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## Industrial Development Board

Sixth Session

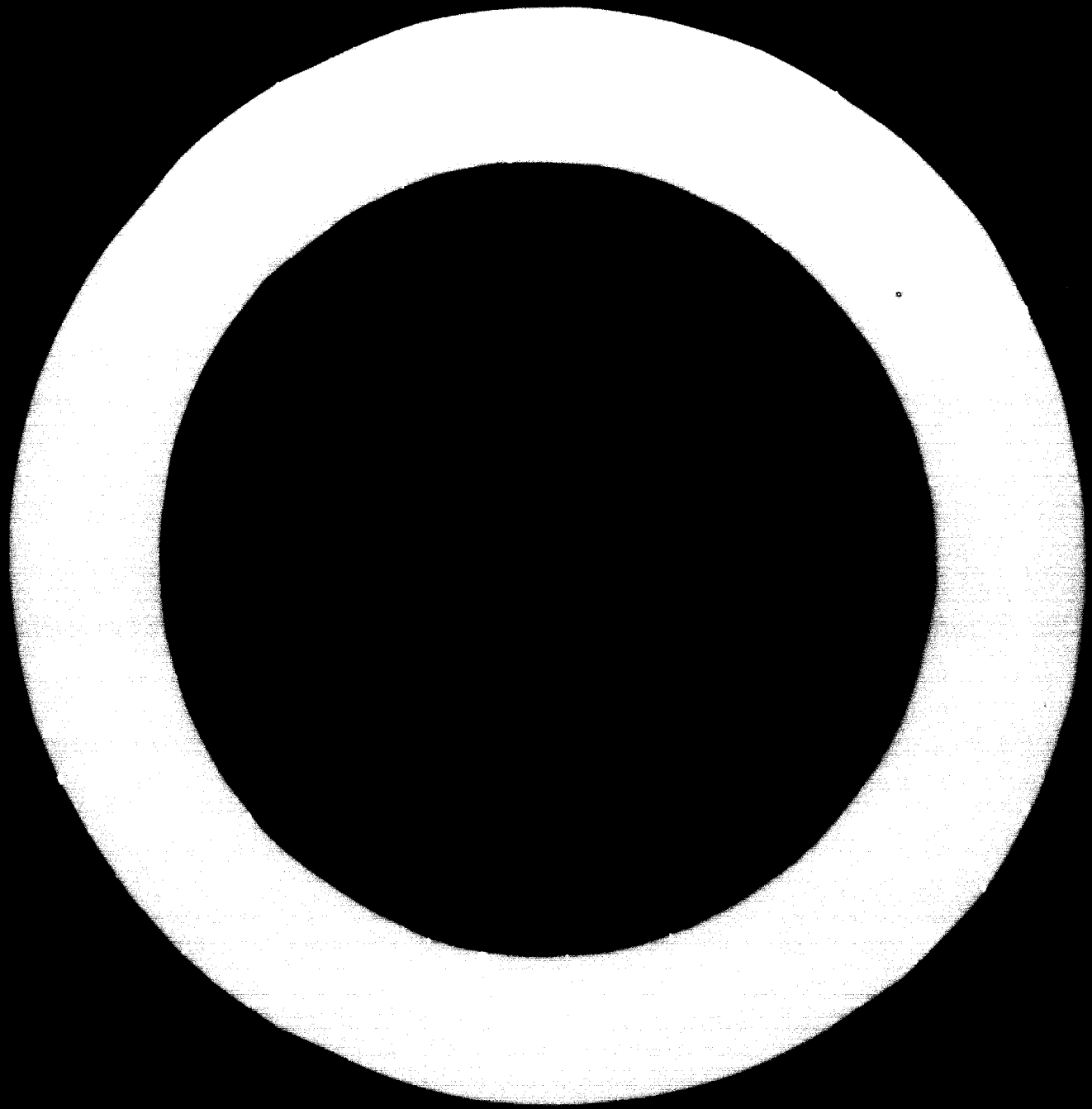
Vienna, 23 May - 2 June 1972

Agenda item 5c

# REPORT ON THE EVALUATION OF SELECTED ACTIVITIES OF UNIDO

## ADDENDUM 5

Evaluation report: UNIDO Publication Programme



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## INTRODUCTORY NOTE

1. The object of this document, which is being submitted to the sixth session of the Industrial Development Board under agenda item 5c, is to present an evaluation of the publication activities of UNIDO during the years 1969 to 1971. This document contains a statistical analysis of these activities as well as a description of the steps already taken by the secretariat and those planned for 1972 with a view to improving its performance in the field of documentation.

