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FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE AT THEIR PREVIOUS SESSIONS

PART IV

HUMAN RESOURCES ISSUES

ADDENDUM

COMMENTS FROM THE INTERNATIONAL STAFF ASSOCIATION OF UNESCO (ISAU)

SUMMARY

B. Use of non-staff contracts including those for consultants, over the period 2019-2020

Pursuant to item 9.2.7 of the UNESCO Human Resources Manual, the International Staff Association of UNESCO (ISAU) submits its comments on human resources issues (document 212 EX/5.IV.B).

1. The International Staff Association of UNESCO (ISAU) must admit that it is divided on the Bureau of Human Resources Management's (ADM/HRM) report on the use of non-staff contracts. On the one hand, the report contains a certain amount of information on progress that we consider to be positive and that we wish to see continue, in particular with regard to the geographical distribution of non-staff personnel and the limiting of the number of retired staff hired, matters which often reveal a lack of management and planning. On the other hand, it also raises questions about the quality and relevance of the information provided to us. Although document 212 EX/5.IV.B is relatively detailed, it is striking to note that aside from its updated figures, some its passages reproduce sections of document 207 EX/5.IV.A (2019) almost word for word. This type of practice seems to indicate a relative lack of interest on the part of ADM/HRM in matters relating to non-staff contracts.

2. The issue of non-staff contracts is, however, important since, as the document notes, the holders of such contracts account for 49% of UNESCO's total workforce in full-time equivalent (FTE) terms. We must reiterate our request that management provide us with a summary document that would give the Organization's stakeholders an overall view of Professional category posts, project appointments (PAs) and non-staff personnel. In short, we need an analysis that includes all the



Job: 202103276

people who actually work for the Organization, particularly from the standpoint of geographical distribution and gender equality, as well as that of distribution at Headquarters and the field offices.

3. We would like to underline once again the need to regularize the status of our colleagues who have been employed on temporary contracts for a long time, and who are therefore in a precarious situation. We must emphasize that we are talking about regularization for the benefit of the persons concerned and not against them, as was seen a few years ago when management simply dismissed a large number of employees so that it would no longer need to report on them to Member States. We must remember that these people are hired on a long-term basis because they perform essential functions for the Organization. They are therefore entitled to be offered regular staff member contracts, particularly since they are very regularly evaluated. If they are not regularized, that means that the Organization has failed to optimize the management and planning of its staffing needs.

4. For this reason, we should ask ourselves whether the significant number of service contracts, which are meant to address unforeseen circumstances, is not another reflection of faulty personnel management, since it is based on the absence of needs forecasting and resource planning. Here we find the same problems that both ISAU and the Internal Oversight Service (IOS) have pointed out several times, concerning the insufficient involvement of ADM/HRM in recruitment. We therefore expect more from ADM/HRM in terms of both recruitment and contracts for non-staff personnel.

5. Nevertheless, we must express our concerns about this matter. With regard to updating the policy on service contracts, we note that management is merely repeating exactly the same statements made in document 207 EX/5.IV.A. In 2019, ADM/HRM had announced that it would publish the policy in question before the end of 2019. However, no justification for the delay in publishing this policy has been provided.

6. With regard to the lack of progress on the part of management, we do not understand how the lack of progress in the inter-agency discussions currently under way has impeded ADM/HRM from starting its work on a short- and medium-term policy on the use of non-staff personnel, as required by 202 EX/Decision 5.IV.A. It should be noted that, at the 207th session, ADM/HRM had stated that inter-agency discussions were already under way. It should also be noted that while there is a certain vagueness surrounding this issue, ADM/HRM cannot use this as an excuse to delay its compliance with the obligations that have been undertaken before the Member States.



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FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE AT THEIR PREVIOUS SESSIONS

PART IV

HUMAN RESOURCES ISSUES

SUMMARY

B. Use of non-staff contracts, including those for consultants, over the period 2019–2020

Pursuant to 207 EX/Decision 5.IV.A and 210 EX/Decision 5.IV, the Director-General submits the report on the use of non-staff contracts, including those for consultants, over the period 2019-2020.

Decision required: paragraph 39.



Job: 202102716

Introduction

1. The first part of this report covers contracts issued to individual consultants hired by UNESCO in advisory or consultative capacities, or to provide the expertise, skills and knowledge necessary for a specific service or product at Headquarters and at field duty stations (excluding category 1 institutes).
2. The second part of the report provides, as requested by the Executive Board, information on other non-staff contracts, namely, service contracts and short-term contracts. Service contracts are used for tasks or services performed by locally recruited individuals and make it possible to address temporary activities or workloads which cannot be covered in the normal course of duty by regular staff members. Short-term contracts are issued to individuals performing short-term support tasks (such as physical operations and mechanical work; support work and some technical operations; and specialized and general support) which require skills which are generally not available within the Secretariat and for which there is a short-term need. As for the consultants, the data covers Headquarters and the field offices, excluding category 1 institutes.
3. The third part of this report presents the overall distribution of the UNESCO workforce, expressed in full-time equivalent (FTE) terms, and the trends in said workforce (including staff members and non-staff members) at Headquarters and in the field.

Part 1 – Individual consultant and other specialist contracts

Context

4. This section presents data on consultant contracts concluded between 2019 and 2020 at Headquarters and the field offices. Annex I contains detailed tables and charts. As has been done in the reports for previous years, the data on contracts issued by the UNESCO Office in Brasilia (UBO) are presented separately (Annex II) to provide a clearer picture of the contracts issued by the field offices as a whole.
5. The current policy for consultants and other specialists was introduced in February 2012 and takes into consideration matters such as various recommendations¹ of the External Auditor relating, in particular, to the strengthening of competitive selection processes and clarification on the use of waivers. The special measure approved by the Director-General in March 2013, according to which sectors, bureaux and field offices were instructed to reduce by 20% the fee element of all new consultant contracts, continues to apply. As previously highlighted, it is nonetheless important to note that under circumstances which are increasingly competitive and which exert pressure with regard to certain skills, maintaining these reduced fees tends to complicate project support, particularly in the field.

Summary

6. In 2020, consultants accounted for 25% of UNESCO's total workforce (in full-time equivalent terms). The number of consultant contracts (Annex I, Table 1) fell sharply at Headquarters in 2020 as compared with 2019 (-20%), while it was almost stable (-1%) at the field offices, making for an overall 8% decrease in consultant contracts between 2019 and 2020. This was accompanied by a similar evolution in terms of the number of consultants (Annex I, Table 2), with a decrease of 4%. The general trend indicates that there are generally fewer consultant contracts during the first year of the biennium.
7. In terms of expenditure, the short-term trend is downward (-5%), particularly at Headquarters (-11%). The percentage breakdown between Headquarters and field expenditure varies marginally (+/- 1%). Field offices thus account for approximately two thirds of the expenditure on consultant contracts (68%) (Annex I, Table 3). It should also be noted that spending on consultant contracts

¹ [182 EX/46](#): Report by the External Auditor on temporary contracts awarded by the Organization

constitutes the largest share of extrabudgetary expenditure, accounting for 79% of total expenditure in 2020. Over the last five years, the expenditure trend has continued to rise (+15%).

