



# **Report on the utilization of office accommodation in the United Nations system**

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Joint Inspection Unit*



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**Geneva  
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IN THE UNITED NATIONS SYSTEM

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FOREWORD

The Inspectors wish to record their gratitude to the Executive Heads and members of the secretariats of the organizations in the United Nations system whose assistance was sought in connexion with the study of the utilization of office accommodation in the system. All of the information sought by the Inspectors - and it was not inconsiderable in amount - was furnished as fully and rapidly as possible, despite the fact that frequently the officials furnishing the information were heavily engaged in other essential activities. In this connexion, the Inspectors wish to express their regret for any inconvenience which may have resulted from the fact that, because of the request of the General Assembly for a report on this study at its thirtieth session, it was sometimes necessary for them to seek replies to requests for information on an urgent basis.





## I. INTRODUCTION

1. At the twenty-eighth session of the General Assembly, the Fifth (Administrative and Budgetary) Committee discussed the item "construction, improvement and major maintenance of premises" and, in that connexion, considered, inter alia, a Joint Inspection Unit (JIU) report on Office Accommodation for United Nations staff in Geneva (JIU/REP/73/2 (A/9164)). The Committee decided to recommend to the General Assembly that the JIU be requested "to study the question of the utilization of office accommodation within the United Nations system and to submit its recommendations to the General Assembly at its thirtieth session" [underlining inserted]. At its 2206th plenary meeting on 18 December 1973, the General Assembly approved this recommendation (A/9030, page 132 - item 79 (h)). It was understood that the requested study should relate only to office accommodation at the headquarters of organizations in the United Nations system.

2. In January 1974, the JIU decided to include the requested study of the utilization of office accommodation in its programme of work for 1974/1975 and Inspectors Bender and King agreed to undertake the study as soon as they had completed other studies in which they were engaged.

3. The Inspectors decided that it would be preferable, from the General Assembly's point of view, if, instead of submitting one consolidated report dealing with all the organizations in the United Nations system, they submitted to the General Assembly, as soon as possible, a separate report on the utilization of office accommodation at United Nations Headquarters<sup>1/</sup> and then submitted individual reports on the other organizations to their executive heads as soon as relevant studies were completed. This would enable all organizations to receive the reports concerning them at the earliest possible dates. The Inspectors also decided, after consultation with the Chairman of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), to submit copies of all reports to that body so that it could take them into account when dealing with the administrative budgets of the organizations in the system or could report on them to the General Assembly if it

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<sup>1/</sup> This report (JIU/REP/74/6 (A/9854)) was submitted to the General Assembly in September 1974.

so desired or if so requested by the Assembly. Finally, the Inspectors decided to submit to the General Assembly the present report which (a) indicates the extent to which the study of the utilization of office accommodation within the system has progressed, and (b) comments on certain aspects of the office accommodation situation in Geneva which the Inspectors assume to be a matter of special interest to the Assembly. Inter alia, these comments will up-date, to some extent, the report on office accommodation for United Nations staff in Geneva, mentioned in paragraph 1, which was issued in June 1973.

4. It will be recalled that the General Assembly's request to the JIU called not only for a study of the general question of the utilization of office accommodation, but also for a study of the particular question of the provision of such accommodation for extra-budgetary staff. In its report on the Utilization of Office Accommodation at United Nations Headquarters (JIU/REP/74/6 (A/9854)), the Inspectors included a special chapter (chapter IV) concerning the provision of office accommodation for extra-budgetary staff at Headquarters. Subsequently, the Inspectors decided to follow a different course of action in the future. In individual reports sent to the various specialized agencies, they have dealt or are dealing only with the general question of the utilization of office accommodation at the headquarters of those agencies. However, in addition, they are submitting to the General Assembly, at its thirtieth session, and also to the executive heads of all the specialized agencies and the International Atomic Energy Agency (IAEA), a consolidated report on the provision of office accommodation for extra-budgetary staff throughout the entire United Nations system.

5. JIU reports usually contain a summary of the principal findings, suggestions and recommendations contained therein. However, since the present report, in its entirety, is a summary of the studies thus far made and being made concerning the utilization of office accommodation in the United Nations system and of particular aspects of the office accommodation situation in Geneva, no attempt is made in the report to summarize further the material set forth. It may be useful, however, to call attention here to the fact that chapter III of the report contains certain factual information with respect to the office accommodation situation in Geneva, makes suggestions and recommendations concerning the management of office space and the matter of co-ordination among the Geneva-based agencies with respect to office accommodation and discusses the possibilities of future expansion of the organizations in Geneva.

## II. THE PRESENT STATUS OF THE STUDY

### A. Manner in which the study is being conducted

6. The Inspectors commenced this study by submitting a written questionnaire<sup>2/</sup> to each of the organizations in the United Nations system<sup>3/</sup> and requesting a written reply. In most cases, it was found necessary to send additional written inquiries to obtain clarification of replies which were received or to secure additional information. For organizations in Geneva, it was possible to do much of the follow-up work by telephone or personal visit.

7. After receiving responses to their questionnaire, the Inspectors made visits to each of the organizations to see for themselves what office accommodation problems existed and how these were being handled. In Geneva they visited the headquarters of the International Labour Office (ILO), the International Telecommunication Union (ITU), the World Health Organization (WHO), the World

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<sup>2/</sup> The questionnaire mentioned here dealt only with the general question of the utilization of office accommodation at the headquarters of the organizations. An additional questionnaire, concerning the provision of office accommodation for extra-budgetary staff, was also sent to all the organizations except the World Intellectual Property Organization (WIPO). The replies to this questionnaire are reflected in a separate report to the General Assembly at its thirtieth session.

<sup>3/</sup> Except IAEA. The Inspectors decided after consulting the IAEA secretariat, that it would not be useful to make a study of the utilization of office accommodation at IAEA headquarters at this time since the Organization was expected to leave its present headquarters accommodation in 1978 and move to a new building now being constructed by the Austrian authorities in the Donaupark in Vienna. Further, the Donaupark facilities were to be shared by IAEA and the United Nations Industrial Development Organization (UNIDO), and perhaps other United Nations units, and many of the arrangements for such sharing still had to be negotiated.

Intellectual Property Organization (WIPO)<sup>4/</sup> and the World Meteorological Organization (WMO), and met with appropriate officials at the Geneva Office of the United Nations where the Inspectors are headquartered. Outside of Geneva, they visited United Nations Headquarters in New York, Food and Agriculture Organization of the United Nations (FAO) headquarters in Rome, Inter-Governmental Maritime Consultative Organization (IMCO) headquarters in London and United Nations Educational, Scientific and Cultural Organization (UNESCO) headquarters in Paris. At the time of the preparation of this report, they were planning to visit the headquarters of the International Civil Aviation Organization (ICAO) in Montreal in September of this year and to visit the headquarters of the Universal Postal Union (UPU) in Berne.

