

REFERENCE: ODA/2025-00047

The Office for Disarmament Affairs presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to refer to the letters by the Secretary-General, dated 7 February 2025¹ to all Permanent Representatives in New York and by the Chef de Cabinet to the President of the General Assembly, dated 25 February² addressing economy measures to be implemented by the Secretariat in response to the current financial situation.

Particular attention is drawn to the documentation measures contained in the Annex to the letter by the Chef de Cabinet, which, inter alia, require that all reports be reduced in length by at least 10 percent as compared to the previous year's report.

In order to comply with this requirement, the revised word counts for all reports of the Secretary-General to be prepared by the Office For Disarmament Affairs for submission to the 80th session of the General Assembly are provided in the table below. These word counts supercede those previously communicated to Member States in the respective Note Verbales³.

Item	Title of report	Resolution	Revised Word Count
94	Establishment of a nuclear-weapon-free zone in the region of the Middle East PART. I	79/16	9570
101	The risk of nuclear proliferation in the Middle East PART. II	79/74	1077
98 f	Conventional arms control at the regional and subregional levels	79/26	4498
98 w	Confidence-building measures in the regional and subregional context	79/27	8865

¹ Annex I

² Annex II

³ List contained in Annex III

99 c	United Nations Regional Centre for Peace and Disarmament in Africa	79/65	5385
98 m, 98 p	Assistance to States for curbing the illicit traffic in small arms and light weapons and collecting them; The illicit trade in small arms and light weapons in all its aspects	79/31, 79/40	7645
103	Strengthening of security and cooperation in the Mediterranean region	79/76	5745
99 e	United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific	79/67	4837
98 i, 98 o, 98 b	Follow-up to the advisory opinion of the International Court of Justice on the legality of the threat or use of nuclear weapons, Reducing nuclear danger , Nuclear Disarmament	79/32, 79/33, 79/50	5386
97	Role of science and technology in the context of international security and disarmament	79/23	7650
98 pp	Treaty on the Prohibition of Nuclear Weapons	79/38	200
98	Artificial intelligence in the military domain and its implications for international peace and security ANNEX VIEWS of MS	79/239	45,000
98	Artificial intelligence in the military domain and its implications for international peace and security	79/239	
98	Artificial intelligence in the military domain and its implications for international peace and security ANNEX in Original Language	79/239	30,000
98 v	Measures to prevent terrorists from acquiring weapons of mass destruction	79/42	9630
98 d	Relationship between disarmament and development	79/43	7334
98 h	Observance of environmental norms in the drafting and implementation of agreements on disarmament and arms control	79/45	8266

98 u	Promotion of multilateralism in the area of disarmament and nonproliferation	79/46	8784
98 hh	Follow-up to the 2013 high-level meeting of the General Assembly on nuclear disarmament	79/47	3813
99 d	United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean	79/66	7480
98 z	Through-life conventional ammunition management	79/54	9630
98 oo	Group of Scientific and Technical Experts on Nuclear Disarmament Verification ANNEX VIEWS OF MS	79/240	27,000
98 oo	Group of Scientific and Technical Experts on Nuclear Disarmament Verification PBI A/C.1/79/L.82 (A/79/658)	79/240	
98	Comprehensive study of the question of Nuclear-Weapon-Free Zones in all its aspects NEW PBI A/C.1/79/L.83 (before end of GA 79)	79/241	18,000
99 gg	Youth, disarmament and non-proliferation	78/31	9630
98	Transparency in armaments (UNROCA)	77/69	25200
90	Objective information on military matters, including transparency of military expenditures (MILEX)	77/33	16580
126	Cooperation between United Nations and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization - Note by the SG transmitting the annual report	54/280	200
126	Cooperation between the United Nations and the Organisation for the Prohibition of Chemical Weapons - Note by the SG transmitting the annual report	55/283	200
100	United Nations Institute for Disarmament Research - Note by the SG transmitting the annual report of UNIDIR	45/62 G	9630

100	Advisory Board on Disarmament Matters	38/183 o	9483
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The Office for Disarmament Affairs avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.



24 April 2025

Annexes enclosed



THE SECRETARY-GENERAL

7 February 2025

Excellency,

I am writing to convey my concern regarding the liquidity crisis facing our Organization and the risk it poses to our ability to deliver on mandates and to serve people in need around the globe.