8. With regard to the source of funding for contracts, total spending on consultant contracts financed by the regular programme (RP) decreased by 18% between 2019 and 2020 (19% at Headquarters and 18% at the field offices), going from \$9.24 million to \$7.56 million. Total spending on contracts financed with extrabudgetary funds (EBF) remained constant during that period. At the same time, there was a 6% decrease in expenditure at Headquarters, while expenditure at the field offices increased by 3%. The extrabudgetary share of spending on consultant contracts accounted for 75% of total expenditure in 2020, or 4 percentage points higher than in 2019 (Annex I, Table 4).

9. In terms of value, as was the case in 2019, 77% of consultant contracts concluded at Headquarters and at the field offices were below \$10,000 in 2020. The share of contracts over \$50,000 also remained stable at 1% of the total, despite a 12.5% increase in the number of contracts (40 in 2019, as compared to 45 in 2020). That same year and for the same category, 15 consultant contracts concerned Headquarters and 30 concerned the field offices (Annex I, Table 5).

10. It bears noting, however, that the average value of consultant contracts concluded at Headquarters increased by 12% (rising to \$6,928) between 2019 and 2020, and decreased by 1% (falling to \$7,322) at the field offices (excluding the UNESCO Office in Brasilia) over the same period (Annex I, Table 6).

11. With regard to duration (Annex I, Table 7), most consultant contracts are concluded for periods of less than three months, whether at Headquarters (69%) or at the field offices (57%). The remainder mainly concerns contracts of three to six months, while a minority (10% and 14%) of contracts have a term exceeding six months. Over the last four years, the average duration of all contracts has increased by 0.3 months at Headquarters and by 0.4 months in the field.

Contracts by sector/bureau at Headquarters and field offices

12. At Headquarters, most spending on consultants still directly supports UNESCO's programme (see Annex I, Table 8). The Education, Natural Sciences, Communication and Information, Culture, and Social and Human Sciences Sectors accounted for approximately 75% of total expenditure at Headquarters in 2020 (73% in 2019). Three sectors (Education, Natural Sciences and Culture) accounted for 46% of the contracts issued in 2020, and for 57% of total expenditure.

13. At the field offices, 97% of overall spending on consultant contracts in 2020 concerned programme-sector activities, with the Education Sector accounting for around 60% of this spending.

Gender balance and geographical balance

14. Although consultants are not an integral part of the geographical distribution by quota, the policy on these contracts requires managers to take geographical distribution and gender balance into account in the case of equal qualifications among candidates. Managers are encouraged to seek local expertise for local projects, wherever possible. However, the financial criteria for competitive recruitment may limit the flexibility of managers. The approval of the Assistant Director-General (ADG) and the bureau/field office head is also required where a contract is to be issued to a former UNESCO staff member.

15. At Headquarters and the field offices combined, in 2020, 26% of consultants were from Group I countries² (as compared with 29% in 2019), 23% from Group III, 22% from Group V(a), 15% from Group IV, 11% from Group V(b) and 4% from Group II (see Annex I, Table 9).

² Group I: Western European and other States; Group II: Eastern European States; Group III: Latin American and Caribbean States; Group IV: Asian and Pacific States; Group V (a): African States; Group V(b): Arab States.

16. At Headquarters, 59% of consultants were from Group I countries in 2020 (as compared with 60% in 2019); they accounted for 62% of total expenditure (as compared with 61% in 2019). In the field, Groups III and V(a) were the most represented with 27% each of the consultants from these groups in 2020, together accounting for 48% of total expenditure. On an average Headquarters/field basis, in 2020 26% of consultants were from Group I, 23% from Group III, 22% from Group V(a), 15% from Group IV, 11% from Group V(b) and 4% from Group II.

17. Table 10 in Annex I shows the nationalities of the consultants hired in 2020 by the regional group in which the recruiting office is located; it confirms that the practice of local recruitment for local projects has taken hold. Of the consultants hired by offices in Group I countries, 59% were nationals of Group I countries. The numbers range from 70% to 92% in the other regions. For example, 85% of the consultants hired in Africa were nationals of Group V (a) countries (Africa), while 92% of the consultants hired at offices in Central and Latin America were nationals of Group III countries. There is no significant variation with the 2019 figures in this regard. In addition to this information, Annex III presents the number of consultants by nationality.

18. In 2020, 54% of the consultants hired at Headquarters were women (as compared with 48% in 2018). At the field offices, women accounted for 43% of the consultants hired (as compared with 41% in 2018). Overall, 46% of the consultants hired in 2020 were women, as compared with 45% in 2018 (Annex I, Table 11).

Retired staff

19. The number of retired UNESCO staff members hired as consultants decreased from 24 in 2019 to 11 in 2020, with 4 retirees at Headquarters (accounting for a total of \$18,000) and 7 in the field offices (accounting for a total of \$81,000). Overall, at Headquarters and the field offices, retired staff accounted for between 0.4% and 0.8% of all the consultants hired in 2019 and 2020, amounting to 0.2 to 0.3% of total expenditure (see Annex I, Table 12). In June 2017,³ instructions were issued to limit the hiring of retired staff. From then on, any contract for a retired staff member must be approved by the Director of the Bureau of Human Resources Management (ADM/HRM). In addition, the total duration of contracts issued to a retired staff member may not exceed six months per calendar year. These limitations have proven to be effective as there were 51 retired staff employed as consultants over the 2017/2018 period, while the number was 35 over 2019/2020.

Consultant contracts under the one-dollar-per-year arrangement

20. As announced in the previous report, ADM/HRM has reworked the conditions for the implementation of these contracts in order to have a framework that is better adapted to the Organization's needs. These contracts now refer to "UNESCO experts", and are intended to be used in exceptional circumstances, such as when high-level personalities intervene in support of a UNESCO activity, in order to promote communication and visibility.

21. Under this new modality, only four people have had such a contract between 2019 and 2020.

Part 2 – Service contracts and short-term contracts

Background

22. The workforce at UNESCO Headquarters and the field offices includes individuals hired on other, non-staff contracts, namely, service contracts and short-term contracts. As mentioned in paragraph 2 of this report, these contracts are used for tasks or services performed by locally recruited individuals and make it possible to address temporary activities or workloads which cannot be covered in the normal course of duty by regular staff members. The minimum duration of a service contract is one month, and the maximum, 12 months. Service contracts are renewable and cannot exceed a total duration of 24 months over a 36-month period (at Headquarters). A short-term contract

³ Administrative Circular AC/HR/57, *Hiring of retired staff members on temporary assistance contracts*.

may be issued for a minimum duration of half a day and for a maximum duration of 180 days per calendar year. Short-term contracts are generally issued for very short periods, often to provide half-day or one-day assistance related to the organization and hosting of events such as statutory meetings, conferences, performances and exhibitions.