B. Reports which have been issued and which are in preparation

8. As of the date of the completion of this report (15 August 1975), the Inspectors had issued reports concerning the utilization of office accommodation at the headquarters of the following organizations:

- (a) United Nations (September 1974)
- (b) WHO (March 1975)
- (c) WMO (May 1975)
- (d) ITU (June 1975)
- (e) ILO (August 1975)

9. In addition to the foregoing, the Inspectors will endeavour to issue, before the end of 1975, reports now being prepared concerning the following organizations:

- (a) FAO
- (b) ICAO
- (c) IMCO
- (d) UNESCO
- (e) UPU

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<sup>4/</sup> Since WIPO became a specialized agency only in December 1974 and has not yet had an opportunity to decide on participation in the arrangements related to the inspection activities of the JIU, and since it intends in 1977 to move all or part of its staff into a new building now under construction, the Inspectors have not attempted to prepare an individual report concerning the Organization's office accommodation situation. However, they have included in this report certain material submitted by WIPO in order to round out the office accommodation picture for Geneva.

10. As mentioned in paragraph 4, the Inspectors also expect to issue this year (August), the report requested by the General Assembly on the provision of office accommodation for extra-budgetary staff.

C. Action thus far taken on reports which have been issued

11. The JIU report concerning the Utilization of Office Accommodation at United Nations Headquarters (JIU/REP/74/6 (A/9854)), which was issued in September 1974, was on the agenda of the Fifth Committee of the General Assembly at its twenty-ninth session. Comments on the report were submitted by the Secretary-General but not by the ACABQ. The Fifth Committee recommended that consideration of the report be deferred until the thirtieth session of the General Assembly and this was confirmed by the Assembly (A/9631, page 136 - item 73 (m)).

12. The JIU report concerning the Utilization of Office Accommodation at the Headquarters of WHO (JIU/REP/75/3) was submitted by the Director-General of the World Health Organization to the World Health Assembly (A28/31), at its session in May 1975, in connexion with an agenda item "Headquarters Accommodation: Future Requirements". The Executive Board of WHO did not have an opportunity to consider the JIU report before it was submitted to the Assembly. The report expressed certain misgivings of the Inspectors about the proposal of the Director-General, which had been approved by the Executive Board, for the construction by WHO of a third "temporary" office building and suggested that a detailed study of certain matters should be made before the Assembly took a decision on the proposal. However, the Assembly decided to authorize the Director-General to proceed with the proposed construction.

III. SOME ASPECTS OF THE OFFICE ACCOMMODATION SITUATION IN GENEVA

A. Geneva-based organizations (including the Geneva Office of the United Nations) and their staffs in Geneva

13. Listed below are the organizations in the United Nations system which have headquarters in Geneva; the number after the name of each organization represents the approximate number of their staff in Geneva at the date indicated:

- (1) United Nations - Geneva Office (2,822 as of 1 July 1975)<sup>5/</sup>
- (2) ILO (1,587 as of 1 May 1975)
- (3) WHO (1,330 as of the end of January 1975)
- (4) ITU (620 as of 1 January 1975)
- (5) WMO (271 as of 1 January 1975)
- (6) WIPO (167 as of 1 July 1975)

B. Buildings owned and office space rented by Geneva-based organizations

(1) United Nations

(a) Palais des Nations

14. The complex of office and conference buildings which make up the Palais des Nations is owned by the United Nations. However, the United Nations does not own the land upon which the older Palais buildings are located. This is owned by the City of Geneva but the United Nations has a right to occupy the land indefinitely. The United Nations owns most of the land upon which the new Building E and the new conference wing are located and the land on which three villas and related buildings are located (see below under "Villas and related buildings"). The Palais des Nations contains approximately 25,600 m<sup>2</sup> of net office space (exclusive of special use areas), 13,800 m<sup>2</sup> in the old Palais and 11,800 m<sup>2</sup> in the new Building E.

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<sup>5/</sup> In estimating the total staff of the Geneva Office as of 1 July 1975, the Inspectors have included staff of all the units listed in Tables 1 and 2 of the Annex (they have excluded the eight Inspectors from the JIU total in Table 2), although it appears that the staff listed have various types of contracts.

(b) Petit-Saconnex

15. The buildings owned by the United Nations in Petit-Saconnex are prefabricated. Some were built in 1964 and rebuilt in 1966 after a fire; others were built in 1968/1969. They were purchased by the United Nations from ILO in January 1975. The land on which they are located belongs to the Republic and Canton of Geneva which rented it to the United Nations in February 1975 for a period expiring 31 December 1986 at an annual rent of Sw F 39,000 (which is subject to modification after 31 December 1980). The lease provides for the possibility of extension.

16. The Petit-Saconnex buildings contain 7,049 m<sup>2</sup> of net office space (some 458 offices), of which 2,679 m<sup>2</sup> are rented, at an annual rent of Sw F 264,000, to the Intergovernmental Committee for European Migration (ICEM) for the period 1 February 1975-31 January 1977.

(c) Villas and related buildings

17. The United Nations owns three villas, Le Bocage, La Fenêtre and La Pelouse, all of which are located on plots of ground adjacent to the Palais des Nations and owned by the United Nations. At present, Le Bocage and La Fenêtre are leased to the General Agreement on Tariffs and Trade (GATT) but the United Nations expects to occupy them in 1977 when GATT moves into offices in the old ILO building. Adjacent to Le Bocage are prefabricated buildings now owned by GATT which the United Nations expects to purchase when GATT moves out.

18. The Geneva Office does not consider the offices in La Fenêtre to be suitable for occupancy by United Nations staff on a permanent basis unless there is extensive re-conditioning of the interior. However, it expects to be able to use some 2,145 m<sup>2</sup> of net office space (some 152 offices) in Le Bocage and the adjacent prefabricated buildings when these are acquired. The net office space available in La Pelouse is 450 m<sup>2</sup>.

(d) Old ILO building

19. The Geneva Office of the United Nations is negotiating a lease covering 5,400 m<sup>2</sup> of usable space (some 260 offices) in the old ILO building. Both the building and the land on which it is located are owned by the Fondation des immeubles pour les organisations internationales (FIPOI).

20. It is anticipated that the lease will be for an initial period of 10 or 15 years and will be renewable, but these and other points (e.g. the level of rent) are subject to negotiation.

(e) Rue de Lausanne

21. The United Nations leases 132 offices (2,274 m<sup>2</sup> of net space) in a commercial building in the Rue de Lausanne at an annual rent of Sw F 677,285. These offices are occupied by staff of the International Trade Centre and are expected to be surrendered in 1977 when the Centre's staff will move to offices in Petit-Saconnex.

(f) Rue du Valais

22. The United Nations leases 43 offices (892 m<sup>2</sup> of net space) in a commercial building in the Rue du Valais at an annual rental of Sw F 265,724. These offices are occupied by staff of the International Trade Centre and are expected to be surrendered in 1977 when the Centre's staff will move to offices in Petit-Saconnex.