You are all familiar with the core problems: not all Member States pay in full, and many Member States also do not pay on time. Year-end arrears remain high, eroding liquidity reserves that are meant to bridge intra-year cash shortages. Late payments, especially large payments in the last months or even weeks of the year, exacerbate planning for cash outflows. This leaves insufficient time within which to implement mandates and to undertake expenditures. The problem is then compounded by us being requested to return unspent funds to Member States – including to those who did not pay in full – even though we do not have the cash to give back. So, the liquidity crisis deepens. This harmful sequel plays out repeatedly. I have very limited tools to mitigate the negative impact on mandate implementation and mandates or to stop the vicious cycle. Only one of the last seven years has passed without the need for spending restrictions.

I have fast tracked my next report on “*Improving the financial situation of the Organization*”. The report is currently being considered by the Advisory Committee on Administrative and Budgetary Questions and will be shared for your consideration in March. The proposals build on our engagements with Member States over the past few years. I appeal to you to consider the proposals carefully and positively.

In the meantime, I am constrained to again announce cash conservation measures for the 2025 regular budget operations. We have started 2025 with our Working Capital Fund largely depleted by \$760 million of unpaid assessments. We continue to face significant uncertainty surrounding when and how much we will receive from Member States during the year. Starting 2025, we depend even more than in the past on the timely receipt of payments by the two largest contributors who are responsible for 42 per cent of the regular budget assessments and almost half of the peacekeeping budget assessments. Their payment pattern increases the intra-year gap between cash inflows and outflows; our liquidity reserves cannot cope, and the troop and police-contributing countries bear an unfair burden. Without spending restrictions imposed from the start of the year, we will not be able to meet our payment obligations for regular budget operations all the way from September to December. For us, inaction is not an option. We have to conserve cash now to avoid disruptions later.

All Permanent Representatives of Member States
to the United Nations
New York

In 2024, we did not collect enough cash to recoup our liquidity reserves. We collected more than 15 per cent in December; however, this was too late for us to be able to implement mandates properly. With only 92 per cent of the budget implemented, nearly \$270 million of the unspent budget would have to be returned in 2026, triggering another liquidity crisis. Returning money we could not spend because we did not collect it compounds liquidity problems.

We barely avoided disruptions in salary and vendor payments in 2024, as we almost exhausted even the surplus cash from closed tribunals, which Member States had authorized to be used as a last resort only. This is likely to happen again this year.

Against this backdrop of large arrears, depleted liquidity reserves, unpredictable inflows, a large intra-year liquidity gap between cash inflows and outflows and the imperative to conserve cash to avert a bigger crisis in 2026, I am constrained to impose restrictions with a view to reducing spending by about \$400 million, unless collections pick up significantly and early enough to ease such restrictions.

Hiring restrictions are inevitable because personnel costs constitute the largest part of the budget. Unfortunately, hiring restrictions undermine gender and geographic representation goals and weaken the effectiveness of our operations.

But hiring restrictions cannot bridge the liquidity gap in full or on time. Restrictions on non-post spending are also unavoidable if we are to ensure liquidity for operations. Official travel and the hiring of consultants and experts will be minimized. Purchases of goods and services will be postponed and construction projects and repairs and maintenance will be delayed.

As I have stressed, structural weaknesses in our budgetary process inhibit the management of liquidity. We are unable to issue assessments for new mandates arising during a budget period. We cannot redeploy funds from post budget lines to non-post budget lines to hire contractual personnel temporarily to improve mandate implementation negatively impacted by hiring restrictions. We cannot reassign funds from those who are not likely to spend, to those who need them more urgently. These rigidities compound the negative impact of unpredictable cash flows on our ability to execute our budgets in an efficient manner. They also undermine our operational and programmatic activities, as mandate implementation is driven by the availability of cash and not by planning.

These restrictions will constrain our ability to support and service intergovernmental meetings across duty stations. I am directing senior managers to brief you in detail about the potential impacts. We will also monitor the progress of cash inflows and outflows and brief you periodically.