### I. NATURE AND SOURCE

2. The documentation produced, processed and published by UNIDO covers a wide range of types and originates from various sources. It can be classified in three broad categories: (a) documentation for the Industrial Development Board and other United Nations legislative bodies; (b) documentation resulting from the indirectly supporting activities; and (c) documentation for meetings.

#### (a) DOCUMENTATION FOR THE INDUSTRIAL DEVELOPMENT BOARD AND OTHER UNITED NATIONS LEGISLATIVE BODIES

3. The UNIDO secretariat submits to the yearly sessions of the Board its work programme for the following year, the updating of its programme for the current year and information on the implementation of the work programme for the preceding year. It also submits to the Board a number of documents on individual aspects of its activities, including its relations to other organizations of the United Nations family, and reports prepared at the request of the Board or other United Nations bodies.

4. The Working Group on Programme and Co-ordination, which meets yearly immediately preceding the session of the Industrial Development Board, prepares its report to the Board, which in turn reports to the General Assembly through the Economic and Social Council. In addition, the sessions of the Working Group on Programme and Co-ordination and of the Board result in a large number of "in-session" documents: draft resolutions, conference room papers, summary records etc. All or most of these documents are reproduced in four official languages of UNIDO.

5. The recommendations of the Special International Conference of UNIDO, which was endorsed by the General Assembly at its twenty-sixth session, will result in additional meetings being held in 1972 and subsequent years. A group of high-level experts on long-range strategy of UNIDO will meet in 1972 and 1973 and an ad-hoc UNDP/UNIDO intergovernmental committee in 1972. The Conference also recommended that, subject to the approval of the Board, the Working Group on Programme and Co-ordination be replaced by a permanent Committee of the Board which will meet twice a year. These additional meetings will result in increased documentation in the form of preparatory documents and reports.

**(b) DOCUMENTATION RESULTING FROM THE INDIRECTLY SUPPORTING  
ACTIVITIES OF UNIDO**

6. This documentation consists of (i) publications proper, which are subject to rules and regulations of the United Nations Publications Board, and (ii) other documents published in this category.

7. With regard to publications proper, these are produced under the UNIDO work programme by UNIDO staff and/or consultants contracted under Special Service Agreements. Some of these publications, which cover various aspects of the problem of industrialization of developing countries, result from technical meetings, expert groups, symposia and other meetings held under the sponsorship of UNIDO. In addition, UNIDO has a programme of periodic publications such as the Industrialization and Productivity Bulletin, Industrial Research and Development News, and the Newsletter. The rules and procedures of the United Nations Publications Board determine the languages in which these publications should be issued, establish the minimum circulation and co-ordinate the UNIDO publication programme with the general programme and budget of the United Nations publications. After the needs of free circulation - which are also determined by the regulations and publication practices of the United Nations - have been fulfilled, an agreed number of copies of each publication are turned over to the United Nations Sales Section ensuring the distribution of these publications throughout the world. The publications are published, as a rule, in three languages and appear either in printed form or in a similar advanced form of reproduction (e.g. offset).

8. Other studies and reports in this category are produced by the UNIDO secretariat, including internal studies and documents of restricted circulation.<sup>1/</sup> These documents are issued either in the original only or in two, three or four languages, according to the nature of the document and the needs of distribution. Documents that have restricted circulation are generally given less elaborate presentation.

**(c) DOCUMENTATION FOR MEETINGS**

9. The meetings referred to in paragraph 7 above, held under the work programme, require a considerable amount of preparatory documentation. The observations made in the preceding paragraphs as regards languages and presentation apply also to documents in this category, except that some of these documents may be accompanied by abstracts produced in three official languages other than the original.

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<sup>1/</sup> A further group of documents issued by UNIDO consists of correspondence, internal secretariat papers, Press Releases, papers dealing with the headquarters planning etc. While these documents do not fall under the definition of publications proper and are not included in the statistics of table 1, they require a considerable volume of processing, translation, typing etc. The volume of these miscellaneous documents may be estimated at about 3,000 to 4,000 pages, of which approximately 50 per cent also appear in translation (see also table 7).

## II. VOLUME AND COST

10. Tables 1 to 8 give statistical data on the publication programme of UNIDO for the years 1969 to 1971, which cover all symbolled documents under the three categories described above. It should be borne in mind that work on publications is a continuous flow. The production period of a given document generally covers more than one year and, in the case of documents issued in several languages, may extend to three or more calendar years. Thus, in the case of a meeting paper produced in 1968 and published in English in 1969 and in other languages in 1970 and 1971, the paper would appear in table 4 as a meeting document in 1969, as a publication in English in 1970 and as a publication in other languages in 1971.

11. The statistics cover the period 1969 to 1971. The year 1968 was considered not to be fully representative since the organization was still in its formative stage. Even a three-year period, however, may not be sufficiently long for the purpose of evaluation; any conclusions can only be of a tentative nature.