(2) ILO

23. ILO owns its new headquarters building and the site (Grand Morillon) on which it is located. It also owns an adjacent piece of land having an area of 40,500 m<sup>2</sup> and has a right of occupancy for 99 years, for building purposes, to an additional adjacent plot of ground having an area of 21,116 m<sup>2</sup>.

24. The net office space in the ILO headquarters building amounts to some 20,010 m<sup>2</sup>.

(3) WHO

25. WHO owns its main headquarters building but the land on which it is located is owned by the Republic and Canton of Geneva, which has granted WHO the occupancy of the land, free of charge, for an indefinite period. WHO also owns two prefabricated buildings, Buildings "V" and "X", which are located adjacent to the main building on land having the same status as that on which the main building is located. WHO is now commencing the construction of a third prefabricated building on a plot of ground having an area of 15,740 m<sup>2</sup> which is owned by WHO and which was acquired in 1971 to serve as the site of a proposed new permanent extension to the headquarters building. WHO considers that the use of the site for the erection of the new prefabricated building will not interfere with the construction of an additional permanent building if that proves to be necessary.



26. WHO's main building has 12,049 m<sup>2</sup> of net office space, Building "V" has 1,557 m<sup>2</sup> of such space, Building "X" has 1,575 m<sup>2</sup> and the new prefabricated building will have 2,453 m<sup>2</sup>.

(4) ITU

27. ITU owns two buildings - the older Varembe building and the newer Tower building - both of which are located on land owned by the Republic and Canton of Geneva, which has granted to ITU an indefinite right of occupancy.

28. The Varembe building has net office space of 4,424 m<sup>2</sup> and the Tower building has 4,056 m<sup>2</sup> of such space.

(5) WMO

29. WMO owns its headquarters building which is located on land belonging to the Republic and Canton of Geneva, which has granted to WMO an indefinite right of occupancy.

30. This building has 3,284 m<sup>2</sup> of net office space.

(6) WIPO

31. WIPO owns and occupies a permanent building and a prefabricated annex and rents offices for 25-30 staff in an apartment building. It is in the process of constructing a second permanent building and when this is completed in 1977, the prefabricated annex will be removed and the rental of offices discontinued. The WIPO buildings are located on land belonging to the Republic and Canton of Geneva which has granted to WIPO a right of occupancy for 60 years with the possibility of extensions for additional 30-year periods. For this right of occupancy WIPO pays an annual rent of Sw F 48,500 until the end of 1979 when the amount of the annual payments will be subject to revision. The permanent building which is now occupied has about 3,700 m<sup>2</sup> of gross space and about 2,000 m<sup>2</sup> of net office space. The building under construction will have approximately 11,000 m<sup>2</sup> of gross space but WIPO is at present unable to estimate how many square metres of net office space will be available since plans for the division of usable space between office space and special use areas have not been finalized.

C. Occupancy of buildings owned or rented by the Geneva-based organizations

32. Because the organizations accommodate in their buildings, not only their own staff but also other persons (sometimes a significant number), there are set forth below the occupancy totals as of the dates indicated. A more detailed analysis of the occupancy of United Nations premises is included as an annex. It is of interest to note from Tables 3, 4, 5 and 6 of the annex that, as of 1 July 1 July 1975, United Nations buildings accommodated some 669 persons who were not United Nations staff members.

(1) United Nations:

(a) Palais des Nations	2,762 <sup>6/</sup>
(b) Petit-Saconnex	384 <sup>7/</sup>
(c) Old ILO building - not yet occupied	-
(d) Villas	151 <sup>8/</sup>
(e) Rue de Lausanne	150
(f) Rue du Valais	52
	<hr/>
	3,499 (as of 1 July 1975)

(2) ILO	1,721 <sup>9/</sup> (as of 1 May 1975)
(3) WHO	1,422 (as of end January 1975)
(4) ITU	652 (as of 1 January 1975)
(5) WMO	273 (as of 1 January 1975)
(6) WIPO	167 (as of 1 July 1975)

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<sup>6/</sup> This figure includes, inter alia, some 116 staff of the European Office of the United Nations Children's Fund (UNICEF).

<sup>7/</sup> This figure includes, inter alia, some 30 staff of the European Office of the United Nations Development Programme (UNDP) plus 14 staff of the United Nations Volunteers Programme (UNV). It also includes 120 staff of the Intergovernmental Committee for European Migration.

<sup>8/</sup> There are an additional 178 GATT staff in the prefabricated buildings adjacent to Le Bocage. They are not included in the figures in paragraph 32 since the prefabricated buildings are owned by GATT although they are located on land owned by the United Nations.

<sup>9/</sup> This figure includes 60 staff of WHO and 21 of GATT.

D. Existing and potential excess capacity in the headquarters buildings of the Geneva-based organizations

(1) United Nations

33. As of July 1975, the office space situation in the Geneva Office was extremely tight. Serious difficulties were anticipated in meeting requirements until 1977 when additional space would become available in the old ILO building and the United Nations takes over offices in the villa Le Bocage and adjacent prefabricated buildings now occupied by GATT. After 1977, the Geneva Office anticipated that it would have adequate space to meet requirements resulting from a "normal" annual staff growth of three per cent for existing units until about 1980, provided that no additional units were located in Geneva.

(a) Palais des Nations

34. There was no excess space as of July 1975. There will be space for some 110 additional persons when UNICEF moves to the old ILO building in 1977.

(b) Petit-Saconnex

35. As of July 1975, there were 13 vacant offices. There will be some space for a minimum of some 150 additional persons when ICEM moves in 1977 to the old ILO building.

(c) Villas and related buildings

36. As of July 1975, there was no available excess space since La Pelouse was fully occupied by United Nations staff and La Fenêtre and Le Bocage and the adjacent prefabricated buildings were fully occupied by GATT staff. When the United Nations takes possession of Le Bocage and the adjacent prefabricated buildings in 1977, it should be able to accommodate some 225 persons in those premises.

(d) Old ILO building

37. This building, which is now owned by the FIPOI, was vacated in the winter of 1974/1975, but is not ready for occupancy. The United Nations is now negotiating to lease space which will provide accommodation for 325-350 persons when the re-conditioning of the building is completed in 1977.

(e) Rue de Lausanne

38. As of 1 July 1975, there was no excess space available in the rented premises in the Rue de Lausanne.

(f) Rue du Valais

39. As of 1 July 1975, there was no excess space available in the rented premises in the Rue du Valais.

(2) ILO

40. As of 1 May 1975, the new ILO building was occupied by 1,721 persons. It was estimated by the ILO secretariat, and agreed by the Inspectors, that the capacity of the building was about 2,000 persons or slightly more and that accordingly it might well accommodate some 300 additional persons, assuming the continued application of present occupancy standards. Further, since 81 of the occupants as of 1 May 1975 were staff of WHO and GATT who were scheduled to depart by the end of 1976, it should then be possible for ILO to accommodate a total of some 375-400 ILO staff, in addition to those in the building as of 1 May 1975, again assuming the continued application of present occupancy standards. Further additional staff could be accommodated if present occupancy standards were reduced and the ILO secretariat has stated that it intends to make such a reduction when additional space is required (see paragraph 54).