I want to also draw your attention to the weakening liquidity situation for peacekeeping operations. You will recall that the United Nations General Assembly had approved a few measures in 2019 and 2022 to improve liquidity for peacekeeping operations. We were allowed to issue advance assessment letters for the full budget period without waiting for mandate extension, cash of active operations could be pooled when needed and we could borrow a major part of the peacekeeping reserve fund to improve liquidity. These measures have undoubtedly helped operations and also allowed us to settle, in a more timely manner, claims for troops/police units and for contingent-owned equipment.

Peacekeeping budgets and assessments have been declining, but outstanding assessments have not. With more than a quarter of the assessments not being collected, we will continue to experience more severe liquidity pressure for peacekeeping operations.

In June of both 2023 and 2024, we were unable to pay claims for contingent-owned equipment. In June 2024, even payments for troops and police became very risky; with record low levels of cash left, we faced a high risk of defaulting in payments to vendors. For the budget years 2023/24 and 2024/25, we have been compelled to slow down expenses in an effort to avoid payment defaults.

Peacekeeping operations continue to adjust spending based on projected cash availability. The very low cumulative cash balance of all missions at the beginning of July 2024 has exacerbated the liquidity problems because cash pooling is not viable when all missions have low cash balances. Most probably, we will be unable to settle the claims for contingent-owned equipment for the third time in a row in June 2025. We are also worried about our ability to pay for troops and police in June. But slowing down spending impacts mandate delivery.

We are unable to implement mandates fully or properly both for regular budget and peacekeeping operations. Inefficiencies are increasing as we grapple with fluctuating liquidity situations that hinder proper planning and the execution of mandates.

I appeal again to all Member States to pay in full and on time and thank those who have been doing so. I appeal to you to find common ground to resolving this problem more durably when considering the proposals in my report on *“Improving the Financial Situation of the Organization”*.

Please accept, Excellency, the assurances of my highest consideration.



António Guterres

United Nations  Nations Unies

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

21 February 2025

Dear Mr. President,

I write further to the letter from the Secretary-General of 7 February 2025 addressed to all Member States of the United Nations regarding the liquidity crisis in the regular and peacekeeping budgets and the risk it poses to our ability to deliver on mandates.

As noted by the Secretary-General in his letter, without spending restrictions imposed from the start of the year we will not be able to meet our payment obligations for regular budget operations all the way from September to December. We therefore have to conserve cash now to avoid disruptions later. This requires all Secretariat entities to manage within a further reduced regular budget spending ceiling. To this end, hiring restrictions are again in place and official travel and the hiring of consultants and experts will be minimized. Purchases of goods and services will also be postponed, and construction projects and repairs and maintenance will be delayed except where the slowing down of major construction projects would result in significant future additional expenses.

Additionally, the measures that were implemented last year by the Department of Operational Support, the Department of Safety and Security, the Department of Global Communications and the Department for General Assembly and Conference Management to execute their work within the reduced spending ceilings will need to continue with further necessary restrictive measures added due to the deterioration of the liquidity situation.

In the Annex to the present letter, please find the consolidated overview of these measures which is not exhaustive but again highlights those measures that may have a direct impact on Member States and their intergovernmental deliberations at United Nations Headquarters in New York. The relevant United Nations Offices at Geneva, Vienna and Nairobi will communicate further on the implementation of the spending restrictions in their respective duty station.

His Excellency
Mr. Philemon Yang
President of the General Assembly
New York

I wish to assure you that we will continue to make every effort to mitigate the potential impact on our ability to support Member States and implement our mandates. We will continue to closely monitor the cash situation and the impact on our efforts to deliver our mandates and adjust our spending restrictions as the situation improves or worsens.

Irrespective of these measures, which are necessitated by the current financial situation, I wish to assure you of our firm commitment to supporting the work of the General Assembly and all mandated intergovernmental meetings taking place at United Nations Headquarters.

Please accept, Mr. President, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read "E. Rattray", with a long horizontal flourish extending to the right.

E. Courtenay Rattray
Chef de Cabinet

**ANNEX – Economy Measures in response to the financial situation
(effective February 2025)**

Access to United Nations Headquarters complex

- The hours of operation of the vehicular gate located at 42nd Street of 7 a.m. to 11 a.m. remain in effect.
- All staff and Delegates must now enter via the 46th Street entrance, which will be open from 7 a.m. to 7 p.m. The staff entrance at 42nd Street will be closed; exit will still be possible via the revolving gate at 42nd Street.
- The Pass and ID Office will remain open from 9 a.m. to 2 p.m. daily.