12. Table 1 gives a breakdown of the cost of the total output, in United States dollars, by the three categories mentioned above.<sup>2/</sup> Table 2 gives a breakdown of the documentation in categories (b) and (c) by the fifteen groups of activities and by the Technical Co-operation Division.

Table 1

UNIDO publication programme by various categories of documentation

Category	1969		1970		1971	
	US\$	%	US\$	%	US\$	%
(a) Documentation for IDB and other UN legislative bodies	316,971	43.9	195,213	20.2	259,269 <sup>a/</sup>	36.4
(b) Publications resulting from the indirectly supporting activities	331,132	45.8	618,497	63.9	341,273	47.8
(c) Documentation for meetings	<u>74,650</u>	<u>10.3</u>	<u>154,181</u>	<u>15.9</u>	<u>112,703</u>	<u>15.8</u>
Total	<u>722,753</u>	<u>100.0</u>	<u>967,891</u>	<u>100.0</u>	<u>713,250</u>	<u>100.0</u>

<sup>a/</sup> Including \$76,144, the cost of the documentation for the Special International Conference.

<sup>2/</sup> The cost of the documentation given in the tables refers to direct cost only, exclusive of general and divisional overheads.

Table 2

UNIDO publication programme by groups of activities

Groups of activities	1969		1970		1971	
	US\$	%	US\$	%	US\$	%
<b><u>Industrial Technology Division</u></b>						
1	15,317	3.97	77,167	10.31	56,558	13.41
2	11,958	3.10	80,242	8.05	15,813	3.75
3	18,478	4.79	31,805	4.25	12,530	2.97
4	5,119	1.33	11,856	1.58	18,860	4.47
5	59,438	15.42	143,001	19.11	61,992	14.70
6	<u>25,105</u>	<u>6.51</u>	<u>77,678</u>	<u>10.38</u>	<u>56,544</u>	<u>13.41</u>
Subtotal (ITD)	135,415	35.13 <sup>a/</sup>	401,749	53.70 <sup>a/</sup>	222,297	52.71
<b><u>Industrial Services and Institutions Division</u></b>						
7	13,644	3.54	3,851	0.51	3,062	0.73
8	19,582	5.17	12,997	1.74	33,438	7.93
9	7,280	1.89	25,220	3.24	35,583	8.44
10	10,700	2.78	70,303	9.40	24,073	5.70
11	28,878	7.49	106,834	14.41	31,725	7.52
Subtotal (ISID)	80,084	20.77	219,205	29.30	127,884	30.32
<b><u>Industrial Policies and Programming Division</u></b>						
12	94,794	24.59	36,657	4.90	38,102	9.03
13	26,007	7.26	14,144	1.89	14,801	3.51
14	5,643	1.46	11,861	1.59	7,888	1.87
15	41,568	10.78	61,501	8.22	10,795	2.56
Subtotal (IPPD)	170,012	44.10 <sup>a/</sup>	124,163	17.00	71,586	16.92
<b>Total (substantive divisions)</b>	<u>385,513</u>	<u>100</u>	<u>745,117</u>	<u>100</u>	<u>421,767</u>	<u>100</u>
<b><u>Technical Co-operation Division</u></b>						
	20,273		24,561		30,124	
Grand total <sup>b/</sup>	<u>405,786</u>		<u>769,678</u>		<u>451,891</u>	

a/ Rounded off.

b/ This total comprises the sum of categories (1) and (2) in the preceding table.



13. As regards the documentation in category (a), the considerable decrease in cost from 1969 to 1971 shown in table 1 reflects the fact that the document "Fourth Consolidated Report - The Industrial Development Activities of the United Nations System of Organizations for the Year 1968", published in 1969,<sup>3/</sup> did not appear in 1970. The cost of this document alone is estimated at about \$80,000. A further element in the cost decrease has been a reduction in the volume of documentation submitted to the Board. The holding of the Special International Conference in 1971 resulted in the production of additional documentation in the same category.

14. As regards the output of the substantive divisions in categories (b) and (c), a three-year statistical coverage is insufficient to derive a meaningful picture of general trends, particularly as regards the year-to-year changes in output of the individual groups. The fluctuations shown in table 1 are due to transient factors as much as to causes inherent in the trends of the activities of the organization. Thus, the substantial increase from 1969 to 1970 was due, in part, to the publication in 1970 of a sizable number of the Athens Symposium monographs, in the original and language versions.

15. Tables 3 and 4 below relate to the language aspect of the publication programme. Table 3 gives a breakdown of the programme by languages in numbers of pages. Table 4 gives the same information in terms of cost in United States dollars.