(3) WHO

41. As of the end of January 1975, there was no excess space in the main headquarters building. However, it was then estimated that some 50-55 additional persons could be accommodated in Buildings "V" and "X". There will be space for some 212 additional staff in the third "temporary" building now under construction and scheduled to be completed before the end of 1976. However, the availability of this space will be offset to some extent by the need to find space for the 60 staff who occupy rented space in the ILO building and will continue to do so until the end of 1976.

(4) ITU

42. As of 1 January 1975, it was the view of the ITU secretariat that there was no space for additional staff in either of the two ITU buildings. However, it is

the view of the Inspectors that there is room for an increase in the occupancy of both of the buildings, provided that existing occupancy standards, which appear to be out of line with those of other organizations, are reduced.

(5) WMO

43. As of the end of January 1975, the WMO secretariat estimated that the headquarters building, which was then occupied by 273 persons, could accommodate a maximum of 305 secretariat personnel, but only by the introduction of rather stringent standards for the allocation of office space. The Inspectors are of the view that, assuming the application of more stringent occupancy standards, the capacity of the building is at least 305 persons and might be somewhat greater. WMO expects the number of its headquarters staff to approach, but not to exceed, the 305 figure during the next financial period 1 January 1976-31 December 1979.

(6) WIPO

44. As of 1 July 1975, there was no excess capacity in the WIPO buildings or rented premises. As indicated in paragraph 31, WIPO is now constructing a further permanent building anticipated to have a capacity of 340 persons. When the building is completed in 1977, WIPO expects to move its entire staff into the new building, although it is possible that certain staff may remain in the older permanent building. Since WIPO's staff presently totals only some 167 persons and the total is not expected to exceed 185 as of the end of the 1974/1976 triennium, it is obvious that there will be excess space in the new

building in 1977 even if all WIPO staff are accommodated there. Further, if all staff move into the new building, the older building will be vacant and it is able to accommodate some 100 persons.

45. The WIPO secretariat felt unable to give the Inspectors an exact estimate of the length of time for which WIPO would have excess office space after 1977. However, it stated the following with reference to the availability of its older building for occupancy by others, when and if all WIPO staff move into the new building in 1977:

"When this happens, we visualize that our present headquarters building which comprises 3000 square metres of usable space will be initially available for letting in toto and gradually at a decreasing level as the demands of accommodation for our own staff grow.

"The WIPO staff growth depends to a large extent on how soon certain international conventions become operational and this of course depends on government action in respect of which WIPO has limited influence.

"In the circumstances, it is difficult to forecast our staff requirements with any degree of certainty and consequently it is also difficult to forecast the period for which full occupancy of our present building could be let to other parties. However, it would be reasonable to assume that its re-occupation by WIPO would not commence before 1980, at which time one floor would be required and that at each interval of two years afterwards a further floor would be required." 10/

E. New office building construction planned or in progress in Geneva

46. Given below, in summary form, is an indication of what new office building construction, if any, by Geneva-based organizations, is presently planned or in progress:

(1) United Nations - None. However, the Secretary-General of the United Nations is expected to propose to the General Assembly at its thirtieth session an exchange of parcels of land between the United Nations and the Republic and Canton of Geneva which will result in the acquisition by the United Nations of a plot of ground having an area of 17,690 m<sup>2</sup>. This plot, known as the Penthes (ex-Birkigt) property, will round off the complex of United Nations properties formed by the Ariana park and the Le Bocage and La Fenêtre properties. It would provide a site for an additional United Nations building, should one become necessary, since the larger part of it is not subject to any building restrictions.

(2) ILO - None. However, in July 1975, ILO acquired a plot of ground, having an area of 40,500 m<sup>2</sup> adjacent to its headquarters site. At the same time, it also acquired a right of occupancy, for building purposes, with respect to an additional plot of ground, having an area of 21,116 m<sup>2</sup>, adjacent to the headquarters site.

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10/ The building has four floors, each containing approximately 500 m<sup>2</sup> of net office space.

(3) WHO - As mentioned in paragraph 25, WHO is now constructing a third "temporary" building on the site, adjacent to the present headquarters building, which was purchased in December 1971 for Sw F 3,955,000 for the purpose of building a new "permanent" building. The new building is expected to have five floors containing 3,720 gross m<sup>2</sup> and 2,453 net m<sup>2</sup> of office space. It will have fixed partitions and will contain some 138 "standard" offices, each approximately 17 m<sup>2</sup> in size (some of which will be convertible into three meeting rooms, each roughly equivalent to the size of three standard offices) and will have a basement providing 176 m<sup>2</sup> of storage space. It is estimated that it will accommodate 212 staff and cost Sw F 5,630,000. It is scheduled to be completed before the end of 1976.

(4) ITU - None.

(5) WMO - None.

(6) WIPO - As mentioned in paragraphs 31 and 44, WIPO is now constructing a second permanent building next to its present building. The new building is expected to have 13 floors above ground and two ground floors and will contain 11,000 m<sup>2</sup> of gross space (exclusive of basements).<sup>11/</sup> It is scheduled for completion in 1977 and it is estimated that it will accommodate 340 persons. In April 1972, it was estimated that the cost of the building, including the cost of certain possible additional interior installations, would be about Sw F 44 million.<sup>12/</sup> A loan to finance construction costs was obtained from the FIPOL.

F. Management of office space in Geneva

47. The Geneva situation demonstrates the fact that efficient management of office space depends not only on the care and attention of the managers of that space, once a building is constructed, but perhaps even more on the manner in which the building was planned and constructed.

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<sup>11/</sup> As indicated in paragraph 31, there is no present estimate of how much net office space will be available.

<sup>12/</sup> A later cost estimate was not available when this report was prepared.

48. The basic element in office space management is the office space window module which is sometimes described as "the space behind a window" in an office building. As an example, in the new ILO building, the normal window module has approximate dimensions of 1.2 metres (the width of a window) x 5 metres (the distance between a window and the corridor), or an area of approximately 6 m<sup>2</sup>.<sup>13/</sup> In comparison, the WHO window module in the WHO headquarters building has dimensions of approximately 2 metres x 5 metres, and an area of 9.6 m<sup>2</sup> and the window module in the older of the two ITU buildings (the Varembe building) has dimensions of 1.33 metres x 6 metres and an area of 7.98 m<sup>2</sup>.

49. It is apparent to the Inspectors that the ILO module lends itself much more readily to translation into reasonable occupancy standards than does the WHO or the ITU office module. Two ILO modules totalling 12 m<sup>2</sup> make up a reasonably sized single office for a Professional and it is the standard office for a P-4 in the ILO.<sup>14/</sup>

50. In WHO, it was originally intended that the standard Professional Office should consist of two modules or 19.2 m<sup>2</sup>. This was unreasonably large for a minimum single office and, under pressure of staff increases and the consequent need for additional space, a standard single office for P-4s and some P-5s became a one-module office of 9.6 m<sup>2</sup>.<sup>14/</sup> Such an office is not comfortable<sup>15/</sup> and in the view of the Inspectors is not suitable for P-4s and P-5s who have supervisory functions or who must bring at least a few of their colleagues together fairly frequently.

