

See also the following Amendments:

Amd. 1 22 March 1962

2 23 April 1962

3 18 June 1962

4 15 May 1963

5 30 Sept. 1963

6 17 Feb. 1964

UNITED



N.

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**ORGANIZATION  
OF THE  
SECRETARIAT**

NEW YORK, 1961

UNITED NATIONS

**ORGANIZATION  
OF THE  
SECRETARIAT**

**A concise guide to the functions and organization of the  
Secretariat, designed primarily to facilitate consideration  
of the annual budget estimates**

*Revised 25 July 1961*



**New York, 1961**

GENERAL  
ST/SGB/124  
25 July 1961

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff

Subject: Organization of the Secretariat

1. This announces the issue of a revision to ST/SGB/123 Organization of the Secretariat.

2. The revised version incorporates changes in the organization of the Secretariat announced in the following documents, and others made up to 25 July 1961:

- (a) SGB/123/Amend.1 of 17 May 1960;
- (b) SGB/123/Amend.2 of 6 September 1960;
- (c) SGB/123/Amend.2/Corr.1 of 13 September 1960;
- (d) SGB/123/Amend.3 of 15 September 1960.

3. ST/SGB/123 and the Bulletins referred to above are hereby superseded and cancelled.



Dag HAMMARSKJÖLD  
Secretary-General

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**PART ONE**

## Section 1 General structure of the Secretariat

The head of the Secretariat is the SECRETARY-GENERAL.

The Secretariat is divided into major units, the heads of which have the rank of Under-Secretary and are directly responsible to the Secretary-General.

Each major unit is the subject of a separate section in Part Two, setting out its special functions and organization.

## Section 2 Functions common to the major units of the Secretariat

There are, in addition, functions which are common to the major units. To avoid repetition, these functions are summarized here for general reference and will not be mentioned afresh in the sections of Part Two. All major units of the Secretariat are responsible for:

(i) Informing and advising the Secretary-General on matters within their respective fields and representing him as required;

(ii) Conducting correspondence and maintaining liaison, as their work may require, with Governments, inter-governmental organizations, specialized agencies, public authorities, non-governmental organizations and other parts of the Secretariat;

(iii) Drafting passages of documents reflecting the activities of the Secretariat at large, e.g., the Secretary-General's report to the General Assembly, the United Nations Yearbook, and the Repertory of Practice of United Nations Organs;

(iv) Participating in the work of Secretariat boards and committees (see annex);

(v) Conducting the standard administrative, budgetary and personnel operations stated in section 3 below.

## Section 3 Standard administrative, budgetary and personnel operations

Subject to the overriding authority and control, within their respective spheres, of the Office of the Controller, the Office of Personnel, and the Office of General Services, the major units of the Secretariat:

(i) Prepare annual budget estimates;

(ii) Administer funds allotted to them;

(iii) Manage staff assigned to them and initiate personnel actions;

(iv) Apportion office accommodation and issue supplies.

These functions are normally performed in the offices of heads of major units, by or under the supervision of the executive or administrative officers.

## Section 4 Secretariats of councils, commissions, committees and similar bodies

The functions of most major units of the Secretariat include the provision of secretariats (not to be confused with conference services)<sup>1/</sup> for councils, commissions, committees and other bodies. The functions of such secretariats are:

(i) To prepare and circulate the provisional agenda for each session;

(ii) To see that the necessary documents are distributed in good time;

(iii) To see that members are advised of the place and time of meetings;

<sup>1/</sup> See Part Two, section 10.

(iv) To inform the competent services regarding the technical arrangements to be made, e.g., for meeting rooms, interpretation, records and the translation of documents;

(v) To assist the Chairman in planning and organizing the work of the session and in conducting the proceedings;

(vi) To see that the body is provided with material required by it in the course of the session;

(vii) To consult with the members of the Office of Conference Services responsible for the drafting of the records;

(viii) To provide any assistance required in drafting sessional reports;

(ix) In certain cases, to certify expenditures.

Reference to the bodies for which the functions described above are performed will be made in the sections dealing with the various units of the Secretariat.

**PART TWO**

# I. OFFICES OF THE SECRETARY-GENERAL

## Section I

### Executive Office of the Secretary-General

#### I. FUNCTIONS

To provide the Secretary-General's personal secretariat, assistants and advisers;

To assist the Secretary-General in planning programmes and in co-ordinating and expediting the work of the Secretariat;

To assist the Secretary-General in contacts with Governments, delegations, the press and the public;

To plan and to assist in the over-all organization of the General Assembly and its day-to-day work;

To co-ordinate the work of the Secretariat in connexion with sessions of the General Assembly and of its General Committee;

To provide the Secretariat of the General Assembly and of its General Committee;

To supervise the implementation of General Assembly resolutions by the Secretariat;

To supervise and co-ordinate the activities of political missions;

To co-ordinate the control and limitation of documentation and the planning and execution of the publications programme;

To deal with protocol matters.

#### II. ORGANIZATION

##### 1. The Executive Assistant to the Secretary-General

##### 2. Office of the Executive Assistant

See I (Functions) above.

##### 3. General Assembly Section

Under the direct supervision of the Executive Assistant to the Secretary-General:

Co-ordinates the production of General Assembly documents by the Secretariat and approves such documents for issue;

Co-ordinates the production by the Secretariat of the Secretary-General's annual report to the General Assembly and prepares the final draft;

Prepares the draft of the provisional agenda of sessions of the General Assembly and supplementary lists of items; advises on the order of items and, in consultation with committee secretaries, on their allocation to committees;

Prepares notes for the President of the General Assembly on agenda items and the conduct of business in plenary meetings and meetings of the General Committee;

Advises on matters relating to the Official Records and the Journal of the United Nations;

Follows up the implementation of General Assembly resolutions by the Secretariat.

##### 4. Protocol and Liaison Section

Maintains records of members of Permanent Missions, their families and dependants, as well as of representatives to all meetings of United Nations bodies at Headquarters;

Prepares a monthly handbook giving the membership of Permanent Missions and Delegations;

Registers names of members of Permanent Missions with the United States Mission in accordance with established procedures; examines and transmits to the United States Mission requests for diplomatic privileges and immunities for members of Permanent Missions, as well as requests for changes in visa status;

Issues passes for representatives of Member Nations and specialized agencies to all United Nations meetings at Headquarters;

Organizes official ceremonies and receptions, and advises on the organization of such functions;

Advises on policies and procedures with regard to the use of the United Nations flag and other protocol matters.

##### 5. Special Unit

Undertakes, at the Secretary-General's request, special assignments of a predominantly administrative character.

Section 2  
Office of Legal Affairs

I. FUNCTIONS

To advise the Secretariat and other organs of the United Nations on legal and constitutional questions;

To encourage the progressive development of international law and its codification;

To represent the Secretary-General in judicial proceedings before national and international tribunals and in negotiations or other procedures for the settlement of disputes of a legal character;

To deal with questions concerning privileges and immunities and the legal status of the Organization;

To discharge the Secretariat's responsibilities under Article 102 of the Charter in the matter of the registration and publication of treaties and the Secretary-General's responsibilities as the depositary for multilateral conventions;

To discharge the Secretary-General's responsibilities under the Statute of the International Court of Justice;

To prepare drafts of international conventions and agreements and other legal texts;

To provide substantive services, secretariats and documentation for the Sixth Committee of the General Assembly, the International Law Commission and other committees or conferences dealing with legal matters.

II. ORGANIZATION

1. The Legal Counsel

2. Office of the Legal Counsel

Assists the Legal Counsel in the examination of legal questions referred to him by the Secretary-General for his opinion; prepares legal opinions and furnishes legal assistance on special assignments;

Deals with questions arising under Articles 104 and 105 of the Charter, the Convention on Privileges and Immunities of the United Nations, the Headquarters Agreement with the United States Government, and other instruments.

*Treaty Section*

Registers, files and records treaties and international agreements and prepares them for publication in the United Nations Treaty Series; issues the monthly Statement of Treaties and International Agreements Registered or Filed and Recorded with the Secretariat;

Exercises the Secretary-General's depositary functions under multilateral conventions and agreements; prepares and maintains up-to-date the publication Status of Multilateral Conventions;

Serves as custodian of agreements concluded by the United Nations;

Drafts and collaborates in the drafting of formal clauses of treaties and agreements concluded under United Nations auspices;

Issues the Handbook of Final Clauses, and the Summary of the Practice of the Secretary-General as Depositary of Multilateral Agreements;

Provides information to inquirers regarding treaties and other international instruments;

Deals with questions relating to the credentials of representatives on United Nations organs and those relating to permanent representatives to the United Nations;

Provides the secretariat for the Credentials Committee.

3. General Legal Division

Under the direction of the Legal Counsel:

Prepares legal opinions and studies requested by the various organs of the United Nations and advises these organs and the Secretariat on the interpretation of the Charter, rules of international law and treaties and United Nations resolutions and regulations;

Prepares drafts of international conventions and agreements;

Collaborates with other units of the Secretariat in drafting of rules, regulations and resolutions;

Responsible for co-ordination and review of studies for Repertory of Practice of United Nations Organs;

Provides substantive advice on technical assistance activities of a legal character;

Assists in the preparation of legal statements to the International Court of Justice and acts for the Secretary-General in the transmission of notices relating to judicial proceedings before the International Court;

Represents the Secretary-General before the Administrative Tribunal and, on request, advises the Tribunal on legal questions;

Collaborates in the negotiation and drafting of major contracts;

Deals, on behalf of the Organization, with claims and disputes of a private law character, negotiates settlements and participates in judicial and arbitral proceedings;

Assists Special Fund, Technical Assistance Board, United Nations Children's Fund and other subsidiary

organs in drafting of agreements, interpretation of resolutions and claims;

Establishes direct contacts with Member Governments and local authorities when judicial proceedings are involved or when claims are presented for or against Governments.

#### 4. Codification Division

Under the direction of the Legal Counsel:

Prepares studies and recommendations on problems concerning the development of international law and its codification;

Provides the secretariat for the International Law Commission;

Assists organs of the United Nations in matters relating to the development of international law and its codification;

Undertakes preparatory work and provides the secretariat for conferences of Government repre-

sentatives and experts on the codification of international law;

Prepares Reports on International Arbitral Awards, and the Legislative Series containing national laws and regulations and treaty provisions on questions of international law;

Prepares the Yearbook of the International Law Commission;

On special assignment, prepares legal opinions on the interpretation and application of the Charter;

Prepares studies in pursuance of decisions taken by the General Assembly on the recommendation of the Sixth Committee;

Provides the secretariat for the Sixth Committee of the General Assembly.

#### 5. Secretariat of the Administrative Tribunal

(The Secretariat is exclusively responsible to the Administrative Tribunal in substantive matters.)

## Section 3

### Office of the Controller

#### I. FUNCTIONS

To administer the finances of the United Nations, direct or through instructions issued to other units of the Secretariat;

To formulate the financial policy of the Secretariat;

To formulate, present and administer the budget;

To receive, retain custody of, disburse and account for United Nations funds, and all other funds for which the Secretary-General is the custodian (e.g. Expanded Programme of Technical Assistance, Special Fund);

To conduct an internal audit of all United Nations accounts;

To co-operate with the specialized agencies with a view to developing common administrative and financial practices;

To provide substantive services, secretariats and documentation for the Fifth Committee of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions, the Committee on Contributions and other bodies.

To study organizational structure, operational and administrative procedures at Headquarters and overseas offices.

#### II. ORGANIZATION

##### 1. The Controller

(a) *The Deputy Controller*

(b) *The Director of Policy Co-ordination*

##### 2. Internal Audit Service

Under the direction of the Controller:

Audits all United Nations accounts at Headquarters and overseas offices;

Examines all administrative actions, whether by Headquarters or overseas offices, which have financial implications to ensure (i) conformity of obligations and expenditures with the intent of the General Assembly, (ii) observance of regulations, rules and instructions, and (iii) economy in the use of the Organization's resources;

Reports all findings and recommendations to the Controller or to the unit concerned;

Provides the secretariat for the Board of Auditors.

##### 3. Administrative Management Service

Under the direction of the Controller:

Studies problems of organizational structure and operational and administrative procedures at Headquarters and overseas offices, with a view to securing the efficient and economical use of (staff and other) resources;

Has responsibility for the review and issue of administrative instructions and controls the use and standardization of administrative forms.

##### 4. Budget Division

Plans and prepares the Secretary-General's budget estimates on the basis of proposals submitted by departments and offices;

Provides budgetary services in connexion with United Nations programmes financed by extra-budgetary funds;

Assesses the estimated cost of all new programmes considered by the General Assembly and its committees and by the councils and commissions;

Maintains a current review of expenditures under the budget;

Allots budgetary funds;

Supervises procedures relating to budget transfers, unforeseen and extraordinary expenditures and administration of loans and advances from the Working Capital Fund;

Certifies delegations' travel claims and authorizes their payment;

Authorizes official travel and hospitality expenditures;

Prepares budget estimates and statements of financial implications for conferences not included in the regular pattern;

Determines, in consultation with departments and offices, the classification and number of posts which they require;

Issues manning tables for authorized posts;

Advises on salaries, allowances and other conditions of service of staff;

Arranges for commercial insurance, as necessary, and makes arrangements for the operation of the group life, medical and dental insurance schemes in the Secretariat;

Provides secretariats and documentation for the Fifth Committee of the General Assembly and its subsidiary committees, and the Consultative Committee on Administrative Questions.