16. According to the rules, procedures and practices of the United Nations, most of the documentation produced in UNIDO is being translated into the working languages and, when required, also into official languages. For the sake of simplicity in presentation, a one-way flow of translation from English into the other languages was assumed, although there is a substantial reverse flow of translation into English from documents originally produced in other languages.

17. In comparing the figures of tables 3 and 4, it will be seen that although the total volume of documentation is about equally divided between English and other languages in terms of number of pages, the documentation in languages other than English amounted, in terms of cost, to some two and a half to three times the cost of the latter. The cost of translation was particularly heavy for the documentation of the Industrial Development Board. While in number of pages the documentation in languages other than English was roughly three times that of the documentation in English, the cost was 25 to 30 times as high. The low "other languages" figure for 1970 in this category was again due, in part, to the omission from the Board documentation of the Consolidated Report; conversely, the cost "bulge" for "other languages" in category (b) in the same year reflects the publication of the Athens Symposium monographs. Altogether, the cost of the documentation in languages other than English amounted for the three years under review to, respectively, 72.3 per cent, 74.2 per cent and 74.5 per cent of total expenditure.

Table 3  
UNIDO publication programme by languages, 1969 to 1971

- 1969 -						
Category	English		Other languages		Total	
	Pages	%	Pages	%	Pages	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	3,191	16.3	11,823	63.2	15,014	38.4
(ii) Spec. Int. Conf.	-	-	-	-	-	-
(b) Publications resulting from the indirectly supporting activities of UNIDO	7,264	36.8	5,716	28.7	12,980	33.2
(c) Documentation for meetings	<u>9,370</u>	<u>46.9</u>	<u>1,790</u>	<u>8.1</u>	<u>11,160</u>	<u>28.4</u>
Total	<u>19,825</u>	<u>100.0</u>	<u>19,329</u>	<u>100.0</u>	<u>39,154</u>	<u>100.0</u>
- 1970 -						
Category	English		Other languages		Total	
	Pages	%	Pages	%	Pages	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	2,333	8.7	7,239	28.0	9,572	18.3
(ii) Spec. Int. Conf.	-	-	-	-	-	-
(b) Publications resulting from the indirectly supporting activities of UNIDO	11,683	43.5	13,951	54.4	25,634	48.9
(c) Documentation for meetings	<u>12,723</u>	<u>47.8</u>	<u>4,462</u>	<u>17.6</u>	<u>17,185</u>	<u>32.8</u>
Total	<u>26,739</u>	<u>100.0</u>	<u>25,652</u>	<u>100.0</u>	<u>52,391</u>	<u>100.0</u>
- 1971 -						
Category	English		Other languages		Total	
	Pages	%	Pages	%	Pages	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	1,851		5,610		7,461	
(ii) Spec. Int. Conf.	<u>754</u>		<u>2,350</u>		<u>3,104</u>	
Subtotal	2,605	9.1	7,960	41.8	10,565	22.1
(b) Publications resulting from the indirectly supporting activities of UNIDO	15,063	52.5	7,718	40.6	22,781	47.7
(c) Documentation for meetings	<u>11,039</u>	<u>38.4</u>	<u>3,285</u>	<u>17.6</u>	<u>14,324</u>	<u>30.2</u>
Total	<u>28,707</u>	<u>100.0</u>	<u>18,963</u>	<u>100.0</u>	<u>47,670</u>	<u>100.0</u>

Table 4  
UNIDO publication programme by languages, 1969 to 1971

- 1969 -

Category	English		Other languages		Total	
	US\$	%	US\$	%	US\$	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	9,573	4.7	307,398	57.7	316,971	44.1
(ii) Spec. Int. Conf.	-	-	-	-	-	-
(b) Publications resulting from the indirectly supporting activities of UNIDO	162,460	81.2	168,672	32.4	331,132	45.2
(c) Documentation for meetings	28,110	14.1	46,540	8.9	74,650	10.7
<b>Total</b>	<u>200,143</u>	<u>100.0</u>	<u>522,610</u>	<u>100.0</u>	<u>722,753</u>	<u>100.0</u>

- 1970 -

Category	English		Other languages		Total	
	US\$	%	US\$	%	US\$	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	6,999	2.8	188,214	26.3	195,213	20.1
(ii) Spec. Int. Conf.	-	-	-	-	-	-
(b) Publications resulting from the indirectly supporting activities of UNIDO	203,979	81.5	414,518	57.6	618,497	64.0
(c) Documentation for meetings	38,160	15.7	116,012	16.1	154,172	15.9
<b>Total</b>	<u>249,147</u>	<u>100.0</u>	<u>618,744</u>	<u>100.0</u>	<u>867,891</u>	<u>100.0</u>