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<sup>13/</sup> The exact dimensions are slightly less than stated and 85 of the modules are slightly smaller than the rest.

<sup>14/</sup> Professional staff below the P-4 level share larger offices.

<sup>15/</sup> Although the amount of floor space itself in such offices is not necessarily inadequate, the limited amount of space, taken together with the dimensions of the offices, makes the utilization of such offices by senior staff very difficult. Indeed, the offices are so narrow that it is a problem to place a desk in them in such a way as to get proper light and at the same time make it possible to move about the room.



51. The ITU (Varembé) module, which is larger than the ILO module but smaller than that of WHO, has the disadvantage of being too small to serve as a single office. The result is that a minimum single office consists of two modules and has an area of some 16 m<sup>2</sup>. This minimum office has excess space which it is impossible to use more efficiently in order to increase the occupancy of the building.

52. One of the unfortunate aspects of the new office wing (Building E) of the Palais des Nations is the fact that it has no "standard" module and that its windows are so wide (2.3 metres)<sup>16/</sup> that little flexibility is possible in the manner of partitioning. The layout of the floors in the building is such that there are three different window modules having areas ranging from 9.4 m<sup>2</sup> to 19.47 m<sup>2</sup>. Thus, it is difficult to give equal treatment to staff having similar functions and the same grades.

53. Accordingly, the Inspectors recommend that all organizations in the United Nations system planning the construction of additional office buildings should consider the advantages of a module similar to that of ILO and the manner in which it contributes to flexibility and efficiency in office space management. This flexibility is demonstrated by the occupancy standards for Professional staff which the ILO has been able to construct on the basis of this space module. These standards are indicated in Table 1 below. The Inspectors consider them to be reasonable and adequate standards<sup>17/</sup> which might well serve as models for other organizations.<sup>18/</sup>

54. The situation in ILO also demonstrates that the existence of a well planned space module does not guarantee efficient space management. ILO had originally planned, with respect to typists in pools, to accommodate three of these in 18 m<sup>2</sup> offices. However, a decision was taken to accommodate only two pool typists in

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<sup>16/</sup> The "space behind the window", from wall to wall, has a width of 2.72 metres.

<sup>17/</sup> Nevertheless, the Inspectors have informed the ILO that if an acute space shortage should develop, they would not consider it inappropriate for ILO to reduce space allocations to Professionals at the levels of D-2 and D-1 and perhaps to some Professionals at the P-5 level.

<sup>18/</sup> This comment does not apply to the Director-General level. Executive heads have varying responsibilities and different methods of work and their office accommodation must vary accordingly.

such offices although officials responsible for space management pointed out that an allocation of 9 m<sup>2</sup> of office space to pool typists was out of line with standards in other organizations.<sup>19/</sup> The Inspectors have recommended that ILO review this situation and also the occupancy standards for other General Service staff. They understand that it has been made clear to ILO staff that when the new building is fully occupied, it will be necessary to reduce standards of accommodation for all staff, including those in typing pools, if room is then needed for more officials.

Table 1

OCCUPANCY STANDARDS FOR PROFESSIONAL STAFF  
IN THE ILO HEADQUARTERS BUILDING

Grade level	Space allocations
Director-General	30 m <sup>2</sup> (five modules) as a working office 72 m <sup>2</sup> as a representational office <u>a/</u>
Deputy/Assistant Directors-General	36 m <sup>2</sup> (six modules)
D-2	30 m <sup>2</sup> (five modules)
D-1	24 m <sup>2</sup> (four modules)
P-5	18 m <sup>2</sup> (three modules)
P-4	12 m <sup>2</sup> (two modules)
P-3	9 m <sup>2</sup> (share three modules)
P-2	9 m <sup>2</sup> (share three modules)
P-1	9 m <sup>2</sup> (share three modules)

a/ Used for receiving distinguished visitors, holding small receptions etc..

55. Apart from the office space module, another essential element in space management is clearly the use of movable partitions. This has been demonstrated at United Nations Headquarters in New York and in the WHO and ILO headquarters

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<sup>19/</sup> The Geneva Office of the United Nations had adopted a standard of 5.02 m<sup>2</sup> for typists in pools, in Building E. At WHO, pool typists have space allocations of 3.2 m<sup>2</sup> or 4.8 m<sup>2</sup>, depending upon whether six or four typists share offices of 19.2 m<sup>2</sup>. (The Inspectors have expressed disapproval of the practice of accommodating six typists in such offices). At United Nations Headquarters in New York, typists in pools are allocated 3.9 m<sup>2</sup> of space.

buildings in Geneva. The lack of movable partitions has added significantly to the difficulty of managing space efficiently in the older of the two ITU buildings. It is unfortunate that movable partitions were not installed in the new office building wing (Building E) of the Palais des Nations and this fact has made it difficult and costly to modify office space layouts to meet the needs of the various units which have had to move into space in that building formerly occupied by other units. The Inspectors recommend that all future office building construction in Geneva and elsewhere provide for movable partitions.

56. It has been the general rule in Geneva that interior space is not used for offices.<sup>20/</sup> This creates no problem when a building is designed, as is the new ILO building, so that all office space has natural light. However, it does create a problem, as it has in the new office building wing (Building E) of the Palais des Nations, when the building is so designed that the most efficient use of certain space would call for the creation of offices without windows. If there is going to be maintained in Geneva the principle that interior space should not be used for offices, then future buildings should be so designed as to avoid the creation of blocks of interior space which are not considered usable for offices but are not needed for other purposes.

57. Another type of difficult-to-use office space is found in the new ITU building which is a pentagonal tower. Each floor of the building has five corners in which much of the space is virtually unusable and this reduces the total usable office space by almost 10 per cent. It also results in the creation on each floor of a number of irregularly shaped offices which are not always comfortable. In the view of the Inspectors, building designs which (as in the case of the ITU tower) make efficient space management difficult, should be avoided.

58. Since office space has become a very expensive commodity, especially in Geneva, it is essential that it be managed as carefully as possible. Although some of the organizations having headquarters in Geneva appear to realize this, it is not clear that this is true of all of them. The Inspectors recommend that, from time to time, the executive heads of the organizations should review the situation at their headquarters and make certain that there is adequate machinery to manage space efficiently and that it is working.

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<sup>20/</sup> At United Nations Headquarters in New York, 70-80 per cent of all General Service staff work in interior space without natural light.

