1 733 059
Subtotal (Geneva)		**878 786**	**924 796**	**443 501**	**873 420**	**2 901 280**
	Vienna, translation			78 705	63 411	72 366
	Vienna, editing			0	0	42 573
	Vienna, text-processing			0	50 906	53 602
Subtotal (Vienna)		**0**	**0**	**78 705**	**114 317**	**168 541**
	Nairobi, translation			27 246	0	28 962
	Nairobi, editing			20 726	30 095	0
	Nairobi, text-processing			0	0	0
Subtotal (Nairobi)		**0**	**20 642**	**47 972**	**30 095**	**28 962**
	Other	0	66 538	0	0	0
Total		**878 786**	**1 011 976**	**570 178**	**1 017 832**	**3 098 783**
Geneva	New York, translation			239 690	1 732 540	684 062
	New York, editing			127 972	349 542	507 874
	New York, text-processing			584 421	1 650 347	697 714
Subtotal (New York)		**223 578**	**375 580**	**952 083**	**3 732 429**	**1 889 650**
	Vienna, translation					4 960
	Vienna, editing					0
	Vienna, text-processing					**0**
Subtotal (Vienna)		**0**	**0**	**0**	**0**	**4 960**
Subtotal (Nairobi)		**0**	**0**	**0**	**0**	**0**
Total		**223 578**	**375 580**	**952 083**	**3 732 429**	**1 894 610**

Documentation processed	*Requesting office*	*2015*	*2016*	*2017*	*2018*	*2019*
Vienna	New York, translation			463 593	83 241	66 253
	New York, editing			64 152	22 028	48 065
	New York, text-processing			1 140 711	447 362	189 254
	New York, précis-writing				82 023	0
Subtotal (New York)		**769 453**	**226 874**	**1 668 456**	**634 654**	**303 572**
	Geneva, translation			165 461	34 391	65 485
	Geneva, editing			14 751	51 355	53 124
	Geneva, text-processing			349 932	85 746	189 318
Subtotal (Geneva)		**197 909**	**310 874**	**530 144**	**171 492**	**307 927**
Subtotal (Nairobi)		**10 530**	**0**	**0**	**0**	**0**
Total		**968 892**	**537 748**	**2 198 600**	**806 146**	**611 499**
Nairobi	New York, translation			0	40 535	0
	New York, editing			0	0	19 084
	New York, text-processing			388 968	0	19 084
Subtotal (New York)		**0**	**24 554**	**388 968**	**40 535**	**38 168**
	Geneva, translation			0	0	12 961
	Geneva, editing			0	0	0
	Geneva, text-processing			278 520	232 650	0
Subtotal (Geneva)		**46 694**	**10 473**	**278 520**	**232 650**	**12 961**
Subtotal (Vienna)		**0**	**0**	**0**	**0**	**0**
Total		**46 604**	**35 027**	**667 488**	**273 185**	**51 129**

[a] In 2018, the figure for editing also included proofreading.

C. Translation, editing and revision workload, by duty station and language, 2014–2019

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

New York

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	23 553 993	27 026 548	25 642 639	24 068 761	25 455 624	25 966 717	151 714 282
Chinese	23 913 275	26 365 382	25 981 364	25 034 070	24 726 930	25 957 771	151 978 792
English	5 291 513	3 224 641	3 832 347	3 606 713	2 868 112	2 523 582	21 346 908
French	28 632 027	30 696 654	30 930 091	28 356 264	28 713 043	27 962 950	175 291 029
Russian	23 036 149	27 320 553	25 561 567	24 885 659	25 263 270	25 066 421	151 133 619
Spanish	24 258 886	29 709 756	28 873 765	25 947 766	27 608 194	26 297 172	162 695 539
Total	**128 685 843**	**144 343 534**	**140 821 773**	**131 899 233**	**134 635 173**	**133 774 613**	**814 160 169**