- 1971 -

Category	English		Other languages		Total	
	US\$	%	US\$	%	US\$	%
(a) Documentation for the Board and other legislative UN bodies						
(i) IDB	8,262		174,863		183,125	
(ii) Spec. Int. Conf.	3,003		73,141		76,144	
Subtotal	11,265	6.2	248,004	46.6	259,269	36.2
(b) Publications resulting from the indirectly supporting activities of UNIDO	148,575	81.9	192,703	36.0	341,278	48.2
(c) Documentation for meetings	21,616	11.9	91,087	17.4	112,703	15.6
<b>Total</b>	<u>181,456</u>	<u>100.0</u>	<u>531,794</u>	<u>100.0</u>	<u>713,250</u>	<u>100.0</u>

### III. SOURCES OF FINANCING

18. The funds for the financing of the publication programme of UNIDO originate from three sources (see table 5):

- (i) Chapter X in the United Nations Budget, relating to publications;
- (ii) Part of the appropriation under Chapter I of the United Nations Budget (expenditures for the Industrial Development Board) relating to preparation of the documentation; and
- (iii) Expenditures under Conference Services from UNIDO's regular budget.

19. It will be seen from table 5 that over and above the appropriations for the publication programme under (a) and (b), UNIDO contributed out of its own budget 46 per cent of the total in 1969, 59 per cent in 1970 and 41 per cent in 1971. It will also be noted, in comparing the figures in tables 1 and 5, that the cost of the documentation for the Board in the years 1969 to 1971 was covered by the appropriation under Chapter I (item (i) in table 5) to the extent of 28.5 per cent, 56.5 per cent and 48.2 per cent, respectively. Thus a substantial part of the cost of the Board documentation was financed through the regular budget of UNIDO.

Table 5  
Sources of financing of UNIDO publication

	1969		1970		1971	
	US\$	%	US\$	%	US\$	%
(i) Chapter X (publications)	292,210	40.4	303,000	31.3	305,000	42.8
(ii) Chapter I (IDB appropriation) <sup>a/</sup>	90,000	12.5	110,000	11.4	125,000 <sup>b/</sup>	17.5
(iii) Over-all Conference Services budget appropriation <sup>c/</sup>	340,543	47.1	554,891	57.3	283,250	39.7
Total	<u>722,753</u>	<u>100.0</u>	<u>967,891</u>	<u>100.0</u>	<u>713,250</u>	<u>100.0</u>

<sup>a/</sup> Estimated figures.

<sup>b/</sup> Including the budgetary appropriation for the Special International Conference of UNIDO.

<sup>c/</sup> Calculated as a residual by deducting from the total the sum of items (i) and (ii). It should be noted, however, that for 1969 and particularly 1970 these figures include the special appropriation for the publication of the monographs resulting from the Athens Symposium.

### IV. DOCUMENTATION CAPACITY

20. The potential volume of documentation issued by UNIDO has an upper limit in terms of facilities and staff both of which are determined, primarily although not exclusively,<sup>d/</sup> by the budgetary and financial provisions. The capacity should be considered in terms of the three publication components: editing, translation and reproduction.

<sup>d/</sup> Considerable difficulties have been experienced frequently with regard to recruitment of qualified staff.

(a) EDITING

21. The yearly capacity of the Editorial Section in the Conference Services can be estimated at some 8,000 pages, of which approximately 1,000 are in the form of documents that are not destined for outside circulation.

(b) TRANSLATION

22. An estimate of the yearly translation capacity of UNIDO during the period under review is given in table 6.

Table 6

Estimate of the yearly translation capacity

<u>Translators</u>	<u>No. of pages</u>
Regular staff	29,000
Temporary assistance (IDB)	4,500
Outside contracted translators	4,500
Total	<u>38,000</u>

23. With regard to translation capacity, the documentation can be roughly subdivided into two categories: (i) translations with imposed deadlines (e.g. documentation for the Board, for meetings, and the majority of "miscellaneous" documents referred to in footnote 1), and (ii) translations with flexible deadlines (e.g. studies, publications, series etc.). The capacity ceiling applies obviously only to translations falling in the first category, while work in the second category is carried out with residual capacity, with consequent accumulation of backlogs as soon as the flow of input exceeds residual capacity.

24. The volume of documentation for priority translation in the years 1969 to 1971 is given in table 7.

Table 7

Priority requirements for translations  
(in number of pages)

	<u>1969</u>	<u>1970</u>	<u>1971</u>
IDB documentation and records	12,000	7,200	8,000
Priority documentation in categories (b) and (c)	4,500	11,800	7,000
Miscellaneous documentation <sup>a/</sup>	4,500	4,500	4,500
Total	<u>21,000</u>	<u>23,500</u>	<u>19,500</u>

<sup>a/</sup> Estimated on the assumption of 50 per cent of miscellaneous documentation being translated into two or three (average 2.5) languages.