### 5. Accounts Division

Maintains the accounts of the United Nations; receives, reconciles and consolidates all monthly and year-end accounts submitted by offices abroad; reconciles all bank accounts;

Prepares reports and statements of accounts; prepares analyses of accounts and assembles other information at the request of the Board of Auditors;

Certifies, prior to the recording of obligations submitted to the Controller, that funds are available to meet them;

Calculates and arranges payment of salaries, wages, allowances and income tax reimbursements;

Examines and arranges payment of claims for travel expenses and subsistence allowances submitted by delegations, members of committees and commissions, Secretariat staff and technical assistance experts;

Arranges for remittances of funds to United Nations offices abroad and to organizations participating in the various programmes of technical assistance;

Examines and arranges payment of invoices; recovers charges made against individuals, organizations and Governments for supplies (including publications), equipment and services;

Operates business machines for the purposes of the Office and certain other branches of the Secretariat.

### 6. Treasury

Collects the contributions of Member States, advances to the Working Capital Fund, and other amounts due to the United Nations, and deposits such funds in bank accounts in accordance with the financial regulations;

Makes disbursements against certified vouchers;

Arranges for long and short term investments of United Nations funds, including the United Nations Joint Staff Pension Fund and other special funds for which the Secretary-General is the custodian; maintains corresponding records and deals with administrative procedure covering such operations;

Collects information on exchange rates and advises on the establishment and revision of the rates applied by the United Nations for operational and accounting purposes;

Provides secretariats and documentation for the Investments Committee, the Advisory Board on Investments, the Committee on Contributions and the Negotiating Committee for Extra-Budgetary Funds.

(b) Administer the Staff of the U.N. either directly through instructions issued to other units of the Secretariat

Section 4

Office of Personnel

I. FUNCTIONS

To recruit and administer the staff of the Secretariat and personnel in the technical assistance and similar programmes in accordance with the Staff Regulations and the Staff Rules, either direct or through instructions issued to other units of the Secretariat;

To advise on the formulation of personnel policy, and to apply it;

To provide secretariats and documentation for the Boards and Committees dealing with personnel matters and, in particular, the appointment and promotion bodies established pursuant to staff rule 104.14 and the joint administrative bodies provided for in the Staff Regulations;

To co-operate with the specialized agencies with a view to developing common personnel policies;

To formulate the health standards to be met by the staff and see that they are applied;

To provide documentation on personnel matters for the Fifth Committee of the General Assembly.

II. ORGANIZATION

1. The Director of Personnel

*The Deputy Director of Personnel*

2. Office of the Director

(a) *Rules and Reports Section*

Assists in the formulation of personnel policies and the drafting and revision of Staff Rules and related information circulars and personnel directives;

Advises on the application of the Staff Rules in other than routine cases;

Provides secretariats for the International Civil Service Advisory Board, the Joint Advisory Committee, the Joint Appeals Board, the Joint Disciplinary Committee and the Visa Committee.

Maintains summary staff records and statistics, and compiles reports based on them, particularly for the use of the Appointment and Promotion Board and its subsidiary bodies;

Produces the annual staff list, and lists required under the Convention on Privileges and Immunities and under the Headquarters Agreement with the United States Government.

(b) *Staff Counsellor*

Deals confidentially with staff members' personal problems;

Participates in the work of the Staff Benevolent Fund and advises on awards of scholarships to the children of staff and delegation members.

(c) *Secretariat of the Appointment and Promotion Board and Committee*

*Staff*  
3. ~~Departmental~~ Services

(a) *Office of the Chief*

Represents the Secretary-General, or arranges for his representation on the Appointment and Promotion Committee and Panel, Joint Appeals Board, Claims Board, and Visa Committee;

Co-ordinates the review of probationary staff for permanent appointments, the five-year review of staff holding permanent appointments, the quarterly review of staff holding fixed-term appointments, and the review of staff for inclusion on promotion registers, at Headquarters and overseas offices;

Co-ordinates the retirement programme for staff at Headquarters and overseas offices;

Maintains liaison with the personnel offices in Geneva and the regional economic commissions.

(b) *Departmental Personnel Officers*

In the departments and offices to which they are assigned, and under the supervision of the Office of the Chief, these officers:

Advise the department or office on all current personnel matters, including ~~staffing of departments and offices~~ in accordance with relevant provisions of Charter, General Assembly resolutions, Staff Regulations, Staff Rules, and manning tables;

Report to higher officials on all current or anticipated vacancies, including retirement;

Participate in the preliminary process of recruitment of professional and General Service staff for the Secretariat and for political and special missions;

Maintain continuous contact with departmental authorities concerning recruitment, secondment, placement and all other related matters;

Take required personnel action in connexion with the recruitment, inter-departmental transfer, promotion, separation and field assignment of staff members and changes in entitlements and dependency and visa status;

Certify staff members' entitlement to allowances and benefits;

Help to prepare documentation for the Appointment and Promotion Board and its subsidiary bodies;

Advise individual staff members on their personnel problems;

Report on any matters requiring special consideration by the Office of the Director.

*(c) Staff Activities and Housing Section*

Produces the fortnightly Secretariat News and the semi-annual Newsletter for United Nations pensioners;

Conducts periodic orientation programmes for new staff members;

Advises staff members and delegation staff on housing matters and hotels;

Assists in the planning of club and social activities;

Organizes the United Nations Blood Bank in collaboration with the Health Service.

*(d) Examinations and Training Section*

Organizes and conducts examinations for recruitment and in-service qualifying examinations;

Organizes and supervises language training courses and other in-service training programmes.

#### 4. Recruitment Services

*(a) Office of the Chief*

*(b) Professional Recruitment and Placement*

Plans, co-ordinates and conducts the recruitment of all professional staff for the Secretariat and for political and special missions;

Maintains information about existing professional vacancies in the Secretariat and for political and special missions;

Maintains rosters of candidates suitable for existing and anticipated vacancies;

Deals with inquiries from candidates for employment;

Co-ordinates the placement of professional staff.

*(c) General Service Recruitment and Placement*

Recruits and assigns General Service staff for Headquarters posts and mission assignments;

Arranges and co-ordinates recruitment of Field Service staff, guides and manual workers.

*(d) Technical Assistance Recruitment Service*

Under a broad delegation of authority from the Director of Personnel, develops policies for the recruitment, and recruits and appoints experts for the various United Nations programmes of technical assistance to the less developed countries, viz, the

Expanded Programme of Technical Assistance, the provision of operational and executive personnel, the Special Fund, etc.;

Provides advice to experts on personnel problems.

*(c) European Office (Paris)*

Develops recruitment sources and interviews candidates throughout Europe for assignments in the various programmes for technical assistance;

Assists in the recruitment of professional staff for the Secretariat and for political and special missions, as required.

#### 5. Health Service

*(a) Office of the Medical Director*

Establishes medical standards for the recruitment and placement of staff;

Advises the United Nations Staff Pension Committee and the Advisory Board on Compensation Claims on disability cases;

Approves sick leave and maternity leave and determines physical fitness for work in cases of illness, injury or pregnancy;

Makes regular inspections of the premises and recommendations on such matters as lighting, ventilation, air conditioning and food-handling;

Advises on medical services for missions and issues instructions to mission staff on health and hygiene;

Advises on medical and dental insurance arrangements.

*(b) Health Clinic*

Conducts medical examinations to determine physical fitness for recruitment and mission assignment and eligibility for pension benefits;

Conducts medical examinations periodically and in connexion with claims for service-incurred disability;

Inoculates staff members and, in certain cases, their dependants;

Gives first aid and emergency treatment;

Advises staff members in the selection of private physicians.

Section 5

**Offices of the Under-Secretaries for Special Political Affairs**

**FUNCTIONS**

To undertake, at the Secretary-General's request, special assignments in the political, economic and social fields;

To direct the activities of the Secretariat units in sections (a), (b) and (c) which follow.

Principal responsibility re peaceful uses  
of atomic energy transferr@d to ESA  
ST/SGB/124, Amd. 5, 30 Sept. 1963

Section 5 (a)

**Secretariat of the Scientific Committee on the Effects of Atomic Radiation**

Assembles, digests and tabulates scientific information in an appropriate form for the Committee's consideration;

Under the Committee's technical direction, carries out calculations and analyses;

Provides substantive services at sessions of the Committee.

Section 5 (b)

**Division of Human Rights**

Provides documentation and the secretariat for the Third Committee of the General Assembly; provides documentation for and assists the secretariat of the Economic and Social Council;

Provides secretariats for subsidiary organs of the Economic and Social Council dealing with human rights;

Prepares publications on human rights;

Manages the programme of advisory services in the field of human rights established by General Assembly resolution 926 (X).

(a) *Office of the Director*

(b) *Section I*

Provides the secretariat and documentation for the Commission on Human Rights;

Prepares for publication the Yearbook on Human Rights;

Organizes seminars on human rights and other matters within the programme of advisory services;

Assists the subsidiary organs of the Commission on Human Rights to prepare studies on specific rights or groups of rights;

Prepares summaries of Governments' triennial reports on human rights, as provided by paragraph 4 of Economic and Social Council resolution 624 B (XXII);

Deals with communications concerning human rights, as provided by Economic and Social Council resolution 728 F (XXVIII), and communications on such matters as the status of women, trade union rights and forced labour, for which analogous procedures have been established.

(c) *Section II*

Provides the secretariat and documentation for the Sub-Commission on the Prevention of Discrimination and the Protection of Minorities;

Assists the special rapporteurs of the Sub-Commission in the preparation of their reports.

(d) *Section III*

Provides the secretariat and documentation for the Commission on the Status of Women;

Organizes seminars on the status of women.

## Section 5 (c)

### Division of Narcotic Drugs<sup>1/</sup>

Discharges the responsibilities for the operation of the international narcotics control system devolving upon the Secretary-General under international narcotics treaties, and advises Governments on the implementation of those treaties;

Provides the secretariat and prepares documentation for the Commission on Narcotic Drugs and its Committee on Illicit Traffic, and ad hoc intergovernmental or interagency meetings and expert groups, including inter-country regional conferences and missions;

Provides documentation for and assists the secretariats of the Third Committee of the General Assembly and the Economic and Social Council in substantive matters;

Provides expert secretariat attendance at regular and ad hoc meetings of specialized agencies (WHO, ICAO, UPU, FAO) and non-governmental bodies (ICPO - Interpol) directly concerned with narcotics control;

Contributes to and provides substantive servicing for technical assistance programmes in the field of narcotics control.

#### (a) *Office of the Director*

#### (b) *Section I*

Analyses, with a view to the preparation of documents relating thereto, the following treaty material: annual reports of Governments, national laws and regulations, reports of seizures and illicit transactions, lists of authorities empowered to issue import and export authorizations, information on manufacture of narcotics, lists of drugs under international control, and scope of control;

Operates the United Nations narcotics laboratory programme for the determination of the origin of opium by chemical and physical methods and for cannabis identification.

#### (c) *Section II*

Analyses material with a view to preparation of documents in respect of: (a) abuse of drugs; (b) synthetic and natural narcotics; (c) coca leaf; (d) cannabis; (e) other drugs such as barbiturates, amphetamines, tranquilizers, khat, etc.;

Undertakes research to make more effective the existing international control system and prepares the documentation, legal texts and other data necessary for the unification of the international law on narcotic drugs;

Discharges the obligations under the international narcotics treaties relating to notifications concerning the extension of control of new drugs, exemption from control of preparations of drugs and other changes in the scope of control;

Prepares the quarterly United Nations publication: Bulletin on Narcotics.

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<sup>1/</sup> Forms part of the United Nations Office at Geneva.

## II. OTHER DEPARTMENTS AND OFFICES

### Section 6

#### Department of Political and Security Council Affairs

##### I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Security Council and its subsidiary organs, the political committees of the General Assembly and their sub-committees, the Disarmament Commission, and subsidiary committees or commissions concerned with matters relating to the maintenance of international peace and security;

To assist the Secretary-General in the discharge of political responsibilities, including functions under Article 99 of the Charter;

To arrange for the provision to the Military Staff Committee of the services necessary for its due functioning;

To assist in the negotiation of military agreements and the application of enforcement measures.

##### II. ORGANIZATION

###### 1. The Under-Secretary

###### (a) Office of the Under-Secretary

The Director serves as deputy to the Under-Secretary.

###### 2. Political Affairs Division

###### (a) General Problems and Procedures of Pacific Settlements Section

Advises on general procedures and specific measures of pacific settlement and international political co-operation;

Is responsible within the Department for the supervision and co-ordination of work in connexion with the Repertoire of the Practice of the Security Council and the Repertory of Practice of United Nations Organs;

Advises on the security aspects of Trusteeship Agreements for strategic areas.