Geneva

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	10 577 870	9 608 737	10 115 585	9 924 425	9 348 540	11 050 610	60 625 767
Chinese	10 109 830	9 230 822	10 568 650	9 481 784	9 680 840	10 892 280	59 964 206
English	4 881 685	4 561 788	4 461 830	4 496 100	4 230 084	4 961 860	27 593 347
French	21 080 580	18 320 146	20 668 128	18 264 220	18 806 378	19 628 501	116 767 953
Russian	18 655 755	15 417 374	16 102 699	15 323 193	16 234 975	17 059 731	98 793 727
Spanish	16 542 018	15 837 312	16 879 480	14 284 009	13 602 290	15 837 292	92 982 401
Total	**81 847 738**	**72 976 179**	**78 796 372**	**71 773 731**	**71 903 107**	**79 430 274**	**456 727 401**

Vienna

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	3 853 513	4 283 631	3 991 600	4 270 050	4 144 909	4 207 880	24 751 583
Chinese	3 352 441	3 857 687	3 602 680	4 340 600	3 456 925	3 894 990	22 505 323
English	536 157	716 399	403 919	525 730	392 693	455 480	3 030 378
French	4 484 382	5 388 583	5 443 716	5 221 120	5 107 100	5 197 150	30 842 051
Russian	3 587 714	4 172 237	3 730 677	4 431 630	3 992 753	4 359 790	24 274 801
Spanish	3 762 575	4 889 092	4 146 664	4 629 130	4 342 028	4 570 530	26 340 019
Total	**19 576 782**	**23 307 629**	**21 319 256**	**23 418 260**	**21 436 408**	**22 685 820**	**131 744 155**

Nairobi

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	1 010 524	1 490 003	1 284 040	1 540 978	1 062 900	1 830 380	8 218 825
Chinese	978 115	1 439 056	1 106 033	1 431 123	964 550	1 632 260	7 551 137
English	44 039	31 487	126 757	131 748	190 076	115 740	639 847
French	1 898 321	1 884 280	1 581 185	2 038 954	1 815 700	2 259 170	11 477 610
Russian	996 410	1 469 036	1 176 111	1 492 197	1 019 700	1 636 410	7 789 864
Spanish	1 392 121	1 701 960	1 250 827	1 566 774	1 069 330	2 095 090	9 076 102
Total	**6 319 530**	**8 015 822**	**6 524 953**	**8 201 774**	**6 122 256**	**9 569 050**	**44 753 385**

Table 2
Editing workload, in words

Year	*New York*	*Geneva*	*Vienna*	*Nairobi*	*Total*
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[a]	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
2019	16 479 308	10 922 938	2 641 742	2 507 890	32 551 878
Total	**101 791 686**	**63 553 976**	**14 140 053**	**11 772 199**	**193 305 525**

[a] 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

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	9 454 173	10 477 421	9 447 191	7 499 903	6 431 136	6 101 680	49 411 504
Chinese	7 026 829	6 836 475	7 130 439	6 558 074	6 885 410	5 493 451	39 930 678
English	543 249	633 481	873 342	680 008	554 123	538 016	3 822 219
French	4 990 121	7 073 286	7 924 125	10 577 021	10 088 572	9 148 709	49 801 834
Russian	4 247 912	4 615 050	3 813 751	5 200 711	3 307 544	1 919 273	23 104 241
Spanish	4 383 228	4 638 919	5 519 663	5 270 819	5 988 923	5 373 779	31 175 331
Total	**30 645 512**	**34 274 632**	**34 708 511**	**35 786 536**	**33 255 708**	**28 574 908**	**197 245 807**

Geneva

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	4 617 405	4 227 371	3 413 347	3 267 458	1 397 600	1 380 415	18 303 596
Chinese	2 188 280	2 282 340	3 005 194	2 851 224	2 653 900	3 004 536	15 985 474
English	2 061 434	2 290 343	1 630 289	1 860 953	1 592 189	2 119 782	11 554 990
French	5 914 050	5 087 460	7 226 111	6 893 265	6 108 911	6 203 633	37 433 430
Russian	5 281 086	5 135 141	5 961 379	5 191 885	4 531 693	3 850 016	29 951 200
Spanish	5 970 915	6 738 247	7 651 335	4 344 945	3 898 662	3 296 412	31 900 516
Total	**26 033 170**	**25 760 902**	**28 887 655**	**24 409 730**	**20 182 955**	**19 854 793**	**145 129 206**