25. In comparing these figures with those in table 2, the translation capacity available for the documentation in the second category is, on the average, about 16,500 pages a year in all languages, out of which about 6,000 are in French and 6,000 in Spanish.

26. Finally, comparing the capacity figures with the actual output given in table 3, it will be noted, leaving aside the documentation in category (a), that the translation output in categories (b) and (c) increased considerably in 1970 over 1969, from 7,506 to 16,413 pages, an increase that was made possible first by the sharp drop in the documentation for the Board and, second, by the use of temporary assistance and outside contractors.

### (c) REPRODUCTION

27. The capacity of reproduction can be considered as the most flexible of three components since the facilities available to UNIDO offer a substantial margin for absorption of additional workload, particularly owing to the existence of common service arrangements with IAEA. Occasionally, however, there are conflicts of priorities when the peak requirement periods of the two organizations overlap.

## V. EVALUATION AND FUTURE TRENDS

28. The question of the volume of documentation has been given attention on several occasions by the General Assembly and various United Nations bodies, such as the Joint Inspection Unit and the Committee on Conferences.

29. The latest legislative measure in this area was adopted by the General Assembly in its twenty-sixth session in resolution 2836 (XXVI). The second operative paragraph of this resolution reads as follows:

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

The above request applies to all parts of the United Nations secretariat, including UNIDO.

30. The problem of limiting the quantity and assessing and improving the quality and circulation of UNIDO's documentation had been under review by the Executive Director of UNIDO for some time prior to the action of the General Assembly. A UNIDO Publications Committee was set up by the Executive Director on 10 March 1971 under the Chairmanship of the Senior Adviser to the Executive Director and composed of the Directors of the five Divisions as members and the Chief of Conference Services as Secretary and Co-ordinator. The mandate of this Committee, which is operating within the framework of the United Nations Publications Board, was, in particular, to propose measures with a view to ensuring that the UNIDO Publication Programme is of the scope and quality appropriate to the fulfilment of the objectives of the organization and to improving the performance of its publication activities.

31. Due to the pressure of work of its members, the Committee met only six times during the period under review. However, aside from the meetings, a comprehensive study and analysis of the different types of UNIDO publications were carried out by the Committee. Thus, a review was made of papers written by consultants under Special Service Agreements, based on two sizeable samplings of such papers. Various possibilities of assessing the quality of individual publications were studied, and in this connexion a survey was made of the practices followed by other organizations within the United Nations family in this field. Investigations were made of such problems as the attribution of authorship and the publication of UNIDO documents on a commercial or semi-commercial basis. The Committee also devoted considerable attention to an examination of a proposal of publishing a UNIDO sponsored magazine on a commercial basis.

32. As regards the implementation of the General Assembly resolution, the action of limitation of the volume of documentation is examined in the following paragraphs for the various categories of UNIDO documents.

**(a) DOCUMENTATION FOR THE INDUSTRIAL DEVELOPMENT BOARD AND OTHER UNITED NATIONS LEGISLATIVE BODIES**

33. Mention has already been made of the substantial share of this documentation in the total cost of the publication programme. While the volume of this documentation is subject to the decisions of the Board with regard to the requirements for its work, the Board may, however, consider reducing its requirements without necessarily prejudicing either the clarity or comprehensiveness of the documentation by limiting its requests for reports and other documents and by reviewing the need for certain publications which continue to be compiled and submitted under previous decisions of the Board although they may not have the same degree of usefulness or urgency that they had at the time of the original requests.

**(b) DOCUMENTATION RESULTING FROM THE INDIRECTLY SUPPORTING ACTIVITIES OF UNIDO**

34. A substantial part of the documentation in this category originates from meetings under the UNIDO work programme that are financed either under the UNIDO regular budget or from UNDP funds. Meetings that are financed under the UNIDO regular budget generally provide for the publication of the resulting documents; but in meetings financed under UNDP the current practice has been not to include finances for such publications.

35. The United Nations Controller's Office recently made a ruling that any reports or proceedings from UNDP-financed meetings should be financed from UNDP funds, and that such publications should be issued only if an appropriate provision for that purpose was made at the time of the approval of the project by UNDP. Consequently, it is being proposed that, at the time of the formulation of the meeting project, the substantive division should decide whether or not the meeting would require a published document; if so, the cost of the document should be included in the UNDP request. This practice should result in a stricter control of the documentation at the time at which it originates and should discourage publications of limited interest. A similar measure is being proposed for publications resulting from meetings financed under the regular budget of UNIDO. In both cases it is proposed to have the publication approved in advance by the UNIDO Publications Committee. It is expected that the implementation of these measures should result in savings to the order of 25 per cent.

