

UNITED NATIONS

SECRETARIAT

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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION  
OF DOCUMENTATIONAddendum

## DOCUMENTATION WORKLOAD ESTIMATES

1. In order to assist the Office of Conference Services to establish its processing schedules, each department or office is required to submit, during the last quarter of each year, estimates of the number of pages to be submitted for translation, typing and reproduction during the following year and to update these estimates every three months. Forms D.9A and D.9B, which may be obtained from Documents Control, room 1552, should be used for this purpose.
2. The forms should be completed as indicated below:
  - (a) The following should appear in the appropriate spaces on the form: organ or body; date of meeting and session; name of committee secretary and/or consulting official; date the forecast was originally submitted; name and signature of submitting official;
  - (b) Even though it may not be possible to forecast the number of pages with any precision, a considered estimate should be submitted;
  - (c) All documents that are expected to be submitted during the period covered by the forecast should be listed, including those already reported but not submitted;
  - (d) The workload should be reported in terms of "standard manuscript pages" (8 1/2" x 11", typed in one and a half spacing - approximately 330 words per page), not in terms of printed pages;

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(e) The title used to identify a document should, as far as possible, be the same as that to be used on the request form (D.2); in all cases, the symbol root should be indicated.

3. Form D.9A is to be used for meeting documents other than minutes, summary records or verbatim records. Documents should be grouped by symbol series and reported under the following headings, a separate form being used for each session or meeting:

- I. Pre-session documentation;
- II. In-session documentation;
- III. Post-session documentation.

4. If a document pertains to sessions of more than one body, it should be reported as part of the workload of the body that is to meet first. A cross reference to the document should be made on the form relating to the session of the body that is to meet at a later date; if new material is to be added at the later session, an estimate of the amount to be added should be given.

5. In the case of documents for conferences, seminars, study tours and workshops, the source of the funds should be indicated; in addition, the number of the allotment account should be given if possible.

6. Form D.9B is to be used for material not covered in paragraph 3 above, such as publications, administrative circulars and other miscellaneous items involving translation, typing or reproduction.

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