Service contracts

23. In 2020, the total number of service contract holders decreased by 2% as compared with 2019 (-15% at Headquarters and +2% at the field offices). The majority are at the field offices (77% in 2019 and 80% in 2020). During the same period, the total number of contracts issued nevertheless increased (+8%). This increase was more pronounced at Headquarters (+10%) than at the field offices (+4%) (see Annex I, Table 13). Of these service contract holders, 50.2% were women in 2020. Annex III shows the number of service contract personnel by nationality.

24. In 2020, 61% of service contract holders were hired by programme sectors (as compared with 56% in 2018), primarily the Education Sector (27%), followed by the Culture Sector (15%) and the Natural Sciences Sector (8%) (see Annex I, Table 16 (b)). It is now at Headquarters that a significant number of service contract holders are in support functions (49.5%), whereas traditionally such a proportion was found in the field.

25. Total expenditure on service contracts amounted to \$26.699 million in 2020 (60% in the field), compared to \$19.155 million in 2018. The relevant costs include the remuneration of service contract holders and the social security contributions paid by the Organization. The pay scales are based on prevailing local salary rates for similar functions (for example, for comparable work in the national civil service or in the local employment market). To the extent possible, the rates established by the United Nations Development Programme (UNDP) for service contracts are applied in the field. With regard to social security, where available, and where service contract holders are eligible to participate, medical insurance and pension benefits for service contract holders are covered by the local social security scheme. If there is no suitable local scheme, or if a service contract holder is not eligible to participate in the local scheme, every pay cycle, up to 10% must be added to the service contract holder's remuneration as UNESCO's pension contribution, and up to 5% must be added as UNESCO's contribution to medical insurance. In such cases, the contractor must provide proof of his or her registration in an appropriate private health-insurance and/or retirement pension scheme.

26. In 2020, the majority of service contracts (54%) were financed with extrabudgetary funds, making for a total amount of \$12.503 million. By way of comparison, on a near-constant budget, in 2018, 66% of service contracts were funded by extrabudgetary funds. Service contracts financed under the regular programme (RP) amounted to \$10,862 million, or 46% of total spending on this type of contract in 2020 (see Annex I, Table 15).

27. Most spending on service contracts at Headquarters and the field offices directly supports UNESCO's programmes (see Annex I, Table 16 (a)). In 2020, the Education, Natural Sciences, Communication and Information, Culture, and Social and Human Sciences Sectors accounted for approximately 58% of total expenditure at Headquarters and 61% of total expenditure in the field.

Short-term contracts

28. In 2020, the number of short-term contract holders at Headquarters decreased by 33% compared to 2019, from 487 to 324, while the number of short-term contracts decreased sharply (-42%; 2,794 in 2020 versus 4,779 in 2019) (see Annex I, Table 14), and the average number of days of employment (-2 days) was stable. These sharp declines are linked to the effect of the pandemic on the Organization's conference activities, which traditionally rely heavily on this type of contract for the holding of events (security, support, etc.).

29. On the other hand, the high volume of short-term contracts is owed to their brevity (they are generally of a duration of a half day or a single day) and to the number of events (such as

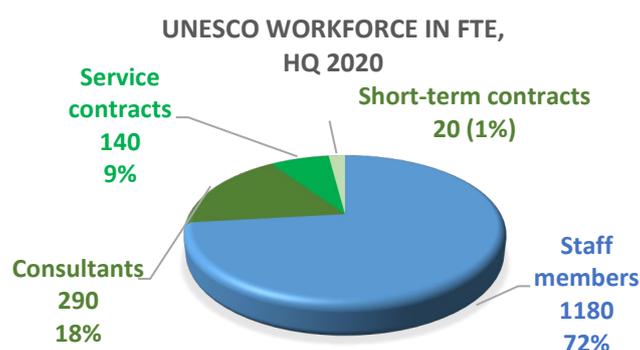
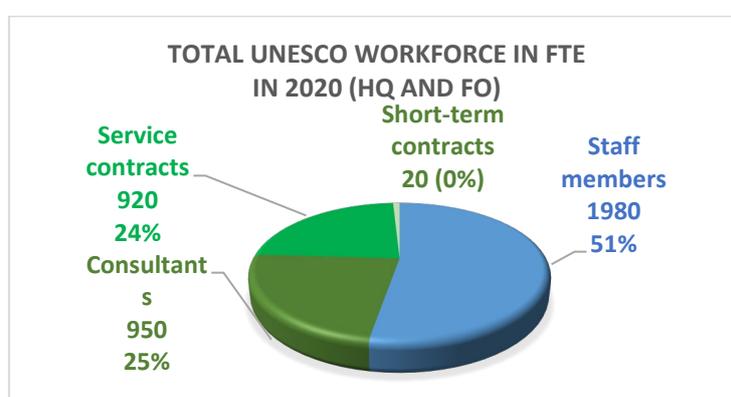
conferences, exhibitions and performances) which are held at Headquarters and for which additional personnel is hired on such contracts.

30. Total spending on short-term contracts reached \$ 2.8 million at Headquarters alone. This cost should be compared with the figures of \$ 5.3 million in 2019 and \$ 3.9 million in 2018. This amount includes remuneration and social security contributions.

31. Short-term contracts were mainly issued by central services (the Division of Conferences, Languages and Documents (ADM/CLD), accounted for 80% of short-term contracts because of the Division's involvement in the organization of conferences and events and work with translators/interpreters). Of these short-term contract holders, 63% were women in 2020.

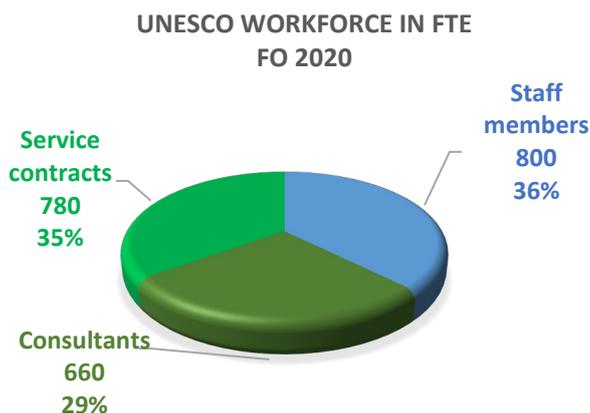
Part 3 - Overall distribution of the UNESCO workforce (Headquarters and field offices)⁴

32. In 2020, non-staff personnel accounted for approximately 49% of the total UNESCO workforce in full-time equivalent (FTE) terms.⁵ Non-staff personnel are in the majority at the field offices (64% of the workforce), while at Headquarters, they make up 28% of the workforce (see graphs below). Short-term contract holders account for 24% of the total workforce and consultants, 25% (see also Annex I, Table 17).