###### (b) Regional Affairs and Services to Commissions Section

Prepares memoranda to assist the Secretary-General in the performance of his political duties under

the provisions of the Charter or in pursuance of resolutions of United Nations organs, and for political commissions and committees;

Provides documentation on current international political developments.

###### 3. Council and Committee Services Division

###### (a) Section for Security Council Affairs

Provides the secretariat and documentation for the Security Council;

Prepares the annual and special reports of the Security Council to the General Assembly, and the weekly and consolidated statements of matters of which the Council is seized.

###### (b) Section for Political Committees

Provides secretariats and documentation for the political committees of the General Assembly, and ad hoc political commissions and committees at Headquarters or in the field;

Designates an officer to maintain liaison with the Military Staff Committee and its secretariat.

###### 4. Disarmament Affairs Group

###### (a) Armaments Control and Enforcement Measures Section

Provides secretariats and documentation for the Disarmament Commission and its subsidiary organs and other bodies concerned with negotiations for the regulation and reduction of armaments;

Advises on matters relating to disarmament, enforcement measures and outer space;

Assists in planning the application of enforcement measures and the negotiation of military agreements under the provisions of the Charter.

###### (b) Atomic Energy Section

Advises on matters relating to the international control of atomic energy.

Section 7  
Department of Economic and Social Affairs

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Economic and Social Council and its subsidiary organs,<sup>1/</sup> the Second and Third Committees of the General Assembly and other bodies;

To prepare publications on economic and social subjects;

To maintain a central statistical office for the United Nations, to compile for publication statistics of international interest and to advise Governments on statistical matters;

To assist Governments, through the United Nations programmes of technical assistance, in economic development and social services;

To assist in the implementation of Special Fund projects for which the United Nations is Executing Agency.

II. ORGANIZATION

\*1. The Under-Secretary

(a) *The Deputy to the Under-Secretary*

Also acts as the Secretary-General's personal representative in his relations with the specialized agencies.

(b) *The Director for Special Fund Activities*

The Director for Special Fund Activities represents the Department in its relations with the Special Fund.

(c) *The Executive Office*

Also performs the standard administrative, budgetary and personnel operations for the Division of Human Rights,<sup>2/</sup> and certain of these operations for the secretariats of the regional economic commissions<sup>3/</sup> and the Division of Narcotic Drugs.<sup>4/</sup>

2. The Commissioner for Technical Assistance

3. Bureau of Technical Assistance Operations

Under the Commissioner for Technical Assistance:

Plans and directs the operations undertaken by the United Nations under its regular technical assistance programmes and as an organization participating in the Expanded Programme of Technical Assistance;

Organizes substantive support of technical assistance activities in collaboration with the other units of the Department.

<sup>1/</sup> For the secretariat of the regional economic commissions see section 7 (a).

<sup>2/</sup> See section 5 (b).

<sup>3/</sup> See section 7 (a).

<sup>4/</sup> See section 5 (c).

(a) *Office of the Director*

(b) *Section for Asia and the Far East*

(c) *Section for Europe, the Middle East and Africa*

(d) *Section for Latin America*

Within their respective regions these units:

Undertake country programming and arrange for the execution of the projects included in the country and regional programmes.

(e) *Training and Fellowship Programmes Section*

Co-ordinates and controls fellowship programmes, participates in the selection of fellows and in the formulation of training programmes and directs the arrangement of host facilities, with the help of the Technical Assistance Office in Geneva for the placement of fellows in Europe.

(f) *Fiscal Control Section*

Under the supervision of the Office of the Controller, exercises budgetary control over all funds provided for United Nations technical assistance activities and assists the Controller in the formulation of related budgetary and financial policies.

(g) *Technical Assistance Office, Geneva*

Tech. Asst. Unit ECE, Geneva

See SGB/124/ Amd. 2, 23 Apr. 1962

4. Statistical Office

Provides secretariats and documentation for the Statistical Commission and other United Nations conferences and meetings on statistical matters;

Collects, analyses and publishes statistics, promotes their international comparability and formulates international standards; devises and recommends methods and prepares methodological manuals for the collection and analysis of statistics;

Contributes to technical assistance programmes in the statistical field.

(a) *Office of the Director*

(b) *National Accounts Branch*

Deals with statistics of national income and accounts, including capital formation and consumers' expenditure; distribution of national income by industrial sectors, factors of production and socio-economic groups; distribution of income by size; financial flows; statistical sampling methods;

Prepares the Yearbook of National Accounts Statistics and Sample Surveys of Current Interest.

*(c) Demographic and Social Statistics Branch*

Deals with statistics of population, birth, death, marriage, divorce, migration, housing, crime, institutions and other types of social data;

Prepares the Demographic Yearbook and Population and Vital Statistics Reports.

*(d) Economic Statistics Branch*

Deals with statistics of international production and consumption, energy, prices, trade, transport and all economic statistics except national income;

Compiles the Statistical Yearbook, Monthly Bulletin of Statistics (and its supplement), Yearbook of International Trade Statistics, Commodity Trade Statistics, Direction of International Trade and World Energy Supplies.

## \* 5. Division of General Economic Research and Policies

Engages in general economic research on conditions, trends and prospects in world production and trade, and on matters related to broad policies affecting the economic development and stability of the world economy.

*(a) Office of the Director**(b) Developed Areas Section**(c) Under-developed Areas Section**(d) Centrally Planned Economies Section**(e) Commodity Studies Section**(f) International Trade Relations Section*

Through these units the Division:

Prepares the annual World Economic Survey, which serves as the basic document for consideration of the world economic situation in the Economic and Social Council and the General Assembly;

Plans and executes the work programme on matters relating to world economic development and stability, including associated responsibilities in relation to economic projections of world production and trade;

Plans and executes the work programme in the field of international commodity trade, including the preparation of the annual Commodity Survey and assists in co-ordinating the various inter-governmental activities relating to international commodity trade.

Revised by SGB/124, Amend 3  
18 June 1962

## 6. Division of Industrial Development

*(a) Office of the Chief of the Division*

(i) OPERATIONAL UNIT

(ii) SMALL SCALE INDUSTRY UNIT

*(b) Industrial Programming and Policies Section**(c) Industrial Economics Section**(d) Engineering and Technology Section*

Through these units, the Division:

Provides the secretariat and documentation for the Committee on Industrial Development; organizes meetings of experts, seminars and symposia, in the fields of research under its programme of work;

Engages in research relating to techniques of planning and programming, including problems of structure and priorities, in the industrial sector; evaluation of projects; and formulation and implementation of policies of industrial development;

Engages in research in the economics of industry on the industry and plant levels, in particular input and investment data in individual industries; management problems, including marketing and cost accounting; problems of training of managerial and technical cadres;

Collects, analyses and disseminates information on industrial processes and technology of particular interest for under-developed countries;

Engages in research on problems of small scale industry, including financing, operation and management;

Prepares the Bulletin on Industrialization and Productivity;

Provides substantive servicing of the operational activities of the United Nations in the field of industrial and economic development, under its technical assistance and other programmes.

There is also established in the division a Centre for Industrial Development, in implementation of ECOSOC resolution 817 (XXXI), with the following terms of reference:

(i) To collect, analyse and disseminate information on experience gained in technical assistance programmes in the field of industrialization under various programmes, including regional and bilateral programmes.

(ii) To provide a mechanism whereby the United Nations and the Specialized Agencies could obtain full information about each other's activities so as to promote the co-ordination of the efforts of the United Nations' family in that field.

This Centre is under the direction of the Chief of the Division.

## 7. Resources and Transport Branch

*(a) Office of the Chief of the Branch**(b) Water Resource Development Centre and Natural Resources Group*

Promotes the co-ordination of policy and action within the United Nations in the development of water resources;

Prepares studies on the problems raised by the development of all forms of conventional and non-conventional sources of energy, as well as their relationship to economic development, particularly of the under-developed countries;

Prepares studies on problems related to the organization of geological and mining departments and the economics of mineral resources development.

**(c) Cartography Section**

Performs the functions of the former Central Bureau, International Map of the World on the Millionth Scale;

Provides secretariats and documentation for regional conferences on cartography;

Prepares the World Cartography series.

**(d) Transport and Communications Section**

Studies problems of transport economics in relation to economic development; follows activities in the field of inland transport; co-operates in technical assistance activities in the field of transport and communications, including work with and for the Intergovernmental Maritime Consultative Organization; deals with questions of international travel and transport of dangerous goods and provides the secretariat and documentation for meetings of these subjects.

**(e) Middle East Studies Section**

Prepares studies and reports on economic conditions and developments in the Middle East.

**(f) African In-Service Training Programme**

Organizes at United Nations Headquarters a yearly training programme for economists from the African countries.

**8. Fiscal and Financial Branch****(a) Office of the Chief of the Branch****(b) Budgetary Research Section****(c) Taxation Section****(d) Financial Policies and Institutions Section**

Through these units the Branch:

Prepares studies and reports on problems of budgetary structure and management, on tax structure and administration in under-developed countries, on taxation of foreign investment and other international tax problems, and on the international flow of private capital;

Advises Governments on fiscal and financial policies and institutions, especially in relation to financing of economic development;

Prepares the series International Tax Agreements and the chapter on public finance for the Statistical Yearbook.

**9. Bureau of Social Affairs**

Assists the secretariats of the Economic and Social Council and its Social Committee and the Third Committee of the General Assembly in substantive matters; provides secretariats for the Social and Population Commissions and other United Nations bodies dealing with social matters;

Contributes through its branches to technical assistance programmes in the social field;

Gives technical guidance to the Divisions of Social Affairs of the secretariats of ECAFE and ECLA, and

the Office of Social Affairs, Geneva,<sup>5/</sup> and supervises the Regional Social Affairs Office for the Middle East in Beirut.

**(a) Office of the Director****(b) Survey, Research and Development Branch****(i) SOCIAL SURVEY AND DEVELOPMENT SECTION****(ii) RESEARCH AND PUBLICATIONS SECTION**

Through these sections, the Branch:

Prepares biennially the general Report on the World Social Situation and the International Survey of Programmes of Social Development;

Prepares special reports on social policy matters, urbanization, the definition and measurement of levels of living, and social aspects of economic development;

Maintains a reference service of information relating to social affairs.

**(c) Housing, Building and Planning Branch****(i) HOUSING AND BUILDING SECTION****(ii) PHYSICAL PLANNING SECTION**

Through these sections, the Branch:

Prepares special studies and reports and advises Governments on housing, building and physical planning;

Prepares the periodical Housing, Building and Planning;

Helps to organize regional seminars and meetings of experts on such subjects as the financing of housing, low-cost housing, environmental and rural planning.

**(d) Population Branch**

Provides the secretariat and documentation for the Population Commission;

Prepares demographic studies and reports;

Prepares population projections and analyses of population trends.

**(e) Social Welfare Branch****(i) SOCIAL SERVICES SECTION****(ii) SOCIAL DEFENCE SECTION**

Through these sections, the Branch:

Prepares studies and reports on social services and social defence;

Helps to organize regional seminars and other projects on these subjects;

Co-operates with the United Nations Children's Fund (UNICEF) in planning and carrying out joint projects and assists the relief organizations of the United Nations with regard to social problems;

Arranges international congresses and ad hoc meetings of experts on the prevention of crime and treatment of offenders, in accordance with the provisions

<sup>5/</sup> See section 12.