59. It is noted in this connexion that since the issuance of JIU/REP/73/2 (A/9164), in June 1973, the Geneva Office of the United Nations has established a Space Management and Planning Unit in its General Services Division (see information circular No. 1855 of 29 October 1973). The Unit operates under the overall responsibility of a panel consisting of the Chiefs of the General Services Division and the Conferences Division, under the chairmanship of the Director, Conference and General Services. This Unit, which is attached to the Purchase, Transportation and General Operations Branch (PTGOB), handles day-to-day management of office accommodation. Planning to meet future requirements is prepared by the Chief of the Unit for submission to the panel mentioned above, with final decisions being reserved for the Director-General of the Geneva Office. The Unit consists of three staff members, viz., a P-4 who is Chief of the Unit as well as Deputy Chief of PTGOB, a P-2 and a G-4.

G. Co-ordination among Geneva-based organizations

60. There are no formal arrangements for co-ordinating the policies and practices of the Geneva organizations with respect to office space matters. Although each organization has virtually the same governmental membership, each acts independently with respect to the location and construction of office buildings and the management of office space. For example, there is no co-ordination concerning the design of the buildings<sup>21/</sup>, the timing of construction, the kind and cost per cubic metre of the office space to be made available, the use of movable partitions, the occupancy standards and the facilities to be provided.

61. Although it is true that the organizations are independent and must act to meet their own needs, it appears to the Inspectors that there is room for at least a measure of co-ordination with respect to the matters mentioned. As a minimum, organizations should keep themselves informed about how office space problems are being handled by others so that they can deal with their own problems as efficiently and economically as possible.<sup>22/</sup> Occupancy standards should be as uniform as

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<sup>21/</sup> It is true that when the new conference wing of the Palais des Nations was being planned, the specialized agencies which were potential users were invited by the United Nations to meet and discuss the plans.

<sup>22/</sup> In 1969, the ACABQ stated the view that "a full exchange of information on accommodation problems and the proposed solutions is to the advantage of all agencies, even if they are located in different cities." (A/7805, paragraph 115).

possible so that all staff of international organizations in Geneva feel that they are treated on an equal basis.<sup>23/</sup> Office furnishings should similarly be standardized so that some do not appear to be more lavish, or more plain, than others. A start has been made in this area by some of the organizations which have standardized their office furniture in order to take advantage of economies resulting from bulk purchasing.

62. It might also be useful for representatives of all the organizations to meet periodically to discuss how space needs are developing in Geneva, what excess space exists there and how it might be used in the interest of all the organizations.<sup>24/</sup> The Inspectors are not satisfied that in the past every effort was made to locate and use excess space in one of the existing buildings in Geneva before engaging in new construction or commercial renting.

63. A specific matter calling for co-ordination is that of the charges made by the Geneva organizations for accommodation and services provided to travel agencies and banks having offices in the headquarters buildings. The Inspectors have noted that there is no uniform policy in this matter, even with respect to the same travel agency or bank.

64. For a number of years, both the Geneva Office of the United Nations and WHO have had offices of Thomas Cook and Son in their buildings. Even though Cooks occupied only slightly more space at WHO (99 m<sup>2</sup>) than it did in the Palais des Nations (85 m<sup>2</sup>), until 1974 it paid WHO annually, for accommodation and services, more than ten times what it was charged by the Geneva Office of the United Nations. After Cooks space in the Palais des Nations was increased to 117 m<sup>2</sup> and the Inspectors had suggested in JIU/REP/74/6 (A/9854) that the United Nations should review its arrangements with Cooks, the Geneva Office of the United Nations, in December 1974, concluded an agreement with Cooks under which it increased

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<sup>23/</sup> With respect to the matter of equal treatment of staff, the Inspectors noted that ILO provides staff with free interior parking space while all other organizations charge staff for such space.

<sup>24/</sup> In 1969, the ACABQ stated the following: "The Advisory Committee trusts that in Geneva the organizations concerned will keep each other constantly informed of their projections in regard to accommodation needs, so that their building programmes can be co-ordinated. In this connexion, it is particularly important that, whenever such projections have to be adjusted in the light of subsequent developments, the impact of these changes on the amount of "poolable" accommodation should be communicated to all the interested organizations." (A/7805, paragraph 113).

its annual rental to Cooks, as from 1 August 1974, from some Sw F 14,025 to Sw F 34,164. However, this new amount is still less than 25 per cent of what Cooks is charged by WHO. It is also less than 25 per cent of what ILO charges Danzas, the travel agency which has an office in the ILO building.

65. With respect to banks, in 1975 WHO is charging Société de Banque Suisse (SBS) Sw F 40,000 for office accommodation and services at WHO headquarters. ILO is now charging Union de Banques Suisses (UBS) Sw F 25,000 for similar accommodation and services but will increase this amount to Sw F 40,000 in 1976 and Sw F 50,000 for the period 1977/1979. In contrast, the Geneva Office of the United Nations does not charge Lloyds Bank International Limited at all for the two offices which that bank occupies in the Palais des Nations. ITU, which has in one of its buildings an office of SBS, the same bank which serves WHO, charges that bank only a token amount of Sw F 1,200 for office accommodation and services.

66. The Inspectors recommend that the organizations having headquarters in Geneva review and co-ordinate their policies with respect to travel agencies and banks.

67. It would appear to the Inspectors to be desirable for the organizations to go beyond the suggestions in the preceding paragraphs and to co-ordinate policies with respect to major matters, such as the location and the timing of construction of new buildings. With respect to location, it is noted that WIPO is now constructing a new headquarters building immediately next to that of WMO and that, as a result, there is no adjacent space readily available for further expansion of either organization.<sup>25/</sup> With respect to the timing of construction, the Inspectors have noted that at times there is in Geneva a shortage of construction workers of various types and the situation could be seriously aggravated if several organizations decided to build at the same time.

68. It seems to the Inspectors that an especially important area in which co-ordination is called for is that of the relationships between the organizations and the Swiss authorities. All of the organizations must rely upon those authorities for the availability of the necessary facilities, e.g. electricity and access roads, without which the buildings could not function. They must be

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<sup>25/</sup> It is true that for a period of time WMO might expand into the old WIPO building until that organization needs that space for itself.

careful not to count upon the availability of facilities that cannot be furnished without great difficulty. For example, in 1974, when additional electricity was needed for the new conference wing of the Palais des Nations and the new ILO building, the United Nations was unable to use two of its new large conference rooms because of the lack of electricity. Further, one has only to note the traffic problem at the Place des Nations, in the morning, at mid-day and in the evening, as a result of automobiles coming from the ILO, WHO and the Palais des Nations, to realize how heavily the Geneva facilities in that area are being taxed.

69. There is also the desirability of co-ordinating requests by the organizations to the Swiss authorities for financial assistance in constructing new buildings. There is co-ordination on the Swiss side through the Fondation des immeubles pour les organisations internationales (FIPOI) which has been established jointly by the Swiss Federal Government and the Republic and Canton of Geneva in order to provide financial assistance to international organizations desiring to construct new buildings. However, there is no co-ordination by international organizations of requests for assistance.