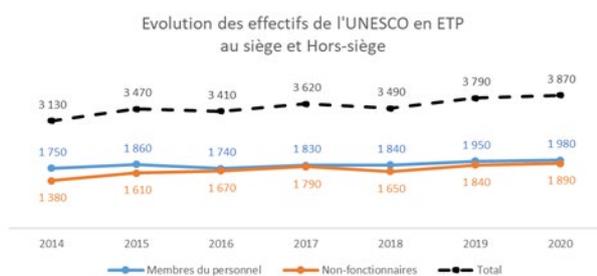
⁴ Excluding category 1 institutes and the UNESCO Office in Brasilia (UBO)

⁵ The full-time equivalent is calculated by adding the number of full normal workdays worked for each type of contract during the calendar year and dividing the resulting sum by the number of days in the year in question.

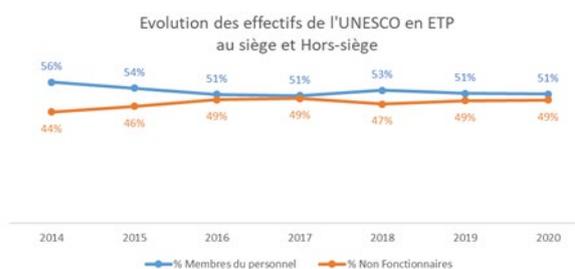


33. The evolution of workforce distribution shown in the graph below reflects the continuous need to hire complementary and additional human resources, in a context of budgetary constraints, in order to maintain the existing level of support for programme delivery, while the number of individuals hired on regular fixed-term contracts remains stable overall.

Evolution of UNESCO workforce in FTE at HQ and FO



Evolution of UNESCO workforce in FTE at HQ and FO



* Excluding contracts issued by UBO and institutes

34. As mentioned in the Secretariat's previous reports, according to the most recent Joint Inspection Unit (JIU) report⁶, dated 2014 and entitled *Use of Non-Staff Personnel and Related Contractual Modalities in the United Nations System Organizations*, approximately 45% of the total workforce of United Nations system organizations is on non-staff contracts. In the report, the JIU recommended that the organizations conduct an analysis of the use of non-staff personnel and prepare a (short- or medium-term) plan for addressing this practice. The External Auditor also recommended "acting on the recommendations of the Joint Inspection Unit (JIU) of the United Nations system regarding 'non-staff members', focusing in particular on reducing inequalities in health insurance, taking into account the associated costs."⁷

35. In compliance with the JIU and External Auditor reports, ADM/HRM coordinated a comprehensive review of the use of service contracts at all duty stations (53), placing particular emphasis on social security coverage. This review has now been completed. In order to facilitate it, the management of all contracts was integrated into UNESCO's enterprise resource planning system in January 2015. This has enabled HRM to monitor closely the remuneration and social security contributions paid by UNESCO offices to holders of service contracts and short-term contracts.

36. The updating of the service-contract policy, taking into account the feedback received by ADM/HRM, is being finalized and its publication is expected by the end of 2021. This will significantly

⁶ JIU/REP/2014/8.
⁷ [201 EX/21 Part V, Recommendation 13.](#)

improve working conditions and will help to align and better harmonize the framework for non-staff personnel with that of other United Nations agencies.

37. Owing to the lack of progress in the inter-agency discussions currently under way, in compliance with [202 EX/Decision 5.IV.A](#), ADM/HRM has not been able to start work on a short- and medium-term policy on the use of non-staff personnel. However, this issue is being closely monitored to ensure the effective implementation of the Executive Board decision.

Financial and administrative implications

38. There are no financial or administrative implications arising from the information presented in this report.

Proposed draft decision

39. The Executive Board may wish to adopt a decision along the following lines:

The Executive Board,

1. Recalling [207 EX/Decision 5.IV.A](#) and [210 EX/Decision 5.IV](#),
2. Having examined document [212 EX/5.IV.B](#),
3. Takes note of the data, analyses and qualitative information presented therein;
4. Encourages the Secretariat to continue its efforts to ensure wider geographical distribution and improved gender balance in the hiring of consultants, where qualifications are equal;
5. Invites the Director-General to report to it every two years on the use of non-staff contracts, including those for consultants.

ANNEX I

**STATISTICS ON NON-STAFF CONTRACTS, INCLUDING THOSE FOR CONSULTANTS,
ISSUED AT HEADQUARTERS AND FIELD OFFICES
(excluding the UNESCO Office in Brasilia and institutes)**

Part 1 - Individual consultants and other specialists

1. Table 1 and the corresponding chart show the number of individual-consultant contracts issued at Headquarters and the field offices each year from 2019 to 2020.

Table 1 – Number of individual-consultant contracts, 2019-2020

	2019	2020	Evolution 2019-2020
HQ	1,731	1,385	-20%
%HQ	38%	33%	
FO*	2,822	2,796	-1%
%FO*	62%	67%	
Total	4,553	4,181	-8%

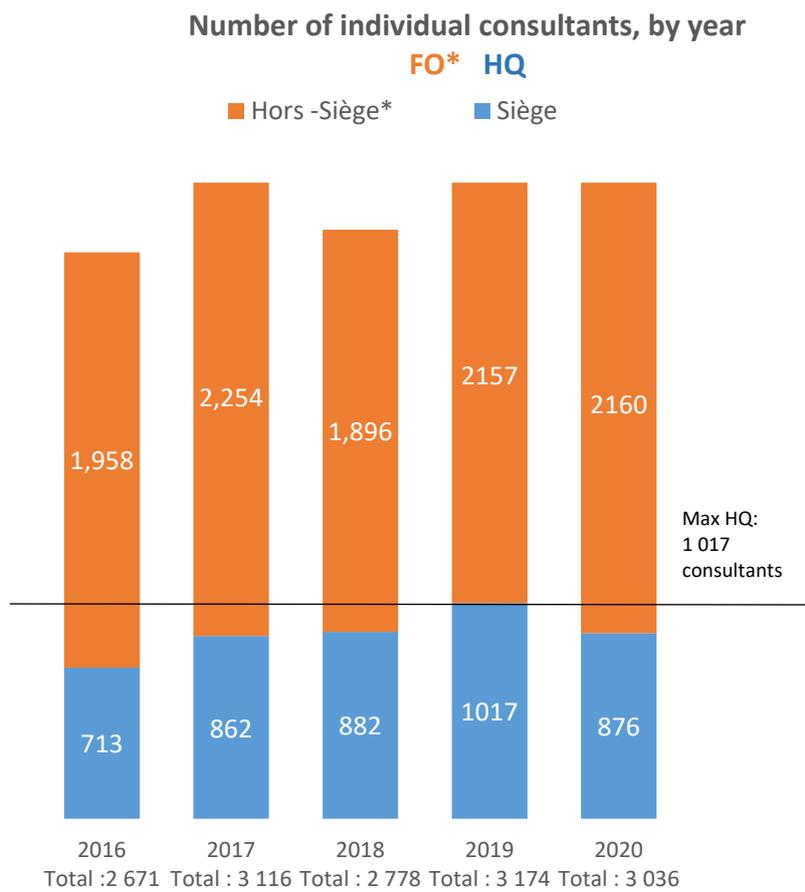
* Excluding contracts issued by UBO and institutes

2. Table 2 and the corresponding chart show the number of individual consultants given contracts by Headquarters and the field offices each year from 2019 to 2020.