UNITED NATIONS SECRETARIAT

SECRETARY-GENERAL

UNITED NATIONS CHILDREN'S FUND  
 UNITED NATIONS RELIEF AND WORKS AGENCY FOR PALESTINE REFUGEES IN THE NEAR EAST  
 TECHNICAL ASSISTANCE BOARD  
 UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES  
 UNITED NATIONS EMERGENCY FORCE  
 UNITED NATIONS SPECIAL FUND  
 UNITED NATIONS OPERATIONS IN THE CONGO

OFFICE OF THE CONTROLLER  
 The Controller  
 Internal Audit Service  
 Administrative Management Service  
 Budget Division  
 Accounts Division  
 Treasury

OFFICE OF LEGAL AFFAIRS  
 The Legal Counsel  
 Office of the Legal Counsel  
 General Legal Division  
 Codification Division  
 Secretariat of the Administrative Tribunal

OFFICE OF PERSONNEL  
 The Director of Personnel  
 Office of the Director  
 Departmental Service  
 Recruitment Service  
 Health Service

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
 The Executive Assistant to the Secretary-General  
 Office of the Executive Assistant  
 General Assembly Section  
 Protocol and Liaison Section  
 Special Unit

OFFICES OF THE UNDER-SECRETARIES FOR SPECIAL POLITICAL AFFAIRS  
 Secretariat of the Scientific Committee on the Effects of Atomic Radiation  
 Division of Human Rights  
 Division of Narcotics Drugs\*

SPECIAL MISSIONS ESTABLISHED BY THE UNITED NATIONS GENERAL ASSEMBLY OR THE SECURITY COUNCIL  
 UNITED NATIONS MILITARY OBSERVER GROUP IN INDIA AND PAKISTAN  
 UNITED NATIONS REPRESENTATIVE FOR INDIA AND PAKISTAN  
 UNITED NATIONS CONCILIATION COMMISSION FOR PALESTINE  
 UNITED NATIONS TRUCE SUPERVISION ORGANIZATION IN PALESTINE  
 UNITED NATIONS COMMISSION FOR THE UNIFICATION AND REHABILITATION OF KOREA

DEPARTMENT OF POLITICAL AND SECURITY COUNCIL AFFAIRS  
 The Under-Secretary  
 Political Affairs Division  
 Council and Committee Services Division  
 Disarmament Affairs Group

DEPARTMENT OF TRUSTEESHIP AND INFORMATION FROM NON-SELF-GOVERNING TERRITORIES  
 The Under-Secretary  
 Division of Trusteeship  
 Division of Information from Non-Self-Governing Territories  
 Dept. of Trusteeship and Non-Self Governing Territories  
 See ST/SGB/124, Amd. 6

UNITED NATIONS OFFICE AT GENEVA  
 The Under-Secretary  
 Library  
 Conference and General Services  
 Administrative and Financial Services  
 Information Service  
 Joint Secretariat of the Permanent Central Opium Board and Drug Supervisory Body  
 Technical Assistance and Coordination  
 Office of Social Affairs  
 International Bureau for Declarations of Death of Missing Persons

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS  
 The Under-Secretary  
 The Commissioner for Technical Assistance  
 Bureau of Technical Assistance Operations  
 Statistical Office  
 Division of General Economic Research and Policies  
 Division of Industrial Development  
 Resources and Transport Branch  
 Fiscal and Financial Branch  
 Bureau of Social Affairs  
 Division for Public Administration  
 Economic and Social Council Secretariat

ECONOMIC COMMISSION FOR EUROPE  
 ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST  
 ECONOMIC COMMISSION FOR LATIN AMERICA  
 ECONOMIC COMMISSION FOR AFRICA

OFFICE OF CONFERENCE SERVICES  
 The Under-Secretary  
 Language and Meetings Service  
 Publishing Service  
 Stenographic Service  
 (English, French, Russian and Spanish sections)  
 Library

PUBLIC INFORMATION  
 The Under-Secretary  
 Press and Public Services Division  
 Division of Visual Services  
 Division of External Relations  
 Information and Offices

OFFICE OF GENERAL SERVICES  
 The Director of General Services  
 Purchase and Transportation Service  
 Building Management Service  
 Field Operations Service  
 Communications and Records Service  
 Commercial Management Service

INFORMATION CENTRES AND OFFICES

ACCRA	MEXICO CITY	SAN SALVADOR
ADDIS ABABA	MONROVIA	SANTIAGO
ATHENS	MOSCOW	SYDNEY
BANGKOK	NEW DELHI	TEHERAN
BELGRADE	PARIS	TOKYO
BOGOTA	PRAGUE	TUNIS
BUENOS AIRES	RANGOON	USUMBURA
CAIRO	RIO DE JANEIRO	WASHINGTON
	ROME	

\*Forms part of the UN Office at Geneva.  
 \*\*Information Offices

set forth in the Annex to General Assembly resolution 415 (V);

Maintains a system of reporting by national correspondents on social defence;

Prepares the International Social Service Review and the International Review of Criminal Policy.

(iii) COMMUNITY DEVELOPMENT GROUP

Prepares studies and reports on community development;

Helps to organize seminars, study tours and training schemes for the promotion of community development.

(f) *Regional Social Affairs Office for the Middle East, Beirut*

Helps Governments in the region to plan social programmes;

Undertakes special tasks for the region in connexion with the work of the Social and Population Commissions.

#### 10. Division for Public Administration

In pursuance of General Assembly resolutions 723 (VII) and 1256 (XIII), assists Governments through programmes of technical assistance related to public administration, and promotes sound public administration in relation to economic and social development.

(a) *Office of the Director*

Plans and co-ordinates technical assistance in public administration and arranges for the provision to Governments, on request, of internationally recruited experts to perform duties of an executive or operational character;

Advises on requests from Governments for technical assistance in public administration;

Organizes substantive research on administrative theory and practice and disseminates the results among Governments through seminars and working parties, and in documents;

Deals with fellowships and scholarships in public administration.

#### 11. Economic and Social Council secretariat

(a) *Council Affairs Section*

Provides secretariats for the Economic and Social Council and its Committees, the Second and Third Committees of the General Assembly.

Handles arrangements for the United Nations representation at international meetings and conferences.

(b) *Specialized Agencies Section*

Provides the secretariat for the Administrative Committee on Co-ordination.

Assists the Deputy to the Under-Secretary in conducting relations with the specialized agencies and other inter-governmental organizations.

(c) *Regional Commissions Section*

Assists the Under-Secretary in the general supervision and co-ordination of the work of the secretariats of the regional economic commissions.

(d) *Non-Governmental Organizations Section*

Keeps the register of non-governmental organizations in consultative status with the Economic and Social Council, administers the arrangements for consultation established by the Council and reports on applications from non-governmental organizations for consultative status.

Section 7 (a)  
Department of Economic and Social Affairs (continued): Secretariats  
of the Regional Economic Commissions

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Commissions and their subsidiary bodies;

To undertake studies, investigations and other activities within the Commissions' terms of reference;

To provide advisory services to Governments at their request;

To contribute to the planning and organization of programmes of technical assistance.

II. ORGANIZATION

A. ECONOMIC COMMISSION FOR EUROPE <sup>1/</sup>  
(Headquarters—Geneva)

1. The Executive Secretary

(a) Office of the Executive Secretary

\* (b) 2. Commission Affairs and Trade Development Division

Provides the secretariat and documentation for the Commission, for the Committee on the Development of Trade and its subsidiary bodies, for meetings dealing with legal matters and for special meetings;

Studies means of improving trade and payments relations and facilities for trade co-operation between participating governments.

3. Research and Planning Division

Prepares the Economic Survey for Europe, the Economic Bulletin for Europe and special studies;

Analyses particular economic problems and co-operates with other divisions in research and statistical work on the problems with which they are specifically concerned;

Provides, in co-operation with the Headquarters Statistical Office, secretariats and documentation for the Conference of European Statisticians and its subsidiary bodies.

4. Transport Division

Provides the secretariat and documentation for the Inland Transport Committee and its subsidiary bodies;

Prepares studies on transport policy including the co-ordination of modes of transport;

Prepares draft international conventions on transport.

<sup>1/</sup> The secretariat of the Economic Commission for Europe is furnished with administrative, conference, general and information services by the United Nations Office at Geneva.

(a) General Transport Section

Deals with questions concerning the transport of perishable foodstuffs, transport equipment, statistics and customs;

Issues annually The Bulletin of Transport Statistics for Europe.

(b) Railways Section

Deals with questions concerning rail traffic, costs and tariffs, the simplification of rail frontier formalities, the prevention of rail accidents, the transport of dangerous goods and certain technical rail problems.

(c) Roads Section

Deals with the standardization of road signs, signals and marks and of traffic rules, the construction of road vehicles from the point of view of safety, questions concerning the Declaration on the Construction of Main International Arteries and questions concerning international road travel and the transport of goods and passengers by road, including the simplification of documentation for international road transport.

(d) Inland Waterways Section

Deals with questions concerning inland water transport, such as standardization of international administrative regulations and police regulations and signalling;

Studies new techniques for inland waterways.

5. Energy Division

(a) Electric Power Section

Provides the secretariat and documentation for the Committee on Electric Power and its subsidiary bodies;

Issues yearly reviews of the Electric Power Situation in Europe and State of Rural Electrification in Europe and annual and quarterly bulletins of Electric Energy Statistics for Europe;

Studies and advises Governments at their request on transfers of electric power between countries and on the hydro-electric development of waterways of common interest, and other economic and legal problems relating to electric power.

(b) Coal and Gas Section

Provides the secretariat and documentation for the Coal Committee and its subsidiary bodies and for the Working Party on Gas Problems;

Prepares forecasts of solid fuel production, consumption, imports and exports, prepares studies on

\* (b) TEch Asst. Unit transferred to ECE, Geneva  
See SGB/124, Amd. 2, 23 April 1962

coal utilization; promotes the exchange of information on the techniques of coal production and utilization and on gas problems.

Issues a semi-annual Coal Market Review, the Quarterly Bulletin of Coal Statistics for Europe, the Monthly Coal Statistical Summary and the Annual Bulletin of Gas Statistics for Europe.

#### 6. Steel, Engineering and Housing Division

Provides the secretariat and documentation for the Steel Committee, the Housing Committee and their subsidiary bodies, and the subsidiary bodies of the Industry and Materials Committee;

Prepares the annual European Steel Market Review; studies long-term trends and consumption prospects; and issues the Quarterly Bulletin of Steel Statistics for Europe;

Studies selected sectors of the European engineering industry and the economic implications of automation;

Studies the European housing situation, the financing of housing, and the industrialization of house building;

Contributes to the study by government and industrial experts of housing problems of less industrialized countries, town planning, slum clearance and urban renewal;

Prepares an annual survey of European Housing Trends and Policies; and a quarterly and annual Bulletin of Housing and Building Statistics for Europe.

#### 7. ECE/FAO Agriculture Division <sup>2/</sup>

Provides the secretariat and documentation for the Committee on Agricultural Problems and its subsidiary bodies;

Prepares reviews of short and medium trends in the production and consumption of selected agricultural commodities;

Issues surveys on agricultural output and costs and agricultural commodity prices;

Promotes the exchange of information on mechanization, statistics, marketing of products, and other technical problems of agriculture.

Issues an annual publication on Prices of Agricultural Products and Fertilizers.

#### 8. ECE/FAO Timber Division <sup>2/</sup>

Provides the secretariat and documentation for the Timber Committee and its subsidiary bodies;

Studies means of improving the efficiency of forestry operations, and investigates problems of wood utilization;

Collects and analyses production, trade, price and other market statistics and issues the Timber Bulletin for Europe and the Timber Market Review.

### B. ECONOMIC COMMISSION FOR ASIA AND THE FAR EAST (Headquarters—Bangkok)

#### 1. The Executive Secretary

##### (a) *Office of the Executive Secretary*

Provides the secretariat and documentation for the Commission, and for special meetings.

##### (b) *Information Service*

Provides press, radio and photographic coverage of ECAFE meetings and activities.

##### (c) *Editorial Service*

Reviews secretariat documents before issue;

Prepares summary records.

##### (d) *Language Service*

Translates documents into French or English and provides interpretation for meetings.

#### 2. Division of Administration

Administers the finances and personnel of the secretariat within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters and in accordance with the Staff Regulations and Rules (subject, in certain cases, to the approval of the Director of Personnel);

Makes the administrative arrangements for meetings of the Commission and its subsidiary bodies, together with the provision of conference services, including the reproduction and distribution of documents;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communications services;

Maintains and operates the Library;

Deals with all matters concerning protocol, privileges and immunities.

#### 3. Research and Planning Division

Prepares the Economic Survey of Asia and the Far East and the Economic Bulletin for Asia and the Far East;

Provides the secretariat and documentation for the Conference of Asian Economic Planners and the Working Party on Economic Development and Planning;

Analyses economic problems requiring intensive study;

Provides, in co-operation with the Headquarters Statistical Office, the secretariat and documentation for the Conference of Asian Statisticians;

Provides advisory services to Governments in the region on statistical and census methods.

<sup>2/</sup> Is jointly staffed by ECE and FAO.

#### 4. Bureau of Flood Control and Water Resources Development

Investigates and promotes multi-purpose river basin development;

Studies technical problems of flood control and water resources development;

Facilitates the exchange of information and organizes regional conferences, working parties and study groups for specialists;

Correlates and analyses regional hydrologic data and standardizes hydrologic terminology and methods for the collection of data;

Promotes hydraulic research work;

Advises Governments at their request on specific questions relating to flood control and water resources development;

Prepares for publication the Flood Control Series and the Flood Control Journal.

#### 5. Industries Division

Studies industrialization and related problems, electric power development plans and power projects;

Makes detailed studies of specific industries;

Assists countries, at their request, in preparing their rural electrification programmes;

Studies mineral production and surveys mineral resources and development possibilities at the request of Governments;

Studies iron and steel making processes and the development of the iron and steel, engineering and metal industries;

Surveys housing problems and the manufacture of building materials;

Provides secretariats and documentation for the Committee on Industry and Natural Resources and its subsidiary bodies;

Issues an Electric Power Bulletin, and Iron and Steel Bulletin and an Industrial Development Series.

#### 6. International Trade Branch

Advises national trade promotion agencies;

Studies, in co-operation with national and international organizations, international trade problems such as the stabilization of commodity prices, financial institutions and the financing of trade, standardization of commodities, market research and analysis of selected commodities, commercial arbitration, shipping facilities and freight rates and transit facilities for land-locked countries;

Promotes the simplification of international trade regulations, practices and procedures, including customs procedures;

Arranges intra-regional trade promotion discussions and organizes courses in trade promotion;

Provides the secretariat and documentation for the Committee on Trade and its subsidiary bodies;

Issues the Trade Promotion News.