70. It is true that there are a few situations in which co-ordination has been attempted. The establishment of the International Computing Centre (ICC) in the WHO building was intended inter alia by those who established it to make it possible for all the organizations to limit the amount of space required in their buildings for computer purposes. However, the effort has not been as successful as had been hoped. ITU has continued to maintain its entire computer operation, for which it requires considerable space, and ILO still has a large computer and is making only limited use of the ICC.

71. There is one co-ordinated operation in Geneva which probably has saved some space. This is the medical service which WHO provides to the Geneva organizations in their own buildings. It is likely that if each organization had attempted to organize its own medical service, greater amounts of space would have been required.

72. Although, as indicated, there is little or no formal co-ordination concerning office space matters among the organizations having headquarters in Geneva, there are examples of bilateral co-operation between agencies. Such an example is the

renting of 119 office modules in the ILO building to WHO for a period of two years. The Inspectors believe that all organizations in the United Nations which have excess space in their buildings should rent as much of this as is feasible<sup>26/</sup> and, in doing so, should give priority to other organizations in the system which have office space needs.

73. The Inspectors recommend that the organizations having headquarters in Geneva consider seriously the desirability of establishing arrangements for co-ordinating policies and practices with respect to the location and construction of office buildings in Geneva and the management of office space there. In addition to the reasons for co-ordination mentioned in the preceding paragraphs, a further major reason is discussed in the following paragraphs.

#### H. The future in Geneva

74. A question which is frequently asked, both by Member Governments and officials of international organizations and by Swiss officials and the Swiss public, is the following: "How much further is it possible and desirable for international organizations to expand in Geneva?"<sup>27/</sup> Although the Inspectors do not feel competent to attempt to answer the question, they venture to suggest that there are certain considerations which must be taken into account in any attempt to formulate an answer.

75. There is, first of all, the question of the availability of suitable building sites and of the physical facilities essential for the functioning of the buildings of international organizations. There are clearly limits to both of these in Geneva although no one appears to have attempted a study of just what these limits might be. Reference has been made in paragraph 68 to the problems which have already arisen with respect to electricity and access roads. The Geneva authorities were unable to meet fully the needs of the Geneva Office for electricity for its new Conference building as rapidly as that office desired because they were obliged to meet needs elsewhere in Geneva; nor were they able to satisfy ILO's request for all the access roads which that Organization considered desirable.

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<sup>26/</sup> It is often not feasible to rent out excess space since it has been allocated to various units throughout a building for expansion purposes.

<sup>27/</sup> Unless otherwise indicated, references to 'Geneva' in this section signify the Republic and Canton of Geneva.



76. With respect to other facilities necessary for the functioning of international organizations in Geneva, the Secretary-General of the United Nations reported to the General Assembly in 1972 (A/C.5/1458, annex V, paragraph 20) as follows:

"20. Proposals to transfer sizable numbers of United Nations Headquarters staff to Geneva would require careful consideration of the impact of such action on local conditions and undoubtedly would have to be staggered over a period of several years. In particular, the problems of housing and education would have to be taken into account. Accommodation is available in modern apartment blocks, but prices are high and likely to increase. There is a long waiting list for the lower-priced housing, which the local inhabitants require, and they naturally take priority for such accommodations. It could be expected that should any large-scale movement of staff to Geneva be planned, the authorities would look to the United Nations for some gesture of support in meeting the functional requirements for new housing and schooling."

77. The Geneva Office of the United Nations considers that the above-quoted extract from the 1972 Report of the Secretary-General is still generally valid, although the situation with respect to "middle income" housing appears to have eased to some extent.

78. The Inspectors have had the opportunity of discussing the general problem informally with certain senior Geneva officials. These reiterated the desire of the authorities (recently confirmed in an article in a well-known Geneva newspaper) to see the existing international organizations remain in Geneva, and indicated that, in their view, sufficient land and facilities could be made available to meet their reasonable expansion needs. On the other hand, reservations were expressed regarding the possibility of admitting new organizations to Geneva or of the transfer there of further substantial numbers of international officials of organizations already having an office there. (It is interesting to note in this connexion that, according to the Geneva press, discussions with the authorities in the neighbouring Canton of Vaud about the availability of sites near to Geneva for the use of international organizations have been inconclusive).

79. In addition to the problem of building sites and facilities, there is the matter of the attitude of the Swiss authorities towards assisting in the financing of new buildings for international organizations in Geneva. In the past, the Swiss authorities (in recent years through the FIPOI), have granted low-interest loans to finance a considerable proportion of the construction costs of international

organization buildings in Geneva; for example, in the case of the UN, ILO, ITU and WMO buildings and the permanent WHO building. However, in January 1974, the FIPPOI informed WHO that it could not make a loan requested by that Organization, to assist in the construction of a second permanent building, because of the existing economic situation and legislation limiting construction activities. This position had not changed as of May 1975, and, as a result, WHO decided to build only an additional temporary building.

80. With respect to the financial aspect of the possible expansion of international organizations in Geneva, there is also the matter of the cost to the organizations both of new construction and of maintaining additional staff in Geneva. Inflation and the decline in the value of the US dollar in relation to the Swiss Franc have greatly increased the costs of the organizations in the past few years, especially in dollar terms.

81. The relevance of the two factors noted above - the inability to obtain assistance in financing construction and rising costs - to the problem of the future development of the international organizations in Geneva is obvious, and the Inspectors do not underrate their importance. At the same time, they would point out that these factors are not necessarily permanent; for example, the decision of the Swiss authorities to relax, as from 1 January 1975, the restrictions previously imposed on construction, in order to check unemployment in the building industry, seems to them to indicate a possible improvement in the prospects of obtaining loans from the Swiss authorities in order to finance a programme of necessary expansion.<sup>28/</sup> Perhaps the recent rise in the exchange value of the dollar is also a hopeful sign.

82. Despite the importance of the foregoing factors with regard to the possible expansion of international organizations in Geneva, it must be recognized that the accuracy of any prediction about possible future expansion in Geneva will depend primarily on decisions by legislative bodies with respect to the levels of programmes - and the Inspectors are not in a position to forecast such decisions. Another element which may have a significant effect on the future situation in

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<sup>28/</sup> It seems likely that the interest rates on any future loans will be higher than those in the past.

Geneva is the desire of some Member States for a decentralization to the field of certain activities now carried on in the headquarters of organizations in the United Nations system - and the Inspectors are similarly unable to forecast the impact of this tendency.

83. There is one special factor with respect to the future situation in Geneva which relates particularly to the Geneva Office of the United Nations. This is the fact that the Geneva Office consists, as is indicated in the annex, of a multiplicity of units, many unrelated. These have been placed in Geneva from time to time and all or part of their administration has been made the responsibility of the Geneva Office. It has been as if additional railroad coaches were constantly being added to a train which continued to have only one locomotive. There is a strong feeling in the Geneva Office that while the administrative services in that Office can continue to handle modest increases in the size of existing units, they simply cannot take on the task of servicing additional units. It is believed that, if new units are to be added, then the administrative services must be reorganized and significantly expanded. If this is an accurate assessment of the situation, then it will have a substantial impact on the level of the Geneva Office in the future and on its needs for office accommodation. Just what that impact is likely to be is a matter on which the Inspectors are not prepared to express any opinion.