Table 2 – Number of individual consultants, 2019-2020

	2019	2020	Evolution 2019-2020
HQ	1,017	876	-14%
%HQ	32%	29%	
FO*	2,157	2,160	0%
%FO*	68%	71%	
Total	3,174	3,036	-4%

* Excluding contracts issued by UBO and institutes



3. Table 3 shows overall spending on individual-consultant contracts issued by Headquarters and the field offices for each year between 2019 and 2020.

Table 3 – Spending on consultant contracts (in thousands of dollars), 2019-2020

	2019	2020	Evolution 2019-2020
HQ	10,731	9,596	-11%
%HQ	34%	32%	
FO*	20,894	20,471	-2%
%FO*	66%	68%	
Total	31,625	30,067	-5%

* Excluding contracts issued by UBO and institutes

4. Table 4 shows overall spending on individual-consultant contracts issued between 2019 and 2020 at Headquarters and the field offices, by source of funding.

Table 4 - Spending on consultant contracts in 2019 and 2020, by source of funding (in thousands of dollars)

	2019					2020					Evolution 2019-2020	
	RP	%RP	EBF	%EBF	Total	RP	%RP	EBF	%EBF	Total	RP	EBF
HQ	3,950	37%	6,781	63%	10,731	3,214	33%	6,382	67%	9,596	-19%	-6%
FO*	5,293	25%	15,601	75%	20,894	4,348	21%	16,123	79%	20,471	-18%	3%
Total	9,243	29%	22,382	71%	31,625	7,562	25%	22,505	75%	30,067	-18%	1%

* Excluding contracts issued by UBO and institutes

5. Table 5 and the corresponding pie charts show total spending on consultant contracts issued at Headquarters and the field offices in 2019 and 2020, by contract value.

Table 5 - Number of consultant contracts in 2019 and 2020, by value (in US\$)

	2019						2020					
	HQ	%HQ	FO	%FO	Total	%Total	HQ	%HQ	FO	%FO	Total	%Total
Less than 5,000	1,057	60%	1,584	56%	2,641	58%	812	59%	1,572	56%	2,384	57%
5,000-9,999	324	19%	552	20%	876	19%	257	19%	596	18%	853	20%
25,000-49,999	295	17%	561	2%	856	19%	272	20%	499	18%	771	2%
10,000-24,999	47	3%	93	3%	140	3%	29	2%	99	4%	128	3%
50,000 and higher	8	0%	32	1%	40	1%	15	1%	30	1%	45	1%
Total	1,731	100%	2,822	100%	4,553	100%	1,385	100%	2,796	100%	4,181	84%

* Excluding contracts issued by UBO and institutes





6. Table 6 shows the average value of individual-consultant contracts issued by Headquarters and the field offices each year from 2019 to 2020.

Table 6 - Average value of consultant contracts, 2019-2020

	2019	2020	Evolution 2019-2020
HQ	6,199	6,928	12%
FO*	7,404	7,322	-1%
Total	6,946	7,191	4%

* Excluding contracts issued by UBO and institutes

7. Table 7 shows total spending on consultant contracts issued at Headquarters and the field offices in 2019 and 2020, by duration of contract.

Table 7 - Number of consultant contracts in 2019 and 2020, by duration of contract

	HQ				FO				Total HQ and FO			
	2019	%	2020	%	2019	%	2020	%	2019	%	2020	%
Less than one month	788	46%	471	34%	568	20%	688	25%	1,259	40%	1,256	22%
1-3 months	465	27%	434	31%	1,244	44%	1,146	41%	899	29%	2,390	43%
3-6 months	349	20%	297	21%	629	22%	579	21%	646	21%	1,208	22%
More than 6 months	129	7%	183	13%	381	14%	383	14%	312	10%	764	14%
Total	1,731	100%	1,385	100%	2,822	100%	2,796	100%	3,116	100%	5,618	100%
Average duration of contract (months)	2.1		2.8		3.1		3.0		2.7		2.9	
Evolution with regard to 2017-2018 (months)	Stable		+0.7		+0.5		+0.3		+0.3		+0.4	

* Excluding contracts issued by UBO and institutes

8. Table 8a shows the number of consultant contracts in 2019 and 2020 at Headquarters and the corresponding expenditure, by sector/bureau. Table 8b shows the same data for the field offices, by sector/bureau.

Table 8a - Number of consultant contracts and corresponding expenditure in 2019 and 2020, by sector/bureau (Headquarters)

	2019				2020			
	No. of contracts	%	Amount (\$ thousands)	%	No. of contracts	%	Amount (\$ thousands)	%
ED	255	15%	2,476	23%	316	23%	2,321	24%
SC	206	12%	2,127	20%	171	12%	1,794	19%
SHS	131	8%	775	7%	123	9%	722	8%
CLT	260	15%	1,767	16%	153	11%	1,343	14%
CI	117	7%	733	7%	83	6%	1,040	11%
Management and Support Services*	762	44%	2,853	27%	539	39%	2,375	25%
Total	1,731	100%	10,731	100%	1,385	100%	9,596	100%

*Management and Support Services: CAB, DPI, ETH, IOS, GBS, PAX, GBS and ADM

Table 8b - Number of consultant contracts and corresponding expenditure in 2019 and 2020, by sector/bureau (field offices*)

	2019				2020			
	No. of contracts	%	Amount (\$ thousands)	%	No. of contracts	%	Amount (\$ thousands)	%
ED	1,402	50%	12,542	60%	1,465	52%	12,534	61%
SC	259	9%	1,900	9%	279	10%	1,967	10%
SHS	137	5%	800	4%	92	3%	622	3%
CLT	534	19%	3,165	15%	488	17%	3,194	16%
CI	349	12%	1,802	9%	297	11%	1,557	8%
Management and Support Services*	141	5%	686	3%	175	6%	597	3%
Total	2,822	100%	20,894	100%	2,796	100%	20,471	100%

* Excluding data concerning UBO and institutes

9. Table 9 shows, for 2019 and 2020, the number of consultant contracts at Headquarters and the field offices and their corresponding expenditure, by consultant regional group.