#### 7. Transport and Communications Division

Studies technical and economic problems relating to railways, highways, inland waterways and telecommunications and general transport problems such as the co-ordination of transport, freight rate structures, refrigerated inland transport and transport statistics;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects;

Advises Governments on request on transport problems;

Prepares for publication the ECAFE Transport Bulletin;

Provides the secretariat and documentation for the Inland Transport and Communications Committee and its subsidiary bodies.

#### 8. Social Affairs Division

Studies social aspects of economic development, including population and community development, in connexion with projects in the Commission's work programmes;

Undertakes regional assignments connected with the work programmes of the Social and Population Commissions;

Assists Governments at their request to formulate their social programmes;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects.

#### 9. ECAFE/FAO Agriculture Division<sup>3/</sup>

Collects and analyses information on the provision of finance and credit for agricultural development, and food and agricultural price and support policies;

Contributes to the Economic Survey of Asia and the Far East;

Studies problems concerning the use of agricultural surpluses and the internal marketing of selected agricultural products;

Assists in the preparation and conduct of regional meetings on agricultural matters sponsored by ECAFE and FAO.

### C. ECONOMIC COMMISSION FOR LATIN AMERICA (Headquarters—Santiago)

#### 1. The Executive Secretary

##### (a) *The Office of the Executive Secretary*

Provides secretariats and documentation for the Commission and its subsidiary bodies;

Deals with all matters concerning protocol, privileges and immunities.

##### (b) *Information Office*

Prepares feature articles and press releases and arranges for press and radio coverage of the Commission's work.

<sup>3/</sup> Is jointly staffed by ECAFE and FAO.

**(c) Documents Section**

Controls the distribution of documents.

**(d) Editorial Section**

Translates, edits and reproduces documents; provides translation and précis-writing services for the Commission and its subsidiary bodies;

Arranges for contractual printing.

**2. Division of Administration**

Administers the finances and personnel of the secretariat either direct or, in the case of the Mexico Office, through the Administrative Officer, within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, and in accordance with the Staff Regulations and Rules (subject, in certain cases, to the approval of the Director of Personnel);

Maintains and operates the Library;

Is responsible, subject to the general standards and procedures laid down by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services and for registry, mail and communications services;

Makes the administrative arrangements for meetings of the Commission and its subsidiary bodies including the provision of conference services.

**3. Current Economic Analysis Division****(a) Research Section**

Prepares the Economic Survey of Latin America and the Economic Bulletin for Latin America, in co-operation with the Mexico Office and the Washington Group;

Analyses and prepares specific reports on current developments particularly in foreign trade and balance of payments.

**(b) Statistical Section**

Compiles basic statistical series for use by the substantive divisions;

Provides in-service training for Latin American statisticians.

**4. Economic Development Division**

Studies basic development problems and policies and their financial aspects;

Prepares studies on the economic development of the various countries of Latin America;

Prepares analyses and projections of economic growth;

Develops programming techniques;

Studies monetary and fiscal policies;

Analyses present and future demand in connexion with the studies on the regional market.

**(a) Advisory Groups Programme**

With the co-operation of the Bureau of Technical Assistance Operations and the specialized agencies, organizes the work of Advisory Groups on the Programming of Economic Development requested by Latin American Governments.

**(b) Joint ECLA/TAO Economic Training Programme**

Trains Latin American economists, agronomists and engineers in economic development and programming;

Prepares teaching materials on these subjects; assists Governments in training staff for the improvement of programming techniques.

**5. Industrial Development Division**

Prepares studies and reports on industrial and mining development for the guidance of Governments and industry;

Promotes the establishment of committees on industry, or industrial institutes, and assists in their operation; proposes the adoption of industrial standards for products, processes and methods;

Analyses industrial development for the studies on the regional market.

**6. Trade Policy Division**

Collects and analyses information on international and intra-regional trade problems;

Studies intra-regional trade policies with special reference to the establishment of a multilateral payments system and a regional market, including the formation of free trade areas;

Promotes the simplification of regional trade regulations and practices, including customs procedures;

Provides the secretariat and documentation for the Trade Committee and other meetings on intra-regional trade.

**7. Energy and Water Resources Programme**

Evaluates the hydro-electric resources of the region and studies methods of production and utilization of energy from all sources;

Collects information on the economic aspects of atomic energy;

Surveys, in co-operation with the Bureau of Technical Assistance Operations and the World Meteorological Organization, regional water resources and their uses, present and future.

**8. Transport Programme**

Studies national and regional transport problems and requirements.

## 9. Social Affairs Division

Studies social aspects of economic development, including population and community development in connexion with projects in the Commission's work programme;

Undertakes special assignments connected with the work programmes of the Social and Population Commissions;

Assists Governments at their request to formulate their social programmes;

Co-operates with specialized agencies in preparing and carrying out technical assistance projects.

## 10. Joint ECLA/FAO Agriculture Division<sup>4/</sup>

Collects and analyses information on the development of agriculture in the region and contributes to the Economic Survey of Latin America and to the State of Food and Agriculture prepared by FAO;

Studies the role of agricultural commodities in the Latin American common market;

Studies the possibilities of expanding selected agricultural products and the livestock industry; studies the possibilities of increasing agricultural investment.

## 11. Mexico Office

Prepares all material on the ten northern countries in the region for the Economic Survey of Latin America and the Economic Bulletin for Latin America;

Provides material on the ten northern countries for long-term studies of economic development and foreign trade;

Provides the secretariats and documentation for the Central American Economic Co-operation Committee and its subsidiary bodies;

Prepares, in co-operation with Technical Assistance experts, studies of Central American trade, industrial and agricultural development, transport, statistics, the financing of economic development, and research and training institutes.

## 12. Washington Group

Assists the substantive divisions by collecting and analysing material which is more readily available in Washington than in Santiago.

## 13. Joint ECLA/BNDE Centre, Rio de Janeiro<sup>5/</sup>

Undertakes studies on basic problems of the Brazilian economy of special concern to the Government of Brazil; compiles data, carries out research and prepares studies on over-all problems of interest to ECLA; organizes intensive training courses under the ECLA/BTAO Economic Development Training Programme.

## 14. Office of the Regional Statistician

Studies the adequacy of economic and social statistics within member countries; arranges, in co-operation with the United Nations Statistical Office and other international and regional agencies, seminars on statistical methods, techniques, and programmes, and works directly with statistical services to develop improved and expanded statistical data within the framework of international standards.

## D. ECONOMIC COMMISSION FOR AFRICA (Headquarters—Addis Ababa)

### 1. The Executive Secretary

#### (a) Office of the Executive Secretary

Provides the secretariat and documentation for the Commission and any subsidiary bodies it may establish;

Arranges for press and other public relations coverage for the activities of the Commission.

### 2. The Research Division

Undertakes research and prepares studies and analyses of the economic and social problems within the Commission's terms of reference;

Prepares economic surveys and economic bulletins for Africa and undertakes studies of basic development problems and policies;

Undertakes or sponsors the collection, evaluation and dissemination of economic and statistical information;

Promotes the development of national statistical services and the improvement and comparability of statistical data;

Provides, in co-operation with the Headquarters Statistical Office, the secretariat and documentation for the Conference of African Statisticians and organizes the Statistical Survey of Africa;

Prepares the Statistical Handbook for Africa.

### 3. Division for Industry, Transport and Natural Resources

Carries out studies of specific problems and techniques in the fields of industry, transport and natural resources and assists governments, at their request, in preparing and executing plans for development activities in industry and transport and for the exploitation of natural resources.

### 4. Joint ECA/FAO Agriculture Division<sup>6/</sup>

In co-operation with FAO, undertakes studies on economic aspects of food and agriculture in Africa.

<sup>4/</sup> Is jointly staffed by ECLA and FAO.

<sup>5/</sup> Staffed jointly by ECLA and the Banco Nacional do Desenvolvimento Economico (Brazil).

<sup>6/</sup> Is jointly staffed by ECA and FAO.

**5. Community Development Branch**

Is responsible for work in the field of *community development*, in co-operation with the interested specialized agencies, and, in particular, for promoting better understanding of community development procedures and techniques.

**6. Administrative, Conference and General Services Division**

Administers the finances and personnel of the secretariat within the budget allotments and other financial provisions issued by the Office of the Controller at Headquarters, and in accordance with the Staff Regulations and Rules (within the authority delegated by the Offices of the Controller and of Personnel);

Makes administrative arrangements for meetings of the Commission and its subsidiary and/or ad hoc bodies, including the provision of language and secretarial services and the reproduction and distribution of documents;

Is responsible, within the standards and procedures set by the Office of General Services at Headquarters, for building and office maintenance, the procurement of equipment, supplies and services, and for registry, mail and communications services;

Maintains and operates the Library;

Deals with matters concerning protocol, privileges and immunities.

DEPARTMENT OF TRUSTEESHIP AND NON-SELF  
GOVERNING TERRITORIES

Section 8

Department of Trusteeship and Information from Non-Self-Governing  
Territories

I. FUNCTIONS

To provide substantive services, secretariats and documentation for the Trusteeship Council, the Fourth Committee of the General Assembly and the Committee on Information from Non-Self-Governing Territories; for ad hoc bodies set up to deal with matters relating to trusteeship and information from Non-Self-Governing Territories; and for other bodies such as the Committee on South-West Africa.

Provides the secretariat and documentation for the Standing Committee on Administrative Unions.

(d) *Petitions Section*

Provides the secretariat and documentation for the Standing Committee on Petitions and the Committee on the Classification of Petitions;

Reviews, classifies and analyses petitions and communications concerning Trust Territories, in accordance with the procedure authorized by the Trusteeship Council.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

3. Division of Information from Non-Self-Governing Territories

(a) *Office of the Director*

Provides secretariats and documentation for the Committee on Information from Non-Self-Governing Territories, for the Fourth Committee of the General Assembly on matters relating to these Territories, and for any ad hoc committees that may be set up to consider matters relating to information from Non-Self-Governing Territories.

2. Division of Trusteeship

(a) *Office of the Director*

Provides secretariats and documentation for the Trusteeship Council, for the Fourth Committee of the General Assembly on trusteeship matters and matters concerning South-West Africa, and for ad hoc committees of those bodies.

Analyses information received from Non-Self-Governing Territories according to subjects, prepares statistical data and, in co-operation with the sections mentioned in paragraph (b) below, prepares special reports on conditions in Non-Self-Governing Territories for the Committee on Information and the General Assembly;

(b) *General Problems Section*

Makes arrangements for the distribution of Administering Authorities' annual reports;

Deals with matters relating to the review and revision of the Questionnaire concerning Trust Territories;

Exchanges information with regional bodies concerned with Non-Self-Governing Territories (the Commission for Technical Co-operation in Africa South of the Sahara, the Caribbean Commission and the South Pacific Commission).

Makes arrangements for periodic and special Visiting Missions to Trust Territories or ad hoc missions, such as supervision of plebiscites or elections;

(b) *Africa-Asia Section—Caribbean-Pacific Section*

Each section, within the area of its competence:

Prepares studies and reports concerning all Trust Territories, and the Mandated Territory of South-West Africa.

Collects and classifies information relating to individual Territories received from Administering Members and, in co-operation with the Office of the Director, summarizes and analyses it for submission to the Committee on Information and the General Assembly;

(c) *Trusteeship Agreements Section*

Deals with matters concerning the review and operation of Trusteeship Agreements, and concerning the dissemination in Trust Territories of information about the United Nations and about offers by Member States of study and training facilities for inhabitants of Trust Territories;

Collects and classifies information regarding constitutional matters affecting the various Territories;

Co-operates with the Office of the Director in preparing analyses and special reports.

Section 9  
Office of Public Information

I. FUNCTIONS

To determine methods for promoting an informed understanding of the United Nations among the peoples of the world;

To provide information to the press and to assist in direct press coverage of United Nations activities;

To publish, and to encourage other organizations to publish, pamphlets and other literature concerning the work of the United Nations;

To engage in and to encourage the use of radio and television broadcasting for the dissemination of information about the United Nations;

To assist newsreel and photographic press agencies and to participate in the production and distribution of documentary films, film strips, posters and other graphic exhibits;

To maintain an inquiry service, to conduct guided tours for visitors, to arrange speaking engagements, and to make educational and reference materials available;

To arrange for the distribution of information materials;

To establish and maintain a system of Information Centres on regional or linguistic basis.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

(b) *Executive Office*

2. Press, Publications and Public Services Division

(a) *Office of the Director*

(b) *Press Services*

Prepare and issue press releases on United Nations events and activities, including activities of all organs and committees of the United Nations;

Provide information to the press through periodic briefings;

Schedule and arrange for press conferences;

Arrange facilities for the press at Headquarters, including accreditations to the United Nations.

(c) *Publications and Public Services*

(i) PUBLICATIONS SERVICES

Prepare all publications of the Office of Public Information produced at Headquarters;

Control the budgetary allocations for and supervise the production of publications prepared through the Information Centres, whether translations or adaptations of Headquarters' publications, or locally produced material;

Review for approval articles prepared by secretariat staff for outside publication.