Vienna

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	608 350	623 082	661 246	989 341	963 684	1 181 745	5 027 448
Chinese	432 472	262 430	101 020	142 302	218 147	596 176	1 752 547
English	234 521	31 890	147 430	193 302	116 689	119 814	843 646
French	926 815	1 173 379	1 151 660	965 580	1 236 731	1 661 369	7 115 534
Russian	1 345 065	1 243 442	1 139 210	1 153 672	1 278 092	1 241 209	7 400 690
Spanish	648 780	844 112	585 680	1 067 638	1 048 641	1 507 718	5 702 569
Total	**4 196 003**	**4 178 335**	**3 786 246**	**4 511 835**	**4 861 984**	**6 308 031**	**27 842 434**

Nairobi

	2014	*2015*	*2016*	*2017*	*2018*	*2019*	*Total*
Arabic	65 670	42 900	130 350	2 580	723 443	976 513	1 941 456
Chinese	88 440	97 020	300 960	483 554	846 256	781 904	2 598 134
English	3 630	28 710	26 400	102 951	78 906	101 526	342 123
French	112 860	316 800	50 160	309 471	990 788	1 044 136	2 824 215
Russian	390 060	199 650	210 210	47 765	574 931	885 965	2 308 581
Spanish	13 860	76 890	23 489	2 000	672 094	863 363	1 651 696
Total	**674 520**	**761 970**	**741 569**	**948 321**	**3 886 418**	**4 653 407**	**11 666 205**

D. Productivity measures

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

  New York: 2 037

  Geneva: 1 814

  Vienna: 1 947

  Nairobi: 1 914

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

  New York: 3 907

  Geneva: 3 958

  Vienna: 3 600

  Nairobi: 4 399

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

  New York: 7 859

  Geneva: 7 634

  Vienna: 4 983

  Nairobi: 5 577

Five-year productivity trends

(Words per staff member per day)

Translation, throughput (English Translation Service included)

Duty station	*2015*	*2016*	*2017*	*2018*	*2019*
New York	1 929	1 942	1 933	2 009	2 037
Geneva	1 577	1 678	1 650	1 744	1 814
Vienna	1 697	1 798	1 716	1 782	1 947
Nairobi	1 938	1 916	1 751	1 617	1 914

Editing

Duty station	*2015*	*2016*	*2017*	*2018*	*2019*
New York	5 513	3 975	3 804	4 187	3 907
Geneva	5 016	3 346	3 802	3 284	3 958[a]
Vienna	3 765	3 521	3 535	3 277	3 600
Nairobi	4 349	4 742	4 574	3 762	4 399

[a] The 2019 figure takes into account the full work processed by the Editing Section, which includes proofreading.

Text-processing

Duty station	*2015*	*2016*	*2017*	*2018*	*2019*
New York	6 243	6 880	7 982	7 806	7 859
Geneva	5 009	5 804	6 732	6 848	7 634
Vienna	4 488	5 115	5 346	5 049	4 983
Nairobi	2 937	3 267	4 884	5 676	5 577

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 2019, 90 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 respondents rated conference services as “good” or “very good”. In Geneva, 98 per cent of the respondents to a separate 2019 local survey gave an overall rating of “good” or “very good” for the conference services provided by the Division of Conference Management. In Vienna, 100% of respondents to the global e-survey rated the services as “good” or “very good”. In addition, Vienna piloted an interactive feedback quiz on its conference services. Nairobi carried out two surveys, one for the third meeting of the Conference of the Parties to the Minamata Convention on Mercury, held in Geneva, from 25–29 November 2019, and one for the seventeenth session of the African Ministerial Conference on the Environment, held in Durban, South Africa, from 11 to 15 November 2019. No complaints were received.

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 346 million in 2019, reflecting a cumulative decrease of 52 per cent over that 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 2019, the Centre printed an average of 103 documents, or 1,181 pages, per month.