Table 9 - Number of consultants and corresponding contract expenditure, by consultant regional group, 2019 and 2020

HQ									
	No. of consultants					Amount (\$ thousands)			
	2019	%	2020	%		2019	%	2020	%
Group I	606	60%	521	59%		6,541	61%	5,926	62%
Group II	41	4%	36	4%		649	6%	520	5%
Group III	129	13%	101	12%		1,179	11%	1,034	11%
Group IV	103	10%	102	12%		1,231	11%	1,053	11%
Group Va	90	9%	82	9%		688	6%	722	8%
Group Vb	48	5%	34	4%		442	4%	341	4%
Total	1,017	100%	876	100%		10,731	100%	9,596	100%

FO									
	No. of consultants					Amount (\$ thousands)			
	2019	%	2020	%		2019	%	2020	%
Group I	329	15%	269	12%		5,324	25%	4,824	24%
Group II	114	5%	72	3%		542	3%	214	1%
Group III	470	22%	589	27%		3,444	16%	5,035	25%
Group IV	406	19%	361	17%		4,256	20%	3,161	15%
Group Va	523	24%	579	27%		4,433	21%	4,614	23%
Group Vb	315	15%	290	13%		2,895	14%	2,623	13%
Total	2,157	100%	2,160	100%		20,894	100%	20,471	100%

HQ and FO									
	No. of consultants					Amount (\$thousands)			
	2019	%	2020	%		2019	%	2020	%
Group I	935	29%	790	26%		11,865	38%	10,750	36%
Group II	155	5%	108	4%		1,192	4%	734	2%
Group III	599	19%	690	23%		4,623	15%	6,069	20%
Group IV	509	16%	463	15%		5,487	17%	4,214	14%
Group Va	613	19%	661	22%		5,121	16%	5,336	18%
Group Vb	363	11%	324	11%		3,337	11%	2,964	10%
Total	3,174	100%	3,036	100%		31,625	100%	30,067	100%

10. Table 10 shows the percentage of consultant contracts (based on number) issued in 2019 and 2020, by consultant regional group and regional group corresponding to the issuing office (Headquarters and field offices combined, excluding contracts issued by the UNESCO Office in Brasilia and by institutes).

Table 10 - Nationality of consultants hired in 2019 and 2020, by regional group corresponding to the hiring office

		Regional group* where office is located											
		Europe and North America (incl. HQ)		Central and Latin America		Asia and the Pacific		Africa		Arab States		Total	
		2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020
Consultants' regional groups	Group I	59.2%	58.9%	7.3%	6.9%	19%	17.2%	12.5%	11.3%	17.7%	9.8%	29.5%	26.0%
	Group II	4.9%	5.1%	-	0.2%	16%	11.3%	0.3%	0.2%	0.8%	0.9%	4.9%	3.6%
	Group III	12.6%	11.3%	92.1%	92.1%	1%	0.4%	0.2%	1.1%	0.5%	0.3%	18.9%	22.7%
	Group IV	10.1%	11.6%	0.4%	0.3%	63.1%	69.6%	1.5%	0.9%	3.8%	1.9%	16%	15.3%
	Group Va	8.6%	9.1%	-	0.3%	1%	1.0%	83.7%	85.1%	1.3%	0.6%	19.3%	21.8%
	Group Vb	4.6%	4.0%	0.2%	0.2%	0%	0.4%	1.8%	1.5%	75.9%	86.4%	11.4%	10.7%
	Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

*Group I: Western European and other States; Group II: Eastern European States; Group III: Latin American and Caribbean States; Group IV: Asian and Pacific States; Group V (a): African States; Group V(b): Arab States

11. Table 11 shows the number of individual consultants hired in 2019 and 2020 at Headquarters and the field offices, by gender.

Table 11 - Number of consultants hired in 2019 and 2020, by gender

	HQ		FO		HQ and FO	
	2019	2020	2019	2020	2019	2020
F	544	472	896	920	1,440	1,392
%F	53%	54%	42%	43%	45%	46%
M	473	404	1,261	1,240	1,734	1,644
%M	47%	46%	58%	57%	55%	54%
Total	1,017	876	2,157	2,160	3,174	3,036

* Excluding data concerning UBO and institutes

12. Table 12 shows the number of consultant contracts issued to former UNESCO staff members and the corresponding expenditure, at Headquarters and the field offices, in 2019 and 2020.

Table 12 - Number of consultant contracts issued to former UNESCO staff members and corresponding expenditure, 2019 and 2020

	2019			2020		
	HQ	FO*	TOTAL	HQ	FO*	TOTAL
No. of consultants	1,017	2,157	3,174	876	2,160	3,036
Retired staff	13	11	24	4	7	11
%	1.3%	0.5%	0.8%	0.5%	0.3%	0.4%

	2019			2020		
	HQ	FO*	TOTAL	HQ	FO*	TOTAL
Total spending on consultants (thousands of \$)	10,731	20,894	31,625	9,596	20,471	30,067
Spending on retired staff	84	117	201	18	81	99
%	0.8%	0.6%	0.6%	0.2%	0.4%	0.3%

* * Excluding data concerning UBO and institutes

Part 2 - Other non-staff contracts: service contracts and short-term contracts

Table 13 - Service contracts (SCs)

	Number of SC holders		Evolution 2019-2020	Number of SCs		Evolution 2019-2020	Spending on SCs (thousands of \$)		Evolution 2019-2020
	2019	2020		2019	2020		2019	2020	
HQ	248	210	-15%	526	545	4%	6,401	7,258	13%
%HQ	23%	20%		31%	30%		32%	31%	
FO*	836	855	2%	1,168	1,284	10%	13,592	16,107	19%
%FO*	77%	80%		69%	70%		68%	69%	
Total	1,084	1,065	-2%	1,694	1,829	8%	19,993	23,365	17%

* Excluding contracts issued by UBO and institutes

Table 14 - Short-term contracts (STCs) at Headquarters

	2019		2020		Evolution 2019-2020
No. of contract holders	487		324		-33%
No. of contracts	4,779		2,794		-42%
Contract expenditure (in thousands of dollars)	5,288		2,825		-47%
No. of days of employment per contract holder (average over the year)	33		31		-2 days

Table 15 - Spending on service contracts in 2020, by source of funding (in thousands of dollars)

2019				
RP	RP%	EBF	EBF%	Total

ED	58	11%	67	12%	366	31%	425	33%	424	25%	492	27%
SC	42	8%	41	8%	109	9%	102	8%	151	9%	143	8%
IOC	3	1%	8	1%	1	0%	3	0%	4	0%	11	1%
SHS	47	9%	37	7%	36	3%	40	3%	83	5%	77	4%
CLT	109	21%	91	17%	196	17%	192	15%	305	18%	283	15%
CI	20	4%	16	3%	67	6%	95	7%	87	5%	111	6%
Support	247	47%	285	52%	393	34%	427	33%	640	38%	712	39%
Total	526	100%	545	100%	1,168	100%	1,284	100%	1,694	100%	1,829	100%

*Excluding contracts issued by UBO and institutes

Part 3 - Overall UNESCO workforce estimated in full-time equivalent terms

Table 17 - Overall UNESCO workforce in 2020, estimated in full-time equivalent terms

*Excluding contracts issued by UBO and institutes

		HQ	%HQ	FO	%FO	Total	% per contract
Staff members (including FTAs, JPOs, PAs, secondments, temporary appointments)		1,180	60%	800	40%	1,980	51%
Non-staff personnel	Consultants	290	31%	660	69%	950	25%
	Service contracts	140	15%	780	85%	920	24%
	Short-term contracts	20	100%	-	-	20	1%
	Total	450	24%	1,440	76%	1,890	49%
TOTAL		1,630	42%	2,240	58%	3,870	100%