(ii) VISITORS' SERVICE

Maintains the Guided Tours Service for visitors to the United Nations building;

Arranges special programmes for visitors including the provision of

a. Facilities such as briefing, escorts; and

b. Speakers from the United Nations Secretariat or from the specialized agencies' offices;

Answers inquiries from the public and provides educational and reference material on the work of the United Nations.

3. Division of Radio and Visual Services

(a) *Office of the Director*

(b) *Operations Service*

Provides technical facilities for radio and visual services media;

Is responsible for the distribution of television and film material and the audio-visual and film-footage libraries;

Provides the secretariat for the Visual Information Board;

Deals with operational and contractual matters for the Division.

(c) *Radio Services*

Co-operate with permanent missions and press correspondents reporting on United Nations activities, and with national radio-broadcasting services in producing local programmes;

Prepare daily and weekly news summaries for national relays and short wave broadcasting;

Prepare weekly and monthly documentary features on United Nations activities for world-wide broadcasting.

(d) *Visual Services*

Provide facilities, news coverage and film-footage to national organizations producing programme material about the United Nations;

Produce United Nations film and television programmes;

Provide photographic coverage of United Nations activities in the field and at Headquarters;

Produce filmstrips, wallsheets, displays and exhibits, and provide these, on request, to various photographic libraries.

#### 4. Division of External Relations

##### (a) Office of the Director

Supervises the study and interne programme;

Maintains contacts with educators and non-governmental organizations;

Collaborates in joint projects with the information departments of the specialized agencies;

Co-ordinates programmes for such special observances as United Nations Day and Human Rights Day.

##### (c) Centre Services and Briefing Unit

Provides Information Centres with a regular flow of information materials;

Channels information from and to the Information Centres and the substantive departments of the United Nations and the specialized agencies;

#### 5. Information Centres and Offices

Maintain contact with national and local information media (Press, radio, television, etc.) and with governmental information services, on matters relating to the work of the United Nations and the specialized agencies;

Co-operate with non-governmental organizations and encourage the teaching about the United Nations, at all levels in the educational system;

Provide, through reference libraries, documentation and background material on the United Nations and the specialized agencies;

Translate, adapt and distribute informational material in local languages;

Encourage and assist in the local production of material on the United Nations and the specialized agencies;

Provide assistance and facilities to field offices (missions, technical assistance offices, etc.).

*Location of the Centres and Offices and territory covered*

United Nations Office at Geneva, Information Service: Austria, Bulgaria, Germany, Hungary, Poland, Romania, Switzerland.

Information Centre at Accra:

Gambia, Ghana, Guinea, Nigeria, Sierra Leone.

Information Office at Addis Ababa:

Ethiopia (also serves as Information Office for ECA).

Information Centre at Athens:

Greece, Israel, Turkey.

Information Office at Bangkok:

Cambodia, Federation of Malaya, Singapore, Laos, Thailand, Viet-Nam (also serves as Information Office for ECAFE).

Information Centre at Belgrade:

Albania, Yugoslavia.

Information Centre at Bogotá:

Colombia, Ecuador, Venezuela.

Information Centre at Buenos Aires:

Argentina, Paraguay, Uruguay.

Information Centre at Cairo:

Iraq, Jordan, Lebanon, Saudi Arabia, Sudan, United Arab Republic, Yemen.

Information Centre at Colombo: Ceylon

Information Centre at Copenhagen:

Denmark, Finland, Iceland, Norway, Sweden.

Information Centre at Dar-es-Salaam: Kenya, Tanganyika, Uganda and Zanzibar.

Information Centre at Djakarta:

Indonesia.

Information Centre at Kabul:

Afghanistan.

Information Centre at Karachi:

Pakistan.

Information Centre at Lima:

Bolivia, Peru.

Information Centre at London:

Ireland, the Netherlands, United Kingdom and British Dependencies, except British West African Territory of Gambia.

Information Centre at Manila:

The Philippines.

Information Centre at Mexico City:

Cuba, Dominican Republic, Mexico.

Information Office at Monrovia:

Liberia.

Information Centre at Moscow:

Byelorussian SSR, Ukrainian SSR, USSR.

Information Centre at New Delhi:

India, Nepal.

Information Centre at Paris:

Belgium, France, States and territories of the Community and Luxembourg.

Information Centre at Prague:

Czechoslovakia.

Information Centre at Rangoon:

Burma.

Information Centre at Rio de Janeiro:

Brazil.

Information Centre at Rome:

Italy, Holy See.

Information Centre at San Salvador:

Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.

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Information Office at Santiago:  
Chile (also serves as information Office for ECLA).

Information Centre at Sydney:  
Australia and New Zealand.

Information Centre at Teheran:  
Iran.

Information Centre at Tokyo:  
Japan.

Information Centre at Tunis:  
Libya, Tunisia.

Information Centre at Usumbura: Ruanda-Urundi.

Information Centre at Washington.

Section 10  
Office of Conference Services

I. FUNCTIONS

To provide conference staff, viz, interpreters, verbatim reporters, record writers, conference officers and documents officers, for conferences at United Nations Headquarters and for such conferences elsewhere as the Secretary-General may decide;

To compile, for approval by the General Assembly, the basic annual programme of United Nations conferences, in consultation with overseas offices;

To translate official records, documents, publications and correspondence;

To compile the final texts of United Nations official records;

To reproduce and distribute official records, documents and publications;

To provide library services;

To exercise editorial control over United Nations documents and publications.

II. ORGANIZATION

1. The Under-Secretary

(a) *Office of the Under-Secretary*

(i) DOCUMENTS CONTROL

Ascertain the documentary requirements of departments and plans the work of the Office accordingly;

Receives from other departments and offices all texts to be translated, reproduced and distributed by the Office, registers them and assigns a symbol to those to be issued as documents;

Transmits them to the service concerned within the Office, assigning priorities and arranging production schedules so as to ensure completion by the appropriate date;

Provides reference service for translators and editors;

Keeps statistics of the various categories of work done by the Office.

(ii) EDITORIAL CONTROL

Under the policy guidance of the Chief Editor in the Executive Office of the Secretary-General, and in the light of successive General Assembly resolutions on the control and limitation of documentation, advises Secretariat departments and offices, particularly through outposted editorial control officers, on the efficient planning of their documentation and on the drafting of manuscripts; reads manuscripts and makes necessary drafting changes, referring points of substance back to the authors for elucidation, and approves manuscripts for issue;

Prepares and issues drafting and editing instructions with the object of unifying Secretariat practices.

2. Language and Meetings Service

(a) *Office of the Director*

The Director of the Language and Meetings Service also deputizes for the Under-Secretary and assists him in co-ordinating the activities of the Office.

(b) *Office of the Chief, Meetings Service*

Prepares, for approval by the General Assembly, the annual programme of conferences to be held at Headquarters, the United Nations Office at Geneva, and other overseas offices;

Puts into effect the programme of conferences approved by the General Assembly and co-ordinates the day-to-day arrangements for providing conference services for meetings;

Receives, verifies and authorizes corrections to official records;

Produces the daily Journal of the United Nations.

(c) *Official Records Editing Section*

Prepares the final text of all official records, inserting therein the corrections received from the Office of the Chief of Meetings Service, together with the necessary footnotes, references, delegation lists, check lists of documents, and prefatory matter;

In consultation with other departments and offices, decides on the disposal of all documents discussed at meetings.

(d) *Terminological Unit*

Answers inquiries and conducts research on terminology;

Issues glossaries and terminology bulletins in the five official languages.

(e) *Verbatim Reporting Section*

Provides verbatim reporting in English, French, Russian and Spanish.

(f) *Interpretation Section*

Provides simultaneous or consecutive interpretation (into Chinese, English, French, Russian and Spanish) for meetings.

(g) *Translation Sections (Arabic, Chinese, English, French, Russian, Spanish)*

Translate into the language of the section documents, official records and official correspondence transmitted to them by Documents Control or the Office of

the Chief of Meetings Service; in the case of the Arabic section, the texts to be translated are those referred to in paragraph 2 of General Assembly resolution 878 (IX).

In addition:

The English and French sections make summary records of the proceedings of meetings;

The Chinese section makes preliminary translation from Chinese into English or French and submits them to the appropriate section for revision; it also produces calligraphic copies of final Chinese texts for reproduction.

### 3. Publishing Service

#### (a) Office of the Chief

#### (b) Printing Section

Prepares contracts for printing, binding and related work to be done externally;

Obtains bids for such work internationally, estimates costs and approves all invoices before submission to the Office of the Controller;

Plans the layout and prepares the copy of manuscripts to be printed or reproduced for publication; reads the proofs of all work produced externally under its direct control and also of internally produced work when necessary;

Provides graphic and cartographic services including the making of charts, diagrams, maps and displays.

#### (c) Reproduction Section

Operates machinery and equipment used for the internal reproduction at Headquarters of documents, publications, maps, charts and forms.

#### (d) Distribution Section

Distributes documents and publications in accordance with official distribution lists;

Is responsible for the provision of special distribution services required by the Office of Public Information with respect to publications;

Maintains stocks of documents and publications;

Prepares documents for binding into volumes, and microfilming;

Maintains distribution sub-stations and conference room document services.

#### (e) Sales Section

Promotes and arranges for the sale of United Nations publications;

Maintains current sales distribution lists;

Supervises the operation of the retail United Nations Bookshop at Headquarters.

### 4. Stenographic Service (English, French, Russian and Spanish sections)

Types from dictation or manuscript, and cuts and proofreads stencils;

Provides stenographic and typing services for the verbatim reporters and the associated mechanical transcription service.

### 5. Library

#### (a) Office of the Director

Conducts inter-library relations, more particularly with the Libraries of the United Nations Office at Geneva and the specialized agencies and with United Nations depository libraries; advises on applications for depository library status;

#### (b) Acquisition Section

Orders books and other library materials for the Headquarters Library, the information centres and missions, and for distribution by departments administering special development programmes;

Receives and checks such materials and forwards them to the appropriate sections.

#### (c) Archives Section { To Registry, OGS by SGB/124, Amd 1, 23 Mar. 62

Has custody of the non-current official files, sound recordings, photographs and microfilms of the United Nations, and of those non-current records of other international organizations which have been transferred to the United Nations;

Reviews recommendations for the disposal of United Nations records;

Serves as a depository for items of historic interest.

#### (d) Catalogue Section

Catalogues accessions, maintains the catalogues of the main and departmental libraries, and compiles the monthly list of new publications added to the Headquarters Library.

#### (e) Index Section

Indexes documents and publications of the United Nations and the specialized agencies.

#### (f) Reference Section

Maintains reference collections of books, pamphlets, periodicals, maps and documents;

Prepares special bibliographies;

Provides a general reference service.

#### (g) Service to Readers Section

Maintains the main book, periodical and document collections, including limited working collections on special subjects placed in the appropriate branches of the Secretariat;

Provides the loan service from the main and departmental libraries;

Provides reference services on special subjects in departmental libraries.

Section 11  
Office of General Services

**I. FUNCTIONS**

To manage the United Nations Headquarters buildings;

To administer the purchase, transport, communications and registry services;

To control certain revenue-producing activities;

To administer the United Nations Field Service;

To provide the channel of administrative communication between special United Nations missions and information centres on the one hand and Headquarters departments on the other;

To promote and co-ordinate the use of common premises and services among the field offices of the United Nations and the specialized agencies;

To establish standards for space occupancy, office maintenance, supplies and equipment at field offices.

**II. ORGANIZATION**

**1. The Director of General Services**

(a) *Office of the Director*

**2. Purchase and Transportation Service**

(a) *Office of the Chief*

(b) *Purchase and Standards Section*

(i) PURCHASE UNIT

Procures supplies, equipment and contractual services from international and local sources;

Arranges for the sale of surplus property.

(ii) STANDARDS AND PROPERTY MANAGEMENT UNIT

Establishes standards and specifications for the purchase of supplies and equipment;

Stores and issues supplies and equipment;

Takes inventories and keeps records of expendable and non-expendable property and supplies.

(iii) OFFICE MACHINE REPAIR UNIT

Maintains and repairs typewriters and business machines.

(c) *Transportation Section*

(i) TRAVEL UNIT

Communicates the Organization's travel requirements to the official travel agency;

Approves requisitions for travel and transmits them to the official travel agency;

Makes hotel reservations in the Headquarters area;

Procures passports and visas, arranges immigration and entry clearances and issues laissez-passer and United Nations certificates.

(ii) PROCESSING UNIT

Ascertains availability of funds for purchases;

Prepares and dispatches purchase orders;

Compiles, and keeps up-to-date, lists of qualified bidders for sales and purchases;

Passes invoices for payment.

(d) *Traffic Section*

Arranges shipment and receipt of freight and prepares shipping, customs and insurance papers;

Passes freight bills and claims for payment;

Operates United Nations motor vehicles;

Receives supplies and equipment and inspects them to ensure that they comply with specifications;

Packs materials for shipment.