2019 e-survey results

Quality of services provided by meeting services assistant		*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
		Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Professionalism	New York	13	68.42	6	31.58	0	0	0	0	0	0	19
	Vienna	2	100.00	0	0	0	0	0	0	0	0	2
Courtesy	New York	9	50.00	8	44.44	1	5.56	0	0	0	0	18
	Vienna	2	100.00	0	0	0	0	0	0	0	0	2

Linguistic quality of translated documents		*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
		Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Accuracy	New York	11	55.00	7	35.00	2	10.00	0	0	0	0	20
	Vienna	1	50.00	0	0	0	0	1	50.00	0	0	2
Consistency	New York	9	52.94	6	35.29	2	11.76	0	0	0	0	17
	Vienna	2	100.00	0	0	0	0	0	0	0	0	2
Style	New York	10	62.50	5	31.25	1	6.25	0	0	0	0	16
	Vienna	2	100.00	0	0	0	0	0	0	0	0	2

Linguistic quality of interpretation		*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
		Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Accuracy	New York	11	50.00	10	45.45	1	4.55	0	0	0	0	22
	Vienna	1	100.00	0	0	0	0	0	0	0	0	1
Completeness	New York	11	57.89	7	36.84	1	5.26	0	0	0	0	19
	Vienna	1	100.00	0	0	0	0	0	0	0	0	1
Clarity	New York	10	52.63	8	42.11	1	5.26	0	0	0	0	19
	Vienna	1	100.00	0	0	0	0	0	0	0	0	1
Understandability	New York	8	47.06	8	47.06	1	5.88	0	0	0	0	17
	Vienna	1	100.00	0	0	0	0	0	0	0	0	1

Overall quality	*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
New York	16	57.14	9	32.14	1	3.57	1	3.57	1	3.57	28
Vienna	2	100.00	0	0	0	0	0	0	0	0	2

New York only	*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Work of the committee secretaries	10	62.50	5	31.25	1	6.25	0	0	0	0	16
Level of satisfaction with the process of submission and issuance of and action on draft resolutions	7	43.75	8	50.00	1	6.25	0	0	0	0	16
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	9	56.25	5	31.25	2	12.50	0	0	0	0	16

2019 results – local survey administered by the United Nations Office at Geneva

Quality of services provided by meeting services assistants	*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Courtesy and professionalism	86	77.48	24	21.62	1	0.90	0	0	0	0	111

Linguistic quality of documents	*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Overall linguistic quality of documents	59	51.75	51	44.74	3	2.63	1	0.88	0	0	114

Linguistic quality of interpretation	*Very good*		*Good*		*Average*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Overall quality of interpretation	48	47.52	48	47.52	4	3.96	1	0.99	0	0	101

Overall quality	Very good		Good		Average		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
Overall quality of conference services	55	48.25	57	50.00	2	1.75	0	0	0	0	114

2019 results – survey administered by the United Nations Office at Nairobi following the seventeenth session of the African Ministerial Conference on the Environment

Quality of conference services overall	Excellent		Good		Fair		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
Quality of conference services overall	4	36.36	7	63.64	0	0	0	0	0	0	11

Linguistic quality of translated documents	Excellent		Good		Fair		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
Linguistic quality of translated documents	4	33.33	7	58.33	0	0	1	8.33	0	0	12

Quality of services provided by the meeting services assistant	Excellent		Good		Fair		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
Quality of services provided by the meeting services assistant	1	14.29	6	85.71	0	0	0	0	0	0	7

2019 results – survey administered by the United Nations Office at Nairobi following the third session of the Conference of the Parties to the Minamata Convention on Mercury

Quality of conference services overall	Excellent		Good		Fair		Poor		Very poor		Total responses
	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	Responses	Percentage	
Quality of conference services overall	2	50.00	2	50.00	0	0	0	0	0	0	4

Efficiency, courtesy and professionalism of meeting room assistants in conference room	*Excellent*		*Good*		*Fair*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Efficiency, courtesy and professionalism of meeting room assistants in conference room	2	66.67	1	33.33	0	0	0	0	0	0	3

Quality of translation of documents	*Excellent*		*Good*		*Fair*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Quality of translation of documents	4	100.00	0	0	0	0	0	0	0	0	4

Quality of interpretation	*Excellent*		*Good*		*Fair*		*Poor*		*Very poor*		*Total responses*
	Responses	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	*Responses*	*Percentage*	
Quality of interpretation	4	80.00	1	20.00	0	0	0	0	0	0	5