General building operations

- Room temperatures will be lowered to reduce heating outlays (from 72°F to 70°F).
- Non-critical construction in the United Nations Headquarters Complex will be postponed.
- All equipment purchases or replacements will be stopped, except those that are operationally critical, e.g., ICT equipment, building infrastructure equipment and other necessary supplies. Some preventative maintenance may need to be deferred.
- All overtime needs associated with compound maintenance activities are under review. Planned overtime work, including construction work, may be rescheduled to take place during regular working hours, which could cause disturbances.

Meetings and interpretation services

- Meetings and events in conference rooms may be held only on weekdays and during the official meeting hours of 10 a.m. to 6 p.m.
- Requests for meetings and events to take place in conference rooms before 10 a.m. or after 6 p.m. on weekdays, or at any time on weekends, cannot be accommodated.
- Non-calendar meetings and events may be held in conference rooms between 1 p.m. and 3 p.m. only on a full cost-recovery basis and provided that no physical, technical or structural changes are made to the conference rooms.
- It should be noted that interpretation services provided by the Department for General Assembly and Conference Management are available only for meetings held from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
- Bodies entitled to meet “as required” will be provided with interpretation services strictly on an “if available” basis. Any other requests for interpretation on an “if available” basis, including those for the meetings of regional groups or other major groupings, will be considered only after requests for interpretation for meetings with “as required” status have been accommodated.

- No more than a total of 55 meetings funded through the regular budget, including those of the General Assembly and the Security Council, can be provided with interpretation services in a given week.
- All meeting bodies with a session of 10 meetings or more are to reduce their number of meetings by at least 10% and adjust their programmes of work accordingly.
- No parallel formal meetings of the same calendar meeting body, with or without interpretation services, can be accommodated, regardless of entitlement.
- Any intergovernmental decision to implement a new mandate within existing budgetary resources will be subject to the availability of adequate cash resources.

Special events (exhibits, receptions)

- Special events outside of working hours at United Nations Headquarters, such as exhibit installations and openings, or functions in the Delegates' Dining Room, can be supported only on a full cost-recovery basis and must be held in spaces available outside of conference rooms.

Documentation

- Timely issuance of parliamentary documentation in the mandated languages will be significantly impacted. Nonetheless, every effort will be made to have documents issued before the respective meeting.
- Agreed word counts will be strictly enforced, and, as a general rule, no waiver requests will be accommodated.
- All author departments will be asked to reduce the length of their reports by 10%, i.e., the wordcount of this year's report should be at least 10% lower than the wordcount of the previous year's report.
- Overnight processing of documents will continue to be minimized, and the timeframe for turning around draft resolutions of the General Assembly will remain at 96 hours (4 working days), starting on the day after submission for processing.
- The issuance of verbatim records of the General Assembly and Security Council and other bodies with such entitlements will incur significant delays; verbatim records will continue to be processed as funding and capacity allows.
- The issuance of summary records will incur significant delays; summary records will continue to be processed as funding and capacity allows.
- The issuance of treaties and publications will incur significant delays; treaties and publications will continue to be processed as funding and capacity allows.

- The issuance of non-parliamentary documents will incur significant delays; non-parliamentary documents will continue to be processed as funding and capacity allows.
- Annexes of more than 2,000 words, submitted with Member States' communications for issuance as an official document, will be issued in the languages of submission only. All communications may incur significant delays and will be processed as funding and capacity allows.

Journal of the United Nations

- All inputs to the *Journal of the United Nations* must be received for processing by 4 p.m. Information received after that deadline will be published during the working hours of the Journal Unit on the following working day.

Registration

- The registration of diplomatic mission staff will take place only during normal working hours, which may result in delays during peak periods.