**3. Building Management Service**

(a) *Office of the Chief*

(i) INFORMATION AND RECEPTION UNIT

Provides reception and information services in the delegates' lounges and buildings lobbies;

Provides telephone information services;

Arranges for the issue of admission tickets to meetings.

(b) *Security and Safety Section*

Provides guard and fire prevention services for the protection of persons and property in the Headquarters area;

Arranges for fire prevention and protection in the Headquarters area;

Investigates cases of loss, damage and theft, and accident insurance claims and settlements, in the Headquarters area;

Arranges for the issue of passes and identification cards;

Controls traffic in the grounds and garage;

Administers the regulations governing parking in the garage;

Provides usher and cloakroom services;

Operates the locksmiths' shop.

(c) *Maintenance and Engineering Section*

(i) MAINTENANCE UNIT

Supervises the operation of contractual arrangements for the cleaning of the building and windows, operation and maintenance of elevators, and maintenance of electrical equipment and of the grounds and gardens; approves for payment invoices relating to these services.

(ii) ACCOMMODATIONS UNIT

Controls and allocates all space in the Headquarters building;

Has custody of building plans and layouts, and draws plans;

Moves furniture and office equipment and sets up offices.

(iii) AIR CONDITIONING, HEATING, VENTILATION AND REFRIGERATION UNIT

Maintains and repairs heating and air-conditioning equipment.

(iv) OPERATIONS UNIT

Operates the following workshops: plumbing, pumps, mechanical equipment, upholstery, carpeting, signs, glass, paint and carpentry.

4. Field Operations Service

(a) *Office of the Chief*

(b) *Administrative Sections* (missions, UNEF, ONUC information centres and technical assistance operations)

Provide the channel of communication at Headquarters for administrative action with regard to missions, UNEF, ONUC information centres and technical assistance experts in the field;

Issue or transmit instructions on personnel, financial and other administrative matters to the field offices mentioned above and co-ordinate the administrative services required at Headquarters for experts and fellows under the technical assistance programmes;

Are responsible for the provision of office supplies, equipment, transport and other services required by them;

Arrange for the detachment of certain Headquarters staff for mission service and for their briefing and travel.

(c) *Field Service Section*

Arranges for the recruitment and training of, and assigns, field service officers;

Supervises the international and intra-mission radio networks;

Arranges with the International Telecommunication Union for the allotment of radio frequencies for United Nations use.

The United Nations Field Service consists of career officers recruited for service in the field, viz,

administrative officers, finance officers, radio operators and technicians, vehicle drivers and mechanics, guards, secretaries and clerks.

5. Communications and Records Service

(a) *Office of the Chief* Archives Sec. transferred from Library, SGB/124, Amd 1  
23 Mar. 1962

(b) *Registry*

(i) RECORDS CONTROL UNIT

Receives and classifies incoming and outgoing correspondence and other material for filing;

Maintains and has custody of active files;

Maintains a file classification manual.

(ii) RECORDS RETIREMENT UNIT

Has custody of semi-active files and records;

Recommends the disposal or transfer to archives of records no longer active.

(iii) MAIL OPERATIONS UNIT

Manages the diplomatic pouch services;

Receives and distributes, or dispatches, mail;

Provides the messenger service in the Headquarters buildings;

Prepares and dispatches outgoing cables and receives and distributes incoming cables.

(iv) CORRESPONDENCE UNIT

Checks, types and dispatches multiple letters and notes verbales;

Compiles directories of government and mission addresses.

(c) *Telecommunications Section*

Operates and maintains broadcasting, television, recording, kinescope, sound reinforcement, simultaneous interpretation, motion picture film sound recording and motion picture projection equipment.

(d) *Cable and Telephone Section*

Arranges for the provision of telegraph, cable and telephone services;

Controls and allocates telephone equipment and lines within the building and prepares the internal telephone directory;

Receives and certifies invoices for telegraph, cable and telephone services and determines the apportionment of charges between the United Nations and other accounts.

6. Commercial Management Service

(a) *Office of the Chief*

(b) *Operations Section*

Sets standards and schedules of service for the catering services (dining room, cafeteria, bars and snack bars);

Reviews and makes recommendations on contractual arrangements for the operation of these services (and

of the souvenir shop and gift centre) and sees that these arrangements are carried out;

Directs the operation of the catering services;

Controls the financial aspects of parking in the United Nations garage.

(c) *United Nations Postal Administration*

Arranges for the designing, printing and issue of United Nations postage stamps;

Has custody of stamps and supervises their distribution;

Sells stamps to the public for philatelic purposes, and promotes their sale;

Represents the United Nations in its dealings with the United States Post Office and the Universal Postal Union regarding philatelic and postal regulations and procedures.

## Section 12

### United Nations Office at Geneva

#### I. FUNCTIONS

To provide accommodation for the headquarters for the Economic Commission for Europe, the Permanent Central Opium Board, the Drug Supervisory Body, the Commission on Narcotic Drugs and the High Commissioner for Refugees, together with the related units of the United Nations Secretariat and the Office of the High Commissioner for Refugees, and the necessary ancillary services;

To provide a conference centre for United Nations meetings in Europe, in particular for the meetings of the bodies mentioned in the preceding paragraph, together with the summer session of the Economic and Social Council, the meetings of the International Law Commission and meetings of such other intergovernmental bodies in respect of which the Secretary-General undertakes to provide facilities;

To provide conference facilities for specialized agencies under standing or special arrangements;

To conserve and manage the Palais des Nations and other United Nations properties in Geneva;

To represent the Secretary-General with the Swiss federal, cantonal and municipal authorities and, in matters concerning local administrative relationships, with the specialized agencies in Geneva.

#### II. ORGANIZATION

##### 1. The Under-Secretary

The Under-Secretary is the Director of the United Nations Office at Geneva and performs various other liaison and representation functions on behalf of the Secretary-General. He is assisted by a Deputy-Director.\*

His office, on instructions from Headquarters, arranges for representation of the United Nations at meetings of specialized agencies and non-governmental organizations in Europe and reports to the Executive Office of the Secretary-General and the substantive departments concerned; it aids the secretariat of the Economic and Social Council in carrying out the provisions of the Charter relating to non-governmental organizations, including the registration and assistance of their representatives.

##### 2. Library

###### (a) *The Librarian*

Conducts inter-library relations and co-ordinates acquisition policy;

Has custody of the archives of the League of Nations and the historical and manuscripts collections.

###### (b) *Reference Section*

Maintains reference collections of books, pamphlets and documents and arranges for loan and circulation of library holdings;

Provides facilities for research work in accordance with the terms of the Rockefeller Library Endowment Fund;

Provides information service to delegations, secretariat staff, the press and research workers.

###### (c) *Government Documents and Serials Unit*

Catalogues and keeps up to date government publications and periodicals.

###### (d) *Periodicals Unit*

Keeps up to date the collections of periodicals and newspapers currently received by the Library;

Compiles the Monthly List of Selected Articles.

###### (e) *Processing Section*

Purchases books and periodicals and makes exchange arrangements;

Prepares the photostat, microfilm and binder programme for execution.

###### (f) *Catalogue Unit*

Catalogues accessions and maintains the catalogue;

Compiles the Monthly List of Books Catalogued.

#### 3. Conference and General Services

##### A. OFFICE OF THE CHIEF

##### B. LANGUAGES AND STENOGRAPHIC DIVISION

###### (a) *Office of the Chief*

Receives from originating divisions all texts to be translated, reproduced and distributed by the Office, registers them and assigns a symbol to those to be issued as documents; transmits them to the services concerned, assigning priorities and arranging production schedules so as to ensure completion by the appropriate date; keeps statistics of the various categories of work done by the office; provides a reference service for translators and editors.

###### (b) *Translation Sections* (English, French, Russian, Spanish)

Translate work for the Office (and, with appropriate reinforcement, for United Nations Conferences meeting at the Office) and work assigned from Head-

quarters. In addition, the English and French sections make summary records of the proceedings of meetings.

(c) *Interpretation Section*

Provides interpretation into English, French, Spanish and Russian for the conferences of bodies forming part of the Office and, with appropriate reinforcement, for conferences meeting there.

(d) *Stenographic and Typing Section* (English, French, Russian and Spanish units)

Provides stenographic and typing service for the translation sections, for other units of the Office, and, with appropriate reinforcement, for United Nations conferences in Geneva.

C. DOCUMENTS DIVISION

(a) *Office of the Chief*

(b) *Documents Reproduction and Distribution Section*

Deals with reproduction and distribution of all documents, registering and assigning a symbol to those not requiring translation;

Distributes documents and publications in accordance with official distribution lists;

Maintains stocks of documents and publications, and keeps master files of all documents distributed by the Office and of Headquarters documents distributed to or through the Office;

Operates machinery used for the reproduction of documents.

(c) *Printing Section*

Prepares contracts for printing, binding and related work to be done in Europe under commercial contract, either for the Office or on behalf of Headquarters; estimates the cost of such work and approves invoices for payment by the Finance Division;

Schedules production, prepares copy for printing and reads proofs.

(d) *Sales Section*

Issues invoices, keeps accounts and collects sums due in connexion with the sale of United Nations publications, by authorized sales agents and to private individuals, in Europe and the Middle East, and furnishes periodic statements to the Office of Public Information at Headquarters.

(e) *Registry Section*

Classifies, files and indexes the official correspondence of the Office;

Sends correspondence to the appropriate officials for action or information;

Has custody of files;

Operates the diplomatic pouch service at Geneva.

(f) *Mailing Section*

Receives, sorts and delivers all mail and dispatches official mail;

Prepares monthly statements of postal expenditure incurred by various users and approves monthly telegraph bills for payment.

(g) *Records Retirement Service*

Has custody of semi-active files and records; recommends the disposal or transfer to archives of records no longer active.

D. PURCHASE AND TRANSPORTATION DIVISION

(a) *Office of the Chief*

Makes practical arrangements with the Swiss Authorities concerning the diplomatic privileges of United Nations staff and delegations;

Establishes specifications and terms of contracts for large-scale purchases.

(b) *Control and Revenue Section*

Approves suppliers' invoices and sends them to the Finance Division;

Makes out invoices relating to sales of surplus United Nations property;

Approves supply requisitions and keeps stock records;

Takes inventories and keeps records of all United Nations property in Geneva and in Branch Offices of the High Commissioner for Refugees, or for which those Offices are responsible;

Supervises the operation of certain revenue-producing activities in the Palais des Nations, including the restaurants, bars, cafeteria and kiosks.

(c) *Purchase and Standards Section*

Receives and examines bids and samples, purchases movable property and office supplies and makes arrangements with contractors for the upkeep and repair of movable property;

Arranges for the disposal of surplus property;

Makes purchases in Europe for the Office of the United Nations High Commissioner for Refugees, and the Bureau of Technical Assistance Operations;

Provides the secretariat for the Joint Purchase Service of the international organizations in Geneva;

Receives and distributes office equipment, machinery, furniture and stationery;

Keeps records of equipment and arranges for its upkeep;

Advises on new methods, equipment and supplies;

Controls and orders all forms whether printed in the Office or outside.

(d) *Transport and Travel Section*

Arranges, on behalf of the Office, the specialized agencies in Geneva, and delegations, for the transport, insurance and customs clearance of office equipment, machines and documents, and of the baggage and personal effects of staff members;

Maintains and operates motor vehicles;

Communicates the travel requirements of the Office to the official travel agency;

Approves staff members' travel claims;

Approves bills submitted by the official travel agency;

Issues United Nations laissez-passer and certificates on behalf of the Office and of FAO, ITU, UNESCO, WHO, WMO and United Nations field missions;

Obtains transit and entry visas for staff and delegations.

*(e) Joint Housing Service*

Assists the staff of affiliated organizations and of Permanent Missions in connexion with all housing matters.

*(f) European Service of the United Nations Postal Administration*

Distributes in Europe stamps issued by UNPA;

Issues its own first-day covers;

Organizes philatelic exhibitions and participates in similar external exhibitions;

Prepares publicity and information material on philatelic matters.

**E. BUILDING MANAGEMENT AND ENGINEERING DIVISION**

*(a) Office of the Chief*

*(b) Administrative and Internal Services Section*

Deals with administrative and financial matters concerning the Division as a whole;

Provides guards, ushers and messengers;

In the precincts of the Palais des Nations, investigates cases of loss, damage, theft, accident and fire and proposes preventive steps to safeguard life and property;

Controls traffic in the grounds;

Organizes cleaning and linen services;

Prepares conference rooms for meetings and allocates office and conference space in the buildings;

Issues to the public admission tickets to meetings;

Administers the Visitors' Service which conducts guided tours for the public.

*(c) Buildings and Grounds Section*

Maintains the buildings and grounds of the Palais des Nations and other United Nations real estates in Geneva;

Prepares plans for alterations or extensions of the buildings, and supervises building work;

Prepares specifications for tenders and contracts and approves invoices;

Operates the fire protection service.