Table 18 - Evolution of UNESCO workforce estimated in full-time equivalent terms

Excluding UBO and category 1 institutes

Table 18.2: Headquarters

	2019	2020	Evolution 2019-2020
Staff members	1,150	1,180	3%
% staff members	72%	72%	
Non-staff personnel	440	450	2%
% non-staff personnel	28%	28%	
Total	1,590	1,630	3%

Table 18.2: Field offices

	2019	2020	Evolution 2019-2020
Staff members	800	800	0%
% staff members	36%	36%	

Non-staff personnel	1,400	1,440	3%
% non-staff personnel	64%	64%	
Total	2,200	2,240	2%

Table 18.3: Headquarters and field offices

	2019	2020	Evolution 2019-2020
Staff members	1,950	1,980	2%
% staff members	51%	51%	
Non-staff personnel	1,840	1,890	3%
% non-staff personnel	49%	49%	
Total	3,790	3,870	2%

ANNEX II

UNESCO OFFICE IN BRASILIA (UBO)

Consultant contracts

Number and amount

1. Table A shows that 497 consultant contracts were issued by the UNESCO Office in Brasilia in 2020, 18% more than in 2019. Spending (in US\$) in 2020, which came to \$7.456 million, was 6% higher than in 2019.

Table A

Number of consultant contracts and corresponding amount - UBO, 2019-2020

	2019	2020				
Number	422	497	<table border="1"> <tr> <td>Evolution 2019-2020</td> </tr> <tr> <td>18%</td> </tr> <tr> <td>6%</td> </tr> </table>	Evolution 2019-2020	18%	6%
Evolution 2019-2020						
18%						
6%						
Amount (Expenditure in thousands of dollars)	7,047	7,456				

Source of funding

2. Table B shows that in 2020, 99% of overall spending on consultant contracts was financed using extrabudgetary funds (EBF).

Table B

Spending on consultant contracts, by source of funding - UBO 2019-2020

(in thousands of dollars)

Source of funding	2019		2020		Evolution 2019-2020				
	Number	%	Amount	%					
RP	68	1%	50	1%	<table border="1"> <tr> <td>Evolution 2019-2020</td> </tr> <tr> <td>-26%</td> </tr> <tr> <td>6%</td> </tr> <tr> <td>0.05%</td> </tr> </table>	Evolution 2019-2020	-26%	6%	0.05%
Evolution 2019-2020									
-26%									
6%									
0.05%									
EBF	6,979	99%	7 406	99%					
Total	7,047	100 %	7,456	100 %					

Contracts by value

3. Table C shows that 92% of consultant contracts issued in 2020 were for an amount lower than \$25,000, as compared with 86% in 2019. Meanwhile, there was one contract for an amount higher than \$50,000 (as compared with 2 in 2019).

Table C

Number of consultant contracts by value - UBO, 2019 and 2020

Number of consultant contracts by value - UBO, 2019 and 2020

Amount (in US\$)	2019		2020		Evolution 2019-2020
Less than 5,000	43	10%	104	21%	142%
5,000-9,999	68	16%	69	14%	1%
10,000-24,999	252	60%	286	58%	13%
25,000-49,999	57	14%	37	7%	-35%
50,000 and higher	2	0.5%	1	0.2%	-50%
Total	422	100%	497	100%	18%

Duration of contracts

4. Table D shows that 19% of the consultant contracts concluded in 2020 were of a duration shorter than three months, as compared with 16% in 2019. Meanwhile, 60% were of a duration longer than six months (as compared with 56% in 2019).

Table D

Number of consultant contracts by duration - UBO, 2019 and 2020

Number of consultant contracts by duration - UBO, 2019 and 2020

	2019		2020		Evolution 2019- 2020
Less than 1 month	12	3%	16	3%	33%
1 to 3 months	53	13%	79	16%	49%
3 to 6 months	103	24%	126	25%	22%
Over 6 months	254	60%	276	56%	9%
Total	422	100.0%	497	100.0%	18%

ANNEX III

DISTRIBUTION OF CONSULTANTS AND SERVICE CONTRACTS BY NATIONALITY

	2019		2020	
	Individual consultants	Service-contract holders	Individual consultants	Service-contract holders
Afghanistan	23		3	
South Africa	30		33	
Albania	2		3	
Algeria	6	9	7	4
Germany	39	3	29	12
Andorra	2		1	
Angola	1	1	1	
Antigua and Barbuda	1		1	
Saudi Arabia	5		1	
Argentina	43	3	58	3
Armenia		1		
Australia	56	1	43	1
Austria	4	1	6	1
Bangladesh	9		8	
Barbados	4		2	
Belarus	1		4	1
Belgium	24	2	16	1
Belize	1		1	
Benin	7		8	
Bolivia (Plurinational State of)	10	1	3	1
Bosnia and Herzegovina	11		8	
Botswana	7		2	
Brazil	37	1	25	3
Bulgaria	5	3	1	1
Burkina Faso	18		13	
Burundi	5		14	
Cabo Verde	2		2	
Cambodia	15		12	
Cameroon	46	3	45	2
Canada	69	4	61	2

Chile	134	3	83	3
China	25	29	30	16
Cyprus	1		1	
Colombia	27	9	25	1
Comoros (the)	3			
	2019		2020	
	Individual consultants	Service- contract holders	Individual consultants	Service- contract holders
Congo (the)	17	1	16	
Costa Rica	18		23	
Côte d'Ivoire	54	4	70	2
Croatia	3		4	1
Cuba	18	3	13	3
Denmark	9		4	
Egypt	50	4	44	4
El Salvador	4		3	
United Arab Emirates	1		1	
Ecuador	18	1	22	1
Spain	57	20	60	22
Estonia	1		1	
Eswatini	1		4	
United States of America	126	4	111	1
Ethiopia	21		17	
Russian Federation	21	15	17	9
Fiji	4		5	
Finland	6		2	
France	298	253	239	158
Gabon	10	1	22	2
Gambia (the)			2	
Georgia	3		1	
Ghana	13		22	
Greece	9		9	
Guatemala	30	1	24	1
Guinea	2		2	

Equatorial Guinea	2		22	
Guinea-Bissau	1	2	1	1
Guyana	4		1	
Haiti	13		33	
Honduras	5		4	
Hungary	3		1	
India	51	2	43	3
Indonesia	19		17	
Iran (Islamic Republic of)	12	1	7	
Iraq	21		11	
Ireland	14	2	9	3
	2019		2020	
	Individual consultants	Service- contract holders	Individual consultants	Service- contract holders
Iceland			1	
Israel	4		4	
Italy	60	5	56	
Jamaica	13	2	12	
Japan	18	3	12	
Jordan	37		19	
Kazakhstan	18		31	
Kenya	26	1	23	1
Kyrgyzstan	7		11	
Kuwait	1		2	
Lesotho	3		5	
Lebanon	49	2	51	1
Liberia	5		4	
Libya	2	1	1	
Lithuania	2		2	
Luxembourg			1	
North Macedonia	1		1	
Madagascar	16	1	15	
Malaysia	12	1	6	1
Malawi	12	1	26	
Maldives	1		2	