Meetings coverage

- There will be limited or no coverage of some meetings (this applies to all meetings covered by UNTV, Webcast/UNWeb TV and UN Photo).
- When multiple concurrent meetings are taking place, the Department of Global Communications (DGC) may not be able to provide speaker-by-speaker meeting coverage. In these cases, "one-shot" summaries (a shorter story summarizing the meeting without quoting all the speakers) will be provided instead. Only "one-shot" summaries will be provided for the meetings of all six Main Committees of the General Assembly.
- UNTV will operate with reduced core capacity.
- Security Council stakeouts will not be staffed with a second person (an audio technician). Instead of a boom microphone, fixed microphones will be used, which may not pick up all the questions from the press. Weekend Council consultations that go on to unexpected open meetings may not be covered by UNTV, Webcast/UN Web TV or UN Photo.
- Services to Member States and media in terms of the provision of audiovisual materials and support will be reduced. Photos and videos may not be captioned, published or distributed to the requesting parties on the same day when there are multiple meetings/events occurring that day.

Webcasting services

- Webcast coverage will be limited to the numbered plenary meetings of the General Assembly, the Security Council, ECOSOC and the Human Rights Council, and meetings where funding has been approved and allocated to DGC in the 2025 budget. Any other meetings will be covered on a cost-recovery basis only.

Public Outreach

- Translation work will be reduced, including for all major thematic websites and events.
- Production work across campaigns for global and local channels, including campaigns countering misinformation, will be reduced.
- Press releases and meeting coverage will be in English and French only. There will be no provision of the mandated coverage in the other four official languages (20 approved positions will not be filled).

Media monitoring

- Access to audience insights, breaking news and social media trends will be limited.
- Reporting, insights and analysis of public sentiment and KPIs around key UN messages, messages from the Secretary-General and campaigns across digital platforms will be reduced.

United Nations Digital Library and research resources

- Access to the electronic resources of the United Nations Digital Library by all users globally will be reduced.
- The United Nations Data Diplomacy platform and the United Nations Research Commons project by the Dag Hammarskjöld Library (DHL) will be postponed.
- There will be a decrease in subscription-based databases and resources, including reduced access to 49 main service providers (for example, Wiley and Jeune Afrique).
- Services in the DHL offered to Delegates will be reduced, including assistance with accessing resources and research support.
- DHL Research Guides and UN FAQs online, with a record of 2.5 million views per year, will not be available in all six official languages.
- Plans to create a generative artificial intelligence model to help Delegates search through 80 years of UN information and data have been cancelled.

Language training

- The number of language classes available to Delegates will be reduced.

Title	Resolution No.	NV No.
Establishment of a nuclear-weapon-free zone in the region of the Middle East PART. I	79/16	ODA-2025-00024/NWFZME
Conventional arms control at the regional and subregional levels	79/26	ODA-2025-00021/CAC
Confidence-building measures in the regional and subregional context	79/27	ODA-2025-00027/CBMRSC
Strengthening of security and cooperation in the Mediterranean region	79/76	ODA-2025-00023/MED
Follow-up to the advisory opinion of the International Court of Justice on the legality of the threat or use of nuclear weapons	79/32	ODA-2025-00034/ICJ
Artificial intelligence in the military domain and its implications for international peace and security Deadline 11 April	79/239	ODA-2025-00029/AIMD
Measures to prevent terrorists from acquiring weapons of mass destruction	79/42	ODA-2025-00030/WMD-T
Relationship between disarmament and development	79/43	ODA-2025-00036/D&D
Observance of environmental norms in the drafting and implementation of agreements on disarmament and arms control	79/45	ODA-2025-00028/ENV
Promotion of multilateralism in the area of disarmament and nonproliferation	79/46	ODA-2025-00026/ML
Follow-up to the 2013 high-level meeting of the General Assembly on nuclear disarmament	79/47	ODA-2025-00032/HLM
Group of Scientific and Technical Experts on Nuclear Disarmament Verification	79/240	ODA-2025- 00037-NDV
Comprehensive study of the question of Nuclear-Weapon-Free Zones in all its aspects	79/241	ODA-2025-00035/CS-NWFZ
Youth, disarmament and non-proliferation	78/31	ODA-2025-00025/YOUTH

Transparency in armaments (UNROCA) Deadline 30 May	77/69	ODA-2025-00019/TiA
Objective information on military matters, including transparency of military expenditures (MILEX) Deadline 30 April	77/33	ODA-2025-00018/MILEX