*(d) Technical Services Section*

Arranges for the installation, alteration, operation and maintenance of heating, air-conditioning and sanitary plant, elevators, electrical equipment, telephones, simultaneous interpretation, sound recording, motion picture and television equipment;

Keeps records of this equipment;

Prepares specifications for tenders and contracts and approves invoices;

Operates the telephone exchange and keeps records of calls chargeable to various users;

Compiles the internal telephone directory;

Operates the Telecommunications relay centre for the United Nations telecommunication network, which handles the cable and telegraph traffic of the Office, and assists in the monitoring and selection of radio frequencies for United Nations use as well as in registering them with the International Telecommunication Union.

**4. Administrative and Financial Services**

Perform the following functions for the United Nations Office at Geneva:

Within the budget allotments and other financial provisions (including manning tables) issued by the Office of the Controller at Headquarters, administer the finances of the Office, either direct or through instructions issued to other units of the Office;

Prepare and submit budget estimates;

Receive, retain custody of, disburse and account for the funds of the Office and of the Office of the High Commissioner for Refugees;

Consult the specialized agencies in Geneva on proposals, for submission to Headquarters, regarding matters of common interest, such as local pay scales and the privileges and immunities of the staff;

Recruit professional staff (subject to the approval of the Director of Personnel) and general service staff;

Under directions from Headquarters, make financial and administrative arrangements concerning such matters as the holding of special conferences at the Palais des Nations.

**A. OFFICE OF THE CHIEF**

**B. FINANCE DIVISION**

*(a) General Accounts Section*

Scrutinizes obligations and expenditures (including those from United Nations budgetary funds incurred by the branch offices of the United Nations High Commissioner for Refugees) for conformity with the Financial Regulations, and accounts for these expenditures.

*(b) Refugee Fund Accounts Section*

Keeps the accounts of the Office of the United Nations High Commissioner for Refugees.

**(c) Staff Accounts Section**

Prepares the payroll of the staff of the Office.

**(d) Budget, Billing and Statistics Section**

Prepares annual and interim budget proposals;

Receives monthly statements from Conference and General Services of work done and sends out invoices to users of common services.

**(e) Treasury**

Makes and receives payments.

**C. PERSONNEL DIVISION**

Within the general policy and procedures of the Office of Personnel at Headquarters and in accordance with the terms and conditions of the relevant staff rules and regulations, undertakes the recruitment, placement and general administration of the staff of the Secretariat of the European Office;

Provides necessary data for the Appointment and Promotion Boards, both at the European Office and at Headquarters and submits recommendations to those Boards for their approval;

Carries out the European programme for Field Service recruitment;

Conducts recruitment examinations and training periods on behalf of the Office and of Headquarters and undertakes a programme for the provision of staff by recruitment or otherwise for all United Nations conferences held in Europe and North Africa, as required;

Acting on behalf of the United Nations High Commissioner for Refugees, conducts the personnel administration of his Office in Geneva and of all UNHCR Branch Offices.

**5. Information Service**

Provides coverage for conferences held at the Office;

Is the regional information centre for Austria, Bulgaria, Germany, Hungary, Poland, Romania and Switzerland.

**6. Economic Commission for Europe**

See section 7 (a) (A).

**7. Division of Narcotic Drugs**

See section 5 (c).

**8. Joint secretariat of the Permanent Central Opium Board and Drug Supervisory Body**

Provides the secretariat and substantive services required by these bodies in the performance of their functions and, in particular, procures and analyses statistical and other information;

Carries out decisions taken at meetings of the two bodies and in some cases acts on their behalf between sessions.

**9. Technical Assistance and Co-ordination**

Under the guidance of the Under-Secretary for Economic and Social Affairs, the Special Representative in Europe for Technical Assistance and Co-ordination acts generally on behalf of the Commissioner for Technical Assistance and the Director of the Bureau of Technical Assistance Operations on technical assistance matters in Europe, and, in particular, arranges for the briefing of experts and fellows and for the placement of fellows studying in Europe; he deputizes for the Personal Representative of the Secretary-General to the specialized agencies in activities of co-ordination and liaison with the specialized agencies having headquarters in Europe; in this capacity he acts in consultation and co-operation with the Director of the United Nations Office at Geneva.

**10. Office of Social Affairs**

Under the guidance of the Bureau of Social Affairs at Headquarters:

Works with the specialized agencies on the preparation of world social reports, programmes of concerted action, and similar projects involving extensive joint studies;

Makes studies and attends meetings in Europe in connexion with projects and reports for the Social and Population Commissions and the Economic and Social Council;

Advises the secretariat of the Economic Commission for Europe on the social aspects of economic development and assists the Technical Assistance Office, Geneva, on social matters;

Operates the European Social Welfare Programme, consisting of four main activities: the organization of regional seminars and study-groups on social problems of current importance, the exchange of social welfare personnel for purposes of professional study and observation, the arrangement of short assignments of experts at the request of governments, and the operation of a free loan service of documentary films on social welfare.

The Section of Social Defence carries specific responsibilities for the implementation of the United Nations programme in the field of the prevention of crime and the treatment of offenders, including the preparation of specialized studies, meetings of the United Nations Consultative Group, the Ad Hoc Committee of Experts and the quinquennial congresses in this field, as well as the publication of the International Review of Criminal Policy.

**11. International Bureau for Declarations of Death of Missing Persons**

Receives the communication of applications for declarations of death, and decisions thereon, from tribunals; notifies relatives, indexes the decisions and communicates them periodically to other interested tribunals; forwards letters rogatory and issues the periodical Bulletin of the Bureau.

## **Annex**

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## Secretariat Boards and Committees

### ADVISORY BOARD ON COMPENSATION CLAIMS

#### I. Composition

##### Membership

Three members of the United Nations Staff Pension Committee appointed by the Secretary-General;

Three members of the United Nations Staff Pension Committee elected by the participants in the Fund.

##### Secretary

Appointed by the Secretary-General, at present from the Office of the Controller.

#### II. Functions

Makes recommendations to the Secretary-General concerning compensation to members of commissions, committees and similar bodies, staff members, military observers, auxiliary personnel and others, in the event of death, injury or illness attributable to the performance of official duties, and related matters.

### APPOINTMENT AND PROMOTION BOARD, COMMITTEE AND PANEL

#### A. Appointment and Promotion Board

##### I. Composition

##### Membership

Seven members, one of whom is ex officio the Director or Deputy Director of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

*Secretary of the Appointment and Promotion Board* (and of the Appointment and Promotion Committee)

Appointed by the Secretary-General from the staff of the Office of Personnel.

##### II. Functions

Advises the Secretary-General on the appointment, promotion and review of staff at all levels up to and including Principal Officer (D-1).

#### B. Appointment and Promotion Committee

##### I. Composition

##### Membership

Seven members, one of whom is ex officio an official of the Office of Personnel, and seven alternates appointed by the Secretary-General (in some cases after consultation with the Staff Council).

*Secretary of the Appointment and Promotion Committee* (and of the Appointment and Promotion Board)

Appointed by the Secretary-General from the staff of the Office of Personnel.

##### II. Functions

Assists the Appointment and Promotion Board in the performance of its functions by making recommendations to it in respect of the appointment and promotion of staff to posts at the First Officer to Assistant Officer levels (P-4 to P-1) inclusive and the review of staff at the Second, Associate and Assistant Officer levels (P-3 to P-1).

### C. Appointment and Promotion Panel

#### I. Composition

##### Membership

Appointed at Headquarters<sup>1/</sup> by the Secretary-General after consultation with the Staff Council. Smaller working groups are selected from this panel as necessary. An official of the Office of Personnel is ex officio a member of each group.

##### Secretary

The ex officio member of the group from the Office of Personnel.

#### II. Functions

Assists the Appointment and Promotion Board in the performance of its functions in respect of general service staff.

### CLAIMS BOARD

#### I. Composition

##### Membership

A member designated by the Controller, Chairman;

A member designated by the Legal Counsel;

A member designated by the Director of Personnel.

##### Secretary

Designated by the Controller from the staff of his Office.

#### II. Functions

Makes recommendations to the Controller concerning the compensation to be paid to staff members, auxiliary personnel and others for the loss or damage of personal effects resulting from performance of official duties, service in a special area or travel by means of transport furnished by or at the expense of the United Nations.

### COMMITTEE ON CONTRACTS

#### I. Composition

##### Membership

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of the Controller.

The Chief of the Purchase and Transportation Service attends meetings in an advisory capacity.

The Internal Audit Service is represented at meetings by an observer.

A Department may be represented before the Committee in a non-voting capacity when a project initiated by it is discussed.

##### Secretary

Designated by the Director of General Services.

#### II. Functions

Advises the Director of General Services on:

(a) All contracts involving commitments in respect of any single requisition or series of related requisitions of \$10,000 or more;

<sup>1/</sup> Comparable arrangements are in force at other offices.

(b) All contracts relating to television or film activities involving income for the Organization of \$5,000 or more; and

(c) Any matter relating to contracts and procurement that may be referred to it.<sup>2/</sup>

#### HEALTH INSURANCE REVIEW COMMITTEE

##### *I. Composition*

##### *Membership*

The Medical Director, Chairman;

A member from the Office of the Controller;

A member from the Office of Personnel;

A member appointed by the Staff Council;

An additional member, at present from the Department of Economic and Social Affairs.

##### *Secretary*

Is a member of the staff of the Office of the Controller.

##### *II. Functions*

Advises the Secretary-General on medical and dental insurance arrangements, including subsidy scales.

#### JOINT ADVISORY COMMITTEE

##### *I. Composition*

##### *Membership*

A Chairman selected by the Secretary-General from a list proposed by the Staff Council;

Three members and three alternates representing the Staff Council;

Two members and two alternates representing the Secretary-General.

##### *Secretary*

Appointed by the Secretary-General, at present from the Office of Personnel.

##### *II. Functions*

Advises the Secretary-General on personnel policies and general questions of staff welfare.

#### JOINT APPEALS BOARD

##### *I. Composition*

##### *Membership*

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

##### *Secretary and Alternate Secretaries*

Appointed by the Secretary-General, at present from the Department of Political and Security Council Affairs, the Division of Human Rights and the Office of Conference Services (Library).

##### *II. Functions*

Advises the Secretary-General in cases of appeal by staff members against administrative decisions alleging non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.<sup>3/</sup>

#### JOINT DISCIPLINARY COMMITTEE

##### *I. Composition*

##### *Membership*

A Chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;

A member, with alternates, appointed annually by the Secretary-General;

A member, with alternates, elected annually by the staff.

##### *Secretary and Alternate Secretaries*

Appointed by the Secretary-General, at present from the Department of Political and Security Council Affairs, the Division of Human Rights and the Office of Conference Services (Library).

##### *II. Functions*

Advises the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters.<sup>4/</sup>

#### PROPERTY SURVEY BOARD

##### *I. Composition*

##### *Membership*<sup>5/</sup>

A member from the Office of General Services;

A member from the Office of Legal Affairs;

A member from the Office of the Controller.

##### *Secretary*

Designated by the Director of General Services.

##### *II. Functions*

Advises the Director of General Services and the Controller on losses of United Nations property and disposal of surplus property.

#### PUBLICATIONS BOARD

##### *I. Composition*

##### *Membership*

The Chief Editor, Executive Office of the Secretary-General, Chairman;

A member from the Office of Public Information;

A member from the Office of Conference Services;

A member from the Office of the Controller.

Other senior officials from each of these offices regularly attend meetings of the Board in an advisory capacity.

A department is represented before the Board in a non-voting capacity when publications or estimates concerning it are discussed.

##### *Secretary*

Is at present a member of the Office of Conference Services.

##### *II. Functions*

Determines, within the Secretariat, the policies governing preparation, production, distribution and sale of documents;

Co-ordinates the planning and supervises the execution of the publications programme, the preparation of the estimates for contractual printing and the use of funds;

<sup>2/</sup> There is a comparable committee for the United Nations Office at Geneva.

<sup>3/</sup> There is a comparable Board for the United Nations Office at Geneva.

<sup>4/</sup> There is a comparable committee for the United Nations Office at Geneva.

<sup>5/</sup> As a general rule the same members serve on the Board and on the Committee on Contracts.

Regulates the use of internal reproduction capacity with a view to maximum economy and efficiency;

Reports to the Secretary-General.

### SPECIAL ADVISORY BOARD

#### *I. Composition*

##### *Membership*

A Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice;

Four members appointed by the Secretary-General in agreement with the Staff Council.

##### *Secretary*

Appointed by the Secretary-General from the Office of Legal Affairs.

#### *II. Functions*

Advises the Secretary-General in cases under the second and third paragraphs of staff regulation 9.1 (a).

### VISA COMMITTEE

#### *I. Composition*

##### *Membership*

A member from the Office of Personnel, Chairman;

A member from the Office of Legal Affairs;

A member from another Department or Office;

The three members are appointed by the Director of Personnel in consultation with the Legal Counsel.

##### *Secretary*

Is a member of the staff of the Office of Personnel.

#### *II. Functions*

Examines requests for visas in respect of members of the household of non-United States staff members other than their spouse or children under twenty-one, in accordance with the principles established by the Office of the Legal Counsel in consultation with the United States Mission to the United Nations.