36. With regard to other publications under this heading, it is envisaged, in compliance with the provisions of General Assembly resolution 2836 (XXVI), to introduce a quota system for each substantive division within the over-all ceiling of 85 per cent of the 1970 level, as imposed by the resolution. These measures would also be implemented through the machinery of the Publications Committee, in which all the substantive divisions are represented.

37. As regards the publications proper in category (b), which include meeting documents, periodicals and other documents, it is proposed to introduce a ceiling of about 6,000 pages corresponding to a 20 per cent cut of the 1970 figure for documentation in this category.

38. The above proposals apply to documents in the original language. It was mentioned earlier, however, that a major element of documentation cost is the cost of translation into the working languages of UNIDO. An examination of the circulation figures of the language publications, given in paragraphs 44 and 45 below, shows that the circulation of some of the language versions is very limited in relation to their costs. This circulation is, however, governed to a large extent by constitutional requirements, and the question of limitation of such documentation is beyond the competence of the secretariat. At the same time, it will be noted that the measures of limitation of documents produced in the original language will result automatically in a reduction of the translations output.

#### **(c) DOCUMENTATION FOR MEETINGS**

39. The measures for limitation of documentation will also apply to documents in this category. It is proposed to introduce the same system of advance approval by the UNIDO Publications Committee of documentation envisaged for any meeting, under a quota system, with the total output not exceeding a ceiling of about 9,000 pages, corresponding to 85 per cent of the 1970 output of 11,000 pages.

40. In addition to limitation of volume, other measures have been taken or are being envisaged in order to raise the general performance of the operation through better planning and improvement of quality and of the machinery of distribution in the potential markets.

41. One of the mandates of the Publications Committee is to formulate a long-range plan of UNIDO publications under which the publications would be concentrated in a certain number of pre-determined priority fields so as to avoid a dispersion of the limited resources. Through this process of concentration, publications of lesser interest would be eliminated.

42. As regards the quality of the published material, several of the sales publications of UNIDO had met with considerable success (some of these are out of print and second printings are being planned) but there is undoubtedly a margin for improvement. As a first step, it is envisaged to have the UNIDO publications reviewed by outside specialists making particular use of the proposed network of UNIDO correspondents and of reviews in technical journals so as to provide for outside professional evaluation.



43. As to the widening of the potential market for UNIDO publications, it was mentioned earlier that there are two channels of distribution: an "automatic" distribution governed by the rules and procedures of the United Nations and a commercial type of distribution through the United Nations Sales Section.

44. Table 8 below gives the statistical pattern of the "automatic" distribution according to the existing circulation lists.

Table 8

"Automatic" circulation of UNIDO publications as of February 1971  
(in number of copies per publication)

	<u>English</u>	<u>French</u>	<u>Spanish</u>	<u>Russian</u>
Distributed in Vienna				
to delegations	300	90	50	30
within the secretariat <sup>a/</sup>	<u>150</u>	<u>70</u>	<u>50</u>	<u>50</u>
Subtotal	450	160	100	80
Distributed in New York	500	150	150	55
Distributed in Geneva	75	45	35	15
Mailed <sup>b/</sup>	<u>1,120</u>	<u>460</u>	<u>240</u>	<u>40</u>
Total	<u>2,145</u>	<u>815</u>	<u>525</u>	<u>190</u>

<sup>a/</sup> For some publications there are additional "divisional mailing lists" of 200 to 300 copies.

<sup>b/</sup> To Governments, United Nations offices, specialized agencies, UNDP offices, libraries etc.