84. However, the difficulty of assessing the impact of the above-mentioned factors on future developments does not relieve the secretariats of the organizations of the obligation to take them into account as far as possible in any plans or proposals they may submit to their legislative bodies. It is the impression of the Inspectors that insufficient attention has been given to this obligation thus far by some secretariats and legislative organs and that, in certain cases, new office accommodation has been planned and approved after only a relatively superficial study of the factors which are likely to determine future expansion or contraction. To a large extent, simple extrapolations of past growth figures have been relied upon. The Inspectors do not wish to be over-critical in this matter for they realise fully how difficult it is, not only for international organizations but also for governments and business concerns to predict future

needs accurately. They also recognize the need to insure against unforeseen developments. Nevertheless, they feel they should caution against the simple assumption that, for an indefinite period, past expansion rates will continue to apply.

85. Finally, it seems to the Inspectors that this whole matter of the future of international organizations in Geneva is of such importance that it requires the best and the most thoroughly co-ordinated thinking of all the organizations having headquarters in Geneva and of the Swiss authorities. The Inspectors recommend that all the executive heads of the Geneva-based organizations give serious thought to this matter and to the possible creation of formal inter-agency arrangements in Geneva to keep the subject constantly under review in order that Member Governments may be kept aware of important developments and tendencies and may be presented with co-ordinated proposals for dealing with them.

Annex

ANALYSIS OF OCCUPANCY OF UNITED NATIONS PREMISES IN GENEVA  
AS OF 1 JULY 1975 1/

- (a) There are 14 "fully administered units" under the full authority of the Director-General of the United Nations Office in Geneva. These units, which are listed in Table 1, are mainly accommodated in the Palais des Nations.
- (b) There are 15 "semi-autonomous units" which are listed in Table 2. The location of these units is indicated in column 3 of the Table.
- (c) There are three "extra-budgetary organizations"<sup>2/</sup> of the United Nations system having staff accommodated in United Nations premises. These organizations are listed in Table 3 and the location of their staff is indicated in column 3 of the Table.
- (d) There are three specialized agencies having staff accommodated in United Nations premises. These agencies are listed in Table 4 and the location of their staff is indicated in column 3 of the Table.
- (e) There are two organizations which are not a part of the United Nations system but which have staff accommodated in United Nations premises. These organizations are listed in Table 5 and the location of their staff is indicated in column 3 of the Table.
- (f) Other occupants of United Nations premises are listed in Table 6 and the location of their staff is indicated in column 3 of the Table.

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1/ In the attached tables, the word "Palais" includes both the older buildings and the newer Building E. The letters "P-S" are used to refer to the prefabricated buildings in Petit-Saconnex.

2/ This term is used to refer to organizations financed wholly by voluntary contributions.

Table 1

FULLY ADMINISTERED UNITS OF THE UNITED NATIONS OFFICE AT GENEVA

(1) Department or Office	(2) Total staff	(3) Location
Office of Director-General	24	Palais
United Nations Disaster Relief Office	20	Palais
Narcotic Drugs Division	37	Palais
International Narcotics Control Board Secretariat	33	Palais
Human Rights Division	64	Palais
Information Service	31	Palais
Centre for Economic and Social Information	18	Palais
Internal Audit	14	Palais
Administrative and Financial Services (Geneva)	128	Palais
Technical Assistance Recruitment Service	17	Palais
General Services (Geneva)	467 <sup>a/</sup>	Palais and P-S
Conference Services (Geneva)	581	Palais <sup>b/</sup>
Library	51	Palais
Revenue Producing Activities <sup>c/</sup>	43	Palais
TOTAL	1,528	

a/ Includes 256 staff (Palais) and 21 staff (P-S) not occupying offices on a permanent basis (ushers, drivers, etc.).

b/ 45 language staff are located in the villa "La Pelouse".

c/ Includes Postal Administration and Visitors' Service.

Table 2

SEMI-AUTONOMOUS UNITS

(1) Name of unit	(2) Total staff	(3) Location
Consultative Committee on Administrative Questions (CCAQ)	7	Palais
Conference of the Committee on Disarmament (Geneva secretariat)	7	Palais
Economic Commission for Europe (ECE)	274	Palais and P-S
Federation of International Civil Servants' Associations (FICSA)	3	P-S
Inter-organization Board for Information Systems and Related Activities (IOB)	9	P-S
International Trade Centre (ITC)	222	Rue de Lausanne, Rue du Valais and P-S
Joint Inspection Unit (JIU)	17 <sup>a/</sup>	Palais
Social Affairs Division	17	P-S
United Nations Conference on Trade and Development (UNCTAD)	455	Palais and P-S
United Nations Environment Programme (UNEP) (Geneva Office)	20	P-S
United Nations Fund for Drug Abuse Control (UNFDAC)	12	Palais
United Nations High Commissioner for Refugees (UNHCR)	202	Palais
United Nations Institute for Training and Research (UNITAR) (Geneva Office)	17	P-S
United Nations Research Institute for Social Development (UNRISD)	22	P-S
United Nations Statistical Office (Geneva)	18	P-S
TOTAL	1,302	

<sup>a/</sup> Includes eight Inspectors who, of course, are not Secretariat staff.

Table 3

"EXTRA-BUDGETARY ORGANIZATIONS"

(1) Name of organization	(2) Total staff	(3) Location
United Nations Development Programme (UNDP) (Including United Nations Volunteers (UNV))	53 <sup>a/</sup>	P-S
United Nations Children's Fund (UNICEF)	116	Palais
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)	3	Palais
TOTAL	172	

a/ Including 14 UNV staff.

Table 4

SPECIALIZED AGENCIES

(1) Name of agency	(2) Total staff	(3) Location
Food and Agriculture Organization of the United Nations (FAO)	10	Palais
International Atomic Energy Agency (IAEA)	2	Palais
Inter-Governmental Maritime Consultative Organization (IMCO)	1	Palais
TOTAL	13	



Table 5

ORGANIZATIONS WHICH ARE NOT A PART OF THE UNITED NATIONS SYSTEM

(1) Name of organization	(2) Total staff	(3) Location
General Agreement on Tariffs and Trade (GATT)	106	Villas "Le Bocage" and "La Fenêtre"
Intergovernmental Committee for European Migration (ICEM)	120	P-S
TOTAL	226	

Table 6

OTHER OCCUPANTS

(1) Name of unit	(2) Total staff	(3) Location
Credit Union	10	Palais
Joint Medical Service	12	Palais
Catering Services	90	Palais and P-S
Travel agency	11	Palais and P-S
Bank	11	Palais and P-S
News stand	8	Palais
Post Office	9	Palais
Press	100 (approx.)	Palais
Association of Former International Civil Servants (AAFI)	7	Palais
TOTAL	258	