Mali	16	2	16	1
Malta			2	
Morocco	65	3	39	3
Mauritius	4	1	6	
Mauritania	5	1	8	
Mexico	73	2	249	1
Mongolia	4		4	
Mozambique	15		24	
Myanmar	60		57	
Namibia	5		8	
Nepal	23		24	
Nicaragua	7		1	
Niger (the)	5		6	
Nigeria	29	1	32	
Norway	3		2	
New Zealand	13	3	5	1
Uganda	15		18	
	2019		2020	
	Individual consultants	Service- contract holders	Individual consultants	Service- contract holders
Uzbekistan	73		42	
Pakistan	25		23	
Palestine	22	1	28	3
Panama			1	
Paraguay	5		3	
Netherlands (the)	18	1	11	2
Peru	94	7	66	3
Philippines (the)	21	1	24	
Poland	7	2	8	1
Portugal	13	1	9	1
Syrian Arab Republic (the)	17	1	6	
Central African Republic (the)	7	1	3	1
Republic of Korea (the)	13		9	
Republic of Moldova (the)	1	1		1

Democratic Republic of the Congo (the)	35		51	
Lao People's Democratic Republic (the)	1		4	
Dominican Republic (the)	3		1	
United Republic of Tanzania (the)	40		23	
Romania	3		3	
United Kingdom of Great Britain and Northern Ireland (the)	150	25	136	23
Rwanda	4		2	
Saint Lucia	1			
Saint Vincent and the Grenadines	1			
Samoa			1	1
Senegal	63	5	35	
Serbia	1		2	
Seychelles	2			
Sierra Leone	1		1	
Singapore	6		3	
Slovakia			2	
Slovenia	3		1	
Somalia		1		
Sudan (the)	39		68	
South Sudan	4		10	1
Sri Lanka	4	1	4	
Sweden	4		6	
Switzerland	11	5	7	6
	2019		2020	
	Individual consultants	Service-contract holders	Individual consultants	Service-contract holders
Tajikistan	6		2	
Chad	10		2	
Czechia	3		4	
Thailand	33		36	
Timor-Leste	1		3	
Togo	9		12	
Trinidad and Tobago	3		6	

Tunisia	29	6	32	2
Turkmenistan	2			
Turkey	9	1	6	1
Ukraine	5	2	1	2
Uruguay	19	1	19	
Venezuela (Bolivarian Republic of)	5	4	7	3
Viet Nam	28		31	
Yemen	11	2	6	1
Zambia	8		9	
Zimbabwe	30		31	
Nationalities missing	30		13	
Total	3,174	487	3,036	324



United Nations
Educational, Scientific and
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Executive Board

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Item 5 of the provisional agenda

FOLLOW-UP TO DECISIONS AND RESOLUTIONS ADOPTED BY THE EXECUTIVE BOARD AND THE GENERAL CONFERENCE AT THEIR PREVIOUS SESSIONS

PART IV

HUMAN RESOURCES ISSUES

CORRIGENDUM

B. Use of non-staff contracts, including those for consultants, over the period 2019-2020

In the “**Summary**” section, paragraph 11 should read as follows:

11. With regard to duration (Annex I, Table 7), most consultant contracts are concluded for periods of less than three months, whether at Headquarters (65% in 2020) or at the field offices (66% in 2020). The remainder mainly concerns contracts of three to six months, while a minority (13% at Headquarters and 14% in the field) of contracts have a term exceeding six months. Over the last four years, the average duration of all contracts has increased by 0.7 months at Headquarters and by 0.3 months in the field.

In the **Service contracts** section, paragraph 25 should read as follows:

25. Total expenditure on service contracts amounted to \$23.365 million in 2020 (60% in the field), compared to \$19.155 million in 2018. The relevant costs include the remuneration of service contract holders and the social security contributions paid by the Organization. The pay scales are based on prevailing local salary rates for similar functions (for example, for comparable work in the national civil service or in the local employment market). To the extent possible, the rates established by the United Nations Development Programme (UNDP) for service contracts are applied in the field. With regard to social security, where available, and where service contract holders are eligible to participate, medical insurance and pension benefits for service contract holders are covered by the local social security scheme. If there is no suitable local scheme, or if a service contract holder is not eligible to participate in the local scheme, every pay cycle, up to 10% must be added to the service contract holder’s remuneration as UNESCO’s pension contribution, and up to 5% must be added as UNESCO’s contribution to medical insurance. In such cases, the contractor must provide proof of his or her registration in an appropriate private health-insurance and/or retirement pension scheme.



In **Annex I**, paragraph 7 should read as follows:

7. Table 7 shows on the number of consultant contracts issued at Headquarters and the field offices in 2019 and 2020, by duration of contract.

In **Annex I**, Table 7 should read as follows:

Table 7 - Number of consultant contracts in 2019 and 2020, by duration of contract

	HQ				FO				Total HQ and FO			
	2019	%	2020	%	2019	%	2020	%	2019	%	2020	%
Less than one month	788	46%	471	34%	568	20%	688	25%	1,356	30%	1,159	28%
1-3 months	465	27%	434	31%	1,244	44%	1,146	41%	1,709	38%	1,580	38%
3-6 months	349	20%	297	21%	629	22%	579	21%	978	21%	876	21%
More than 6 months	129	7%	183	13%	381	14%	383	14%	510	11%	566	14%
Total	1,731	100%	1,385	100%	2,822	100%	2,796	100%	4,553	100%	4,181	100%
Average duration of contract (months)	2.1		2.8		3.1		3.0		2.7		2.9	
Evolution with regard to 2017-2018 (months)	Stable		+0.7		+0.5		+0.3		+0.3		+0.4	

* Excluding contracts issued by UBO and institutes

In **Annex I**, Table 16 (a) should read as follows:

Table 16(a) - Expenditure on service contracts, by sector/bureau (\$ thousands)

	HQ				FO*				HQ and FO*			
	2019		2020		2019		2020		2019		2020	
	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%
ED	802	13%	1,150	16%	4,142	30%	5,975	37%	4,944	25%	7,124	30%
SC	765	12%	724	10%	738	5%	603	4%	1,503	8%	1,327	6%
IOC	21	0%	209	3%	24	0%	12	0%	44	0%	221	1%
SHS	501	8%	541	7%	371	3%	399	2%	872	4%	940	4%
CLT	1,703	27%	1,708	24%	1,934	14%	1,888	12%	3,637	18%	3,597	15%
CI	212	3%	125	2%	627	5%	898	6%	839	4%	1,023	4%
Support	2,396	37%	2,801	39%	5,757	42%	6,332	39%	8,153	41%	9,134	39%
Total	6,401	100%	7,258	100%	13,592	100%	16,107	100%	19,992	100%	23,365	100%

*Excluding contracts issued by UBO and institutes