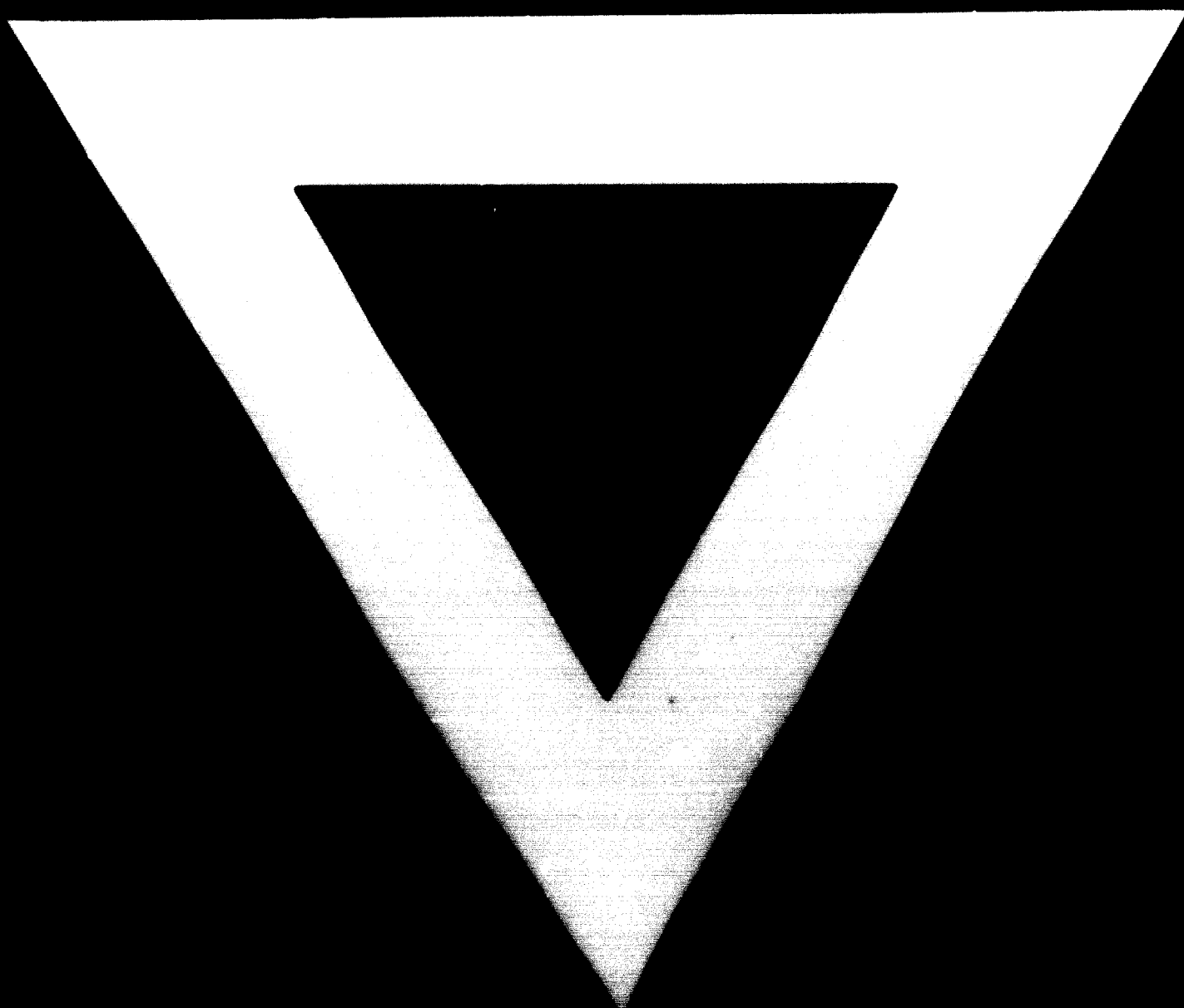
45. With regard to the commercial type distribution, according to the latest available figures, the sales of UNIDO publications by the United Nations Sales Section as of the end of February 1971 amounted to 22,380 copies representing 53 per cent of the copies printed for sale. Out of this figure, 19,813 were in English (57 per cent of those printed for sale); 1,769 in French (50 per cent of those printed for sale); and 798 in Spanish (17 per cent of those printed for sale).

46. It is recognized that the normal United Nations channels of distribution are less suitable for UNIDO than for any other part of the United Nations since UNIDO material is of special interest to an audience that is not adequately covered by the present circulation lists. The question of improving the distribution channels of UNIDO publications has been under discussion with the United Nations Sales Section for some time. It should be noted that the same point was brought out in the Report on Recurrent Publications by Mr. Robert Macy of the Joint Inspection Unit.<sup>5/</sup>

47. As one of the measures recently taken to improve the potential market, all newly issued UNIDO documents are now being accompanied, under instructions of the Executive Director, by summaries which will be widely circulated, thus making it possible to disseminate, at low cost, information about UNIDO publications to potential users.

48. Another approach to the problem of distribution would be the publication of some of the UNIDO material by commercial publishers. The figures given in table 8 indicate, however, that the present sales figures are not such as would attract the interest of publishers in most of the publications. It is likely, however, that if the publications that have shown a better than average performance had been published and distributed on a commercial basis, with adequate advertising, they might well have reached a profitability sales threshold, which is of the order of 5,000 copies. Negotiations are being carried out with a few publishing houses for the commercial publication of several manuscripts.

49. A related question is the publication, on a commercial basis, including paid advertising, of a UNIDO sponsored periodical. A proposal of this nature has been under active consideration in 1971. A detailed examination by the Publications Committee, to which the matter had been referred by the Executive Director, has shown that a number of difficulties of a legal and financial nature would have to be overcome and that a further study of this matter would be required before a venture of this nature could be envisaged.



**17.7.74**