

ADMINISTRATIVE INSTRUCTION NO. 64

To: Members of the Staff

Subject: PROCEDURE FOR HANDLING OFFICIAL COMMUNICATIONS

1. Effective immediately, Departments shall assume responsibility for the preparation and despatch of official communications to the extent laid down in the Official Correspondence Manual and subject to the provisions of this instruction.
2. The Secretary-General, through the Executive Office, will continue to exercise control over policy matters and maintain co-ordination with respect to all official communications.
3. Each Department shall:
 - (a) centralize authority in the hands of the Top-ranking Director for the conduct of official correspondence on subjects within its field of competence;
 - (b) continue the practice of obtaining prior clearance
 - (i) from the Executive Office of the Secretary-General on communications which involve questions of policy or directly engage the responsibility of the Secretary-General,
 - (ii) from other Departments whenever their fields of competence are also involved;
 - (c) take such measures, in consultation with the Executive Office of the Secretary-General, as may be needed from time to time to expedite despatch and enforce a high standard of drafting in all official communications.
4. All important official communications (i.e. to Governments, Heads of Delegations and of Specialized Agencies, etc.) will also be subject to scrutiny by the Executive Office after despatch. Departments shall, therefore, send one extra copy of such letters and cables to the Branch Registry in the Department for transmission to the Executive Office.

5. A Central Correspondence Typing Unit, established in the Communications and Records Division shall be at the disposal of Departments for:

- (a) typing, assembly and despatch of single and "multiple" letters, notes verbales and cables to Governments, Heads of Delegations and Specialized Agencies;
- (b) if required, arranging for translation of the communications received for typing and despatch;
- (c) arranging for the offset printing of other communications (other than those described in 1, above) if the same text is sent to nine or more addressees in the same language;
- (d) when necessary, typing and despatch of other communications requiring the Secretary-General's signature or written in his name.

By direction of the Secretary-General

(signed) Byron Price

BYRON PRICE

Assistant Secretary-General for
Administrative and Financial Services
